



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE
UNIT 35601
FPO AP 96382-5601
AND
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:
4101

G-F

APR 28 2015

From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific
To: Distribution List
Subj: LETTER OF INSTRUCTION FOR THE APPOINTMENT AND TRAINING OF UNIT ENERGY MANAGERS
Ref: (a) MARADMIN 114/15: ENERGY ETHOS CAMPAIGN AND UNIT ENERGY MANAGER PROGRAM
Encl: (1) MCB Camp Butler Unit Energy Manager Program Training Schedule

1. Situation. In accordance with the 36th Commandant of the Marine Corps' (CMC) Planning Guidance, specifically his emphasis upon Service-wide conservation of energy resources, every Commander is accountable for leading energy reduction efforts for operations under his or her responsibility. In fulfillment of this goal, MARADMIN 114/15 establishes CMC's intent to educate and directly involve installation tenant commands in the application of and adherence to best practices intended to promote energy efficiency and conservation within their buildings and facilities.

2. Mission. Each battalion/squadron-level and higher Marine Corps unit permanently assigned to III Marine Expeditionary Force (MEF) and Marine Corps Installations Pacific (MCIPAC) on Okinawa will ensure the appointment and training of a Unit Energy Manager (UEM) per reference (a).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure all designated-level camp and tenant commands comply with requirements established in reference (a).

(2) Concept of Operations

(a) All battalion/squadron-level and higher III MEF/MCIPAC commands permanently assigned on Okinawa will appoint a minimum of one UEM per unit organization per camp. Any one unit geographically dispersed across two or more camps will be required to appoint a UEM per camp occupied.

(b) Appointment of UEMs will be reported through the respective Camp Operations organizations supporting the tenant commands, e.g. 9th Engineer Support Battalion will report UEM appointment to Camp Hansen Camp Operations. Points of Contact for each Camp Service organization are listed

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in paragraph 4 of this Letter of Instruction (LOI).

(c) Commanders will direct their UEMs to MCIPAC-facilitated training in accordance with the training schedule contained in enclosure (1) of this LOI. Following training, UEMs will manage their respective Unit Energy Program for all buildings and facilities assigned to their unit.

b. Tasks

(1) Assistant Chief of Staff (AC/S) G-F, Marine Corps Base, Camp Smedley D. Butler (MCB Camp Butler)

(a) Report completion of UEM appointments to Marine Corps Installations Command (MCICOM) per reference (a) no later than (NLT) 29 April 2015.

(b) Provide classroom training to appointed UEMs per the training schedule contained in enclosure (1).

(c) Report completion of UEM training to MCICOM per reference (a) NLT 23 May 2015.

(2) Camp Commanders (Camp Schwab, Camp Courtney, Camp Hansen, Camp Foster, Camp Kinser)

(a) Direct subordinate battalion/squadron-level and higher unit organizations to appoint a minimum of one UEM.

(b) Designate a minimum of one UEM at the Camp Operations level to promulgate program information to and consolidate information from tenant organization UEMs occupying the camp.

(c) Camp Operations-level UEMs will serve as the connector between the MCB Camp Butler Installation Energy Manager (IEM) and the UEMs assigned to the individual commands.

(d) Report completion of UEM appointments for all designated-level unit organizations assigned to the camp to G-F Operations NLT 29 April 2015.

(e) Ensure appointed UEMs attend MCIPAC facilitated training per the schedule contained in enclosure (1).

(3) CO, Marine Corps Air Station Futenma

(a) Direct subordinate battalion/squadron-level and higher unit organizations to appoint a minimum of one UEM.

(b) Designate a minimum of one UEM at the Installation Logistics and Services (ILS) level to promulgate program information to and consolidate information from tenant organization UEMs occupying the air station.

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(c) The ILS-level UEM will serve as the connector between the MCB Camp Butler IEM and the UEMs assigned to the individual commands.

(d) Report completion of UEM appointments for all designated-level unit organizations assigned to the air station to G-1 Operations NLT 29 April 2015.

(e) Ensure appointed UEMs attend MCIPAC facilitated training IAW the schedule contained in enclosure (1).

(4) III MEF Major Subordinate Commands (3d Marine Division, 1st Marine Aircraft Wing, 3d Marine Logistics Group, and 3d Marine Expeditionary Brigade)

(a) Direct subordinate battalion/squadron-level and higher unit organizations to appoint a minimum of one UEM.

(b) Direct subordinate unit reporting of UEM appointments through their respective Camp Operations organizations NLT 29 April 2015.

