

## Instructions for Filling Out TEMPLATE\_Record\_of\_Non-Government\_Standards\_Activity\_v1.2.xlsx

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

### Notes:

- 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
- For entering your Organization number, see the [Org List](#) tab at the bottom of the template

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

U.S. Department of Energy: Record of Non-Government Standards Activity										Version 1.2		Status: OK	
Last Name:		Johnson			First Name:		Diane						
Organization Number:		0			Doxcelerate								
Office Telephone Number:		865-481-4830			Email Address:		diane@doxcelerate.com						
Employment Status (Enter 'D' for DOE or 'O' for Other):		O			If You Entered 'O' for Other, Specify Your Employment Status:		Doxcelerate			Missing or incorrect information in data entry section			
Date (mm/dd/yyyy) of Report:		08/09/2018											
Line No.	Status	Type of Submittal: 'I' for Initial Submittal, 'R' for Revision of Information Previously Submitted, or 'T' for Termination of Membership	Name of Non-Government Standards Body (NGSB)	Country of Non-Government Standards Body (NGSB)	Name of Main Committee	Name and/or Number of Activity (e.g., committee, sub-committee, working group, task group)	Voting Status: 'V' for Voting or 'NV' for Nonvoting	Representation (Complete One Column only for Each Row)		Brief Scope of the Activity	The cells below issues in t		
								DOE	Other			Type of Submittal Status	
1	ok	I	Johnson	Diane	American Nuclear Society	ANS	NV		Doxcelerate	Member	ok		
2	Incomplete	I									ok		

### Filling Out NGSAs Data

**NOTE:** The template is used for all of your NGSAs for the year

- Enter each NGSAs in a numbered line, starting at line 1
- When you have completed an NGSAs entry satisfactorily, you will see **ok** in the Status column at 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 NGSAs data entry is completed satisfactorily, the remaining blue box at top right will no longer display

Your submission is complete.