

LOS ALAMOS NATIONAL LABORATORY

# NEW EMPLOYEE RESOURCE GUIDE



[newhires@lanl.gov](mailto:newhires@lanl.gov)

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## **Our Mission**

*To solve national security challenges through scientific excellence*

## **Our Vision**

*To deliver science and technology to protect our nation and promote world stability*

## **Our Goals**

### **WE WILL**

**Deliver national nuclear security and broader global security mission solutions**

**Foster excellence in science and engineering disciplines essential for national security missions**

### **BY**

**Attracting, inspiring, and developing world-class talent to ensure a vital future workplace**

**Enabling mission delivery through next-generation facilities, infrastructure, and operational excellence**

## **Our Values**

### **Service**

*Serving our country, our partners, our community, and each other*

### **Excellence**

*Ensuring timely mission execution through scientific, operational, and business excellence*

### **Integrity**

*Building trust through intellectual honesty, ethical conduct, and individual responsibility*

### **Teamwork**

*Collaborating with colleagues and partners, respecting diverse opinions and backgrounds, vigorously debating alternatives, and coming together to achieve the best solutions*

### **Stewardship**

*Being good stewards of the taxpayers' dollars, the Laboratory, our community, and the environment*

### **Safety and Security**

*Ensuring that safety and security are integral to everything we do*

## A Brief History

Los Alamos National Laboratory was established in 1943, as Site Y of the Manhattan Project, for a single purpose: to design and build an atomic bomb. It took just 20 months. On July 16, 1945, the world's first atomic bomb was detonated 200 miles south of Los Alamos at Trinity Site. Under the scientific leadership of J. Robert Oppenheimer and the military direction of General Leslie R. Groves, scientists at the Laboratory had successfully weaponized the atom.

When the Japanese Empire continued to wage an aggressive Pacific war after Hitler was defeated in Europe, President Harry S. Truman chose to employ atomic bombs in an effort to end WWII. Little Boy, a uranium gun-type weapon, was used against Hiroshima; Fat Man, a plutonium implosion-type bomb, was dropped over Nagasaki. On August 14, 1945, the war officially ended. An invasion of the Japanese home islands proved unnecessary, thus sparing thousands of American and Japanese lives.

The Laboratory of today has the ever-present core values of intellectual freedom, scientific excellence, and service to the nation. Outstanding science is the foundation for the past, present, and future. A rich variety of research programs directly and indirectly support the Laboratory's basic mission: to ensure the safety, security, and effectiveness of the nation's nuclear deterrent; reduce global threats; and solve emerging national security challenges. The Laboratory also works on nuclear nonproliferation and border security, energy and infrastructure security, and nuclear and biological counterterrorism.



Learn more about the history of the Lab, and its ongoing mission at the **Bradbury Science Museum**, located at 1350 Central Avenue.

**Hours:** Sunday & Monday: 1:00–5:00 p.m.

Tuesday–Saturday: 10:00 a.m.–5:00 p.m.

**Free Admission**

**Closed:** Thanksgiving, Christmas, and New Year's Day

[www.lanl.gov/museum/index.php](http://www.lanl.gov/museum/index.php)



*J. Robert Oppenheimer (left), first director of the Lab, and General Leslie R. Groves (right), military head of the Manhattan Project, at the site of Trinity, the world's first nuclear explosion. The twisted metal rods are the remnants of the tower that held the nuclear device.*

*Delivering science and technology to protect our nation and promote world stability*



## askIT Services at Los Alamos

What is “it”? It's information technology. askIT provides a single point of contact for business and IT-related issues.

- One IT Service Desk
- One phone number to call for IT help
- One tool to request IT services, report issues, and find quick answers

Chat with one of our  IT reps at [chat.lanl.gov](https://chat.lanl.gov).

## CONTACT INFORMATION

askIT services are also available through the following:

**Phone:** (505) 665-4444

**Chat:** [chat.lanl.gov](https://chat.lanl.gov)

**Website:** [askit.lanl.gov](https://askit.lanl.gov)

**Email:** [askit@lanl.gov](mailto:askit@lanl.gov)

askIT

*One tool to request IT services, report issues, and find quick answers.*

### Our Services

- Single point of contact for IT-related issues
- Single entry portal for making inquiries or reporting problems
- Support for information architecture (IA) LANL standard software such as Outlook email and calendar, Entrust, Full Disk Encryption (FDE), and account password recovery
- Requests for red network issues
- Remote access for customer assistance
- Support for software, hardware, and cyber security for computers on the yellow (unclassified) network, including Mac, PC, and Linux/Unix
- Support available Monday–Friday, 8:00 a.m.–5:00 p.m.





## IT Services at Los Alamos

easyIT delivers the IT devices, knowledge, and services you need to be successful at the Lab.

*Getting and using IT at the Lab should be ... easier.*

### LANL's easyIT will help you

- **be Curious**—Touch and compare desktops, tablets, and mobile phones before you buy them.
- **be Efficient**—Order a computer, mobile phone, or CRYPTOCard and get it in days or even hours (not months!).
- **be Knowledgeable**—Learn how to get and use helpful apps, software, and more.
- **be Secure**—Reset PIV passwords and recertify credentials, get encryption/digital signing software (Entrust), borrow secure laptops (LendIT), and more.
- **be Connected**—You no longer need to know the right people in several divisions to get what you need. easyIT and askIT customer advocates will answer your questions for all business innovation services.

### CONTACT INFORMATION

Send your ideas and feedback to [easyit@lanl.gov](mailto:easyit@lanl.gov).

Visit us at [easyit.lanl.gov](http://easyit.lanl.gov).

Located at the Study Center (TA-03, Building 207)  
Monday–Friday, 8:00 a.m.–5:00 p.m.



## Communication Arts & Services

The high-performance teams within the Communication Arts and Services (CAS) group support the Laboratory's internal and external communication efforts, offering professional, high-quality products and services.

We have built our reputation on overall customer service principles, which include being responsive to our customers' requirements and delivering on time.



*Whether you need to address Lab colleagues, the scientific community, or the general public, CAS communication experts help you develop communication products that are compelling, creative, economical, and targeted to your audience.*

Need more info or ready to get your project started?

Submit an online request for CAS services (pdf).

[int.lanl.gov/org/dir/cpa/cas/request\\_service.shtml](http://int.lanl.gov/org/dir/cpa/cas/request_service.shtml)

Email us: [crs@lanl.gov](mailto:crs@lanl.gov) | Call us: 667-4636 (667-INFO)



### Quality Matters

Quality Matters is a review service developed by CAS to improve the quality of high-profile communication products at the Lab. Trained writer-editors are available to provide a fresh pair of eyes to catch anything you may have missed. They will look for errors and inconsistencies and suggest corrections, and they'll do it as quickly as possible so your schedule won't be delayed.

Quality Matters is not an editing or formatting service. It's a high-level quality check. If you need full editing or expert formatting, let CAS know—it provides those services, too.

*Doing it yourself? The Lab's identity website (<http://int.lanl.gov/communication-standards/>) has downloadable templates.*

### Experts in communication

- Branding, marketing
- Electronic publishing
- Exhibits, displays, poster presentations
- Illustration, design
- Writing, editing
- Floor stands, signs



## Office of Counterintelligence

The Los Alamos National Laboratory Office of Counterintelligence (OCI) conducts the Counterintelligence/Counterterrorism, Unclassified Foreign Visits and Assignments, and Immigration Services programs of the Department of Energy (DOE), National Nuclear Security Administration, and Los Alamos National Laboratory. OCI integrates these programs to foster counterintelligence and security to protect Los Alamos National Laboratory and the DOE complex from foreign intelligence activity, terrorism, and insider threats with a national security nexus.

### ALWAYS REMEMBER

*You are the first line of defense against foreign intelligence collection operations. Prompt reporting of suspicious or questionable activities protects YOU, LOS ALAMOS NATIONAL LABORATORY, and our NATIONAL SECURITY. Get involved and report suspicious behavior and activity.*

#### Unclassified Foreign Visits and Assignments Program

- Foreign national access to DOE sites, programs, information, and technologies associated with open/ unclassified projects may be approved, provided the access is needed to support DOE program objectives and/or U.S. national interests and provided the benefits outweigh any associated risk.
- Approval is required for all non-U.S. visitors and assignees.

