



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

11 AUG 2004

MEMORANDUM FOR ALMAJCOM-DRU-FOA/SC/LG/FM  
DISTRIBUTION C

SUBJECT: AF-CIO Policy Memorandum 04-09; Moratorium on Buying Microsoft Products

1. On 30 Jun 2004, the Air Force Standard Systems Group (SSG), in conjunction with the AF-CIO and AF/ILC, competitively awarded a six-year, Air Force-wide Microsoft Enterprise License Agreement (MS-ELA) to Dell, Inc. (Dell). Products available under this agreement include both core and mission-unique software (see Atch 1). It also includes associated Software Assurance, which provides the Air Force with the right to use the most current and prior supported versions of the Microsoft software to include all updates and upgrades. HQ SSG will be the contract and software life-cycle manager for all Microsoft software. Beginning in FY05, the Air Force will centrally withhold funds each year for the core desktop and server products on the MS-ELA from MAJCOMs and other organizations using those products. The funding processes will be established by AF/ILC in conjunction with SAF/FM. For questions regarding future year funding amounts, please contact SAF/FMBO (see paragraph 8a). Policy on use of the MS-ELA will be published in a separate policy letter by 27 Aug 2004.

2. The Air Force is declaring an immediate moratorium on all new purchases of Microsoft software products from sources other than the new Air Force-wide MS-ELA due to the potential for significant cost avoidance. This moratorium applies to all active Air Force, Air Force Reserve and Air Force National Guard organizations including acquisition programs. Organizations excluded from this moratorium are the Air Force Academy, Air University and Air Force Medical Services using academic or DoD license agreements. Also excluded are purchases for computers that are not Intel-compatible (e.g., Apple). This moratorium applies to all other new contract actions, license renewals and software assurance including purchases using a Government Purchase Card.

3. Air Force organizations with an existing enterprise agreement for Microsoft Software products, the majority of which are listed in Atch 2, must ensure that a contracting officer provides written notification to their DoD ESI Microsoft reseller(s) that the Air Force will not extend any existing software license and/or software assurance enrollments when the term associated with the most recent Air Force payment is completed. A copy of this written notification must be provided to HQ SSG/AQ (reference paragraph 8b).

4. Effective immediately, all Air Force organizations are authorized to use core Microsoft desktop software products (see Atch 1). In addition, all Air Force organizations are immediately authorized to use the core server licenses that were either funded under legacy agreements or previously identified to AF/ILC (see <https://AFWAY.AF.MIL>). Instructions for purchasing and using additional core server licenses and/or mission-unique products will be forthcoming. Organizations that need to use FY04 funding for purchases or for their portion of the MS-ELA should contact HQ SSQ/AQ or AF/ILCS (see paragraph 8c). Server license requirements

exceeding the quantities identified to AF/ILC will require additional funding; therefore, these requirements will need to be approved by the MAJCOM/Functional CIO prior to use.


5. The MS-ELA offers Air Force military and civil service personnel quality of life benefits through the Home Use and Microsoft Employee Purchase Programs (EPP) included in the agreement. The EPP provides Air Force personnel significant discounts from retail pricing on Microsoft's most popular productivity and consumer products. The Home Use Program allows Air Force personnel to get a licensed copy of select Microsoft Office desktop programs to install and use on a home computer.

6. A software distribution process for the MS-ELA will be implemented by 27 Aug 2004. Early distribution will be made on a limited basis should critical requirements/emergencies arise. For assistance on distribution prior to implementation of the software distribution process, contact HQ SSG/EN (see paragraph 8d).

7. If you require a waiver to this moratorium, please submit a waiver request via email through your MAJCOM/Functional CIO to AF/ILCS, Ms. Sandra Emrich, [sandra.emrich@pentagon.af.mil](mailto:sandra.emrich@pentagon.af.mil).

