U.S. Department of Homeland Security

United States Coast Guard

Coast Guard
Energy Management Policy

COMDTINST M4100.2E
MARCH 2014

U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

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COMMANDANT INSTRUCTION M4100.2E

Subj: ENERGY MANAGEMENT POLICY

Ref:
(a) Financial Resource Management Manual (FRMM), COMDTINST 7100.3 (series)
(b) Sustainability, Energy, and Environmental Readiness (SEER) Awards Program, COMDTINST 5090.5 (series)
(c) U.S. Coast Guard Personal Property Management Manual, COMDTINST M4500.5 (series)
(d) Department of Defense Management of Bulk Petroleum Products, Natural Gas, and Coal, DoD 4140.25-M, NOTAL
(e) DHS Manual 119-03-001-01 Personal Property Asset Management Program, NOTAL
(f) U.S. Coast Guard Finance Center Standard Operating Procedures (SOP) Manual, FINCENSTFINST M7000.1 (series)
(g) Sustainability, Energy, and Environmental Readiness Council, COMDTINST 4101.1 (series)
(h) Joint Publication 4-03, Joint Bulk Petroleum and Water Doctrine, NOTAL
(i) Energy Independence and Security Act of 2007, NOTAL
(j) Energy Policy Act of 2005, NOTAL
(k) Coast Guard Qualified Recycling Program (QRP) Policy, COMDTINST 16477.5 (series)

1. PURPOSE. This Manual outlines purpose, authority, and responsibilities of Commandant (CG-46), the Coast Guard Office of Energy Management.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.

DISTRIBUTION – SDL No. 163

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3. DIRECTIVES AFFECTED. Energy Management, COMDTINST 4100.2D, is canceled.

4. DISCUSSION. Energy expenditures represent nearly a quarter of the Coast Guard's annual AFC-30 operating budget. Energy is a key strategic resource with significant economic, environmental, and national security consequences. Energy touches everyone and every mission, on a daily basis and throughout all operational and support communities. Recognizing the valuable role of energy, all Coast Guard operators, mission support personnel, and program managers must judiciously oversee this critical resource through an optimal balance between operational effectiveness and fiscal efficiency.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES. Major changes to this Manual include: updated purpose paragraph, updated action paragraph, introduction of distribution, disclaimer, impact assessment, records management considerations, environmental impacts and considerations paragraphs. Major changes also include organization, policies, and procedures.

7. IMPACT ASSESSMENT. This Manual formalizes existing personnel roles, duties and responsibilities as applicable to operational energy logistics support, contingency planning, and energy efficiency project execution. The policies incorporated herein have been analyzed and vetted by Force Readiness Command (FORCECOM) Training Front End Analyses, and are supported by recurring funding within the Commandant (CG-46) fund allocation.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

   a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

   b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

9. DISTRIBUTION. No Paper Distribution will be made of this Manual. To view this Manual or other unclassified directives visit the Coast Guard Directives System Intranet site at: http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm and CG Portal: https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx, or the Internet site: http://www.uscg.mil/directives.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. §§ 3101 *et seq*., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

11. FORMS/REPORTS. None.

12. REQUEST FOR CHANGES. Recommended changes shall be submitted via the chain-of-command to Commandant (CG-46), Office of Energy Management.

R. J. RÁBAGO /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for
Engineering and Logistics

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CHAPTER 1: MANAGEMENT OVERVIEW

A. Background.

1. Operational and Fiscal Imperative. Energy is a key strategic resource with significant economic, environmental, and national security consequences. Energy is important to every mission, on a daily basis and throughout all operational and support communities. Recognizing the critical role of energy in sustained mission execution, all Coast Guard operators, mission support personnel, and program managers must judiciously oversee this valuable resource through an optimal balance between operational effectiveness and fiscal efficiency.

2. Resourceful Readiness. Commandant (CG-46) is committed to empowering the Coast Guard with energy management tools and strategies that infuse mission criticality and fiscal consequence into all decisions and processes. *Resourceful readiness* is the ability to apply resources effectively to maximize readiness to execute Coast Guard missions with minimal fiscal, energy, and environmental burden. Resourceful readiness provides a decision-making tool for all levels of leadership that enables an optimal balance between Coast Guard mission effectiveness, sustainment, and economic consequence. Resourceful readiness recognizes mission sustainment decisions have a sustainability nexus, and that all engineering decisions may involve energy evaluations. When it comes to energy management, the Coast Guard can either invest upfront or pay more over the long term. Resourceful readiness provides a continual evaluation mechanism for all hands to consider any item, mission, or process under a total energy lifecycle perspective.

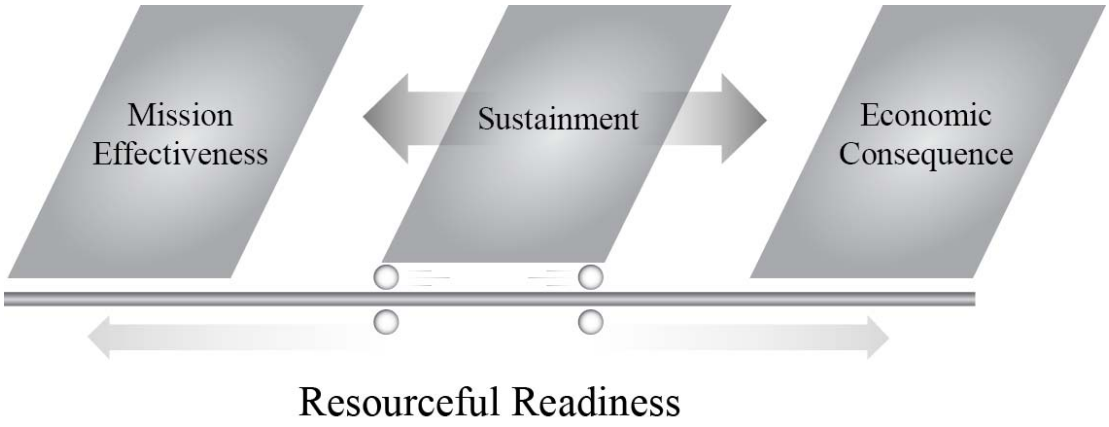

Figure 1-1. Shifting Sustainment to Achieve Resourceful Readiness

a. Holistic Accountability. To achieve resourceful readiness, energy management shall influence all lifecycles.

b. Asset Management. From acquisition-to-decommissioning, affordability, mission capability, and environmental consequence shall drive asset management.

c. Human Capital. Resourceful readiness shall facilitate energy decision-making across all job functions. Resourceful readiness shall be employed at all levels of the organization to

identify when a sustainment decision can enhance mission effectiveness in an energy-wise manner or has larger, long-term economic consequences.

d. Mission Support. Resourceful readiness shall be incorporated into all support functions to the maximum extent possible.

e. Operational Tempo. Resourceful readiness shall govern both contingency and steady-state operations.

3. Coast Guard Energy Commodities. Energy expenditures represent nearly a quarter of the Coast Guard's annual AFC-30 operating budget. Improved resource management will result in significant cost avoidance and represents good stewardship.

4. Data-Driven Methodologies. To manage energy effectively, reliable data must be acquired. The Coast Guard shall approach all energy management goals and objectives through data-driven strategies that shall objectively prioritize energy management investments. Sound decision-making, based on timely and accurate data, allows the Coast Guard to fully utilize limited resources, defend warranted Research and Development (R&D) investments, and enhance energy management strategies. Data-driven decisions shall inform operational requirements and priorities.

B. Mission. Optimize energy delivery systems and enhance management programs to support routine and contingent operations effectively, maximize future flexibility, and reduce costs while promoting energy stewardship.

C. Vision. Pioneer cost-efficient, innovative energy solutions in support of all Coast Guard missions.

D. Strategic Energy Management Functional Areas, Goals, and Objectives. Commandant (CG-46) strategic goals translate the mission and vision into a framework for focused efforts and measurement for success. At the highest level of accountability, Commandant (CG-46) has five functional areas and associated strategic goals.

1. Enhance Operations. Commandant (CG-46) shall empower leadership to manage energy procurement and consumption by implementing programs and projects that reduce asset energy consumption and extend mission capabilities.

a. Objective: Provide Tools to Maximize Operations. Commandant (CG-46) shall enhance energy data fidelity and timeliness to quantify operational energy costs, deploy data on an enterprise-wide business intelligence tool, and train personnel to use this data effectively.

b. Objective: Provide Operations with Modern, Innovative Solutions. Commandant (CG-46) shall drive strategic energy-centric R&D and implement progressive solutions to energy-related issues. Innovative solutions shall include equipment and information technology systems provided through Defense Logistics Agency (DLA) Energy to increase interoperability of the Coast Guard with other Department of Defense (DoD) service components.

c. Objective: Simplify Energy Procurement for Personnel. Commandant (CG-46) shall enhance and expand application of fuel purchase cards to simplify fuel procurement for personnel and increase transparency of Headquarters energy management activities. Commandant (CG-46) shall maintain essential internal controls over fuel card use such as review and approval of monthly statements, reconciliations, and management oversight within an acceptable span of control.

