DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

Chief Information Officer

0 8 APR 1998

MEMORANDUM FOR SEE DISTRIBUTION

FROM: AF-CIO
1250 Air Force Pentagon
Washington, DC 20330-1250

SUBJECT: Acquisition of Year 2000 (Y2K) Compliant Information Technology

Release of guidelines from OSD and Air Force within days of each other has raised some questions from the field. First, we support the OSD memorandum to immediately halt any orders that are not Y2K compliant. Second, if there is a reason for exceptions to this policy, submit a waiver (which should be a rare occurrence) per attached guidelines to my support office, AFCIC/IT.

We are making progress in fixing our Y2K problems. Most of our systems are currently in the renovation phase with remaining milestones rapidly approaching. I also need your help in the following areas: ensure system interfaces and data exchanges are documented; submit cost data for tracking; and start preparing operational contingency plans for possible system failures.

With your continued emphasis, we'll make sure the Air Force remains mission ready.

George K. Muellner

GEORGE K. MUELLNER, Lt Gen, USAF
Chief Information Officer

Attachments:
1. DOD-CIO Memo, 18 Dec 97
2. AF-CIO Memo, 22 Dec 97, w/Atchs
3. Waiver Request Instructions

December 18, 1997

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: WorthinS@osd.pentagon.mil). Ms. Harney can be reach be reached on (703) 614-6202, (email: ruby.harney@osd.pentagon.mil).

(signed)
Anthony M. Valletta
(Acting)

DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

U.S. AIR FORCE 1947 - 1997

Office of the Assistant Secretary

MEMORANDUM FOR SEE DISTRIBUTION

22 DEC 1997

FROM: AF-CIO
1250 Air Force Pentagon
Washington DC 20330-1250

SUBJECT: Year 2000 Compliance

I recently reviewed findings of a DoD IG audit which found that some of our large information technology contracts did not contain Y2K compliance as a contract requirement. These contracts were awarded prior to issuance of policy and regulatory guidance (10 Feb 97 SAF/AQ message and FAR Part 39) earlier this year. This memo provides further direction regarding the applicability of Y2K compliance on existing contracts and fielded products.

Y2K compliance shall be addressed in all new and existing contracts, and fielded products which have deliverables that are required to perform date/time processing. Each requirements manager or program manager, working with the user of that product or system, is responsible for determining if the system performs date/time processing and, when appropriate, preparing a Y2K compliance requirement for new contracts or modifications to existing contract. Attachment 2 provides an overview of Y2K compliance actions and responsibilities for contracts and fielded products and systems. Achieving Y2K compliance goes beyond inserting compliance requirements into existing contracts. Program managers must also identify interfaces between each product/system and make Y2K changes in concert with interfacing product/system managers to ensure the Y2K fix does not result in interoperability problems.

I know that you and your staffs have been working this issue hard. My contracting and CIO staffs are available to assist you as needed. POC for contracting issues is Lt Col Bill McNally, SAF/AQCP, DSN 225-3859 and for Y2K requirements issues is Mr James Kelly, AFCIC/ITI, DSN 225-1667.

Arthur L. Money
Chief Information Officer

Attachments:
1. Distribution List
2. Year 2000 Compliance Overview

Atch 2

Year 2000 (Y2K) Compliance Overview

Introduction

Y2K compliance is an issue that impacts automated information systems (AIS), weapon systems and infrastructure products whose performance is predicated upon the date/time processing involving dates subsequent to September 30, 1998. The AIS and weapon system strategy is outlined in the Air Force Year 2000 Guidance Package, available from the Air Force Year 2000 web site (http://year2000.af.mil). Infrastructure Y2K strategy is outlined in the Air Force Year 2000 Infrastructure MAJCOM/Commanders Guidance Package, also available from the above web site. Y2K compliance must be addressed for all Air Force products that are currently being developed, produced or are already fielded. Programs and organizations should tailor their Y2K compliance strategy to fit their individual needs and situation.

Responsibilities

Determining and taking action on Y2K compliance will take an integrated effort involving the user, item managers, requirements managers, program mangers, contracting officers and contractors. However, each has a particular role and responsibility:

User: The user of the product, working with the requirements or program manager, determines if the product performance requires it to be Y2K compliant (time/date calculations used?). Some of the activities involved with this will be requirements tradeoff analysis, product testing and analysis, operational impact assessments and compliance implementation.