#### Immigration Services Program

- The Immigration Services Office, in support of Los Alamos National Laboratory's mission, is dedicated to providing accurate and timely immigration-related information and services.

#### Counterintelligence/ Counterterrorism Program

##### What is elicitation?

- Elicitation is the subtle technique of learning what you want to know through seemingly normal conversations, and it is a common technique used by foreign intelligence services to extract information from DOE personnel.

- Be alert for anyone who asks for information they have no need to know, and try to avoid being steered into sensitive topics.

#### Detecting and Mitigating Espionage

- While there is no absolute prevention, certain measures can help deter or detect someone engaging in espionage.
- Be alert to the characteristics that may indicate someone is vulnerable to recruitment or is considering engaging in espionage. Some of these include faltering work performance, work disgruntlement, sudden and dramatic behavioral or personality changes, excessive debt or inexplicable affluence, family or marital problems, alcohol/substance abuse, or mental health issues.
- Some indicators that a person might already be involved in espionage include unauthorized removal or attempted removal of proprietary or classified material from the work area, failure to report foreign contact or travel, and willful circumvention of Los Alamos National Laboratory policies and procedures.
- Reporting these types of unusual activities may prevent someone from considering or engaging in espionage.



#### What You Are Required to Report

All Lab employees and contractors are important in preventing espionage and the unauthorized release of critical program information. DOE guidelines indicate that you should report the following situations:

- Substantive professional contacts and relationships with sensitive-country foreign nationals who are not permanent resident aliens or family members
- Foreign travel to sensitive countries or to nonsensitive countries if your trip is subsidized by a foreign entity
- Anomalies and/or indicators of espionage
- Unusual solicitations

#### What to Know When Traveling

- Los Alamos National Laboratory travelers often come under the scrutiny of foreign intelligence services, so remember that your awareness is the most important tool for protecting our information, people, and nation.
- Do not divulge classified or sensitive unclassified information, including personal information about you, your family, or colleagues, to unauthorized people.
- Refuse to accept, mail, or hand-carry anything you cannot verify, and remember to check your luggage one last time before you depart to ensure all items in it belong to you.
- Do not use computer equipment for sensitive or proprietary matters if the equipment is provided by a foreign hotel or business. Such equipment is often not properly secured.

### CONTACT INFORMATION

**Unclassified Foreign Visits Program Office**  
(505) 665-1572

**Immigration Services Office**  
(505) 665-0760

**Office of Counterintelligence**  
(505) 665-6090

**Website:** <http://int.lanl.gov/org/padgs/office-counterintelligence/index.shtml>



## Payroll Office

### Paycheck Information

- **Pay frequency**—Employees are paid biweekly (every other Thursday for the previous two weeks).
- **First paycheck**—Your first paycheck will be delivered to your Los Alamos National Laboratory mail stop. Your group administrator will show you how to put your mail stop and other information into the Los Alamos National Laboratory phonebook.
- **Direct deposit**—Direct deposit is required for all employees.
- **Entering time**—Employees are required to submit time no later than their last day worked each week unless directed by the Chief Financial Officer to submit earlier.
- **Administrative level (A-level)**—Employees with A-level computer access may submit their own time.
- **Timekeepers**—Your group has up to three timekeepers who will enter your time per your instructions if you don't have A-level access. Your manager or mentor can help you identify your timekeepers.
- **Cost codes**—Your manager or mentor will provide the codes you need for charging time.
- **Assistance entering your time**—Ask your manager, mentor, timekeeper, or co-worker for assistance.

*Check your earnings statement every payday!*

### Work Schedules

- All employees are automatically set up to work 5 days a week and 8 hours a day.
- Alternative work schedules can be selected with approval from your manager.
- Alternative work schedules start at the beginning of a pay period if the schedule has been approved in Oracle by your manager.

Payday/holiday calendar and dates for early timecard collection: [http://int.lanl.gov/finance/payroll/payroll\\_calendars\\_dates.shtml](http://int.lanl.gov/finance/payroll/payroll_calendars_dates.shtml)

Payroll's website has a wealth of information and can be accessed from the Lab's homepage by clicking on Finance and Payroll. Please review New Hire Information and Payroll Resources.

<http://int.lanl.gov/finance/payroll/index.shtml>

**Phone:** (505) 667-4594

**Email:** [payroll@lanl.gov](mailto:payroll@lanl.gov)

## Los Alamos Field Office

Los Alamos National Laboratory is a government-owned, contractor-operated laboratory. **The Los Alamos Field Office** is the organization within the National Nuclear Security Administration (NNSA) responsible for the oversight and administration of the LANL Management & Operating (M&O) Contract, as well as having stewardship responsibilities for the Los Alamos site, regulation of nuclear and high-hazard operations, and local external engagement on behalf of NNSA.



## WHO WE ARE

**Vision:** *We achieve safe, secure, responsive results through world-class leadership, stewardship, and oversight.*

**Mission:** *Safeguard the nation's interests and build upon the Los Alamos legacy of superior science and technology by ensuring national nuclear security through excellent contract management, oversight, and stewardship*

**Values:** *Professional, Upbeat, Proficient, Inclusive, Trustworthy*

### National Nuclear Security Administration (NNSA)

The NNSA is a semi-autonomous agency within the U.S. Department of Energy. The NNSA maintains and enhances the safety, security, and effectiveness of the U.S. nuclear weapons stockpile without explosive nuclear testing; works to reduce the global danger from weapons of mass destruction; provides the U.S. Navy with safe and effective nuclear propulsion; and responds to nuclear and radiological emergencies in the U.S. and abroad.

**To learn more about NNSA and the Los Alamos Field Office, visit our website:**

<https://nnsa.energy.gov/fieldoffices/losalamos>

### Our Diverse Portfolio

assurance  
radioactive contract  
administration operations nuclear  
management project  
cybersecurity security  
national environmental  
waste protection safety business  
facility quality





## Information Security

The Information Security Program at the Laboratory protects hardware, software, and communication systems from external and internal attacks. The goal of the Information Security Program is to protect the confidentiality, integrity, and availability of information.

The Laboratory implements Department of Energy orders, National Nuclear Security Administration policies, the National Institute of Standards and Technology Special Publications, and Los Alamos National Laboratory information security procedures to protect information from theft, loss, misuse, or abuse.



## RESPONSIBILITIES

*As a Laboratory general user, you are required to actively participate in information security by following all policies and procedures set forth by the U.S. Department of Energy and the Laboratory. When you use a Laboratory system, you agree to the terms and conditions of use, including the possibility that your system may be audited, monitored, copied, confiscated, or inspected.*

### Important Reminders

- Use your system(s) only for official purposes, while following specific work-area rules.
- Protect systems from unauthorized access.
- Follow the Laboratory password policy. Use complex passwords, and never share your password or PIN with anyone.
- Understand and implement required information security protections and mitigations: use anti-malware protection and perform regularly backup of information of institutional interest. Install only Information Architecture (IA)-approved hardware and software.
- Conduct everyday computing activities—logging in to your system, reading email and web content, or creating a document—using your default general user authority.
- The Laboratory protects personally identifiable information (PII). Immediately report the loss of PII to the Security Incident Team (SIT).
- Be aware of information security threats, such as misuse by insiders and phishing.
- Don't download attachments or click on links in suspicious emails. This can lead to malware or ransomware being installed on your computer.
- Promptly report any suspected information security incidents to the SIT and your responsible line manager.

## CONTACT INFORMATION

Computer user responsibilities can be found at the following locations:

### Information Security Procedures

<https://int.lanl.gov/policy/safeguards-and-security.shtml>

### Computing Portal

<http://int.lanl.gov/computing/>

Or click the Computing link on the LANL INSIDE webpage.