2. Strengthen Fuel Logistics Reliability and Flexibility. Commandant (CG-46) shall bolster the fuel logistics system to ensure stable, high-quality petroleum and alternative fuel supplies worldwide. Commandant (CG-46) shall implement shore-side projects at operational and mission support facilities that increase energy security by addition of alternative sources of energy.

   a. Objective: Enhance Energy Security in All New Energy Projects. Commandant (CG-46) shall be cognizant of potential risks and ensure strategic locations have multiple energy sources, including renewable sources, to strengthen points of failure when pursuing energy management investments.

   b. Objective: Ensure A Reliable Tactical Fuel Supply. Commandant (CG-46) shall expand the use of domestic DLA Energy fuel sources while partnering with DLA Energy contracting experts to ensure fuel availability worldwide. Commandant (CG-46) shall ensure the integration of military logistic systems to enhance interoperability with joint and allied maritime forces.

   c. Objective: Increase Interoperability. Commandant (CG-46) shall increase interoperability within the DoD and Department of Homeland Security (DHS) to enhance domestic mission support for homeland security operations and Incident Management Teams (IMT) response during declared national disaster events.

3. Robust Fiscal Stewardship. Commandant (CG-46) shall develop and deploy enterprise-wide data analytics that strengthen fiscal stewardship. Commandant (CG-46) shall provide budget managers with the necessary tools to actively track and manage energy cost requirements and expectations in order to reduce budgetary requirements.

   a. Objective: Develop Tools for Real-time Budget Tracking. Commandant (CG-46) shall facilitate the integration of multiple accounting feeds that track all expenditures and associated energy use.

   b. Objective: Promote Personnel Accountability to Reduce Consumption. Commandant (CG-46) shall provide leadership with methods and incentives to reduce energy use and hold personnel accountable for energy misuse.

   c. Objective: Expand Flexibility of Coast Guard Energy Dollars. Commandant (CG-46) shall explore the benefits of financial tools such as revolving funds, public-private partnerships, energy savings and utilities performance contracts that leverage the buying power of Coast Guard energy funding.

d. Objective: Improve Energy Accounting and Accountability. Commandant (CG-46) shall establish policy and procedures that enhance financial integrity of energy commodity accounting.

4. Advanced Energy Efficiency and Renewable Energy. Commandant (CG-46) shall align and prioritize innovative projects that address mission-degraded infrastructure and simultaneously mitigate future financial risks.

   a. Objective: Monitor and Report Energy Metrics. Commandant (CG-46) shall develop the process to generate internal, automatic, mid-year compliance reports with minimal burden to staff. Metrics shall include, but are not limited to Greenhouse Gas (GHG) emissions, energy use intensity, and renewable energy production throughout the year. Commandant (CG-46) shall annually report metrics as prescribed by federal mandates and executive orders and shall brief leadership as internally mandated.

   b. Objective: Maximize Performance Contracting Efficacy. Commandant (CG-46) shall leverage past projects and continue to use performance contracts that reduce energy consumption, provide capital improvements, and minimize near-term capital outlays by the Coast Guard.

5. Promote Energy Consumption Awareness. Commandant (CG-46) shall engage leadership and build a culture of energy stewardship across all disciplines that considers mission, environmental, and economic consequences appropriately.

   a. Objective: Maintain an Effective Outreach Program. Commandant (CG-46) shall make energy issues and solutions visible to all Coast Guard personnel.

   b. Objective: Recognize Achievements. Outreach shall capitalize on shared experience and recognize exceptional achievements in energy management at all levels.

CHAPTER 2: COMMANDANT (CG-46) ORGANIZATION

A. Office of Energy Management, Commandant (CG-46). Commandant (CG-46) shall serve as the programmatic authority on behalf of the Coast Guard for all energy management requirements, afloat and ashore. Commandant (CG-46) shall establish energy management policy, guide strategic energy management investments, and report Coast Guard statutory performance. Figure 2-1 illustrates the Commandant (CG-46) organization within the Engineering and Logistics Directorate, Commandant (CG-4).

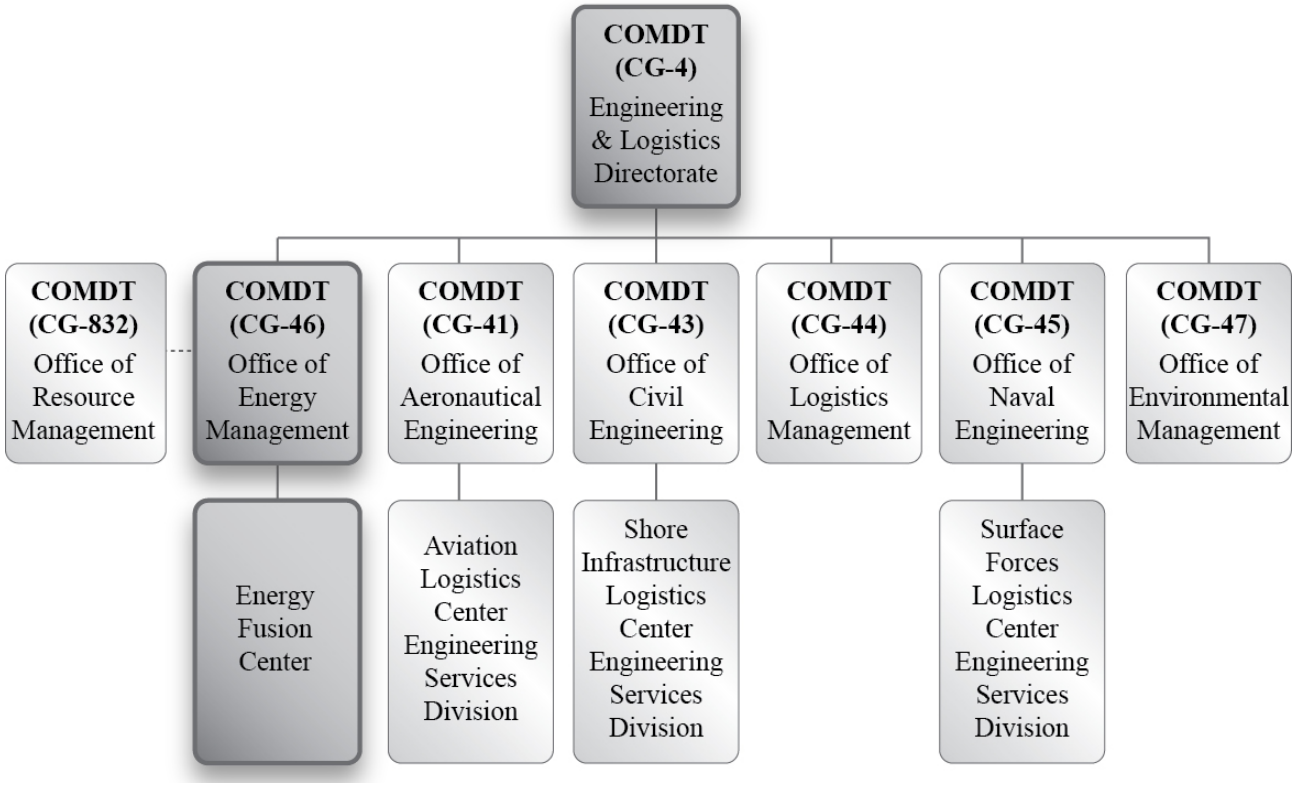

Figure 2-1. Commandant (CG-46) Organization Chart

1. Chief, Office of Energy Management, Commandant (CG-46). Commandant (CG-46) shall serve as the senior energy management authority on behalf of the Coast Guard. Commandant (CG-46) shall lead and oversee the Coast Guard's energy program to meet Commandant-directed goals, maximize efficient and resilient operations, and oversee statutory compliance. Commandant (CG-46) shall execute functions in accordance with Reference (a).

2. Service Control Point (SCP) Manager. The SCP Manager shall assimilate energy purchase initiatives, guidance, and oversight by leveraging enterprise-wide data integration efforts to make energy procurement processes more efficient and effective. The SCP Manager shall serve as an advocate for the Energy Fusion Center (EFC), leading program interaction with DoD, DHS, and other federal civilian agencies and state/local law enforcement agencies. The SCP Manager shall

perform delinquency management and report results of all fraud/audit analyses as performed by the Fuel Card Manager (FCM).

3. Energy Fusion Center. The EFC shall serve as the nexus of energy procurement efforts to correlate and synchronize energy logistics policies and acquisition methodologies. The EFC shall oversee cutter, aviation, and shore fuel purchase programs, track expenditure of energy funds and perform designated SCP activities throughout the Coast Guard. The EFC shall serve as the centralized customer service office for all internal Coast Guard activities for all energy commodities. This includes facilitating shore energy procurement, such as third-party supply information, requirements data calls, Military Interdepartmental Purchase Requests (MIPR), and indirect utility purchases.

4. Fuel Card Manager. The FCM shall oversee all Coast Guard fuel transactions, fuel purchasing systems and ensure fuel card processes are functional, operational, and optimized from a system perspective. These systems include, but are not limited to the DHS Fleet Card program and the following DLA Energy programs: Aviation Into-Plane Reimbursement Card (AIR Card®), Ship's Bunkers Easy Acquisition Card (SEA Card®), SEA Card® Open Market, SEA Card® Swipe, DoD Fleet Card, and Enterprise External Business Portal (EEBP)/Wide Area Work Flow (WAWF). At the enterprise level, the FCM will monitor and assist Administrative Target Unit (ATU) managers in their enforcement of existing fuel obligation policies. The FCM shall work with FORCECOM to develop and implement internal training for Commandant (CG-46) and service-wide training for Coast Guard activities.

B. Additional Stakeholders. Commandant (CG-46) shall collaborate with internal and external stakeholders to advance mission functions. Stakeholders are illustrated in Figure 2-2 on the next page.