8. Points of contact for this policy letter are:

- a. Future Year Funding: Ms. Tracy McAteer, AF/ILCX, 703-588-0089, DSN 425-0089.
- b. Contracting Issues: Maj Artis Clayton, HQ SSG/AQIS, 334-416-2538, DSN 596-2538.
- c. Funding Issues: Maj Dan Cappabianca, SAF/FMBO, 703-614-7510, DSN 224-7510 and/or Mr. Tommy Pope, HQ SSG/FM, 334-416-3012, DSN 596-3012.
- d. Software Distribution: Mr. Jackie Dority, SSG/ENQI, 334-416-1288 or DSN 596-1288.
- e. MS-ELA License Ownership, Software Assurance, Technical or Operational Issues: Mr. Al Bryant, HQ SSG/DO, 334-416-6176, DSN 596-6176.
- f. Legal Issues: Mr. Jeff Titrud, HQ SSG/JA, 334-416-3385, DSN 596-3385.
- g. Policy Issues: Ms. Sandra Emrich, AF/ILCS, 703-588-6152, DSN 425-6152.
- h. AFWAY Web site: <https://AFWAY.AF.MIL>.

  
JOHN M. GILLIGAN  
Chief Information Officer

cc: CIO EXCOM Members

Attachments:

1. Microsoft Software Product List
2. Legacy Enterprise Agreements

Attachment 1 - MS Products – Core Products & Mission Unique Products

<b>Core Products</b>
<b>Desktop Products (Enhanced Configuration) :</b>
Office Pro/Std Lic/SA (includes InfoPath Lic/SA)
Windows Pro Upg/SA
<b>Core CAL Lic/SA Device CAL</b> which includes:
Exchange CAL Lic/SA Device CAL
SharePoint Portal CAL Lic/SA Device CAL
Sys Mgmt CAL Lic/SA
Windows Server CAL Lic/SA Device CAL
<b>*Server Products:</b>
Exchange Svr Ent Lic/SA
Exchange Svr Lic/SA
Sys Mgmt Svr Ent Ed Lic/SA
Sys Mgmt Svr Ent Ed Lic/SA w/SQL2000TECH
Windows Svr Ent Lic/SA
Windows Svr Std Lic/SA
Windows Svr Web Lic/SA
SharePoint Portal Svr Lic/SA
SQL Svr Enterprise Edtn Lic/SA
SQL Svr Enterprise Edtn Lic/SA 1 Proc License
SQL Svr Standard Edtn Lic/SA
SQL Svr Standard Edtn Lic/SA 1 Proc License

