

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 240, Chapter I, Chg. 2, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT**
- 2.
3. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
4. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
5. No (all contractors) Although the CRD attached to DOE O 241.1 applies to contractors to the extent set forth in their contract, no additional requirements for contractors are included in this Chapter.
- Yes If yes, whom? LMES LMER ORAU SURA
- Bechtel Jacobs Company
- Other contractors (list by type)
- Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*
6. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
- No Yes If yes, describe: This Chapter has been revised to reflect the requirements and responsibilities set forth in the recently-published DOE O 241.1. Changes to this Chapter include the deletion of subparagraph 4d and revisions to subparagraphs 4a-c.
7. **CONTACT POINT:**
- | | | |
|---------------------|--------------------------------|-----------------|
| <u>Dennis Gound</u> | <u>ORNL Site Office, LM-11</u> | <u>574-8402</u> |
| Name | Organization | Telephone |

PART B (To be completed by the Directives Management Group (DMG)):

8. **FILING INSTRUCTIONS:**
- | | | | |
|---|--------------|---|--------------------------|
| <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
| ORO O 240, Chapter I,
Chg. 1, Page I-1 | 05/29/1998 | ORO O Control Form
ORO O 240, Chapter I,
Chg. 2, Page I-1 | 04/16/1999
04/16/1999 |

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

9. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by

Jennifer H. Cusick, AD-440
Signature Management Analyst, AD-440

04/16/1999
Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 240 Chapter I Change 2

DATE: 04/16/1999

SUBJECT: SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT

1. PURPOSE. This Chapter correlates to DOE O 241.1 (formerly DOE 1430.1D), SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated August 17, 1998, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 240, Chapter I, Chg. 1, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated May 29, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff. Although the Contractor Requirements Document attached to DOE O 241.1 applies to contractors to the extent set forth in their contract, no additional requirements intended for contractors are included in this Chapter.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Laboratories has formal responsibility for ensuring compliance with DOE O 241.1.
 - b. Site Manager, Oak Ridge National Laboratory (ORNL) Site Office, delegates a Scientific and Technical Information (STI) point of contact responsibility to a program manager at the ORNL Site Office, who will function as a Technical Information Officer (see DOE O 241.1, subparagraph 4c). The program manager 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.
 - c. Principal Staff, under whose supervision procurement requests are initiated, perform those tasks identified in DOE O 241.1, subparagraphs 5b(2) and d, and serve on the team defined in subparagraph 4b above.
5. REQUIREMENTS AND PROCEDURES. None.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.