

## NTTAA Report Questions – FY 2013

- 1 Please describe the importance of standards in the achievement of your agency's mission, how your agency uses standards to deliver its primary services in support of its mission, and provide any examples or case studies of standards success. Please include relevant Internet links and links to your agency's standards website.

**Suggestion** - In the text box provided, briefly describe your agency's standards program as it relates to the agency's mission and services. Provide examples of your agency's successful use of Voluntary Consensus Standards (VCS) and the beneficial outcomes that resulted. Successful outcomes may include: significant cost and/or time savings; improved public health and/or safety; more free and fair competition, commerce or trade; improved collaboration and cooperation with the private sector; avoided duplication of private sector activities; innovation and application of better technology, increased goodwill for the Federal government; and any others. You are encouraged to provide Internet links to additional and supporting information on your agency's website.

- 2 Please list the government-unique standards your agency used in lieu of voluntary consensus standards during FY 2013:

**Suggestion** - In responding to this question, you should:

(1) Review your agency's inventory of Government Unique Standards (GUS) used in lieu of Voluntary Consensus Standards (VCS) from FY 1997 to FY 2012 as provided for you by the NTTAA Reporting System

([http://standards.gov/NTTAA/resources/FY2010\\_GUSs\\_used\\_in\\_lieu\\_of\\_VCSs.pdf](http://standards.gov/NTTAA/resources/FY2010_GUSs_used_in_lieu_of_VCSs.pdf)).

(2) Identify any Government Unique Standards (GUS) introduced for the first time in FY 2013. For each instance of new use:

- Identify each new GUS by document number and title
- Identify each VCS not used by document number and title
- Provide a rationale for each instance of a GUS used in lieu of an existing VCS

**Special Notes:**

- You do not need to report your agency's use of a GUS where no similar VCS exists.
- A GUS used by a federal agency must be reported by that agency regardless of which

agency actually developed that standard. For example, any agency using a MIL-SPEC should not expect or rely upon DoD to report its use but must itself report the standard as being used.

- Rationales must be explicit and demonstrative of why the GUS is being used. For example, rationales may be based upon cost concerns, technology issues, performance standards, timing (need vs. availability), policy matters, etc.

- 3 Please list the Voluntary Consensus Standards (VCS) your agency substituted for Government Unique Standards (GUS) in FY 2013 as a result of review under Section 15(b)(7) of OMB Circular A-119:

**Suggestion** - Identify the document title and number for each Voluntary Consensus Standard (VCS) that was substituted and for each Government Unique Standard (GUS) that was discontinued from use.

- 4 Please provide the total number of Voluntary Consensus Standards your agency BEGAN to use during FY 2013: Optional: If possible, also please provide the total number of Non-consensus Standards that are developed in the private sector your agency began to use during FY 2013. In addition, please provide your agency's rationale for using the Non-consensus Standards that are developed in the private sector counted in this question.

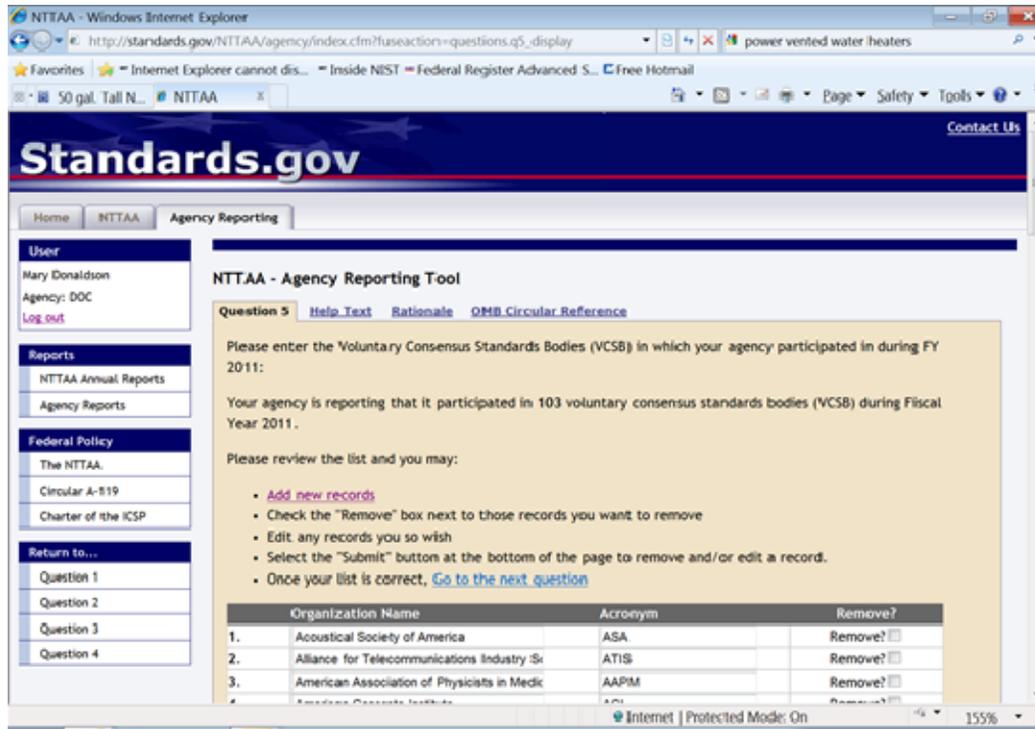
**Suggestion** - Your report preparation process should include a review of your agency's use of VCSs over the past year where your agency introduced the incorporation of a VCS in whole, in part, or by reference for procurement purposes, and the inclusion of a VCS in whole, in part, or by reference in a regulation.