### askIT Service Desk (askIT)

Phone: (505) 665-4444

Website: <https://int.lanl.gov/computing/askit.shtml>

Email: [askIT@lanl.gov](mailto:askIT@lanl.gov)

### Security Incident Team (SIT)

Phone: (505) 665-3505

Website: <https://int.lanl.gov/security/sit.shtml>

Email: [sit@lanl.gov](mailto:sit@lanl.gov)

Find your Information System Security Officer (ISSO) or Organizational Cyber Security Representative (OCSR) here:

[http://int.lanl.gov/computing/\\_assets/docs/isso-ocsr-list.pdf](http://int.lanl.gov/computing/_assets/docs/isso-ocsr-list.pdf)

## Ethics & Compliance Group

- Provides leadership and management of the Laboratory's Ethics Program, including applicable communications and training
- Provides timely advice and resources to Laboratory employees to address ethical situations
- Develops, maintains, and communicates the Laboratory's Code of Conduct
- Manages the Conflict of Interest Program in accordance with the Conflict of Interest Compliance Plan
- Advises management at all levels on ethics, conflicts of interest, and other related issues
- Manages the Ethics Liaison Program
- Manages the Laboratory's Employee Concerns Program, including conducting applicable investigations, in accordance with P793, *Employee Concerns Program*

## CONTACT INFORMATION

TA-00, Bldg. 787, Room 1001

Phone: (505) 667-7506

Mail Stop: MS D449

Website: <http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/index.shtml>

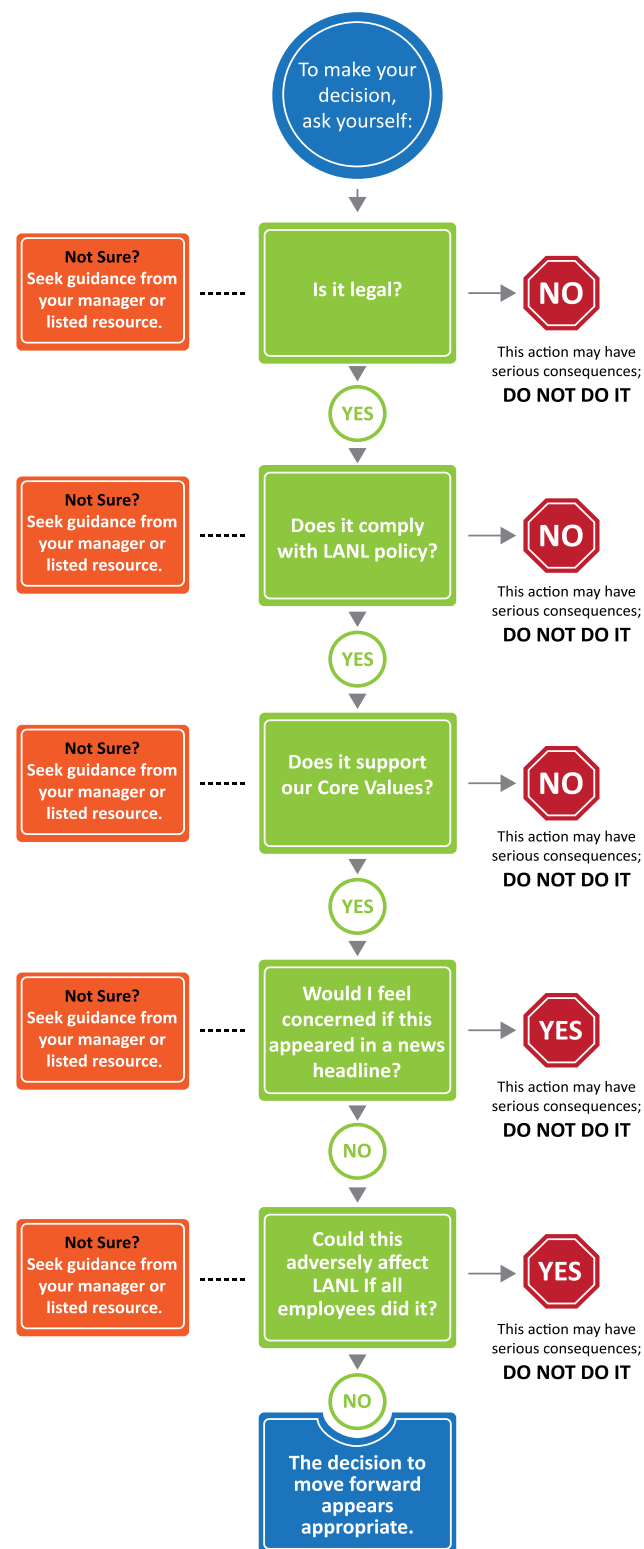
Emails: EA-Ethics group [ethics@lanl.gov](mailto:ethics@lanl.gov)

Conflict of Interest Program [coi@lanl.gov](mailto:coi@lanl.gov)

Employee Concerns Program [ecp@lanl.gov](mailto:ecp@lanl.gov)

## Ethics Decision Tree

A decision tree can be a useful tool when you are faced with a difficult decision.



## Employee Concerns Program

Los Alamos National Laboratory has established an Employee Concerns Program (ECP) to give Laboratory employees and subcontractors a mechanism they can use to report employee concerns, without fear of retaliation, and to have those concerns addressed through an independent, objective evaluation.

### ECP can address issues such as these:

- Environment, safety, health, and quality
- Fraud, waste, and abuse
- Safeguards and security
- Harassment
- Discrimination
- Workplace violence
- Violation of law or policy



## CODE OF CONDUCT

The Code of Conduct is designed to help you recognize and resolve the ethical issues that may arise in your daily work.

<http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/code-conduct.shtml>

### What happens when you report a concern?

- Your report will be investigated promptly.
- It will be kept confidential to the extent permitted by law and consistent with Los Alamos National Laboratory's need to fully investigate the matter.
- You will be treated with respect.
- Your concern will be treated seriously.
- You will not be required to identify yourself.
- Only those with a need to know will be involved in or informed of the investigation.

Employees are encouraged, but not required, to address workplace concerns directly with their supervisors or managers before using the ECP. Employees can bring concerns to the ECP through the following avenues:

- **Call ECP 24-Hour Helpline:** (505) 665-9999 (No Caller ID)
- **Call EA-Ethics:** (505) 667-7506
- **Fax:** (505) 665-3664
- **Email:** [ecp@lanl.gov](mailto:ecp@lanl.gov)
- **Send a written concern:** Mail Stop D449, Attention: Helpline
- **Meet in person with an EA-Ethics & Compliance Specialist:** TA-00, Bldg. 787, Room 1001B
- **Fill out the Concern Form and submit it electronically:** <http://int.lanl.gov/org/dir/ethics-audits/ethics-compliance/concerns-form/index.shtml>

**CONFIDENTIAL**  
**INFORMAL**  
**UNBIASED**  
**NEUTRAL**  
**INDEPENDENT**  
**SOLUTIONS**

## Ombuds Office

### What We Do

- Provide a safe place for individuals to engage in informal and confidential conversations
- Coach and assist individuals in reframing challenges and evaluating options
- Offer neutral, informal mediation and facilitation between parties in conflict
- Help visitors explore options and refer to appropriate resources and policies
- Deliver communication-skills training through educational presentations and workshops



## MISSION

*The mission of the Los Alamos National Laboratory Ombuds Office is to enhance communication and mitigate conflict at the Laboratory.*

### Contact the Ombuds Office when you want to ...

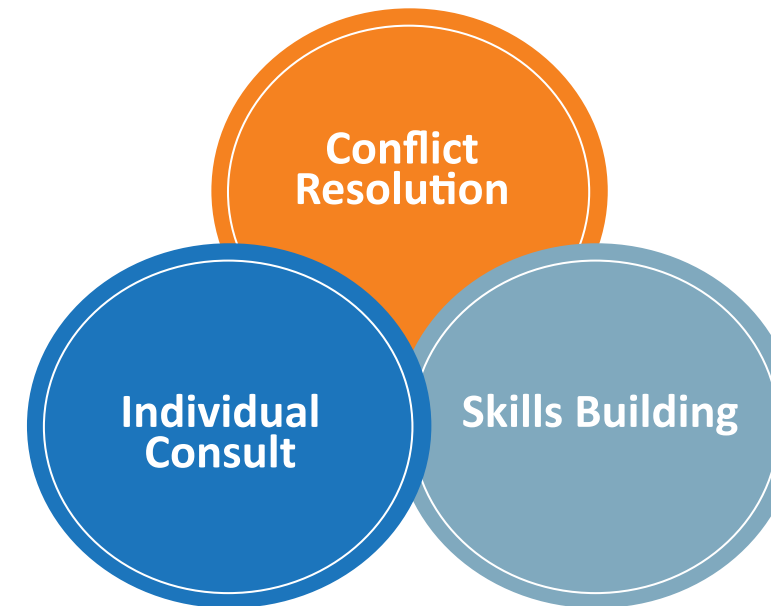
- Confidentially discuss difficult situations with a conflict-resolution professional
- Receive coaching on how to better communicate or handle conflict
- Better understand formal reporting channels or policies
- Consider informal, non-escalating approaches
- Receive an impartial perspective
- Discuss strategies or explore options for resolving workplace issues
- Maintain flexibility while approaching workplace challenges
- Register for or schedule a presentation



