

**Functional Series 500 - Management Services
ADS 528 - Energy Management and Planning Program for USAID Buildings**

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ADS 528 - Energy Management and Planning Program for USAID Buildings

528.1 OVERVIEW

This chapter provides guidance and mechanisms to promote energy management and conservation in USAID's leased or owned properties worldwide in order to reduce energy consumption as required by [Executive Order 13123](#).

528.2 PRIMARY RESPONSIBILITIES

- a.** The Director, Bureau for Management, Office of Administrative Services (M/AS/OD) serves as the Agency's environmental executive officer and is responsible for promoting an affirmative program for use of energy-efficient products that are environmentally sound.
- b.** The Chief, Bureau for Management, Office of Administrative Services, Overseas Management Support Division (M/AS/OMS) is responsible for the day-to-day oversight and management of the Agency's overseas environmental program. In addition, he or she is responsible for
- Developing policy and procedures for the Energy Management and Planning Program for USAID's overseas buildings;
 - Providing technical guidance on and monitoring compliance with government regulations;
 - Consolidating and submitting to the Department of Energy the Annual Report on Energy Management;
 - Reviewing waivers of Energy Management Requirements; and
 - Submitting waivers to the Department of Energy as appropriate.
- c.** The Chief, Bureau for Management, Office of Administrative Services, Consolidation, Property and Services Division (M/AS/CPD) is responsible for procuring energy-efficient products for use in USAID space within the Ronald Reagan Building (RRB).
- d.** The USAID Mission Director at each post is ultimately responsible for ensuring that the Mission Energy Management and Conservation Plan is developed and ensuring that the Annual Report on Energy Management is submitted to M/AS/OMS.
- e.** The USAID Executive Officer (EXO) at post is responsible for providing administrative direction and oversight for compliance with this directive.

528.3 POLICY AND PROCEDURES

528.3.1 Energy Management and Planning Program for USAID Buildings

As required by the [Energy Policy Act of 1992](#) (EPAAct) and [Executive Order \(EO\) 13123](#), it is the Agency's goal to reduce energy consumption and to promote life cycle cost-effective investments in building energy systems, building water systems, and energy and water conservation measures for all USAID buildings. Section 543(a) of the Energy Policy Act of 1992 and Section 307(a) of EO 13123 require all Federal agencies to reduce the amount of energy consumed in all Federal buildings 30 percent by 2005 compared to the base year of 1985.

528.3.2 Methodology and Procedures for Life Cycle Cost Analysis

USAID adheres to the methodology and procedure for life cycle cost analysis described in [10 CFR 436, Subpart A](#). The methodology and procedures entail

- a. Estimating and comparing the life cycle costs of U.S. Government (USG) buildings;
- b. Determining the life cycle cost effectiveness of energy conservation measures and water conservation measures;
- c. Ranking life cycle cost-effective measures in order to design a new USAID building or to retrofit an existing USAID building; and
- d. Establishing the method by which efficiency will be considered when entering into or renewing leases of USAID building space.

528.3.3 Methods and Procedures for Energy Savings Performance Contracting (ESPC)

USAID uses Energy Savings Performance Contracting where it is cost effective, and adheres to the policies and procedures in [10 CFR 436, Subpart B](#).

528.3.4 10-Year Energy Management Plan

USAID's 10-year energy management plan to establish energy goals focuses on

- a. Reducing the rate of energy consumption;
- b. Promoting the efficient use of energy;
- c. Promoting the switch from petroleum-based fuels and natural gas to coal and other energy sources; and

- d. Providing a methodology for reporting progress in meeting these goals.

The policies and procedures pertaining to the development of a 10-year plan are found in [10 CFR 436, Subpart F](#).

528.3.5 Reporting Requirements

The following energy conservation reports must be submitted:

- a. **Annual Report on Energy Management.** By December 1 of each year, M/AS/OMS must submit to the Department of Energy (DOE) the consolidated Annual Report on Energy Management.
- b. **Vehicles and Equipment.** Federal agencies are required to submit to the General Services Administration (GSA), Department of Energy (DOE), and OMB annual reports on fuel consumption and fuel cost data for motor vehicles. (See [536.3.14.2](#) and [536.3.14.3](#) for details on the FAST and COBRA reports.)

528.3.6 Energy Management Training

USAID must ensure that facility managers are provided training opportunities in energy management in accordance with [Section 157 of the Energy Policy Act](#).

528.3.7 Waivers

USAID adheres to the policy and procedures for submitting waivers of the requirements of EO 13123 described in [10 CFR 436.108](#).

528.4 MANDATORY REFERENCES

528.4.1 External References

- a. [10 CFR 436, Federal Energy Management and Planning Programs](#)
- b. [Energy Policy Act of 1992, Subtitle F, Federal Agency Energy Management](#)
- c. [Executive Order 13123 \(June 3, 1999\), Greening the Government Through Efficient Energy Management](#)
- d. [6 FAM 717.9, Energy Cost Controls](#)

528.4.2 Internal Mandatory References

- a. [ADS 536, Use and Control of Official Vehicles](#)

528.5 ADDITIONAL HELP

528.6 DEFINITIONS

The terms and definitions listed below have been included into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

*An asterisk next to a definition indicates that either the term is new or its definition has been revised.

building energy system

An energy conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of energy consumed. (Chapter 528)

***building water system**

A water conservation measure or any portion of the structure of a building or any mechanical, electrical, or other functional system supporting the building, the nature or selection of which for a new building influences significantly the cost of water consumed. (Chapter 528)

energy conservation measures

Measures that are applied to an existing Federal building that improve energy efficiency and are life cycle cost effective. These measures generally involve energy conservation, cogeneration facilities, renewable energy sources, improvements in operation and maintenance efficiencies, or retrofit activities. (Chapter 528)

energy goal

The ratio of production achieved to energy used. (Chapter 528)

facility

Any structure or group of closely located structures, comprising a manufacturing plant, laboratory, office, or service center, plus equipment. (Chapter 528)

***Federal building**

Any individual building, structure, or part thereof, including the associated energy and water-consuming support systems, which is constructed, renovated, leased for over five years, or purchased in whole or in part for use by the Federal Government and which consumes energy or water. (Chapter 528)

goal

Specific statement of an intended energy conservation result which will occur within a prescribed time period. The intended result must be time-phased and must reflect expected energy use assuming planned conservation programs are implemented. (Chapter 528)

***life cycle cost**

The total cost of owning, operating, and maintaining a building over its useful life

(including its fuel and water, energy, labor, and replacement components), determined on the basis of a systematic evaluation and comparison of alternative building systems. In the case of leased buildings, the life cycle must be calculated over the effective remaining term of the lease. (Chapter 528).

retrofit

Installation of a building system or building water system alternative in an existing Federal building. (Chapter 528)

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