(c) Ensure appointed UEMs attend MCIPAC-facilitated training IAW the schedule contained in enclosure (1).

(5) CO, III MEF Headquarters Group

(a) Direct subordinate battalion-level and higher unit organizations to appoint a minimum of one UEM.

(b) Direct subordinate unit reporting of UEM appointments through their respective Camp Operations organizations NLT 29 April 2015.

(c) Ensure appointed UEMs attend MCIPAC facilitated training per the schedule contained in enclosure (1).

(6) CO, 31st Marine Expeditionary Unit

(a) Direct subordinate battalion/squadron-level and higher unit organizations to appoint a minimum of one UEM.

(b) Direct subordinate unit reporting of UEM appointments through their respective Camp Operations organizations NLT 29 April 2015.

(c) Ensure appointed UEMs attend MCIPAC facilitated training per the schedule contained in enclosure (1).

4. Administration and Logistics

a. Administration

(1) Points of Contact (POC)

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(a) POCs within each Camp Operations organization for reporting of by-name UEM appointments by tenant commands are as follows:

Location	POC	e-mail	Telephone
Camp Schwab	Mr. Joe King	joseph.w.king@usmc.mil	625-2337
	Capt Robert Duffey	robert.duffey@usmc.mil	625-2215
Camp Hansen	1stLt Crystal Dye	crystal.dye@usmc.mil	623-2618
	GySgt Tony Palomo	tony.palomo@usmc.mil	623-2611
Camp Courtney	SSgt Raymond Galban	raymond.galban@usmc.mil	622-7623
Camp Foster	Mr. Robert Jackson	robert.j.jackson3@usmc.mil	645-9777
	MSgt Alexander Vivas	alexander.vivas@usmc.mil	645-1082
	SSgt Marcos Medina	marcos.medina@usmc.mil	637-1886
Camp Kinser	Mr. Shogo Tamai		637-1772
	Mr. William Key	william.d.keyl@usmc.mil	636-3284
MCAS Futenma	Capt Frederick White	frederick.white@usmc.mil	636-3284

(b) POCs within G-F Operations for reporting of Camp Operations-consolidated UEM appointment rosters by respective Camp Operations organizations are Captain Jess Darnell, G-F Operations Officer (jess.darnell@usmc.mil, DSN 645-5350) or Staff Sergeant Samuel Cruz, G-F Training Officer (samuel.cruz@usmc.mil, DSN 645-1012).

b. Logistics. UEM Program briefing times and locations per camp are detailed in enclosure (1) of this LOI.

(1) Personnel unable to attend UEM Program briefings on their respective camps may attend briefings at other camps. Transportation to other camps will be a unit responsibility.

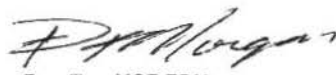
(2) Make-up training outside of the published schedule will be coordinated on a case basis through respective Camp Operations organizations to the MCB Camp Butler Installation Energy Manager.

5. Command and Signal

a. Command. Points of contact regarding the contents of this LOI are Primary: LtCol Kevin Bright, Facilities Maintenance Officer (kevin.bright@usmc.mil, DSN 645-2800) or Alternate: Ms. Tomoko Matsuzaki, MCB Camp Butler Installation Energy Manager (tomoko.matsuzaki.ja@usmc.mil, DSN 645-5118).

b. Signal. This LOI is effective the date signed.


E. L. ASBLEY
By direction


P. T. MORGAN
By direction

DISTRIBUTION: III MEF List I, II
MCIPAC List C

MCB Camp Butler
Unit Energy Manager Program Training Schedule * **
(Version 1 dtd 26 Mar 2015)

Camp	Date	Location	Time
Camp Schwab	4 May 2015	Education Center (Bldg 3429, Rm 206)	0830-1430
Camp Courtney	8 May 2015	Base Theater	0830-1430
Camp Foster	11 May 2015	Bldg 494, Classroom B	0830-1430
MCAS Futenma	12 May 2015	Base Theater	0830-1430
Camp Hansen	13 May 2015	West Chapel	0830-1430
Camp Kinser	14 May 2015	Base Theater	0830-1430

* Personnel unable to attend UEM Program briefings on their respective camps may attend briefings at other camps. Transportation to other camps will be a unit responsibility.

** Make-up training outside of the published schedule will be coordinated on a case basis through respective Camp Services organizations to the MCB Camp Butler Installation Energy Manager. POCs are contained in the Letter of Instruction.