

U. S. DEPARTMENT OF ENERGY
ANNOUNCEMENT OF U. S. DEPARTMENT OF ENERGY (DOE)
SCIENTIFIC AND TECHNICAL INFORMATION (STI)

DRAFT

RECORD STATUS (select one):

New Revised 241.1 Data Revised STI Product

Part I: STI PRODUCT DESCRIPTION

A. STI PRODUCT TYPE (select one):

1. **Technical Report**

2. **Conference**

a.Product Type: Conference Proceedings Conference Paper or Other (abstracts, excerpts, etc.)

b.Conference Information (title, location, dates) _____

3. **Software Manual** (The actual software package should be made available simultaneously. Follow instructions provided with DOE F 241.4.)

4. **Journal Article**

a.Type: Announcement citation only Preprint Postprint

b.Journal Name _____

c. Volume _____ d. Issue _____ e. Serial identifier (e.g., ISSN or CODEN) _____

5. **S&T Accomplishment Report**

6. **Book**

7. **Patent Application**

a. Date Filed (mm/dd/yyyy) ____ / ____ / ____

b. Date Priority (mm/dd/yyyy) ____ / ____ / ____

c. Patent Assignee _____

8. **Thesis/Dissertation**

B. STI PRODUCT TITLE _____

C. AUTHOR(s) _____

E-mail Address(es): _____

D. STI PRODUCT IDENTIFIERS

1. Report Number(s) _____

2. DOE Contract Number(s) _____

3. R&D Project ID(s) _____

4. Work Proposal Number _____ a. Proposal revision number _____

5. Work Authorization Number _____ a. Authorization revision number _____

6. Other Identifying Numbers(s) _____

E. ORIGINATING RESEARCH ORGANIZATION _____

F. DATE OF PUBLICATION (mm/dd/yyyy) ____ / ____ / ____

G. LANGUAGE (if non-English) _____

H. SPONSORING ORGANIZATION _____

I. PUBLISHER NAME AND LOCATION (if other than research organization) _____

Availability (refer requests to [if applicable]) _____

J. SUBJECT CATEGORIES (list primary one first) _____

Keywords _____

K. DESCRIPTION/ABSTRACT _____

L. OTHER (information useful to include in published announcement record which is not suited for any other field on this form)

M. CONTACT (if appropriate, the organization or site contact to include in published citations who would receive any external questions about the content of the STI Product or the research information contained therein)

Name and/or Position _____

E-mail _____ Phone _____

Organization _____

Part II: STI PRODUCT MEDIA/FORMAT and TRANSMISSION

Attachment 4

A. MEDIA/FORMAT INFORMATION (If 1.a, and 1.b are completed, release this form to OSTI)

page 2-5

1. File format:

a. Electronic STI Product posted at site is: SGML HTML XML PDF Normalb. Available at unique URL (*specific STI Product*) _____c. Electronic STI Product transmitted to OSTI is: SGML HTML XML PDF Normal PDF Image TIFFG4 WP—indicate Version (*5.0 or greater*) _____ platform/operating system _____ MS Word—indicate Version (*5.0 or greater*) _____ platform/operating system _____ Postscript _____2. Medium of STI product is: Electronic document Computer medium Audiovisual material Paper No full-text

3. Size of STI product _____

4. If computer medium or audiovisual material:

a. Quantity/type (*specify*) _____b. Machine compatibility (*specify*) _____ c. Sound: (yes) d. Color: (yes) e. Tables/Graphics (yes)

f. Other information about product format a user needs to know: _____

B. TRANSMISSION INFORMATION

1. STI Product is being transmitted to OSTI:

a. Electronically via FTPb. Via mail or shipment (*e.g., Federal Express*) (*Paper products, electronic documents on CD-ROM, diskettes, videocassettes, etc.*)2. Information Product File name (*of transmitted electronic format*) _____**Part III: STI PRODUCT REVIEW/RELEASE INFORMATION****A. INTELLECTUAL PROPERTY/DISTRIBUTION LIMITATIONS** (must select at least one) 1. **Unlimited Announcement** (*available to U.S. and non-U.S. public*) 2. **OpenNet** (*use OpenNet guidance for below; non-STI OpenNet products should be submitted using DOE F 475.1*)

a. If additional source other than making it available through NTIS:

