

2-27-92

**SUBJECT: MANAGEMENT OF SCIENTIFIC AND TECHNICAL
INFORMATION**

1. **PURPOSE.** To define the policies, objectives, and responsibilities for management of the Department of Energy's (DOE) scientific and technical information component of its Information Resources Management (IRM) Program.
2. **CANCELLATION.** DOE 1430.1B, MANAGEMENT OF SCIENTIFIC AND TECHNICAL INFORMATION, of 7-19-91.
3. **SCOPE.** The provisions of this Order apply to all Departmental Elements and to contractors (see definition) performing work involving the creation of scientific and technical information for the Department as provided by law and/or contract and as implemented by the appropriate contracting officer.
4. **EXCLUSION.** The Energy Information Administration is excluded from the provisions of this Order.
5. **REFERENCES.** See Attachment 1.
6. **DEFINITIONS.** See Attachment 2.
7. **POLICY.** Scientific and technical information used, developed, or cumulated in work supported by DOE or during work carried out for others at DOE facilities (unless otherwise specified in the agreement under which non-DOE work is performed) shall be reported to the Office of Scientific and Technical Information (AD-21), Office of Information Resources Management (AD-20), for inclusion in DOE's information systems; and, as security, patent, contractual, and other DOE policy considerations permit, shall be made available to the scientific, technical, academic, and industrial communities and to the public through approved channels. Because the scientific and technical information program is a basic and integral part of DOE's research and development program, research and development projects are not considered complete until the scientific and technical information (unlimited, sensitive, and classified) generated by the project is recorded, documented, and provided to AD-21. Intelligence information will be processed in accordance with procedures approved by the Director of Intelligence. The performing organizations shall coordinate their activities with AD-21, through the appropriate Technical Information Officers, or Technical Information Representatives, to maximize the utilization of scientific and technical information resources throughout DOE, to promote economy and effectiveness, and to avoid duplication of services.
8. **OBJECTIVES.**
 - a. To systematically report, control, manage, disseminate and preserve, scientific and technical information developed as the result of work supported by DOE.

- b. To comply with provisions of laws dealing with the reporting, dissemination, control, and public availability of scientific and technical information.
- c. To establish a scientific and technical information program to assist DOE and its contractors in meeting their scientific and technical information needs in order to improve DOE research and development productivity, support the DOE mission and U.S. educational, technology transfer, competitiveness, environmental protection objectives, and national security information needs.
- d. To ensure that information products are prepared, processed, controlled, announced, and distributed systematically, efficiently, and economically and that provisions are made for the preservation and protection of archival Federal records.
- e. To manage scientific and technical information in such a manner as to safeguard national security.
- f. To acquire, announce and distribute foreign scientific and technical information in support of DOE research and development activities.
- g. To participate with other Federal agencies in initiatives which foster and facilitate the sharing and use of Federal scientific and technical information.

9. RESPONSIBILITIES.

- a. Director of Administration and Human Resource Management (AD-1).
 - (1) Has overall management responsibility for the Department's scientific and technical information program.
 - (2) Establishes policy through the Director of Information Resources Management (AD-20), and in consultation with Heads of Departmental Elements, for the management of the DOE scientific and technical information program.
- b. Director of Information Resources Management (AD-20), shall be responsible for developing policy for the collection, processing, retrieval, announcement, distribution, and exchange of scientific and technical information.
 - (1) Director of Scientific and Technical Information (AD-21).
 - (a) Provide guidance and coordination for DOE's scientific and technical information program:
 - 1 Coordinate the development of DOE scientific and technical information policy and Orders. Participate in the review and analysis of related legislation, and issues for determining Departmental implications.
 - 2 Maintain a system for the centralized collection, management, announcement, dissemination, and historical reference to scientific and technical information resulting

from DOE's research and development efforts and from energy research and development efforts of the industrialized countries throughout the world.

