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OPR: 8 CES/CEA

Certified by: 8 MSG/CC
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Supersedes 8FWI23-301, 30 April 2004

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 23-3, *Energy Management*. It establishes responsibilities and procedures outlining Energy Management policies for Kunsan Air Base, Korea. It applies to all assigned, attached or associated units to the 8th Fighter Wing, Kunsan Air Base, Republic of Korea.

SUMMARY OF CHANGES

It is revised throughout to clarify the organization and functions of the Energy Management Steering Group (EMSG), Energy Management Working Group (EMWG), and Base Energy Manager. New or revised material is indicated by a bar (|).

1. Objectives.

1.1. To provide proper Energy Management at Kunsan AB consistent with the 30 percent energy intensity reduction goal mandated for all government facilities by Presidential Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, in an environment of decreasing operational funds.

1.2. All organization commanders, both assigned and tenants, are ultimately responsible for meeting Kunsan AB energy conservation goals and for implementing energy related directives.

2. Organization and Responsibilities.

2.1. **8th Fighter Wing Commander (8 FW/CC)** will establish energy management programs, identify requirements, and execute the program to comply with this instruction. Policy and guidance for Energy Conservation Program are covered in paragraph **3.1**.

2.2. **Energy Management Steering Group (EMSG).** The EMSG will be the focal point for energy-related matters. The EMSG will be chaired by 8 FW/CC or designee and consists of the group commanders and senior representatives of selected squadrons. The EMSG will meet at least semi-annually, or at the discretion of the chairman.

2.3. **The Energy Management Working Group (EMWG) will execute the policies and objectives of the EMSG.** The EMWG will be chaired by the Base Energy Manager (BEM) and consist of representatives of all 8th Fighter Wing squadrons, tenant units, and dormitory managers. To minimize any administrative burden and optimize the discharge of its mission, the group will meet at the discretion of the BEM.

2.4. **8th Operations Group Commander (8 OG/CC)** will manage this program for aircraft operations.

2.5. **8th Maintenance Group Commander (8 MXG/CC)** will manage this program for maintenance operations.

2.6. **8th Medical Group Commander (8 MDG/CC)** will manage this program for medical operations.

2.7. **8th Logistics Readiness Squadron Commander (8 LRS/CC)** will manage this program for vehicle operations.

2.8. **8th Civil Engineer Squadron Commander (8 CES/CC)** will manage this program for installation facilities.

2.8.1. The BEM will be the 8 CES energy manager.

2.8.2. 8 CES Asset Management Flight (8 CES/CEA) will manage and evaluate the impact of energy disruptions on the 8 FW's mission and facilities and take actions to eliminate them.

3. **Energy Management Steering Group (EMSG).**

3.1. **The 8 FW/CC or designee will chair the EMSG.** The EMSG will consist of, but not limited to; the commanders of the 8th Operations Group (8 OG), 8th Maintenance Group (8 MXG), 8th Mission Support Group (8 MSG), 8th Medical Group (8 MDG), and senior representatives of the 8th Civil Engineer Squadron (8 CES), 8th Logistics Readiness Squadron (8 LRS), 8th Comptroller Squadron (8 CPTS), United States Army Contracting Command Korea (USACCK), and 8 LRS Fuels Management Flight (8 LRS/LGRF).

3.2. **The BEM will serve as the EMSG secretary.**

3.3. **The BEM will prepare the agenda for the EMSG.** The meeting agenda is designed to inform the 8 FW/CC of the status of conservation efforts and the progress being made toward established goals. The agenda shall include, but not be limited to the following items:

3.3.1. Total energy costs and BTU consumption.

3.3.2. Progress toward achieving energy goals.

3.3.3. Reasons for not meeting established goals, if any.

3.3.4. Status of major ongoing energy-related projects.

3.3.5. Status of utilities funds and expected energy cost savings.

3.3.6. Proposed energy projects.

3.3.7. Any reports due to higher command levels for the upcoming quarter.

3.4. The EMSG has the following three primary functions:

3.4.1. Be used as a “sounding board” to determine the best methods of conservation and implementation for Kunsan AB before policy and/or project decisions are made.

3.4.2. Coordinate energy activities among the base groups and squadrons as well as develop overall base policies to attain the energy-saving goals as mandated by the US Air Force and/or higher leadership.

3.4.3. Make suggestions to the chairperson on major policy and budget decisions, while allowing the BEM to make minor operational decisions.

4. Energy Management Working Group.

4.1. The BEM and the EMWG will implement all matters pertaining to energy conservation as directed by the EMSG.

4.2. The chairperson of the EMWG will be the BEM and its members will act as prescribed below or as designated by the EMSG.

