



DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES YOKOSUKA
PSC 473 BOX 1
FPO AP 96349

CFAYINST 11300.2H
N4
6 Feb 2020

COMFLEACT YOKOSUKA INSTRUCTION 11300.2H

From: Commander, Fleet Activities Yokosuka

Subj: ENERGY AND WATER MANAGEMENT PROGRAM

Ref: (a) Energy Policy Act of 2005
(b) Energy Independence and Security Act (EISA) of 2007
(c) OPNAVINST 4100.5D
(d) COMNAVFORJAPANINST 4101.2B
(e) UFC 1-200-02 "High Performance And Sustainable Building Requirements",
With Change 3
(f) COMNAVFORJAPANINST 11000.2
(g) CNIC Operations Plan
(h) COMNAVFORJAPANINST 11320.2E

Encl: (1) Heating and Cooling
(2) Air Conditioning and Heating Requirements Waiver Request Form

1. Purpose. To provide policy, responsibilities and procedures for effective implementation of the Navy Energy and Water Conservation Program at U.S. Fleet Activities (FLEACT) Yokosuka, as mandated in references (a) through (d).

2. Cancellations. COMFLEACTINST 4101.1 and 11300.2G. This instruction is a complete revision and must be read in its entirety.

3. Responsibilities

a. Commander, Fleet Activities (FLEACT) Yokosuka is responsible for implementing and enforcing FLEACT Yokosuka's Energy and Water Conservation Program and chairs the Energy Conservation Board (ECB).

b. FLEACT Yokosuka Public Works Officer (PWO) will keep the Commander, FLEACT Yokosuka advised of all energy and water conservation matters, and steps taken to ensure that FLEACT Yokosuka makes progress toward meeting mandated energy goals.

c. FLEACT Yokosuka Public Works Department (PWD) Installation Energy Manager (IEM) will act as the technical advisor on energy and water conservation matters and will:

(1) Create and administer FLEACT Yokosuka's Energy and Water Conservation Program and drive program planning and strategy to align the installation with federal energy mandates as listed references (a) through (d) and Navy energy goals.

- (2) Coordinate with tenant units for implementation of energy and water conservation projects and measures within their facilities.
- (3) Review utilities consumption reports to identify major consumers, track usage and demand trends, monitor progress toward energy goals, and identify high value targets for energy projects.
- (4) Provide energy-focused training to Building Infrastructure and Energy Managers (BIEM).
- (5) Review energy and water conservation suggestions from BIEM.
- (6) Coordinate, promote, and participate in "Energy Action Month".
- (7) Make recommendations to the Commander when the heating and cooling seasons will begin and end for all tenant units at FLEACT Yokosuka.
- (8) Review new project designs for adherence to reference (e).
- (9) Submit installation energy and water consumption data, energy project status, and Building Energy Monitors program information for annual Secretary of the Navy Energy Award.
- (10) Develop an energy project execution plan and building energy audit plan.
- (11) Coordinate and execute the ECB twice per calendar year. The purpose of the ECB is to provide leadership and executive level stakeholders an overview/update on the installation's overall energy and water conservation program and initiatives.
- (12) Provide recommendation to the Commander on updates to this instruction, in alignment with Commander, Navy Region Japan's Energy Instruction.

d. In addition to the duties specified in reference (f), the BIEM will:

- (1) Monitor assigned areas or facilities for energy conservation measures and opportunities, and communicate these opportunities to the FLEACT Yokosuka IEM.
- (2) Be responsible for the effective day-to-day execution of energy conservation measures, including ensuring that occupants are using best practices such as turning off lights and Heating, Ventilation, & Air Conditioning (HVAC) at the end of the day, closing doors and windows when HVAC is operating, and are aware of and adhering to the thermostat set points specified in reference (g).

e. Tenant unit leadership will:

(1) Follow energy user responsibilities and expectations.

(2) Actively participate in semi-annual Energy Conservation Board meetings with Commander, FLEACT Yokosuka, PWO, and IEM.

4. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per SECNAV Manual 5210.1 of January 2012.

5. Review and Effective Date. Per OPNAVINST 5215.17A, FLEACT Yokosuka 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. The instruction will automatically expire ten years after effective date unless reissued or cancelled prior to the 10-year anniversary date, or an extension has been granted.