- (b) Manage and maintain the Department's Office of Scientific and Technical Information located in Oak Ridge, Tennessee, and participate as necessary in the evaluation and review of performing organizations, as described in subparagraph 9h(14).
- (c) Serve as the central contact on matters relating to efforts of the Department to gather, process, and make available scientific and technical information.
- (d) Serve as the single point of negotiation and agreement for the dissemination of DOE scientific and technical information products by the National Technical Information Service, U.S. Department of Commerce, Government Printing Office, or other dissemination outlets.
- (e) Provide assistance to the cognizant programmatic Assistant Secretary, in development, coordination, and administration of agreements with other countries and international organizations that are specifically for the exchange of scientific and technical information in consultation with the Assistant Secretary for International Affairs and Energy Emergencies (IE-1) and the Department of State, as appropriate.
- (f) Provide information resource management support services, including publishing, automated tools for information processing, electronic information exchange via established networks, and computer security plans and safeguards, for the effective, efficient utilization of scientific and technical information.
- (g) Manage the announcement, transfer, and/or distribution of unlimited, sensitive, and classified scientific and technical information in accordance with instructions and guidelines provided by the responsible Assistant Secretary in a manner consistent with the Department's overall scientific and technical information policy and objectives. As part of these responsibilities, AD-21 will maintain an inventory of classified scientific and technical information documents housed at AD-21 and will ensure that Transfer and Accountability stations or other addressees requiring receipt of classified documents have security approvals and approved classified mail channels.
- (h) In accordance with policies of this Order and appropriate Program guidance, ensure that DOE scientific and technical information is made available to DOE users in the most efficient and economical manner.

- (i) Prepare analyses, comparisons, and other statistics for use by Departmental Elements concerning the information activities of performing organizations under their areas of responsibility.
 - (j) Develop, provide, and maintain a wide variety of technical information support activities, including:
 - 1 A computerized information system that lists and describes approved ongoing research and development projects and permits tracking of DOE-funded research and development under contracts and financial assistance results to ensure that they are received by AD-21;
 - 2 A centralized translations coordination and registry activity;
 - 3 A micrographics management activity; and
 - 4 A centralized computer software management activity which collects, reviews, announces, distributes and tracks DOE sponsored and other software programs.
- (2) Director of Information Resource Management Policy, Plans, and Oversight (AD-24), ensures that management of information resources, including hardware, software, telecommunications, radio systems, unclassified computer security, communications security, records, forms, printing, and publishing, is accomplished in an effective, efficient and economical manner throughout the Department.
- c. Director of Intelligence (IN-1). Executive Order 12333, as implemented through DOE 5670.1, establishes the responsibilities and authorities for the management of foreign intelligence information. IN ensures that appropriate policies and procedures are issued for the proper handling, safeguarding and accountability of foreign intelligence information, including scientific and technical information.
- d. Deputy Assistant Secretary for Naval Reactors (NE-60). Executive Order 12344, statutorily prescribed by P.L. 98-525 (42 U.S.C. 7158, note), establishes the responsibilities and authorities of the Director, Naval Nuclear Propulsion Program (who is also the Deputy Assistant Secretary for Naval reactors within the Department) overall facilities and activities which comprise the Program, a joint Navy-DOE organization. These responsibilities include information security and information control policies for the Program. Therefore, the provisions of this Order do not apply to NE-60. If NE-60 determines documents to be appropriate for further announcement or dissemination, they will supply such documents to AD-21 with appropriate instructions.
- e. Director of Public Affairs (PA-1) establishes policies for managing and controlling public communications publications, including documentation, attribution, registry, inventory, and distribution.
- f. Director of Procurement, Assistance and Program Management (PR-1), develops and implements DOE policies, with respect to uniform reporting systems for both

management and scientific and technical information, including DOE 1332.1A, DOE 1332.2, and DOE 5700.7B.

- g. Director of Security Affairs (SA-1), ensures that appropriate Orders and guidance are issued to allow for the identification and control of classified scientific and technical information or Unclassified Controlled Nuclear Information (controlled under section 148 of the Atomic Energy Act of 1954, as amended), and other information bearing on national security and foreign policy.
- h. Heads of Departmental Elements.
 - (1) In consultation with AD-1, participate in the development, implementation, and evaluation of policies for the management of DOE scientific and technical information.
 - (2) Are responsible for the management of programmatic data (experimental, theoretical, etc.). In this regard, the Heads of Departmental Elements shall establish, operate, and administer information and data management functions required for the conduct of their missions, ensuring that such functions comply with DOE's scientific and technical information policies such that data are available to the proper audience and that the disposition of such data is coordinated with AD-21, where appropriate.
 - (3) Ensure appropriate disposition of all project-related scientific and technical information from major projects that are closed-out. Such activities should be addressed during phase-out procedures and coordinated with AD-21.
 - (4) Ensure compatibility and integration with the central activity administered by AD-21 by coordinating with AD-21 prior to establishing new scientific and technical information functions.
 - (5) Ensure that at least one copy of a scientific and technical information product, made available outside the performing organization's facility, is sent to AD-21 after review and approval by the cognizant Program Office in accordance with implementation procedures of DOE 1430.2A.
 - (6) Ensure that AD-21 receives the information necessary to properly announce upcoming DOE-sponsored scientific/technical conferences. Ensure that copies of all DOE sponsored conference proceedings are sent to AD-21.
 - (7) Ensure that contracting officers are provided with DOE F 1332.1, "Reporting Requirements Checklist," and Form EIA-459A, "Federal Assistance Reporting Checklist" (provided in DOE 1430.2A), indicating the scientific and technical information to be delivered, and reporting instructions for all research and development contracts, financial assistance instruments (including grants, cooperative agreements, and loan guarantees), and interagency agreements.
 - (8) Ensure that DOE or management and operating contractor organizations which conduct non-DOE research provide AD-21 with copies of information products generated, unless otherwise specified in the contract.