Program/Requirements/Item Managers: Implements the Y2K compliance strategy as tailored to the specific needs of the program/product. Works with all the appropriate representatives from development, test, sustainment, user and contractors of a product to ensure that all Y2K issues are identified and resolved. Accomplishes product/system certification activities and reports status through program channels. Develops Y2K compliance requirements language that will be put on new and existing contracts.

Contracting Officer: Serves as the focal point with industry regarding Y2K compliance. Working with the Program or Requirements Manager determines if Y2K compliance assessment actions are within the scope of existing contracts. Ensures Y2K compliance is addressed as a requirement on all appropriate contracts.

Contractors: Performs analysis and corrective actions, as necessary, of product Y2K compliance. Confirms Y2K compliance.

Y2K Compliance and Confirmation

The program/requirements manager should investigate Y2K issue on all products and systems that they manage. When appropriate, the contractor should be tasked through the contracting officer to investigate and provide an assessment of Y2K compliance. These

taskings can be through several different approaches, including Advance Change Study Notices or a contracting officer letter. The following is appropriate requirements language to put on new or existing contracts:

Year 2000 Compliance Requirement

All information technology items must be Year 2000 compliant, or non-compliant items must be upgraded to be Year 2000 compliant by (Note: insert the earliest date when the items may be required to process Y2K dates, but not later than December 31, 1999). Year 2000 compliant means information technology that accurately processes dates/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, shall accurately process date/time data if the other information technology properly exchanges date/time data with it.

Additionally, the contract should contain an appropriate warranty clause, as approved under agency procedures. Specifically, include FAR clause 52.246-17, 18, 19 or 20, or DFAR clause 252.246-7001, as applicable. If the above taskings or actions required to achieve Y2K compliance are not yet specified in an existing contract, the program manager must take appropriate action. One course of action if the product is non-compliant is for the user to determine if the product is operationally acceptable. This may involve establishing adequate and effective work-arounds which are acceptable to the user. Another course of action is to modify the contract under the "Changes" clause, which may involve additional program cost. The program/requirements manager should identify expected costs to become compliant, breaking out software and hardware costs separately, and take the appropriate course of action which may include obtaining additional funds, making tradeoffs from other program requirements or developing workarounds with the user or contractor. All of these actions involve an integrated effort with the entire program team (including industry) and the user.

Since the Air Force has many commercial products which were purchased before the Y2K problem was recognized, you may need to ask a vendor to perform an assessment of the product. This assessment should be performed as part of your market research. For fielded products, where there is no longer a contract, organizations should contact vendors regarding compliance using the sample letter provided as Enclosure 1. If the vendor requests compensation to perform Y2K compliance actions, the new contract should contain an appropriate warranty clause. Because of the Clinger-Cohen Act, which seeks to eliminate certifications not required by statute, you must not mandate contractors to "certify" their products. Enclosure 2 is a checklist developed by the Air Force Y2K program office which you may employ to determine if your system or product is compliant. This checklist should be used for products or systems currently under contract or for fielded products.

Achieving Y2K compliance goes beyond inserting compliance requirements into existing contracts. Interfaces between product/system must also be addressed. When interfacing products or system managers can not agree on interface exchange protocols, the Air Force will comply with the Federal Information Interchange Standard (FIPS) 4-1, "Representation for Calendar Date and Ordinal Date for Information Interchange". This standard adopts the 4-digit contiguous year for the year portion in all dates used in interagency information exchanges. This will take an integrated effort on the part of the entire government-industry team because the method to achieve Y2K compliance may be different for each product or system.

