



UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
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PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 4101.2C
FMEO

26 NOV 2003

DEPOT ORDER 4101.2C

From: Commanding General
To: Distribution List

Subj: ENERGY CONSERVATION

Ref: (a) MCO P11000.9C
(b) Executive Order 13123
(c) DepO 4100.5B
(d) DepO 11300.2F
(e) Federal Energy Management Program's "Buying Energy Efficient Products" binder

Encl: (1) Energy Conservation Policies

1. Purpose. To establish policy and procedures for conservation of energy consumed on the Depot in accordance with references (a) and (b).
2. Cancellation. DepO 4101.2B.
3. Summary of Revision
 - a. Added references (b) and (e).
 - b. Paragraph 6a. Second sentence, after the word "Reference (a)" add "and (b)", change 20% to read 30%, change FY 2000 to read FY 2005 and changed "30% by FY 2005" to read "35% by FY 2010".
 - c. Added paragraphs 6(g) and 6(h).
 - d. Added paragraph 9 on enclosure (1).
4. Definitions
 - a. Utilities: Includes all purchased or generated electricity, natural gas in any form, purchased to

26 NOV 2003

operate equipment or to produce steam for use in facilities and purchased water.

b. Energy: Includes utilities, gasoline and lower quality distillates utilized to heat or power equipment, and all oils and lubricants utilized in operation and/or maintenance of equipment.

5. Background

a. Energy conservation is not a new subject. Directives at all levels have habitually recognized the need for energy conservation as an economy measure. Utilities, a major energy component, constitute the most expensive commodity consumed by the Depot. The total funds expended annually for utilities in support of the Depot is approximately \$6 million and mobility fuel cost exceeds one hundred thousand dollars. Funds required to support this energy consumption come directly from the Depot Station Operations Funds; therefore, savings achieved result in funds available for other pressing needs.

b. The current rising energy costs/problems have the added dimension of potential physical shortage to the existent economic concern. In times of shortages, the economic concern will also become more serious because prices will escalate more rapidly.

6. Discussion

a. In addressing energy conservation, it must be recognized that a considerable conservation effort must be made to "hold the line." Reference (a) and (b) provides program guidelines and the current goal is to provide a 30% energy reduction by FY 2005 over an FY 1985 baseline and 35% by FY 2010. This Depot has and will continue to replace and/or modify existing facilities and equipment to provide a more efficient and comfortable atmosphere for mission accomplishment.

b. The current nationwide energy problems are real and of a long-term rather than a short-term duration. In response to a possible nationwide or local energy shortage, reference (c) establishes a contingency plan for the Depot for periods of a potential energy shortage. Reference (a) requires that such a

contingency plan be established at each Marine Corps activity. Continual enjoyment of the "modern conveniences" and even the day-to-day necessities will depend directly upon the efficiency with which we utilize energy.

c. Many of the programs for more efficient use of energy will, by necessity, be developed and executed at the Depot level utilizing Depot forces. Maximum effectiveness, however, demands the cooperation and active participation of all personnel working or residing on the Depot. Energy conservation must become a habit of "all hands".

(1) A Depot Energy Conservation and Appraisal Board (ECAB) is established as follows:

- (a) Assistant Chief of Staff, G-4 (Chairman).
- (b) Assistant Chief of Staff, G-1.
- (c) Assistant Chief of Staff, G-3.
- (d) Director, Marine Corps Community Services.
- (e) Assistant Chief of Staff, Comptroller.
- (f) Assistant Chief of Staff, Quality Management.
- (g) Supply and Services Officer.
- (h) Commanding Officer, Naval Dental Center.
- (i) Commanding Officer, Recruit Training Regiment.
- (j) Commanding Officer, Headquarters and Service Battalion.
- (k) Commanding Officer, Weapons Field Training Battalion.
- (l) Facilities Maintenance Engineer Officer.
- (m) Public Works Officer.
- (n) Director, Branch Medical Clinic.

26 NOV 2003

(o) Public Affairs Officer.

(p) Housing Officer.

(2) The ECAB is responsible for planning and monitoring the Depot's Energy Conservation Program. The ECAB will be guided by reference (a) and this Order. Specifically the ECAB will:

(a) Review energy use and current conservation targets.

(b) Review energy conservation instructions, notices, posters, bulletins, etc.