Attachment 1 - MS Products – Core Products & Mission Unique Products

<b>Mission Unique Products</b>	
Data Analyzer Lic/SA	CRM Lic/SA CustSrvPro User
Digital Image Suite Lic/SA	CRM Lic/SA CustSrvStdUser
FrontPage Lic/SA	CRM Lic/SA IntgrtnGP 7&7.5
MSDN Ent All Languages Lic/SA	CRM Lic/SA Sales Module
MSDN Unvrsl All Languages Lic/SA	CRM Lic/SA SalesStd User
OneNote Lic/SA	CRM Lic/SA Suite Module
Press eLearning - Develop Lic/SA	CRM Lic/SA SuitePro User
Press eLearning - IT Pro Lic/SA	CRM Lic/SA SuiteStd User
Project Lic/SA	Host Integration Svr Std Lic/SA 1 Proc License
Project Pro Lic/SA w/1 ProjectSvr CAL	Identity Intgrtn Svr Ent WinNT Lic/SA 1 Proc Lic
Visio Pro Lic/SA	ISA Server Ent Edtn Lic/SA 1 Proc License
Visio Std Lic/SA	MOM Application Mgmt Lic/SA 1 Proc License
Application Center Ent Ed Lic/SA 1 Proc License	MOM Ops Mgr Base Ent Ed Lic/SA w/SQL2000TECH
BizTalk Fin Svc Ent Lic/SA Accltr Only 1 Proc License	MOM Ops Mgr Base Ent Ed Lic/SA 1 Proc License
BizTalk Fin Svc Std Lic/SA Accltr Only 1 Proc License	Office Live Comm Svr Lic/SA
BizTalk HIPAA Ent ENG Lic/SA Acr Only 1 Proc Lic	Office Live Comm Svr-CAL Lic/SA Core CAL Promo User CAL
BizTalk HIPAA Standard Lic/SA Accltr Only 1 Proc Lic	Office Live Comm Svr-CAL Lic/SA Pck Core CAL Prmo Dev CAL
BizTalk MQSeries Ent Lic/SA Adapter Only 1 Proc Lic	Office Live Comm Svr-CAL Lic/SA Device CAL
BizTalk RosettaNet Ent Lic/SA Accltr Only 1 Prcsr Lic	Office Live Comm Svr-CAL Lic/SA User CAL
BizTalk RosettaNet Std Lic/SA Accltr Only 1 Prcsr Lic	Project Server CAL Lic/SA Device CAL
BizTalk SAP Ent Lic/SA 1 Proc License Adapter Only	Project Server CAL Lic/SA User CAL
BizTalk Server Dev Lic/SA	Project Server Lic/SA
BizTalk Server Ent Lic/SA 1 Proc License	Technet Plus Single Svr All Languages Lic/SA
BizTalk Server Std Lic/SA 1 Proc License	Technet Plus Single User All Languages Lic/SA
BizTalk Supplier Accel Lic/SA 1 Proc License	Win Rghts Mgt Svc CAL WinNT Lic/SA Device CAL
Commerce Svr Dev Lic/SA Dev/Test	Win Rghts Mgt Svc CAL WinNT Lic/SA CoreCAL Prmo User CAL
Commerce Svr Ent Lic/SA 1 Proc License	Win Rghts Mgt Svc CAL WinNT Lic/SA CoreCAL Prmo Dev CAL
Commerce Svr Std Lic/SA 1 Proc License	Win Rghts Mgt Svc CAL WinNT Lic/SA User CAL
Content Mgmt Svr Ent Ed Lic/SA 1 Proc License	Windows Terminal Svr CAL Lic/SA Device CAL
Content Mgmt Svr Std Ed Lic/SA 1 Proc License	Windows Terminal Svr CAL Lic/SA User CAL
CRM Lic/SA CustSrv Module	Windows Trmnl Svcs CAL WAH