### Standards of Practice

The Ombuds Office operates in accordance with the International Ombudsman Association's standards, which include neutrality, independence, confidentiality, and informality. [www.ombudsassociation.org](http://www.ombudsassociation.org)

### OMBUDS Services



### CONTACT INFORMATION

**Office phone:** (505) 665-2837

**Anonymous Help Line:** (505) 667-9370

**Email:** [ombuds@lanl.gov](mailto:ombuds@lanl.gov)

**Website:** <http://www.lanl.gov/ombuds>

**Location:** Suite #114, Central Park Square, Downtown Los Alamos



## Human Resources: Office of Diversity & Strategic Staffing

Los Alamos National Laboratory is committed to sustaining an inclusive work environment based on four principles:

- Every person is unique and possesses individual attributes, distinct experiences, and diverse perspectives.
- Diversity can promote innovation, enhance problem-solving, cause positive change, and lead to a more successful and productive organization.
- Equal opportunity and a mutually respectful working environment are critical to the Laboratory's current and future success.
- Community partnerships are an essential and integral part of the Laboratory's commitment to diversity.

*To be successful in our critical mission, it is essential that we embrace diversity and create an inclusive work environment where all employees feel welcome and fully engaged.*

### Employee-Led Diversity Initiatives

Employee Resource and Diversity Employee Working Groups (ERGs) are responsible for developing and implementing a wide variety of initiatives that directly assist the Laboratory in meeting its diversity-related goals and objectives. We invite you to visit our Inclusion and Diversity website to learn about Lab ERGs and additional inclusion resources.

### Expectations

All Laboratory workers are responsible for fostering a mutually respectful work environment that is free from discrimination and harassment; reading and understanding equal employment opportunity, affirmative action, and diversity-related policies, requirements, and expectations; and participating in educational initiatives and/or awareness events designed to enhance understanding of equal employment opportunity, affirmative action, and diversity-related topics and issues.

## Human Resources for YOU

### Human Resources Division Office

Phone: (505) 667-7011

### Complaint Resolution Process

Email: [complaintresolution@lanl.gov](mailto:complaintresolution@lanl.gov)

### Office of Recruiting

Email: [recruiting@lanl.gov](mailto:recruiting@lanl.gov)

### Inclusion & Diversity

Website: <http://www.lanl.gov/careers/diversity-inclusion/index.php>

### Sexual Harassment Office

Phone: (505) 606-8167

## Human Resources: Office of Talent Management

The Office of Talent Management (HR-OTM) provides consulting services to the Laboratory in two main human resource focus areas (organizational development and talent management) to further the strategic goals and values of the institution. HR-OTM also manages the leadership development programs at the Laboratory, with programs designed for audiences ranging from individual contributors to senior leaders.

### Talent Management Consulting Services/ Program Management

- Mentoring program development
- Career progression planning
- Knowledge capture and transfer consulting
- Rotational program development
- iLEAD Student Development Program
- Succession planning

### Organizational Development Consulting Services

- Strategic planning and partnering
- Change management
- Team building
- Organizational restructuring
- Leader and team coaching
- Assessment services (Hogan leadership series, DiSC, Benchmark 360 instruments)
- Leadership development program management
- Leadership Institute
- Director's Leadership Development Program
- Management Academy
- Alumni programs
- Safety Academy for Excellence

## CONTACT INFORMATION

**Website:** <http://int.lanl.gov/org/padops/adbi/hr/talent-management/index.shtml>

**Email:** [talent@lanl.gov](mailto:talent@lanl.gov)



## Human Resources: Personnel Records

### Who are we?

We are a group of highly diversified individuals who maintain official personnel folders (OPFs) and benefits folders for current and former Los Alamos National Laboratory employees. Contract employee records are kept by the contract company (e.g., COMPA Industries Inc., Edgewater), not by LANL.

### Who has access to your information?

- Current and former employees and their authorized representatives
- Investigators and DOE auditors
- Hiring officials, line management, and Laboratory attorneys

### CONTACT INFORMATION

P.O. Box 1663, MS P235

TA-3, Otowi (Bldg. 261), Rm. S232

Los Alamos, NM, 87545

**Phone:** (505) 667-4451 (Opt. 1)

**Fax:** (505) 667-6446

**Email:** [personnel@lanl.gov](mailto:personnel@lanl.gov)

**Website:** <http://int.lanl.gov/employees/staffing-guidance/hr-process-guide/personnel-records-staffing/index.shtml>

*We've got you covered!*

#### Hours of Operation

**Monday–Friday, 8:00 a.m.–3:00 p.m.**

### Need a Verification of Employment (VOE)?

#### We can do that!

If you would like a VOE, submit a written request to [voe@lanl.gov](mailto:voe@lanl.gov). In the written request, include your full name, Z-number, and whether you need your salary included. You may also come to Personnel Records with a valid photo ID and verbally request a VOE.

### Need to change a name? (LANL employees only)

#### We can do that, too!

Bring Personnel Records a copy of your new Social Security card, showing your new name, or bring the original receipt from the Social Security Office, showing that you have applied for a name change. (Name changes cannot be made without this documentation.)

### Need a copy of your official personnel folder?

#### We have you covered!

Personnel Records is located in the Otowi Building within the Human Resources Department (through the double doors next to the Badge Office). You may come in and ask to view your OPF in our office during our operating hours.

### What type of identification is needed to view an official personnel folder?

You will need to show a form of photo identification (LANL badge, passport, driver's license, or state identification card) to access your personnel record.

### Need to update your personal information?

If you have any changes to your personal information, go to Oracle, Worker Self-Service, and update as needed. If you are unable to access Oracle, send an email to [rr-desk@lanl.gov](mailto:rr-desk@lanl.gov). Your personal information will be amended per your request.





## Worker Environmental, Safety and Security Team (WESST)

The WESST is a worker-led volunteer organization that advocates for environmental awareness, safety, and security for Laboratory employees. Our WESSTs invite employees to connect, develop, and contribute as valued members of an impactful team to foster a safe, secure, and healthy culture at Los Alamos National Laboratory.

*“Our Worker, Environment, Safety and Security Teams play a critical role in ensuring that safety remains a priority in everything we do; it is my hope that you will serve on your directorate WESST or IWESST.”*

*—Kelly Beierschmitt, Deputy Director of Operations*

### Make a Difference at LANL

WESST members represent their colleagues from the group to the institutional level on environment, safety, and security issues. The teams collaborate to drive solutions and continuous improvement to the Laboratory’s complex challenges. All workers are welcome and encouraged to participate in meetings, events, and campaigns.

The LANL student population is represented through the Student Worker Environment, Safety and Security Team (SWESST). SWESSTs combine to produce an energetic team. That bring innovative ideas surrounding environment, safety, and security challenges.

### GET INVOLVED!

*Employees are highly encouraged to attend and be involved in their local group or institutional WESST.*

- Connect
- Develop
- Contribute

Visit [iwesst.lanl.gov](http://iwesst.lanl.gov)



## Los Alamos National Laboratory Research Library Located in the Oppenheimer Study Center

The Research Library provides extensive digital collections of scientific and technical literature, standards, and specifications in support of the Laboratory’s information needs. Library staff members are available to provide training on how to use the many products, tools, and resources available to researchers at the Laboratory. Badge holders may access the Research Library 24/7 using the badge reader.

