

Reclamation Manual

Directives and Standards

Subject: Year 2000 Directive

Purpose: This release establishes procedures within the Bureau of Reclamation (Reclamation) for the acquisition and implementation of information resources that are certified to operate correctly in the year 2000.

Authority: OMB Circular A-11, OMB Year 2000 memoranda signed April 9, 1996, and April 11, 1996.

Contact: Reclamation's Year 2000 Coordinator, Kent Rosenlof, Information Resources Services (IRS), Policy and Program Management Group, D-7110

1. **Objective.** To ensure that information resources technology developed, acquired, and implemented between the effective date of this directive and the end of calendar year 1999 are certified to operate correctly after January 1, 2000.
2. **Background.** The transition to the year 2000 will bring many unspecified and potentially disastrous manifestations to computer-based systems. The interpretation of January 1, 2000, will cause most date-sensitive computations to fail. This relates to the fact that most computer systems deal with the year as a two character field; i.e., 98, 99, 00. There are no simple, universal fixes for this problem; the two-digit year information is present at every level of computing, including operating systems, software applications, and databases. Such dates can also be found built into computer hardware at every level from mainframes to personal computers. The date fields are used in basic computer functions such as sorting, comparing, projecting, validating, and simulating.
3. **General Provisions.**
 - A. Each office will undertake evaluation of software developed in-house to certify that it will operate correctly in the year 2000.
 - B. Each office will ensure that in-house software planned or under development will be year 2000 compliant.
 - C. Each office will work with vendors to address the year 2000 issue for existing off-the-shelf hardware and software.
 - D. Each office will only acquire new off-the-shelf hardware and software that has been certified to be year 2000 compliant.

Reclamation Manual

Directives and Standards

4. **Responsibilities.**

- A. Reclamation's Information Resources Management (IRM) Coordinator is responsible for ensuring Reclamation-wide applications developed and maintained by IRS are fully year 2000 compliant. The IRM Coordinator is also responsible to provide assistance and guidance to other Reclamation organizations involved in this effort.
- B. Each Reclamation manager is responsible for ensuring hardware and software acquired or developed for their functions are fully year 2000 compliant.
- C. Each Reclamation computer user is responsible for identifying and reporting to management systems that are not year 2000 compliant.
- D. Contracting specialists and credit card holders are responsible for acquiring only information technology resources that are certified to be year 2000 compliant. For existing contracts which do not include a requirement for year 2000 compliance, it is recommended that contracting officers seek modification/amendment of these contracts to include such compliance.
- E. Reclamation's Year 2000 Coordinator is responsible for providing information on identifying and converting year 2000 non-compliant systems, and assisting Reclamation offices with current information and guidelines on year 2000 issues, concerns, remedies, and solutions.

5. **Standards.** Date formats for the year 2000 and beyond are specified in the National Institute for Standards and Technology Federal Information Processing Standard Publication No. 4-1: "Representation for Calendar Date and Ordinal Date for Information Interchange."