6. Forms. The Heating and Cooling Requirements Waiver Request Form is provided in enclosure (2).



M. R. JARRETT, JR

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway CFAY website <https://g2.cnic.navy.mil/CNRJ/SitePages/CFAY.aspx>

HEATING AND COOLING

1. Cooling Season

a. The start of the cooling season is identified by FLEACT Yokosuka PWD six weeks in advance of the anticipated start date. Per reference (g), and to support the completion of required preventative maintenance, the start of the cooling season will occur after four weeks have elapsed since heating shutoff. PWD will evaluate the preventive maintenance schedule and will make a recommendation to Commander, FLEACT Yokosuka to authorize the use of air conditioning at FLEACT Yokosuka. Until the schedule is approved by the Commander, air conditioners are to remain turned off.

b. Once the start of the cooling season has been announced, the following order of precedence must be followed for the use of air conditioning units:

- (1) **First Tier: Living areas** (family housing, child development centers and schools).
- (2) **Second Tier: Common Areas** (retail stores, clubs, gyms, movie theatres, etc.).
- (3) **Third Tier: Office areas** (general offices and administrative areas).
- (4) **Fourth Tier: Industrial** (warehouses and industrial shops).

c. When air conditioning equipment is put into use, it is the responsibility of occupants to ensure that the correct temperature set points are followed. In support of meeting the objectives specified in reference (g), it is FLEACT Yokosuka policy that during the cooling season thermostats must be set no lower than 78°F (25.5°C). If the Japanese thermostat is not capable of being set to half degree increments than it must be set no lower than 26°C.

d. When air conditioning units are in use, all openings to the outside must be secured. Do not leave doors or windows open in air conditioned spaces. This will lead to mold issues and wastes energy.

e. If the air conditioning unit/system is not functioning properly, do not set it to a lower temperature. Contact the BIEM designated for the facility so they can inform PWD of the situation. PWD will send qualified personnel to evaluate the air conditioning unit/system to confirm whether the air conditioning unit/system is functioning properly. If PWD determines that the unit/system is not functioning properly they will initiate a work request to fix the situation. PWD may then direct a setting of the thermostat temperature to a lower setting than the FLEACT Yokosuka policy.

f. The end of the cooling season is identified by PWD. PWD will evaluate historical temperature data as well as preventive maintenance schedules to make a recommendation to the Commander, to end the cooling season at FLEACT Yokosuka. After approval of the schedule by the Commander to end cooling season, air conditioners must remain off.

g. Categories of facilities listed previously must have air conditioning secured in the opposite order listed (i.e. start with Fourth Tier facilities).

2. Heating Season

a. The start of the heating season will be identified by PWD six weeks in advance of the anticipated start date. Per reference (g), and to support the completion of required preventative maintenance, the start date of the heating season will occur after four weeks have elapsed since cooling shutoff. PWD will evaluate the preventative maintenance schedule and will make a recommendation to the Commander, to authorize the use of heating at FLEACT Yokosuka. Until the schedule is approved by the Commander, heating units are to remain turned off.

b. Once the start of the heating season has been announced the following order of precedence must be followed for the turn on of heating units:

(1) **First Tier: Living areas** (family housing, child development centers and schools).

(2) **Second Tier: Common areas** (retail stores, clubs, gyms, movie theatres, etc.).

(3) **Third Tier: Office areas** (general offices and administrative areas).

(4) **Fourth Tier: Industrial** (warehouses and industrial shops).

c. When heating equipment is in use, it is the responsibility of the occupants of each space to ensure that the correct temperature set points are followed. In support of meeting the objectives specified in reference (g), it is FLEACT Yokosuka policy that during the heating season thermostats must be set no higher than 68°F (20°C).

d. When heating units are in use, all openings to the outside must be secured. Do not leave doors or windows open in heated spaces.

e. If the heating unit/system is not functioning properly, do not set it to a higher temperature. Contact the BIEM designated for the facility so they can inform PWD of the situation. PWD will send over qualified personnel to evaluate the heating unit/system to confirm whether the heating unit/system is functioning properly. If PWD determines that the unit/system is not functioning properly, they will initiate a work request to fix the situation. At that time they may direct you to set the thermostat temperature to a higher setting than FLEACT Yokosuka policy.

f. The end of the heating season is identified by PWD. PWD will evaluate historical temperature data as well as preventive maintenance schedules to make a recommendation to the Commander, to end the heating season at FLEACT Yokosuka. After approval of the schedule by the Commander to end the heating season, heating units must remain off.

g. Categories of facilities listed above must have heating equipment secured in the opposite order listed (starting with Fourth Tier facilities).