(c) Review appropriate recommendations received from energy monitors and other Depot sources.

(d) Recommend the establishment of Energy Working Groups as required. Findings and/or reports of established Energy Working Groups will be reviewed and appended to ECAB minutes.

(3) The Depot Utilities and Rental Housing Board is an Energy Working Group of the ECAB and has its membership and responsibilities established in reference (d). Recommendations of this Board will be forwarded to the Commanding General for approval, via the Assistant Chief of Staff, G-4.

(4) Meeting of the ECAB will be held on call of the chairman. Minutes of the ECAB will be recorded and retained for a period of at least two years. Recommendations made within the ECAB minutes will be forwarded to the Commanding General for approval.

(5) The following report will be prepared prior to scheduled meetings by the Public Works Officer. Oral briefing on Major Construction Items - provided to inform the ECAB of those current projects which would have a noticeable effect on energy consumption.

26 NOV 2003

d. Commanding Officers and/or Officers-in-Charge and Department/separate Division or Section levels will, as appropriate:

(1) Appoint Energy Conservation Monitors for areas under their cognizance to:

(a) Promulgate appropriate instructions throughout their span of control.

(b) Make spot checks to ensure compliance with the enclosure and other promulgated instructions.

(c) Report effective conservation measures taken and/or recommended program changes to the ECAB via the chain of command.

(2) Incorporate energy conservation measures taken into duty watches manned by the unit and into operational instructions.

(3) Provide and maintain a current list of buildings with a schedule of non-occupancy to Facilities Maintenance. The list of non-occupancy should include buildings in which only duty watches or small sections operate for long periods of time.

e. Depot Energy Conservation Supervision/Oversight

(1) The Depot Inspector will note and report energy conservation discrepancies on all areas aboard the Depot in conjunction with his inspections.

(2) The Depot Safety Officer will note and report to the Depot Inspector energy conservation discrepancies on all areas aboard the Depot in accordance with his inspections.

f. The Depot Housing Officer is responsible for the distribution of published energy conservation guidelines and practices for housing occupants. The Depot housing areas are exempt from the inspection program of paragraph 6e(1) above.

DepO 4101.2C

26 NOV 2003

g. The Depot Energy Manager will submit the Defense Utility Energy Reporting System (DUERS) report on energy consumption to the Naval Facilities Engineering Service Center (NFESC) each month.

h. Reference (d), in conjunction with the Energy policy Act of 1992, establishes a clear mandate for agencies to purchase energy efficient products, including all models with the Energy Star® label. Reference (e) identifies and selects efficient products that meet the Energy Star® directives in reference (b).

7. Records Disposition. Records required to be maintained per paragraph 6c(4) of this Order will be assigned SSIC 4000 and maintained for a period of two years plus current year. Copies of each meeting's minutes will be forwarded to Depot Central Files for inclusion in the Command files.


M. A. MALACHOWSKY
Chief of Staff

DISTRIBUTION: A

26 NOV 2003

ENERGY CONSERVATION POLICIES

1. Electricity

a. Interior Lighting

(1) Limit number of lights used to actual illumination requirements. Turn off as many electric lights as possible, and concentrate the light where it is most needed--in reading and work areas and for safety. General illumination maximum requirements are:

- (a) 50 foot-candles at work stations.
- (b) 30 foot-candles in work areas.
- (c) 10 foot-candles in non-work areas.

(2) Turn off areas or sections of areas during daylight hours when a room/area is not in use. Potential areas for such action:

- (a) Hallways except for stairwells.
- (b) Heads.
- (c) Gear lockers.
- (d) Storage rooms.

(3) Minimize decorative and advertising light. Use proper size light bulb or fluorescent tube available from self-service outlets. Should doubt exist concerning correct size, contact the Maintenance Division, Work Reception Unit (extension 3413).

(4) When painting of interior offices is authorized, off-white or light colors will be used. Keep light fixtures and reflectors clean. When cleaning fluorescent lamps, wipe lightly, and never wash since this will result in the loss of

ENCLOSURE (1)

its outside coating. These methods will reduce the amount of artificial light required and allow lower wattage bulbs to be used or lighting to be turned off in some areas.

(5) Use higher lumen-per-watt lights where possible. The more efficient lights provide more light per unit of energy consumed. When adding lighting to interior spaces, consider fluorescent lighting which is three to four times more efficient than incandescent lighting.

