

Department of Veterans Affairs
Washington, DC 20420

VA DIRECTIVE 6360
Transmittal Sheet

July 3, 1996

DISSEMINATION OF GOVERNMENT-HELD INFORMATION

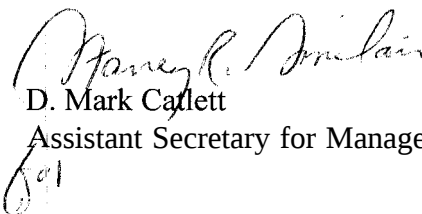
- 1. REASON FOR ISSUE.** This directive provides Departmentwide policy for the Department of Veterans Affairs (VA) implementation of the Government Information Locator Service (GILS) and the American Technology Preeminence Act (ATPA) programs.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive sets forth new policy and responsibilities for implementation of GILS and ATPA.
- 3. RESPONSIBLE OFFICE.** The Information Management Service (045A4), Office of the Deputy Assistant Secretary for Information Resources Management, is responsible for the material contained in this directive. Comments, questions, or suggestions may be addressed to that office at 810 Vermont Avenue, NW., Washington, DC 20420.
- 4. RELATED HANDBOOKS.** VA Handbook 6360.1, Procedures for Implementation of the Government Information Locator Service (GILS) and VA Handbook 6360.2, Procedures for Implementation of the American Technology Preeminence Act (ATPA).
- 5. RESCISSION.** None

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**



Nada D. Harris
Deputy Assistant Secretary for
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DISSEMINATION OF GOVERNMENT-HELD INFORMATION

I. PURPOSE. This directive provides Departmentwide policy for the Department of Veterans Affairs (VA) implementation of the following programs mandating the dissemination of Government-held information:

a. The Government Information Locator Service (GILS), mandated by Public Law 104-13 requires VA to establish an on-line GILS site that describes VA-held information dissemination products such as books, publications, studies, and patents, regardless of medium, automated information systems and Privacy Act Systems of Records. GILS is an integral part of the Federal government's overall information management and dissemination infrastructure, and facilitates both identification and direct retrieval of government information. GILS identifies information resources throughout the Federal government, describes the information available, and provides assistance in obtaining it.

b. The American Technology Preeminence Act (ATPA) of 1991, mandated by Public Law 102-245 requires VA to transfer to the National Technical Information Service (NTIS) unclassified scientific, technical, and engineering information, which results from Federally funded research and development activities. This information will be used for dissemination to the private sector, academia, State and local governments, and other Federal agencies.

c. The provisions of this directive are applicable to all elements of the Department.

2. POLICY. VA will establish and maintain a program to ensure GILS and ATPA requirements are carried out.

3. RESPONSIBILITIES

a. Secretary of Veterans Affairs. The Secretary or Deputy Secretary will ensure that an effective GILS and ATPA program is established and maintained.

b. Assistant Secretary for Management (AS/M). The AS/M, through the Deputy Assistant Secretary for Information Resources Management (DAS/IRM) will:

(1) Establish policies and procedures for administering the GILS and ATPA programs.

(2) Issue changes to this directive that are necessary to implement and manage the GILS and ATPA programs.

(3) Designate a Department GILS Liaison Officer and a Scientific, Technology, and Engineering Information Officer (STEI) to coordinate efforts relating to the GILS and ATPA programs with the Office of Management and Budget, NARA and NTST.

(4) Advise and assist Administration Heads, Assistant Secretaries, and other key officials with requirements governing GILS and ATPA.

(5) Establish and maintain a Departmentwide program for GILS and ATPA in accordance with Federal standards and NARA guidelines.

(6) Notify the public through GILS of changes, modifications or deletions to GILS, and of new editions of material described in GILS.

(7) Establish procedures, reporting requirements and formats for monitoring the Department's administration of the GILS and ATPA programs, and prepare reports required or requested.

(8) Prepare and maintain a GILS locator record to cover VA's Privacy Act Systems of Records.

c. Administration Heads, Assistant Secretaries, and other Key Officials,
Administration heads, Assistant Secretaries, and other key officials will:

(1) Designate an official(s) and alternate(s) to serve as GILS Coordinator and STEI Liaison Officer. Report the names, mail routing symbols, and telephone numbers of the designated officials to the Director, Information Management Service (045A4). Notify this office of all additions, changes, and deletions in a timely manner.

(2) Ensure that a certification of compliance with ATPA is completed and submitted to the Information Management Service (045A4) semi-annually on January 31 and July 31.

(3) Ensure that unclassified scientific, technical, engineering and business information products resulting from federally funded research and development activities are transferred directly to NTIS in a timely manner; i.e., within 15 days of the date a product is made available to the public.

(4) Identify and establish GILS information resource locator records.

(5) Ensure GILS locator records are continually updated as information changes and new information dissemination products and automated information systems are identified or the point of contact changes. Notification of changes, including additions or deletions of previously submitted GILS information resource records, and new editions of

material described in GILS; e.g., issuance of a new pamphlet, telephone directory or report must be promptly submitted to the Information Management Service (045A4).

(6) Respond to public inquiries on GILS and provide requested information resource products in a timely manner.

4. REFERENCES

- a. OMB Bulletin 95-O 1, Establishment of Government Information Locator Service, dated 12/7/94
- b. NARA Bulletin 95-3, Government Information Locator Service, dated 2/16/95
- c. Paperwork Reduction Act of 1995, Public Law 104-13
- d. American Technology Preeminence Act, Public Law 102-245
- e. Chapter 35, title 44, United States Code