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ENERGY MANAGEMENT STEERING GROUP

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This instruction implements AFPD 23-3, *Energy Management*. It prescribes the purpose, membership, and responsibilities of the Energy Management Steering Group (EMSG). The membership, responsibilities, and purpose of the Energy Management Working Group (EMWG) are defined in attachment 1. It applies to all organizations receiving utilities on Elmendorf AFB, but it does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Purpose. The EMSG is the focal point for all energy-related matters for Elmendorf AFB. The EMSG provides a corporate review and approval for energy-related initiatives required to meet federal mandates on energy consumption reduction. As a minimum, this group will meet on the last Thursday of the first month of each quarter.

2. Responsibilities. The EMSG is responsible for the oversight and direction of the energy program. Its primary functions are to approve, direct, support, and manage all issues pertaining to energy consumption, reduction, and conservation. The EMSG is responsible for ensuring compliance with Federal, Department of Defense (DOD), USAF, and Major Command (MAJCOM) mandates.

3. Membership. The membership of the EMSG is divided into two categories, voting and nonvoting.

3.1. Voting Membership . Organizations having voting membership on the EMSG will appoint a primary and an alternate representative to the board by name, in writing, to 3 SPTG/CEOE at least annually. The voting membership follows.

3.1.1. Vice Commander, 3rd Wing, 3 WG/CV (Chairperson).

- 3.1.2. Commander, 3rd Support Group, 3 SPTG/CC (Alternate Chairperson).
- 3.1.3. Commander, 3rd Operations Group, 3 OG/CC.
- 3.1.4. Commander, 3rd Logistics Group, 3 LG/CC.
- 3.1.5. Commander, 3rd Medical Group, 3 MDG/CC.
- 3.1.6. Commander, 381st Intelligence Squadron, 381 IS/CC.
- 3.1.7. Commander, 632nd Air Mobility Support Squadron, 632 AMSS/CC.
- 3.1.8. Base Civil Engineer, 3 SPTG/CE.
- 3.1.9. Commander, 3rd Comptroller Squadron, 3 CPTS/CC.

3.2. Nonvoting Membership . Organizations having nonvoting membership on the EMSG will ensure an informed individual from their organization is present at each meeting. The nonvoting membership follows:

- 3.2.1. Public Affairs, 3 WG/PA.
- 3.2.2. General Manager, Army and Air Force Exchange Service, AAFES/PN-AK-GM.
- 3.2.3. Commissary Officer, Defense Commissary Agency, DeCA.
- 3.2.4. Commander, Operations Flight, 3 CES/CEO.
- 3.2.5. Commander, Fuels Management Flight, 3 SUP/LGSF.
- 3.2.6. Commander, Engineering Flight, 3 CES/CEC.
- 3.2.7. Chief, Logistics, USA COE, CENPA-DE.
- 3.2.8. Noncommissioned officer in charge (NCOIC), Energy/Utilities, 3 CES/CEOE (Recorder).

4. Subcommittee. The EMWG (see attachment 1) is established as a subcommittee of the EMSG. The EMWG is divided into the following subcommittees: Publicity subcommittee; New products subcommittee; Facilities subcommittee; and Energy savings performance contract (ESPC) subcommittee. Attachment 1 indicates the membership organizations of each subcommittee.

- 4.1. The Commander, 3rd Logistics, 3 LG/CC, will appoint the chairperson for the new products subcommittee.
- 4.2. The Commander, 3rd Operations Group, 3 OG/CC, will appoint the chairperson for the facilities subcommittee.
- 4.3. The Commander, 3rd Support Group, 3 SPTG/CC, will appoint the chairperson for the ESPC subcommittee.
- 4.4. The Vice Commander, 3rd Wing, 3 WG/CV, will appoint the chairperson for the publicity subcommittee.

5. EMWG Subcommittee. The chairperson of each EMWG subcommittee is responsible for scheduling separate monthly meetings with its members to discuss the subcommittee's agenda. The written minutes of these meetings and its activities will be presented to the EMWG Chairperson, 3 SPTG/CE, for review.

WILLIAM J. LAKE, Colonel, USAF
Commander

Attachment 1

ENERGY MANAGEMENT WORKING GROUP

A1.1. Purpose. The EMWG actively works initiatives assigned by the EMSG. This group will meet every other month on the second Wednesday of the month.

A1.2. Responsibilities. The EMWG is responsible to the EMSG. Its primary functions are to work all initiatives assigned by the EMSG to include Energy Awareness Week activities; developing an energy reduction plan for Elmendorf; identifying and researching possible energy reduction projects; and preparing submissions for energy awards.

A1.3. Membership of EMWG. Membership of EMWG is as follows:

- A1.3.1. Base Civil Engineer, 3 SPTG/CE (Chairperson).
- A1.3.2. Commander, Operations Flight, 3 CES/CEO (Alternate Chairperson).
- A1.3.3. Energy/Utilities Engineer, 3 SPTG/CEOE (Alternate Chairperson).
- A1.3.4. NCOIC, Energy/Utilities, SPTG/CEOE (Recorder).
- A1.3.5. The 381st Intelligence Squadron Representative.
- A1.3.6. Base Safety Office Representative.
- A1.3.7. The 3rd Comptroller Squadron Representative.
- A1.3.8. Public Affairs Representative.
- A1.3.9. Defense Commissary Agency Representative.
- A1.3.10. The 3rd Contracting Squadron Representative.
- A1.3.11. The 19th Fighter Squadron Representative.
- A1.3.12. The 54th Fighter Squadron Representative.
- A1.3.13. The 3rd Logistics Support Squadron Representative.
- A1.3.14. Defense Reutilization and Marketing Office Representative.
- A1.3.15. The 90th Fighter Squadron Representative.
- A1.3.16. The 517th Airlift Squadron Representative.
- A1.3.17. The 962nd Airborne Air Control Squadron Representative.
- A1.3.18. The 3rd Wing Judge Advocate Representative.
- A1.3.19. General Services Administration Representative.
- A1.3.20. The 3rd Services Squadron Representative.
- A1.3.21. The 3rd Communications Squadron Representative.
- A1.3.22. The 3rd Security Forces Squadron Representative.
- A1.3.23. The 3rd Mission Support Squadron Representative.