### CONTACT INFORMATION

**Website:** <http://int.lanl.gov/library/>  
**Phone:** (505) 667-5809  
**Service Desk hours:** Monday–Friday  
 8:00 a.m.–5:00 p.m.  
**Email:** [library@lanl.gov](mailto:library@lanl.gov)



*The Research Library provides agile, responsive knowledge services that connect people with information, technology, and resources.*

**Search for books, journals, and technical reports:** <http://primo.lanl.gov>

**Use library resources while on travel or from home with your Z number and cryptocard, at [www.lanl.gov/library](http://www.lanl.gov/library), and select "Offsite Employee."**

**Search for LANL technical reports or Los Alamos authors:** <http://lasearch.lanl.gov>

**Search for abstracts and citations of peer-reviewed literature:**

- **Web of Science** [webofknowledge.com](http://webofknowledge.com)
- **Scopus** [scopus.com](http://scopus.com)

**Use RASSTI to get your unclassified documents reviewed for release:** <http://rassti.lanl.gov>

If you are new to a subject area or working on a cross-disciplinary research topic, find out what resources the Research Library has to offer by research area: <http://lanl.libguides.com>

To request training, fill out our Request Training webform: <http://int.lanl.gov/library/services/forms/>



## Richard P. Feynman Center for Innovation

Innovation at Los Alamos National Laboratory is supported by the Richard P. Feynman Center for Innovation (FCI). FCI helps the Laboratory meet its national security mission objectives and helps it convert new ideas into solutions that make U.S. industry more competitive in an ever-changing global marketplace. FCI is responsible for protecting and leveraging the Laboratory's intellectual property, licensing technologies and software, and managing industry research partnerships. Through FCI, we emphasize "mission-focused" technology transition, a focus inspired by Feynman's legacy of creativity and unconstrained thinking about big problems.

# FCI

### CONTACT INFORMATION

**Website:** <http://int.lanl.gov/org/padgs/feynman-center>

**Phone:** (505) 665-9090

**Email:** [feynmancenter@lanl.gov](mailto:feynmancenter@lanl.gov)



## Records Management Services

In the course of the work you perform here at Los Alamos National Laboratory, you will produce federal records that provide evidence of the quality and compliance of your work results. Records must be identified, scheduled, and maintained through their assigned retention period, which may be a very long time.

Service Innovation—Records Management Services (SI-RMS) offers a variety of services to assist you with these responsibilities. SI-RMS facilitates timely capture of records and reliable information retrieval to support your needs.



**Visit [records.lanl.gov](http://records.lanl.gov) for services and tools.**

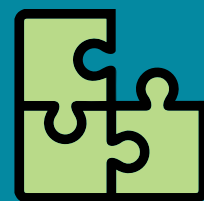
**Website:** <http://int.lanl.gov/services/records-management/index.shtml>



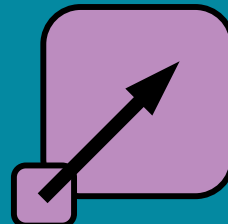
INNOVATE



EVALUATE



PURSUE



SCALE

### Intellectual Property

Intellectual property (IP) is the foundation of Los Alamos National Laboratory's innovation assets. It consists of the Laboratory's portfolio of patents (inventions) and copyrights (software) that have been protected to support our technology. Creating value and bringing recognition to our researchers through IP (in concert with peer-reviewed publication) are important objectives.



**The electronic Invention Disclosure Reporting (eIDR) system** (<http://eidr.lanl.gov>) is available for Los Alamos National Laboratory staff to use for disclosing any inventions and software. For questions about your disclosure of IP or if you have a classified disclosure, please contact the IP Team at [fci-ip@lanl.gov](mailto:fci-ip@lanl.gov).

### Agreements

There are three basic types of agreements through which FCI facilitates partnerships and sponsored work between LANL and industry, non-DOE agencies, and universities. These agreements are Nondisclosure Agreements (NDAs), Cooperative Research and Development Agreements (CRADAs), and Strategic Partnership Projects (SPPs). Basic information about these agreements can be found on the FCI website at <http://int.lanl.gov/org/padgs/feynman-center/agreements/index.shtml>.

### Los Alamos LaunchPad

Los Alamos LaunchPad programs are professional development opportunities aimed at inspiring and supporting our R&D scientists and engineers so they can thrive at the intersection between basic science and applied technology and between federal sponsors and private sector partners. This suite of programs promotes critical thinking and innovating, which are central to successful delivery on future challenges. For specifics on each program, visit the FCI website at <http://int.lanl.gov/org/padgs/feynman-center/policies-guidelines/launchpad/index.shtml>.

[www.lanl.gov](http://www.lanl.gov)

### The [records.lanl.gov](http://records.lanl.gov) website is your SI-RMS services guide. SI-RMS serves you in these ways:

- Helps you store hard copy records in the National Archives and Records Administration–certified Records Storage Facility at Los Alamos National Laboratory
- Helps you store electronic records so they are readily accessible in the Electronic Records Management System (ERMS)
- Provides analysis and consulting services and tools
- Puts you in touch with your organization's Records Management point of contact
- Helps you retrieve records to support your work
- Provides processes to help you disposition records eligible for destruction

**Additional services are available at [records.lanl.gov](http://records.lanl.gov) and include the following:**

### Special Collections Management

A variety of document collections, including historical archives, the classified report collection, the photographic archives, and UK documents

### Official Lab Correspondence Control

Director's Office correspondence control and classified mail channels

### Freedom of Information Act

Response of Los Alamos National Laboratory to requests for information under the Freedom of Information Act

### Information Preservation Projects

Collaboration with the Los Alamos National Laboratory Weapons Program to preserve mission-critical data records on various media and to make the records available electronically

### Los Alamos National Laboratory Historian Services

Tours, lectures, and research by the LANL historian for Lab employees, key internal and external stakeholders, and the National Nuclear Security Administration's defense laboratories



**Need assistance if you are injured at work?**

**Need personal or work-related advice and confidential counseling?**

#### Occupational Medicine

**Location:** TA-03, Building 1411

**Hours:** Monday–Friday, 7:30 a.m.–5:00 p.m.

#### Medical Provider on Call (24 Hours)

(505) 667-0660 (Press 1 for questions about work-related injuries.)

**Contact:** [occmcd.lanl.gov](http://occmcd.lanl.gov)

(505) 667-0660

#### Injuries & Illnesses

- Notify your supervisor if you experience a work-related injury or illness and report to Occupational Health.
- Immediately reporting an injury results in effective early medical intervention and improves injury outcomes for the worker.

#### Employee Assistance Program

- Confidential counseling for personal and/or work-related problems
- Available for all badge holders and their family members
- Guidance for DOE actions on security clearances

**Contact:** [eap.lanl.gov](http://eap.lanl.gov)

(505) 667-7339

**Need help setting up a pain-free work environment?**

**Need a free fitness facility?**

#### Ergonomics

- Office and non-office ergonomic evaluations
- Office and non-office demonstration room

**Contact:** [ergo.lanl.gov](http://ergo.lanl.gov)

(505) 665-3190

#### Wellness Center

**Location:** TA-03, Building 1663

**Hours:** Monday–Friday, 5:30 a.m.–6:30 p.m.

#### Services and Programs

- Group exercise classes
- Fitness consultations and assessments
- Nutrition consultations
- Health and safety classes or fairs
- Healthy-heart stations
- Virgin Pulse Program information

**Eligibility:** Open to all Los Alamos National Laboratory employees, Department of Energy employees, student employees over 18 years old, Centerra-Los Alamos employees, and Los Alamos Fire Department employees

**Contact:** [wellnesscenter.lanl.gov](http://wellnesscenter.lanl.gov)

(505) 667-7166



## Occupational Health

### INTEGRITY

*We adhere to professional and ethical standards.*

### CUSTOMER FOCUS

*We believe that people come first.*

### ACCOUNTABILITY

*We take ownership for our actions.*

### RESPECT

*We value differences in others.*

### EXCELLENCE

*We strive to exceed your expectations.*

**Our Values:  
ICARE**

## OUR MISSION

*Our mission is to promote a healthy, safe, and productive workforce. Occupational Health's services make up a comprehensive program intended to protect and promote the physical and mental health and well-being of the Los Alamos National Laboratory workforce. Occupational Health is an innovative leader within the Department of Energy complex.*



Virgin Pulse is an institutional wellness program that provides employees with the tools to take an active role in their own health and well-being. The program promotes changes to promote healthier behavior. It provides members with access to health tips and information, engagement opportunities, and rewards!

**Website:** [www.join.virginpulse.com/lanl](http://www.join.virginpulse.com/lanl)





## Community Partnerships Office

### Sharing your time, talent, and dollars with our Northern New Mexico neighbors

Los Alamos National Laboratory is committed to giving back to its Northern New Mexico neighbors. Our Community Partnerships Office manages a variety of giving programs to provide opportunities for Laboratory employees and retirees to make gifts of time, talent, and dollars to improve our neighbors' quality of life.

