

Mail to: Technical Standards Program Office
c/o The Office of Nuclear Safety Policy and Assistance (HS-21)
1000 Independence Ave. S.W., Washington, D.C. 20585



INSTRUCTIONS

1. Indicate type of submittal by placing a check mark in the appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Technical Standards Program Office by telephone (301-903-2996) If recording termination of a membership, complete block 1-8f only. **[Note: Sections 8b through 10 must be completed for each committee, subcommittee, or working group of the NGSB noted in block 8a of which the participant is a member (each form can be used for 2 committees). Multiple forms may be necessary if the participant is a member of numerous activities within one NGSB or is a member of more than one NGSB.]**
2. Name of individual participating in a non-Government standards activity.
3. Title of person participating in a non-Government standards activity.
4. Organization of which the person is a member: U.S. Department of Energy (DOE) - list organization number (HS-21, HS-30, NA-1 etc.); Contractors list company name and DOE organization supported (Oak Ridge National Laboratory - ER etc.)
5. Mailing address of person participating in a non-Government standards activity.
6. Indicate whether the person participating in a non-Government standards activity is a direct DOE employee, or is a contractor.
7. Office telephone number and fax number.
- 8a. Enter the name of the NGSB and the country under whose auspices the standards committee is operating.
- 8b. Name (and number) of the Main Committee the standards group (subcommittee/working group etc.) reports to.
Example: Nuclear Fuel Cycle - C26
- 8c. Type of Main Committee. (If only recording participation on a main committee, do not complete blocks 8d - 8f.
- 8d. Name (and number) of the Subcommittee. (Complete blocks 8d thru 8f to the lowest level group being recorded on this form.
- 8e. Name (and number) of the task or working group (WG).
- 8f. Include any working Sub-Group not listed above that the person participating in a non-Government standards activity is involved in.
9. Record your current or planned position in an activity.
10. Indicate whether the member is able to vote on issues brought before the NGSB committee. (Liaison members often do not vote.)
11. DOE employees and contractors who are formally designated by the appropriate senior line manager to participate in the activities of NGSBs as an official DOE representative should check the "DOE" block. DOE employees and contractors who are members of technical or professional societies and associations because of personal or professional interest should check the "Other" block.
12. Briefly describe the scope of the activity.
13. Signature of participant and date signed.
14. DOE employees and contractors who will be the DOE representative must obtain the signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
15. Title of Approving Official.