

INSTRUCTIONS FOR DOE ANNOUNCEMENT 241.5

Purpose:

Announcement AN 241.5 provides the Office of Scientific and Technical Information (OSTI) with information required to appropriately identify, process, and/or announce and disseminate the results of classified or Unclassified Controlled Nuclear Information (UCNI) work funded by the U.S. Department of Energy (DOE) or performed in DOE facilities.

When to use this announcement:

Submit this announcement 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 announcement and submit via ESN. When submitting in paper, input should be typed or printed, not handwritten.

Contact Information:

For general information, call 865-576-1190 or email 241.5-Help@osti.gov. Do not send any classified information via this unclassified email address. If necessary to send sensitive unclassified information (not UCNI), Entrust may be used.

Data Fields and Information about DOE AN 241.5

The completed announcement must be marked as required by DOE Directives to indicate if it contains classified or unclassified (UCNI or OUO) information.

Descriptions of the various DOE AN 241.5 data fields, STI Products, format, etc., can be found at the DOE STIP website at www.osti.gov/stip.

For Mail:

Outer Envelope:

U.S. Department of Energy
Office of Scientific and Technical
Information
ATTN: Room 554
P.O. Box 62
Oak Ridge, TN 37831

For Shipments:

U.S. Department of Energy
Office of Scientific and Technical
Information
Mail Room 554
1 Science.Gov Way
Oak Ridge, TN 37830

For Mail:

Inner Envelope:

U.S. Department of Energy
Office of Scientific and Technical
Information
ATTN: Room 350, Intended Recipient
P.O. Box 62
Oak Ridge, TN 37831

Classified submissions must be packaged and receipted in accordance with DOE Directives, and OSTI's classified address verified through SSIMS, as required.

OSTI ID – Internal OSTI Identification Number.

RECORD STATUS (Required) – 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 (Required) – Select one of the following product types that best describes the product.

1. **Technical Report** – Documents reporting scientific and technical Information (STI).
2. **Conference Paper/Proceedings** – Select Paper or Proceedings. Provide all available conference information (title, location, and dates, as well as sponsoring organization). An agenda alone is not sufficient for announcement. Also provide any associated journal information for this conference, if applicable.
3. **Journal Article** – Provide all available Journal Article information.
4. **Software Manual** – The software manual that accompanies the software package. Provide the actual software package as a separate announcement (see Computer-Related) or indicate availability.
5. **Patent/Patent Application** – Provide the date filed, the priority date, and the name of the assignee.
6. **Drawing** – A visual representation of a physical or conceptual object/process. Please include drawing number and scale.
7. **Data** – Data may be numeric, graphic, or visual.
8. **Collection** – This product is composed of an assemblage of information objects co-located with each other that can be represented by a common announcement.
9. **Computer-Related** – Includes software packages.

B. STI PRODUCT TITLE (Required) – Provide the title exactly as given on the product itself, including part, volume, edition, and similar information. For progress reports, include the period covered. Classification level and category (if RD or FRD), and any caveats and/or special markings, if applicable, shall be indicated.

C. AUTHOR(s) (Required) –Enter the name of the person responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g., Smith, Richard T., Jr. More than one author may be provided; separate multiple entries with a semicolon and a space (Example: Jones, T.M.; Markay, Arthur R., III; Fields, J.M., ed.). If an author's name is not identified, the word "None" should be entered.

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 (Part 1.C.) and should be separated by a semicolon and a space.

D. STI PRODUCT IDENTIFIERS

1. Report/Product Number(s) (Required) – To assist in providing meaningful search results, it is recommended that every product published by the originating organization be assigned a standard product/report number that contains some unique identifier that can be traced to the site of origin. The report number prefix should be formed using the site acronym followed by a unique suffix. If there are multiple volumes or parts, additional numbers or letters may also be added to the suffix number. Examples: ORNL-1234-Vol.1; LLNL-9876-Suppl.; WHC-4567-Del.Ver.

2. Contract Number(s) – Enter the DOE or other contract number(s) exactly as provided in the document. Examples: GSFC0200109DNAS501161, FG11-96EK82252, ACO2-94RS12345.

3. Other Identifying Number(s) – Additional unique identifying numbers associated with the scientific and technical report/product may be provided (e.g., R&D Project ID). More than one identifying number may be provided. Multiple numbers are separated with a semicolon and a space.

