



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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IN REPLY REFER TO:

C4I
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WHITE LETTER NO. 4-98

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: YEAR 2000 (Y2K)

1. One of the greatest information technology challenges facing the Marine Corps and the industrial world is the Y2K problem. This problem touches virtually every area of the Marine Corps, from the fighting hole to the flight line, to the amphibious ship deck plate, to the garrison infrastructure and facilities supporting our forces. Preservation of our warfighting capability in the year 2000 is contingent on the actions that we take now.

2. The Y2K problem is not an S-6, G-6, nor Chief Information Officer (CIO) problem--it is a Marine Corps problem. I expect full involvement of our Marine leadership at every level of command. Recent Inspector General's reviews indicate that awareness, concern, and involvement of commanders, at every level, have been inadequate to meet the requirements posed by the Y2K challenge. This must change! Review my message 050732Z Mar 98 which details the roles and responsibilities for commanders at all levels.

3. If you have not taken the following actions, you will immediately:

(a) Assign, in writing, a Y2K point of contact whose first priority is to ensure that all Y2K problems are fixed. However, do not delegate your Y2K responsibility and forget about it. Y2K is a command problem; your involvement must be immediate and continuous. Get involved and stay involved!

(b) Develop a plan of action to remedy Class I and Class II systems. The priority of effort is to Class I systems, followed closely by Class II systems. To date, most of our attention has been focused on Class I systems which provide Marine Corps-wide support and are managed by HQMC. However, Class II systems--locally written systems that support the needs of HQMC staff agencies, FMF units, and supporting establishments--are used to input or extract data from Class I systems and are vital to our continued operation as well. Remediation efforts for Class II systems will be conducted using the DOD Year 2000 Management Plan.

(c) Ensure regular progress checks are made on Y2K remediation of:

- (1) Locally developed software systems (Class II systems)
- (2) Commercial-off-the-shelf (COTS) and Government-off-the-shelf (GOTS) software
- (3) Telecommunications equipment
- (4) Personal computers
- (5) Facilities devices with embedded chips (armory alarm systems, heating/cooling/ventilation regulating devices, water treatment systems, etc.)

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(d) Monitor your progress as it relates to Y2K. After assessing and fixing, the next critical phase will involve component and operational level testing. Additional guidance will be provided by the Marine Corps' CIO.

3. Force Commanders are to report monthly to me (Attn: CIO) on the status of their Class II systems. The first of these reports was delivered at the Executive Off-Site Conference 12-14 July. These reports will identify the number of Class II systems and their status in the remediation process. Amplifying information will be published by separate message.

4. Information on the Marine Corps' approach to this millennium problem and detailed guidance can be found at "<http://year2000.cio.usmc.mil>". Additionally, the DOD Y2K Management Plan is found on this web site.

5. Y2K is a pervasive problem requiring continuous action. Incorporate the essence of the problem at every opportunity by including it in regular meetings, mentioning it in talks with your Marines and Sailors, and publicizing the problem and corrective actions taken. We must include the repair effort into our everyday activities. A business as usual approach is not acceptable. Our combat readiness at the turn of the century depends on the actions we take now. Our Nation expects it and we will deliver!



C. C. KERULAK