(1) Accession Number _____

(2) Document Location _____

b. Field Office Acronym _____

c. Declassification date (*mm/dd/yyyy*) ____/____/____

d. Declassification Status:

 Declassified Sanitized Never classified

e. OpenNet Document Categories _____

f. OpenNet Addressee _____

 3. **U.S. Dissemination Only** (please justify why this limitation is necessary): _____ 4. **Copyrighted Material**; Are there any restrictions based on copyright? yes no. If yes, list the restrictions _____ 5. **Limited Rights Data on Pages** _____ (The term Proprietary Information may be more familiar. Only information that was developed at private expense outside of this contract may be marked as Limited Rights Data pursuant to the terms of the contract.) 6. **Patentable Material: There is patentable material in the document.** 7. **Protected Data: CRADA** _____ If other, specify _____ Release date (*mm/dd/yyyy*) _____ 8. **Official Use Only (OUO)** 9. **Program-Directed Special Handling** (*e.g. Applied Technology, etc.*) (*specify*) _____ 10. **Export Controlled**a. Export Control Classification Number (*ECCN*) _____ 11. **Unclassified Controlled Nuclear Information (UCNI)** 12. **Classified**: Classification Level/Category of:

a. This form _____ b. The STI Product _____

 13. **Other exceptional information that would restrict announcement of this STI product.** (*specify*) _____**B. RELEASING OFFICIAL**

____ I verify that all necessary reviews have been completed as described in DOE G 241.1-1, Pt II, Section 3.0, and that the STI product should be released in accordance with the Intellectual Property/Distribution Limitation above.

Released by (name) _____ Date (*mm/dd/yyyy*) _____

E-mail _____ Phone _____

Purpose: Form 241.1 provides the Office of Scientific and Technical Information (OSTI) information required to appropriately identify, process, and/or announce and disseminate the results of work funded by the U.S. Department of Energy (DOE) or performed in DOE facilities. For general information or assistance with this form, contact OSTI at (865) 241-6435, or at the following e-mail address: 241user@adonis.osti.gov.

When to use: Submit this form with each scientific and technical information (STI) Product. Electronic format is the preferred method for submitting the announcement record and STI Product. When submitting electronically, use the electronic version of the form or Document Type Definitions (DTD). When submitting in paper, input should be typed or printed, not handwritten.

Describing the data fields: Descriptions of the various DOE F 241.1 data fields, STI Products, format, etc., can be found in ATTACHMENT 3 and other sections of the DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*.

1. DOE Programs and DOE Contractors: DOE Programs, DOE Management and Operating (M&O) contractors, DOE Management and Integrating (M&I) contractors, multi-program laboratories, single program laboratories, and other DOE facilities should complete the entire form. Submit it either with the URL for the site-maintained copy of the STI product or as a package with the STI product to OSTI for processing in accordance with the requirements of DOE Order 241.1, *Scientific and Technical Information Management*. Reporting that may be required under the terms of the contract but which is not appropriate for transmittal to OSTI includes contract proposals, funding status, routine construction or inventory reports, and similar products. Submit the package to:

For Mail:	For Shipments:
U.S. Department of Energy	U.S. Department of Energy
Office of Scientific and Technical Information (OSTI)	Office of Scientific and Technical Information (OSTI)
P.O. Box 62	175 Oak Ridge Turnpike
Oak Ridge, TN 37831 USA	Oak Ridge, TN 37830 USA

NOTE: Sensitive, proprietary, or other STI Products for which access is restricted by statute or regulation shall not be transmitted via open systems networks (e.g., the Internet) unless authorization and/or encryption has been coordinated with OSTI in advance. This form, unless it in itself is classified, can be transmitted via open systems networks (e.g., the Internet).

RECORD STATUS – *This is a required field.* The record status identifies the announcement record or the STI Product as new or revised. If the record status is not provided, the record is considered "New".

