National Technical Information Service (NTIS)
Advisory Board Meeting Minutes
April 25, 2014
Held at 5301 Shawnee Road, Alexandria, Virginia 22312

Welcome/Opening Remarks
Bruce Borzino, Director, NTIS and John Regazzi, Chairman, NTIS Advisory Board, opened the meeting and welcomed the board members, NTIS senior staff and recorder. The primary focus of this meeting was to review and discuss NTIS strategy for the remainder of Fiscal Year (FY) 2014. The following board members were in attendance: John Regazzi; Robert Friedenberg; Judith Russell; Jose-Marie Griffiths; and, MacKenzie Smith.

NTIS Organization
The NTIS Director stated that the NTIS office organization structure remained unchanged; however due to retirements, there were two supervisory vacancies in Office of Product Management and Acquisitions (OPMA). The need to hire a Cataloging and Indexing Division Supervisor in OPMA as well as additional staff to meet the increasing workload in the Office of Federal Services (OFS) and the Office of the Chief Information Officer (OCIO) was discussed.

NTIS Financial Performance
The NTIS Chief Financial Officer (CFO) presented the Board with NTIS financial performance FY 2014 through March 2014. One area of significance was that NTIS total revenue was meeting the FY 2014 budget plan target despite the Federal Government shutdown in October 2014 and limited federal discretionary spending under a 90 Day Continuing Resolution until the FY 2014 Budget was enacted in mid-January 2014. It was discussed that the NTIS net profit showed a decline over the past two years due to the CISPUB - Elan upgrade costs.

Congressional Act to Close NTIS
The NTIS Director updated the Board on the recent history of GAO and Congressional Reports pertaining to NTIS, and proposed Senate legislation S.2206 and House companion bill H.R. 4382 that seek to close NTIS. NTIS is working with the National Institute of Standards and Technology (NIST) and Department of Commerce (DOC) Office of Congressional and Legislative Affairs and Public Affairs Office to address these matters. The Board recommended that NTIS immediately initiate the open access programs that were discussed at the November 1, 2013 Board Meeting to increase public access to federal scientific and technical reports in the NTIS repository as discussed in the following section.

Status of Previous Board Recommendations
National Technical Reports Library (NTRL) Open Access Pilot Project.
The Board was provided status updates on board recommendations from the November 1, 2013 Advisory Board Meeting. The Board was provided with progress in development of the NTRL

Open Access pilot project that would increase public access to NTIS electronic technical reports with publication dates of 2000 to present. NTIS initiated this pilot project within NTRL to comply with Office of Management and Budget (OMB) policy guidance regarding increased Open Access and Open Data to federal government information. NTIS is working toward increased access to electronic technical reports available in NTRL which embodies the NTIS basic statutory mission as the nation's Repository and Clearinghouse for U.S. Government-sponsored technical reports. It was also discussed that NTIS is currently working on increased NTRL visibility through increased marketing demonstrations, targeted distribution of the NTRL Newsletter, and trade show advertising.

Federal Science Repository Service (FSRS)
OPMA provided the Board an update on FSRS program development featuring repository and portal services. FSRS program plans include: maintaining project collaboration efforts with NOAA, CLDP, and NIST; seeking to expand FSRS opportunities outside DOC; focusing on growth of repository support services including increasing digitization support to science agencies; introducing repository starter platforms based on NTRL model for content management; linking to trusted private-public repositories for data and publications; and, aligning with NIST Common Access Repository Initiative. The Board asked how FSRS programs could optimize access to federal science information. NTIS indicated that FSRS would provide permanent information dissemination, and satisfy the federal need for repository services.

The Board indicated that information markets are rapidly changing. How will NTIS respond? Both OPMA and OFS stated that NTIS services would continue to evolve to meet the needs of customer agencies. NTIS will leverage its statutory authorities to accomplish its mission, meet market demands, and drive sustainability and availability of federal information.

