# Instructions for Filling Out
# TEMPLATE_Record_of_Non-Government_Standards_Activity_BULK_SUBMISSION_v2.4.xlsx
# (Bulk Submission for a Single Organization)

The form is used for a single organization to submit NGSA information for multiple personnel. The form can include representatives of DOE and Other entities associated with the same organization or site.

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.
- Data on the "Input" tab can be Sorted. You will need to select **ALL** the columns before sorting. If you do not select all the columns, the data that you have entered will become jumbled and useless.

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



The Organizational List is located on the second tab at the bottom of the form.

## Filling Out Bulk NGSA Data

**NOTE:** This template is used for multiple NGSA participants from a single organization and can include both DOE representatives and contractors who work for that organization or site.

- Enter each participant in a numbered line, starting at line 1. If the participant is involved in more than one NGSA use separate lines for each activity.
- 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 an NGSA entry satisfactorily, you will see ok in the Status column to the left.
- If you see Incomplete in the Status column, review your data to ensure that your entries contain the requested information for each column.

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

Your submission is complete.