

For: FSA National Office Employees

Migration to Microsoft Word

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA requires that county-based agencies operate under 1 common computing environment. The software bundle selected by USDA to standardize office applications is Microsoft, which includes Microsoft Word as the word processing package. This change will make Microsoft Word the official word processing package for FSA.

B Purpose

This notice announces June 2, 2003, as the date that Microsoft Word becomes the FSA standard word processing package.

2 Action

A Effect on Operations

While WordPerfect will **remain** on present computers, it will not be installed on the new XP operating system computers when they are delivered later this year.

B Information and Assistance

Follow this table for information and assistance concerning this notice.

Functional Area	Contact
Software and Hardware	ITSD
Microsoft Word Training	HRD
Correspondence	Executive Secretariat Staff
Directives	MSD

Disposal Date	Distribution
November 1, 2003	All FSA National Office employees