

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

*\*An asterisk and shading indicate required information.*

**Part I: STI Product Description**

**A. \*STI Product Type (Select one.)**

1. Technical or Workshop Report
2. Conference/Event Paper, Presentation, or Proceedings  
a. Conference/Event Information (title, location, dates) \_\_\_\_\_
3. Journal Article  
a. Type  Announcement Notice only  Full text  
b. Journal Name: \_\_\_\_\_  
c. Volume: \_\_\_\_\_ d. Issue: \_\_\_\_\_ e. Serial Identifier (e.g., ISSN or CODEN): \_\_\_\_\_
4. Program Document
5. S&T Accomplishment Report
6. Book/Monograph/Fact Sheet
7. Patent  
a. Patent Assignee: \_\_\_\_\_
8. Thesis Dissertation

**B. \*STI Product Title:** \_\_\_\_\_

**C. \*Author(s):** \_\_\_\_\_

Email Address(es): \_\_\_\_\_

**D. \*STI Product Identifiers**

1. \*Report/Product Number(s): \_\_\_\_\_
2. \*DOE Contract Number(s): \_\_\_\_\_
3. R&D Project ID: \_\_\_\_\_
4. Work Proposal Number: \_\_\_\_\_ a. Proposal Revision Number: \_\_\_\_\_
5. Work Authorization Number: \_\_\_\_\_ a. Authorization Revision Number: \_\_\_\_\_
6. Other Identifying Number(s): \_\_\_\_\_

**E. \*Originating Research Organization:** \_\_\_\_\_

**F. \*Publication/Issue Date:** (mm/dd/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
or text date (i.e., Spring 2010, January 2010, etc.) \_\_\_\_\_

**G. Language** (if non-English): \_\_\_\_\_

**H. Country of Publication** (if other than the U.S.): \_\_\_\_\_

**I. \*Sponsoring Organization:** \_\_\_\_\_

**J. Publisher Name and Location** (if other than research organization): \_\_\_\_\_  
Availability (Refer request to [if applicable]): \_\_\_\_\_

**K. Subject Categories** (List primary one first.): \_\_\_\_\_  
Keywords: \_\_\_\_\_

**L. Description/Abstract:** \_\_\_\_\_

**M. Related Document Information** (information to include in published announcement which is not suited for any other field): \_\_\_\_\_

**Part II: STI Product Media/Format and Transmission and Location****A. \*Media/Format Information**

1. \*Medium of STI Product:    **Electronic Document**    **Audiovisual**    **Announcement Notice only**

**2. If Electronic Document:**

a. STI Product is:     posted at site     transmitted to OSTI

b. If posted at site, file format is:     Searchable PDF     HTML     PowerPoint

c. If transmitted to OSTI, file format is:     Searchable PDF     Non-Searchable PDF     PowerPoint

**3. If Audiovisual:**

a. STI Product is:     available via external site     transmitted to OSTI

b. STI Product is:     audio file     video file w/sound     video file w/o sound

**c. Format of STI Product is**

**Indexable:**     WMA     WMV     MP2     MP3     MP4     MPEG     ASF     AVI

**Not Indexable:**     Apple Core Video     DV Video     Flash     QuickTime     RealMedia     WAV

4. Size of STI Product: \_\_\_\_\_

5. Other product format information a user needs to know: \_\_\_\_\_

**B. Transmission of Information**

File name of transmitted STI Product: \_\_\_\_\_

**C. Location**

STI Product is available electronically at (location must be specific to STI Product):

1. Unique URL: \_\_\_\_\_

2. Digital Object Identifier: \_\_\_\_\_

**\*Part III: STI Product Review/Release Information****A. Unrestricted Distribution**

1. **Unlimited Announcement** (available to U.S. and non-U.S. public)

2. **OpenNet** (See OpenNet guidance for below; non-STI OpenNet products should be submitted using the DOE F 475.1.)

