

UNCLASSIFIED//

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SUBJECT: ENERGY CONSERVATION AND CORRECT PROCEDURES FOR TURNING OFF
WORKSTATIONS, LAPTOPS, PERIPHERALS AND REPRODUCTION EQUIPMENT CONNECT
TEXT:

UNCLASSIFIED//

MARADMIN 438/09

MSGID/GENADMIN/CMC WASHINGTON DC C4//

SUBJ/ENERGY CONSERVATION AND CORRECT PROCEDURES FOR TURNING OFF
/WORKSTATIONS, LAPTOPS, PERIPHERALS AND REPRODUCTION EQUIPMENT
/CONNECTED TO THE MARINE CORPS ENTERPRISE NETWORK(MCEN)//

REF/A/MSGID:DOC/DOD WASHINGTON DC/22NOV2005//

REF/B/MSGID:SECNAV WASHINGTON DC/23APR2009//

NARR/REF A IS DOD INSTRUCTION 41.70.11, INSTALLATION ENERGY MANAGEMENT,
WHICH PROVIDES GUIDELINES FOR REQUIREMENTS AND PROCEDURES TO MANAGE
INSTALLATION ENERGY USAGE. REF B IS DON CIO MEMO, DEPARTMENT OF THE
NAVY STRATEGY FOR GREEN INFORMATION TECHNOLOGY (IT) ELECTRONIC
STEWARDSHIP AND ENERGY SAVINGS STRATEGY, WHICH PROVIDES GUIDANCE TO
IMPROVE DON'S ENERGY EFFICIENCY.//

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GENTEXT/REMARKS/1. THIS MARADMIN ESTABLISHES POLICY AND PROVIDES
DIRECTION AND PROCEDURES TO CORRECTLY POWER OFF MARINE CORPS ENTERPRISE
NETWORK (MCEN) WORKSTATIONS, LAPTOPS, MONITORS, AND LOCAL PRINTERS TO
MEET ENERGY REDUCTION MANDATES.

2. BACKGROUND. TO REMAIN FISCALLY PRUDENT, "GO GREEN", AND ENSURE
MARINE CORPS NETWORKS REMAIN SECURE THROUGH AUTOMATED PATCHING METHODS,
SIMPLE DAILY PROCEDURES ARE REQUIRED FROM ALL NETWORK USERS. PER
REFERENCES A AND B, TURNING OFF PERSONAL COMPUTER EQUIPMENT AT NIGHT
WILL GREATLY REDUCE UNNECESSARY ENERGY USE AND ALLOW FOR EFFICIENT
SOFTWARE MAINTENANCE OF COMPUTER WORKSTATIONS. PROPERLY SHUTTING DOWN
SYSTEMS ALLOWS WORKSTATIONS TO BE TURNED ON AND OFF REMOTELY BY NAVY
AND MARINE CORPS INTERNET (NMCI) AND OTHER MARINE CORPS NETWORK
OPERATIONS PERSONNEL SO SOFTWARE UPGRADES CAN BE PUSHED THROUGH THE
NETWORK, ALL WITHOUT ANY INDIVIDUAL END-USER INVOLVEMENT. THESE
PROCESSES ALLOW MARINE CORPS PERSONNEL TO TURN THEIR PERSONAL COMPUTER
EQUIPMENT OFF AFTER NORMAL WORKING HOURS, THUS SAVING ENERGY.

3. POLICY. EFFECTIVE IMMEDIATELY, ALL MARINE CORPS PERSONNEL USING MARINE CORPS WORKSTATIONS AND LAPTOPS WILL SHUTDOWN THEIR PERSONAL COMPUTER EQUIPMENT USING THE FOLLOWING PROCEDURES.

A. UNCLASSIFIED WORKSTATIONS. MARINE CORPS UNCLASSIFIED USERS (BOTH NMCI AND NON-NMCI) WILL POWER OFF THEIR COMPUTERS DAILY BY SELECTING THE "START" OPTION FOLLOWED BY THE "SHUT DOWN" OPTION. THIS SAVES POWER, REDUCES THE ENERGY FOOTPRINT, AND ENSURES USERS ARE NOT FACED WITH PROLONGED SOFTWARE UPDATES WHEN THEY FIRST LOG ON. LAPTOP USERS WHO UTILIZE DOCKING STATIONS ARE ENCOURAGED TO LEAVE THE LAPTOP LOCKED IN THE DOCKING STATION AS OFTEN AS PRACTICAL. LEAVING THE LAPTOP TURNED OFF IN THE DOCKING STATION DURING NON-WORKING HOURS WILL ALLOW SUCCESSFUL SOFTWARE UPDATES. THE POWER SHOULD NOT BE TURNED OFF USING SURGE PROTECTED POWER STRIPS AS THIS WILL NOT ALLOW FOR THE AUTOMATED DOWNLOADING OF SECURITY PATCHES. DO NOT POWER OFF USING THE POWERSTRIP ON/OFF BUTTON.

B. CLASSIFIED WORKSTATIONS. MARINE CORPS CLASSIFIED USERS WILL POWER DOWN THEIR COMPUTERS WITH THE SAME PROCEDURES AS UNCLASSIFIED COMPUTERS. FOR COMMANDS THAT REQUIRE CLASSIFIED WORKSTATIONS OR HARD DRIVES TO BE PHYSICALLY SECURED AT THE END OF THE WORKING DAY, BE ADVISED SOFTWARE PUSHES WILL NOT OCCUR ON THOSE PARTICULAR MACHINES UNTIL THE NEXT LOG IN. THUS, CLASSIFIED USERS WHO DO NOT LOG INTO THEIR MACHINES FREQUENTLY WILL EXPERIENCE PROLONGED DELAYS AT START UP BECAUSE OF THE BACKLOG OF SOFTWARE PUSHES OVERWHELMING THE MACHINES. ALL CLASSIFIED USERS SHOULD LOG IN TO THEIR SIPR COMPUTERS AT LEAST ONCE EVERY 14 DAYS. DOING SO WILL ENSURE ADEQUATE SOFTWARE DELIVERY AND OVERALL WORKSTATION PERFORMANCE.

C. PERIPHERALS AND REPRODUCTION EQUIPMENT. PERIPHERALS SUCH AS MONITORS, FAX MACHINES AND PRINTERS, ALONG WITH COPIERS, WILL BE POWERED DOWN DURING NON-WORKING HOURS. PERIPHERALS SHOULD ALSO BE POWERED DOWN DURING THE WORKDAY WHEN NOT IN USE FOR PROLONGED PERIODS.

4. COST SAVINGS. BY COMPLETING THESE ACTIONS DAILY, AN ESTIMATE IS A SAVINGS OF 20.00 DOLLARS PER YEAR FOR ONE COMPUTER. CUMULATIVELY, THESE ACTIONS WILL PRODUCE SIGNIFICANT SAVINGS ACROSS THE CORPS.

5. REQUEST WIDEST DISSEMINATION OF THIS MESSAGE.

6. CANCELLATION CONTINGENCY. THIS MARADMIN IS CANCELLED 1 AUGUST 2010.

7. RELEASE AUTHORIZED BY BGEN G. J. ALLEN, DIRECTOR, COMMAND, CONTROL, COMMUNICATIONS, AND COMPUTERS//