



*Department of Defense*  
**Electronics Stewardship  
Implementation Plan**

**Concurrence:**

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# *U.S. Department of Defense Electronics Stewardship Implementation Plan*

## **Part I – Overview and Reach of Executive Order 13423**

### **A. Executive Summary**

Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. Electronics stewardship was elevated to the level of presidential executive order (E.O.), for the first time in U.S. history, with the issuance of E.O. 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” on January 24, 2007. The E.O. also sets goals in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, sustainable buildings, water conservation, and fleets. Subsequent implementing instructions, issued by the White House Council on Environmental Quality on March 29, 2007, elaborated on the goals of electronics stewardship.

The plan the Department of Defense (DoD) has formulated herein addresses how DoD will implement the goals of the three electronics life-cycle phases: acquisition, operations and maintenance, and end-of-life. These goals are:

1. Acquisition: Purchase 95 percent of electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered equipment, for products where EPEAT standards exist.
2. Operations and Maintenance: Enable 100 percent of all ENERGY STAR® features on 100 percent of computers, both desktop and laptop, and monitors or to the maximum degree possible based on mission needs. Extend the useful lifetime of electronic equipment to four or more years. Implement procedures to ensure the timely reuse and transfer of equipment within the Federal Government.
3. End-of-Life Management: Donate usable electronics to qualified organizations, such as public schools. Sell usable or refurbishable equipment to the public, with “take back” procedures when that equipment becomes unusable, when possible. Recycle unusable, unsold equipment using sustainable environmental practices that help keep components out of the landfill and recover materials for use in the manufacture of new products.

DoD already has taken strides to accomplish these goals, such as specifying ENERGY STAR features on computers and adhering to the surplus property regulations (Federal Management Regulation), which foster reuse. This plan outlines the additional steps DoD intends to take to fully comply with E.O. 13423, including: (a) specifying EPEAT-registered products in electronic product procurement, (b) ensuring that ENERGY STAR features are enabled remotely wherever possible and, (c) partnering with

electronics recyclers that adhere to strict environmentally sustainable practices. DoD has formed an interdisciplinary working group not only to carry out these objectives, but also to formulate methods for tracking and reporting on their status. DoD will work closely with the Federal Electronics Stewardship Working Group to help elaborate tracking and reporting procedures so that these performance metrics are incorporated into DoD's methodology.

## **B. Introduction**

On January 24, 2007, President George W. Bush signed Executive Order (E.O.) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management." The order sets goals for federal agencies in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, renewable energy, sustainable buildings, electronics stewardship, fleets, and water conservation. In accordance with Section 4(b) of the order, the Council on Environmental Quality (CEQ) issued the first set of Implementation Instructions and Requirements for the E.O. on March 29, 2007. The instructions provide additional detail and direction, are considered mandatory, and implementation of them is expected as part of complying with the Order. In the realm of electronics stewardship, the E.O. and accompanying Implementation Instructions outline the following requirements:

## **C. Purpose and Authorities**

The purpose of the Department of Defense (DoD) Electronics Stewardship Plan (ESP) is to implement sound environmental practices for the three life-cycle phases of electronic products: acquisition, operations and maintenance, and end-of-life management. Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," requires that all Executive Agencies accomplish the following: acquire Electronic Product Environmental Assessment Tool (EPEAT)-registered electronics for 95 percent of purchases where the EPEAT standard is available, enable all the ENERGY STAR features on 100 percent of computers, both laptops and desktops, and monitors, establish and implement policies to extend the useful life of electronics, and use environmentally sound procedures for the disposition of electronics that have reached the end of their useful life.

The ESP will: (a) enhance and expand existing Department sustainable practices in order to comply with E.O. 13423, (b) reduce energy consumption, (c) reduce toxics disposal related to electronics, and (d) save money through reduced energy consumption and increased electronics life expectancy. In all aspects of its acquisitions and operations, DoD aspires to be a good steward of the Earth's resources and a wise manager of the taxpayers' dollar. The ESP will help advance both roles.

## **D. Applicability**

The ESP provides guidance that applies to the Department, including Components, program offices, operations offices, sites, and applicable contractors for all three electronics lifecycle phases. The ESP applies to all DoD employees since virtually all employees have access to a computer. The policies apply to all Department IT acquisitions, except where agencies determine that they are not eligible to comply with some or all of the goals of the E.O. because of security, emergency support, or other sensitive/mission critical considerations.



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### **APPENDIX A**

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DoD E.O. 13423 Working Groups and Committees

### **APPENDIX E**

DoD Electronics Stewardship Goals – Action Item/Lead/Timeframe Framework

# *U.S. Department of Defense Electronics Stewardship Implementation Plan*

## **Part I – Overview and Reach of Executive Order 13423**

### **A. Executive Summary**

Electronics stewardship seeks to reduce the environmental and energy impacts of electronic product acquisition, operation, maintenance, and disposition through continual improvement of each of these life-cycle phases. Electronics stewardship was elevated to the level of presidential executive order (E.O.), for the first time in U.S. history, with the issuance of E.O. 13423, “Strengthening Federal Environmental, Energy, and Transportation Management,” on January 24, 2007. The E.O. also sets goals in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, sustainable buildings, water conservation, and fleets. Subsequent implementing instructions, issued by the White House Council on Environmental Quality on March 29, 2007, elaborated on the goals of electronics stewardship.

The plan the Department of Defense (DoD) has formulated herein addresses how DoD will implement the goals of the three electronics life-cycle phases: acquisition, operations and maintenance, and end-of-life. These goals are:

1. Acquisition: Purchase 95 percent of electronic products as Electronic Product Environmental Assessment Tool (EPEAT)-registered equipment, for products where EPEAT standards exist.
2. Operations and Maintenance: Enable 100 percent of all ENERGY STAR® features on 100 percent of computers, both desktop and laptop, and monitors or to the maximum degree possible based on mission needs. Extend the useful lifetime of electronic equipment to four or more years. Implement procedures to ensure the timely reuse and transfer of equipment within the Federal Government.
3. End-of-Life Management: Donate usable electronics to qualified organizations, such as public schools. Sell usable or refurbishable equipment to the public, with “take back” procedures when that equipment becomes unusable, when possible. Recycle unusable, unsold equipment using sustainable environmental practices that help keep components out of the landfill and recover materials for use in the manufacture of new products.