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

Accession Number: \_\_\_\_\_

Document Location: \_\_\_\_\_

**b. Field Office Acronym:** \_\_\_\_\_

**c. Declassification Status:**     Declassified     Sanitized     Never Classified

**d. Declassification Date:**    (mm/dd/yyyy)    \_\_\_\_/\_\_\_\_/\_\_\_\_

**e. OpenNet Document Categories:** \_\_\_\_\_

**B. Distribution Limitations – Controlled Unclassified Information (CUI)**

1. **Copyrighted Material with Restrictions**

2. **Official Use Only (OUO) Exemption Number:** \_\_\_\_\_ (Provide if OUO and no other OUO category applies.)

a. **Export Controlled Information (e.g., under ITAR/EAR) (FOIA Exemption 3)**

b. **Security Sensitive Information (FOIA Exemption 2)**

c. **Protected Data**     CRADA     Other (specify): \_\_\_\_\_

**Release Date (mm/dd/yyyy):**    \_\_\_\_/\_\_\_\_/\_\_\_\_

d. **Patent Pending (FOIA Exemption 3)**

e. **Limited Rights Data (FOIA Exemption 4)** (The term Proprietary/Trade Secret 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.)

f. **Applied Technology (FOIA Exemption 5)**

g. **Program-Determined Official Use Only**    Exemption Number \_\_\_\_\_ (as directed by Program)

**3. Naval Nuclear Propulsion Information (NNPI)**

**C. Other Information** (This is not a distribution/access limitation; this data is only viewable thru E-Link for administrative use.) Other criteria related to the review, access limitation, announcement, and/or restriction of this STI Product.

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**D. \*Releasing Official**

I verify that all necessary reviews have been completed as described in DOE O 241.1B and for Protected PII. The STI product should be released in accordance with the Intellectual Property/Distribution Limitation above.

**Released by (name):** \_\_\_\_\_

**Date (mm/dd/yyyy):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Releasing Official Comments:**

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# ANNOUNCEMENT NOTICE 241.1 INSTRUCTIONS

## **Purpose**

The DOE Order 241.1B states that, “STI must be made available by announcing and/or providing various types of STI in acceptable electronic formats to DOE’s central coordinating office, the Office of Scientific and Technical Information (OSTI).” The Announcement Notice (AN) 241.1 provides U.S. Department of Energy (DOE) OSTI the information required to appropriately identify, process, and/or announce and disseminate the results of work funded by DOE or performed in DOE facilities.

## **For DOE Programs and DOE Contractors**

DOE Programs and DOE Major Site/Facility Management Contractors should submit the announcement notice for each STI Product to OSTI for processing in accordance with the requirements of DOE Order 241.1B, Scientific and Technical Information Management. The STI Product can be provided via URL or uploaded; audiovisual STI Products can be provided via URL or FTP. Reporting that may be required under the terms of the contract but which is not appropriate for transmittal to OSTI includes reporting for contract proposals, funding status, routine construction or inventory, and similar products.

## **AN 241.1 and Related Automated Protocols**

The AN 241.1 should be submitted with each scientific and technical information (STI) product. The AN 241.1 and the associated full-text document can be transmitted via open systems networks (e.g., the Internet). E-Link meets the encryption requirements for submitting announcement notice data, and full-text documents. Use the online web version of the announcement notice or Site-to-OSTI TAP (previously referred to as Document Type Definition (DTD)) for providing publicly available or controlled unclassified STI. OSTI-to-Site TAPping (previously referred to as Harvesting) is another means for OSTI to obtain publicly available announcement data for site-maintained STI Products, as well as published articles or papers. Information regarding each of these is available at the E-Link website, [www.osti.gov/mlink](http://www.osti.gov/mlink), and the Scientific and Technical Information Program (STIP) website, [www.osti.gov/stip/241.1](http://www.osti.gov/stip/241.1).

## **Data Field Descriptions**

Descriptions of the AN 241.1 data fields, STI Products, format, etc., can be found at the STIP website at <http://www.osti.gov/stip>.

