

**National Technical Information Service
Advisory Board Meeting Minutes
April 24, 2015**

Held at 5301 Shawnee Road, Alexandria, Virginia 22312

Welcome/Opening Remarks

Bruce Borzino, Director, NTIS opened the meeting and welcomed the board members, NTIS senior staff and recorder. The primary focus of the meeting was to review and discuss NTIS strategy for the remainder of the Fiscal Year (FY) 2015. The following Board members were in attendance: John Regazzi (Chairman), Robert Friedenberg, Judith Russell and via teleconference MacKenzie Smith.

NTIS Organization

The Director stated that there have been no significant changes to the NTIS office organization structure. NTIS will be filling vacant positions due to retirements for a Chief Financial Officer and Science Data Librarian.

Congressional Activities

The Director provided the Board members a summary of the Legislative Activities that have occurred since the previous Board meeting, the end of the 113th Congress, and the NTIS Hearing before the Senate Subcommittee on Financial and Contracting Oversight: “A More Efficient and Effective Government: The National Technical Information Service.” In regards to the 114th Congress that convened in January, 2015, the Board was provided information on new legislation impacting the future of NTIS that has been introduced in both the House and the Senate.

NTIS Options Assessment

The Director provided the Board members a summary of the Department activities due to the re-introduction of legislation regarding NTIS in the 114th Congress. The Director provided a summary of the results of an internal programmatic assessment of NTIS, its services and authorities which was conducted by the Under Secretary of Commerce for Standards and Technology and Director, National Institute of Standards and Technology, and submitted to the Secretary of Commerce. The assessment recommended that immediate steps be undertaken to align NTIS with the Department’s data mission and strategic goal. NTIS will refocus its functions and capabilities to serve the Department’s critical data mission and the federal government’s data priorities. The assessment determined that NTIS has unique partnering capabilities through its joint venture authority to build agile, collaborative public-private partnerships that are essential to the execution of the Department’s data mission.

Financial Performance

The Acting Chief Financial Officer (CFO) presented the Board with NTIS financial performance Fiscal Year 2015 through March 2015. There were major costs associated with the implementation of the Elan business system upgrade and accounts receivables for project agreements waiting legal clearance. The Board recommended adding a not recognized revenue line to the Financial Performance chart.

Associate Director Updates

Office of Product Management and Acquisitions (OPMA)

NTIS continues to accommodate more open and improved access to federally funded science information for product development and distribution. In order to improve efficiency, new product formats must be electronic. Clearinghouse products that have few subscriptions are being discontinued although products core to the NTIS mission and the DOC strategic data mission will be maintained. The objective is for each product to achieve a break-even (0%) contribution margin or higher.

The Board was provided a detailed review of the new Public Access National Technical Reports Library (NTRL). The NTRL embodies the NTIS statutory mission as the nation's central repository and clearinghouse for US federally funded technical and scientific technical reports. NTIS is promoting the "Digital on Demand" feature of NTRL through an email campaign to current subscribers. NTIS is continuing to refine the "Digital on Demand" program as a means to identify non-electronic technical reports in the NTIS repository that should be digitized and make available for free to the American public through the Public Access NTRL program. The Board reiterated its support for the Public Access NTRL program.

The Board also recommended that the Federal Science Repository Service program be retained in the refocused NTIS with the Limited Access Death Master File (LADMF), Drug Enforcement Agency (DEA) Registry File, and the proposed NIST Internet Time Service programs. The Board also agreed that the NTIS information product lines of business must be closely aligned with a data-focused NTIS mission. After discussion on the statistics from the NTRL, the board suggested that it might be helpful at future meetings to review NTRL statistics separate by corporate, academia and government use.

The Board was provided an update on the LADMF Certification program and the status of the LADMF Certification Final Rule implementation. The Secretary of Commerce has delegated to NTIS the Congressional mandate of ensuring that DMF access is limited only to certified persons as defined in the law. Effective March 26, 2014, NTIS published the LADMF Interim Final Rule that DMF subscribers must be certified to use LADMF for legitimate business and fraud prevention purposes. In late FY 2015, NTIS will propose the LADMF Final Rule that requiring a more stringent review of DMF Certified Persons, Certified Systems Guidance Documents, and the 3rd Party Assessor Model for Audits of Certified Systems approved for LADMF use.

NTIS continues to assist the DEA in disseminate of the Controlled Substance Act database. NTIS will transition DEA customers to the secure FTP option.

The Board recommended that NTIS seek methods to link to the data sets underlying its technical and scientific reports.

Office of Federal Services (OFS)

The OFS provides data and information services that have proven to be of best value to many Federal agencies. Department of Defense (DOD), Department of Education, and Department of Justice have sponsored new federal business projects with NTIS in FY 2015.

The Board recommended assessing the OFS lines of business to determine the services programs and percentage of revenue that align with the new NTIS data mission and those programs and percentage of revenue that might not align in the future. The Board recommended that NTIS focus its new business development on capturing projects that align with the new NTIS data mission.

Office of Chief Information Officer (OCIO)

CISPUB, the NTIS order processing system, was retired and replaced after 20 years with ELAN business system upgrade. STAR, the NTIS technical reports and metadata processing system, has also been replaced with the new NTIS developed Metadata Business System. The next NTIS infrastructure system to be upgraded will be the NTIS Budget, Accounting, and Purchasing System (BAPS) starting in 2016. NTIS is awaiting final FedRAMP approval from GSA.

Office of Product Services (OPS)

The Warehouse Management System (WMS) upgrade permitted the warehouse division to accomplish a 50% increase in distribution and warehouse management workload without additional new labor. NTIS received the Carnegie Mellon Library microfiche/film scientific and technical documents collection after the Library decided to discontinue the collection. NTIS is in the process of upgrading resources to support digitization on demand with the procurement of three microfiche scanning units.

Public Comments:

No members of the public were in attendance.

Roundtable:

The Board agreed that NTIS has accomplished much during the first six months of FY 2015. The Board recommended that NTIS consider moving forward with identity focused marketing. The Board endorsed the new NTIS data centric mission and strategic realignment. The Board recommended that NTIS educate its customers and Congress on the NTIS transformation.

Board Governance/Administration:

The next board meeting will be held at NTIS on November 5, 2015.