DoD already has taken strides to accomplish these goals, such as specifying ENERGY STAR features on computers and adhering to the surplus property regulations (Federal Management Regulation), which foster reuse. This plan outlines the additional steps DoD intends to take to fully comply with E.O. 13423, including: (a) specifying EPEAT-registered products in electronic product procurement, (b) ensuring that ENERGY STAR features are enabled remotely wherever possible and, (c) partnering with

electronics recyclers that adhere to strict environmentally sustainable practices. DoD has formed an interdisciplinary working group not only to carry out these objectives, but also to formulate methods for tracking and reporting on their status. DoD will work closely with the Federal Electronics Stewardship Working Group to help elaborate tracking and reporting procedures so that these performance metrics are incorporated into DoD's methodology.

## **B. Introduction**

On January 24, 2007, President George W. Bush signed Executive Order (E.O.) 13423, "Strengthening Federal Environmental, Energy, and Transportation Management." The order sets goals for federal agencies in the areas of energy efficiency, acquisition, renewable energy, toxics reductions, recycling, renewable energy, sustainable buildings, electronics stewardship, fleets, and water conservation. In accordance with Section 4(b) of the order, the Council on Environmental Quality (CEQ) issued the first set of Implementation Instructions and Requirements for the E.O. on March 29, 2007. The instructions provide additional detail and direction, are considered mandatory, and implementation of them is expected as part of complying with the Order. In the realm of electronics stewardship, the E.O. and accompanying Implementation Instructions outline the following requirements:

## **C. Purpose and Authorities**

The purpose of the Department of Defense (DoD) Electronics Stewardship Plan (ESP) is to implement sound environmental practices for the three life-cycle phases of electronic products: acquisition, operations and maintenance, and end-of-life management. Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," requires that all Executive Agencies accomplish the following: acquire Electronic Product Environmental Assessment Tool (EPEAT)-registered electronics for 95 percent of purchases where the EPEAT standard is available, enable all the ENERGY STAR features on 100 percent of computers, both laptops and desktops, and monitors, establish and implement policies to extend the useful life of electronics, and use environmentally sound procedures for the disposition of electronics that have reached the end of their useful life.

The ESP will: (a) enhance and expand existing Department sustainable practices in order to comply with E.O. 13423, (b) reduce energy consumption, (c) reduce toxics disposal related to electronics, and (d) save money through reduced energy consumption and increased electronics life expectancy. In all aspects of its acquisitions and operations, DoD aspires to be a good steward of the Earth's resources and a wise manager of the taxpayers' dollar. The ESP will help advance both roles.

## **D. Applicability**

The ESP provides guidance that applies to the Department, including Components, program offices, operations offices, sites, and applicable contractors for all three electronics lifecycle phases. The ESP applies to all DoD employees since virtually all employees have access to a computer. The policies apply to all Department IT acquisitions, except where agencies determine that they are not eligible to comply with some or all of the goals of the E.O. because of security, emergency support, or other sensitive/mission critical considerations.



## E. Goals

Section 2(h) of E.O. 13423 enumerates the goals of the three electronics stewardship life-cycle activities: acquisition, operations and maintenance, and end-of-life management. The “Instructions for Implementing Executive Order 13423,” issued on March 29, 2007, elaborated on these goals, specifying what percentage of EPEAT product acquisition (95 percent) and ENERGY STAR enablement (100 percent) each agency shall undertake, the minimum timeframe for in-house agency computer usage (4 years), and acceptable guidelines for partners to use in electronics recycling (found on EPA’s Plug-In to eCycling website <http://www.epa.gov/epaoswer/osw/consERVE/plugin/guide.htm> ).

Below are statements underpinning the broad implementation strategy by which DoD will implement each of the goals of E.O. 13423:

### ***1. Acquisition***

DoD’s goal is to purchase 95 percent of its electronic products as EPEAT-registered, for products that have EPEAT standards. EPEAT is an application that helps purchasers rank electronic products based on their environmental attributes. Information on EPEAT can be found at <http://www.epeat.net/>. Currently, EPEAT has registered only desktop computers, monitors, and notebooks. In the future EPEAT plans to add other electronics to its registry, including imaging equipment, servers, televisions, and cell phones/PDAs. Development of IEEE environmental performance standards for imaging equipment and televisions is slated to begin in 2008. DoD will consider adding those products to its acquisition requirements when they are registered with EPEAT.

The Implementing Instructions for Executive Order 13423 called for Agencies to “strive to purchase to EPEAT Silver rated electronic products or higher if available.”

DoD will strive to procure EPEAT Silver-rated electronic products or higher if available. EPEAT evaluates electronic products according to three tiers of environmental performance: Bronze, Silver and Gold. The complete set of performance criteria includes 23 required criteria and 28 optional criteria in 8 categories. To qualify for acceptance as an EPEAT product, it must conform to all the required criteria. Manufacturers may pick and choose among the optional criteria to boost their EPEAT baseline to achieve a higher-ranking level.

The EPEAT web site identified above defines the three tiers as follows:

**Bronze:** Product meets all required criteria.

**Silver:** Product meets all required criteria plus at least 50% of the optional criteria that apply to the product type being registered.

**Gold:** Product meets all required criteria plus at least 75% of the optional criteria that apply to the product type being registered.

## ***2. Operations and Maintenance***

DoD's goal will be to reduce its energy usage by enabling the ENERGY STAR feature on 100 percent of computers and monitors, or to the maximum degree based on agency mission needs. DoD will strive to extend the useful life of electronics within the Department to a minimum of four years. DoD will explore the option of transferring used computers into teleworking programs, thereby extending the life of computers that otherwise would have become excess property. DoD will continue to follow the Federal Management Regulation (FMR) for the reassignment of electronic equipment (see [www.gsa.gov/fmr](http://www.gsa.gov/fmr)) within the Department, and its transfer to certain eligible institutions and the Federal community.

