



DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
FPO AP 96349-0001

COMNAVFORJAPAN/COMNAVREGJAPANINST 11000.2
N4
18 Jul 18

COMNAVFORJAPAN/COMNAVREGJAPAN INSTRUCTION 11000.2

From: Commander, U.S. Naval Forces Japan/Navy Region Japan

Subj: BUILDING INFRASTRUCTURE AND ENERGY MANAGER PROGRAM

Ref: (a) OPNAVINST 4100.5E
(b) SECNAVINST 4101.3A
(c) SECNAVINST 5210.8E
(d) CNICINST 11000.3
(e) OPNAVINST 11000.8J

Encl: (1) Building Infrastructure and Energy Manager Appointment Memorandum
(2) Building Infrastructure and Energy Manager Responsibilities
(3) Monthly Building Infrastructure and Energy Manager Inspection Checklist
(4) Annual Program Summary Report Template

1. Purpose. To establish a program with well-trained personnel who will identify, report, and monitor facility and utility issues to ensure Commander, Navy Region Japan (CNRJ), facilities are maintained in a safe, effective and energy/water efficient manner in accordance with references (a) and (b). This will enhance the quality of life for all personnel, lengthen facility lifespan, and promote conservation for the buildings, infrastructure, and lands under the cognizance of CNRJ.

2. Background

a. The facilities of CNRJ play a vital role in the readiness of both its mission and the mission of its supported commands. The proper stewardship of Navy infrastructure is critical to ensuring acceptable quality of service for all personnel. Appropriate adherence to resource conservation measures, recycling measures, environmental requirements, Naval Occupational Safety and Health (NAVOSH) safety provisions, facilities maintenance standards, and base appearance standards is the responsibility of all civilian and military employees within CNRJ's installations.

b. The Building Infrastructure and Energy Manager (BIEM) position is an essential component to the successful management of a facility. The BIEM acts as an interface between the tenant commands of a facility and their servicing Public Works Department (PWD) to

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expedite and simplify the handling of facility service work and to assist in meeting the Navy's goals for resource conservation.

3. Scope. This instruction applies to all buildings, grounds, utilities, structures or installations under the cognizance of CNRJ.

4. Action

a. Navy Region Japan N4 shall report to Commander, Naval Region Japan on the health of the BIEM program annually by 31 January.

b. Installation Commanding Officers shall:

(1) Maintain a BIEM Program in accordance with this instruction and report on the health of the program annually to the Navy Region Japan N4 by 31 December.

(2) Maintain an appropriate recognition program that rewards BIEMs and building occupants who make significant contributions to their facility and resource conservation responsibilities.

c. Commanding Officers/Officers in Charge for tenant commands shall:

(1) Assign a BIEM utilizing enclosure (1) for each facility (inclusive of the land within 50 feet) occupied by their respective functional area, command or department and ensure the assigned person is able to execute their responsibilities as defined in this instruction. If warranted, assign a lead BIEM for that command/department with responsibilities as defined below. Provide a copy of this designation to the Public Works Officer. This duty should be assigned to personnel who have enough technical knowledge, training and familiarity with their spaces to properly execute their responsibilities as defined below. BIEMs and lead BIEMs shall have a minimum of 1-year of time left in their assignment/orders prior to assignment of BIEM duties.

(2) Ensure that staff members are aware of their BIEM's name, phone number, and e-mail address.

(3) Meet periodically with their BIEMs to understand command goals and priorities in regards to their facilities, as well as to receive updates on ongoing facilities work.

d. Installation Public Works Officer (PWO) shall:

(1) Provide updates to the Installation Commanding Officer regarding the BIEM program. These updates shall include assignments/coverage, training of BIEM, and overall effectiveness of the program.

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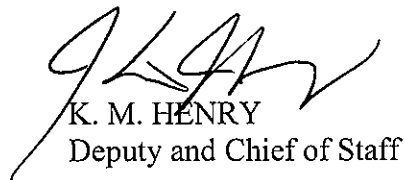
(2) Ensure the Public Works Department provides and documents training provided to BIEMs and Lead BIEMs. These trainings should include discussion of new resource management policies, practices, and tools, as well as technical training on how to identify facility issues. Training should also be provided on work tracking and performance as needed.

(3) Assign a point of contact for all facility issues and questions for each tenant. The point of contact will conduct routine customer meetings with the BIEMs/Lead BIEMs to discuss work requests and facilities issues affecting their mission readiness.

(4) Ensure the Installation Energy Manager (IEM) or Resource Efficiency Manager (REM) and the Facilities Operations Specialist (FOS) walk through the buildings annually with the BIEMs to verify the buildings are in compliance with its inspection checklist (see enclosure (4)). At a minimum, a walk through will be conducted during the annual building energy audits as required by reference (c) or during zone inspection visits required by reference (d). The IEM/REM/FOS will advise the BIEM on how to correct any problems noted in the visit.

