

# INFORMATION TECHNOLOGY RESPONSIBILITIES

DATE: 11/18/2008

**SUBJECT: SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT**

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1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
  - a. Assistant Manager for Science.
    - (1) Has formal responsibility for ensuring compliance with DOE O 241.1A, Change 1.
    - (2) Delegates a Scientific and Technical Information (STI) point of contact responsibility to a staff member, who will function as a Technical Information Officer (see DOE O 241.1A, Change 1, subparagraph 4c). The staff member will rely on a team of representatives from the Office of Assistant Chief Counsel for Intellectual Property, Procurement and Contracts Division, Information Resources Management Division, and line organizations to manage issues related to STI.
  - b. Principal Staff, under whose supervision procurement requests are initiated, perform those tasks identified in DOE O 241.1A, Change 1, subparagraphs 5b and d, and serve on the team defined in Paragraph 4a above.