To estimate the energy savings, the FEC has posted a new resource "Using Annual Reporting Form Data to Calculate Environmental Benefits" at:  
[http://www.federalelectronicschallenge.net/resources/docs/arf\\_eebc.pdf](http://www.federalelectronicschallenge.net/resources/docs/arf_eebc.pdf)

This document provides background information and step-by-step instructions to calculate environmental benefits using the Electronics Environmental Benefits Calculator (EEBC). The EEBC can calculate the following benefits from the reported electronics stewardship activities:

- Savings in energy use
- Savings in virgin material use (increase in recycled materials)
- Savings in CO<sub>2</sub>/Greenhouse gas emissions
- Savings in air emissions
- Savings in water emissions
- Savings in toxic materials
- Savings in municipal solid waste generation
- Savings in hazardous waste generation
- Savings in cost

More information about the EEBC is available at: <http://eerc.ra.utk.edu/ccpct/eebc/eebc.html>

## ***3. End of Life Management***

DoD will continue to follow the FMR guidance and DLA's Defense Reutilization and Marketing Service (DRMS) requirements for the donation, sale, and recycling of electronic equipment no longer needed by the Federal Government. DoD will make maximum use of its program to donate used electronics through the Computers for Learning program. DoD will perform due diligence to ensure that the electronic products that have reached the end of their useful life are recycled by companies or organizations that use environmentally sound management practices, such as a "no landfill" policy and the prohibitions on the export to third world countries for recycling metals. DoD will seek assurance that those organizations that refurbish and re-sell used DoD electronics have a "take back" guarantee when those re-sold products reach their end-of-life.

## **Part II – Roles, Responsibilities, and Timeframe for Implementation**

### **A. Roles and Responsibilities**

#### **Deputy Under Secretary of Defense (Installations & Environment) (DUSD (I&E))**

- Serves as the DoD Senior Designated Official responsible for implementing E.O. 13423;
- Directs the issuance of ESP policies and guidance;
- Submit reports on DoD's progress toward meeting the goals of the ESP to the Office of the Federal Environmental Executive (OFEE);
- Serves as leader of the DoD Electronics Stewardship Working Group (ESWG);
- Implements an awareness program to promote electronics stewardship.

#### **Department of Defense Chief Information Officer (DoD CIO)**

- Authorizes, and provides Departmental leadership for the Electronics Stewardship Plan (ESP);
- Manages the ESP;
- Consults and concurs with the DUSD(I&E) on ESP policies and guidance;
- Issues policies and guidance to help achieve the electronics stewardship goals of E.O. 13423.

#### **Defense Procurement and Acquisition Policy (DPAP)**

- Serves as the Chief Procurement Officer and exercises full Department-wide contracting and procurement authority in the electronics purchasing area;
- Helps issue ESP policies and guidance;
- Ensure that contracting personnel are trained in the requirements of electronics stewardship and the related Federal Acquisition Regulation (FAR) and Department of Defense FAR Supplement (DFARS) requirements, and such training is tracked;
- Issues procurement policies and regulations for the electronics stewardship requirements;
- Assists with the development of specifications and model templates relative to electronics purchasing for inclusion in IT contracts;
- Enumerates best practices for all three life-cycle phases of electronics stewardship: acquisition, operations and maintenance, and end-of-life;
- Develops, monitors, and tracks electronics stewardship training;
- Monitors and tracks the effectiveness of the electronics stewardship life-cycle phases;
- Prepares reports on DoD's progress toward meeting the goals of the ESP;
- Submits a plan and timetable for increasing agency purchases of designated electronic products in accordance with E.O. 13423.

#### **Contracting Officers**

- Adhere to the requirements of the ESP as required by E.O. 13423 and the FAR Part 23.7;

- Ensure that applicable FAR clauses on ENERGY STAR and EPEAT purchases are inserted appropriately in all new solicitations and contracts;
- Ensure that applicable FAR language and clauses on ENERGY STAR and EPEAT purchases are included when modifying existing contracts or existing options;
- Provide guidance to program/technical personnel on applicable procurement requirements and clauses relative to electronics purchasing;
- Ensure that vendors are familiar with ESP requirements contained in their solicitations/contracts;
- Receive training on the requirement to implement all three life-cycle phases of electronics stewardship;
- Review with appropriate vendors the EPEAT requirements during initial contract kickoff and reinforce the requirements with the contractor when appropriate during contract performance.

### **Program/Requirements Personnel**

- Implement the requirements of the ESP (as appropriate) as required by E.O. 13423;
- Ensure that relevant electronics stewardship requirements are identified prior to submission to the contracting officer or other source of supply;
- Receive training on the requirement to implement all three life-cycle phases of electronics stewardship;
- Consult with contracting, environmental, and energy personnel to improve and enhance statements of work or specifications that incorporate electronics stewardship requirements of E.O. 13423;
- Use available boilerplate specifications and model templates for contracts as appropriate;
- Follow the Federal Management Regulation (FMR) for the reuse, transfer, donation, sale, and recycling of electronics;
- Determine if the electronics recyclers are using sound environmental and social practices, and communicate their findings to the SPE.

### **IT Technical Staff**

- Receive training on the requirement to implement all three life-cycle phases of electronics stewardship;
- Administer contracts containing ESP requirements based on E.O. 13423;
- Ensure that all are enabled on computers and monitors;
- Ensure that IT contractors, including help desk personnel, are aware of and adhere to the electronics stewardship operations and maintenance requirements.

## **B. Management Review and Support Elements**

### **DoD E.O. 13423 Executive Committee**

On July 23, 2007, the Department in order to meet the E.O. goals and requirements established an Office of the Secretary of Defense (OSD) senior leadership team with functional

responsibility from a variety of Departmental organizations. The E.O. Executive Committee is staffed at the SES/Flag-level and is charged with developing the guidance, directives, and instructions necessary to execute the E.O. This cross-functional group consists of representatives from OSD environmental, energy, acquisition, transportation, facilities, procurement, legal, budget, and information technology functional areas, as well as one representative from each Military Department and the Defense Logistics Agency. The Committee is co-chaired by the ADUSD(Environment, Safety, and Occupational Health) and ADUSD(Installations).

### **DoD E.O. 13423 Implementation Working Group**

The E.O. Implementation Working group is chaired by ODUSD(I&E) and is comprised of representatives from the Executive Committee member organizations. The working group is tasked with developing a process for implementing the E.O. using existing programs and resources. In addition, the working group shall develop metrics to measure the progress of E.O. implementation. They will also identify policy issues and conflicts with mission objectives or operations.

### **Green Procurement Program (GPP) Working Group**

The Green Procurement Program Working group is co-chaired by ODUSD(I&E) and ODUSD(AT&L)/DPAP and is comprised of representatives from each of the Military Components. The working group addresses executive order and legislative requirements as it pertains to GPP. The working group also communicates and prepares input for reporting requirements (i.e., RCRA 6002 data call, OMB Environmental Scorecard) and develops policies and materials to promote and emphasize the Department's compliance with GPP requirements.

