

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL APPLIED RESOURCE SCIENCES CENTER  
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In Reply Refer To:  
9105 (ID950/RS-110) P

November 4, 1997

EMS Transmission  
Instruction Memorandum No. RS-98-005, Change 1  
Expires 9/30/98

To: All WO and Field Officials  
From: Director, National Applied Resource Sciences Center  
Subject: Energy Program Reporting Requirements

DD: 11/24/97

Changes to this IM are the due date and the first paragraph under State Submissions.

An estimated semi-annual consumption report was submitted to the Department in April 1997. However, we must provide a total annual consumption report to the Department by November 30, 1997. The following provides guidance for submitting data in compliance with 752 DM 5 and Section 159 of the Energy Policy Act of 1992.

**Reporting Period:**

Consumption usage must be reported for the entire FY (October 1, 1996, through September 30, 1997).

**Building and Facilities Operations (Section I):**

**! General Services Administration (GSA) Owned or Leased** - The GSA is responsible for reporting energy consumption for buildings owned or leased by GSA.

**! Bureauowned and Leased Buildings** - Field Offices must report all energy consumption on Bureau-owned and leased buildings (see IM 95-139, which implemented field reporting on Bureau-leased energy consumption).

**Aircraft Operations (Section III):**

Aviation gas and jet fuel consumption must be reported for aircraft operations not arranged through the Office of Aircraft Services (OAS).

**State Submissions:**

States under utilities consolidation should contact Louise Ecoff at (303) 236-7058, for their data.

Field offices must forward their consumption data to each State Office for consolidation. Each State Office must forward consolidated data to RS-110 by November 24, 1997.

If you have any questions, please contact Dick Case at (303) 987-6852.

Signed By:  
Lee Barkow,  
Director, NARSC

Authenticated By:  
Deanna Miller  
Secretary, RS-110

1 Attachment

1 - Site Energy Consumption Report (1 p)

**Distribution**

Program Manager, Energy Conservation/Management Program Office  
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DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

SITE ENERGY CONSUMPTION REPORT

ANNUAL CONSUMPTION REPORT

State/Office \_\_\_\_\_ Prepared By \_\_\_\_\_

Check One \_\_\_\_\_ Owned \_\_\_\_\_ Leased \_\_\_\_\_

Installation Name \_\_\_\_\_ Gross Sq. Ft. \_\_\_\_\_

Section I Building & Facility	Usage	Cost
Electricity (kwh)		
Fuel Oil (gal)		
Natural Gas (cu.ft. or therms-specify)		
Propane (gal)		
<b>Section II Alternative Fuel Motor Vehicle Operations (Not Reported in AFMS)</b>		
Methanol (gal)		
Propane (gal)		
Compressed Natural Gas (equiv. gal or cu.ft-specify)		
Ethanol (gal)		
Other (Specify type and unit)		
<b>Section III Aircraft Operations</b>		
Aviation Gas (gal)		
Jet Fuel (gal)		