*We're making a difference in our communities.*

### Los Alamos National Laboratory Employee Giving Campaign

**More than \$30 million have been donated through the Employee Giving Campaign since 2007.**

Since 1954, Los Alamos National Laboratory has partnered with local and regional nonprofit organizations, including the United Way of Northern New Mexico, United Way of Santa Fe County, and 500 other nonprofits, to conduct an annual campaign to raise money for improving the quality of life of our neighbors and for helping provide them with critical services. Employees can contribute through a one-time or biweekly payroll deduction or by credit card.

### Los Alamos Employees' Scholarship Fund

**1400 students have received \$6.8 million in scholarships since 1999.**

In 1998, Los Alamos National Laboratory and its employees, retirees, and contractors collaborated with the LANL Foundation to create the Los Alamos Employees' Scholarship Fund. The fund's goal is to provide scholarships that support Northern New Mexico students who are pursuing four-year undergraduate degrees in fields that will serve the region. Awards are based on academic performance, leadership potential, critical thinking skills, and career goals. Financial need, diversity, and regional representation are integral components of the selection process. Employees can contribute through a one-time or biweekly payroll deduction.



**(1) Laboratory Director Thom Mason helps a student during an introduction to computer coding. (2) Gifts being collected during the Holiday Gift Drive. (3) Laboratory volunteers working on the bird enclosures at the New Mexico Wildlife Center in Española.**

### BACK TO SCHOOL DRIVE

The Back to School Drive encourages employees to donate backpacks full of school supplies for children in need in Northern New Mexico. Through these thoughtful contributions, our employees help families in the region get their children back to school prepared to learn. In 2018, employees provided more than 1,000 backpacks.

### Bring Your Turkey to Work Day

Each year before Thanksgiving, employees come together to spread some cheer for families in the region by donating frozen turkeys. In 2018, 240 turkeys were distributed to agencies helping people fight hunger.

### Holiday Gift Drive

Making the holidays bright, Lab employees choose gift tags suggesting appropriate gifts for those in need. They then shop for, wrap, and donate the gifts. Through the generosity of our employees, more than 1,000 gifts were distributed in December 2018 to children, senior citizens, and people facing homelessness across Northern New Mexico.

### Volunteering

You will find Laboratory employees building houses, volunteering on science programs, mentoring children, helping with wildlife and nature projects, and serving on community boards.

Join our volunteers and share your gift of time and talent.

Have expertise to share? Want to support area schools, nonprofits, and education programs? Your knowledge and expertise—especially in STEM-related fields—can be a valuable resource to area students and organizations.

This participation helps improve the quality of life for people in our community, helps develop the next generation of Laboratory employees, and strengthens the community partnerships that connect the Lab with our Northern New Mexico neighbors.

Employees may be eligible for up to 32 hours of paid time off from the Laboratory to participate in educational and community outreach.

## CONTACT INFORMATION

**Community Partnerships Office:** (505) 665-4400

**Email:** [give@lanl.gov](mailto:give@lanl.gov)

**Website:** [int.lanl.gov/org/dir/cpa/cpo/index.html](http://int.lanl.gov/org/dir/cpa/cpo/index.html)

## Los Alamos National Laboratory Women's Employee Resource Group

The LANL Women's Employee Resource Group creates positive, diverse woman-based opportunities at Los Alamos National Laboratory.

### Objectives

- Encourage high ethical standards
- Create a resource for constructive feedback and support
- Build an understanding of activities and missions across LANL
- Encourage personal growth, learning, and teaming
- Make the Laboratory a better place to work; mentor and provide resources
- Test new ideas
- Celebrate successes
- Develop and widen networks

The group is open to all employees. To join and receive notification of events, send an email to [listmanager@maillist.lanl.gov](mailto:listmanager@maillist.lanl.gov) and include the term "subscribe lanlwomengrp" in the body of the message.



*Los Alamos National Laboratory makes a place for women at the Lab with employee resource groups.*

### Bootstraps (ADPM-MOF Women's Group)

**The Associate Directorate for Project Management (ADPM) is the home organization for project managers, craft workers, and staff deployed to support the Laboratory infrastructure—and Bootstraps is a home for women in this organization.**

The mission of Bootstraps is to provide career resources and guidance through cross-functional networking and mentorship opportunities, training and knowledge-sharing to achieve enhanced professional capabilities, an improved work environment, and increased organizational diversity awareness using a sensitive and respectful forum.

**For more information, please contact us:**

<http://int.lanl.gov/employees/diversity/index.shtml>

## Women of Computing: Proud legacy... Bold future!

Women have been vital contributors to the development of computing since the origins of computing and of the Lab itself. Women were the first computers at Los Alamos and, as computing evolved, the first computer programmers. Women shaped the evolution of computing and continue to play key roles in designing, building, operating, and maintaining the Laboratory's mission-critical computing capability.

Women of Computing @ LANL is a dynamic, solutions-focused group that seeks to connect its members to each other and to other existing groups and activities, as well as to engage with advocates and senior management in the shared goal of attracting, retaining, and continuously revitalizing women at LANL.

### HOW TO GET INVOLVED

*Anyone at the Lab who supports women engaged in computing is welcome to join the group. If you are interested in joining the [Women-in-computing@lanl.gov](mailto:Women-in-computing@lanl.gov) mailing list and/or participating in any of our meetings or events, please contact us!*

### What we do

A primary goal is to build a vibrant community through which female staff and students engaged in all aspects of computing. They and their advocates can

- network to connect with (and create) professional development opportunities,
- inform and brainstorm,
- receive and provide encouragement and support, and
- grow, lead, and succeed.



## Atomic Women

The Atomic Women ERG provides networking opportunities, support, and education for women in science, technology, engineering, and math (STEM) fields at LANL.



*To join our email list:*

Contact: [atomic-women-leaders@lanl.gov](mailto:atomic-women-leaders@lanl.gov) or visit

<https://www.lanl.gov/careers/diversity-inclusion/erg/atomic-women/index.php>

### Monthly Meetings!

Monthly meetings include panels and informal discussions such as the following:

- Mentoring and career development
- Stress management and resiliency
- Human Resources issues, gender bias in STEM fields, and diversity issues
- Communication in the workplace
- Management and leadership skills
- Work-life satisfaction

Special events include book discussions, speed networking, an annual holiday potluck, and the first LANL Wikipedia edit-a-thon.

We welcome anyone at the Lab who supports women in STEM fields, as well as non-Lab employees who are active in or retired from a STEM-related career.



## HOLA: Hispanic Opportunities Los Alamos

HOLA was organized to empower Hispanic and Latino employees through leadership and professional development and to accelerate business growth that addresses all opportunities at Los Alamos National Laboratory. HOLA helps foster a sense of family in employees and promotes pride in our Hispanic heritage learning from and embracing others. Our goal is to help our members deliver the best possible science and technology results for the nation.



*HOLA meets monthly and welcomes all who are interested in learning more about the group and who would like to be involved in our mission!*

<http://int.lanl.gov/employees/diversity/resource-groups/hispanic/index.shtml>

### Recent Success and Events

- The Hispanic Employee Resource Group began recruiting in March 2019. It began as a group of seven members and has grown to over 150 members.
- During National Hispanic Heritage Month, September 15–October 15, HOLA members take the opportunity to celebrate their heritage with guest speakers and events.
- HOLA staffs booths at LANL events, and as the group grows, it wants to begin community outreach and fundraising.
- HOLA has begun forming collaborations with other ERGs and works to foster professional development, enhance work performance, assist in matching mentors with mentees, assist in recruiting a diverse workforce, increase community partnerships, and encourage interaction and relationship building throughout the Laboratory.

### HOLA Board

**Chair:** Beverly Lucier

**Co-Chair:** Andria Duran

**Secretary:** Felicia Archuleta-Toya

**Treasurer:** Enrique Montoya

To join the email list, contact [holaboard@lanl.gov](mailto:holaboard@lanl.gov)





## Veteran Employee Resource Group

The Veteran Employee Resource Group supports LANL's national security mission by proactively recruiting the very best of our nation's veterans and service members, placing those members in vital and impactful roles complementing their skills and experiences, and empowering members to help lead LANL into the future.