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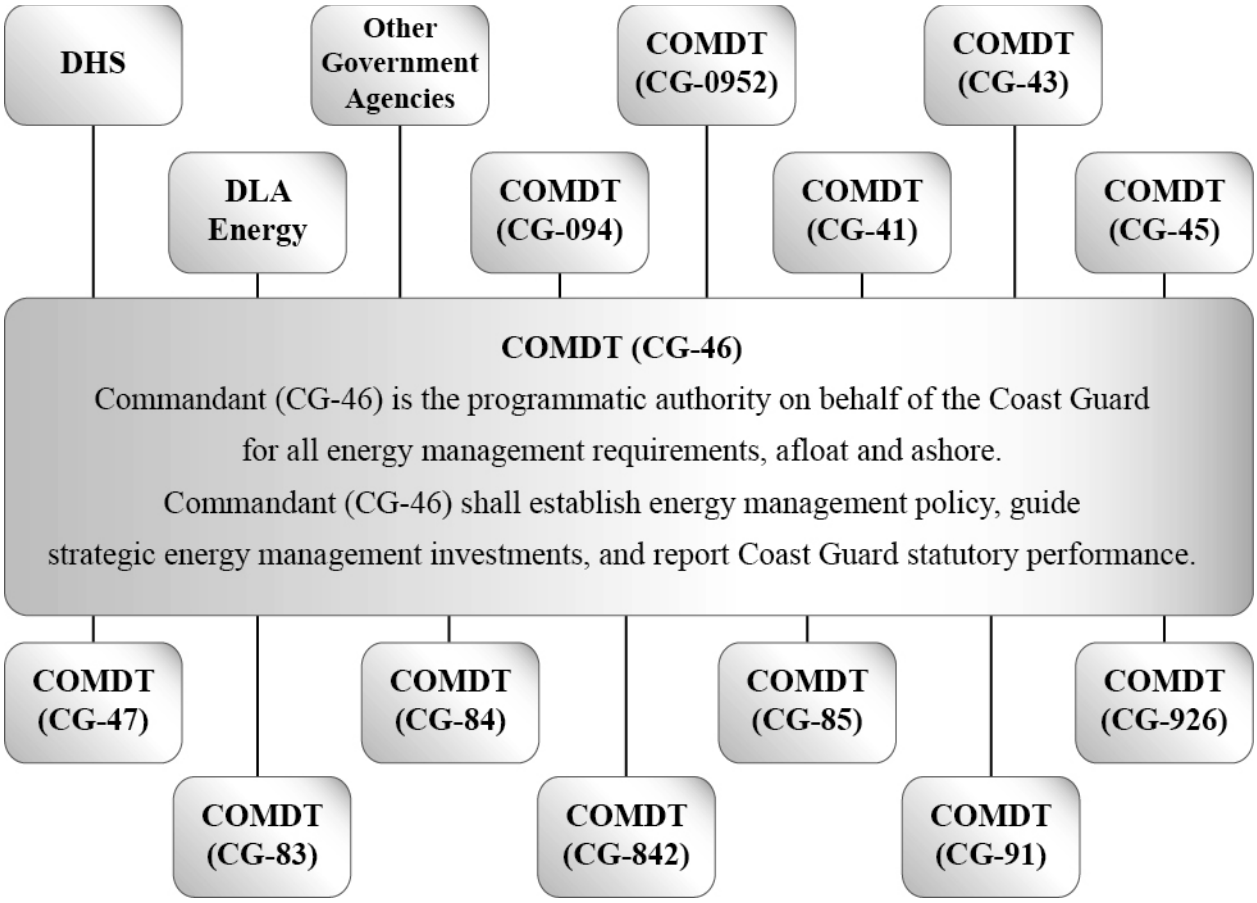

Figure 2-2. Commandant (CG-46) Stakeholders

1. Commandant (CG-094). Under the Office of the Judge Advocate General & Chief Counsel, Commandant (CG-094) the Environmental Law Division, Commandant (CG-0941), and the Office of Procurement Law, Commandant (CG-0949) provide routine legal counsel to Commandant (CG-46) on energy procurement regulations and pending impacts to environmental rules, standards, or legislative mandates.

2. Commandant (CG-0952). Commandant (CG-46) shall collaborate with the Office of Performance Management (CG-0952) for system validation towards integration into Coast Guard Business Intelligence (CGBI).

3. Commandant (CG-41) and Aviation Logistics Center (ALC) Engineering Services Division (ESD). Commandant (CG-46) shall collaborate with Commandant (CG-41) and ALC ESD to validate aviation fuel quality assurance procedures throughout the aviation community's bulk fuel storage locations, both shore-based and shipboard. Procedures that accurately determine quantity and fuel inventory reporting, streamline accounting procedures, and reduce petroleum waste shall be promulgated via the Aviation Fuel Handling Procedures Process Guide, CGTO PG-85-00-170.

4. Commandant (CG-43) and Shore Infrastructure Logistics Center (SILC) ESD. Commandant (CG-46) shall collaborate with Commandant (CG-43) and SILC ESD to formulate strategies that align Coast Guard infrastructure with energy management and sustainability processes that provide the greatest financial benefit throughout the enterprise. This collaboration ranges from alternatively-financed energy project support as detailed in Chapter 5 of this Manual, to facilitating technical training sessions to key members of the workforce. SILC ESD shall facilitate energy audits via Resource Efficiency Managers (REM)s, formulate inputs to the Annual Energy Report and Greenhouse Gas Inventory and Operational Sustainability Performance Plan (OSPP), and present Cost Avoidance Reduction and Efficiency (CARE) projects to Commandant (CG-46) in accordance with Reference (a).

5. Commandant (CG-45) and Surface Forces Logistics Center (SFLC) ESD. Commandant (CG-46) shall collaborate with Commandant (CG-45) and SFLC ESD to validate surface asset fuel quality assurance procedures throughout the surface fleets. Procedures that accurately determine quantity of fuel aboard Supply Fund Fuel (SFF) units, enhance the fuel quality assurance program, and minimize fuel disposal due to poor husbandry processes are promulgated via the SFLC Technical Standard 540 Cutter and Boat Fuel Quality. Additionally, shipboard energy conservation measures shall be formulated with robust business case analyses and comply with all Technical Change Technical Order (TCTO) procedures. SFLC ESD may present energy CARE projects annually to Commandant (CG-46) in accordance with Reference (a) no later than the start of the fourth quarter of the fiscal year.

6. Commandant (CG-47). Commandant (CG-46) shall collaborate with Commandant (CG-47) to formulate inputs to the Annual Energy Report and Greenhouse Gas Inventory and OSPP and execute the Sustainability, Energy and Environmental Readiness (SEER) awards program in accordance with Reference (b).

7. Commandant (CG-83). During the annual Energy Budget Model (EBM) development process, Commandant (CG-46) shall provide asset-geographical and commodity-type energy data to Commandant (CG-83) by using Coast Guard-Total Energy Resource Reporting and Accounting (CG-TERRA). Commandant (CG-46) shall ensure alternatively-financed energy projects are documented and approved via a funding decision memo as detailed in Chapter 5 of this Manual. Commandant (CG-46) shall serve as Supply Fuel Account 85.00 fuel inventory program manager. Commandant (CG-46) shall recommend a capital authorization to the supply fund manager within Commandant (CG-831). Commandant (CG-46) shall issue instructions regarding fuel inventory policy and procedures, and administer the SFF account on a service-wide basis in accordance with Reference (a).

8. Commandant (CG-84), Commandant (CG-842), and Commandant (CG-85). Every energy resource procurement, sale, transfer, loss, or disposal must be properly documented, processed, and retained, to maintain compliance with various federal statutes. Commandant (CG-46) and Commandant (CG-84), Commandant (CG-842), and Commandant (CG-85) shall collaborate on existing and improvement processes for internal controls that reside over energy procurement practices.

9. Commandant (CG-91). The Director of Contracting and Procurement serves as the owner of contracting, procurement policy, process and procedures. Commandant (CG-46) shall

recommend fuel purchase process enhancements annually to Commandant (CG-91) upon compilation of the Annual Energy Report.

10. Commandant (CG-926). The Office of Research, Development, Test, and Evaluation (RDT&E), Commandant (CG-926) serves as a partner in innovative energy management technological solutions for the Coast Guard's vast inventory of mobile assets. Commandant (CG-46) has historically sponsored advanced gasoline and diesel alternative biofuel research, energy accounting and base lining studies, operator behavioral energy dashboard development, and other technical projects to inform future acquisitions, policies, and decisions.

11. Other Government Agencies. Commandant (CG-46) shall collaborate routinely with other government agencies on energy procurement practices, integration of energy management efforts, or strategic research as necessary. Primarily, Commandant (CG-46) shall avoid duplication of effort with these agencies, and contribute secondarily to tailored projects that will advance Coast Guard energy management strategic goals. These agencies include the Maritime Administration (MARAD), the DoD, the General Services Administration (GSA), the Department of Energy (DOE), the Council on Environmental Quality and the Office of Naval Research (ONR) among others.

CHAPTER 3: ENERGY PROCUREMENT

A. Integrated and Interoperable Energy and Fuel Logistics. Commandant (CG-46) has two major Headquarters functions: Develop energy and fuel management policy and procedures in accordance with Reference (a), and implement and integrate policy and procedures within DoD and DHS component services in accordance with Reference (c). Commandant (CG-46) shall execute SCP duties and responsibilities in accordance with Reference (d) by providing tactical energy operational support through the EFC. All Coast Guard activities shall provide written energy requirements up the operational chain-of-command to the EFC. All Coast Guard operational and support command authorities shall ensure all recurring energy and fuel requirements including military joint operations, military exercise, and international training assignments are provided to EFC in a timely manner.

