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TAG POLICY LETTER 25-03*

15 January 2025

NJARNG ENERGY CONSERVATION POLICY

1. **APPLICABILITY.** This Policy Letter applies to all New Jersey Army National Guard (NJARNG) individuals, offices, tenants, leases, and organizations in NJARNG buildings over 5,000 square feet regarding energy throughout NJ Department of Military and Veterans Affairs (DMAVA) facilities.

2. **PURPOSE.** To provide guidance in support of reducing energy consumption, meeting conservation targets, reducing emissions, and practicing responsible fiscal resource management.

3. **REFERENCES.**

- a. N.J.A.C.A. § 5:10-14.4
- b. N.J.A.C. § 12:100-13.1 et seq., Indoor Air Quality.
- c. Army Regulation (AR) 420-1, Army Facilities Management, dated 12 February 2008.
- d. TAG Policy Letter (TPL) 18-5, NJARNG Energy and Water Conservation Policy, dated 25 April 2019.
- e. Letter of Instruction (LOI) – Energy Conservation Program, dated 1 October 2008.
- f. DMAVA's 2015 Clean Cut Green Management Handbook located at <https://www.nj.gov/military/construction-facilities-management/environmental-management/documents/CLEAN-CUT-Green-Management-Handbook.pdf>.

4. **OBJECTIVE.** DMAVA is committed to conservation and sustainable facilities, and it is imperative that all personnel and facilities conserve energy to the greatest extent possible. All NJARNG facilities will be operated in the most energy efficient and integrated manner possible by adhering to DMAVA's Clean Cut Green Management Handbook.

*** - This policy is to be used in conjunction with TPL 18-5, NJARNG Energy and Water Conservation Policy, dated 25 April 2019.**

5. **PROCEDURES.** The NJARNG will adopt the following best practices to facilitate energy efficient and economical Heating, Ventilation, and Air Conditioning (HVAC) system operations in its buildings, where practicable:

a. Follow the NJARNG Facility Heating and Cooling Standard as outlined in the following Table according to the facility type using each building's generally accepted occupancy schedule;

NJARNG Facility Heating and Cooling Standard for Authorized Buildings and Spaces		
Facility Type	Occupied Space Temperature (°F)	Unoccupied Space Temperature (°F)
Heating Season		
Readiness Centers, offices, classrooms	72° +/- 2°	55° +/- 5°
Barracks	68° min.	65° min.
Warehouse and Authorized Heated Storage, Maintenance Bays, and Similar Active-Work Spaces	60° +/- 5°	45° +/- 5°
Cooling Season		
Authorized Buildings and Spaces	76° +/- 2° Relative Humidity 50%	85° +/- 5°
References: Army Regulation AR 420-1 and New Jersey Admin. Code 12:100-13.3(a)4. Medical and Museum Buildings are excepted and must follow UFC 4-510-01 and AR 870-20, respectively.		

- b. Reduce HVAC operations during non-working hours;
- c. Reduce HVAC temperature settings to the unoccupied hour settings a minimum of one (1) hour prior to employee dismissal time and return temperature settings to occupied hour settings no earlier than one (1) hour prior to employee reporting time;
- d. Check individual manual thermostats and building management system settings at least weekly to ensure correct temperatures settings; and,
- e. Minimize HVAC system reheating and humidification system operations.

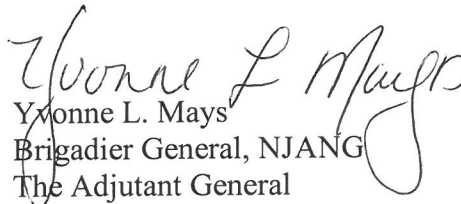
5. If compliance with this policy compromises indoor air quality, fails to control microbial contamination, mold, or causes harm to building components or government equipment, a written description of the problem will be submitted through the Work Order process and investigated by the Office of the Construction and Facilities Management Office (CFMO).

6. Installation Commanders/Administrative Officers (AO) shall appoint an Energy Monitor Officer (EMO) at the following buildings:

- a. All NJARNG Readiness Centers;
- b. All FMS and CSMS facilities;
- c. Buildings 3650 and 3601 at JBMDL;
- d. AASF;
- e. Building 42 (RTI) at Sea Girt NGTC; and
- f. Buildings 131, HSCOE & USP&FO Warehouse at Lawrenceville.

7. The Installation Commander/AO shall assure that the EMO is familiar with the requirements of this policy. EMOs will provide ongoing monitoring, enforcement, and reporting of energy conservation efforts. The EMO will coordinate with CFMO staff to achieve policy goals.

7. **PUBLICATION.** This policy will be posted on each bulletin board on all divisional bulletin boards and on the DMAVA website under DMAVA publications/TAG Policy Letters. This policy expands upon TAG Policy Letter 18-5, dated 25 April 2019, and is effective until superseded.


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