

Energy Action Month Champions
Execution Plan

Background

Thank you for volunteering to serve as an Energy Action Month (EAM) Champion. In preparation for EAM – October – each champion will submit a basic execution plan which will help guide their efforts leading up to and during EAM. These plans should take into account the unique resources, events, and initiatives occurring at each Champion’s respective installation. Champions are encouraged to reach out to Public Affairs, Energy Managers and Civil Engineering staff on base to identify initiatives they have planned and coordinate efforts.

Below is a sample Execution Plan to help facilitate the completion of this task and ensure consistency across the Air Force. Execution Plans are due to your Major Command (MAJCOM) Point of Contact (POC) by 4 September. If you have any questions about the development plan contact your base energy manager or SAF/IEN, at georgia.d.blankenship@mail.mil.

Sample Execution Plan

Activity	Date	Notes
First EAM email announcement	16 September	Send to all members of the Unit announcing EAM events
Tri-signed letter follow-up	1 October	Brief email to draw additional attention to the Secretary’s message to Airmen and include fact sheets with energy saving tips
Tip of the week email	6 October	Send following tip to all members of the Unit: “Use programmable thermostats to reduce heating and cooling when you are out and reach for settings of 69 degrees (winter) and 76 degrees (summer). You save 2% on air conditioning costs for each one degree increase.”
Energy Day reminder	9 October	Send email to remind unit next day is the base Energy Day organized by the energy manager.
Energy Day	10 October	Volunteer or actively participate in Energy Day activities
Tip of the week email	13 October	Send following tip to all members of the Unit: “Consolidate personal appliances from your workspace to shared spaces. Wright Patterson AFB eliminated 810 personal appliances, including toasters, microwaves and coffeemakers, saving almost 1 million watts.”

Tip of the Week email	20 October	Send following tip to all members of the Unit: “Reduce the amount of time spent idling in your car. Thirty minutes of idling burns 1 gallon of gas.”
Interim Report to IE	24 October	Share information on number of emails distributed and any planned events
Tip of the Week email	27 October	Send following tip to all members of the Unit: “Use a power strip as a central ‘turn off’ point to disconnect power to cell chargers, fans, and radios not in use. This could reduce your electricity use as much as 10%.”
Third EAM email announcement	3 November	Send third email thanking all Airmen for participating in EAM and sharing a summary of activities.
Submit outreach metrics to your MAJCOM POC	10 November	Provide data on activities completed and level of participation where possible.