B. Optimization Process for Energy Procurement. Logistics and procurement support shall be provided to Headquarters units, Training Centers (TRACEN), Area, District, Base, and Sector command activities. Commanding Officers (COs) and Officer-in-Charge (OIC) shall submit comprehensive energy logistics requirements up their logistics support chain-of-command annually. These requirements shall be routed for approval through the Sector, Base, District, Area and Headquarters logistics support offices. Each element of the chain-of-command shall consolidate these requirements and identify opportunities for optimization. A final Energy Logistics Support Plan (ELSP) shall be maintained at each Sector and District command center for steady-state operations, contingency operations planning, and IMT utilization during declared national emergencies. Copies of each Sector-approved ELSP shall be provided annually to EFC using the guidance found in Appendix (A) of this Manual. Copies of each Headquarters unit and TRACEN-approved ELSPs shall be provided annually to their geographic Sector and to EFC. The ELSP clearly identifies who can provide energy within the applicable Area of Responsibility (AOR). The ELSP shall identify what kind of energy source is needed, such as jet fuel, boiler fuel, and small boat gasoline. The ELSP shall explain where energy commodities should be staged in Coast Guard-owned bulk storage tanks or at DLA Energy Defense Fuel Support Points (DFSPs). The ELSP shall also identify when those energy commodities can be delivered to activities and tactical assets. These requirements are not centric to funding requirements as distributed by Commandant (CG-832) within the EBM, but rather are details associated with the order, receipt, and delivery of a specific energy commodity and the conditions and locations of that supply need, found in Appendix (B) of this Manual.

1. Headquarters Units, TRACEN, Area, District, Base, and Sector ELSPs. Commandant (CG-46) shall assist Headquarters units, TRACEN, Area, District, Base, and Sector command staff to build and implement a comprehensive ELSP. This plan shall integrate with Coast Guard IMT efforts to enhance first response efforts during declared national disaster events. Historically, the Coast Guard has been the first maritime response asset deployed during coastal national disaster areas. Therefore, logistics managers must ensure logistics support for normal and extra-ordinary support conditions.

2. Headquarters Units, TRACEN, Area, District, Base, and Sector ELSP Preparation. Command staff organizations shall:

   a. Collect subordinate unit energy requirements,

b. Identify local commercial activities capable of providing direct delivery of energy commodities such as local utility service providers, marine fuel distributors, and local fuel facilities,

c. Identify a need for interagency agreements and retail sales. Identify all Coast Guard facilities that provide energy and fuel delivery services to Coast Guard activities and tactical assets; other military services activities and tactical assets; other DHS component services; and other governmental components providing integrated and interoperable Coast Guard mission support services, and

d. Submit all information to EFC for integrated and interoperable logistics support assistance. EFC shall leverage these ELSPs to maximize military logistics integration with other services and DLA Energy via periodic contract solicitations.

3. EFC ELSP Review. The EFC shall review Headquarters units, TRACEN, Area, District, Base, and Sector ELSPs and validate these plans with historic energy expenditure models prior to promulgation.

4. Service Control Point. Commandant (CG-46) following Coast Guard military logistics doctrine as a SCP, shall:

a. Maximize use of DLA Energy program.

b. Provide Fuel Exchange Agreement (FEA) support under agreements previously established by DLA Energy or Commandant (CG-DCO-I) Director of International Affairs and Foreign Policy,

c. Provide final approval authority for any intergovernmental energy agreements, such as MIPR, Interagency Support Services Agreement (ISSA), Memorandum of Understanding (MOU), or Memorandum of Agreement (MOA),

Note: This approval authority shall not conflict with the authority of delegated individuals for financial transaction Interagency Agreements, or contracting officers for Interagency Acquisitions.

d. In collaboration with FORCECOM, Director of Operational Logistics (DOL), Area, and District commands, establish new agreements to ensure energy commodity support as required.

C. Integrated Military Energy Logistics Support. Commandant (CG-46) has established inter-governmental agreements with DLA Energy to provide product line logistical support for supply and maintenance management. Under a separate agreement with DLA Energy, Commandant (CG-46) is assigned the responsibility of SCP duties and responsibilities for all energy commodities. Commandant (CG-46) shall provide annual updates for all energy commodities requirements to DLA Energy in accordance with Reference (d). These requirements are generated through the optimization process previously described in Chapter 3, Section B of this Manual. The optimization process is designed to ensure a sustainable, efficient, and cost-effective methodology to meet all operational energy commodity requirements. This process shall also enhance management of all

energy funds. Commandant (CG-46), in collaboration with the Office of Resource Management, Commandant (CG-83); Office of Financial Policy and Systems, Commandant (CG-84); Office of Financial Management Transformation and Compliance, Commandant (CG-85); and Financial Reporting and Analysis Division (CG-842), shall develop additional policy and procedures to ensure compliance with all applicable governmental financial requirements. Satisfying routine energy requirements by leveraging ELSPs and DLA Energy shall enhance the Coast Guard's capability to quickly and effectively identify energy sources during contingency operations.

1. Fuel Procurement Hierarchy. Individual Coast Guard activities shall obtain fuel in the following manner. The hierarchy is illustrated in Figure 3-1 below.

   a. First, follow approved ELSPs by obtaining fuel from designated Coast Guard fuel facilities.

   b. Second, DoD facilities including DLA Energy DFSPs and DoD air stations.

   c. Third, DLA Energy FEA or Coast Guard FEAs.

   d. Fourth, DLA Energy contract fuel locations through designated DLA Energy fuel purchasing programs.

   e. Fifth, DLA Energy open market fuel locations through designated DLA Energy fuel purchasing programs.

   f. Last, fuel received at a commercial fuel vendor with payment through the DHS Fleet Card or Purchase Order.

      Note: Units shall follow their Commandant (CG-46)-approved ELSPs for fuel procurement hierarchy. ELSPs may differ from the above hierarchy due to specific AOR and operations. Deviation may only occur with approved AOR specification.

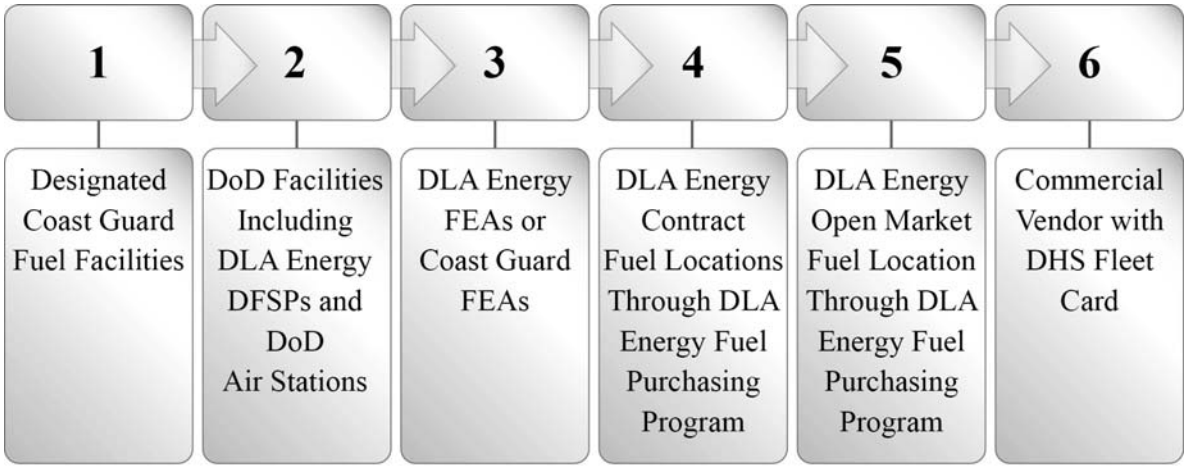

Figure 3-1. Fuel Procurement Hierarchy

2. Fuel Procurement Guidance. Fuel procurement guidance is found on the CG Portal at https://cgportal2.uscg.mil/communities/fuel-card-program/SitePages/Home.aspx.

D. Coast Guard Energy and Fuel Commodities Control and Usage. Energy and fuel commodities procured through policy established herein, is solely for the use of Coast Guard owned vehicles, facilities, cutters, boats and aircraft. Energy and fuel commodities are designated as Sensitive Personal Property in accordance with Reference (c), and bulk fuel shall be managed in accordance with Reference (e). Energy and fuel commodities can be dangerous and hazardous materials that are inherently portable property, and can easily be converted to private use and have a high potential for theft.

1. Fuel Storage Activities. As delineated in Chapter 3, Section B, of this Manual, Headquarters Units, TRACEN, Area, District, Base, and Sector commands shall designate Coast Guard facilities with energy and fuel commodity storage capacity. Designated energy and fuel commodity storage activities shall comply with all Coast Guard personal property management regulations and procedures set forth in Chapter 4 of this Manual.

2. Energy and Fuel Transfer or Sale. *There is no such thing as free fuel.* Transfer or sale of energy and fuel commodities is restricted by law and policy, except for the following circumstances with associated documentation.

   a. Search and Rescue (SAR) Operational Support. The Coast Guard, as a matter of law and policy, does not seek to recover the cost associated with SAR support from the recipients of those services. 14 U.S.C. § 654 authorizes the Coast Guard, under limited circumstances to sell fuel and supplies to furnish services to public and commercial vessels and watercraft. Fuel transferred to vessels during SAR operations shall be documented by transferring unit using a Report of Survey, Form CG-5269. This report shall be forwarded up the SAR chain-of-command to the SAR Coordinator (SC) for final approval. If disapproved by SC, the case documentation shall be forwarded to the District Commander for SAR cost recovery under 14 U.S.C. § 88 (c).

   b. Supply Fuel Fund Activities. The Coast Guard SFF is authorized by 14 U.S.C. § 650. The SFF shall operate in accordance with Reference (a), the policy incorporated herein, Reference (c), and Commandant (CG-46) Configuration Standard Technical Orders (CSTOs) that are promulgated through the EFC. Except as noted in Chapter 3, Section D, Paragraph 2.a. above, SFF activities are the only activities authorized to sell or transfer energy and fuel commodities to other public and/or commercial persons, vessels, watercraft, or aircraft. SFF activities that transfer or sell fuel to Coast Guard or non-Coast Guard transient end users shall submit supporting transaction documentation in accordance with Reference (f) to ensure proper accounting and reimbursement.

   c. Area and District SFF Designation. Area and District commands shall request SFF designation for subordinate activities in accordance with Reference (a). Commandant (CG-46)-approved SFF activities shall be capable of staging logistic support for intergovernmental activities and integration into IMT operations as required.