Part I: STI PRODUCT DESCRIPTION

A. STI PRODUCT TYPE – *This is a required field.*

1. Technical Report

1.a. **Type.** Identify the type of technical report provided.

1.b. **Reporting Period.** Specify the beginning and ending dates of the period covered by the STI Product.

2. **Conference.** Provide all available conference information. An agenda alone is not sufficient for announcement.

3. **Software Manual.** The Software Manual that accompanies the STI or copyrighted software. To obtain the required form (DOE F 241.4) and instructions for submitting the software (*including copyrighted software*), contact the Energy Science and Technology Software Center (ESTSC) at (865) 576-2606.

4. **Journal Article.** Provide all available Journal Article information.

5. **S&T Accomplishment Report.** The S&T Accomplishment report describes an outcome of R&D which has achieved significant impact to commerce or standard of living or is recognized as a major scientific or technical advancement.

6-8. No special instructions.

B. STI PRODUCT TITLE - *This is a required field.* Provide the title exactly as given on the product itself, including part, volume, edition, and similar information.

C. AUTHOR(s) – *This is a required field.* Provide the name of the author (last name first) of the STI product. More than one author may be provided; separate multiple entries with a semicolon and a space. If an author does not exist, the word "NONE" should be entered.

Examples: Jones, T.M.; Markay, Arthur R. III
Fields, J.M., ed.

Author(s) E-mail Address(es). Provide the e-mail address for each author. Multiples may be provided; they should be listed in the same order as the authors and should be separated by a semicolon and a space.

D. STI PRODUCT IDENTIFIERS.

1. **Report Number(s).** *This is a required field.* The unique primary report or product number assigned to the STI product. If a report number is not provided, the word "NONE" should be entered.

Following are examples of report number formats for multiple volumes, parts, or revisions:

DOE/LLNL--123-Vol.1

ANL/TM--123-Rev.1

More than one report may be provided. Multiple numbers are separated with a semicolon and a space. When more than one number is entered, the first number, considered the primary number, should identify the submitting organization. All other numbers are considered secondary numbers.

For work performed for another agency, the funding agency may assign that agency's product/report number. If so, provide this number.

2. **DOE Contract Number(s).** *This is a required field.* Enter the DOE contract number under which the work was funded. Additional DOE contract numbers related to the product may be entered. Multiple numbers are separated with a semicolon and a space. When more than one number is entered, the first number is considered the primary number. If no DOE Contract Number is provided, the word "NONE" should be entered.

3. **R&D Project ID(s).** Enter the unique and permanent Project ID assigned to the project itself by the Operations Office, DOE Program Office, laboratory, or other installation to identify a particular research project. Multiples may be provided; separate multiple entries with a semicolon and a space.

Sample formats: P/ORNL—2533; TTP/RL439005

4. **Work Proposal Number(s).** Enter the unique seven character number specific to the Work Proposal. Multiple numbers are separated with a semicolon and a space.

4.a. **Proposal Revision Number.** The sequential number of the Work Proposal revision.

5. **Work Authorization Number(s).** Enter the unique, standardized seven digit identifying number specific to a Work Authorization. Multiple numbers are separated with a semicolon and a space.

5.a. **Authorization Revision Number.** The sequential number of the Work Authorization revision.

6. **Other Identifying Number(s).** An additional unique identifying number assigned to the STI product. (e.g., CRADA numbers, Non-DOE contract numbers). More than one other identifying number may be provided. Multiple numbers are separated with a semicolon and a space.

E. ORIGINATING RESEARCH ORGANIZATION - *This is a required field.* Provide the name and location of the organization that performed the research or issued the STI product. More than one organization may be provided; separate multiples with a semicolon and a space.

Example: Los Alamos National Laboratory, Los Alamos, NM

F. DATE OF PUBLICATION – *This is a required field.* Provide the date when the information product was published or issued.

G. LANGUAGE – *This is a required field.* Provide the name of the language in which the information product is written if the language is not English. If

language is not provided by the originating organization, the word "English" will be entered.