(6) In the past, the length of life of fluorescent bulbs was shortened considerably by frequent on-off operation and the replacement cost would offset any savings gained. Because of fluorescent bulb improvement this is no longer true. Fluorescent lighting should be turned off whenever it is not needed.

b. Exterior Lighting

(1) Reduce the outside lighting to the lowest level consistent with safety and security.

(2) Use standing lights only to satisfy essential requirements. Know where all standing lights are and at what hours they are required.

(3) Parking lot lights will be turned on only when essential to security.

c. Electric Equipment other than Lighting

(1) Electric fans, typewriters, calculators, etc., should be turned off when not in use or personnel are not in the area. Always ensure this type of equipment is turned off at close of each working day.

(2) Correct the electrical power factor by installing capacitors or synchronous motors.

ENCLOSURE (1)

(3) Exercise standby generating equipment during peak demand periods.

(4) When purchasing an electrical appliance, be aware of the power consumption.

(5) Consider installation of automatic "on and off" devices at appropriate locations.

2. Heating. This is an area where greatest fuel savings can be accomplished. It must be understood that a desired temperature of 68 degrees has been set by Presidential order. This level of heat will be accomplished by using the following suggestions:

a. Clothing. It will be necessary to wear proper clothing for lower temperatures such as long sleeve shirts for men, sweaters and slacks for women, etc.

b. Automatically Controlled Heating Systems

(1) Thermostats will be set in administrative spaces or buildings to provide an indoor temperature not to exceed 68 degrees Fahrenheit during working hours or periods of occupancy, and not to exceed 50 degrees Fahrenheit when buildings are unoccupied.

(2) Living spaces such as quarters and barracks should be controlled to maintain a temperature not to exceed 68 degrees Fahrenheit during normal occupancy and not to exceed 55 degrees Fahrenheit when sleeping.

(3) Make sure functioning heating controls are properly maintained and replace all obsolete heating controls.

c. Manually Controlled Heating Devices. These devices include steam radiators, fuel oil and electric heaters. They respond very slowly to adjustment and close attention must be given to preclude the necessity of raising windows and opening doors to adjust inside temperatures. Keep radiators clean and free from dust which reduces heat transfer. The response of

ENCLOSURE (1)

these devices vary depending on facilities or activities within a facility. The utilities conservation program monitor will ensure that the same temperatures outlined in paragraph 2b above are maintained.

d. Unusual Conditions. When it has been determined that any system is uncontrollable by the occupant, a work request should be submitted to the Maintenance Division to make the necessary adjustments or repairs.

e. Drafts. It must be understood that any movement of air such as drafts, fans, or blowers will cause an uncomfortable effect when temperatures are below normal body temperature. It is important to keep all windows, doors, or other openings where outside air can enter, closed, and to wear clothing to cover as much skin area of the body as possible.

f. Windows. Keep venetian blinds, draperies, and shades on "sunny" windows open during intervals when direct sunshine may enter and closed at night. Keep shades or draperies closed during the day on windows not subjected to direct sunlight and when not required for visual light.

g. Eliminate the use of electric resistance heating wherever possible. The use of portable electric space heaters are prohibited (except in those cases where this is the only source of heat available).

h. Install area shutoff valves and secure appropriate sections of heat distribution piping during long periods of zero demand.

i. Investigate the feasibility and economy of installing domestic type heaters to serve buildings in outlying areas and secure steam lines to buildings.

j. Ensure that all equipment is in good operating condition and all system piping is adequately insulated.

ENCLOSURE (1)

k. Ensure that buildings are weather stripped, insulation is adequate, and windows and doors fit properly. Make sure that mechanical door closers are in good operating condition.

l. Install automatic night and weekend temperature setback controls for all buildings (if possible). Night setback controls are especially effective in shops, warehouses, etc.

m. Consider the installation of storm windows and doors, or double-glazing, especially on the inside of buildings.

n. Consider the installation of vestibules at building entrances.

o. Install air pre-heaters, economizers, and other heat-recovery equipment; avoid dumping condensate.

p. Consider reducing steam pressure and high temperature hot water temperatures to reduce line cost.