*VERG Event: On June 20, 2019, Army Veteran Josh Mantz spoke to LANL employees about resiliency, service, and transformation as he shared his story of being shot by a enemy sniper in Iraq and dying for over 15 minutes, then struggling and finally transforming himself after surviving death.*

*"Los Alamos National Lab offers me the opportunity to continue to work in the national security space, be part of a much bigger mission, have real world impact, and continue to support the brave men and women who put themselves in harm's way to protect our freedom."*

*—Ben Bateman, Capital Project Manager and US Army Veteran*

### What We Do

The Los Alamos National Laboratory Veteran Employee Resource Group (VERG) is a volunteer organization that strives to support and empower veterans and service members. VERG honors them throughout the year with various Laboratory-sponsored events. Veterans and service members compose roughly 10% of the LANL workforce. Serving and supporting those that serve is our priority. VERG is engaged in a number of activities throughout the year:

- Targeted recruiting activities
- Dedicated LANL veteran recruiter
- Armed Forces birthday celebration series events
- Director-hosted luncheons for veterans
- Monthly newsletter spotlighting VERG members
- Monthly steering committee meetings
- Guest speakers on veterans' issues
- posttraumatic stress (PTS) and posttraumatic growth (PTG) awareness and education
- Social gatherings
- Veterans Day, Memorial Day, and 9/11 Patriots Day events

- Linkage Agreement with the New Mexico Department of Workforce Solutions and Department of Veterans Services
- Veteran Fitness Events (WODs, Lift-off, etc.)
- Veteran mentoring and sponsorship program

### Contact

We want to hear your voice! Please join our events and volunteer with VERG. To get involved please ask to join the VERG distribution list by contacting [verg@lanl.gov](mailto:verg@lanl.gov).

### VERG Champion

Dave Eyler, Associate Laboratory Director of Weapons Production (ALDWP).

The champion helps VERG by championing initiatives through necessary channels to better support members.

### Chairman & Committee

Ben Bateman, Chairman

The VERG committee comprises volunteers who serve in various positions, including branch, board, and outreach positions.

## Prism: LGBTQ+ Employee Resource Group

Prism, the Lab's Lesbian, Gay, Bisexual, Transgender, and Queer+ (LGBTQ+) Employee Resource group, fosters an inclusive workplace culture that supports the LGBTQ+ employee base.

Prism promotes LGBTQ+ visibility among staff and management, with a focus on current workplace issues that affect the LGBTQ+ community.

Through networking, educational events, and outreach, Prism strives to create a safe space for LGBTQ+ employees while maintaining diversity of thoughts and ideas across the Laboratory.



**PRISM**  
LGBTQ+ PRIDE ALLIANCE

*This group is open to all Lab staff—LGBTQ+ and allies. To join the email list, contact [prismboard@lanl.gov](mailto:prismboard@lanl.gov) or visit <http://int.lanl.gov/employees/diversity/groups/resource-groups/lgbti/index.shtml>.*

### Some successes Prism has fostered include the following:

- Flying the rainbow flag in front of Otowi Building during Gay Pride Week
- Sending staff to present and recruit at LGBTQ+ STEM conferences
- Hosting professional safe-space trainers, transgender awareness presenters, and other guest speakers at the Lab
- Presenting at Lab meetings and events on LGBTQ+ issues in the workplace
- Staffing booths at Lab fairs and events
- Partnering with community groups for a diversity celebration every February (with LA County) and various Gay Pride Month events in June
- Holding social events outside work hours
- Publishing a newsletter

*Prism marches in parades and staffs a booth at Pride events in Albuquerque, Santa Fe, and Los Alamos.*





## Asian and Pacific Islander Employee Resource Group

The mission of the Asian and Pacific Islander (API) employee resource group is to be a resource for individuals of Asian and Pacific Islander backgrounds and to create cultural engagement within the Lab community. We strive to be an inclusive place where all Lab employees can celebrate achievements and culture within the Asian and Pacific Islander community.

*Everyone at the Lab is welcome to be a part of this ERG.  
If you are interested, please email [apiergleadership@lanl.gov](mailto:apiergleadership@lanl.gov)  
or visit  
[http://int.lanl.gov/employees/diversity/resource-groups/  
asian-pacific-islander/index.shtml](http://int.lanl.gov/employees/diversity/resource-groups/asian-pacific-islander/index.shtml)*

### Plans and Activities

- Provide a place to be heard, valued, and engaged in the community
- Provide mentoring and career advice
- Leadership opportunities
- Networking opportunities
- Provide Lab employees with resources about hiring international students
- Send people from the API group to recruit students from universities at career fairs

## Connect Early Career Employee Resource Group

The Connect Early Career Employee Resource Group provides professional development programming, networking events, community gatherings, and mentorship for individuals in the early stages of their careers, and it welcomes those who are looking to support newcomers in their transition to the Lab. Our goal is to promote a welcoming environment to help new staff navigate the unique challenges of life at LANL. Meetings include activities and topics that foster engagement in the LANL and Northern New Mexico communities.

**connect**  
early career resource group

*We invite all early career employees to join our group.  
To join our email list, contact [connect-leaders@lanl.gov](mailto:connect-leaders@lanl.gov).*

### Events will include the following:

- Tours of LANL facilities
- Informal mixers
- Networking events
- Mentoring opportunities

*We invite all early career employees to join our group and encourage participation by more experienced professionals looking to engage.*





## Going on Business Travel for LANL?

Please review the following before making any arrangements:

<b>Domestic Trips</b> See Domestic Travel TR9001 Policy on the Finance/Travel Homepage	<b>Domestic Reimbursements</b> Travel Requests and Expense Reimbursements	(505) 667-4314 Option 1	<a href="mailto:travelhelp.lanl.gov">travelhelp.lanl.gov</a>
	<b>Reservations</b> Air Travel, Rental Car, and Hotels	(505) 667-4314	<a href="mailto:reservations@lanl.gov">reservations@lanl.gov</a>
<b>Foreign Trips</b> See Foreign Travel TR9002 Policy on the Finance/Travel Homepage	<b>Foreign Reimbursements</b> Expense Reimbursements	(505) 667-4314 Option 3	<a href="mailto:foreignreimbursements@lanl.gov">foreignreimbursements@lanl.gov</a>
	<b>Reservations</b> Air Travel, Rental Car, and Hotels	(505) 667-4314 Option 2	<a href="mailto:reservations@lanl.gov">reservations@lanl.gov</a>
<b>Student Travel</b> See GRA & UGS Travel TR9003 Policy on the Finance/Travel Homepage	<b>Student Travel</b> All travel-related items	(505) 667-5859	<a href="mailto:Studenttravel@lanl.gov">Studenttravel@lanl.gov</a>
<b>Applicants</b> See Interviewee Travel P701-2 Procedure on the Finance/Travel Homepage	<b>Interview Trips</b> All travel-related items	(505) 667-5859	<a href="mailto:Applicant@lanl.gov">Applicant@lanl.gov</a>
<b>Affiliate/Guest Trips</b>	<b>Affiliate/Guest Travel</b> All travel-related items	(505) 667-4138	<a href="mailto:Affiliates@lanl.gov">Affiliates@lanl.gov</a>
<b>Relocation</b> See Domestic Travel TR9001 Policy on the Finance/Travel Homepage	All relocation related items	(505) 665-4484	<a href="mailto:Relocation@lanl.gov">Relocation@lanl.gov</a>

If you are interested in training for travel-related items, please look up Travel Training in UTrain.

For more information visit  
<https://int.lanl.gov/finance/controller/travel/index.shtml>



## Los Alamos Postdoc Association

### Some LAPA career development initiatives:

**Science in "3":** Postdocs are provided the opportunity to present their research to a general audience in three minutes or less. Participants are judged on how well they engage the audience, how clearly they communicate key concepts, and how clearly they focus and present their ideas—all in three minutes or less.

**Research Day/Career Fair:** Postdocs showcase their research through a poster presentation in an environment that fosters enhanced collaborations and technical discussions among postdocs, staff, management, and external recruiters. Participating recruiters promote job opportunities beyond the postdoc experience.

**Science Outreach:** Postdocs are provided the opportunity to volunteer with local schools and science outreach programs to assist in mentoring and tutoring, as well as judging at science fairs.