E. ORIGINATING RESEARCH ORGANIZATION (Required) – Provide the name and location of the organization that performed the research or issued the scientific and technical report/product (Example: Sandia National Laboratories, Albuquerque, NM). More than one organization may be provided; separate multiples with a semicolon and a space. **(See Originating Research Organization Authority)**

F. PUBLICATION/ISSUE DATE (Required) – Specify the date the document was published, either in format mm/dd/yyyy (ex: 01/01/2001), or in format mm/yyyy (ex: 01/2001) or yyyy (ex: 1995).

G. LANGUAGE (if non-English) – Enter language in which the document was written.

H. COUNTRY OF PUBLICATION – Enter country where document originated.

- I. **SPONSORING ORGANIZATION** – Indicate the name of the DOE Program Office (e.g., Office of Defense Programs) 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. Separate multiple program offices with a semicolon and a space. If DOE funded the work and no sponsoring DOE Program Office is provided, "DOE" will be the sponsor. **(See Sponsoring Organization Authority)**
- J. **SUBJECT CATEGORIES** – Select one or more categories from the Enterprise Subject Category Authority. Select them in order of relevance to the intellectual content of the STI product. **(See Subject Category Authority)**
- K. **KEYWORDS** – These are terms or phrases identifying major concepts in the STI product. Use of the Database Thesaurus as an authority is preferred. More than one keyword may be entered; separate multiple keywords with a semicolon and a space. To fill this field, you can cut and paste from any word processing file.
- L. **DESCRIPTION/ABSTRACT** – Provide a clear, concise English language summary of the information content of the STI product. The abstract length should be no more than 5,000 characters. To fill this field, you can cut and paste from any word processing file. Copying or pasting text from any word processing file should be of the UTF8 character set. If your text includes any special characters please confirm that no erroneous text was added after the pasting.
- M. **IS STI PRODUCT ACCOUNTABLE?** – If the STI product is accountable, indicate with a “yes”, and handle in accordance with procedures specified in the current version of DOE M 470.4-4A, INFORMATION SECURITY.
- N. **OTHER** – Include any other information about the STI product that might be useful but which is not suited for any other field on this announcement.

Part II. STI PRODUCT MEDIA/FORMAT AND TRANSMISSION

A. MEDIA/FORMAT INFORMATION

- 1. **Medium of STI Product is (Required)** – Select the medium of the product being submitted. Note: If the product is not being submitted, mark “No full text” and submit a PDF file describing location of document.
- 2. **If Electronic Document, file format is** – Select the file format for the product being submitted. If Other is selected, provide the format. This is a required field if the STI product is electronic full text.
- 3. **Size of STI Product** – Provide the total number of pages, images or other designation which gives an indication of the physical or electronic size of the STI product (Example: 3 pages, 20 images; 5 Megabytes; 1 CD-ROM).

4. If Computer Medium, Video or Audiovisual Material -

- a. Indicate the quantity and type of medium (Example: 2 videocassettes, 1 magnetic tape).
- b. Indicate the machine with which the medium is compatible, i.e., with which it can be used (Example: VHS; PC-compatible, DVD).
- c. Enter any other information that would be helpful to the user of the STI product (Example: programming language, file format, sound, etc.).

B. TRANSMISSION INFORMATION (Classified matter and UCNI submitted electronically must be transmitted via ESN!) (Required)

1. **STI Product is being transmitted** – Select one of these options to indicate how the STI product is being transmitted: Electronically via the Enterprise Secure Network (uploaded) or Via mail or shipment.
2. **Electronic Information Product File Name** – Provide file name of transmitted full-text document.

Part III. STI PRODUCT REVIEW/RELEASE INFORMATION (To be completed by Releasing Official) (Required)

- A. **CLASSIFIED ACCESS LIMITATIONS** – Enter complete classification and caveats information for both the Classified STI Product and the AN 241.5. **(See Authorities: Classification Level; Classification Category; Caveats)**
- B. **UCNI ACCESS LIMITATIONS** – If UCNI, check UCNI STI Product and select the access limitation for the AN 241.5.
- C. **OTHER CRITERIA LIMITING ACCESS OR RESTRICTING ANNOUNCEMENT OF THIS PRODUCT** – Any other access limitations or announcement restrictions, such as Program Office instructions, limiting the announcement or dissemination of the STI Product, or other information which would help to clarify the limitations entered in A. or B. above.
- D. **RELEASING OFFICIAL (Required)** – Provide the name and additional information of the site's individual(s) responsible for the appropriate review and release of the STI product, including Protected Personal Identity Information (PII). Do not forward this announcement or the STI product until after it has been reviewed and released for announcement.
- E. **TECHNICAL CONTACT** – Provide the organization or individual(s) name with corresponding contact information who will be included in the announcement metadata as the point of contact and will respond to external questions about the content of the STI product.