5. Records Management. Records created, as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6 Review and Effective Date. Per OPNAVINST 5215.17A, Navy Region Japan, N4 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



K. M. HENRY
Deputy and Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronic only via CNIC Gateway Region Japan website, <https://g2.cnice.navy.mil/CNRJ/SitePages/Home.aspx>

BUILDING INFRASTRUCTURE AND ENERGY MANAGER
APPOINTMENT MEMORANDUM (TEMPLATE)

From: Tenant Commander/Department Head/Officer in Charge (Command)
To: Appointee

Subj: APPOINTMENT AS BUILDING INFRASTRUCTURE AND ENERGY MANAGER

Ref: (a) COMNAVFORJAPAN/COMNAVREGJAPANINST 11000.2

1. You have been appointed as the Building Infrastructure and Energy Manager (BIEM) for (enter Tenant activity/Code) in Building(s) (enter Bldg#) at (enter Installation name) in accordance with reference (a). You are required to familiarize yourself with the referenced instruction in order to properly execute the duties of this position.
2. BIEMs play a vital role in maintaining and improving safety, cleanliness and energy/water conservation at the facility level for the Navy. They serve as the watchdog to ensure the standards of the Navy are met to maintain a positive, safe, and energy/water efficient environment.
3. As outlined in reference (a), your responsibilities include:
 - a. The initiation and tracking of maintenance and repair requests. Documenting and reporting general building and utility system deficiencies to the designated Public Works Department (PWD) point of contact assigned to your facility/area or the Installation Energy Manager (IEM) as appropriate.
 - b. Monitoring the resource conservation in your assigned area and ensuring that all hands are practicing sound energy and water conservation principles and practices. Promote new best practices as needed.
 - c. Communicate facility issues and concerns to leadership to ensure consistency in communications between the command and the PWD.
 - d. Attending BIEM indoctrination and periodic follow-on training.
 - e. Ensure that space assignments for the command from the PWD are followed, and communicate any changes in space or configuration needs to the PWD.
 - f. Understand the responsibilities for the command and the PWD in regards to maintenance and repair as well as funding.

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4. For specific questions please refer to ref (a) or contact the designated PWD liaison assigned to your area.

Officer in Charge/Commanding Officer
for Tenant Command

BUILDING INFRASTRUCTURE AND ENERGY MANAGER/
LEAD BUILDING INFRASTRUCTURE AND ENERGY MANAGER RESPONSIBILITIES

1. Building Infrastructure and Energy Manager. The Building Infrastructure and Energy Manager (BIEM) may be assigned responsibilities for more than one building; however, they should be walking through their assigned spaces on a weekly basis and performing official inspections at least monthly. They should also be familiar with the mission and requirements of the personnel occupying the spaces in the building. BIEM will be responsible to the departmental/command Lead BIEM (if applicable) and will familiarize themselves with policies for facilities maintenance, repair, and alterations. Additionally they will:

a. Ensure BIEM, Installation Energy Manager (IEM)/ Resource Efficiency Manager (REM) and Facilities Operations Specialist (FOS)/FMS contact information is posted in public lobbies, entrances, and exits.

b. Submit work requests to the departmental/command Lead BIEM (if applicable) for screening and forwarding via the designated point of contact at the Public Works Department (PWD), or via the appropriate Service/Trouble Desk. Work requests must provide a clean and accurate description of the problem, location, and information necessary for smooth coordination of repairs. Act as authorized caller for emergency and service calls for their facility. Communicate energy related issues to the PWD including: inadequate lighting, heating, and AC controls and all leaks in steam, natural gas, water, sewer, and compressed air systems.

c. Act as the point of contact for the assigned building; be available to provide access to the area, show PWD personnel or contract personnel the location and nature of the problem; act as an escort, if necessary (for example, in berthing rooms or secure workspaces); and assist, if necessary, to notify personnel about outages or other building restrictions. BIEM are responsible for signing the PWD service chit once the work has been completed satisfactorily. BIEM should notify their Lead BIEM or PWD immediately if work has not been satisfactorily completed.

d. Forward a work performance evaluation for work orders to the PWD via the Lead BIEM, if applicable, within ten working days after the work is completed.

e. Perform, at a minimum, formal monthly building infrastructure and energy inspections as described in enclosure (3). The monthly BIEM checklist guides BIEMs and occupants in how to properly secure their facility daily and how to evaluate their building's efficiency. Conduct monthly energy audits, including night audits, to assess energy efficiency issues and improve energy awareness in your assigned building(s).

f. Assist the PWD with data calls regarding energy issues for your assigned building(s).

