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ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT & ACQUISITION)

DEPARTMENT OF THE NAVY CHIEF INFORMATION OFFICER

APR 23 2009

MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS
COMMANDANT OF THE MARINE CORPS
OFFICE OF GENERAL COUNSEL
ASSISTANT FOR ADMINISTRATION, UNDER SECRETARY OF THE NAVY

SUBJECT: Department of the Navy Strategy for Green Information Technology (IT) Electronic Stewardship and Energy Savings Strategy

Ref: (a) Presidential Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
(b) DoD's Electronic Stewardship Implementation Plan, 2008
(c) SECNAV Instruction 5090.8A, Policy for Environmental Protection, Natural Resources, and Cultural Resources Programs
(d) SECNAV Instruction 5000.36A, Department of the Navy Information Technology Application and Data Management

Encl: (1) DON Information Management Electronic Stewardship Criteria (February 2009)

On January 24, 2007, the President signed reference (a), which established federal goals in the areas of energy efficiency, acquisition, renewable energy, toxic and hazardous chemical reduction, recycling, sustainable buildings, electronic equipment stewardship, vehicle fuel consumption, and water conservation. In addition, reference (a) requires Federal agencies to lead by example in advancing our Nation's energy and sustainability practices.

The Department of the Navy (DON) can experience significant cost avoidance and cost savings by adopting energy efficient solutions. For example, turning off 330,000 workstations at the end of each workday could save about $3,000,000 in annual electricity costs. This one measure improves the DON's energy efficiency with no negative impact to the warfighter.

Reference (b) requires DoD components to reduce the environmental and energy impacts of electronic equipment purchase, use, and disposal through continual improvements to the acquisition, design, specifications, material choices, distribution, and use of new electronic equipment, and the reuse, de-manufacturing, and recycling of surplus electronic equipment. Reference (c), provides the DON's environmental policies and responsibilities within the Department. Reference (d) requires agencies to use the DON authoritative data source for registering systems.

Over the coming months, a series of policy memoranda will be issued to outline specific plans and/or procedures as well as goals and standards to address objectives for electronic stewardship and

energy savings of information technology, or "Green IT." The requirements contained in enclosure (1) shall be implemented by all components of the DON for all DON-managed production systems and all new IT contracts, unless there is a specific business or technical requirement that prohibits the enclosed criteria. Non-compliance with the requirements shall be documented and approved through the DON Chief Information Officer (CIO) waiver process.

Within 45 days of the signature date of this memorandum, command information officers shall provide a plan describing how reference (b) will be implemented for all eligible computers and reproduction equipment. It is important that the DON track the results of the DON Green IT Electronic Stewardship and Energy Savings Strategy to respond to OMB Scorecards, DoD's Electronic Stewardship Implementation Plan, and the Federal Electronics Stewardship Challenge.

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DON INFORMATION MANAGEMENT ELECTRONIC STEWARDSHIP CRITERIA (APRIL 2009)

The criteria listed below apply to all components of the Department of the Navy (DON).

General Information Technology Assets

- The DON needs to maintain an accurate and up-to-date inventory of information technology (IT) devices and the energy specifications of those devices. Accordingly, the DON will take all necessary measures to ensure a DON-wide IT automated asset identification process and tools are deployed to maintain an accurate and up-to-date inventory of IT devices, their configurations, and authoritative data;
- Ensure that DON IT administrators and contracting officers are aware that new contracts are required to have contractors provide a minimum of 95 percent of new electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered, silver rated (for products for which there are EPEAT standards);
- Ensure that DON IT administrators and contracting officers are aware that new contracts are required to have contractors enable Energy Star® features on 100 percent of computers and monitors or to the maximum extent practicable based on mission needs within the operating or production environment, such as IT embedded in a weapons system;
- Ensure that DON IT administrators and contracting officers are aware that new contracts are required to have contractors extend the technical refresh (computer life cycles) to a minimum of four-years, unless the device can no longer adequately support the operating system performance and security requirements as documented and approved through the waiver process;
- Turn off equipment when not in use, as long as it does not negatively impact security updates and necessary access to data;
- Reuse, surplus, or dispose of old equipment in accordance with appropriate procedures. Ensure that GSA or certified electronic recycling companies are used for disposal. Ensure that component materials within purchased devices are capable of recycling in accordance with EPEAT Gold and the Institute of Electrical and Electronics Engineers (IEEE) 1680 requirements;
- Add appropriate contract language and requirements to new contracts requiring compliance with this memorandum and other green technology initiatives; specifically, ensure future IT contracts require support of current and future EPEAT requirements, Energy Star features, minimum four year life cycle refresh, N or N-1 operating system and application support (where N is the latest version and N-1 is the second latest version), and default double-sided printing.