**For general information or assistance with this announcement notice, contact OSTI at (865) 576-1223, or at the following e-mail address: [241user@osti.gov](mailto:241user@osti.gov).**

## **Announcing Other STI**

In accordance with DOE Order 241.1B, the following should be announced appropriately:

- Software eligible for distribution developed by DOE and DOE contractors using the AN 241.4,
- UCNI and classified STI using the AN 241.5 (following requirements set forth in DOE O 471.1B, “Identification and Protection of Unclassified Controlled Nuclear Information” and DOE M 471.2-1C, “Classified Matter Protection and Control Manual,” respectively), and
- Publicly available datasets resulting from work funded by DOE or performed in DOE facilities using the AN 241.6.

## Part I: STI Product Description

### A. \*STI Product Type - This is a required field.

Select the one that most closely describes the STI Product.

#### 1. Technical or Workshop Report

No special instructions.

#### 2. Conference Event/Paper or Presentation/Proceedings

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

#### 3. Journal Article

Identify whether submitting announcement notice only or full-text STI Product. Provide all available journal article information so the full article can be easily located.

#### 4. Program Document

A program document can be published by or for a DOE Program. It should contain scientific and technical information.

#### 5. S&T Accomplishment Report

The S&T accomplishment report describes an outcome of past DOE R&D which has achieved significant impact to commerce or standard of living or is recognized as a major scientific or technical achievement.

#### 6. Book/Monograph/Fact Sheet

Items that are copyrighted cannot be uploaded. These should be submitted as medium 'announcement notice only.' 'Announcement notice only' submissions are always publicly available.

#### 7. Patent

Provide Patent Assignee.

#### 8. Thesis/Dissertation

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; the primary author should be listed first. Separate multiple entries with a semicolon and a space. In the rare case an author does not exist, the word "NONE" should be entered.

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

Author(s) Email 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. This information will not be available to the end-user. This data is used to notify the author that their STI Product has been received by OSTI and where it has been announced.

## D. \*STI Product Identifiers

### 1. \*Report/Product Number(s)

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 and will be the identifier.

Following are examples of format for multiple volumes, parts, or revisions:

DOE/LLW-nnn-Vol.1  
DOE/NE/01834-1-Pt.1  
ANL/TM-123-Rev.1

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

### 2. \*DOE Contract Number - This is a required field.

Enter the DOE contract number under which the work was funded. If the STI Product is a result of a joint effort between two or more DOE Site/Facility Management Contractors, etc., additional DOE contract numbers may be entered. The “DE-” should not be included as a part of the number. 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 a DOE Contract Number does not apply for the originating organization, 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 DOE Field Office, DOE Program Office, laboratory, or other installation to identify a particular research project. More than one project ID may be entered; separate multiples with a semicolon and a space.

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

### 4. Work Proposal Number

Enter the unique seven-character identifier specific to the work proposal that was assigned to the field work proposal used for proposing work to the program office. Multiple numbers are separated with a semicolon and a space.

#### *a. Proposal revision number*

If the initial proposal is changed, enter the assigned sequential number of the work proposal revision.

### 5. Work Authorization Number

Enter the unique, standardized seven-character identifier assigned by the issuing organization, specific to the work authorization. The standard format is two characters identifying the issuing DOE organizational code, four-digit sequential number assigned by the issuing organization, and one digit signifying the last digit of fiscal year. Multiple numbers are separated with a semicolon and a space.

#### *a. Authorization revision number*

If the initial authorization is changed, enter the assigned sequential number of the work authorization revision.

### 6. Other Identifying Number(s)

If available, enter other unique identifying numbers, e.g., Patent numbers, Patent Application

numbers, CRADA numbers, LDRD numbers, and Non-DOE contract numbers assigned to the STI Product. More than one number can be entered; separate multiples with a semicolon and space.

**E. \*Originating Research Organization – This is a required field.**

Provide the name of the organization that performed the research or issued the STI Product. More than one organization may be provided; list primary organization first and separate multiples with a semicolon and a space.

