

To: Regional Geographic Information Officers

From: Paul E. Exter, Acting Deputy Chief Technology Officer

CC: Kevin Gallagher, Chief Technology Officer, GS IT All

Subject: Action Required --Standardization on Microsoft Office 2003

Background

This memo is one in a series that will communicate to USGS IT Specialists leadership, direction and philosophy of the USGS Information Technology (IT) infrastructure. All memorandums are posted at the following location:
<http://internal.usgs.gov/gio/ito/memos/index.html>.

Microsoft Office 2003

On September 19, 2002, the Acting Chief Information Officer for the Department of Interior (DOI) announced via Memorandum the standardization on Microsoft (MS) desktop and server software throughout the DOI. The standardization also includes office automation and asset management software on the MS platform. The Memorandum ends with a Department-wide determination to standardize MS products for the following software: MS Windows Professional, MS Windows Standard Server, MS Windows Office Professional, and MS Windows SMS Server.

Effective immediately, the Information Technology Office (ITO) is establishing MS Office 2003 as the office automation standard for internal USGS and DOI document exchange. Offices using legacy MS office automation word processing packages are required to transition to the MS Windows Office 2003 suite by April 29, 2005.

The USGS has an Enterprise Agreement (EA) with MS Corporation, which provides the Windows operating system as well as the MS Office application suite for both client and server computer systems. Please use this EA as the *sole* vehicle for software upgrades. Information on using this agreement is available at the following location:
http://internal.usgs.gov/gio/ito/software/ent_agreement.html.

The newly restructured Bureau Windows Technical Support Team (BWTST) has developed instructions for MS operating systems and applications and provides a 'best practice' methodology for installation. More information can be found at:
http://bwtst.usgs.gov/apps/ms_office/index.html.

MS Office 2003 is also licensed to individuals for working remotely. For more information see: <http://bwtst.usgs.gov/apps/core/SoftwareAssurance/index.html>.

If you have questions related to this memorandum, please contact your Regional Chief Technology Officer (CTO) or Paul E. Exter, Information Technology Office (ITO).