

Memorandum of Understanding

PARTIES: The United States Department of Commerce  
National Technical Information Service

and

United States Department of Energy  
Office of Scientific and Technical Information

and

The National Aeronautics and Space Administration  
Scientific and Technical Information Branch

and

The United States Department of Defense  
Defense Logistics Agency  
Defense Technical Information Center

TITLE: Improving Productivity of Federal Research and  
Development Efforts Through Cooperative CENDI\*  
Programs

MOU  
NUMBER: 599-S0085

\*Commerce, Energy, NASA, and Defense Information

AUTHORITY:

U.S. Department of Commerce

NTIS enabling legislation, 15 U.S. Code 1151-1157 and 1525-1527 and the Economy Act, 31 U.S. Code 4 1535.

U.S. Department of Defense

DoD Directive 3200.12, February 14, 1983, Subject: DoD Scientific and Technical Information Program.

U.S. Department of Energy

- a. DOE Legislation 42 U.S. Code 7112, Department of Energy Organization Act which provides for consultation and cooperation with Government agencies and other Federal, state, and local entities.
- b. Sections 1535-6 of 31 U.S. Code 1535 (1982), commonly referred to as "Economy Act of 1932" which, under certain circumstances, authorizes an agency or major organizational unit within an agency to place an order for goods or services with another Federal agency.
- c. DOE Order 1430.1, which provides for clarification of roles and responsibilities for management of scientific and technical information by the Department.
- d. DOE 3300.1, Assignment of Department of Energy Personnel Outside the Department, dated 2-29-80, which allows for the assignment of DOE employees to non-DOE activities and organizations when to do so furthers the interests of the Department of Energy or the Federal Government.

National Aeronautics and Space Administration

NASA legislation 42 U.S. Code 2473 (c) (5-6).

I. Purpose

This document constitutes a Memorandum of Understanding (MOU) among the Department of Commerce, National Technical Information Service (NTIS); the Department of Energy, Office of Scientific and Technical Information (DOE/OSTI); the National Aeronautics and Space Administration, Scientific and Technical Information Branch (NASA/STIB); and the Department of Defense, Defense Logistics Agency, Defense Technical Information Center (DTIC) collectively referred to throughout the MOU as CENDI.

The purpose of the MOU is to develop ways to improve the productivity of Federal research and development through efficient and responsive technical information programs and improved R&D information management systems.

## II. Scope

The scope of this MOU covers all areas of cooperation, in matters of scientific and technical information among CENDI organizations. Areas of cooperation include, but are not limited to the following:

- A. Participate with Federal R&D managers in improving the productivity of R&D and the supporting scientific and technical information programs.
- B. Provide Federally-supported R&D managers, scientists, engineers, and industrial and academic users in the private sector with appropriate technical information and data that are the best obtainable, most cost-effective, and most rapidly delivered.
- C. Seek opportunities for improving the effectiveness and efficiency of programs through resource-sharing, by incorporating Information Resources Management (IRM) and Paperwork Reduction Act of 1980 (PL 96-511) procedures, by coordinating and stimulating the use of new or improved systems and technologies; and by conducting joint studies, analyses, evaluations, and tests.
- D. Recommend policies and procedures for the cognizant agency organizations that are signatory to this agreement, within their areas of responsibility, to maximize the acquisition of foreign technology while restricting foreign access to designated technical knowledge produced by Federal R&D programs.
- E. Improve the management of Federal scientific and technical information programs through strategic planning, sharing information, keeping restraints on costs, and employing contractors when savings can be achieved without reducing quality of services.
- F. Investigate ways of interacting more closely with the public/private information sector. Encourage cooperative ventures that will strengthen both sectors in their approach to national and international ventures.
- G. Take actions, to the extent approved by those organizations within CENDI responsible for technology utilization and patent licensing, to assist such organizations in their efforts to obtain maximum commercial use of Federally-generated technology.
- H. Encourage cross-training and rotational assignments for interagency scientific and technical information personnel.
- I. Take appropriate action to familiarize R&D managers and policy makers with the value and use of modern information

systems and resources. These actions will support R&D management by acquainting them with trends, issues, problems and opportunities in the information field, and by providing a mechanism for support and achievement of technical program objectives.