E. Financial Integrity of Energy and Fuel Accounting. Commandant (CG-46) shall integrate accounting policy and procedures as established in Reference (a) and Reference (c) in accordance with Office of Management and Budget (OMB) circulars into Commandant (CG-46) tools and technology. This integration effort shall include data validation to enhance financial integrity.

1. Internal Controls. Internal controls shall ensure effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations.

2. Internal Control Standards. Internal controls shall be imbedded in policy and procedures using the following standards.

   a. Control Environment. Energy commodity purchases shall be decentralized with the use of automated systems. These systems shall require extensive training prior to access, and periodic requalification. Financial management controls shall reside in the Headquarters Units, TRACEN, Area, District, Base, and Sector ATU hierarchical structure, in accordance with Reference (a).

   b. Risk Assessment. Commandant (CG-46) shall ensure continuous oversight of obligations and expenditures of all energy funds. This includes fuel, SFF, utility, alternatively-financed energy project annual payments, and any exceptions incorrectly charged to those accounts. CG-TERRA shall be the primary management mechanism and is discussed in further detail in Chapter 4 of this Manual.

   c. Control Activities. The EFC shall develop procedural guidance, work processes and monitoring activity to enhance daily energy operations. Commandant (CG-46) shall work with Assistant Commandant for Resources and CFO (CG-8) and FORCECOM to ensure routine audit and command evaluations in compliance with all federal guidance. Commandant (CG-46) shall promulgate procedures for fuel obligations expenditures and reconciliation procedures as jointly developed by Commandant (CG-845) and Commandant (CG-46). Documentation shall be housed on the CG Portal EFC site at https://cgportal2.uscg.mil/communities/fuel-card-program/SitePages/Home.aspx.

   d. Energy-Related Information and Communications. Commandant (CG-46) shall coordinate with Commandant (CG-82) to disseminate accurate and consistent information for congressional inquiries. Commandant (CG-46) shall coordinate with Commandant (CG-832) to disseminate accurate and consistent energy-related metrics and cost consumption data for congressional inquiries. Commandant (CG-46) shall serve as the single source for energy-related research development compliance, strategy, and policy inquiries.

   e. Monitoring. Commandant (CG-46) shall coordinate monitoring processes across all Coast Guard activities through three chartered work groups; Sustainability Working Group, Environmental Management Working Group, and Fuel Management and Logistics Working Group under the direction of Reference (g).

F. Facility Utility Procurement. Commandant (CG-46) shall codify and report all facility utilities, including but not limited to, electricity, natural gas, water, and alternative energy products. Commandant (CG-46) shall support regulated and deregulated facility energy procurement through GSA, DLA Energy, and other contracting mechanisms.

   1. Energy and Natural Gas Procurement. Where available and practical, Commandant (CG-46) shall work with DLA and GSA to procure electricity and natural gas through third parties.

2. Water and Sewer Procurement. In accordance with Reference (h), from a logistics management perspective, and Reference (i), from a financial reporting perspective, Commandant (CG-46) shall also codify, report, and forecast water commodities.

G. Coast Guard Energy Generation. Commandant (CG-46) and Commandant (CG-43) shall quantify the energy output and associated savings with all energy generation projects in order to track project performance.

H. Renewable Energy. The Coast Guard shall evaluate renewable energy projects for economic viability as a part of the planning of new design and major retrofits. To the maximum extent possible, renewable energy shall provide energy security to mission-critical infrastructure. All renewable energy projects shall be approved through Commandant (CG-43) business processes. The Coast Guard shall primarily purchase renewable energy through the use of Power Purchase Agreements (PPA) for renewable energy that is generated on Coast Guard property. The Coast Guard shall include renewable energy as part of electricity contracts, where cost effective.

I. Renewable Energy Certificates (REC) and Green Power Purchases. Commandant (CG-46) shall purchase RECs through DLA Energy to augment the renewable energy purchased when on-site generation or utility-provided renewable energy is not economically viable. Any additional REC and green power purchases shall be coordinated through Commandant (CG-46).

J. Secondary Procurement Methods. In situations when a unit procures non-liquid fuel utilities through MIPR, purchase order, or supply fund, the unit shall track its own energy consumption and expenditures by utility type on a monthly basis and report to Commandant (CG-46) as requested. Data format shall be determined by Commandant (CG-46).

K. Utility Financial Rebates and Incentives Programs. Guidance for the retention and use of rebates and incentives issued by gas, water, or electric utilities, and third-party entities administering such programs can be found on the CG Portal at https://cgportal2.uscg.mil/communities/cg-energy-program/SitePages/Home.aspx. Commandant (CG-46) shall manage any incoming rebates or incentives to ensure that they are spent in the correct fiscal year.

CHAPTER 4: OPERATIONAL TOOLS

A. Enterprise Tools. Commandant (CG-46) shall manage operational tools that will facilitate informed enterprise energy management investments. Each of these tools shall reside as a part of Coast Guard-Total Energy Resource Reporting and Accounting. CG-TERRA is located at http://fastapps.osc.uscg.mil/cgterra/.

1. Energy Expenditure Tool. Commandant (CG-46) shall continually develop, manage, and maintain an automated, budgetary solution that captures financial data accurately from multiple sources on all Coast Guard energy expenditures and consumption. The budgetary tool shall analyze and report current and historical data. The tool shall provide a dynamic, holistic view of the Coast Guard operational portfolio as illustrated in Figure 4-1.

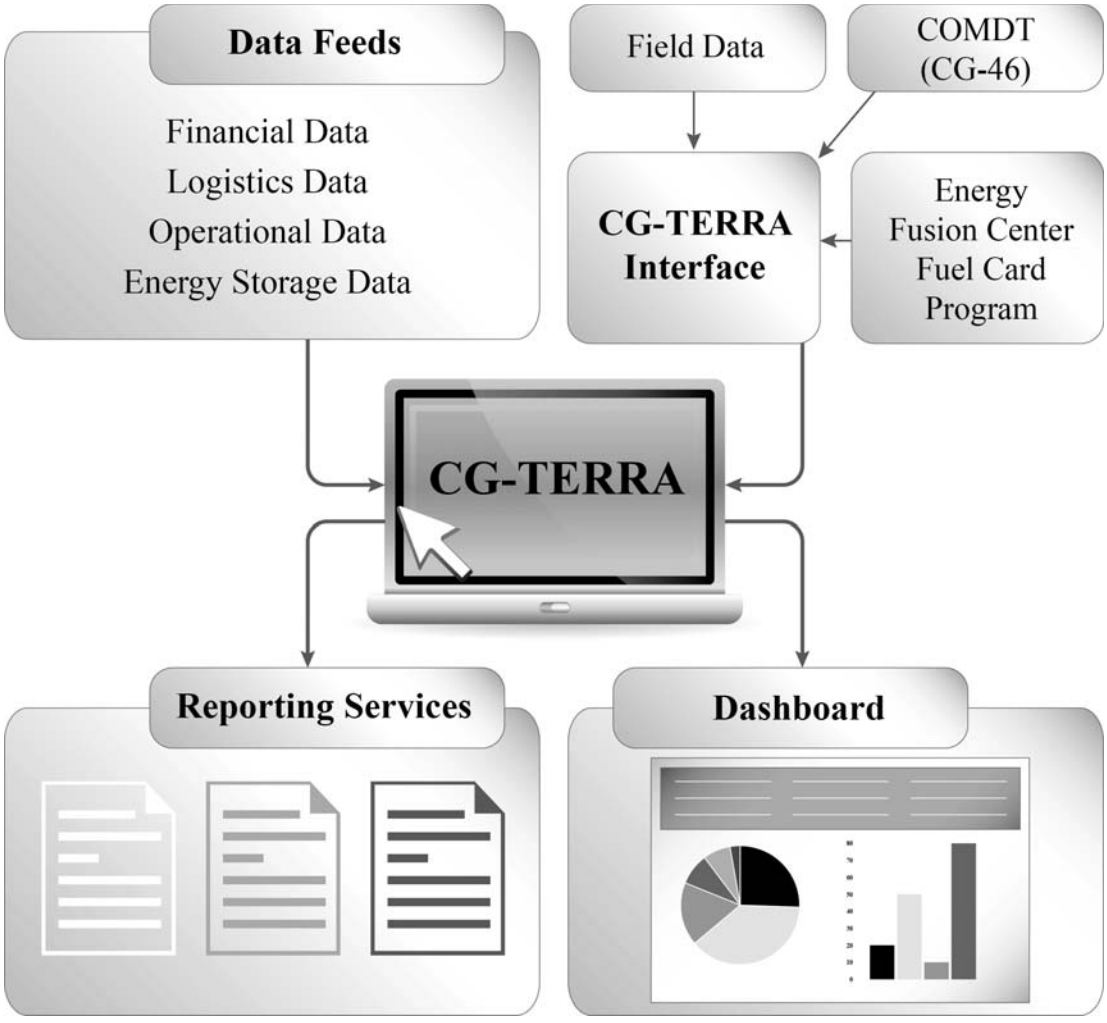

Figure 4-1. CG-TERRA Tool

a. Fuel. Commandant (CG-46), Commandant (CG-8), and Commandant (CG-6) shall collaborate to port fuel financial data including DLA Energy, DHS Fleet Card, and Coast Guard Financial Management System data into an enterprise energy management reporting

technology tool. Commandant (CG-46), Commandant (CG-8), and Commandant (CG-6) shall develop and maintain processes to associate fuel consumption with all expenditures, to include SFF expenditures and inventory reporting.

b. Utilities. Commandant (CG-46), Commandant (CG-8), and Commandant (CG-6) shall collaborate to port energy financial data from Coast Guard Financial Management System into an enterprise energy management reporting technology. Commandant (CG-46), Commandant (CG-8), and Commandant (CG-6) shall develop and maintain processes to associate energy consumption with all expenditures.

