

UNCLASSIFIED STATE 00008737

R 302138Z JAN 09

FM SECSTATE WASHDC

TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE

RUEHTRO/AMEMBASSY TRIPOLI 5408

BT

UNCLAS STATE 008737

SENSITIVE

C O R R E C T E D C O P Y (PARA 3B)

POST FOR MANAGEMENT OFFICER AND IMO

E.O. 12958: N/A

TAGS: ACOA, AADP, AMGT

SUBJECT: Deadline for Migration to Office 2007

Ref: 08 State 41755

1. As announced in reftel, all OpenNet and ClassNet computers must have Microsoft Office 2007 installed by April 30, 2009. This standardization will enhance compatibility of Department of State business products, and streamline training and software development.
2. To avoid last minute upgrade and compatibility issues leading up to the April 30 deadline, posts that have not converted to Office 2007 should begin to plan now. IRM is available to help posts with this conversion.
3. Like any software migration, there are risk and compatibility factors associated with the installation of MS Office 2007. To mitigate any potential deployment risk, posts should ensure the following:
 - A. All post specific and/or non-standard applications have

been tested to run with MS Office 2007;

B. All post staff is compliant with Department of State (DoS) recommendations for MS Office 2007 training. Foreign Service Institute (FSI) training can be accessed through the links below:

At the following link to Online Distance Learning Training, please type "Office 2007" in the Quick Course Search box:

<http://fsi.state.gov/admin/reg/default.asp?Cat=Course%20Catalog&Top=%20Course%20Listings>

Online Video Training:

<http://fsi.state.gov/fsi/sait/default.asp?contentID-3281>

Classroom Training:

<http://fsi.state.gov/admin/reg/default.asp?EventID=PS576>

4. More information concerning MS Office 2007 can be found at:

<http://diplopedia.state.gov/index.php?title=MicrosoftOffice2007>

5. Minimize considered.

CLINTON

BT

#8737

NNNN

UNCLASSIFIED STATE 00008737