Example: Los Alamos National Laboratory; Sandia National Laboratory

**F. \*Publication/Issue Date - This is a required field.**

Provide the date when the information product was published or issued. The standard format of mm/dd/yyyy is to be followed for technical reports, etc. The text date of a year and month, quarter, or season is acceptable for journal articles and conference papers.

**G. Language**

Provide the name of the language in which the information product is written if other than English.

**H. Country of Publication**

Provide the country of publication if other than the U.S.

**I. \*Sponsoring Organization – This is a required field.**

Provide the DOE Program Office (e.g. Office of Science (SC), Office of Basic Energy Sciences (BES), DOE office of Nuclear Energy (NE), Fuel Cycle Research and Development Program) that funded 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. Separate multiple program offices with a semicolon and a space.

**J. Publisher Name and Location**

Provide the publisher name and location when the originating research organization is not the 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. Should also be used for those rare occasions when items being announced are available in Reading Rooms, etc.

**K. Subject Categories**

Select one or more categories from the list provided. List the primary one first. A list of subject categories and their descriptions is available at [www.osti.gov/stip/subjectcategories](http://www.osti.gov/stip/subjectcategories). If no subject category is provided by the originating organization, the Office of Scientific and Technical Information will generate the appropriate categories.

**Keywords**

Provide terms that describe the content of the publication. More than one term may be entered; separate multiple terms with a semicolon and a space. If keywords are not provided by the originating organization, the Office of Scientific and Technical Information will generate them.

## **L. Description/Abstract**

Provide a clear and concise English language summary of the information content of the STI Product. The abstract length including punctuation and spacing should be no more than 5,000 characters. If no description/abstract is provided by the originating organization, the Office of Scientific and Technical Information will generate one.

## **M. Related Document Information**

Provide additional useful information related to the STI Product that should be included in the published announcement notice, but does not fit elsewhere on the form.

## **Part II: STI Product Media/Format/ and Transmission and Location**

### **A. \*Media Format Information**

#### **1. \*Medium of STI Product is – This is a required field.**

Select one of the medium options listed. Note: When announcement notice only is being submitted, select “Announcement Notice only.”

##### ***a. If Electronic Document***

1. Indicate Electronic STI Product is either available via the originating site or is being transmitted to OSTI.
2. Indicate the format of the STI Product being posted by the originating site.
3. Indicate the format of the STI Product being transmitted to OSTI.

##### ***b. If Audiovisual – (applicable to conferences)***

1. Provide the file format of the audiovisual product posted on an external website.
2. Indicate the type of file, such as Audio File, Video File with sound, or Video File w/o sound.
3. Indicate the format of the audiovisual product as one of the acceptable indexable or not indexable options.

#### **Indexable**

WMA – Windows Media Audio  
WMV – Windows Media Video  
MP2 – MPEG-2 Audio Layer II  
MP3 – MPEG-2 Audio Layer III  
MP4 – MPEG-4 Part 14  
MPEG –Moving Picture Experts Group

#### **Not Indexable**

ASF – Advanced Systems Format  
AVI – Audio Video Interleave  
ACV – OS/2 Audio Drivers  
DV – Digital Video  
FLV – Flash Video  
MOV – QuickTime  
RM – RealMedia  
WAV – Waveform Audio

**2. Size of STI Product**

Provide information that gives an indication of the size of the STI Product. (i.e., 3500 kilobytes; run time, 100 pages; etc.)

**3. Other information about the product a user needs to know.**

Provide other information relevant to STI Product that is not addressed in this section.

**B. Transmission Information – Information Product Filename**

Provide the name of the file that contains the STI Product. Do not include spaces, slashes, or dashes in the filename and be sure that the file extension corresponds to the file type.

**C. Location – STI Product is available electronically at:**

- a. Provide the unique URL where available (specific STI Product) 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.
- b. Provide the Digital Object Identifier assigned to a published journal article or conference paper.