## **C. Timeframe for Implementation**

This Implementation Plan covers activities that will carry over beyond the calendar year 2007. Specific timeframes and responsibilities are outlined in the Action Items section of the plan.

The Office of Management and Budget (OMB) has issued an Environmental Stewardship Scorecard, of which electronics stewardship is a key component. To evaluate federal agency performance toward scorecard standards for success, OMB requires each agency to submit a semi-annual action plan to the Office of the Federal Environmental Executive (OFEE), as well as to report on its progress toward the previous action plan and the overall scorecard standards for success. OFEE advises OMB on agencies' progress, and OMB scores each agency on its progress toward internal action plans as well as overall scorecard objectives.

The DoD E.O. 13423 Executive Committee supported by the E.O. Implementation Working group will track the DoD's progress in meeting the requirements and time lines in the Implementation Plan, and towards meeting the electronics stewardship component of the Environmental Stewardship Scorecard. The group will report on progress made as required, and as a part of general outreach efforts.

DoD recognizes that implementing an electronics stewardship program within the Department correlates well to implementing an environmental management system (EMS), as this program can provide guidance on an electronics management plan if electronics are designated as a significant environmental aspect within a facility's EMS. Additionally, the E.O. requires facilities to incorporate electronics stewardship into their EMS framework.

### **Part III – Step-Driven Implementation Strategy for Electronics Life-Cycle Phases**

#### **A. Acquisition**

##### **ACQUISITION**

##### **LEAD: ODUSD(AT&L)/DPAP/ OFFICE OF DEFENSE PROCUREMENT AND ACQUISITION POLICY**

The E.O. requirement in the area of electronic equipment procurement is that agencies should acquire 95 percent of their electronic products as EPEAT-registered for products for which there are EPEAT standards. As part of this effort, agencies should:

- o Ensure applicable IT contracts incorporate appropriate language for the procurement of EPEAT-registered equipment.
- o Strive to purchase to EPEAT Silver-rated electronic products or higher if available.

The Office of Defense Procurement and Acquisition Policy (ODUSD(AT&L)/DPAP) will play the lead role in promoting environmentally preferable electronics acquisitions. The Office of the DoD Chief Information Officer (DoD CIO) will collaborate with ODUSD(AT&L)/DPAP to add appropriate language to IT acquisitions and support service contracts stipulating environmental requirements.

Below are specific steps that will help DoD achieve its electronics acquisitions objectives:

#### **Step 1: Educate purchasers on buying “green” equipment through all contracting vehicles for desktop computers, laptops, monitors, and servers.**

Contracting vehicles shall indicate that products must minimally meet EPEAT's Bronze registration requirements but that preference should be given to products that have achieved EPEAT's higher Silver or Gold registration status. When buying through approved contracting vehicles, purchasers must request computer equipment that meets EPEAT requirements or contains other environmentally preferable characteristics. Defense Acquisition University (DAU) offers continuous learning modules for contracting and acquisition staff that includes green procurement information.

#### **Step 2: Develop a Departmental directive that defines Green Procurement Strategy.**

DPAP, along with ODUSD (I&E) is refining and updating its DoD strategy for Green Procurement that promotes environmental stewardship throughout the DoD. This guidance document defines DoD's minimum requirements for green procurement management. It shall be

implemented in all DoD and Component organizations as the management framework for Federal procurement preference programs established in law, regulation, or Executive Order.

**Step 3: Explore the Defense Logistics Agency's Green Procurement Report (GPR) reporting capability and capacity to embrace/link-up with the entire relevant DoD acquisition/contracting community.**

Akin to an explicit green procurement strategy is the ability to exploit machine system capabilities for reporting and aggregating the total record of green procurements through the use of automation. The Defense Logistics Information Service (a Defense Logistics Agency (DLA) activity) hosts the Environmental Reporting Logistics System (ERLS). This ERLS system includes a subset that produces a Green Procurement Report (GPR) ([www.dlis.dla.mil/erlsgpr/default.asp](http://www.dlis.dla.mil/erlsgpr/default.asp)) that provides visibility of total green stock item procurements for the Military Services and Federal Agencies (using National Stock Numbers from DLA and the General Services Administration (GSA)).

Users can make customized reports and display results. Five standard reports include: Green Procurements by Service/Agency, Green Procurements by DoD Activity Address Code (DODAAC), Green Sales by Environmental Attribute Code (ENAC), Top 8 Green Report – Custom, and Installation Top 8 Green Report.

Although the GPR feeder systems are currently not all encompassing for all DoD procurement/contracting activities, there remains great potential for expansion to achieve the worthwhile objective of fully automated reporting.

**Step 4: Insert EPEAT language into all new and existing IT acquisition contracts. For all non-EPEAT electronics, ensure that environmental attributes are included in acquisition decisions.**

DPAP will review current contract language and insert appropriate EPEAT language wherever applicable.

For new contracts, Contracting Officers will use the environmentally preferable purchasing criteria outlined in EPEAT for desktop computers, monitors, and laptops. For electronic equipment not covered under EPEAT (i.e., cell phones, Blackberries, imaging equipment) specific environmentally preferable purchasing criteria will be selected from reviewing the EPA's EPP Database, located at <http://yosemite1.epa.gov/oppt/eppstand2.nsf>. (Actually there are sets of criteria available, such as ENERGY STAR specs, and Canada's Ecologo criteria for copiers and printers). When EPEAT expands to cover other electronic products, the EPEAT requirements will expand in our contract or lease vehicles to incorporate these new products. In the meantime, DPAP will draft appropriate language stipulating a preference for environmentally preferable products and for reporting the number of EPEAT registered products procured or leased via a contract.

**Step 5: Insert language in IT services contracts that supports the E.O. operations and maintenance goals.**

When contracting for IT support, Contracting Officers should include language about the Department's electronics management goals, specifically power-down, ENERGY STAR enabling, a four-year replacement cycle, and duplex printing. Contracting Officers will also be provided with guidance on how to incorporate EPEAT into contracts, as well as sample language that can be used in IT support contracts about the Department's electronics management goals. To ensure that IT support contractors follow this implementation plan, Contracting Officers will monitor their adherence to the principles outlined in the E.O. and their contracts, to ensure that contractors support the operations and maintenance goals described in this plan. Operations and maintenance education activities are explained further in Step 2 of the following Operations and Maintenance Section.

**Step 6: Insert language into contracts requiring DoD contractors to procure EPEAT-registered computer equipment when the purchase of electronic equipment is necessary and appropriate under the contract.**

The E.O. Implementation Instructions stipulate that when a contractor's activities affect an Agency's environmental issues, these activities should be addressed in the Agency's EMS. In the spirit of this goal, Contracting Officers will incorporate language into DoD contracts requiring contractors to purchase equipment that meets EPEAT requirements when the purchase of electronic equipment is necessary and appropriate under the contract.

**Step 7: Promote EPEAT and green purchasing among Purchase Card Holders.**

In addition to the acquisition community, education and outreach on environmentally preferable electronics purchasing must target purchase card holders. Defense Acquisition University (DAU) offers continuous learning modules for Government Purchase Card and Government Purchase Card Refresher training. DPAP provides updated information to DAU to include in purchase card holders training.

**B. Operations and Maintenance**

*OPERATIONS AND MAINTENANCE*

**LEAD: DoD CIO/OFFICE OF THE  
CHIEF INFORMATION OFFICER**

The E.O. requires agencies to ensure that ENERGY STAR features are enabled on 100 percent of computers and monitors and to have policies and programs to extend the useful lifetime of electronic equipment. As part of this effort, agencies should:

- Strive to extend the useful life of electronic equipment to four (4) or more years.
- Use DoD CIO's guidance to improve the operation and maintenance of electronics products.
- Implement procedures to ensure the timely reuse and donation of equipment.



The Office of the DoD Chief Information Officer (DoD CIO) will serve as the lead in implementing green operations and maintenance because the IT community has primary responsibility for working with DoD employees throughout the electronics' lifespan. Ensuring that all equipment has a lifespan of four years before new equipment is purchased or leased is partly the responsibility of the IT community, which evaluates whether equipment should be reused or recycled.

**Step 1: Enact Departmental Guidance Memos on power-down, ENERGY STAR enabling, four-year replacement cycle, duplex printing, and special IT security circumstances and exceptions.**

The DoD CIO has issued numerous guidance memos related to IT in the past. To continue to advance the priority of electronics management and stewardship within the Department, the DoD CIO will issue guidance memos on power-down, ENERGY STAR enabling, the four-year replacement cycle, duplex printing, and special IT security circumstances and exceptions. The E.O. Implementing Instructions Section XII.B(ii) states "Ensure that ENERGY STAR features are enabled on 100 percent of the computers and monitors or to the maximum degree based on mission needs." (Federal agencies could determine that some electronics equipment may not be eligible to comply with some or all of the goals in Section 2(h) of the E.O. because of security, emergency support or other sensitive/mission critical considerations.)

**Step 2: Promote the goals of the E.O. to IT Community.**

Education and outreach to the IT community (including OSD staff and contractors) regarding the importance of behavioral change in electronics use is critical to the successful implementation of these policies. The DoD CIO will use this channel to provide information to the DoD IT community regarding DoD's electronics stewardship requirements. Electronic newsletters, for example, can remind staff and contractors of the need to enable ENERGY STAR features on computers. Nighttime power-down may also require a culture change in some offices, but memos from senior management can encourage PC site coordinators to comply with the guidance issued by the DoD CIO.

**Step 3: Educate DoD Employees on Electronics Stewardship.**

DoD will strive to educate all users in the Department about behaviors that reduce the environmental impact of DoD's electronics use. Possible outreach strategies would include conducting outreach through EMS coordinators and sending educators to all offices to provide outreach materials and discuss policies with employees. To avoid duplication of effort and address limited resources, an outreach campaign could start at the OSD Headquarters level and expand to the Components. Field organizations would have the opportunity to use Headquarters outreach materials or develop their own. The messaging would demonstrate to people how simple it is to enact behaviors that help DoD meet E.O. electronics stewardship requirements.

**Step 4: Educate purchasers and those leasing equipment on the process for acquiring electronics equipment to prevent purchasing new equipment when existing equipment may be available.**

The Office of the DoD CIO will coordinate to ensure those wishing to purchase or lease new electronic equipment first follow the traditional hierarchy of options for acquiring personal property, with emphasis given to reuse. Outreach materials will be developed highlighting this hierarchy, and DLA's Defense Reutilization and Marketing Service (DRMS) (<http://www.drms.dla.mil/>) property management program will provide guidance on how to search for available equipment before buying new items to help DoD extend the useful life of equipment to four years. These outreach materials may also address end-of-life management requirements for leased equipment, as described further in the following End-of-Life Management Section of the plan.

**Step 5: Continue to evaluate equipment viability in a timely manner to ensure the timely reuse and donation of equipment.**

The IT Community and property officers will continue to evaluate equipment that is no longer needed by a particular organization, in a timely manner, in order to provide maximum opportunities for potential reuse within the Department or to facilitate transfer to DLA.

**C. End-of Life Management**

***END-OF-LIFE MANAGEMENT***

**LEAD: DLA/DEFENSE  
LOGISTICS AGENCY**

The E.O. requires agencies to ensure that all non-usable electronic products are reused, donated, sold, or recycled using environmentally sound management practices at end of life. As part of this effort, the department shall fully utilize the capability and capacity of DLA's Defense Reutilization and Marketing Service (DRMS) that disposes of excess property received from the military services and provides DoD with worldwide reuse, recycling and disposal solutions that focus on efficiency, cost avoidance and compliance.

The DRMS Headquarters is located in Battle Creek, Mich., and supports a worldwide workforce of approximately 1,400. Field offices are located on or near U.S. military facilities in 39 states and 14 countries. Property is first offered for reuse within DoD, transfer to other federal agencies, or donation to state and other qualified organizations. Qualified property that is not reused is sold to the public as surplus. In fiscal 2006, DRMS managed the reuse of nearly \$2 billion worth of property, transferred \$125 million to federal agencies and related recipients, and donated \$255 million to eligible recipients. DRMS is at <http://www.drms.dla.mil/>.

The DRMS will be the lead in this life-cycle phase because the DLA has the responsibility for managing end-of-life equipment. The Office of the DoD CIO also plays a role in ensuring that equipment is properly sanitized, to assure the destruction of classified/PII media, before leaving the department to prevent the release of DoD information.

**Step 1: Educate Property Officers and the IT community on the DRMS process for end-of-life management.**

As part of outreach to the property officers and IT communities, the DRMS process for evaluating end-of-life management options for electronics will be communicated to these groups.

**Step 2: Enact departmental Directive to address end-of-life management with priorities of reuse and recycle at end-of-life.**

The ODUSD(I&E) will work with DLA and the Office of the DoD CIO to draft a departmental Directive to address end-of-life management with priorities of reuse and recycling at end-of-life.

