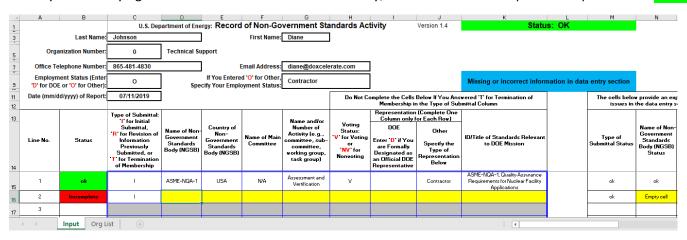
Instructions for Filling Out Template Record of Non-Government Standards Activity v1.4 (Individual Submission)

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



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

Filling out NGSA Data

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

- Enter each NGSA 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.