2. Energy Analytic Tool. Commandant (CG-46) shall continually develop, manage, and maintain processes to display energy use by asset or real property. The tool shall provide a standardized reporting format with the ability to export data in multiple formats for analysis and distribution for data-driven operational decision making. The tool shall include energy-related operational data, track key performance indicators, and forecast expenditures and consumption based on anticipated operational and/or geographic variables. At a minimum, this tool will provide benchmarking and tracking data at a facility level required by Reference (i).

3. Energy Requirement Profiles. Requirements profiles, as displayed in CG-TERRA, are historic expenditure (consumption) profiles that shall be used to develop the ELSP. At a steady state, both the fuel and facility profiles shall align with the ELSP.

a. Fuel Requirement Profile. Commandant (CG-46) shall display fuel requirement profiles as established by the logistics chain-of-command and maintain Coast Guard wide fuel requirements. This database shall track consumption, expenditures, and future fuel needs by site. Area, District, Base, and Sector logistics offices shall validate fuel requirements on a continual basis as described in Chapter 3, Section B, Paragraph 3 of this Manual. SFLC and ALC ESDs shall review energy procurement for fuel quality against Original Equipment Manufacturer (OEM) technical specifications on a quarterly basis. Variance found between procurement history and OEM guidance shall be immediately reported to the applicable product line.

b. Facility Requirement Profile. Commandant (CG-46) shall display utility account profiles, mapped to real property in order to track energy usage and expenditures by site. SILC ESD shall validate the energy requirement profiles of each District at the end of the first and third fiscal quarters.

B. Field and Facilities Tools. Commandant (CG-46) shall support operational tools that provide data-driven decisions at field and local level.

1. Advanced Metering Infrastructure (AMI). In compliance with the Reference (j), the Coast Guard installed advanced electricity meters at sites across the country. The AMI collects time-interval electricity consumption data and uploads data packets daily to a central server. Where applicable, the system can collect time-interval data from other utility/fuel sources such as water and natural gas. This data enables the Coast Guard to understand and control its energy and water consumption and costs with increased precision. In accordance with federal reporting

guidance, Commandant (CG-46) shall require access to all enterprise energy data systems, AMI or otherwise.

2. Facilities Management Database(s). Commandant (CG-46) shall access real property management database(s) in order to link energy data to real property assets and enable better energy use analysis and decision-making.

3. Energy Invoice Payment and Usage Documentation.

   a. Documentation. Annually, the SILC ATU manager creates shore utility obligations within the financial system based on annual expenditures from the previous fiscal year. The Finance Center (FINCEN) shall ensure all monthly facility utility invoices are paid and energy use is documented within the appropriate financial system. The SILC ATU manager shall monitor the expenditure rate and update the utility obligation as appropriate during the fourth quarter of the fiscal year. Additionally, FINCEN shall follow correct accounting practices and provide a unique identifier for each transaction within the appropriate financial system. Commandant (CG-46) shall collaborate with FINCEN to ensure that all utility data within the financial system is accurate. FINCEN shall provide Commandant (CG-46) invoices as required for energy tracking analysis.

   b. Non-Utility Documentation. Quarterly, the applicable ATU manager shall create non-utility obligations within the financial system. Obligations are based on expenditures for the same asset during the same quarter of the previous fiscal year. FINCEN shall ensure all tactical liquid fuel invoices are paid upon receipt from both DLA Energy and the fuel card provider. ATU managers shall monitor the expenditure rates and update the quarterly obligation as appropriate. FINCEN shall follow correct accounting practices and provide a unique identifier for each transaction within the appropriate financial system. Commandant (CG-46) shall collaborate with FINCEN to ensure that all non-utility data within the financial system is accurate.

C. Enterprise Communication, Awareness, and Recognition Tools. Commandant (CG-46) shall lead communications regarding energy management policy, procedures, training, agency-wide and local-level energy stewardship. Commandant (CG-46) shall lead solicitation of Coast Guard and federal energy-related awards programs.

1. Energy Management Portal Sites. Commandant (CG-46) shall maintain an energy management intranet site and an EFC site that will serve as a central repository for data housing, data distribution, and communications between headquarters and energy management stakeholders across the enterprise. Portals shall house and distribute:

   a. Strategic documents,

   b. Policy guides,

   c. Training materials,

   d. Organizational information,

e. Access to essential repository of audits, and

f. Awards solicitation information and historical recipient listing.

2. Formal Energy Management Awards and Recognition Programs.

a. Recognition of Achievements. Every opportunity shall be made to promote energy stewardship through the formal recognition of accomplishments.

b. Coast Guard SEER Awards. In accordance with Reference (b), the Assistant Commandant for Engineering and Logistics (CG-4) sponsors an annual awards program that recognizes significant contributions in the areas of energy and environmental management by Coast Guard units, individuals, and teams, afloat and ashore. Nomination procedures shall be distributed by ALCOAST.

c. Federal Energy Management Award Programs. Commandant (CG-46) shall monitor federal energy management and sustainability award opportunities and communicate these opportunities and corresponding procedures to Coast Guard energy stakeholders. Examples include, but are not limited to:

(1) Federal Energy Management Program Energy and Water Management Awards.

(2) Department of Homeland Security Sustainable Practices Awards.

(3) Presidential GreenGov Awards.

CHAPTER 5: ALTERNATIVELY FINANCED ENERGY PROJECTS

A. Energy Savings Performance Contracts (ESPC) and Utility Energy Service Contracts (UESC). Commandant (CG-46) shall support the identification and implementation of alternatively-financed contracts through financial analysis and programmatic guidance. ESPC and UESC offer federal agencies an effective means to implement energy efficiency, renewable energy, and/or water efficiency projects without up-front capital costs. An ESPC is a partnership between a federal agency and an Energy Service Company (ESCO). A UESC is a similar relationship but exists between the federal agency and regulated, servicing natural gas, water, or electricity utility provider. Coast Guard stakeholders within the ESPC/UESC process are identified in Figure 5-1 below.

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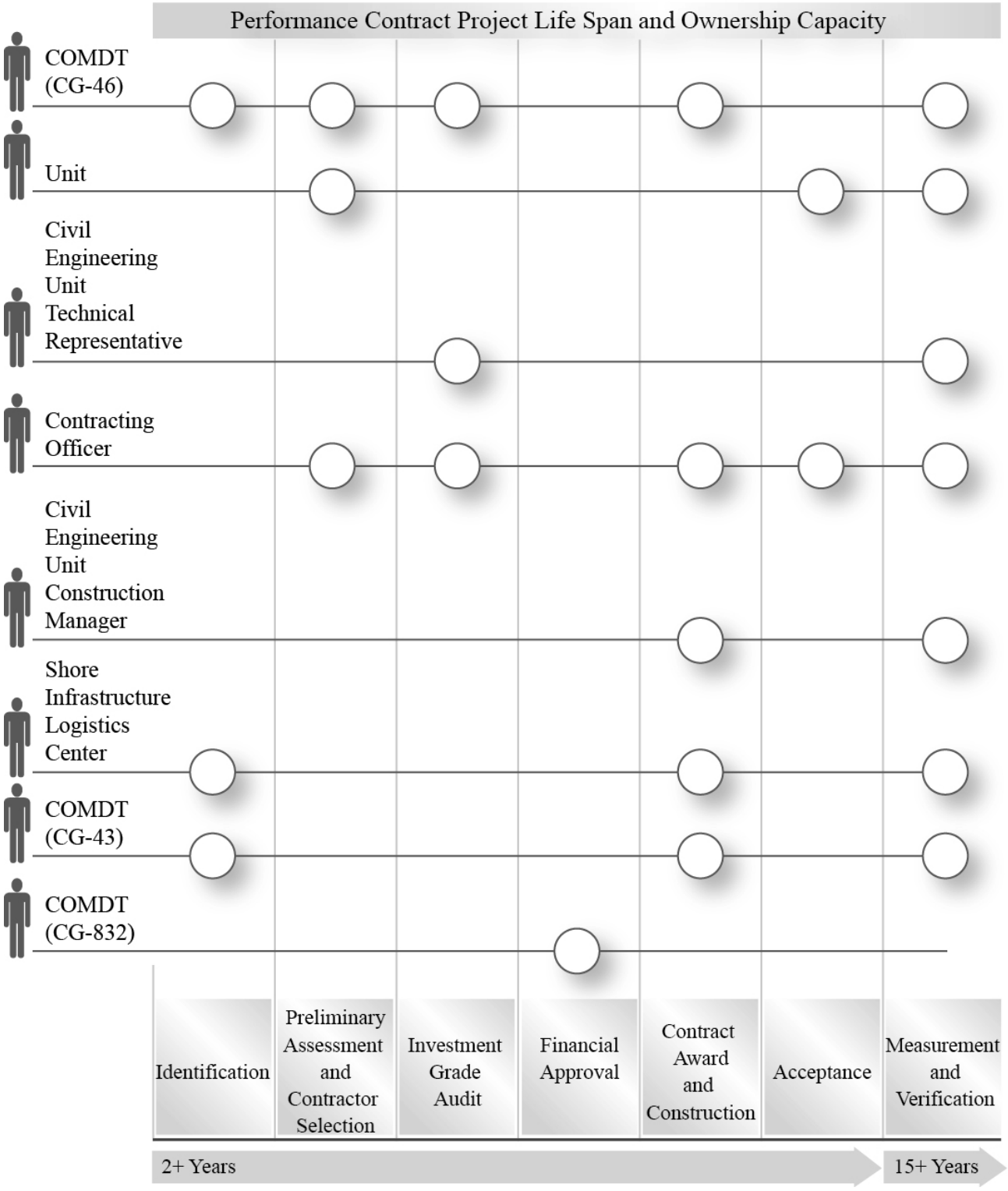

Figure 5-1. Coast Guard Performance Contract Lifespan and Ownership

B. Commandant (CG-46) Role in Performance Contracting. Commandant (CG-46) shall provide programmatic guidance and financial analysis.

