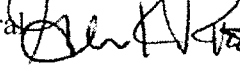


**NJ DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
101 Eggerts Crossing Road
Lawrenceville, New Jersey 08648**

ENERGY CONSERVATION PROGRAM

THRU: MG Glenn K. Rieth, The Adjutant General 
TO: SEE DISTRIBUTION
FROM: State Division Directors
DATE: 1 October 2008
SUBJECT: Letter of Instruction (LOI) – Energy Conservation Program

The following policy applies to all employees, offices, tenants, lessees, contractors and agencies of the New Jersey Department of Military and Veterans Affairs (DMAVA) regarding energy conservation throughout DMAVA facilities.

This letter of instruction provides guidance in support of Executive Order No. 11, dated 22 April 2006 to help increase energy efficiency and to achieve the objectives of mandated energy efficiency. It is imperative for all personnel assigned to the Department of Military and Veterans Affairs, in all facilities, to conserve energy to achieve an overall annual 10 percent cost reduction (\$500,000) goal in the (federal) fiscal year beginning 1 October 2008 thru 30 September 2009. To that end, we must initiate an energy conservation program that meets mission requirements while actively reducing energy usage in DMAVA facilities and armories. This reduction is attainable if we become aware of and focus on energy conservation in our everyday activities. Every dollar spent on energy is a dollar not spent on facilities or personnel programs.

We have an absolute obligation to insure the efficient use of utilities. Heating and cooling of our facilities is the primary source of energy consumption. We waste significant amounts of energy when heating and air conditioning is unnecessary; we can substantially reduce our usage by initiating some common sense practices.

The following areas must be considered during normal operations:

a. Effective immediately, air conditioning systems will be turned off. Waivers to this policy will require submittal of a Form 104 for consideration.. Waivers will be evaluated for equipment that requires cooling to be fully functional (such as computer file servers) or areas that are closed (facilities with non-operable Windows). Waivers will be approved by the Joint Chief of Staff after consultation with the Director of Installations.

b. Window air conditioners shall be either removed or winterized (covered and enclosed).

c. Heating Systems will not be turned on until either the 15th of November of each calendar year or until the temperature falls to 50 degrees or lower for three (3) consecutive days, whichever occurs earlier. Thermostats in occupied areas shall be set no higher than 68 degrees. Heating systems will be turned off on April 1st of each calendar year. Waivers to this policy require submittal of a Form 104 for consideration.. Waivers will be approved by the Joint Chief of Staff after consultation with the Director of Installations.

d. Ensure energy star ratings and high-energy efficiencies for all replacement equipment purchased.

e. Energy efficient lightning systems (use T8 electronic ballasts) and motion sensors.

f. Computers, printers, photocopiers, televisions, audio / visual, VTC and all similar electronic equipment is to be shutdown, powered off, and /or unplugged during non-duty hours. Security systems, key access, timekeeping, ISDN secure communication systems and their related computers are exempted from this policy. Additional guidance on specific power saving procedures for computer and related equipment will be published by the G-6 and state Chief Information Officer for compliance.

g. Insulate all hot water heaters.

h. Removal of all unauthorized personal equipment appliances from facilities (i.e., individual coffee pots, microwaves, refrigerators, hot plates, etc...)

i. Space heaters are specifically prohibited as a violation of this energy policy and the fire, life safety, and OSHA codes due to the safety hazards created by their unauthorized use.

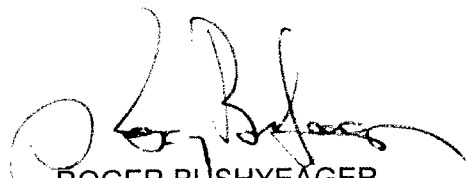
j. Close all doors (to include overhead doors) and windows when heat / air conditioners are running. Minimize the number of times that doors are opened and closed.

k. Reduction of exterior lighting in keeping with force protection and security requirements.

5. Armory operations will be consolidated annually during the two week holiday period covering 22 December through 2 January of each calendar year. The liberal use of leave during this period will continue to be encouraged. However, armory personnel declining to utilize leave will be relocated to three centralized locations during this period to maximize energy savings.

6. It requires a total team effort and commitment by all facility occupants to achieve these reductions. Compliance with this policy will be a special interest item for all DMAVA facility and armory visits conducted by senior staff members. The Installations division will provide a status report at the Army National Guard COS monthly meetings to the staff and FTSS.

7. Questions or inquires concerning this policy letter should be addressed to the Director, Installations Division, Lt Col (Ret) Edward Sain at 609-530-6993 or email to: Ed.Sain@nidmava.state.nj.us



ROGER BUSHYEAGER
Chief Financial Officer
Director, Fiscal Division



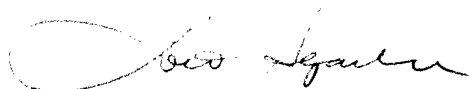
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