g. Keep building occupants informed of all work and maintain a file of all monthly BIEM checklists, quarterly reports, and work requests. This file will be used to justify corrective

actions required to maintain the facility and document the BIEM's efforts. Post energy awareness materials and instructions in conspicuous locations in your assigned building(s).

h. Report general building and utility system deficiencies to the designated PWD point of contact assigned to the facility/area. This includes a 50-foot radius from the facility/area.

i. Train building personnel, raise awareness, and promote best practices to ensure all hands are implementing sound resource conservation principles. Encourage other building occupants to follow energy policies.

j. Attend the required BIEM indoctrination training and any BIEM training sessions.

k. Act as an alternate for the respective Lead BIEM on the base energy team.

l. Document and report all damage to a facility that is, due to suspected negligence, abuse, or natural disasters.

m. Participate in zone inspections.

n. Communicate issues and concerns to leadership via the Lead BIEM to ensure consistency in communications between the command and the PWD.

2. Lead BIEM Responsibilities. Departmental/Command Lead BIEMs oversee building maintenance for their areas of responsibility and will:

a. Provide the PWD with a current list of their BIEMs to include name, rank, telephone number, location, and building number. This includes identifying replacements for BIEMs leaving the position. Lead BIEMs must ensure all BIEMs attend indoctrination training and any quarterly BIEM training sessions. Replacement BIEMs should have a minimum of 1-year left on their overseas assignment.

b. Screen all work requests forwarded by BIEMs to ensure that they are valid Sustainment, Restoration or Modernization (SRM) deficiencies and be familiar with their appropriate funding sources. Keep BIEMs informed of the status of approved work requests.

c. Ensure that all non-Commander, Navy Installations Command (CNIC) or non-SRM funded work requests submitted to the Work Reception Desk have appropriate funding available or an approved job order number.

d. Provide liaison between the department/command, PWO, and BIEMs. Be able to speak for the command in regards to facility needs and priorities.

- e. Act as the authorized caller for the command to submit work requests and call-ins to the work reception or trouble desk.
- f. Become familiar with Facility Service Agreement (FSA) and Facilities Service Contract (FSC) packages for occupied buildings, if applicable, and initiate FSA chits or call-ins direction to the work reception desk.
- g. Serve as the point of contact for the command/department for disseminating facility and resource related information.
- h. Assist with coordinating and disseminating information about facility and utility outages as required.
- i. Serve as the command's point of contact for submitting self-help projects, if applicable.
- j. Coordinate BIEM training with the PWD as required, including when new BIEMs are assigned.
- k. Provide feedback and updates to the PWD point of contact concerning special requirements or special events that may impact the execution of work at their facilities.
- l. Ensure that space assignments for the command from the PWD are followed, and communicate any changes in space or configuration needs to the PWD.
- m. Communicate issues and concerns to leadership to ensure consistency in communications between the command and the PWD.

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MONTHLY BUILDING INFRASTRUCTURE AND ENERGY MANAGER INSPECTION CHECKLIST (TEMPLATE)					
Building Number		Date			
BIEM Name		Telephone			
E-mail					
Have you been officially appointed in writing?		Y	or	N	
Is BIEM contact information visibly posted in area/building?:		Y	or	N	
Interior Inspection					
	Safety	SAT	UNSAT	N/A	Comments/Action
1	Fire extinguishers are present, not blocked, and have a properly documented monthly Inspection Record Card.				
2	The periodic fire inspection has been completed by the fire warden.				
3	Fire exits are clearly indicated and not locked or blocked.				
4	Walkways and doors are free of obstructions.				
5	Mechanical room(s) is clear of debris (not used for storage).				
6	Electrical switches and receptacles are properly covered.				
7	Emergency lighting is working properly.				
8	Electrical equipment is free of obstructions.				
	Asbestos/Lead-based Paint	SAT	UNSAT	N/A	Comments/Action
1	Warning Signs are posted on official bulletin boards.				
2	Labeled asbestos containing material is in good condition.				
3	Condition of known lead-based paint is intact.				
	Doors	SAT	UNSAT	N/A	Comments/Action
1	Surfaces/frames are in good condition				
2	All hardware is working.				
3	All security features are working properly				
4	Are exterior doors properly sealed to prevent heating/cooling losses				
	Walls and Ceilings	SAT	UNSAT	N/A	Comments/Action
1	Surfaces are in good condition.				
2	No holes or fresh stains from water leaks.				
	Plumbing	SAT	UNSAT	N/A	Comments/Action
1	No leaking faucets, urinals, toilets or other fixtures.				
2	Faucets and shower heads are low-flow or equipped with aerators.				
3	All plumbing fixtures including drinking fountains are working properly.				