3. Air-Conditioning. In southern states use of energy for air-conditioning is greater than energy consumption during the heating season. Because considerable electrical energy savings can be realized through prudent installation and use of air-conditioning, the following guidelines are provided:

a. The installation of window air-conditioning units in previously non-air-conditioned spaces must meet the requirements of DepO 11014.2K.

b. New or replacement window air-conditioning units must produce not less than 8.5 BTU's per watt input for 120 volt systems and 8.0 BTU's per watt input for 230 volt systems. Specifications for procurement of air-conditioning units must include the energy efficiency ratios listed in this paragraph.

c. Turn off unneeded lights and other heat-producing appliances. This action has dual energy savings: Reduced air-conditioning loads, and reduced energy consumption.

ENCLSOSURE (1)

d. Minimize solar loads by closing blinds or draperies to reduce heat transmitted through glass areas.

e. Reduce excessive ventilation in air-conditioned spaces. Do not leave doors or windows open! Turn off exhaust fans and ventilating equipment when not needed to remove excessive heat from heat-producing equipment and appliances.

f. Encourage the wearing of lightweight clothing.

g. Do not air-condition unoccupied spaces such as closets, storerooms and other spaces that do not have a continuous occupant load. Close doors to these areas and submit a work request to the Maintenance Division to block off air-conditioning ducts. Remove objects that will restrict air circulation.

h. Do not operate window air-conditioning units without filters. This will cause plugging of evaporator fins with dust resulting in loss of cooling or complete equipment failure. Energy conservation can be effected and equipment failures prevented by ensuring that window air-conditioning filters are clean and properly installed prior to the cooling season and cleaned or replaced monthly thereafter. Cleaning and care of window air-conditioning units are the responsibility of the user.

i. In air-conditioned spaces where the thermostats are controlled by occupant and/or window air-conditioning units are used:

(1) Set thermostats to maintain a temperature of not less than 78 degrees F. In some areas it will be necessary for occupants of Government facilities to obtain thermometers to comply with this requirement.

(2) Do not operate air-conditioning equipment during periods of non-occupancy or when the outside temperature is below 78 degrees F. Open doors and windows to obtain cooling for extended periods under these conditions. Humidity is a factor of the cooling load and the opening of windows should be

ENCLOSURE (1)

considered if the ambient temperature is projected to be below 78 degrees Fahrenheit for more than one day. If thermostats do not contain an "off" switch, set the thermostat to its highest setting.

(3) In general, large spaces such as barracks, classrooms, clubs, etc., require a considerable period to cool and dehumidify. During this initial cooling period, compressors must operate constantly, consuming large amounts of electricity. Therefore, if such facilities are to be occupied for periods of less than three hours, air-conditioners should not be turned on.

(4) All air-conditioners should be turned off 30 minutes before the end of the working day allowing the thermal capacity of the building to retain sufficient cooling for the remainder of the workday. Shut down air-conditioners to the maximum possible on weekends and holidays.

j. Ensure that all steam or hot water pipes passing through air-conditioned spaces are properly insulated.

k. Replace window air-conditioning with a central system when feasible.

4. Hot Water. The heating of water comprises the third largest use of the nation's energy and is exceeded only by heating and air-conditioning consumption's of energy. All of the below measures are required for effective conservation of energy:

a. Electric hot water heaters of 80 gallons capacity and less must have a maximum power input of 4,500 watts and have dual heating element construction. The "R" value for insulation on these heaters will meet or exceed 16.

b. Never use hot water when cold water can be used as an acceptable substitute.

c. Where water heating units have adjustable temperature controls, the temperature setting should be maintained at the lowest level which will provide adequate hot water.

ENCLSOURE (1)

26 NOV 2003

(1) Where automatic dishwashers are operated, the minimum temperature for proper operation is 140 degrees Fahrenheit.

(2) A general temperature restriction for domestic hot water has been set by Presidential order.

d. Mark for identification hot water valves which may be confused with a standard cold water supply valve to prevent unnecessary use of hot water.

e. Try to avoid using hot water for any task which requires small amounts of water at intervals. Any hot water remaining in the piping between the hot water tank and the faucet is wasted because the heat energy will gradually dissipate.