- (9) Designate an individual(s) to be responsible for bringing to the attention of the contracting officer each procurement falling within the scope of this Order: Unless another individual is designated, the requirement is that the following shall be brought to the attention of the cognizant contracting officer:
- (a) Each procurement requiring the application of this Order.
 - (b) Requirements for flowdown of provisions of this Order to any subcontract or subaward.
 - (c) Identification of the paragraphs or other portions of this Order with which the awardee, or, if different, a subawardee, is to comply.
- (10) Ensure that all scientific and technical publications submitted to AD-21 are properly transmitted with DOE Forms 1332.15, "DOE and Major Contractor Recommendations for Announcement and Distribution of Documents," or 1332.16, "University Contractor, Grantee, and Cooperative Agreement Recommendations for Announcement and Distribution of Documents," (provided in DOE 1430.2A). Submissions must receive classification and sensitivity reviews, as appropriate, and comply with the laws and regulations concerning patents, copyrights, trademarks, disclosure notices, nondisclosure of proprietary data, and other clearance/reviews required by the authorizing program.
- (11) Continually review their needs for scientific and technical information and make their needs known to AD-21, or the appropriate designee, for the initiation of new products or services or major revisions to scientific and technical information functions.
- (12) Coordinate with AD-21 on dissemination made outside the standard distribution system in order to reduce duplication and overlap and to permit dissemination, accountability, and impact assessment.
- (13) Ensure that mechanisms are in place for the appropriate review of scientific and technical information from a control standpoint. This includes provisions for adequate training of staff, and appropriate scientific and technical information control and dissemination instructions in all direct procurements. Such instruction shall clearly require:
- (a) That all applicable scientific and technical information controls and limitations, as determined by the project officer, be clearly indicated in the procurement document and on the information products themselves. These include, but are not limited to, Unclassified Controlled Nuclear information and other information regulated by the Atomic Energy Act of 1954, as amended. See DOE 1430.2A for additional instructions.

- (b) That distribution of foreign scientific and technical information products outside DOE be consistent with the terms under which the information was received.
- (14) In relation to scientific and technical information products prepared by performing organizations under their program management, ensure:
 - (a) That foreign scientific and technical information products received by DOE or contractor organizations are deposited with AD-21, and that subsequent publication and distribution of this information is coordinated with AD-21.
 - (b) That translations of foreign scientific and technical information products are coordinated with AD-21 to avoid duplication of effort and that resulting translations are provided to AD-21.
 - (c) That formal and informal agreements entered into, which will result in the exchange of DOE-generated or funded scientific and technical information with foreign governments or institutions, are coordinated with AD-21 to ensure reciprocity and consistency and that they complement other existing information exchange agreements.
- (15) Periodically review, when deemed appropriate by the Program Manager in consultation with AD-21 and where provided for contractually, the scientific and technical information functions of performing organizations under their administrative jurisdiction, ensuring to the attention of AD-21 especially commendable scientific and technical information program efforts or problems requiring assistance in resolution.
- (16) Consistent with the guidance offered in the Joint Committee on Printing's "Government Printing and Binding Regulations," approve requests, in collaboration with the funding program managers or their designees, for the printing, reproduction and distribution of scientific and technical information products exceeding that described by the standard distribution system. Any distribution beyond standard distribution and internal distribution in the generating organization is subject to post audit by the approving organization or by the Director of Information Resources Management, or appropriate designee, to ensure dissemination is in accordance with U.S. Government and Departmental policy.
- (17) Ensure that scientific, technical, and technology-related software is managed in accordance with policies and procedures set forth in DOE 1360.4A.
- (18) Ensure that information management plans, including those of performing organizations, recognize the unique nature of scientific and technical information and include special treatment of scientific and technical information where appropriate including ensuring that scientific and technical information records, regardless of media, are preserved or disposed of in accordance with DOE 1324.2A. Sections of plans

specifically related to scientific and technical information should be coordinated with AD-21.

i. Contracting Officers.