Year 2000 Assistance

Year 2000 Help desk: DSN 576-5761 and Air Force Year 2000 website (http://year2000.af.mil)

Enclosures:
1. Compliance Letter to Vendor - Where There is no Existing Contract
2. Y2K Compliance Checklist

Attachment 2

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE ORGANIZATION
ANYBASE AFB, ILLINOIS

U.S. AIR FORCE
1947 - 1997

MEMORANDUM FOR MANUFACTURER XYZ
1345 Vendor Lane
Little Falls MN 56345

FROM: Air Force Organization
1250 Airbase Road
Anybase AFB IL 62225-1234

SUBJECT: Year 2000 Compliance of Product XYZ

The United States Air Force is actively addressing the Year 2000 status of our systems and purchased products to ensure our mission capabilities will not be diminished by an unforeseen Year 2000 problem. We currently use product XYZ and need to know if it is Year 2000 compliant or, if not, if your company has a plan to make it Year 2000 compliant.

As defined in the Federal Acquisition Regulation, Part 39: "Year 2000 compliant means, with respect to information technology, that the information technology 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, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with it."

In order to fully appreciate the nature of Product XYZ's compliance, we request that you address the following compliance issues in your response. Please specify if any of these criteria are not applicable to Product XYX.

Rollover - correctly recognize the change in date from December 31, 1999 to January 1, 2000. No value for the current date will cause any interruption in operation. Rollover between all significant time demarcations (e.g., days, months, years) will be performed correctly.

Leap Year - correctly apply the leap year rule for the year 2000 and all years thereafter.

Century - correctly distinguish the century when responding to a two-digit date input.

Computation - calculate, manipulate, and represent dates correctly for the purposes for which they were intended. Accurately determine significant time

demarcations in accordance with the Gregorian calendar for dates after January 1, 2000 as well as accurately compute time intervals before, spanning and after January 1, 2000.

Transfer - successfully transfer date information to and from other equipment, services, and software that are compliant with the Year 2000 requirements.

If Product XYZ is non-compliant, please share with us how it will fail and suggest a "work around" which will allow Product XYZ to continue to perform as intended. We are also interested in knowing if you have plans to make it compliant. If so, state when will it be compliant and whether this will be a "no-cost" fix or will require additional investment by your customers.

This request is only intended to obtain information regarding your product. If you can provide this information without incurring costs, please proceed. If there will be costs associated with this request, please consult the contracting officer before undertaking such a review.

We look forward to your response. With your help we will be better able to assess the impact of the Year 2000 problem on the Air Force and develop a plan to ensure we meet our mission requirements across the century change. If you have questions, please contact the contracting officer Captain John Smith at (618) 555-1234, or e-mail smithj@anybase.af.mil.

MARSHA JONES, Lieutenant Colonel, USAF
Director of Contracts
Air Force Organization

Atch: Y2K Compliance Checklist

Enclosure 1

Year 2000 (Y2K) Compliance Checklist

1. System/Subsystem/Product: _____

2. The subject product or system has the following characteristics:

	Verified	N/A
a. Accurately process dates in the 1900s	_____	___
b. Accurately process dates in the 2000s	_____	___
c. Accurately process dates between 1900s and 2000s	_____	___
d. Crosses from 1999 to 2000 successfully	_____	___
e. Recognizes 29 Feb 00 as a valid date	_____	___
f. Recognizes Julian date 00060 as 29 Feb 00	_____	___
g. Recognizes Julian date 00366 as 31 Dec 00	_____	___
h. Arithmetic operations recognize year 2000 has 366 days	_____	___
i. Each interface that exchanges data has been reviewed, corrected if necessary, and verified to work for date data passed between systems.	_____	___
j. Support equipment and test equipment have been verified to work for date data passed between systems	_____	___

_____ (date)

_____ (date)

Enclosure 2

Waiver Request Instructions for Year 2000 (Y2K) Compliance

1. The following data is required to be submitted for waiver request:

a. Contract Name and purpose.

b. Justification of why the waiver is being requested.

c. Proposed actions to ensure that non-Y2K items are made Y2K compliant prior to March 1999 at no cost to the government; items will be certified complaint; a configuration management plan that ensures all non-compliant items are tracked from a central location; copy of agreement where supplier assumes responsibility to provide Y2K compliant fixes.

2. Format is your option.

3. E-mail is acceptable except for documentation showing supplier liability for providing Y2K compliant retrofit at no cost to the government.

4. Requests for waivers to this policy should be submitted to:
HQ AFCIC/IT, 1250 Air Force Pentagon, Washington, DC 20330-1250.

Atch 3.