



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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June 26, 2002

In Reply Refer To:  
1280(P)  
CA-946

EMS TRANSMISSION: 6/26/02  
Instruction Memorandum No. **CA-2002-053**  
Expires: 09/30/2003

To: All Employees  
From: State Director  
Subject: Office Automation Standard

Attached is WO IM 2002-173, Office Automation Standard. The IM communicates the Bureau's change to a new Office Automation software standard. The IM highlights the following points:

- < MS Office XP will become the only Office Automation Standard on October 1, 2002. Corel Suite and MS Office are concurrent dual standards to provide for training and conversion until that date.
- < Data conversions to MS Office applications must begin immediately and will continue through January 1, 2003.
- < Users are requested to identify all complex conversions that cannot be done at the State/Center level by August 30, 2002 for assignment to a national conversion effort.
- < MS Office XP training will be provided from approximately June 1, 2002 through December 31, 2002. Each State will develop its own training plan using a menu of options provided by NTC. (The training plan for CA is currently being developed).

This notification has been coordinated with both Local 951 and Local 2152, and negotiations are currently ongoing regarding the implementation of the MS Office XP and the parties will strive to reach agreement on the issue of training and implementation as soon as possible, in order to make this transition smooth.

**Signed by:**  
James Wesley Abbott  
Associate State Director

**Authenticated by:**  
Richard A. Erickson  
Records Management

Attachment:  
#1 - WO IM-2002-173 (2pp)

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
WASHINGTON, D.C. 20240

May 17, 2002

In Reply Refer To:  
1280 (500)P

EMS TRANSMISSION {06/11/2002}  
Instruction Memorandum No. 2002-173  
Expires: 09/30/2003

To: ADs, SDs, CDs  
From: Assistant Director, Information Resources Management  
Subject: Office Automation Standard

**Program Area:** Information Resources Management (IRM)

**Purpose:** This Instruction Memorandum (IM) is intended to communicate the Bureau's change to a new Office Automation software standard on October 1, 2002.

**Policy/Action:** Microsoft Office XP will become the Bureau's standard office automation software on October 1, 2002. Until that date, a dual standard of Microsoft Office and Corel products are in place. After September 30, 2002, all word processing (documents), spreadsheets and presentations must be created and distributed in this new standard. Corel products may no longer be distributed and will no longer be supported, nor will older versions of MS Office.

Field Offices are reminded that all hardware and software purchases must be approved by the State/Center CIO as described in WO-IM-2000-174. In addition to the IM, no further purchases of Microsoft Office 2000/XP (Word, Excel, PowerPoint and Access) and versions beyond are authorized since the Bureau license has been purchased centrally for all authorized BLM employees and computers.

Software belonging to the United States Government should not be installed on any non- Government equipment. This includes the centrally purchased (Enterprise Agreement) Microsoft software.

A centralized training component for Microsoft Office XP is being developed by the National Training Center (NTC) based on identified needs. Each State/Center/WO will be responsible for completing a training plan identifying their specific needs. Centralized funding for the training will be provided. The budget will be limited and may not cover all your training requirements. NTC will contract for products and services on a national basis.

To minimize the requirement to convert files to the new standard, employees should start using the Microsoft applications for all new files. On-line training for Microsoft Office 2000 is currently available through the National Training Center for users not familiar with the software. Applications that exist in other products and that will extend beyond September 30, 2003, will need to be converted. Each State/Center will provide their own assistance to employees to convert complex files that employees are unable to convert themselves. The

State/Center CIO will determine which applications require contracted assistance. An Instruction Memorandum is being developed to further explain in detail our conversion strategy.

**Time Frame:** This policy is effective upon receipt and will be in effect until further written notice.

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**Budget Impact:** This policy will not directly affect the budget. Its application to other program areas should have a positive impact on the budget by helping to ensure that standards are clear and no additional investments are made in Office Automation software.

**Background:** The Office Automation Initiative was approved by the Information Technology Investment Board (ITIB) in December of 2000. In July 2001, the Bureau entered into an enterprise licensing agreement with Microsoft Corporation. The three-year Bureau-wide Enterprise Agreement (EA) established an enterprise license for Microsoft's Office Automation Suite (Word, Excel, PowerPoint, Access and a limited number of Publisher license), and Operating System software and associated products (Microsoft BackOffice Client Access License). The EA includes version updates over the life of the agreement. Additional information about the O/A Initiative is available on the BLM Intranet at [http://web.blm.gov/internal/wo-500/sco/oa/sco\\_oa.htm](http://web.blm.gov/internal/wo-500/sco/oa/sco_oa.htm).

**Manual/Handbook Sections Affected:** None.

**Coordination:** Offices with Unions are reminded to notify their unions of this directive and satisfy any bargaining obligations before implementation. Your Servicing Personnel Office or Labor Relations Specialist can provide you assistance in this matter.

**Contact:** Please address any questions or concerns regarding this policy to Pamela Chesla, Project Manager, Office Automation Initiative at (907) 271-4216.

Signed by:  
Michael Howell  
Acting Assistant Director,  
Information Resource Management

Authenticated by:  
Vincent C. Chapman Jr  
Policy & Records Group  
WO-560