4.3. The members of the EMWG are representatives from the 8th Operations Support Squadron (8 OSS), 35th Fighter Squadron (35 FS), 80th Fighter Squadron (80 FS), 8th Maintenance Squadron (8 MXS), 8th Aircraft Maintenance Squadron (8 AMXS), 8th Maintenance Operations Squadron (8 MXOS), 8 LRS, 8 CES, 8 CS, 8th Force Support Squadron (8 FSS), 8th Security Forces Squadron (8 SFS), 8th Medical Operations Squadron (8 MDOS), 8th Medical Support Squadron (8 MDSS), dorm manager representative appointed by 8 CES/CEA, 8 FW group facility managers, the DECA manager, the AAFES manager, a US Army Air Defense Artillery Battery representative, and a ROKAF representative.

4.4. The EMWG will meet at the discretion of the chairperson. The scope of responsibilities of the EMWG include:

4.4.1. Disseminate, implement, and enforce energy policies within their group.

4.4.2. Direct, train, and monitor facility managers on energy conservation at the facility level.

4.4.3. Keep the group commanders informed of energy matters.

4.4.4. Discuss energy-saving initiatives for approval at the EMSG level.

4.4.5. Work with the energy manager to improve energy efficiency in their functional areas.

4.5. The BEM will use the EMWG to expedite the coordination/implementation of programs/ideas/policies. The EMWG will advise the energy manager on the point of contacts within their respective squadrons.

4.6. The BEM and the EMWG will ensure the 8 FW/CC's policies are implemented in the base's processes where energy savings may be realized, initiate approved projects, and provide recommendations to the EMSG as to the best practices for energy conservation.

5. Facility Managers.

5.1. Facility Managers are appointed by each Squadron Commander and shall be responsible for energy conservation duties at the facility level as per the direction of the BEM and/or the EMSG.

5.2. The Facility Managers will use the policies and guidelines published by the BEM found in operating instructions, policy letters, or directives of the EMSG for managing their respective energy conservation efforts.

6. Base Energy Manager.

6.1. Energy conservation policy is outlined in AFPD 23-3 and Air Force Energy Procedures Memorandum (AFEPPM) 04-1, *Air Force Energy Management Plan*. The BEM will maintain complete files of applicable energy policies, regulations, and instructions as they are issued so that this instruction may be updated to cite them.

6.2. The BEM will coordinate and orchestrate the base energy conservation program in a manner such that the base adheres to federally mandated energy conservation policy and USAF guidance and directives.

6.3. The BEM will assist commanders, squadrons, associated units, and any other sub-organizations on all matters concerning energy conservation and awareness, fuel management, and the use of alternative fuel sources.

6.3.1. The BEM should be familiar with and advocate the conservation measures applicable to energy-using equipment, devices, buildings, or vehicles assigned to the Kunsan Air Base.

6.3.2. The BEM will evaluate energy conservation requirements, summarize all energy-related statistical data for progress reporting and planning purposes, and initiate energy-awareness programs.

6.3.3. The BEM will educate all members of the installation on energy-related issues and initiate actions to conserve energy.

6.3.4. The BEM will develop energy-saving projects encompassing new construction and renovations to existing infrastructure.

6.3.5. The BEM will use a project review system to ensure the optimal mixture of energy saving technologies is built into new and old facilities.

6.3.6. The BEM will look for sources of energy partnering with energy providers, technology firms, or other entities both inside and outside of the Republic of Korea.

6.4. The BEM, in support of the energy savings program, will be responsible for executing the following four main categories of program management. **Note:** Each item below is provided with some examples of the tasks normally executed in support of each management category.

6.4.1. Planning and Organization: Prepare the Kunsan AB Energy Plan, review and monitor energy-use trends and patterns, and track progress toward meeting DOD energy goals.

6.4.2. Budgeting and Project Programming: Assist in preparing the installation energy budget, request funds for energy projects, and calculate avoided energy costs.

6.4.3. Program Management: Implement Energy Savings Performance Contracts (ESPC) and other energy saving construction projects, establish and promote an energy awareness program, and monitor preventive maintenance programs.

6.4.4. Administrative: Prepare Defense Utility Energy Reporting System (DUERS) reports, participate in utilities contract negotiations, and review and evaluate energy suggestions.

JAMES B. BEARDEN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 23-3, *Energy Management*

AFEPPM 04-1, *Air Force Energy Management Plan*

Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

BEM—Base Energy Manager

BTU—British Thermal Unit

DECA—Defense Commissary Agency

DOD—Department of Defense

DUERS—Defense Utility Energy Reporting System

EMSG—Energy Management Steering Group

EMWG—Energy Management Working Group

ESPC—Energy Savings Performance Contracts

ROKAF—Republic of Korea Air Force