Printers, Copiers, and Facsimile machines (Faxes)

- Ensure default double-sided printing settings on all duplication equipment, if available, without requiring the user to manually load the paper;

- Ensure that new contract actions require contractors to provide network attached copiers that can be used as copiers and printers;
- Ensure that new contract actions require contractors to provide printing devices that optimize the number of printed sheets before having to replace throw-away print/toner cartridges;
- Recycle print/toner cartridges;
- Ensure that new contract actions require contractors to reduce the ratio of printers, copiers, and facsimile machines to at least 1 device per 5 office users and within 40 feet of the user. Note: Flag level and senior executive managers, their administrative support assistants, and specified contract officers, investigators, and lawyers are exempt from this requirement.

Monitors

- To the extent practicable, turn off monitors when not in use, in order to reduce energy use;
- To the maximum extent practicable, acquire or require contractors to provide higher energy efficient monitor technology, such as flat screen Liquid Crystal Display (LCD) monitors that use less than one third the energy of equivalent size Cathode Ray Tube (CRT) monitors.

Workstations

- Shut down workstations when not in use if there is no impact to user productivity, data access, data integrity, and/or security;
- Give preference to acquiring laptops that can be secured and encrypted, which use less than one quarter of the energy of an equivalent computing power desktop computer, when a cost analysis demonstrates no significant increased cost over the four-year life cycle compared to a desktop computer. As a goal, each employee and contractor (excluding civilian and military personnel and contractors who use one workstation for multiple users) should be assigned one workstation per appropriately secured network (for example, NIPRNet and SIPRNet), which will eliminate the cost and maintenance of maintaining separate office, travel, and home use workstations and licenses.

Servers, Mainframes, Server Rooms, Data Centers, and Disaster Recovery Sites

- Document and test legacy system start-up and shut-down procedures to ensure proper operation;
- Shut down legacy IT systems, to the extent practicable, in order to reduce energy use;
- Securely consolidate underutilized (for example, less than 50% utilization) servers and storage devices;
- Replace end-of-life servers with multiplexed rack mounted servers, storage, and power (such as blade servers, storage area networks (SAN) and network attached storage (NAS)) where practicable;
- Consolidate data centers, disaster recovery facilities, and server rooms, where practicable, to shrink footprint to reduce space; heating, ventilation, and air conditioning (HVAC); security risks; and staff workload;
- Utilize industry standard tiered data centers and green specifications;
- Implement tapeless backup and virtual storage to reduce shipping, travel, space, media, media heterogeneity, recovery time, and staff workload.

Data

- In accordance with reference (d), identify authoritative data sources to reduce duplicate data, storage, and server power;
- Identify the location of the data sources and period of time data must be stored;
- Centralize storage of static or infrequently updated data.

Travel

- Implement as widely as practicable, video conferencing and telepresence to reduce staff travel and time;
- Encourage telecommuting in accordance with applicable Department and local policies;
- Encourage, to extent feasible for the command/business mission, standard location-wide, same day, all-employee alternative work schedules (such as, 4 days per week with 10 hours per day (4/10) or an alternating 5-day week and 4-day week with 9 hours per day (5/4/9) to reduce utility and commuting energy emissions and costs.