

19 JUN 1979

NOTE FOR: Director of Logistics

SUBJECT: Energy Conservation

Jim:

It has become apparent that the energy problems are going to continue to have the attention of senior managers in the Agency. We are being asked to submit energy-savings reports, develop conservation programs, and take measures which bring us into compliance with executive directives.

Although I believe the Office of Logistics (OL) should continue to be the office responsible for energy management, with the program focused in this staff, it might be useful for us to emphasize this role in another way. Specifically, I suggest a standing Agency committee be formed, chaired by the Plans and Programs Staff, which can address specific areas of energy conservation. The committee should consist of members of OL offices who have primary responsibility for energy conservation, i.e., Real Estate, Supply Division, Logistics Services Division, and Printing and Photography Division. In addition, other offices or directorates who are large consumers of energy, such as Commo, Office of Data Processing, Office of Personnel, perhaps some elements of DDS&T, and maybe the General Services Administration building manager, could be represented.

The committee probably would be structured into subcommittees which can devote special attention to areas like: Installations and Facilities, Operations (ODP, Commo, etc), and employee awareness programs (car pools, van pools, parking, and public transportation).

Would appreciate your views on this matter.



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