

DOE Contractor checklist of typical activities required for submittal of F 241.1 announcement records.

Activities are applicable, except where noted, to all four submittal methods (Announcement Record only for contractor hosted electronic documents, Announcement Record & electronic document, Announcement Record and paper document submitted later, Announcement Record only)

Batch	Web	Contractor Major Activity	Supporting tasks	Comments
X	X	Review F 241.1 to prepare for batch submittal of announcement records	Review the DOE F 241.1 DTD. Evaluate DTD data fields against internal system data fields. Create project plan to collect new data if necessary and review all internal tasks that are needed to change internal work processes .	Contractors need to create internal plans before contacting Earl Smith at OSTI. This will allow for the identification of any remaining questions for OSTI. There are many business decisions that need to be addressed. Reading the OSTI business rules will help. Contractors need to decide if data in non-required fields will be submitted.
X		Map DTD data fields	Map the DTD field names (+ field size) to internal tracking system database field names and field sizes.	Contractors may need to develop/program automatic conversion tables/routines for specific data values. For example, an internal system may record funding office as ER and OSTI standard is U.S. Department of Energy, Office of Energy Research.
X		Program	Actual code modification. May include the need to redesign internal data screens and database design.	Contractors may consider programming to automate the extraction of data for submittal to OSTI daily, weekly, monthly so that no manual intervention is necessary
X		Parse (Test)	QC the data to ensure the integrity	Contractors can rely on OSTI to do this too.
X	X	Submit Files (Test mode) to OSTI	Contact OSTI to set up a testing schedule, submit test records, and obtain OSTI approval.	
X		Convert internal database system records and fields to new F 241.1 requirements	Ensure data is compatible. Identify changes to internal routines.	Contractors must know OSTI ID number to make revisions via the Web. Contractors may have to store OSTI ID number in their internal system
X	X	Train staff	Train staff in newly required field elements and database interfaces or web F 241.1.	
X	X	Implement work flow	All processes become production.	
X		Submit batch files to OSTI	Review OSTI response. Develop internal procedures to determine timeframe for submittal, i.e. daily, weekly, monthly.	Will OSTI transmit back validated and nonvalidated information in batch so that contractors can load this information
X	X	Interim	Determine internal processes needed while awaiting OSTI validation response.	An archive of the submittal file may be necessary.
X	X	Validation	Message from OSTI saying that this file has been accepted. Create procedure to resubmit files and/or individual records that OSTI could not read.	
X	X	Additional Items to consider*	Submittal of electronic document.	What new internal processes are necessary? Timing with submittal of announcement record? Sites submitting electronic (often called full-text) documents may need to keep a copy in interim storage until validation receipt has been received from OSTI.
X	X	Other business issues	Notifying OSTI of documents removed from your website	While contractor can revise the OSTI record, this issue needs a separate business plan.

*Only applicable if sites decide to submit an electronic document with the Announcement Record
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