3. Space Heaters:

a. Space heaters in any occupied structure other than tower apartment buildings are not authorized for use onboard FLEACT Yokosuka.

b. User-owned space heaters are authorized for use in tower apartment units upon approval from the Fire Department per reference (h). The use of these units is only authorized during the shoulder season when neither heating nor cooling is being provided to the apartment.

4. Exceptions to the requirements above

a. Operation in Unaccompanied Housing facilities will be as follows:

(1) Occupants will have individual thermostat controls in their spaces, to the extent that is feasible given existing system-level HVAC equipment serving the building.

(2) The thermostat setpoint during the cooling season must be set no lower than 76°F. The thermostat setpoint during the heating season must be set no higher than 68°F.

(3) To the extent that is feasible given the preventive maintenance requirements for system-level HVAC equipment serving the building, there will be no period in which neither heating nor cooling is provided.

b. Operation in CNIC N9 funded Non-Appropriated Fund facilities will be as follows:

(1) Minimum and maximum thermostat setpoints are not governed by this instruction.

(2) To the extent that is feasible given the preventive maintenance requirements for system-level HVAC equipment serving the building, there will be no period in which neither heating nor cooling is provided.

c. Operation of spaces with unique heating or cooling requirements:

(1) Certain facilities that have unique cooling requirements due to sensitive equipment and specific building overheating issues may have their BIEM apply for a waiver through the PWD using the form provided in enclosure (2). Until the waiver is approved, the activity is not authorized to use their air conditioning equipment.

(2) Certain facilities that have unique heating requirements may have their BIEM apply for a waiver through the PWD using the form provided in Enclosure (2). Until the waiver is approved, the activity is not authorized to use their heating equipment.

5. Waiver Criteria Policy

a. If a tenant unit feels that the heating or cooling requirements are inadequate in one of its spaces or buildings, the facility BIEM must complete the waiver form provided in Enclosure (2) and submit to the FLEACT Yokosuka IEM.

b. In addition to the waiver form, the BIEM must record and submit a completed temperature records log which indicates space temperature readings in various regularly-occupied spaces at different times of the day, over multiple days. The blank form will be provided by PWD, and specifies required logging intervals and allowable temperature-measuring devices.

c. Waivers will be considered after tenant units have demonstrated a reasonable effort to alleviate situation (e.g. opening doors/windows, closing curtains/blinds to reduce sunlight and heat, electronic load reduction, etc.) and temperature logs indicate that the ongoing temperatures are inadequate for the activity being performed. A representative from PWD will coordinate with the BIEM to schedule a site visit and verify temperature readings and overall condition.

d. For a waiver to be considered, the BIEM must be in compliance with all of the participation and administrative requirements specified in reference (f).

AIR CONDITIONING AND HEATING REQUIREMENTS WAIVER REQUEST FORM

Date: _____

Command/Customer (Do Not Abbreviate): _____

Building Number: _____

Spaces Needing Modification: _____

Building Infrastructure and Energy Manager (BIEM) or Requestor Information

Name: _____

Telephone: _____ Email: _____

I have been appointed by written designation letter as the BIEM for this building and my designation letter is on file with the FLEACT Yokosuka PWD per reference (f).

Modification From Instruction Requested:

Operation of cooling equipment during shoulder season.

Operation of heating equipment during shoulder season.

Lower the cooling set point below 78°F during occupied hours.

Increase the heating set point above 68°F during occupied hours.

Other: _____

Primary Use for Spaces Served by HVAC System:

Mission Critical

Childcare/Schools

Office/Administrative

Retail (NEX/DECA), clubs and gyms

Other: _____

Justification for Request:

Actions taken so for to alleviate situation (e.g. open windows, fans, etc.):

Temperature Log:

- I have recorded temperatures using the PWD form and am including it in the waiver request.
- Temperature logs not relevant to waiver request.

BIEM: _____ Date: _____



TO BE FILLED OUT BY PUBLIC WORKS DEPARTMENT

Energy
 Manager: _____ Date: _____ APPROVE RECOMMEND
 DISAPPROVAL

Public Works
 Officer: _____ Date: _____ APPROVE RECOMMEND
 DISAPPROVAL

COMFLEACT
 Yokosuka: _____ Date: _____ APPROVE DISAPPROVE

Comments: