DEPARTMENT OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000

MAY 11 2012

CHIEF INFORMATION OFFICER

MEMORANDUM FOR: SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTOR, COST ASSESSMENT AND PROGRAM EVALUATION
DIRECTOR, OPERATIONAL TEST AND EVALUATION
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Optimizing Efficiencies for Employee Information Technology Devices and Software

Reference: DoD Chief Information Officer Memo, "Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies," dated February 17, 2012

In a February 17, 2012 memo on "Optimizing Use of Employee Information Technology Devices and Software" (Attachment 1), Components were tasked to disseminate internal guidance compliant with Executive Order 13589, "Promoting Efficient Spending," to implement Department-wide IT solutions that consolidate activities such as desktop services, email, and collaboration tools; eliminate waste resulting from underutilized equipment, installed software, or services; and establish controls to ensure responsible stewardship in DoD's current fiscal environment.

As part of this tasking, each Component was required to provide a plan addressing current and future initiatives to meet budget goals identified in Resource Management Decision 700A2. As an update to this tasking please provide Fiscal Year (FY) 2012 Second-Quarter reporting, including initiative implementation status and initial plans, if not previously submitted, no later than June 1, 2012.

Components are also required to report their FY 2010 baseline expenditures and anticipated FY 2013 savings for Employee IT Devices and Software. This information should be formatted using the attached template and is due no later than June 30, 2012.

My DoD CIO point of contact for questions and submissions is Mr. F. Michael Ponti. He can be reached at (703) 695-0239, michael.ponti@osd.mil.

Teresa M. Takai

Attachments:
As stated

DEPARTMENT OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-6000

CHIEF INFORMATION OFFICER

FEB 17 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Optimizing Use of Employee Information Technology (IT) Devices and Other Information Technologies to Achieve Efficiencies

References: (a) Executive Order 13589, "Promoting Efficient Spending," November 9, 2011
(b) DEPSECDEF Memo, "Plan for Implementing Executive Order 13589, Promoting Efficient Spending, and Office of Management and Budget (OMB) Memorandum, Reduced Contract Spending for Management Support Services" of December 29, 2011
(c) USD(C) Memo, "Campaign to Cut Waste Implementation Guidance" of February 7, 2012
(d) Department of Defense (DoD) Information Technology (IT) Enterprise Strategy and Roadmap, Version 1.0, September 6, 2011
(e) 2012 National Defense Authorization Act (NDAA), Public Law 112-81, Section 2867, "Data Servers and Centers"
(f) Joint DoD Deputy Chief Information Officer and Defense Procurement & Acquisition Policy memo, "Department of Defense (DoD) support for the SmartBUY Initiative." December 22, 2005

In References (a) and (b), the President and the Deputy Secretary of Defense emphasize their commitment to cutting waste in spending and identifying opportunities to promote efficient and effective spending. To achieve this end state, the department will identify opportunities to implement Department-wide IT solutions that consolidate activities such as desktop services, email, and collaboration tools; eliminate waste resulting from underutilized equipment, installed software, or services; and establish controls to ensure responsible stewardship in our current fiscal environment. Employee IT Devices include mobile phones, smartphones, desktop and laptop computers, and tablet personal computers.

All DoD Components are directed to limit Employee IT Devices while balancing the need to comply with the Telework Enhancement Act of 2010 (Public Law 111-292). Accordingly, each DoD Component shall:

1) Provide guidance, in accordance with EO 13589 and consistent with Attachment 1, to limit the number of Employee IT Devices issued to employees to only those required to meet mission needs in the most efficient, cost-effective way as well as implementing enterprise-wide solutions to consolidate activities such as desktop services, email, and collaboration tools.

2) Implement controls to ensure the Department is not paying for unused or underutilized equipment, installed software, or services.

3) Provide the DoD CIO a plan, per reference (c), by February 27, 2012, that includes a narrative of initiatives taken or intended to support the reductions and reach the budget goals provided in RMD 700A2, which describe distinct performance and management reforms and cost cutting efforts.

4) Provide the DoD CIO the FY10 baseline expenditures for Employee IT Devices NLT June 30, 2012. This information will be used as the baseline number for measurement of the required efficiency reduction targets to be provided by OSD(C) and DCMO.

Detailed reporting instructions, including those for quarterly reports, will be provided in subsequent communication. I appreciate your support to promote efficient spending in the Department and delivering the best cost-effective solutions to our forces. Lead for this activity within the DoD CIO is Mr. Robert J. Carey, robert.carey@osd.mil, 703-614-7323.

Teresa M. Takai

Attachment(s):
As stated

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Guidance for Optimizing Use of Employee IT Devices

1. Establish guidance to monitor Employee IT Devices for usage and application to ensure Components do not pay for unused or underutilized equipment, installed software, or services. Guidance shall be consistent with the Telework Enhancement Act of 2010 (Public Law 111-292) and should take into consideration operational and contingency requirements. This guidance shall include actions to reduce Employee IT Device costs:

a. Use Shared Resources. Eliminate unnecessary duplication of Employee IT Devices by maximizing use of shared resources, such as kiosks, for low usage network needs. For example, an occasional or intermittent need to access JWICS or SIPRNET should be fulfilled by use of a kiosk vice providing individual desk-side equipment.

b. Focus on Mission Essentiality and Process Efficiency. Ensure that Employee IT Devices are only acquired in direct support of the organization's missions and functions or as needed to support more efficient processes. Note that an employee's grade or rank should not determine whether a device is essential.

c. Promote and Practice Efficient Acquisition. Promote and practice efficient acquisition of Employee IT Devices and their associated service plans, through consolidated contract vehicles (e.g., General Services Administration (GSA) wireless contract). Note: A detailed acquisition plan supporting this program is currently under review by GSA. Under this proposed strategy, wireless devices will be added to the Schedule 70 contracts awarded to offeror(s) in this program.

d. Proactively Manage Telecommunications Usage. Components shall use an expense management service to manage Component wireless services costs (e.g., GSA contracts use Telecommunications Expense Management Services (TEMS)) to reduce costs. Management services reduce costs by:

- Optimizing rate plans
- Leveraging current devices such as Blackberries for broadband use
- Identifying inventory and billing errors
- Actively monitoring spending
- Eliminating unused lines and devices
- Improving management and security control

e. Efficiently Enable Teleworkers. Implement policy and processes that support both on-site operational and teleworking capabilities. Components are to ensure duplicate equipment is not issued to implement telework, but instead issue a single mobile computing device (e.g. laptop), or use of technologies that enable secure access to DoD networks, applications, and services from non-DoD computers. This will reduce the need for multiple computers while supporting Continuity of Operations and telework plans.

f. Optimize Printer Usage. Rationalize printers and optimize printing features to create efficiencies. This includes printing in black and white as the default (with color being the exception), and limiting printer, scanner, and copier density to one unclassified multi-function

device (MFD) (i.e., networked scanner, copier, printer, fax) per office space of 12 or fewer people, and assessing the ratio of printers to employees in larger spaces. Classified networks should similarly limit these devices.

2. In addition to reducing costs associated with Employee IT Devices, other efficiencies associated with implementing enterprise solutions are to be achieved by implementing and enforcing the following, consistent with reference (d):

a. Require the use of collaborative tools and work environments (e.g., DCO, portals, wiki) to reduce storage, processing costs, travel.

b. Prohibit the construction of new data centers or the expansion of existing data centers, which are not part of Component data center consolidation plans. Deviation from these Component plans must be approved by the Component CIO and the DoD CIO, consistent with reference (e).

c. Adopt the DoD Universal Gold Master Disk, and when available, a standard configuration for Employee Information Technology Devices.

d. Where supported by a valid business case analysis, implement Voice over Internet Protocol technology to achieve savings over conventional telephone services.

e. Mandate the use of enterprise commodity contracts to purchase hardware and software wherever savings can be achieved. The DoD Enterprise Service Initiative (ESI) Project has, for the past 10 years, proven that managing the acquisition of commercially available software at the enterprise level can reduce costs. Leverage the GSA SmartBUY Program in accordance with reference (f).