## Attachment 2 - Legacy Enterprise Agreements

SSG CENTRALIZED ORDERS				
		BASE YEAR	OPTION	
CUSTOMER	DO NUMBER	END DATE	END DATE	Contracting Officer
AFCS SCOTT AFB	GCSS 8369	31-Aug-03	AUG 04	Veronica Spight, DSN 596-4802
AFPCA/EI	GCSS-5363	31-Aug-03	AUG 04	Veronica Spight, DSN 596-4802
HQ AMC	GCSS-PCCOE 5199, 5200, 5209, 5207, 5230, 5231, 5296, 5297, 5185	31-Aug-03	AUG 04	Veronica Spight, DSN 596-4802
HQ PACAF	GCSS-PCCOE 5308, 5309	31-Aug-03	AUG 04	Veronica Spight, DSN 596-4802
AFCCC	GCSS-5340	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AFRC	GCSS 5341	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AFRC	GCSS-5347	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AFRC	GCSS-5347	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AFSPC	GCSS 5419	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AFSPC	GCSS 5421	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
HQ AMC	GCSS-PCCOE 5353, 5233, 5243, 5270, 5275	31-Aug-04	AUG 04	Veronica Spight, DSN 596-4802
914 AW/SCX	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AFPC/DPDXRI	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AFPC/DPDXRI	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AFRC	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AIA/DOQA	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AIA/LGCK	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AIA/SOCO	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AIA/XPB	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AIS/DSE	ESI 8376	20-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ ACC	ESI 8378	31-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ AFRL	ESI 8385	31-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ SSG	ESI 8376	31-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
HQ USAFE	ESI 8383	31-Aug-05	AUG 04	Artis Clayton, DSN 596-2538
JCS	ESI 8410	MAR 06	MAR 05	Artis Clayton, DSN 596-2538
HQ AMC	ESI 8377	15-Sep-05	PAID IN FULL	Artis Clayton, DSN 596-2538
AFCCC	ESI 8379	26-Sep-05	SEP 04	Artis Clayton, DSN 596-2538
ANG	GTSI	1-Oct-05	OCT 04	Artis Clayton, DSN 596-2538
SMC/MTC	ESI 8408	12-Feb-06	FEB 05	Artis Clayton, DSN 596-2538
SMC/MTC	ESI 8408	12-Feb-06	FEB 05	Artis Clayton, DSN 596-2538
JCS	ESI 8410	20-Mar-06	MAR 05	Artis Clayton, DSN 596-2538
HQ AFSPC/NORTHCOM	ESI 8411	27-May-06	MAY 04	Artis Clayton, DSN 596-2538
HQ AFSAA/SVC	ESI 8431	23-Jun-06	JUN 04	Artis Clayton, DSN 596-2538
AFPCA	ESI 8432	3-Aug-06	SEP 04	Artis Clayton, DSN 596-2538
SMC/ISC	ESI 8439	31-Aug-06	SEP 04	Artis Clayton, DSN 596-2538
SMC/ISC	ESI 8439	7-Sep-06	SEP 04	Artis Clayton, DSN 596-2538
HQ AFMC	ESI 8435	1-Sep-08	SEP 04	Artis Clayton, DSN 596-2538
AFSOC	UNK	UNK	UNK	Artis Clayton, DSN 596-2538

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DECENTRALIZED ORDERS				
CUSTOMER	DO NUMBER	BASE YEAR END DATE	OPTION END DATE	Contracting Officer
HQ AMC	GCSS-PCCOE 5185, 5174, 5148, 5120, 5144, 5177 and DO1	31-Aug-02	Expired	Siobhan Frongillo
AFCA SCOTT AFB	GCSS D025	31-Aug-04		William Henderson
AI/690 CSS/IPM SAN ANTONIO, TX	GCSS-D103	31-Aug-04	31-Aug-04	Michelle S. Wood, DSN 240-4490
GCCS	D023	31-Aug-04	31-Aug-04	Rezzan A. Erten, 816-823-4659
HQ AETC	GCSS-YO4Z	31-Aug-04	31-Aug-04	Jody Ehrhardt, DSN 487-5183
Air Force Intelligence Agency (AIA)/ 67 Information Operation Wing/690 CSS/PM	ESI: F41621-02-F-8360	23-Sep-05	SEP 04	Marguerite Lesieur, DSN 969-3337
Air Force Intelligence Agency (AIA)	ESI: F33601-02-F-A441	8-Oct-05	OCT 04	Pamela Strader, DSN 986-4433
US Department of the Air Force, Air Force Reserves	ESI: ITEC Order# 2182, cc SO#'s 9325298, 9325312	15-Jun-06	PAID IN FULL	Pamela Morris, DSN 238-2004 GPC Order
US Department of the Air Force, Air Force Reserves	ESI: F09609-03-F-0072	24-Aug-06	PAID IN FULL	Diana K. Hix-Watford, DSN 625-5115
US Department of the Air Force, Air Force Reserves	ESI: ITEC Order# 2364 / 2348	30-Nov-06	PAID IN FULL	Charlene Rhoads, DSN 975-2965 GPC Order
US Department of the Air Force, Air Force Reserves	ESI: ITEC Order# 2363	4-Dec-06	PAID IN FULL	Carmen Caro, DSN 346-1279 GPC Order
US Department of the Air Force, Air Force Reserves	ESI: ITEC Order# 2330	8-Dec-06	PAID IN FULL	Charlene Rhoads, DSN 975-2965 GPC Order