5. Water. Recent data indicates that water consumption has been reduced through conservation efforts. However, effective control must be maintained to prevent a reversal of this trend. The following is a list of items that are required of all personnel:

a. Turn off all faucets, showers, and all water outlets when not in use, except when allowed to drip to prevent damage by freezing.

b. Do not use water from a hose as a "broom" for washing down floors, galleys, and other areas. Floors and other areas will be cleaned with mops, brooms, and squeegees.

c. Pistol grip type nozzles with automatic cut-off will be used on hoses to prevent excessive water usage.

d. All persons are asked to be observant and report to the Maintenance Division, telephone 3145, the following items:

(1) Faucets, hose bibbs, and valves that cannot be turned off.

(2) Repair constantly running commodes and leaks immediately as they become known. Especially important is the

ENCLOSURE (1)

Silent toilet bowl leak, where a worn or poorly seated valve or some other minor adjustment allows water to leak from the bowl. For detection, place a few drops of food coloring in the tank. If the color shows up in the bowl, there is a leak.

(3) Excessive low water pressure. (This could be a broken water line between the supply and outlet.)

(4) Puddles of water on ground areas during dry seasons. (This could be an underground water leak.)

(5) Any other areas or problems that cannot be corrected that could cause unnecessary water consumption.

e. Closely supervise recruits when showering, washing, and washing clothing to enforce conservation of water.

f. Watering will not be accomplished for 48 hours after a rainfall. Avoid careless lawn sprinkling. Lawns can only absorb a certain amount of water.

g. Check for leaks in distribution lines.

h. Avoid using the clothes washer or dishwasher for less than a full load.

i. Install water saving plumbing fixtures.

j. When a water service disruption arises, the following measures shall be implemented:

(1) Watering grass, washing cars, boats, sidewalks and other uses of water are prohibited.

(2) Messhalls will go to modified menu and paper products.

(3) Clubs will close after lunch. Use disposable products as necessary.

ENCLOSURE (1)

26 NOV 2003

(4) Depot and MWR laundry will reduce services to those essential to support messhalls and medical/dental requirements.

(5) Power plant and other industrial activities will cut back usage as much as possible.

(6) Quarters and BEQ/BOQ residents are encouraged to minimize usage by:

-Taking Navy showers.

-Using paper plates.

-Saving laundry until water is restored.

-Making sure faucets, toilets, other fixtures are not leaking. Use as necessary for sanitation and hygiene but conserve as much as possible.

6. Transportation

a. Reduction of fuel to power vehicles and equipment can be effectively accomplished in only two ways. Ensure vehicle/equip-ment is operating at optimum efficiency and reduce operation. When reducing operation, overall operation must be reduced. Utilizing one vehicle/equipment in place of two is not effective if one vehicle/equipment is operated as much as both were. Vehicle/equipment operation must be reduced to the minimum consistent with mission accomplishment.

b. Effective methods of improving efficiency and reducing operations are:

(1) Perform minor tune-ups when engine operation changes or fuel consumption increases. Keep the air filter changed at regular intervals because insufficient air will waste gasoline and increase air pollution.

(2) Check fuel consumption continuously. An added benefit from this program will be the knowledge of operating conditions and distances which have the most potential for curtailment or reassignment to save fuel.

ENCLOSURE (1)

(3) Allow only short engine warm-ups before driving. Most vehicles are now equipped with automatic chokes which will change idle speed when engine is warm.

(4) Walk when time, distance, weather conditions, and purpose of trip will allow.

(5) Do not allow engines to idle for longer than a minute, except in emergencies.

(6) Avoid fast take-offs and coast to stops. Drive at a steady pace and anticipate traffic movement changes to prevent unnecessary use of brakes.

(7) Plan requirements whenever possible to consolidate trips and take the shortest routes. Avoid stop and go traffic areas when possible.

(8) Encourage car pools.

(9) Remove unnecessary weight from the vehicle. The lighter the vehicle, the less gas it uses. An extra hundred pounds decreases fuel economy about one percent for the average car and one and one-fourth percent for small cars.

(10) Encourage "brown bagging" at lunch time.

(11) Use the octane rated gasoline and oil grade recommended for each vehicle.

(12) Ensure manufacturer's recommended tire pressure is maintained.

(13) Operation of vehicle air-conditioning units should be minimized to reduce vehicle fuel consumption.

(14) Use radial tires. They can mean three to five percent improvement in gas mileage in the city, seven percent on the highway, and ten percent at 55 mph after the tires are warmed up for 20 minutes. Never mix radials with conventional tires.

