



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SUPPORT COMMAND
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FORT BELVOIR, VIRGINIA 22060-6221

MAR 18 1998

IN REPLY
REFER TO

DLSC-P
PROCLTR 98-05

MEMORANDUM FOR PROCLTR DISTRIBUTION

SUBJECT: Acquisition of Year 2000 (Y2K) Compliant Information Technology (IT) and Bringing Existing IT into Compliance

The attached memorandum from the Acting Assistant Secretary of Defense, Command, Control, Communications, and Intelligence, dated December 18, 1997, advises that effective immediately, all IT that is acquired shall be Y2K compliant. This applies to all purchases by any acquisition method, including orders placed against contracts or schedules issued by other Agencies. Existing IT contracts and other acquisition instruments must be reviewed on a case by case basis to determine whether any modification to the contract or other acquisition instrument is necessary. Orders for IT shall not be placed against a contract or other acquisition instrument unless the contract/instrument requires Y2K compliance or the order itself requires Y2K compliance. Further, a representative sampling of the IT that is delivered should be tested for Y2K compliance and the results should be documented in writing.

In addition to the information contained in the attached memorandum, it has been brought to our attention that some of the items (non-IT) we manage have embedded microcircuit chips (microchips) that could fail as a result of Y2K problems. These items contain embedded microchips with a clock mechanism, timing device, or control device. Consistent with the above policy, all non-IT items acquired with embedded microchips with a clock and/or timing device shall be Y2K compliant.

The contracting officers shall use the Federal Acquisition Regulation (FAR) definition of "Year 2000 Compliant" at FAR 39.002 in all solicitations and contracts to describe the Y2K compliance requirement for IT and non-IT items with embedded microchips. The definition language should be included in Section C, Description/specification/work statement of the solicitation and contract, and would, therefore, not require a separate clause to enforce the requirement.

Contracting Officers, Program Managers, and Technical Managers should be assertive in requesting suppliers and manufacturers to bring existing IT inventory and non-IT items with microchips into Y2K compliance.



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Any exception or waiver requests to this policy must be approved by the Department of Defense Chief Information Officer (DoD CIO). All requests for exception or waiver shall be submitted to the DLA Headquarters CIO (formerly CAN) to be reviewed and approved for submission to the DoD CIO. All requests for exception or waiver must provide a specific date for when the Y2K enhancement will be accomplished .

DLAD Part 201-39, Acquisition of Federal Information Processing (FIP) Resources by Contracting, Revision 1, will be replaced in its entirety by DLAD Part 39, Acquisition of Information Technology (IT) in a forthcoming PROCLTR. The forthcoming PROCLTR will incorporate the changes provided in the Information Technology Management Reform Act of 1996 and the requirements herein for Y2K compliance.

This PROCLTR is provided for appropriate action and expires upon distribution to all contracting personnel. Should you have any questions regarding this matter, please direct them to Ms. Diana Maykowskyj, DLSC-POA, (703) 767-1364, DSN 427-1364, or Mrs. Arlene Schuchner, CIC, (703) 767-2191.



ROBERT L. MOLINO
Executive Director
(Procurement)

Attachment

cc:
DCMC
DLSC
CA
FO
GC
CIO



ASSISTANT SECRETARY OF DEFENSE
6000 DEFENSE PENTAGON
WASHINGTON, DC 20301-6000



December 18, 1997

COMMAND, CONTROL,
COMMUNICATIONS, AND
INTELLIGENCE

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF THE DEFENSE AGENCIES**

**SUBJECT: Acquisition of Year 2000 (Y2K) Compliant
Information Technology (IT) and Bringing Existing
IT into Compliance**

Effective immediately, all IT that is acquired by the Military Departments and Defense Agencies shall be Y2K compliant. This includes IT acquired for use in national security systems as defined in Federal Acquisition Regulation (FAR) Part 39.002, and applies to all Department of Defense (DoD) purchases by any acquisition method, including orders placed under contracts or schedules issued by other Agencies. Information technology contracts and other acquisition instruments must be reviewed on a case by case basis to determine whether any modification to the contract or other acquisition instrument is necessary.

Orders for IT shall not be placed against a contract or other acquisition instrument unless that contract/instrument requires Y2K compliance or the order itself requires Y2K compliance.

Either the supplier or the acquiring activity will test at least a representative sampling of the IT that is delivered and document the results in writing.

The term "Year 2000 compliant" is defined at FAR Part 39.002 as follows:

"Year 2000 compliant means, information technology that accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations. Furthermore, Year 2000 compliant information technology, when used in combination with other information technology, shall accurately process date/time data if the other information technology properly exchanges date/time data with it."



Requests for exceptions to this policy must be submitted to the Department of Defense Chief Information Officer (DoD CIO) for approval.

For IT in the existing inventory that is not Y2K compliant, DoD Components should, in appropriate cases, be assertive in requesting that the supplier and the manufacturer take action to bring the IT into compliance.

Requests for waivers to this policy and questions concerning this policy should be submitted to Mr. Samuel Worthington, Director of Information Technology or his Deputy, Ms Ruby Harney, Office of the Assistant Secretary of Defense (C3I), Room 3D239, 6000 Defense Pentagon, Washington D.C., 20301-6000. Mr. Worthington can be reached on (703) 614-6132, (email: WorthingS@osd.pentagon.mil). Ms. Harney can be reach be reached on (703) 614-6202, (email: ruby.harney@osd.pentagon.mil).



Anthony M. Valletta
(Acting)