

# INDIAN AFFAIRS MANUAL

**1.1 Purpose.** This chapter establishes policy for planning, designing, constructing, managing, operating, and utilizing Indian Affairs' (IA) facilities to effect energy conservation and energy management in an efficient and practical manner.

**1.2 Scope.** This policy applies to programs and offices under the authority of the Assistant Secretary-Indian Affairs (AS-IA), including offices reporting to the AS-IA, the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).

**1.3 Policy.** It is IA's policy to provide safe, functional, energy-efficient, and cost-effective facilities that reduce greenhouse emissions and energy consumption per square foot of IA-funded facilities, and to ensure compliance with applicable environmental regulations, requirements, and standards.

**1.4 Authority.**

**A. Statutes and Regulations.**

- 1) P.L. 102-386, Federal Facilities Compliance Act of 1992
- 2) P.L. 110-140, Energy Independence and Security Act (EISA) of 2007
- 3) P.L. 116-260, Division Z - Energy Act of 2020
- 4) 42 U.S.C. 91, National Energy Conservation Policy
- 5) 42 U.S.C. 6834, Federal building energy efficiency standards
- 6) 42 U.S.C. 8253, Energy and water management requirements
- 7) 10 CFR 436, Federal Energy Management and Planning Programs

**B. Guidance.**

- 1) Office of Management and Budget (OMB) Circular A-131, Value Engineering
- 2) Executive Order (EO) 14057: Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, December 8, 2021
- 3) Council on Environmental Quality (CEQ): Guiding Principles for Sustainable Federal Buildings, December 2020
- 4) U. S. Department of Energy (DOE): Federal Metering Guidance, October 2022

# INDIAN AFFAIRS MANUAL

- 5) The Federal Building Performance Standard, December 2022
- 6) U.S. Green Building Council: Leadership in Energy and Environmental Design (LEED) rating system

## 1.5 Responsibilities.

- A. **Director, Office of Facilities, Property, and Safety Management (OFPSM)** reports to the Deputy Assistant Secretary – Management (DAS-M) and is responsible for developing and implementing policies and providing oversight for facilities, property, and safety management programs for IA.
- B. **Chief, Division of Facilities Management and Construction (DFMC), OFPSM** is responsible for:
  - 1) providing senior leadership, policy, and oversight for IA's facilities programs;
  - 2) developing and implementing procedures, processes, and systems to effectively execute and monitor the Facilities Program as required by statute, OMB, and other appropriate regulatory guidelines; and
  - 3) managing IA's Energy Conservation and Energy Management Program, including developing and implementing its Energy and Sustainability Planning Program.
- C. **Branch of Asset Management (BAM), DFMC** is responsible for:
  - 1) formulating short- and long-term IA energy conservation and energy management plans consistent with national policies and Department of the Interior (DOI) guidelines;
  - 2) producing IA-wide scheduled and special reports as required by DOI and DOE;
  - 3) coordinating IA's Energy Conservation and Energy Management Program, and maintaining related files;
  - 4) acting as the IA liaison with the DOI, DOE Federal Energy Management Program (FEMP), other Federal Government agencies, and the private sector regarding energy conservation and energy management;
  - 5) conducting training and information seminars related to energy conservation and energy management methods and practices;
  - 6) providing technical assistance to BIA regional offices and agencies, BIE offices, and to Tribes, as needed;
  - 7) processing alternative energy proposals for submission to the DOI; and

## INDIAN AFFAIRS MANUAL

- 8) monitoring BIA regional/agency activities and progress as related to the IA's Energy Conservation and Energy Management Program.

**D. Directors, BIA and BIE** are responsible for:

- 1) ensuring their respective facilities management programs (FMP) have the appropriate organizational resources and personnel to oversee FMP execution, implementation, and administration; and
- 2) ensuring FMP activities are carried out in a timely manner to meet statutory, regulatory, policy, and code/standard requirements. This includes FMP activities as they related to IA's Energy Conservation and Energy Management Program in their respective Bureaus.

**E. BIA Regional Directors and BIE Deputy Director, School Operations** are responsible for:

- 1) formulating and recommending regional energy conservation and energy management policies in coordination with their respective jurisdictional locations;
- 2) implementing short and long-term regional energy plans consistent with DOI and IA guidelines and policy; and
- 3) producing consolidated regional energy conservation and energy management schedules and special reports in accordance with DOI and IA guidelines and policy.

