

INSTRUCTIONS

Concrete Masonry Products Board Member Application Form

- Complete this form **DIGITALLY**, **TYPE** the requested information in the text boxes provided in the form, **HANDWRITTEN FORMS WILL NOT BE ACCEPTED**.
- Individuals may nominate themselves and others.
- **MANUFACTURING PLANT INFORMATION:** Type in the address of the **company headquarters**.
- **WRITTEN STATEMENT:** Provide all background information about the nominee, particularly information which is relevant to evaluating the qualification of the nominee. Relevant information should include not only industry experience but also other information such as industry association leadership, experience with economic/business development organizations, Chambers of Commerce, certifications etc. If additional space is needed for the **WRITTEN STATEMENT**, please use the blank page provided (page 4 in this PDF file) and **TYPE** the remainder of the **WRITTEN STATEMENT**. Supporting documents can also accompany the application form.
- **IMPORTANT:** The application must be completed digitally; information must be **TYPED** in the PDF document. **Handwritten forms will be returned**. Print that page with the signature block, sign the signature block and e-mail that page as an attachment, **along with the completed digital application form**.
- Individuals who do not have a capability to scan a document should consider using a mobile device such as a smart phone or tablet to take a picture of the document and send the digital image **along with the application form**.

BEFORE SUBMITTING THE APPLICATION FORM

CHECK the application form for **completeness and correctness**. Forms with missing information will be returned.

Make a best effort to send the digital application, signature page and any supporting documents together in a **single e-mail**, as opposed to sending documents in a piecemeal fashion.

All Board Member applications must be received by midnight of the date prescribed.

DON'T DELAY

Questions, kwhite2@doc.gov



United States Department of Commerce
Under Secretary for Economic Affairs
Concrete Masonry Promotion, Research, and Education Order

Concrete Masonry Products Board Member Application Form

Concrete Masonry Product Manufacturers requesting consideration to be appointed a Concrete Masonry Products Board member or alternate Board member must complete and return this form. In addition to the below information, you may provide further details for the Department of Commerce Secretary to consider.

Applicant Name: _____

Company Name: _____

(Include parent company
if owned by another)

Manufacturing Plant Information

Street: _____

City: _____ State: _____ Zip Code: _____

Business Phone: (_____) _____ - _____

Email: _____

Number of Production Location

Plants: _____ Block-Producing Machines: _____ Block-Producing Cavities: _____

Number of Employees: _____

Written Statement:

A short paragraph stating why you would like to be considered for Board membership. Check if you are appending additional information.

Continued on the next page.

Check all the types of concrete masonry products that apply:

Blocks

- Architectural
- Chimney, Pilaster, or Column
- Fence
- Gray
- Joined
- Lintel
- Prefaced
- Screen
- Sound Wall
- Other (denote types): _____

Veneers

- Masonry Units (greater than 3 inches in width)
- Concrete Non-Units (less than 3 inches in width)

Brick

- Architectural
- Non-Architectural

Non-Unit Products

- Concrete Pavers
- Segmental Retaining Wall
- Other (denote types): _____

Check all boxes that apply:

- I am a Manufacturer of Concrete Masonry Products (CMP) and have manufactured CMP within the last 180 days.
USDOC may request documentation to verify your eligibility.
- I request consideration to be appointed a Concrete Masonry Products Board member or alternate member.
- I am not an employee of an industry trade organization exempt from tax under Section 501(c)(3) or 501(c)(6) of Title 26, U.S. Code representing the concrete masonry industry or related industries.
- I do not concurrently serve as a board of directors officer of a national concrete masonry products industry trade association.

Applicant:

Signature _____ **Name** _____
(Please print)

Date _____

Return this form via email to kwhite2@doc.gov.

The making of any false statement or representation on this form, knowing it to be false, is a violation of Title 18, Section 1001 United States Code, which provides for the penalty of a fine of \$10,000 or imprisonment of not more than five years or both.

According to the Paperwork Reduction Act of 1995, a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is 0605-0028. The time required to complete this information collection is estimated to average 30 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.

Trade secrets and commercial or financial information that is privileged or confidential reported to, or otherwise obtained by, the Board or the Secretary (or any representative of the Board or the Secretary) under the Concrete Masonry Products Research, Education, and Promotion Act of 2018 shall be kept confidential by all persons, including all employees and former employees of the Board, all officers and employees and former officers and employees of contracting and subcontracting agencies or agreeing parties having access to such information. Such information shall not be available to Board members or manufacturers. Only those persons having a specific need for such information to effectively administer the provisions of this Order shall have access to such information.

All information collected will be treated as confidential, as indicated on the forms and in conformance with the Privacy Act and Freedom of Information Act. The Department's staff is required to maintain confidentiality. Other confidential information will be withheld from public review under the Freedom of Information Act and the Privacy Act, 5 USC 552.

Written Statement (continued)