- (1) Ensure that the Department's contracts, Cooperative Research and Development Agreements (CRADAs), and financial assistance instruments (including grants, other cooperative agreements, and loan guarantees) contain language in accordance with applicable laws and regulations protecting the Government's right to reproduce, translate, publish, use, and dispose of copyrightable material first produced, used, or cumulated under DOE funding; contain adequate reporting requirements; and require delivery of scientific and technical information products consistent with the guidelines provided in DOE 1332.1A, UNIFORM REPORTING SYSTEM, DOE 1332.2, UNIFORM REPORTING SYSTEM FOR FEDERAL ASSISTANCE (GRANTS AND COOPERATIVE AGREEMENTS), DOE 5700.7B, WORK AUTHORIZATION SYSTEM, DEAR Acquisition Letter 87-5/Financial Assistance Letter 87-2, of 9-4-87, DEAR Acquisition Letter 88-1 of 5-25-88, Memorandum of 3-2-90 Richard E. Constant, Assistant General Counsel for Patents, and Stephen D. Mournighan, Director, Office of Policy, subject: Implementation of Modification to DOE Policy on the Copyrighting of Software by Management and Operating Contractors, Acquisition Letter 91-7, of 12-4-91, FAR 27, and DEAR 927, in addition to the provisions of this Order.
- (2) Ensure that contracts and financial assistance instruments (including grants, CRADAs, cooperative agreements, and loan guarantees), under which scientific and technical information is produced, are not closed-out before AD-21 receives all information products specified in the applicable document. This may be accomplished by obtaining clearance through the Procurement Assistance Data System prior to completing close-out procedures. The contracting officer may waive this requirement in those cases in which the contracting officer determines that it is not in the best interest of the Government to pursue the issue further. This decision must be documented and placed in the contract/awards file with a copy to AD-21.
- (3) Ensure that contractors or financial assistance recipients provide AD-21 with timely data concerning ongoing research projects.
- (4) Ensure copies of all scientific and technical reports required under DOE contractual instruments are provided to AD-21 and that the Department's Technical Information Monitoring System is used by contracting officers to ensure that contracts and financial assistance awards are not closed out until the research and development publications generated thereunder are deposited with AD-21.
- (5) Based on advice received from the procurement request originator or other designated individual, apply applicable provisions of this Order to awards falling within its scope. For awards, other than management and operating

contracts, this shall be incorporation or reference, using explicit language in a contractual action, usually bilateral.

BY ORDER OF THE SECRETARY OF ENERGY:



JOHN J. NETTLES, JR.
Director of Administration
and Human Resource Management

REFERENCES

1. DOE 1324.2A, RECORDS DISPOSITION, of 9-13-88, which assigns responsibilities and authorities and prescribes policies, procedures, standards, and guidelines for the orderly disposition of records of the DOE and its management and operating contractors.
2. DOE 1324.5, RECORDS MANAGEMENT PROGRAM, of 1-6-87, which sets forth the scope, objectives, and general authority for the DOE records management program and prescribes general responsibilities for management and operation of the program.
3. DOE 1330.1C, COMPUTER SOFTWARE MANAGEMENT, of 1-12-90, which establishes policies and responsibilities for computer software management.
4. DOE 1332.1A, UNIFORM REPORTING SYSTEM, of 10-15-85, which establishes a uniform reporting system for contracts and loan guarantees, and provides implementing instructions, procedures and formats.
5. DOE 1332.2, UNIFORM REPORTING SYSTEM FOR FEDERAL ASSISTANCE (GRANTS AND COOPERATIVE AGREEMENTS), of 10-31-83, which establishes the DOE uniform reporting system for Federal assistance and provides implementing instructions, procedures, and formats to be used for all grants and cooperative agreements awarded by the Department.
6. DOE 1340.1A, MANAGEMENT OF PUBLIC COMMUNICATIONS PUBLICATIONS AND SCIENTIFIC, TECHNICAL, AND ENGINEERING PUBLICATIONS, of 8-25-82, which prescribes policies, standards, and procedures for the effective management of DOE publications
7. DOE 1350.1, AUDIO VISUAL AND EXHIBITS MANAGEMENT, of 10-28-81, which provides policy, responsibilities, and procedures for the management and control within the DOE of all audiovisual productions and exhibits developed and/or used for public dissemination of information, whether produced in-house, under contracts, or any other form of financial assistance.
8. DOE 1360.4B, SCIENTIFIC AND TECHNICAL COMPUTER SOFTWARE, of 12-31-91, which prescribes Department of Energy (DOE) policies and procedures pertaining to the management and control of scientific and technical computer software which has been developed with DOE funds.