**Step 3: Strive toward environmentally optimal disposition of electronics by working with DRMS to ensure an environmentally friendly disposition.**

The DRMS takes many steps to manage the end-of-life disposal of electronic equipment in the most environmentally preferable manner and will continue to collaborate with the military departments to ensure the most environmentally optimal disposition methods for electronics.

**Step 4: Promote compliance with E.O. requirements within property community.**

Advancing the electronics stewardship priorities of the E.O. is a priority within the DoD. The ODUSD(I&E)/DoD CIO will continue educating property officers department-wide on how to advance FEC goals, using education and outreach materials such as guidance brochures, pamphlets, the Property Manual, and the DRMS Intranet site.

**Step 5: Insert language in IT contracts for leased equipment requiring proper end-of-life management at the close of the lease period.**

DPAP will work to ensure that contracts for leased equipment contain a clause requiring that equipment is reused, donated, sold, or recycled using environmentally sound management practices advocated by DRMS. The E.O. implementing instructions require that federal agencies use electronics recyclers that adhere to Plug-In's **Guidelines for Materials Management** (the URL is <http://www.epa.gov/epaoswer/osw/consERVE/plugin/guide.htm>). DPAP will educate purchasers on incorporating such language into lease contracts.

## **Part IV –Electronics Stewardship Program Promotion and Education**

### **A. DoD Electronics Stewardship Working Group**

DoD plans to form an in-house Electronics Stewardship Working Group (ESWG). The ESWG will be co-chaired by staff from the DoD CIO office and ODUSD(I&E), and will be composed of DoD staff from those program areas having responsibilities under this plan. The ESWG will address implementation issues and will report to the DoD E.O. 13423 Executive Committee.

Additionally, DoD will use regular meetings of the following groups to promote awareness of, and seek guidance on, electronics stewardship: the Procurement Council, Property Managers Council, and DoD CIO Board.

## **B. Training:**

### **1. DoD Website**

The DENIX website is DoD's online learning tool for employees, contractors, and customers. DoD will develop training modules for DENIX or other websites as appropriate and customize to meet the needs of the different target audiences. The priority will be to develop a general module for all DoD employees relating to the energy-efficient operation of computers and monitors.

### **2. Other Websites**

DoD will incorporate electronics stewardship information into its internal environmental programs website. DoD will have an ESP component on the Office of the DoD Chief Information Officer intranet website in order to keep the IT workforce apprised of the goals and milestones related to the three life-cycle phases of electronics stewardship.

### **3. Targeted E-mail**

DoD will broadcast periodic network e-mails to remind employees to turn off monitors, printers, and workstations when not in use and where those practices are allowed.

## **Part V – Department Participation in the Federal Electronics Challenge (FEC)**

### **A. Federal Electronics Challenge**

The Federal Electronics Challenge is a program that helps federal agencies/departments to implement environmentally sound and cost-effective electronics management practices. The FEC operates by developing and communicating tools and resources on environmentally sound electronics management to FEC partners. FEC partners can be any organizational unit within a federal agency/department. FEC materials and guidance, while usually targeted at a facility-level audience, can be used at any organizational level – facility, sub-department, or agency. Also, any FEC partner may apply for an FEC award, regardless of the partner's level within the organization's hierarchy.

### **B. FEC Requirements**

The basic requirements of FEC partnership are to complete the FEC Baseline Survey of Current Practices upon joining the program, and to complete the FEC Goals Form and Reporting Form on an annual basis. Completing these documents requires FEC partner organizations to form cross-functional teams to collect information, set goals, and make improvements year to year. Also, in order to

implement the electronics life-cycle phase best practices from the FEC Award Checklists, an FEC partner organization must rely on practices and procedures that are carried out by cross-functional teams.

### **C. Benefits of FEC Participation**

DoD will use the framework of the FEC program as a mechanism for its facilities and organizations to set goals for electronics stewardship, advance progress, and report on their annual achievements. To meet the requirements of the E.O., it is important that each DoD designated facility/organization register as a Partner in the FEC program. By becoming a Partner, facilities/organizations gain access to FEC resources, such as Partner Conference Calls, and current information on federal electronics stewardship.

The FEC defined “facilities” for FEC purposes based on how facilities manage their electronics. Therefore, entities other than formal installations per se, i.e., a laboratory, research activity, etc., may fall within the context defined as a “facility” for the purpose of FEC. In the department, installations form the backbone of electronics utilization for purposes of the Federal Electronics Challenge.

Process steps for developing the DoD FEC program:

#### **Step 1: Designate an DoD FEC Lead responsible for tracking FEC participation and environmental stewardship progress among DoD facilities.**

The ADUSD (Installations) will identify which DoD facilities still need to sign up for FEC and will encourage 100 percent participation across the department. To do this and to monitor the department’s progress towards meeting FEC/E.O. goals, it is important to designate a lead person responsible for tracking these metrics. This person will also represent DoD facilities on the Federal Electronics Stewardship Working Group (FESWG).

#### **Step 2: Develop model for tracking DoD office/facility progress on the E.O. goals and other data requirements related to environmental stewardship.**

The E.O. stipulates that agencies should address the reporting procedure to be used in measuring progress toward meeting E.O. electronics stewardship goals. DoD will develop a tracking model to monitor whether facilities have registered for the FEC program and completed FEC requirements (i.e., submitting a baseline, annual goals, and an annual report). DoD will await further guidance on E.O. reporting requirements, which the department will use to develop a mechanism for collecting the data necessary to measure facilities’ electronics stewardship progress. When the OMB Environmental Stewardship Scorecard is updated with standards for success in measuring performance in electronics stewardship, DoD will adapt this tracking model as a means of monitoring progress with these standards.

## ***Part VI – Electronics Tracking and Reporting***

Tracking and reporting on the progress DoD is making toward reaching the electronics stewardship goals is a requirement of E.O. 13423. DoD plans to develop a project plan for monitoring accomplishments in all three life-cycle phases by following guidance from OFEE and the Federal Electronics Stewardship Working Group (FESWG) and then elaborating the monitoring procedures with DoD's ESWG .

### **A. Federal Electronics Stewardship Working Group (FESWG)**

The FESWG was formed in 2005 in the Office of the Federal Environmental Executive (OFEE) as an interagency group focused on electronics stewardship. DoD has participated in FESWG since its inception. The Implementing Instructions for EO 13423 state that FESWG will continue to convene under the direction of OFEE in order to promote agency implementation of the goals of the E.O.