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	Utilities	SAT	UNSAT	N/A	Comments/Action
1	No steam, water, compressed air, or natural gas leaks.				
2	No damaged or missing insulation on hot/cold pipes.				
	Lights	SAT	UNSAT	N/A	Comments/Action
1	Lighting is adequate and working properly.				
2	Lighting only used when and where needed (including task lighting).				
3	Lighting used only where needed in unoccupied spaces (generally off).				
4	Incandescent bulbs have been replaced by compact fluorescent bulbs.				
5	Lighting on backshifts and weekends used only when needed and personnel have been instructed on the use of this lighting				
6	Janitorial services use only lights needed for cleaning.				
7	Decorative lighting is secured or minimized.				
8	All areas have been evaluated by the IEM for light fixture delamping or deactivation.				
	Heating/Cooling	SAT	UNSAT	N/A	Comments/Action
1	Conditioned spaces maintained at the current Common Output Level Standard (COLS); COLS 3 requires average temperature of 78 degrees F (25°C) during the cooling season and 68 degrees F (20°C) during the heating season.				
2	Heating secured or set to 55 degrees when unoccupied.				
3	The heating/cooling schedule (if centrally managed) matches the occupancy schedule.				
4	Cooling in computer rooms and other equipment spaces set in upper quarter of allowable temperature ranges.				
5	Heating/Cooling equipment is free from obstructions.				
6	No blocked or covered supply or return air diffusers.				
7	Air conditioning/furnace filters have been replaced.				
8	Thermostats are tamper-proof so set-points are not easily changed.				
9	Thermostats are not blocked, covered, or influenced by nearby items such as a window, refrigerator, computer, coffee maker, etc.				
10	Portable electric space heaters used only as authorized by PWO.				
11	Window air conditioners used only as authorized by the PWO.				

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12	Doors and windows are closed when heating/cooling is on.				
13	No damaged or missing insulation on steam, hot water, or chilled water pipes.				
14	Manually operated roof relief dampers are closed during heating season.				
15	Steam heating supply lines are secured during the summer (unless steam is required for reheating purposes)				
16	No leaks or abnormal sounds in the mechanical spaces.				
	Miscellaneous	SAT	UNSAT	N/A	Comments/Action
1	Energy awareness materials displayed throughout building.				
2	Energy and water usage reports have been received.				
3	Adequate recycling containers are available.				
4	Process tank temperatures reduced when unused.				
5	Personal refrigerators used only as authorized by PWO.				
6	Personnel have been instructed on efficient use of kitchen equipment.				
7	Vending machines are properly permitted and equipped with an energy saving device.				
8	Computers, copy machines, coffee makers, radios, fans, and other office equipment are shut off at the end of the day.				
9	Exhaust ventilation systems are only run when needed.				
10	Restroom exhaust fans and lights are shut-off when unoccupied.				
11	Air compressors and compressed air tools secured when not in use.				
12	Elevators have a current inspection and are working properly.				
13	Emergency generator is adequately fueled.				
14	No evidence of insect or rodent infestations.				
Exterior Inspection					
	Doors	SAT	UNSAT	N/A	Comments/Action
1	Surfaces/frames are in good condition.				
2	All hardware is working.				
3	All security features are in working condition.				
	Windows	SAT	UNSAT	N/A	Comments/Action
1	Frames in good condition.				
2	Locks work.				
3	No cracked/broken glass.				
4	Weather stripping is adequate and in good condition.				

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5	Screens present (when required) and in good condition.				
	Walls and Roof (where visible)	SAT	UNSAT	N/A	Comments/Action
1	Downspouts are attached and unobstructed.				
2	No vegetation growing in/on building.				
3	No flashing damage.				
4	No damage to wall surfaces, discoloring from water leaks, etc.				
	Trash Containers	SAT	UNSAT	N/A	Comments/Action
1	No trash on grounds				
2	Dumpsters emptied regularly.				
	Grounds	SAT	UNSAT	N/A	Comments/Action
1	Grass and shrubs maintained to common output level standard.				
2	Sprinklers operating correctly.				
3	Sidewalks and parking area clear of debris and surfaces are in good condition.				
4	No large debris or abandoned material near building.				
	Lights	SAT	UNSAT	N/A	Comments/Action
1	Unbroken and functional				
2	Lenses are clean				
3	Unnecessary lights turned off.				
4	Lights off during daytime hours.				
	Utilities	SAT	UNSAT	N/A	Comments/Action
1	HVAC equipment is working properly and free of obstructions				
2	No utility leaks around the facility.				
3	No damaged or missing insulation on steam/hot/chilled water pipes.				
4	Steam heating supply lines are secured during the summer (unless steam is required for reheating purposes).				
Additional Comments:					
BIEM Signature:				Date:	
Lead BIEM Signature (if applicable)				Date:	
Supervisor Signature:				Date:	