

For: FFAS Offices

President’s Memorandum on Energy and Fuel Conservation Actions

Approved by: Deputy Administrator, Management



1 Overview

A Background

The President’s Memorandum, dated September 26, 2005, requires all executive departments and agencies take actions to conserve electricity, natural gas, gasoline, and diesel fuel to the maximum extent possible, consistent with the effective discharge of public responsibilities. The Deputy Secretary’s memorandum dated October 3, 2005, further requires all agencies to report projected conservation actions and estimated energy savings. FFAS Offices shall be diligent in supporting energy conservation actions.

See President’s Memorandum at:
www.whitehouse.gov/news/releases/2005/09/20050926-4.html.

B Purpose

This notice provides energy conservation practices and awareness information for all FFAS Offices and employees.

C Contacts

If there are any questions, comments, or suggestions about energy conservation actions, contact Shirley Twyman, MSD, Property Operations Branch at 202-720-7005.

Disposal Date June 1, 2006	Distribution All FAS, FSA, and RMA Offices; State Offices relay to County Offices
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Notice AS-2104

2 Conservation Practices

A Implementation

FFAS Offices shall implement conservation practices as follows:

- electricity usage:
 - display energy conservation material in prominent areas as a reminder for all employees to conserve energy

Note: Energy conservation display material will be provided to each FFAS office by MSD.

- turn off lights, computer monitors, and other electrical equipment when not in use
- do not block heating, ventilating, air conditioning, or air distribution systems with books, furniture, etc.
- provide Energy Star appliances when replacing appliances.
- gasoline/diesel fuel usage:

- encourage teleworking, where applicable and feasible, carpooling, and utilizing public transportation

Note: National Office employees should use agency shuttle vehicles to travel between offices.

- assess travel requirements using agency leased or owned fleet vehicles and actively seek opportunities to reduce travel, such as teleconferencing and video conferencing (where available and cost efficient) as an alternative to travel
- use the most fuel efficient vehicles available, including rental cars
- maximize use of alternative fuel for leased or owned fleet vehicles

Note: Where E85 ethanol fuel is locally available, use this fuel in ethanol-gas flex fuel vehicles. Offices with flex fuel vehicles should go to **www.85fuel.com** for fueling points.

- use bio-diesel fuel in vehicles approved for bio-diesel use when bio-diesel is locally available.

Note: Offices should go to **www.bio-dieselfuel.com** for names and addresses of bio-diesel distributors.

B Reporting

Energy conservation activities will be reported by MSD using previously established data resources. No other reporting is required at this time.