9. DOE 1430.2A, SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM, of 12-14-87, which establishes the implementation procedures for the Department's scientific and technical information program.
10. DOE 4300.2A, NON-DEPARTMENT OF ENERGY FUNDED WORK, of 12-19-86, which establishes DOE policy, responsibilities, and general administrative procedures for reviewing and approving requests for research and development and related technical services from non-DOE sponsors.
11. DOE 5610.2, CONTROL OF WEAPON DATA, of 8-1-80, which establishes the procedures for controlling weapon data.
12. DOE 5630.8A, SAFEGUARDING OF NAVAL NUCLEAR PROPULSION INFORMATION, of 7-31-90, which promulgates the official definition of naval nuclear propulsion information (NNPI), outlines disclosure policies and general safeguarding requirements for such information, and establishes requirements for disposal of material which contains NNPI.
13. DOE 5635.1A, CONTROL OF CLASSIFIED DOCUMENTS AND INFORMATION, of 2-12-88, which provides guidance on safeguarding and controlling classified documents and information, and implements the requirements of Executive Order 12065 and the Atomic Energy Act of 1954, as amended.
14. DOE 5635.4, PROTECTION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION, of 2-3-88, which establishes DOE policy and procedures for the protection of Unclassified Controlled Nuclear Information (UCNI).
15. DOE 5650.2B, IDENTIFICATION OF CLASSIFIED INFORMATION, of 12-31-91, which specifies responsibilities, authorities, policy, and procedures for the management of the Department of Energy (DOE) program to identify classified information, documents, or material.
16. DOE 5650.3, IDENTIFICATION OF UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION, of 2-29-88, which establishes policies and procedures for identifying UCNI and for reviewing and marking documents and material containing UCNI.
17. DOE 5700.7B, WORK AUTHORIZATION SYSTEM, of 9-24-86, which establishes a work authorization and control process for work performed by designated management and operating contractors.
18. Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011-2296 (Atomic Energy Act), which establishes procedures for controlling atomic energy information.
19. Executive Order 12344, "Naval Nuclear Propulsion Program," codified in Public Law 98-525, of 10-16-84 (42 U.S.C. 7158), establishes policies for managing and ensuring proper control of all scientific and technical information products containing naval nuclear propulsion information.
20. Executive Order 12356, "National Security Information," of 4-2-82, 3 CFR 166 (1983), which provides requirements for classifying information.

21. Joint Committee on Printing, S.Pub.101-9 (No. 26) February 1990, "Government Printing and Binding Regulations," defines the regulations for the public printing and binding and the distribution of Government publications.
22. Scientific and technical information distribution lists, DOE/OSTI-4500, "Program Distribution for Unclassified Scientific and Technical Reports," and M-3679, "Standard Distribution for Classified Scientific and Technical Reports," maintained by the Office of Scientific and Technical Information (AD-21), which establishes standard distribution lists for DOE scientific and technical reports.
23. Title 42 U.S.C., Chapter 84, "Department of Energy," sections 7112(5), (18), and 7151(A), which establishes the broad Department scientific and technical information program.
24. Title 48 CFR, Part 9, "Department of Energy Acquisition Regulation" (DEAR), which implements and supplements the "Federal Acquisition Regulation" (FAR) in relation to Departmental procedures.

