

## Proposed DOE G 241.1-1A Changes

| Guide Section                         | Existing  | Change  |
|---------------------------------------|---|---|
| Throughout Guide                      | major facilities management contractor and M&O/M&I contractor   | major site/facilities management contractor   |
|                                       | Sensitive; limited and sensitive unclassified   | controlled and unclassified controlled information  |
|                                       | Outdated URLs   | Current URLs  |
|                                       | Outdated Activities   | Current Activities and Future Plans   |
|                                       | Harvesting references   | Harvesting references   |
| Part I Introduction                   | Added additional sentence   | This Guide is for use by all DOE elements, including the National Nuclear Security Administration (NNSA), their contractors and sub-contractors required to implement DOE O 241.1A. For simplicity, “DOE” as used throughout this Guide, includes NNSA.   |
| Part I, Section 4 “Definition of STI” | STI consists of information products, in any format or medium, derived from scientific and technical studies, work, or investigations that relate to research, development, demonstration, and other specialized areas such as environmental and health protection and waste management. Scientific and technical information products may be unclassified unlimited, sensitive unclassified, export controlled, classified, or declassified. DOE funded STI originates primarily from research and other activities performed by contractors for management, operation, or integration of DOE owned/leased facilities, direct DOE executed prime | Scientific and Technical Information (STI) consists of the experimental, observational, and analytical findings and conclusions resulting from basic or applied research and development activities, as well as other relevant associated information and data. In other words, STI is the body of scientific, technical, or associated knowledge identified as having value to accomplish DOE's missions and support the advancement of science. |

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|  | <p>procurements, DOE operated research activities, and financial assistance recipients, in addition to DOE employees.</p>  |  |
| <p>Part I, Section 5, “Scientific and Technical Information Program”</p>                             | <p>One component of the Department=s STIP activities is the Scientific and Technical Information Coordinating Group (STICG). The STICG is made up primarily of representatives from Headquarters elements that either fund research or set policies or practices affecting STI. The group, chaired by the Director of OSTI, is cognizant of Departmental STI activities and serves as an advisory body on crosscutting STI issues and initiatives.</p> | <p>One component of the Department=s STIP activities is the Scientific and Technical Information Advisory Board (STIAB) which supersedes the Scientific and Technical Information Coordinating Group (STICG). The Board is cognizant of Departmental STI activities and serves as an advisory body on crosscutting STI policies, issues, and initiatives. The Board is chaired by the Director, Office of Science. Members of the Board are Federal employees and are representatives of the Program Secretarial Offices, the National Nuclear Security Administration, as well as other offices that impact STI policies.</p> |
| <p>Part I, Section 5, “Scientific and Technical Information Program” and Section 6, “STI Program</p> | <p>Strategic Goals/<br/>Objectives/Measures</p>  | <p>Updated these sections based on agreed to goals/objectives/measures</p>   |
| <p>Part I, Section 7, “Information Systems and Databases”</p>  | <p>OSTI’s Information Systems and Databases</p>  | <p>Updated existing descriptions and added Classified Information Management System (CIMS), Energy Citations Database (ECD), Sciencelab, and Science Research Connection (SRC).</p>  |
| <p>Part II, Section 4, “STI Products Appropriate for Announcement”</p>                               | <p>Section 4.1, “STI Products; Revised section to clarify and add appropriate STI products.</p>  | <p>Added: OpenNet STI documents; patent announcement records; CRADA deliverables; NEPA documents; journal article full-text; and scientific/technical for non-major site/facility</p>  |

