



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

23 March 1998

MEMORANDUM FOR DIRECTORATE AND SEPARATE OFFICE CHIEFS. HQUSACE

SUBJECT: Migration to Microsoft's Office97 Application Suite

1. The Headquarters will soon migrate to Microsoft's Office97 office automation suite as we begin implementing Phase II of the Local Area Network (LAN) Centralization/Consolidation initiative. Migrating to a common suite of office automation applications will result in significant savings in the procurement of software licenses, support costs and training. In addition, our use of a common set of applications will greatly enhance our ability to share data among the various offices in the Headquarters.
2. CEHEC-HR training personnel will soon survey each Directorate and Separate Office to ascertain individual training requirements for each application in the office automation suite, i.e., Word (word processing), Excel (spreadsheet), Powerpoint (graphics) and Access (database). Training will be a critical component of our successful implementation of Microsoft Office97. Soon after training is completed, I will direct that a moratorium be placed on the procurement of all office automation application (word, spreadsheet, graphics and database) software deviating from that selected for Headquarters' use. All requests to procure other office automation application(s), e.g., LOTUS 1-2-3, Word Perfect or Harvard Graphics will be fully justified and approved by the Program Manager, HQ LAN Centralization/Consolidation, in advance of initiating a purchase request and commitment document (PR&C) in the Corps of Engineers Financial Management System (CEFMS).
3. I recognize there may be an initial learning curve associated with this migration. However, I am certain that the long term benefits far outweigh any short term inconveniences. I know I can count on you to fully support this initiative.

ALBERT J. GENETTI, JR.

Major General, USA
Deputy Commander