H. SPONSORING ORGANIZATION - Enter the name or acronym of the DOE Program Office (e.g. Office of Science or SC) providing the funding for the work described in the STI product. For projects funded by more than one Program Office, indicate all sources of the DOE funding in descending order of dollar amount of funding appropriated. Also indicate the funding office for work for others. Separate multiple program offices with a semicolon and a space. If no sponsoring organization is provided, "DOE" will be the sponsor.

I. PUBLISHER NAME AND LOCATION – *This is a required field* if different than the Originating Research Organization that issued the document for dissemination.

Availability Refer requests to [if applicable] – *This is a required field* if the Publisher is the source of availability.

J. SUBJECT CATEGORIES - Select one or more categories from the list provided. List the primary one first.

A list of subject categories is available at <http://www.osti.gov/elink/>

Keywords. Provide terms which describe the content of the publication. More than one term may be entered; separate multiple terms with a semicolon and a space.

A list of OpenNet subject terms is available at URL <http://www.osti.gov/html/osti/opennet/lists/sterms.html> for information products which will be included in the OpenNet Database.

K. DESCRIPTION/ABSTRACT – Provide a clear, concise, and publicly releasable English language summary of the information content of the STI product. The abstract length should be no more than 5,000 characters.

L. OTHER. Include other useful information which should be included in the published announcement record, but does not fit elsewhere on the form.

M. CONTACT. Provide the organization or individual(s) name with corresponding contact information who will be included in the published citation as the point of contact and will respond to external questions about the content of the STI product.

Part II: STI PRODUCT MEDIA/FORMAT and LOCATION/TRANSMISSION

A. MEDIA/FORMAT INFORMATION (If 1.a. and 1.a.1. are completed, release this form to OSTI.)

1. File Format. *This is a required field* if the STI Product is electronic full-text. Select one of the options provided.

1.b. Available at Unique URL : *This is a required field* if electronic full-text STI Product retained at site. Provide a complete unique URL (Uniform Resource Locator) address sufficient to access a complete copy of the specific STI product.

2. Medium. *This is a required field.* Select one of the medium options provided. (Note: When announcement record only is submitted, select "No full-text")

3. Size of STI Product. Provide the total number of pages or other designation which gives an indication of the size of the information product (e.g., 200 pages; 20 images; 3500 kilobytes; 3-3 1/2 inch diskettes).

4. If Computer Medium or Audiovisual Material (do not include software packages)

a. Indicate the quantity and type of medium (e.g., 2 videocassettes, 1 magnetic tape.)

b. Indicate the machine with which the medium is compatible, i.e., with which it can be used (e.g., VHS; IBM PC-compatible, hard disk, 8 Megs.)

c. Enter 'Y' if the product has sound.

d. Enter 'Y' if the product is in color.

e. Enter "Y" if the product has tables/graphics.

f. Enter any other information which would be helpful to the user of the STI product (e.g., programming language, file format, etc.)

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1. Unlimited Announcement. The unrestricted, unlimited distribution of the product.

2. OpenNet. STI products declassified and made available for public release will be announced on the Department's OpenNet Database in accordance with the Department's Openness Initiative. To obtain the required form for submitting non-STI OpenNet products contact OSTI at (865) 576-9372.

When records for declassified STI products are submitted to OSTI electronically, an authoritative classification change notice (*paper only*), in accordance with DOE M 475.1-1, *Identifying Classified Information*, must accompany that submission.

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2.b. Field Office Acronym: Use the appropriate acronym provided in *OpenNet DeClassified Information Database Data Input Specifications*, revised December 15, 1994.

2.c. Declassification Date: Provide the declassification date for any document that has been declassified and publicly released.

2.d. Declassification Status: *Required* for all documents being entered into OpenNet. Check "Sanitized" for documents with portions deleted for privacy or security reasons and enter a declassification date if the sanitized document is also a declassified document. Check "Never classified" for documents that have never been classified and are being made publicly available.

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2.f. OpenNet Addressee. Provide the name and address of the recipient of the information product if it is a memo, letter, or similar type of product.

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4-13. Refer to ATTACHMENT 7 of the DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*.

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