

DOE/ORO CONTROL FORM - ORO 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, Change 4, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT

2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive

3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

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.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact? No Yes
If yes, describe: This ORO chapter is part of the ORO sunset review process. Changes to this chapter include the addition of the National Nuclear Security Administration Y-12 Site Office (YSO).

5. **CONTACT POINT:**

<u>Dennis Gound</u>	<u>ORNL Site Office, LM-10</u>	<u>574-8402</u>
Name	Organization	Telephone

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

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	05/11/2001	ORO Control Form	07/10/2003
ORO O 240, Chapter I, Chg. 3, Page I-1	05/11/2001	ORO O 240, Chapter I, Chg. 4, Pages I-1 thru I-2	07/10/2003

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

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

Original Signed By
Wayne H. Albaugh 07/10/2003
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/10/2003

NNSA/YSO DIRECTIVES CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 240, CHAPTER I, CHANGE 4, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated 07/10/2003

PURPOSE OF TRANSMITTAL: New Directive Revised Directive

DOES THIS DIRECTIVE **CANCEL/REPLACE OR EXTEND** ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel/replace or extend) and list the directive(s), including the number(s), title(s), and date(s):

This chapter cancels ORO O 240, Chapter I, Change 3, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated 05/11/2001.

The attached directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **07/25/2003**.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this directive affect the work performed by BWXT Y-12, L.L.C.? Yes No

Does this directive affect the work performed by BWXT Y-12, L.L.C., subcontractors? Yes No

If "Yes," list the subcontractors:

Many 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.

SIGNIFICANT PROVISIONS: Are there any significant changes or impact? Yes No

List summary of directive changes and, if "Yes" above, describe the significant changes or impact:

IMPLEMENTATION: Does the directive contain special implementation requirements and/or dates? Yes No

If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental directive required? Yes No

If "Yes," target date for submission of draft supplemental directive is _____.

IDENTIFY CONTACT POINT: Diane McCarten 576-9330
Name Telephone

APPROVED BY PERFORMANCE ASSURANCE MANAGER: Diane McCarten 07/23/2003 576-9330
Signature Date Telephone

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

*DOE Directives are available on the DOE Directives, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.
ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/roe_oro_dmg/oro_dir.htm.
Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 07/28/2003
Name Date

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

(Revised 01/10/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 240
Chapter I
Change 4

DATE: 07/10/2003

SUBJECT: SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT

1. PURPOSE. This chapter correlates to DOE O 241.1A, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated April 9, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO), and the National Nuclear Security Administration Y-12 Site Office (YSO). Nothing in this issuance changes any requirements in any Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 240, Chapter I, Change 3, SCIENTIFIC AND TECHNICAL INFORMATION MANAGEMENT, dated May 11, 2001.
3. APPLICABILITY. The provisions of this chapter apply to ORO and YSO Principal Staff. Although the Contractor Requirements Document attached to DOE O 241.1A 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.
 - (1) Has formal responsibility for ensuring compliance with DOE O 241.1A.
 - (2) 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 241.1A, 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.
 - b. Principal Staff, under whose supervision procurement requests are initiated, perform those tasks identified in DOE O 241.1A, subparagraphs 5b(2) and d, and serve on the team defined in subparagraph 4a above.
5. REQUIREMENTS AND PROCEDURES. None.

6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS. None.