1. Programmatic Guidance. Commandant (CG-46) shall provide policy direction and oversight necessary to ensure compliance with statutory requirements and Executive Order (EO) directives. Commandant (CG-46) shall track performance and results of energy initiatives; respond to Congressional and budget inquiries on energy issues; champion continued pursuit of energy efficiencies, and communicate Coast Guard energy successes.

2. Project Financial Analysis. Commandant (CG-46) shall provide funding for the Investment Grade Audit, and participate in the core acquisition team as the project financial analyst identified in Figure 5-2. Generally, the financial review of ESPC and UESC projects include determining energy escalation rates, markups, interest rates, finance terms, and measurement and verification. As Project Financial Analyst, Commandant (CG-46) shall provide:

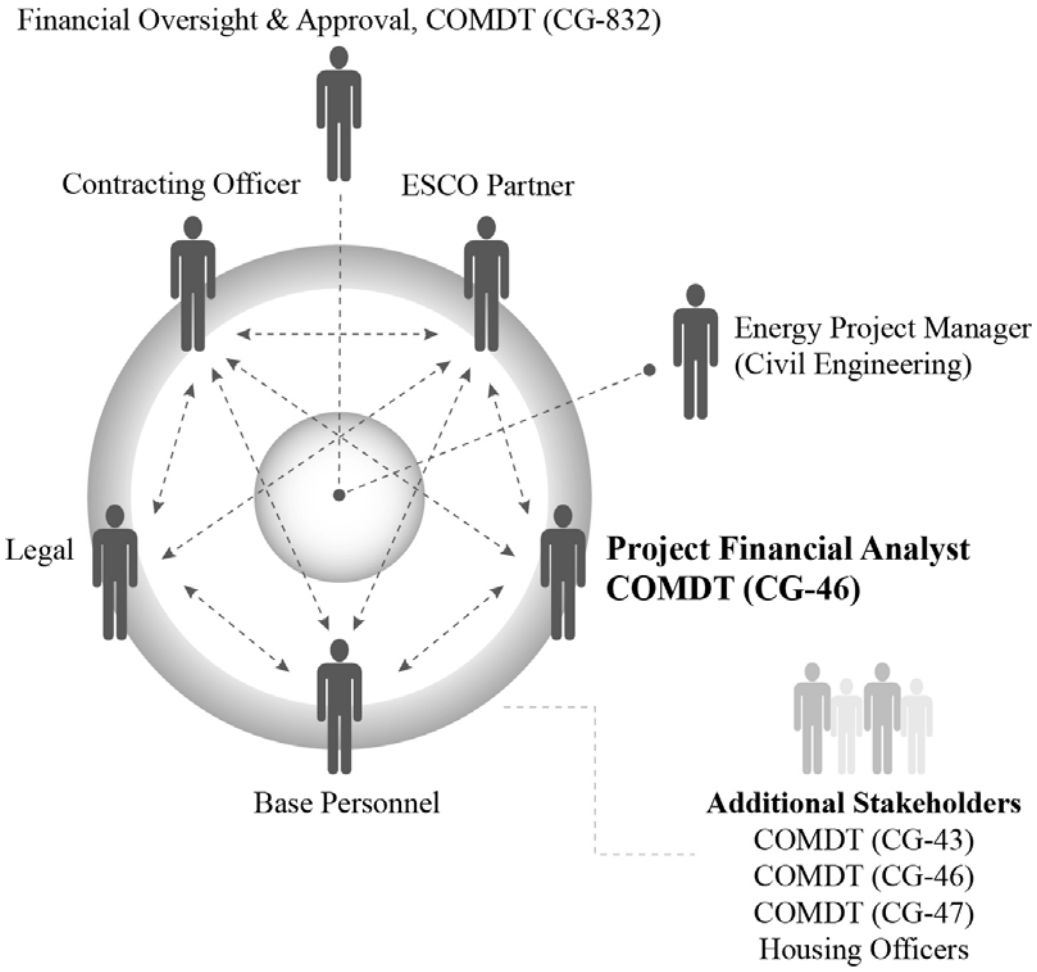

Figure 5-2. Coast Guard Performance Contract Stakeholders

a. Financial Modeling. Review overall financial model to ensure compliance with AFC-30 contributions such as operations and maintenance savings, energy savings, application of interest and savings during construction;

b. Review of Rebates and Incentives. Review rebates or incentives, if applicable, to assist in determining how they impact overall financial model;

c. Preparation and Presentation of Analysis. Prepare project financial analysis, present to Commandant (CG-832) for concurrence and/or corrections and ultimately obtain a Commandant (CG-83) approved Funding Decision Memo;

d. Continual Financial Analysis. Conduct routine financial modeling and discussions with Commandant (CG-832) throughout the development of the project to ensure that any major financial issues are identified and resolved before the final presentation and approval;

e. Project Acquisition Assistance. When requested by the Energy Project Manager as part of the core acquisition team:

(1) Assist with compilation of acquisition plan;

(2) Assist with technical evaluation including pricing elements to support the Contracting Officer's negotiation preparation; assist with negotiations and Post Negotiation Memo;

(3) Assist Contracting Officer with negotiations and post negotiation documentation.

3. Measurement and Verification. All ESPC/UESC project stakeholders are responsible for measurement and verification that shall include, but is not limited to fulfillment of Coast Guard contractual obligations, the review of annual measurement and verification reports submitted by the ESCO, and addressing any shortcomings in performance. Commandant (CG-46) shall focus specifically on verifying financial aspects of the project related to energy commodities. All stakeholders shall incorporate measurement and verification duties, in addition to any relevant contracts or documents, into succession planning to assure continuity despite personnel changes.

C. Energy Project Funding Through Recycling Incentive. Units that participate in Qualified Recycling Programs (QRP) may use no more than 50% of its QRP balance to fund pollution prevention, energy conservation, or occupational health and safety activities, not to exceed 50% of the cost of a minor Acquisition, Construction, and Improvements (AC&I) project. Reference (k) articulates procedures for QRP-funded energy projects.

CHAPTER 6: REPORTING REQUIREMENTS

A. Roles and Responsibilities. Leadership at all levels shall establish and enforce standards that promote, document, and report activities that support sustainability goals. Quality data inputs from all units are essential to the effectiveness of Coast Guard reporting tools. It is also important that successes and shortfalls be fed back to the lowest level of stakeholders in order to affect future behavior. Commandant (CG-46) shall serve as custodial champion for the reporting requirements shown below and shall organize efforts with stakeholders listed in Figure 6-1 below.

1. Metrics. Metrics shall be established, tracked, and reported. Commandant (CG-46), Commandant (CG-43), and Commandant (CG-47) shall track progress towards sustainability goals. Metrics include energy conservation, water conservation, renewable energy utilization, metering, training, and investment, and for purposes of strategic management, responding to data calls, and reporting.

2. Scorecards. Commandant (CG-46) shall submit quarterly DHS and OMB energy scorecards and shall compile the Annual Energy Report and GHG Inventory in accordance with DOE requirements.

3. OSPP. Commandant (CG-46) shall prepare an annual OSPP in accordance with OMB requirements.

Energy Spend Report			
Report	**Mandates**	**Metric/Requirement**	**Stakeholders**
GHG Inventory and Energy Management Report	Energy Independence and Security Act (EISA) of 2007, Executive Order 13423, Energy Policy Act of 2005	Scope 1 & 2 GHG reduction performance	COMDT (CG-46), COMDT (CG-47), COMDT (CG-43)
		Scope 3 GHG reduction performance	COMDT (CG-46), COMDT (CG-43), COMDT (CG-45), COMDT (CG-41), COMDT (CG-1)
		Energy use intensity reduction performance	COMDT (CG-46)
		Renewable energy utilization performance	COMDT (CG-46), COMDT (CG-43)
		Water use intensity reduction performance	COMDT (CG-46), COMDT (CG-43)
		Metering of electricity use performance	COMDT (CG-46), COMDT (CG-43)

