

AN 241.4 SOFTWARE ANNOUNCEMENT NOTICE INSTRUCTIONS

R = Required Information

O = Optional Information

Who Uses This Notice: All DOE offices, contractors, and financial assistance recipients.

When to Use this Notice: Complete one copy of this Notice for each software package submitted or announced to the Energy Science and Technology Software Center (ESTSC) at the DOE Office of Scientific and Technical Information in accordance with established DOE Orders. Additional information concerning preparation can be found on the STIP Home Page (www.osti.gov/stip). Questions may be referred to ESTSC at (865) 576-2606, Fax (865) 576-6436, and/or E-mail: estsc@osti.gov.

Where to Send: Forward the complete software package to:

USDOE/Office of Scientific and Technical Information
Energy Science and Technology Software Center
P.O. Box 62
1 Science.gov Way
Oak Ridge, TN 37831

Note: Sensitive, proprietary, or other STI Software 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 Notice, unless it in itself is classified, can be transmitted electronically using the AN 241.4 Software Announcement Notice (www.osti.gov/estsc/).

ITEM INSTRUCTIONS :

Part I. STI SOFTWARE DESCRIPTION

A. SOFTWARE TITLE - The title, and acronym of the software. **Version number required if submission is a revision to an existing package.** (R)

B. DEVELOPER(s) - The primary software developer should be listed first. Multiple names acceptable. Allows for "NONE" as an option for few cases where necessary. (R)

E-mail Address(es) - Provide in same order as developer names. Will be used only by OSTI staff. (O)

C. SITE PRODUCT NUMBER - Unique site number that identifies software product. (O)

1. Contract Number - Required for all (can be "NONE"). (R)
2. R&D Project ID - A unique and permanent ID assigned to identify a particular research project or funding source. (O)

3. Software or Other Identifying Number(s) - If appropriate, includes CRADA number, LDRD number, B&R code, etc. (O)

D. SUBMITTING SITES/CREATORS - The organization/site submitting the software. (R)

E. RELEASE DATE/DATE OF ISSUANCE - Identifies the software release date. Standard format to be followed (e.g. follow rules of inputting), but requires standard 4-digit year. (R)

F. SPONSORING ORGANIZATION - The sponsoring or funding office of the work reported in the STI product. "USDOE" is the default value. (R)

G. OTHER - Information useful to include in published announcement record, but which is not suited for any other field on this Notice. (O)

H. DESCRIPTION/ABSTRACT - Text should be spell-checked, limited in length to 2000 characters, and follow input standards for special characters. Describe the purpose of the computer program, state the problem being solved and summarize the program functions and capabilities (highlight the advantages, distinguishing features and/or special capabilities). Provide a short summary of the mathematical methods, engineering principles, numerical algorithms and procedures incorporated into the software. **DO NOT INCLUDE SENSITIVE INFORMATION IN THE DESCRIPTION/ABSTRACT.**

I. LEGAL NOTICES/DISCLAIMERS - Legal notices and/or Disclaimers that may address the conditions under which the software is to be distributed. These notices may be attached as an electronic file or sent as a hard copy. (R)

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

A. HARDWARE REQUIREMENTS - Hardware and installation environment requirements necessary for full utilization of the software. Include memory and RAM requirements in addition to any nonstandard features. (R)

B. SOFTWARE REQUIREMENTS - (R)

- Operating System and Version
- Programming Language/Compiler/Version
- Limitations/Restrictions/Timing Requirement Estimate/
- Other Special Requirements

- Related Auxiliary Software
- Type(s) of Files: Types of files provided on the media, for example, source code, text library, etc.

C. MEDIA TYPE INFORMATION - An explanation of the type of media (diskette, CD, etc.) provided with the package. (R)

D. DOCUMENTATION - The documentation type and format provided with the package. (R)

E. REFERENCES - List citations of pertinent publications by author, title, report number, barcode, or order number (if available) and date. References are to be broken down into two groupings: 1) reference documents provided with the submittal package and 2) additional background reference materials generally available. (O)

PART III. ACCESS LIMITATION(S)/STI PRODUCT REVIEW/RELEASE INFORMATION

Non-conflicting multiples are allowed. DOE is obligated to make available the results of its federally funded R&D to the widest extent possible. If YES is selected and applies to one or more of the designations listed, dissemination of the software will be controlled in accordance with existing laws and DOE policies. The designations are explained more thoroughly in DOE Orders. Includes minimum supporting fields (e.g. release dates):

A. INTELLECTUAL PROPERTY/DISTRIBUTION LIMITATIONS – One selection is required. (R)

1. **Unlimited Announcement** - Software can be made available to all requesters; government, public and foreign (sensitive countries require Headquarters approval).

2. **Open Source Software** - Computer software that is distributed under a license that grants the user the rights to use, copy, modify, prepare derivative works, and distribute the software without having to make royalty payments. Such distribution may include original or modified source code, other formats, and any derivative works thereof. **Contractor must submit AN 241.4 to ESTSC and provide unique URL on the Notice for ESTSC to distribute.**

3. **Copyrighted/Unlimited** – ESTSC is authorized in major contractor data clauses to disseminate copyrighted works developed using DOE funding, under a **BROAD** government license. Works may be made available to all requesters. Sensitive countries require Headquarters approval. An expanded description/abstract is required.

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5. Official Use Only (OUO)

- 5a. Export Controlled Information (e.g. under ITAR/EAR) (Exemption 3) – OUO
- 5b. Protected Data – CRADA or OTHER (please specify) - OUO
- 5c. Patent Pending (Exemption 3) – OUO
- 5d. Limited Rights Data (Proprietary/Trade Secret) (Exemption 4) – OUO
- 5e. Nuclear Energy Applied Technology (Exemption 5) – OUO
- 5f. Program-Determined Official Use Only (enter exemption number) – OUO
- 5g. Security Sensitive Information (Exemption 2) – OUO

B. CONTACT AND APPROVING OFFICIAL (R)

1. **Contact** - Site contact that will receive any external questions about the software.

2. **Releasing Official** - Site's designated official(s) who ensure that all appropriate sensitivity reviews are completed (i.e. patent, PII, copyright, UCNI, etc.).