ENCLOSURE (1)

7. Government Quarters. All quarters occupants are required to be conscientious in conservation of energy and are to utilize the guidelines listed above. Additionally, the following appropriate measures are unique to quarters occupants:

a. Plan washing and drying of clothes and dishes to fully load appliances.

b. Utilize cold water washing of clothing whenever possible.

c. Hang clothing out to dry when possible and avoid using dryers.

d. When using an automatic dishwasher, savings can be obtained by letting the dishes air dry. After the final rinse, turn off the control knob of the dishwasher and open the door.

e. Close off unused or seldom used portions of the house until one hour before they are required for use.

f. Avoid changing thermostat settings frequently during the day. Add or remove clothing first. Practice a 7-10 degree F. night setback of the thermostat during the heating season.

g. On thermostats with both heat/cool and fan settings, ensure that fan settings remain on the "automatic" position during the heating season and in the "on" position in those quarters which have condensation in the ducts during the air-conditioning season.

h. Turn off television sets and appliances when not in use.

i. Do as much household cleaning as possible with cold water. This saves energy used to heat water, and cleaning products are available which work satisfactorily in cold water.

j. Reduce energy consumption in cooking. Use pans that cover the heating element so that more heat enters the pot and less is lost to the surrounding air. Clean the reflector

ENCLOSURE (1)

below the heating element to allow more heat transmission to the pot. Keep pots covered to retain heat better.

k. Check the seals around the refrigerator and oven doors to make sure they are airtight. If not, adjust the latch or replace the seal.

l. When using the dryer, don't run the dryer longer than necessary to dry clothes. Separate drying loads into heavy and lightweight items. Since the lighter ones take less drying time, the dryer doesn't have to be on as long for these loads. Once the dryer is warm, it cuts down on initial energy consumption. Keep the lint screen in the dryer clean. Remove lint after each load. Also ensure that the clothes dryer exhaust is properly vented to the outside of the house.

m. During air-conditioning season, reset the thermostat to 85 degrees Fahrenheit when leaving the house for periods in excess of two hours.

n. Keep the condenser coil of the refrigerator vacuumed clean. Even though the same amount of heat is transferred to the room from the inside of the refrigerator, the compressor, a heat producer, will not have to operate as long.

o. Don't block eaves or ridge vents with storage items in attic spaces. Heat buildup in the attic space will increase the air-conditioning load.

p. Try to schedule use of clothes washers, dryers, and other large electrical user appliances before 1000 or in the late evening to reduce the peak afternoon demand for electrical energy. Depot electrical costs are based on the highest demand rate as well as the actual amount of energy consumed. This demand rate normally peaks during the summer air-conditioning season, between the hours of 1000 and 1800.

ENCLOSURE (1)

8. Facilities

a. "Think conservation" during the preliminary design, development, and construction of new facilities and equipment.

b. "Think conservation" during the preliminary design, development, and construction of new facilities and equipment.

b. Orient buildings to reduce solar heat loads; use passive solar design.

c. Site buildings close to existing utilities to reduce distribution line losses.

d. Where possible, secure systems during non-heating and/or non-cooling seasons.

e. Minimize off-hours energy use by:

(1) Eliminating nighttime janitorial service.

(2) Minimizing overtime work.

(3) Consolidating separate shift and weekend functions.

f. Contact Facilities Maintenance Division, Utility Branch on conservation suggestions, reports of violations of standards, and reports of needed maintenance.

g. Ensure that utilities systems are deactivated to all unused buildings.

9. Compressed Air Systems

a. Inspect distribution lines and repair leaks immediately.

b. Conduct survey to ensure a proper size compressor is being used.

c. Compressor air intake should be installed in the coolest location to increase efficiency.

ENCLOSURE (1)

0 6 NOV 2003

10. Energy Efficient Products

a. Select Energy Star® and other energy efficient products when acquiring energy-using products.

b. Agency shall incorporate energy efficient criteria consistent with Energy Star® and other Federal Energy Management Program (FEMP) designated energy efficiency levels into all guide specifications and project specifications developed for new construction and renovation, as well into project specification language developed for Basic Ordering Agreement, Blanket Purchasing Agreements, Government Wide-Acquisition Contracts, and all other purchasing procedures.

ENCLOSURE (1)