The Office of Management and Budget (OMB) will track the progress of meeting electronics stewardship requirements through revised Environmental Scorecards, scheduled to go into effect January 2008. DoD will participate in a FESWG sub-working group formed to address the reporting procedure to be used in measuring progress toward meeting the electronics stewardship goals. Based on the findings and recommendation of this working group, DoD will formulate the means to implement within the Department tracking and reporting procedures.

### **B. Tracking and Reporting**

After receiving guidance from OMB, OFEE and the FESWG, the DoD ESWG will determine the appropriate means to track and report Departmental progress in all three life-cycle phases of electronics stewardship: acquisition, operations and maintenance, and end-of-life. The ESWG will establish milestones for reaching the DoD ESP goals based on input from acquisition, the IT staff, and property managers .

## APPENDIX A

### ACRONYMS

DFARS	Department of Defense FAR Supplement
DODPMR	Departmental Property Management Regulations
ANSI	American National Standards Institute
APP	Affirmative Procurement Program
BPA	Blanket Purchase Agreement
CAO	Chief Acquisition Officer
CEQ	Council on Environmental Quality
CIO	Chief Information Officer
CPG	Comprehensive Procurement Guidelines
DPAP	Defense Procurement and Acquisition Policy
EMS	Environmental Management System
EO	Executive Order
EPA	Environmental Protection Agency
EPEAT	Electronic Product Environmental Assessment Tool
ESP	Electronics Stewardship Plan
ESWG	Electronics Stewardship Working Group
FAR	Federal Acquisition Regulation
FEC	Federal Electronics Challenge
FEE	Federal Environmental Executive
FEMP	Federal Energy Management Program
FESWG	Federal Electronics Stewardship Working Group
FMR	Federal Management Regulation
GPAPP	Green Purchasing Affirmative Procurement Program
GSA	General Services Administration
HCA	Head of Contracting Activity
HCAD	Head of Contracting Activity Designee
IAER	International Association of Electronics Recyclers
IDIQ	Indefinite Delivery, Indefinite Quantity (contract)
IEEE	Institute of Electrical and Electronics Engineers
ISO	International Organization for Standardization
IT	Information Technology
OCIO	Office of the Chief Information Officer
OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy
OMB	Office of Management and Budget
SPE	Senior Procurement Executive
WEEE	Waste Electrical and Electronic Equipment

## APPENDIX B

### TERMS OF REFERENCE

Chain of Custody – documentation showing the control and movement of an electronic product throughout the end-of-life phase

Disposition – the process of reassigning, screening, transferring, donating, selling, dismantling, cannibalizing, and recycling personal property

Donation – property that the Federal government gives to a qualified non-Federal organization. Excess personal property becomes available for donation the day following the surplus release date.

Electronic Products - devices that are dependent on electric currents or electromagnetic fields in order to work properly

End-of-life – the point in time when electronic equipment is no longer needed by the Federal government; the life-cycle phase after transfer starting with donation

Excess (property) - any personal property under the control of any Federal agency that is no longer required for that agency's needs, as determined by the agency head or designee

Life-cycle phases – (1) acquisition, (2) operation and maintenance, and (3) end-of-life

Personal Property - any assets, except real property, under the control of any Federal agency

Real Property - the land, together with the improvements, structures, and fixtures located thereon under the control of any Federal agency

Recycling - the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion

Reassignment – relocating personal property from one activity to another, within the same Federal agency, for the purpose of reuse

Reuse – removing or recovering components or systems of components from the whole product, and putting the components or systems of components back into productive use

Salvage - property that has value greater than its basic material content but for which repair or rehabilitation is clearly impractical and/or uneconomical.

Scrap - property that has no value except for its basic material content

Screening - the process of physically inspecting property or reviewing lists or reports of property to determine whether property is usable or needed for donation purposes



Screening Period - the time in which excess and surplus personal property is made available for excess transfer or surplus donation to eligible recipients

Surplus (property) - excess personal property no longer required by the Federal agencies as determined by GSA

Surplus release date - the date on which Federal utilization screening of excess personal property has been completed

Take-back - a service provided by the manufacturer by which the product can be returned for reuse or recycling with no more than 10% of the returned material going to disposal or incineration

Transfer - The relocation of excess personal property from one Federal agency to another for the purpose of reuse. DoD can also transfer excess personal property to eligible institutions of higher learning.

## APPENDIX C

### WEBSITES FOR THE THREE LIFE-CYCLE PHASES

#### Acquisition

EPEAT - <http://www.epeat.net/>

Federal Electronics Challenge (FEC) -

<http://www.federalectronicchallenge.net/resources/aquisit.htm>

Green Procurement Report – <http://www.dlis.dla.mil/erlsgr/default.asp>

#### Operations and Maintenance

ENERGY STAR® - [http://www.energystar.gov/index.cfm?c=fed\\_agencies.power\\_mgmt](http://www.energystar.gov/index.cfm?c=fed_agencies.power_mgmt)

Federal Management Regulation – [www.gsa.gov/fmr](http://www.gsa.gov/fmr)

FEC - <http://www.federalectronicchallenge.net/resources/opmain.htm>

Excess Property - <http://gsaccess.gov/>

#### End-of-Life Management

Computers for Learning - <http://computersforlearning.gov/>

State Agencies for Surplus Property (eligible for donation): [www.gsa.gov/sasp](http://www.gsa.gov/sasp)

Sales – <http://gsaauctions.gov/>

Plug-In to eCycling Partners - <http://www.epa.gov/epaoswer/osw/consERVE/plugin/partners.htm>

UNICOR – [www.unicor.gov/recycling/](http://www.unicor.gov/recycling/)