**\*Part III: STI PRODUCT REVIEW/RELEASE INFORMATION – This is required.**

Recommendations to restrict access to STI Products must have a legal basis or be accompanied by written programmatic guidance. For more information on current laws and guidance, refer to the STIP website at [www.osti.gov/stip](http://www.osti.gov/stip) or by contacting OSTI at (865) 576-1223.

**A. Unrestricted Distribution**

**1. Unlimited Announcement**

Select this option if the STI Product should have unlimited and unrestricted distribution to the U.S. and non-U.S. public.

**2. OpenNet**

STI Products marked as OpenNet will be announced by OSTI on the OpenNet database as well as on the STI announcement systems. To enable OSTI to transfer data to the OpenNet database, the following OpenNet data must be provided. When notices for declassified STI Products are submitted to OSTI electronically, an authoritative classification change notice, should be sent to the attention of the OSTI Classification Program Manager

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

**Accession Number**

This is a required field for all OpenNet documents. This number may be used by OpenNet users when requesting a document. The Accession Number is a unique identifier of up to 13 alphanumeric characters only (A-Z, a-z, or 0-9). The transmitting field or program office is responsible for assuring that the number is unique within its jurisdiction. OSTI will add a two-character prefix to assure the number's uniqueness across DOE for a maximum size of 15 characters.

**Document Location**

This field should be completed if the electronic document is not being submitted to OSTI or hosted on public server at originating site. This should identify where the public may go to obtain a copy of the document. At a minimum, this entry must contain enough information to enable a

user to order a document (e.g., address, phone number, fax number, e mail address, etc.). Multiple location entries can be supplied; separate multiple locations with a semicolon and a space.

**b. *Field Office Acronym***

Use the appropriate acronym provided in OpenNet DeClassified Information Database Data Input Specifications,' revised April 3, 1998.

**c. *Declassification Status***

This is a required field for all documents being entered into OpenNet. Provide the declassification date for any document that has been declassified and publicly released. 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. Check Unknown where the declassification status is unknown.

**d. *Declassification Date***

This is required if declassification status is declassified, sanitized, or never classified.

**e. *OpenNet Document Categories***

Provide the appropriate two-level subject categories based on the list in OpenNet DeClassified Information Database Data Input Specifications, revised April 3, 1998. The list of OpenNet document categories is also available at URL <http://www.doe.gov/html/osti/opennet/opencats.html>.

## **B. Distribution Limitations**

### **Controlled Unclassified Information (CUI)**

There must be a legal basis or programmatic direction to protect and restrict access to STI documents. Refer to the STIP website for items 1-3 below and concerning current laws and guidance.

#### **1. Copyrighted Material with Restrictions**

A copyright claim on part or all of the contents of the STI Product affects the reproduction and distribution of the product by OSTI.

#### **2. Official Use Only**

Provide FOIA exemption number if STI Product is OUO and no other OUO category (a-g below) applies.

**a. *Export Controlled Information***

**b. *Security Sensitive Information***

**c. *Protected Data***

The specific technical data first produced in the performance of a government contract or CRADA that is protected from public release for a period of time. The release date should be no more than five years from the date that the STI Product was provided by DOE to OSTI.

**d. *Patent Pending***

**e. *Limited Rights Data***

**f. *Applied Technology***

**g. *Program-Determined Official Use Only***

Provide FOIA exemption number.

#### **3. Naval Nuclear Propulsion Information (NNPI)**

**C. Other Information**

This is not a distribution limitation, but rather a further explanation of an above marking. May provide criteria limiting access or restricting announcement of this product. The information provided is only available to the submitting site and OSTI. It will not be included in the published metadata.

**D. \*Releasing Official - This is a required field.**

Do not release this announcement notice to OSTI until appropriate review and release has been completed. Do not change the information from the original releasing official information submitted.

**Releasing Official Comments**

These comments may include details of importance to the releasing official about the original or any subsequent review of the document. Include succinct statement which may include the date of re-review, name of the individual performing subsequent review, etc. The information provided is only available to the submitting site and OSTI. It will not be included in the published metadata.