### III. Responsibilities

#### A. Representative Personnel

The current members of CENDI are the Director, National Technical Information Service; Manager, Office of Scientific and Technical Information, Department of Energy; Chief, Scientific and Technical Information Branch, National Aeronautics and Space Administration; and Administrator, Defense Technical Information Center. New members from other R&D information organizations may be added by unanimous agreement of the members.

#### B. Chairperson

1. The chairperson for CENDI meetings will rotate among CENDI representatives as follows: Department of Commerce, Department of Energy, National Aeronautics and Space Administration, and Department of Defense. The upcoming meeting chairperson will be responsible for the preparation and distribution of an agenda.
2. Unless agreed otherwise, meetings will be held at the facility of the chairperson. Special meetings which include other information organizations or professionals will be scheduled when deemed desirable.

#### C. Executive Secretary

1. An executive secretary position will be established at NTIS to provide staff support to the CENDI group, including development of agenda, acting as rapporteur and handling special cooperative research, or liaison assignments. The executive secretary will report to the CENDI chairperson. Each of the CENDI organizations will fund a proportionate share of salary, benefits, and travel expenses of the executive secretary.
2. The executive secretary will prepare and distribute the minutes to CENDI within five working days after each meeting. The minutes will consist largely of agreements reached and actions to be undertaken by CENDI, CENDI Planners, and the various ad hoc working groups. Reports on actions will be presented at subsequent meetings.

3. The executive secretary will maintain the official files of CENDI.

D. Planning Group

1. A CENDI Planning Group will be established as the focal point for all CENDI activity. The Planning Group will be responsible for:
  - a. Undertaking actions or projects agreed upon by CENDI.
  - b. Coordinating work groups appointed by CENDI.
  - c. Discussing plans and projects that are of mutual interest or benefit to CENDI.
  - d. Developing and coordinating joint budget initiatives for interagency resource sharing.

E. Working Groups

1. Working Groups will be established to undertake actions agreed upon by CENDI. The members of these groups will be drawn from CENDI organizations and chaired by the most appropriate lead agency. If other Federal agency interests are involved, that agency will be invited to participate on that specific group.
2. Working Groups will report to and be coordinated through the Planning Group.
3. All files of the ad hoc working group, special project, or technical committee will be maintained by the chairman of the specific group, project, or committee. If any of the above are terminated, the files will be forwarded for inclusion into the central files maintained by the executive secretary.

F. Cooperative Projects

1. Cooperative projects or actions requiring joint resources will be detailed by CENDI in writing and will include: project title, objective, justification, plan of action, resources to be used, responsible parties, and milestones.
2. Proposed projects or actions which CENDI agrees are needed, but which are beyond the authorities or resources of CENDI and its member agencies will be referred through those agencies to appropriate authorities for possible action.

G. Coordination

Coordination will be undertaken with other appropriate authorities and organizations, depending on the nature of CENDI actions. CENDI will agree on which member will have lead responsibility for specific coordination. Invitations will be extended to other information organizations or professionals as a means for making announcements and facilitating general coordination. Each agency representative to CENDI will provide for the expeditious processing with that agency of any CENDI actions or proposals which are beyond the scope of that representative's authority.

IV. Financial Responsibilities

- A. Financial resources for the performance of projects approved by CENDI will be provided on an equitable basis. If other Federal agencies will benefit from a project, those agencies will be invited to provide a fair share of the resources.
- B. The details of the levels of support to be furnished by one agency to the other with respect to funding will be developed in a specific interagency agreement between the agencies. Each agency will be responsible for mutual support in budget justification for programs on which the agencies collaborate.

V. Administration

A. Duration and Modification

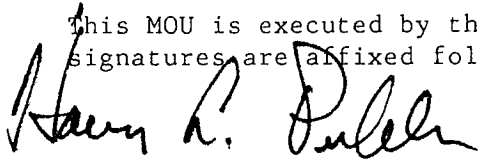
- 1. This MOU will become effective upon signature of all parties, and will continue until terminated according to the terms in Paragraph V. (B).
- 2. The provisions of this MOU may be amended at any time with the prior written approval of all parties.