**F. BIA Agency Superintendents and BIE Line Officers** are responsible for:

- 1) documenting and reporting, annually, to the Chief, BAM and to contractors during site visits, all energy-related consumption costs and data;
- 2) coordinating the BIA and BIE Energy Conservation and Energy Management Programs with local Facility Managers, Regional Facility Managers, and the DFMC;
- 3) monitoring their respective BIA and BIE agency activities and progress as they relate to energy conservation and energy management;
- 4) maintaining required records and files; and
- 5) implementing building/facility energy conservation and energy management plans.

### 1.6 Definitions.

- A. Federal building** means any building, structure, or facility, or part thereof, including the associated energy consuming support systems, which is constructed, renovated, leased, or purchased in whole or in part for use by the Federal Government and which consumes energy; such term also means a collection of such buildings, structures, or

# INDIAN AFFAIRS MANUAL

facilities and the energy consuming support systems for such collection. Excluded are any land or site for which the cost of utilities is not paid by the Federal Government.

**1.7 Standards, Requirements, and Procedures.** The following describes the necessary components of the Energy Conservation and Energy Management Program.

- 1) **Sustainability** - DFMC will incorporate the LEED as a self-assessing system for rating new construction and rehabilitated facilities. The LEED rating system will be used to evaluate and set goals for environmental performance from a whole building perspective over a particular building's life cycle. New facility designs will be directed toward sustainability, minimizing energy consumption, and the utilization of alternative renewable energy sources such as photovoltaics, geothermal, solar hot water, and wind generation.
- 2) **FEMP Metering Plan** - The Energy Program Manager within the BAM will comply with the updated Energy Act of 2020. This Act requires the installation of building level meters for all utilities – electricity, natural gas, steam, and/or water – at all new buildings and facilities identified in the Bureau's metering implementation plan.
- 3) **Energy Management System (EnMS)** - The EnMS includes a process for integrating energy management into existing business systems, thereby enabling organizations to better manage their energy and sustain achieved savings. The global standard for EnMS is the International Standards Organization (ISO) 50001. Per Section 1002(g) of the Energy Act of 2020, federal facility Energy Managers must take into consideration the use of an EnMS to manage energy and water use at the facility.
- 4) **Off-grid generation** - DFMC will incorporate solar hot water, photovoltaic, fuel cells, and other off-grid alternatives.
- 5) **Renewable energy purchases** - DFMC will strive to expand the use of renewable energy within its facilities and in its activities by implementing renewable energy projects and by purchasing electricity from renewable sources. DFMC will pursue, where economically feasible, energy contracts with local utility suppliers of power generation from renewable sources.
- 6) **Electrical load reduction measures** - Operation, maintenance, and utilization of existing facilities will be directed toward optimization of energy use through the application of accepted energy conservation practices. DFMC will continue with strategies that reduce electrical consumption. Examples of this include incorporating daylighting into designs, replacing T12 light fixtures with T8 or T5, using Energy Star-rated exit signs, using metal halide lamps or low-temperature exterior lights, and reducing plug loads such as vending machine lights.

# INDIAN AFFAIRS MANUAL

Part 80

Facilities Management Program

Chapter 6

Energy Conservation and Energy Management Program

Page 5

- 7) **Water conservation** – The Energy Program Manager within the BAM will accelerate installation of high-efficiency plumbing fixtures, incorporate high-efficient irrigation technology, and Xeriscape.
- 8) **High efficient systems** - Systems and product selection will be designated as Energy Star (registered trademark) products or products that are in the upper 25 percent of energy efficiency as designated by FEMP.

## 1.8 Reports and Forms.

The following reports are annual federal facility management and benchmarking reporting requirements that are to be utilized by the Energy Conservation and Energy Management Program:

- 1) EISA Section 432 Sustainability Reports, which can be found online here:  
<https://www.energy.gov/femp/eisa-federal-facility-management-and-benchmarking-reporting-requirements>
- 2) FEMP Annual Energy Management Data Report, which can be found online here:  
<https://www.energy.gov/femp/federal-facility-reporting-requirements-and-performance-data>

## Approval

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Deputy Assistant Secretary – Management

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