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Department of Energy
Washington, D.C. 20585

January 5, 1980

MEMORANDUM FOR: Federal Energy Coordinators

FROM: William Rhodes *William Rhodes*
Office of Federal Energy Management Programs
Conservation and Solar Energy

SUBJECT: Annual Report to the President and Congress on Energy Management in the Federal Government

As you know, Executive Order 12003, the Energy Policy and Conservation Act (EPCA) and the National Energy Conservation and Policy Act (NECPA) each require the Department of Energy (DOE) to prepare and submit an annual report on energy management and accomplishments by the Federal Government. These authorities also require Federal agencies which consume energy to provide input for the DOE reports.

To eliminate some of the burdensome reporting requirements currently imposed on DOE and the agencies, the DOE initiated an effort to consolidate these reporting requirements and to eliminate duplicative inputs from Federal agencies. It has been determined that the annual reports required by EO 12003 and NECPA can be combined into one annual report. The annual report required by EPCA must be prepared separately, but the input from agencies for this report is limited and will be handled on an informal basis.

The Data Gathering and Reporting Working Group of the Interagency Federal Energy Policy Committee was asked to review the existing reporting requirements and to recommend improvements to lighten the reporting burden and at the same time result in more timely and useful reports. The Working Group submitted the following recommendations for the annual report which have received informal approval within DOE and the White House staff offices:

- Combine the annual reports required by EO 12003 and NECPA.
- Obtain basic energy consumption data from the quarterly energy use reports submitted by the 25 largest energy using agencies.
- Obtain other pertinent data from the initial and updated 10-Year plans for energy conservation in Federal buildings and operations.
- Additional information needed by DOE or considered relevant by the agencies would be provided in an annual report to DOE from each agency.

The Working Group set the following annual schedule for the preparation of the combined report and the DOE has agreed to this schedule:

- The quarterly energy use reports from the 25 largest energy-using agencies will be submitted 45 days after the end of each quarter. This represents no change from the existing schedule. Therefore, data for the final quarter of each fiscal year is due to DOE by November 15 of each year.

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- Agencies will submit annual updates to their 10-Year plans for buildings and general operations by January 15 of each year. These updates will include actual data for the most recently completed fiscal year as well as updated estimates for the current and future years.
- Agencies will provide any additional information required by DOE or desired by the agencies also by January 15 of each year.
- DOE will prepare the overall report and submit it to the President and Congress by March 31 of each year.

The Working Group concluded that this schedule is feasible and that it would result in a more useful and timely annual report for DOE and the agencies. It was also recognized that for the FY 1980 annual report, unusual circumstances exist which will require modifications to this schedule. For example, agencies are currently preparing their initial or revised 10-Year Plans and these plans are due subsequent to the January 15 date for submitting annual updates to the plans. With these unusual circumstances in mind, I would appreciate the earliest possible submission of your input for the annual report and maximum efforts to avoid any delays beyond the following dates:

- January 31, 1981: Submission of agency 10-year plans for energy management in general operations.
- February 2, 1981: Submission of annual report information.
- March 1, 1981: Submission of revised (if appropriate) 10-year plans for buildings.

Energy-using agencies which do not submit quarterly energy consumption reports should complete the attached form and submit it with the annual report to DOE.

If you have any questions, please contact Tom Sheehan or myself at:

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Attachment