

Template Record of Non-Government Standards Activity v1.8 (Individual Submission)

Fill out your identifying information using the Tab and arrow keys to navigate through the required fields.

NOTES:

- Enter your information at the top of the form. For entering your organization number, see the Org List tab at the bottom of the template. If your organization is not listed, you will enter 0 in the identifying information and type the name of your organization in the box on the Org list beside 0.
- For Employment Status, enter either **D** for DOE Employee or **O** for Other and define “Other” in the space provided. Incomplete information will be highlighted in yellow.

When your identifying information has been entered correctly, the blue box at the top will be replaced with **Status: OK**

A	B	C	D	E	F	G	H	I	J	K	L	M		
1	U.S. Department of Energy: Record of Non-Government Standards Activity										Version 1.8		Status: OK	
2	Last Name: <u>Johnson</u>		First Name: <u>Diane</u>											
3	Organization Number: <u>0</u>		Doxcelerate											
4	Office Telephone Number: <u>8656966528</u>		Email Address: <u>diane@doxcelerate.com</u>											
5	Employment Status (Enter 'D' for DOE or 'O' for Other): <u>0</u>		If You Entered 'O' for Other, Specify Your Employment Status: <u>Doxcelerate</u>											
6	Date (mm/dd/yyyy) of Report: <u>07/27/2023</u>		Missing or incorrect information in data entry section											
7			Do Not Complete the Cells Below If You Answered 'T' for Termination of Membership in the Type of Submittal Column											
8			Representation (Complete One Column only for Each Row)											
9			DOE Other											
10			Enter 'D' if You are Formally Designated as an Official DOE Representative											
11			Specify the Type of Representation Below											
12			ID/Title of Standards Relevant to DOE Mission											
13			Type of Submittal Status											
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Filling out NGS Data

NOTE: The template is used for all your NGsAs for the year.

- Enter each NSGA in a numbered line, starting at line 1.
- For the *ID/Title of Standards Relevant to the DOE Mission* column, enter the information for the standard you are involved in. You are asked to enter "none" if you have no data. **Please do not leave blanks in the column.**
- When you have completed the NSGA entry satisfactorily, you will see "ok" in the Status column at the left.
- If you see "Incomplete" in the Status column, review your data to ensure that your entries apply to the requested information for each column.

When the NSGA data entry is completed satisfactorily, the remaining blue box at the top right will no longer display.

Your submission is complete.