




**U.S. Department of  
Transportation**


Office of the Secretary  
of Transportation

400 Seventh St., S.W.  
Washington, D.C. 20590

**JAN 19 2007**

**MEMORANDUM TO:** Heads of Operating Administrations  
Departmental Officers  
OA Chief Information Officers

**FROM:**   
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**SUBJECT:** Moratorium Regarding Desktop/Laptop Computer  
Software Upgrades to Microsoft Windows Vista,  
Office 2007 and Internet Explorer version 7

I. Purpose

This Memorandum establishes an indefinite moratorium until further notice on desktop/laptop computer software upgrades to Microsoft Vista, Office 2007 and Internet Explorer version 7.

A follow-up memorandum will be issued within 180 days that will articulate DOT's strategic desktop/laptop technology roadmap. The roadmap will clarify DOT's migration direction for FY 2008 and beyond.

II. Scope

This guidance applies to Departmental (OST) Offices and all Department of Transportation (DOT) Operating Administrations (OA) with the exception of the Federal Aviation Administration. A similar memorandum will be issued separately within the FAA.

### III. Procedures

DOT offices will not obtain or install any subject software products until the requisite analysis and reviews have been completed and the DOT Chief Information Officers Council approves the products for DOT-wide use and deployment.

Microsoft Vista, Office 2007 and Internet Explorer may be acquired for testing purposes only, though only upon approval by the DOT Chief Information Officer.

### IV. Responsibilities

Heads of OA's, OA Administrative Management Council officials and Chief Acquisition Officers, Chief Information Officers, and Departmental Officers are responsible for adhering to this memorandum and communicating this guidance to and ensuring compliance from other appropriate officials such as purchase card holders, Chiefs of Contracting Office, and requiring officials.

### V. Background

Microsoft is in the process of deploying a series of new software products/upgrades. These upgrades include --

- Windows "Vista" which is the next desktop/laptop software scheduled to replace Windows XP Professional;
- Office 2007 which is the next office productivity suite to replace Office 2003 (includes Word, Excel, Outlook, & PowerPoint); and,
- Internet Explorer 7 which is the next web browser to replace Internet Explorer 6.

Based on our initial analysis (from internal recommendations and analysis performed by Gartner Group), there appears to be no compelling technical or business case for upgrading to these new Microsoft software products. Furthermore, there appears to be specific reasons *not to* upgrade including:

- The cost of performing the upgrade (hardware/software upgrades, application upgrades, labor for planning and implementation, etc.)
- Previous version compatibility concerns regarding Office 2007 suite components (primarily Word)
- The protracted FY07 Continuing Resolution (CR) which limits available funding
- The move to the new Headquarters DOT building that would be competing with the same IT expertise required to support the migration to any of these products

### VI. Contact

If you or your staffs have any questions, please contact Tim Schmidt (Chief Technology Officer) at [Tim.Schmidt@dot.gov](mailto:Tim.Schmidt@dot.gov) or telephone 202-366-2840.