B. Termination

- 1. This MOU may be terminated by any party upon not less than sixty (60) days prior written notice to the other parties.
- 2. Notice of intent to terminate will be sent to the signatory authority of the other parties.

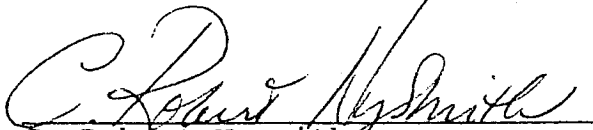
VI. Authorized Signatures

This MOU is executed by the duly authorized parties whose signatures are affixed following:



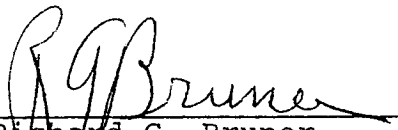
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Harry L. Peebles  
Director of Administration  
Department of Energy

October 3, 1986  
Date



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C. Robert Nysmith  
Associate Administrator for  
Management  
National Aeronautics and  
Space Administration

June 16, 1986  
Date



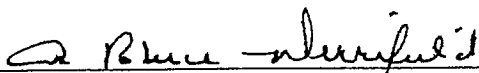
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Richard G. Bruner  
Executive Director  
Technical and Logistics Services  
Defense Logistics Agency  
Department of Defense

23 JUL 1985  
Date



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Donald I. Carter  
Acting Deputy Under Secretary  
(Research and Advanced  
Technology)  
Department of Defense

8 Aug 85  
Date



\_\_\_\_\_  
D. Bruce Merrifield  
Assistant Secretary for  
Productivity, Technology and  
Innovation  
Department of Commerce

June 27, 1986  
Date

ADDENDUM 1

Memorandum of Understanding 599-S0085

TITLE: Improving Productivity of Federal Research and Development Efforts through Cooperative CENDI Programs

I. Purpose

This addendum expands the membership of the CENDI (Commerce, Energy, NASA, Defense Information) Group to include the National Library of Medicine.

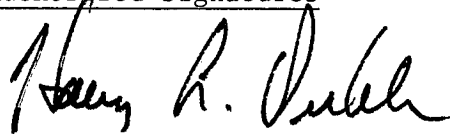
II. Conditions and Responsibilities

By signature of this addendum to the basic Memorandum of Understanding (MOU), the National Library of Medicine (NLM) accepts all the conditions and responsibilities contained in the basic MOU. Likewise, signatory organizations of the basic MOU recognize NLM as a full member of CENDI. Any member listings within the basic MOU will be understood to include NLM.

Henceforth, the formal name of the group will be "Commerce, Energy, NASA, NLM, Defense Information Group for Federal R&D Productivity" and the group will continue to carry the acronym "CENDI."



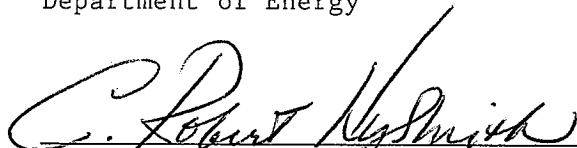
III. Authorized Signatures



Harry L. Peebles  
Director of Administration  
Department of Energy

OCT 31 1986

Date



C. Robert Nysmith  
Associate Administrator for Management  
National Aeronautics and Space  
Administration

10/23/86

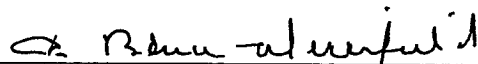
Date



Ronald L. Kerber  
Deputy Under Secretary of Defense  
(Research and Advanced Technology)  
Department of Defense

4 Feb 87

Date



D. Bruce Merrifield  
Assistant Secretary for Productivity,  
Technology and Innovation  
Department of Commerce

12/11/86

Date



Donald A. B. Lindberg  
Director, National Library of Medicine

12/4/86

Date



Richard G. Bruner  
Executive Director  
Technical and Logistics Services  
Defense Logistics Agency  
Department of Defense

1/29/87

Date