DEFINITIONS

1. Contractor. A seller of supplies or services under a binding legal relationship including management and operating (M&O) contracts, non-M&O cost-reimbursement contracts, cooperative agreements, grants, and non-M&O fixed-price contracts that are not small purchases.
2. Cooperative Research and Development Agreements (CRADAs). First authorized in the "Federal Technology Act of 1986," CRADAs may be defined as:

" . . . any agreement between one or more Federal laboratories and one or more non-Federal parties under which the Government, through its laboratories, provides personnel, services, facilities, equipment, or other resources with or without reimbursement (but not funds to non-Federal parties) and the non-Federal parties provide funds, personnel, services, facilities, equipment, or other resources toward the conduct of specified research or development efforts which are consistent with the missions of the laboratory"

Some exceptions are noted. CRADA authority was extended to Government-owned contractor-operated laboratories by the National Competitiveness and Technology Transfer Act of 1989.
3. Foreign Scientific and Technical Information. Information received from foreign sources by the Department or its contractors through exchange agreements between governments, institutions, scientists, or engineers; through foreign visits and work assignments; and from foreign trip reports filed by DOE and its contractors.
4. Information Resources Management. The management of information and related resources. Involves the collection, creation, use, maintenance, dissemination, and disposition of Government information.
5. Office of Scientific and Technical Information. The Office of Scientific and Technical Information (AD-21), in consultation and coordination with Heads of Departmental

Elements, serves the Department by providing guidance and direction for the management of DOE's scientific and technical information resources. AD-21 also provides a centralized base of support to Departmental Elements and their contractors to assist in the planning, development, and implementation of scientific and technical information activities.

6. **Official Distribution.** The total distribution of a specific scientific and technical information document to recipients approved by the responsible Program Manager Official distribution includes, but is not restricted to, standard distribution as defined below and distribution to supplemental mailing lists. It encompasses the total quantity printed in relation to the distribution plan.
7. **Performing Organizations.** DOE-operated laboratories, DOE contractors and financial assistance recipients, and their contractors and subcontractors, as well as Federal, private, nonprofit, and international organizations, which have agreements with DOE that produce scientific and technical information or obtain scientific and technical information products or services with DOE funds.
8. **Program Managers.** Heads of Departmental Elements or other individuals authorized by these officials to exercise the authorities described in this Order.
9. **Programmatic Data.** This includes experimental data, theoretical data, analytical studies, and other preliminary scientific and technical results that are used only for further work and refinement and not useful except to the research workers involved in the project.
10. **Scientific/Technical Conference.** A meeting or symposium for presentation, consultation, discussion or exchange of ideas, data, or other information of a scientific or technical nature. This includes meetings funded, in part or fully, using Departmental funds, and meetings within the scope of DOE research or development interests.
11. **Scientific and Technical Information.** Knowledge or information (unlimited, sensitive, and classified) that results from scientific or technical studies supported by DOE or during work carried out for others at DOE-supported facilities. This information reports on research, development, demonstration, environmental analysis or monitoring, and waste management and is in technical reports, journal articles, reprints, theses or dissertations, scientific/technical conference proceedings, regulatory documents, translations, engineering drawings, computer software, and some machine readable databases. This information is used by program managers, scientists, researchers, and engineers. Environmental remediation and engineering studies, economic or other social science research, and energy use projections may be among other types of information products considered as scientific and technical information.
12. **Scientific and Technical Information Functions.** The processes involved in recording and transferring scientific and technical information from its generator or source to the ultimate user or beneficiary. These include a broad spectrum of activities, including generation, publication, distribution, storage for access, and use of scientific and technical information products and services.
13. **Scientific and Technical Information Program.** A Department-wide service for the development, management, and use of scientific and technical information in support of Departmental objectives. The program includes the Department's collections of scientific and technical information that reside throughout the Department as well as the scientific

and technical information functions conducted in support of DOE and its performing research and development organizations. This includes information supporting energy research and development economic growth, national security, and environmental protection.

14. **Standard Distribution System.** A system by which DOE disseminates the results of its research and development program to its program managers, contractors, and others. This dissemination is controlled by the Department's standard distribution lists that are maintained and regularly updated by AD-21 in consultation with the program managers or their designated representatives. The standard distribution system is an AD-21-managed, computer-based system designed for the distribution of unclassified (DOE/OSTI-4500), and classified (M-3679), scientific and technical information products, production of mailing labels, and the identification of the number of copies needed to fulfill distribution requirements.
15. **Technical Information Officers (TIO) and Technical Information Representatives (TIR).** Serve as the central point of coordination between the appointing organization and other Departmental Elements and AD-21 on matters pertaining to the DOE scientific and technical information program. The functions of the TIO's/TIR's are described in DOE 1430.2A.
16. **Unclassified Controlled Nuclear Information** Certain unclassified Government information prohibited from unauthorized dissemination under section 148 of the Atomic Energy Act of 1954, as amended and further defined in DOE 5650.3.