

Instructions for Filling Out Template Record of Non-Government Standards Activity v1.4 (Individual Submission)

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 the top will be replaced with **Status: OK**

U.S. Department of Energy: Record of Non-Government Standards Activity										Version 1.4		Status: OK	
Last Name:		Johnson			First Name:		Diane						
Organization Number:		0			Technical Support								
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:		Contractor					Missing or incorrect information in data entry section	
Date (mm/dd/yyyy) of Report:		07/11/2019											
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)		ID/Title of Standards Relevant to DOE Mission	The cells below provide an eng issues in the data entry s:		
								DOE Enter 'D' if You are Formally Designated as an Official DOE Representative	Other Specify the Type of Representation Below		Type of Submittal Status	Name of Non-Government Standards Body (NGSB) Status	
1	ok	I	ASME-NQA-1	USA	N/A	Assessment and Verification	V		Contractor	ASME-NQA-1, Quality Assurance Requirements for Nuclear Facility Applications	ok	ok	
2	Incomplete	I									ok	Empty cell	
3													

The Organization list is located on the second tab at the bottom of the form.

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.
- 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.