- A1.3.24. The 3rd Transportation Squadron Representative.
- A1.3.25. Army Corps of Engineers Representative.
- A1.3.26. The 3rd Supply Squadron Representative.
- A1.3.27. The 3rd Operations Support Squadron Representative.
- A1.3.28. The 3rd Equipment Maintenance Squadron Representative.
- A1.3.29. The 3rd Component Repair Squadron Representative.
- A1.3.30. The 632nd Air Mobility Support Squadron Representative.
- A1.3.31. AAFES Representative.
- A1.3.32. The 3rd Civil Engineer Squadron, 3 CES/CECCM, Representative.

A1.4. Appointments. A primary and an alternate member is appointed, in writing, to 3 CES/ CEOE by the commander of each of the squadrons and units listed above.

A1.5. EMWG Members. Are assigned to subcommittees as listed below:

A1.5.1. Chairperson Responsibilities. The chairperson of each subcommittee is responsible for arranging meetings with its members, keeping attendance, and keeping records of meetings. The chairperson will also present a briefing at the EMSG quarterly meetings and at the EMWG meetings.

A1.5.2. Publicity Subcommittee. The members of the publicity subcommittee are as follows:

- A1.5.2.1. The 3 WG/PA.
- A1.5.2.2. The 3 WG/SE.
- A1.5.2.3. The 3 TRNS.
- A1.5.2.4. The 90 FS.
- A1.5.2.5. The 3 SFS.
- A1.5.2.6. The 632 AMSS.
- A1.5.2.7. The 3 CS.

NOTE:

The Vice Commander, 3 WG/CV, will appoint the chairperson for this subcommittee.

A1.5.3. New Products Subcommittee. Members of the new products subcommittee are as follows:

- A1.5.3.1. CENPA-LM.
- A1.5.3.2. AAFES.
- A1.5.3.3. 3 LSS.
- A1.5.3.4. GSA.
- A1.5.3.5. DRMO.
- A1.5.3.6. 3 SUPS.

A1.5.3.7. 3 SVS.

A1.5.3.8. 19 FS.

A1.5.3.9. 3 EMS.

NOTE:

The Commander, 3rd Logistics Group, 3 LG/CC, will appoint the chairperson for this subcommittee.

A1.5.4. Facilities Subcommittee. The members of the facilities subcommittee are as follows:

A1.5.4.1. 3 EMS.

A1.5.4.2. DeCA/NQ-EL.

A1.5.4.3. 3 OSS.

A1.5.4.4. 54 FS.

A1.5.4.5. 381 IS.

A1.5.4.6. 517 AS.

A1.5.4.7. 3 MSS.

A1.5.4.8. 962 AACS.

NOTE:

The Commander, 3rd Operations Group, 3 OG/CC, will appoint the chairperson for this subcommittee.

A1.5.5. ESPC Subcommittee. The members of the ESPC subcommittee are as follows:

A1.5.5.1. 3 CES/CECCM.

A1.5.5.2. 3 CPTS/FM.

A1.5.5.3. 3 CONS.

A1.5.5.4. 3 WG/JA.

A1.5.5.5. 3 CRS.

NOTE:

The Commander, 3rd Support Group, 3 SPTG/CC, will appoint the chairperson for this subcommittee.

A1.6. Frequency of Meetings. Subcommittees will meet monthly. The written minutes of meetings and activities will be presented to the EMWG chairperson, 3 CES/CE, for review.

A1.7. Member Responsibilities. Each member is responsible to complete the items assigned by the chairperson. Additionally, each member is responsible for accomplishing the following items:

A1.7.1. Reviewing and brainstorming issues involving energy conservation.

A1.7.2. Promoting energy conservation and awareness in their respective organizations.

A1.8. Agenda. The responsibilities for each of the subcommittees are as follows:

A1.8.1. The publicity subcommittee is responsible for reporting and publicizing all activities associated with the Base Energy Conservation Program, the EMSG, the EMWG, and the activities of the individual subcommittees. This includes publishing articles on energy conservation in the base news-paper and base bulletin; base radio and television broadcasts; computer networks; preparing fliers and posters; organizing group activities; making presentations to interested groups on energy conservation; acquiring information from government and civilian sources on energy conservation; and any other activities as tasked by the EMSG.

A1.8.2. The new products subcommittee is responsible for researching, identifying, and presenting to the EMWG and EMSG those products and ideas available in the commercial and industrial market with potential energy savings applications for the base.

A1.8.3. The facility subcommittee is responsible for researching, identifying, and grouping facilities and assisting in developing projects for the application of energy conservation measures on base.

A1.8.4. The ESPC subcommittee is responsible for researching, developing, distributing, and reviewing all documents required for the establishment of an ESPC on base.