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|  |  | management contractors.   |
| Part II, Section 5, “The Content of STI Products”                                      | Section 5.1, “Introduction”  | Updated Table 1 to reflect Announcement/Availability Categories and where OSTI announces the various types of STI Products.   |
|  | Section 5.2, “Recommended Attributes of STI Products”, Tables 2 and 3  | Updated Table 2 to reflect additional attributes that can be added to STI documents.<br>Updated Table 3 with new date options.  |
| Part II, Section 6, “Making Scientific and Technical Information Available”<br>Table 9 | Section 6.1, “Announcement Record”   | Updated announcement record options and references to DOE Manuals.  |
|  | Section 6.1.1, “List of Metadata Elements”, Table 7  | Replaced and renumbered Table 7 with new Table 6 to reflect new/changed metadata elements and additional batch and harvesting methods for providing metadata.   |
|  | Section 6.2, “Submission of the Announcement Record”   | Better explanation of what happens when an announcement/file is unusable and updated new Table 8 (formerly Table 7) to reflect harvesting and change from SGML Batch to XML Batch submissions.  |
|  | Section 6.3, “Acceptable Electronic Formats for Full-Text STI Products”  | List encompasses agreed-to options decided by STIP Community at 2003 STIP Meeting. MS-Word is only an option for DOE F 241.3 users.   |
|  | Section 6.4, “Submission of Full Text STI Products to OSTI”, and Table 8 “Access Limitation Categories with Acceptable Media and Transmission Methods” | Revised Table 8 (formerly Table 9) to place access limitation categories in the first column and updated the transmission media types.<br><br>Added statement that paper, diskettes, CDs, and zip disks are no longer acceptable ways of making unclassified unlimited and unclassified controlled information available to OSTI. |
|  | Section 6.5.1, “Distributed Announcement and Product Availability”   | Added additional text to describe E-Link’s transmission of secure server ( <a href="https://">https://</a> ) and the 128 bit  |

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|   |  | encryption of the STI submitted via E-Link.   |
|   | Section 6.5.2, “STI Product Available from Originator”                             | Updated table 9 (formerly Table 10) of acceptable formats for submitting STI to OSTI.   |
| Part II, Section 7, “Requests and Public Access”            | Section 7, Table 10, “STI Submission, Access, and Archival Formats”                | Updated Table 10 (formerly Table 11) to reflect current submission, access, and archival formats.                                 |
| Part III, throughout  | Nuclear Transfer and Supplier Policy Division (NN-43)                              | Office of Export Control Policy and Cooperation (NA-242)  |
|   | Electronic and Decentralization Language   | Updated to reflect current practices.   |
|   | Software originators   | Software submitting sites   |
| Part III, Section 2, “Responsibilities”                     | Section 2.3, “Software Submitting Sites/Creators                                   | Moved paragraphs 2 and 3 to new Section 2.4, “Software Sensitivity Review”  |
| Part III, Section 3, “Software Announcement and Submission” | Section 3.3, Table 11, “Software Categories”                                       | Added two additional columns with software related distribution limitation and audience criteria to Table 11 (formerly Table 11). |
|   | Section 3.4, Table 12, “DOE Software Metadata Elements”                            | Revised Table 12 (formerly Table 13)  |
| Attachment 1  | Attachment 1 – Concept Paper on Electronic STI Management                          | Deleted Attachment 1  |
| Attachment 2  | Authorities and Other Guidance   | Renumbered as Attachment 1 and updated  |
| Attachment 3  | Definitions  | Renumbered as Attachment 2 and updated  |
| Attachment 4  | Notices and Restrictive Legends  | Renumbered as Attachment 3, and replaced with new attachment. The name of the new attachment is “Controlled STI Products”.        |
| Attachment 5  | Typical Cover (and title page) for Semi-Annual, Annual, Final, and Topical Reports | Renumbered as Attachment 4.   |
| Attachment 6  | Disclaimers  | Renumbered as Attachment 5 and updated  |
| Attachment 7  | Distribution Statements  | Renumbered as Attachment 6 and updated  |
| Attachment 8  | Subject Categories for Unclassified STI Products                                   | Renumbered as Attachment 7  |
| Attachment 9  | Subject Categories for Classified STI Products                                     | Renumbered as Attachment 8  |
| Attachment 10   | Software License   | Renumbered as Attachment 9  |