

U.S. DEPARTMENT OF ENERGY
RECORD OF NON-GOVERNMENT STANDARDS ACTIVITY
(See reverse side for instructions)

1. Type of Submittal <input type="checkbox"/> Initial Submittal <input type="checkbox"/> Revision of information previously submitted <input type="checkbox"/> Termination of membership <i>(complete blocks 1-8f only)</i>		
2. Name <i>(last, first, initial)</i>	3. Title	4. Organization Routing Symbol
5. Mailing Address	6. Employment Status <input type="checkbox"/> DOE Employee <input type="checkbox"/> Other <i>(specify)</i> _____	
7. Office Telephone Number () _____ Fax () _____	8a. Name of Non-Government Standards Body (NGSB) Country _____	
8b. Name of Main Committee Main Committee Number _____	8b. Name of Main Committee Main Committee Number _____	
8c. Type of Main Committee <i>(check one)</i> <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other <i>(specify)</i> _____	8c. Type of Main Committee <i>(check one)</i> <input type="checkbox"/> Standards Management <input type="checkbox"/> Standards Related <input type="checkbox"/> Standards Writing <input type="checkbox"/> Other <i>(specify)</i> _____	
8d. Name of Subcommittee Subcommittee Number _____	8d. Name of Subcommittee Subcommittee Number _____	
8e. Name of Task or Working Group (WG) Task or WG Number _____	8e. Name of Task or Working Group (WG) Task or WG Number _____	
8f. Other Activity if not listed above <i>(specify)</i> Number _____	8f. Other Activity if not listed above <i>(specify)</i> Number _____	
9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other <i>(specify)</i> _____	9. Your position in the activity <input type="checkbox"/> Member <input type="checkbox"/> Vice Chair <input type="checkbox"/> Alternate <input type="checkbox"/> Chair <input type="checkbox"/> Secretary <input type="checkbox"/> Delegate <input type="checkbox"/> Technical Advisor <input type="checkbox"/> Other <i>(specify)</i> _____	
10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting	10. Voting Status (check one) <input type="checkbox"/> Voting <input type="checkbox"/> Nonvoting	
11. Representation <input type="checkbox"/> DOE <input type="checkbox"/> Other <i>(specify)</i> _____		
12. Brief scope of the activity	13. Signature of Participant	Date
	14. Signature of Approving Official	Date
	15. Title of Approving Official	

Mail to: Technical Standards Program Office
c/o Performance Assurance Project Office
P.O. Box 2009, Oak Ridge, TN 37831-8065

INSTRUCTIONS

OMB BURDEN DISCLOSURE STATEMENT

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, D.C. 20503.

1. Indicate type of submittal by placing a check mark in the appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Technical Standards Program Office by telephone (615-574-0396.) If recording termination of a membership, complete block 1-8f only. **[Note: Sections 8b through 10 must be completed for each committee, subcommittee, or working group of the NGSB noted in block 8a of which the participant is a member (each form can be used for 2 committees). Multiple forms may be necessary if the participant is a member of numerous activities within one NGSB or is a member of more than one NGSB.]**
2. Name of individual participating in a non-Government standards activity.
3. Title of person participating in a non-Government standards activity.
4. Organization of which the person is a member: U.S. Department of Energy (DOE) - list organization number (EH-1, ER-8, DP-42 etc.); Contractors list company name and DOE organization supported (Oak Ridge National Laboratory - ER, Westinghouse Savannah River Site - DP, etc.)
5. Mailing address of person participating in a non-Government standards activity.
6. Indicate whether the person participating in a non-Government standards activity is a direct DOE employee, or is a contractor.
7. Office telephone number and fax number.
- 8a. Enter the name of the NGSB and the country under whose auspices the standards committee is operating.
- 8b. Name (and number) of the Main Committee the standards group (subcommittee/working group etc.) reports to.
Example: Nuclear Fuel Cycle - C26
- 8c. Type of Main Committee. (If only recording participation on a main committee, do not complete blocks 8d - 8f.
- 8d. Name (and number) of the Subcommittee. (Complete blocks 8d thru 8f to the lowest level group being recorded on this form.
- 8e. Name (and number) of the task or working group (WG).
- 8f. Include any working Sub-Group not listed above that the person participating in a non-Government standards activity is involved in.
9. Record your current or planned position in an activity.
10. Indicate whether the member is able to vote on issues brought before the NGSB committee. (Liaison members often do not vote.)
11. DOE employees and contractors who are formally designated by the appropriate senior line manager to participate in the activities of NGSBs as an official DOE representative should check the "DOE" block. DOE employees and contractors who are members of technical or professional societies and associations because of personal or professional interest should check the "Other" block.
12. Briefly describe the scope of the activity.
13. Signature of participant and date signed.
14. DOE employees and contractors who will be the DOE representative must obtain the signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
15. Title of Approving Official.