FEC - <http://www.federalectronicchallenge.net/resources/eolmngt.htm>

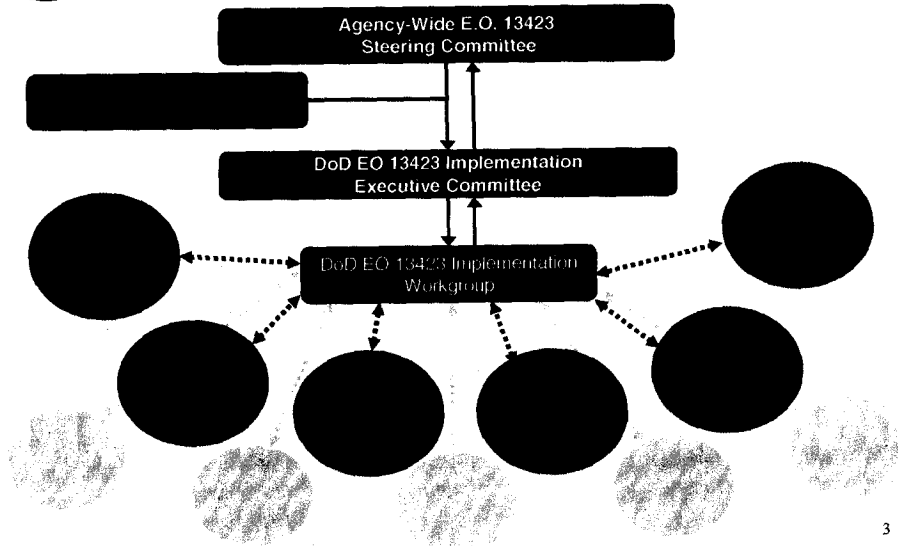
Defense Reutilization and Marketing Service (DRMS) – <http://www.drms.dla.mil>

## APPENDIX D

### DOD E.O. 13423 WORKING GROUPS AND COMMITTEES



## DoD Organizational Chart



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## Existing EO 13423 Related Workgroups

- Acquisition Environment, Safety and Occupational Health (ESOH) Integrated Product Team (IPT)
- Annual Report to Congress (ARC) Workgroup
- Bi-weekly Energy Phone Conference
- Clean Air Act Services Steering Committee
- Clean Water Act Services Steering Committee (CWASSC)
- Combined Services Solid Waste & Recycling Workgroup
- Defense Environmental Security Technology Workgroup
- Emergency Planning & Community Right to Know Act/Toxics Release Inventory (EPCRA/TRI) Working Group
- Emerging Contaminants Steering Committee (ECSC)
- Energy Security Task Force
- Engineer Senior Executive Panel (ESEP)
- Environmental Liabilities Workgroup
- Environmental Management Systems Workgroup (EMS)
- Executive Order 13423 Implementation Workgroup (EOIW)
- Green Procurement Program Workgroup
- Hazardous Waste Management Subcommittee
- Joint Group on Pollution prevention
- Natural Infrastructure Capabilities Workgroup
- Readiness and Environmental Protection Initiative (REPI) Inter-Service group
- Safe Drinking Water Act Services Steering Committee (SDWASSC)
- Section 2907 Report to Congress Workgroup
- Sustainable Ranges Working Integrated Product Team (WIPT)
- Transportation Alternative Fuels monthly meeting
- Transportation Fleet Managers Workgroup
- Tri-Service Renewable Energy Committee (TREC)

## APPENDIX E

### DOD ELECTRONICS STEWARDSHIP GOALS – ACTION ITEM/LEAD/TIMEFRAME FRAMEWORK

The following are necessary action items to implement the electronics stewardship goals of E.O. 13423 at DoD.

#### PROPOSED ELECTRONICS STEWARDSHIP MILESTONES

ACTION ITEM	RESPONSIBLE OFFICE OR AGENCY	INITIATE ACTION DATE	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
<b>GENERAL</b>				
Conduct a “gap analysis” of existing policies, programs and DOD Management Regulations that address electronics stewardship goals.	DoD CIO/ DUSD(I&E)	6/15/07	TBD	
Develop Electronics Stewardship Plan (ESP) that addresses all 3 life cycle phases, available/planned resources, execution strategy, and timelines.	DoD CIO/ DUSD(I&E)	6/1/07	11/15/07	
ESP signed by Agency executives with authorities for environment and acquisition.	DUSD(I&E)/ DoD CIO	2/15/08	11/15/07	
Establish Electronics Stewardship cross-functional team with representation from IT, purchasing, property management, facilities, and environment.	DUSD(I&E)/ DoD CIO	7/15/07	11/30/07	
Begin semi-annual tracking/reporting of Agency progress in all 3 life cycle phases: Purchasing Operations & maintenance End of life	DUSD(I&E)/ DoD CIO	12/31/07	Ongoing	

**PROPOSED ELECTRONICS STEWARDSHIP MILESTONES (continued)**

ACTION ITEM	RESPONSIBLE OFFICE OR AGENCY	INITIATE ACTION DATE	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
<b>ACQUISITION</b>				
Develop EPEAT policy, guidance, DFARS clauses, and contract templates	DPAP/ DoD CIO	8/1/07	TBD	
Incorporate EPEAT FAR clause, when available, into contract language	DPAP/ DoD CIO	60 days after FAR clause issued	TBD	
Incorporate EPEAT language into BPA's and IDIQ's	DPAP/ DoD CIO	60 days after FAR clause issued	TBD	
Procure 95% of new equipment as EPEAT-registered where that standard exists	DPAP	TBD	TBD	
<b>OPERATIONS &amp; MAINTENANCE</b>				
Review DoD O&M policies and incorporate EPA guidance where applicable	DUSD(I&E)	7/15/07	TBD	
Determine which computers have ENERGY STAR® features enabled	DoD CIO	Ongoing	TBD	
Enable Energy Star® on: 50% of computers 75% of computers 100% of computers (For mission-related or security reasons, some computers and networks may be exempt from compliance with Energy Star®)	DoD CIO	9/15/07 12/15/07 3/15/08	TBD 3/30/08 6/30/08	
Develop Web module to teach energy-saving techniques	DoD CIO/ DUSD(I&E)	7/30/07	TBD	
Develop policy and guidance for increased reuse of computers if average lifespan is less than 4 years	DoD CIO	TBD	TBD	

**PROPOSED ELECTRONICS STEWARDSHIP MILESTONES (continued)**

ACTION ITEM	RESPONSIBLE OFFICE OR AGENCY	INITIATE ACTION DATE	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
<b>END-OF-LIFE MANAGEMENT</b>				
Request that DPAP require resellers to show a “chain of custody” and have a “take back” policy	DUSD(I&E)/ DoD CIO/ DPAP	7/30/07	TBD	
Require that DLA’s Defense Reutilization and Marketing Service (DRMS) be the DoD system of record for all End-of Life management activities.	DUSD(I&E)/ DoD CIO	7/30/07	TBD	
Study the feasibility of leasing computers incorporating ESP language in the solicitation	DoD CIO/ DPAP	10/1/07	TBD	