## WORKSHOPS Social Events

### OUR MISSION

*The Los Alamos Postdoc Association at Los Alamos National Laboratory fosters a sense of community among the postdoctoral research staff, advocates for the postdoctoral community, and provides career development information to postdocs.*

### CONTACT INFORMATION

National Security Education Center  
TA-03, Bldg. 4200, Rooms 339/340  
Mail Stop T001  
(505) 665-5306  
[postdocprogram@lanl.gov](mailto:postdocprogram@lanl.gov)



Find us on Facebook  
**POSTDOCS@LOSALAMOS**



## Los Alamos National Laboratory Employee Resource Network

The mission of the Los Alamos National Laboratory Employee Resource Network (LERN) is to facilitate both personal and professional networking for new and established employees at the Laboratory.

We are a "plug-in" network to help create a connection with the special place where we work and which we call home. We look to build connections and relationships that will support our long legacy of excellence and make our predecessors proud.



*Be in the know about professional and social networking opportunities.*  
For more information, visit our website at  
<http://int.lanl.gov/employees/lern/index.shtml>



**Los Alamos National Laboratory  
Employee Resource Network**



**Build your network!**



**Make friends!**



**Become a part of  
the community!**





## New Mother Nursing Options

We are happy to make accommodations for nursing mothers, including the provision of permanent and prefabricated lactation facilities. Our prefabricated Mamava Pods are well-lit and roomy, have smart-lock combination keypads and interior deadbolts, and are equipped with electrical outlets and motion-activated lighting and vents. New mothers must bring their own breast pumps or other needed equipment; refrigerators are provided.

*The Laboratory is proud to support nursing mothers.*



## CONTACT INFORMATION

To learn more, visit Occupational Health at <http://int.lanl.gov/employees/health-wellness/occupational-medicine/resources/new-mothers.shtml> or call the Laboratory's Reproductive Health Assistance Program at (505) 667-0660.

## Public Transportation



### LANL Taxi Service

**Phone:** (505) 667-8294

**Website:** <http://int.lanl.gov/org/padcap/adpm/log/log-herg/taxi-services.shtml>



### Atomic City Transit

**Email:** [atomiccitytransit@lacnm.us](mailto:atomiccitytransit@lacnm.us)

**Phone:** (505) 661-RIDE (7433)

**Website:** [http://www.losalamosnm.us/government/departments/public\\_works/atomic\\_city\\_transit/](http://www.losalamosnm.us/government/departments/public_works/atomic_city_transit/)



### NMDOT Park and Ride

**Email:** [nmparkandride@state.nm.us](mailto:nmparkandride@state.nm.us)

**Phone:** (866) 551-RIDE (7433),

Santa Fe Transportation Call Center

**Phone:** (505) 424-1110 NM

Park and Ride Dispatch

**Website:** [http://dot.state.nm.us/content/nmdot/en/Park\\_and\\_Ride.html](http://dot.state.nm.us/content/nmdot/en/Park_and_Ride.html)



### Rail Runner Express

**Email:** [riometro@mrcog-nm.gov](mailto:riometro@mrcog-nm.gov)

**Phone:** (866) 795-RAIL (7245)

**Website:** <https://www.riometro.org/>



## Go green with transportation!

### LANL Taxi Service

If you don't want to lose your parking space or walk to a meeting, use the Lab's taxi service. This free service is available to any Laboratory employee. Make sure to phone in advance to schedule a pickup time that works for you. Operating schedules are on the Laboratory internal website.

### Atomic City Transit

Los Alamos County operates a free bus system for all residents and nonresidents. Schedules can be found on the Los Alamos County website. Another service offered is Dial-a-Ride, which operates 6:30–9:00 p.m., Monday–Friday. Call 661-RIDE (7433) to schedule your trip.

### New Mexico Department of Transportation Park & Ride (NMDOT Park & Ride)

Public bus transportation is offered between Los Alamos, Santa Fe, Española, Las Vegas, Albuquerque, Las Cruces, and many other areas. Check the NMDOT Park & Ride website for details.

### Rail Runner Express

The Rail Runner train offers service from Belen through Albuquerque and ends in Santa Fe, connecting with several bus routes. From the Santa Fe stop, you can connect with a bus that takes you to Los Alamos.



## Foreign Travel Program Office

The Foreign Travel Program Office, under the Science Resource Office, (SRO-FT) assures LANL's compliance with DOE and State Department directives related to official foreign travel. All Laboratory employees, including subcontractors, are required to have DOE approval of their official foreign activities before departing their duty stations. This requirement applies to all official foreign activities, regardless of funding source(s). Travelers should initiate their trip request at least 30 days before their scheduled departure date and are not to depart until formally notified of DOE approval by LANL's Foreign Travel Program Office.



### CONTACT INFORMATION

Foreign Travel Program Office (SRO-FT): (505) 665-3096

Email: [stbforeigntravel@lanl.gov](mailto:stbforeigntravel@lanl.gov)

Website: <http://int.lanl.gov/finance/travel/foreign-travel.shtml>

### Traveler Responsibilities

- Provide a complete itinerary of your business travel and update as necessary via Concur and Oracle Foreign Travel.
- Contact occupational medicine (special vaccines/business first-class exception) or personal physician.
- Contact LendIT and follow check-out procedures.
- Contact Classification (SAFE-1) to initiate LANL's publication release process for any written material you need to take with you.
- Contact the Export Control Team when taking LANL technology, material, equipment, or software out of the U.S.
- Complete required State Department training and provide documentation to SRO (Science Resource Office).
- Comply with VISA requirements.
- Comply with Office of Counterintelligence briefing requirements.
- Download the international SOS (ISOS) app and access medical and travel security info as necessary.
- Carry a cell phone that has been enabled to accept and initiate international phone calls and text messages.

### State Department Requirements

The State Department has implemented special briefing and training requirements for travel to specific countries. See the Foreign Travel webpage, <http://int.lanl.gov/finance/travel/foreign-travel.shtml>, for the most current requirements. Please note that failure to comply with State Department requirements will result in disapproval of travel.

### International SOS

The Laboratory has contracted with a travel service program to assist staff before and during business travel abroad. International SOS membership entitles you to 24-hour access to a powerful resource for worldwide medical, security, travel, and emergency assistance. While your official foreign travel is automatically enrolled in ISOS, you are encouraged to visit the International SOS communications portal to download the app.

## Conference Attendance

In 2012, DOE introduced strict guidelines for conference attendance and sponsorship. LANL is responsible for managing and tracking attendance and costs for all conferences.

DOE considers all "events" to be conferences unless they can be justified as operational (oversight, DOE Program/Business, or some trainings).

Do not decide how to treat an event—e.g., operational versus conference—based on the title alone. Terms such as meeting, forum, symposium, and workshop are often used interchangeably, but your event may still fall under the conference definition. Use the "Is My Event a Conference?" tool to help you make a determination.

Submit your authorization request in Concur early! Many conferences require DOE or LANL Director approval of attendance/budget thresholds. You could find yourself locked out of an important conference if you don't take action early.

Do NOT incur conference costs until your division leader approves your authorization request in Concur.

## CONTACT INFORMATION

Conference Management Program Office (SRO-CM):  
(505) 665-5512

Email: [conferencemanagement@lanl.gov](mailto:conferencemanagement@lanl.gov)

Website: [http://int.lanl.gov/services/conference\\_management/index.shtml](http://int.lanl.gov/services/conference_management/index.shtml)

Approval is required for sponsoring or attending conferences.

### Conference Funding and Sponsorship

LANL is subject to very strict guidelines that relate to conference funding and sponsorship. Do not commit LANL funds or resources or authorize the use of the LANL logo before vetting with the Conference Management Program Office.





*The Laboratory's first employees, many of them Nobel Prize-winning scientists, came with their families to Northern New Mexico's Pajarito Plateau, where they lived and worked in isolation for the duration of World War II.*



**Get the latest information on openings, delays, closures, emergencies, etc.**

**UPDATED HOTLINE: (505) 667-2400**

[www.lanl.gov](http://www.lanl.gov)

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**P.O. Box 1663 | Los Alamos, NM 87545 | (505) 667-4451 Option 6 | [newhires@lanl.gov](mailto:newhires@lanl.gov)**

**LA-UR-20-23566**

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