The Board asked how close NTIS is to launching the NTRL open access pilot project. The OCIO indicated that the project plan is being modified to launch the first release in August 2014. In concluding discussion, the Board strongly recommended that NTIS proceed immediately with the NTRL Open Access pilot project and launch the initial release as early as possible.

Associate Director Updates
Office of Product Management and Acquisitions (OPMA)
Market Analysis. OPMA plans to accommodate improved access to federally funded science information for product development and distribution. New information products must be electronic in format. New information products must align with NTIS statutory authorities and managed by Contribution Margin: information products must achieve a positive Contribution Margin or the product will be discontinued. The Board was informed that eight information

products were discontinued in FY 2013, and three additional information products will be eliminated by December 31, 2014.

The OPMA business plan for information products in FY 2014 is expected to achieve budget plan revenue and costs, including the additional direct and allocated costs associated with the CISPUB – Elan upgrade. OPMA is evaluating the cost and continued production of printed technical reports and the GPO contract used to print these reports.

Limited Access Death Master File (DMF)
NTIS received delegated authority from the Secretary of Commerce to implement a new DMF program, entitled "Limited Access DMF", pursuant to Section 203 of the Bipartisan Budget Act of 2013 (Pub. L. 113-67). This new statutory requirement effective March 26, 2014, requires that all persons accessing the Limited Access DMF, which contains information on an individual within three years of that individual's death, must become Certified Persons through regulatory processes established by NTIS. The Board was informed that NTIS had established an Interim Final Rule (IFR), effective March 26, 2014, pursuant to Section 203 that sets forth the interim requirements to become a Certified Person. The Final Rule process will address a permanent DMF certification program, including Periodic and Unscheduled Audits, Violations and Penalties. Certification is now a requirement for public access to DMF content.

Office of Federal Services (OFS)
The OFS strategic goal is to provide information management services that are of best value for federal agencies and have a positive net contribution to NTIS. OFS remains on target to achieve FY 2014 budget plan projected revenue.

Successful project deployments include the One US Department of Agriculture (USDA) Staff Acquisition Solution and the Social Security Administration (SSA) Special Notice Options (SNO). OFS continues to focus on blended information management solutions to accomplish the information requirements of customer agencies and departments.

NTIS Web Services and Federal Cloud line of business is an area that NTIS can assist agencies in accomplishing their web and hosting needs in a secure federal environment. NTIS continues to provide a secure hosting facility which can respond quickly to changing customer requirements by providing virtual environments with content management solutions as well as establishing public-private joint venture partnerships to provide innovative solutions for federal customers. In response a board member's question on why federal agencies use NTIS hosting services, the Board was informed that client agencies prefer the "Government to Government" relationship and that the agency's data remains behind federal firewalls.

The NTIS Distribution and Fulfillment line of business is actively seeking new business growth through expanded services including scanning and digitization, document management, storage and fulfillment distribution. New distribution products from current federal clients have been increasing.

Finally, in the e-Training and Knowledge Management line of business, NTIS has continued to provide effective solutions to federal agencies for their e-Training, e-Knowledge Management, and Human Capital Management needs. This line of business continues to grow.

Office of Chief Information Officer (OCIO)
Business Systems Upgrade.
The OCIO is in the middle of a multiple year business systems upgrade program. The CISPUB - Elan deployment release is now scheduled for October 1, 2014. CISPUB applications will be unplugged and similar components of Elan will go live. Proof of concept testing, user training, and user acceptance testing will be conducted in June and July. In August and September, CISPUB and Elan will perform in parallel operations; Elan will go live October 1.

FedRAMP.
NTIS has applied for FedRAMP certification. The projected date for NTIS FedRAMP certification is late Summer 2014. An alternative backup/recovery data center site in Virginia is being considered as an alternate to the current Denver backup data center.

Public Comments:
There were no members of the public at the meeting.

Advisory Board Roundtable:

The Board recommended again that NTIS proceed immediately with the NTRL Open Access Pilot Project.

Board Governance/Administration:
The next board meeting will be held at NTIS on October 31, 2014.