

September 16, 2012

Memorandum Memorializing Ex Parte Communication

To: expartecommunications@hq.doe.gov (sent via email)

On July 31, 2012, representatives of the Air-Conditioning, Heating, and Refrigeration Institute (AHRI) and the North American Technicians Excellence (NATE) met with Department of Energy (DOE) staff to discuss the Guidelines for Home Energy Professionals: *Standard Work Specifications for Single Family Upgrades* as listed in the Federal Register/Vol.77, No.61/March 29, 2012/Notices. DOE staff participated in this meeting to answer questions related to the Workforce Guidelines. Meeting attendees included the following individuals:

Representing DOE:
Joshua Olsen
Kavita M. Patel

Representing AHRI:
David Calabrese
Warren Lupson
Frank Stanonik
Phillip J. Wallace

Representing NATE:
Don Frenberg

Respectfully submitted,



Phillip J. Wallace
Manager, Government Affairs