This report should include only those new VCSs introduced during the past year, not the cumulative use of VCSs over past years.

- 5 Please enter the Voluntary Consensus Standards Bodies (VCSB) in which your agency participated in during FY 2013:

**Suggestion** – The Agency Reporting Tool will provide a list of your previously reported VCSB (see below). To add new VCSB, select 'Add new records'. Use the drop-down box to select the individual organizations in which your agency participates. **Do not**

**manually enter an organization's name** unless it is not found on the drop-down list. (Manual entry has created reporting errors in the past due to duplications, misspellings, etc.)



- 6 Please provide the total number of your agency's representatives who participated in voluntary consensus standards activities during FY 2013 and the total number of activities these agency representatives participated in:

**Suggestion** - Enter the total number of individuals who represented your agency as participants in voluntary standards activities during FY 2013. Count each individual only once regardless of the number of committee responsibilities he or she may fulfill.

For purposes of this report, an activity is equivalent to one individual serving in some specific capacity with one Standards Developing Organization (SDO). Therefore, in calculating the total number of activities in which your agency's representatives participate, you should count multiple times any individual representative who is involved in multiple activities with Voluntary Consensus Standards Developing Organizations. (Note: An agency representative can participate in more than one activity so the total number of activities can exceed the total number of agency representatives.)

An example:

Representative Activities	Total
Person #1      3 ASTM Committees	3
Person #2      2 NFPA Committees	2
1 ASHRAE Board Seat	1
Total Agency Representatives	2
Total Agency Activities	6

- 7 Please provide any conformity assessment activities (as described in “Guidance on Federal Conformity Assessment Activities” found in the Federal Register, Volume 65, Number 155, dated August 10, 2000 [http://gsi.nist.gov/global/docs/FR\\_FedGuidanceCA.pdf](http://gsi.nist.gov/global/docs/FR_FedGuidanceCA.pdf)) in which your agency was involved in FY 2013.

**Suggestion** - Enter a summary description of all your agency’s relevant conformity assessment activities in the text box provided.

NOTE - Conformity Assessment is defined in 15 CFR 287.2 as: “... any activity concerned with determining directly or indirectly that requirements are fulfilled. Requirements for products, services, systems, and organizations are those defined by law or regulation or by an agency in a procurement action. Conformity assessment includes: sampling and testing; inspection; supplier's declaration of conformity; certification; and quality and environmental management system assessment and registration. It also includes accreditation and recognition. Conformity assessment does not include mandatory administrative procedures (such as registration notification) for granting permission for a good or service to be produced, marketed, or used for a stated purpose or under stated conditions. Conformity assessment activities may be conducted by the supplier (first party) or by the buyer (second party) either directly or by another party on the supplier's or buyer's behalf, or by a body not under the control or influence of either the buyer or the seller (third party).”

In addition to testing, inspection and certification, there are other activities which may fall under the umbrella of conformity assessment. These activities include accreditation, production of reference materials and conduct of proficiency.

- 8 Please provide an evaluation of the effectiveness of Circular A-119 policy and recommendations for any changes.

**Suggestion** - Enter your agency's views and suggestions on the Circular, the reporting process, and other relevant subjects in the text box provided.

- 9 Please provide any other comments you would like to share on behalf of your agency.

**Suggestion** - Enter any relevant information in the text box provided.

- 10 Please use this box to provide any additional comments on how your agency currently reports its use of voluntary consensus standards.

**Suggestion** - If you so choose, you may use this comment box to clarify your responses to Questions 10.4 – 10.7 and/or to provide any additional explanation of your agency's methods of reporting its use of standards.

10.1 - 10.3 Removed

- 10.4 Does your agency report standards that it uses for guidance purposes (as opposed to compliance purposes)? (a) Yes; (b) No; (c) Not applicable.

**Suggestion** - Please select (a), (b), or (c) as it applies to your reporting method. If your selection is not applicable then please include a general statement of your method in the text box for question 10.

- 10.5 Does your agency report use of standards from non-ANSI accredited standards developers, industry consortia groups, or both? (a) non-ANSI Accredited; (b) Consortia; (c) Both; (d) Neither; or (e) Not applicable.

**Suggestion** - Please select (a), (b), (c), (d) or (e) as it applies to your reporting method. If your method of reporting is not covered by either (a), (b), or (c) then please select d and include a general statement of your method in the text box for question 10.

- 10.6 Does your agency have a schedule for periodically reviewing its use of standards for purposes of updating such use? (a) Yes; (b) No.

**Suggestion** - Please select (a) or (b) as it applies to your reporting method. Please feel free to include a general statement of your method in the text box for question 10.

10.7 How often does your agency review its standards for purposes of updating such use?  
[enter the number of years]:

**Suggestion** - Please enter a value in years and feel free to include a general statement of your method in the text box for question 10.