Energy Spend Report			
Report	**Mandates**	**Metric/Requirement**	**Stakeholders**
		Federal building energy efficiency standards	COMDT (CG-43)
		Investments in energy and water management performance	COMDT (CG-46), COMDT (CG-43)
Compliance Tracking System (CTS)	EISA 2007 Section 432	Audit 25% of covered facilities square footage per year, per EISA requirements, Energy Conservation Measures (ECM) breadth and depth, commissioning, benchmarking, metering	COMDT (CG-43)
		Maintenance and upkeep of covered facility list and audit tracking (energy use, energy use intensity, designated energy manager)	COMDT (CG-46)
		Upload and track ECM implementation, including maintenance and verification for four years for covered facilities	COMDT (CG-46), COMDT (CG-43)
		Benchmark covered facilities via the ENERGY STAR Portfolio Manager for all utilities	COMDT (CG-43)
Chief Readiness Support Officer (CRSO) Energy Management Scorecard	DHS Reporting Requirement	Annually conduct energy audits for at least 25% of covered facility square footage	COMDT (CG-46)
		At least 8% of total facility energy cost invested annually in energy conservation measures	COMDT (CG-46)
		7.5% of facility electricity is from renewable electricity sources including 3.75% from new sources	COMDT (CG-46)

Energy Spend Report			
Report	**Mandates**	**Metric/Requirement**	**Stakeholders**
		Percent of new building designs that are 30% more energy efficient than relevant code requires	COMDT (CG-43)
OSPP	Executive Order 13423 Executive Order 13514 Presidential Memorandum - Federal Leadership on Energy Management	The OSPP shall report metrics that generally include, but are not limited to the following categories. Categories are subject to change each year at the discretion of the OMB and DHS. • GHG Reduction • Sustainable Buildings • Fleet Management • Water Use Efficiency and Management • Pollution Prevention and Waste Reduction • Sustainable Acquisition • Electronic Stewardship and Data Centers • Renewable Energy • Climate Change Resilience	Stakeholders shall include, but are not limited to: • COMDT (CG-46), • COMDT (CG-43), • COMDT (CG-44), • COMDT (CG-47), • COMDT (CG-1), • COMDT (CG-9), • COMDT (CG-6). Each year, the current OSPP shall outline stakeholders and associated responsibilities.

Figure 6-1. Federal Mandates and Requirements

APPENDIX A: HEADQUARTERS UNITS, TRACEN, AREA, DISTRICT, BASE, AND SECTOR ELSPs

A. ELSP Development. Energy and fuel commodities are allocated through various military and commercial distribution systems that vary by geographical and economic constraints. The ELSP shall be developed for two basic levels of support: recurring and emergent. The ELSP shall optimize use of DoD and DHS logistic operations that ensure the right energy and/or fuel commodity and/or product is being delivered at the right place at the right price.

B. Recurring and Emergent Requirements. Recurring and emergent energy/fuel logistical requirements shall be developed by Area, District, Base, and Sector commands and submitted to Commandant (CG-46) for review and acceptance.

1. Recurring Logistical Energy Requirements. Recurring requirements are defined as existing Coast Guard operational energy/fuel requirements that support on-going operations. These recurring requirements shall be developed for each energy/fuel product being distributed to Coast Guard activities. Historical consumption data can be found at the CG-TERRA intranet web site at http://fastapps.osc.uscg.mil/cgterra/. Fuel requirements shall be submitted by reviewing annual consumption data, and adjustments made based on changing operational parameters. These requirements are not centric to funding requirements as distributed by Commandant (CG-832) within the EBM. These requirements are details associated with the order, receipt, and delivery of a specific energy commodity and the conditions and locations of that supply need. An example can found in Appendix (B) of this Manual.

2. Emergent Energy Requirements. Emergent requirements are new energy/fuel requirements to support emergent operations such as natural disasters, new/unplanned operations, military or joint operations not performed on an annual basis such as Arctic operations and training mission support.

C. ELSP Components. ELSPs shall include the following information and be updated annually by no later than the end of the second fiscal year quarter:

1. Asset Inventory. Number and type of tactical assets operating out of specific Coast Guard activities.

2. Geographic and Custodial Information. Exact location of all fuel storage tanks and the designated Property Custodian (PC) for each.

3. Fuel Requirements Worksheet. Fuel requirement worksheet for each fuel product required by subordinate activities-Operating Facilities (OPFAC).

4. Response Plans. All commercial companies required to submit Oil Spill Response Plans in accordance with Oil Pollution Act of 1990.

5. Fuel Logistics Support Locations. Exact location for fuel logistic support locations developed in Continuity of Operations Plan (COOP), Area Contingency Plan (ACP), and Regional Contingency Plan (RCP).

6. Commercial Distribution Locations. All commercial marine fuel distribution locations in AOR.

7. Support Agreements. Designated supply and/or logistical support agreements which require Coast Guard activities to provide energy/fuel commodities to non-Coast Guard assets such as energy/fuel provided to other military, DHS, other Governmental agency, state and/or local governmental activity. This would include Host-Tenant Agreements, ISSAs, MOAs, and MOUs.

APPENDIX B: EXAMPLE U.S. COAST GUARD FUEL LOGISTICS REQUIREMENT WORKSHEET

Is this requirement new or a change to an existing DLA Energy contract?					New		Change
If this is a change to an existing DLA Energy contract provide below information:							
Contract Number				CLIN			
Please provide the below information to establish your activity's fuel requirement: Note – Coast Guard fuel requirements are NON-CAPITALIZED within DLA-Energy							
Owner of Fuel Requirement (Title & Location)							
Activity Mailing Address							
Ordering DODAAC	Z		Billing DODAAC		Z		
Delivery DODAAC	Z		Delivery Address: (exact address for delivery)				
Type of Fuel Requested			NSN				
End Use Application (What purpose will the fuel be used for? Example: small boats, emergency power, heating, etc.)							
If End Use Application includes small boats, provide the size(s) of the small boats assigned to your station.							
Provide estimated quantity required for **EITHER** 1-year or 3-years below:							
Estimated 1-Year Anticipated Consumption/Requirement		Gallons	Estimated 3-Year Requirement				Gallons
Mode of Delivery (Select One)	Tank Wagon Barge		Tank Truck Tank Truck w/pump		Tank Truck w/Pump & Meter		
Tank Narrative (Example: "Into 1/10,000 Gal Tank")							
Tank Real Property Unique Identifier(s) (RPUID) as listed in SAMS							
Tank Address (Closest street address to where tank is located)							
Are metered delivery tickets required?	YES NO		Are multiple delivery tickets required?		YES NO		
Required Delivery Hours (Check all that apply.)	Weekdays Other (explain)		Weekends		Holidays		
How will delivered quantity be determined?							
Provide any special requirements (example:							

fittings, will escort be needed for delivery?, etc.)		
Provide normal tank levels and specific information on tank levels during hurricane season or other items that can affect tank levels.		
Recommended Local Sources of Supply		
Is there a need for interagency or retail sale or distribution of the fuel from the unit?	If yes, provide operationally justified narrative:	
Ordering Official Person responsible for ordering fuel		
Accountable Official Person responsible for reviewing fuel purchase (including acknowledgment of receipt of fuel)		
Requestor/Requirement POC	Name Email	Phone
Date Submitted		

APPENDIX C: LIST OF ACRONYMS

AC&I	Acquisition, Construction, and Improvements
ACP	Area Contingency Plan
AIRCard®	Aviation Into-Plane Reimbursement Card
ALC	Aviation Logistics Center
AMI	Advanced Metering Infrastructure
AOR	Area of Responsibility
ATU	Administrative Target Unit
CARE	Cost Avoidance Reduction and Efficiency
CE	Categorical Exclusion
CGBI	Coast Guard Business Intelligence
CG-TERRA	Coast Guard-Total Energy Resource Reporting and Accounting
CO	Commanding Officer
COOP	Continuity of Operations Plan
CRSO	Chief Readiness Support Officer
CSTOs	Configuration Standard Technical Orders
CTS	Compliance Tracking System
DFSPs	Defense Fuel Support Points
DHS	Department of Homeland Security
DLA	Defense Logistics Agency
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DOE	Department of Energy
DOL	Director of Operational Logistics
EBM	Energy Budget Model
ECM	Energy Conservation Measure
EEBP	Enterprise External Business Portal
EFC	Energy Fusion Center
EISA	Energy Independence and Security Act
ELSP	Energy Logistics Support Plan
EO	Executive Order
ESCO	Energy Service Company
ESD	Engineering Services Division
ESPC	Energy Savings Performance Contract
FCM	Fuel Card Manager
FEA	Fuel Exchange Agreement
FINCEN	Finance Center
FORCECOM	Force Readiness Command
FRMM	Financial Resource Management Manual
GHG	Greenhouse Gas

GSA	General Services Administration
IMT	Incident Management Team
ISSA	Interagency Support Services Agreement
MARAD	Maritime Administration
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NARA	National Archives and Records Administration
NEPA	National Environmental Policy Act
NSN	National Stock Number
OE	Operating Expense
OEM	Original Equipment Manufacturer
OIC	Officer-in-Charge
OMB	Office of Management and Budget
ONR	Office of Naval Research
OPFAC	Operating Facilities
OSPP	Operational Sustainability Performance Plan
PC	Property Custodian
PPA	Power Purchase Agreement
QRP	Qualified Recycling Program
RCP	Regional Contingency Plan
R&D	Research & Development
RDT&E	Research, Development, Test, and Evaluation
REC	Renewable Energy Certificate
REM	Resource Efficiency Manager
RPUID	Real Property Unique Identifier
SAMS	Shore Asset Management System
SAR	Search and Rescue
SC	SAR Coordinator
SCP	Service Control Point
SEACard®	Ship’s Bunkers Easy Acquisition Card
SEER	Sustainability, Energy and Environmental Readiness
SFF	Supply Fund Fuel
SFLC	Surface Forces Logistics Center
SILC	Shore Infrastructure Logistics Center
SOP	Standard Operating Procedures
TCTO	Technical Change Technical Order
TRACEN	Training Centers
UESC	Utility Energy Service Contracts
WAWF	Wide Area Work Flow