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# LOS ALAMOS SITE OFFICE

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## ACRONYMS

*(for concurrence ladder, or cc list)*

### ***LASO Acronyms:***

OOM	Office of the Manager
BA	Business Administration
OPM	Office of Project Management
OFO	Office of Facility Operations
SM	Security Management
SABT	Safety Authorization Basis Team
OPL	Office of Program Liaison
OC	Office of Counsel

### ***Service Center Acronym:***

Albuquerque	NNSA-SC
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### ***Headquarters Acronyms:***

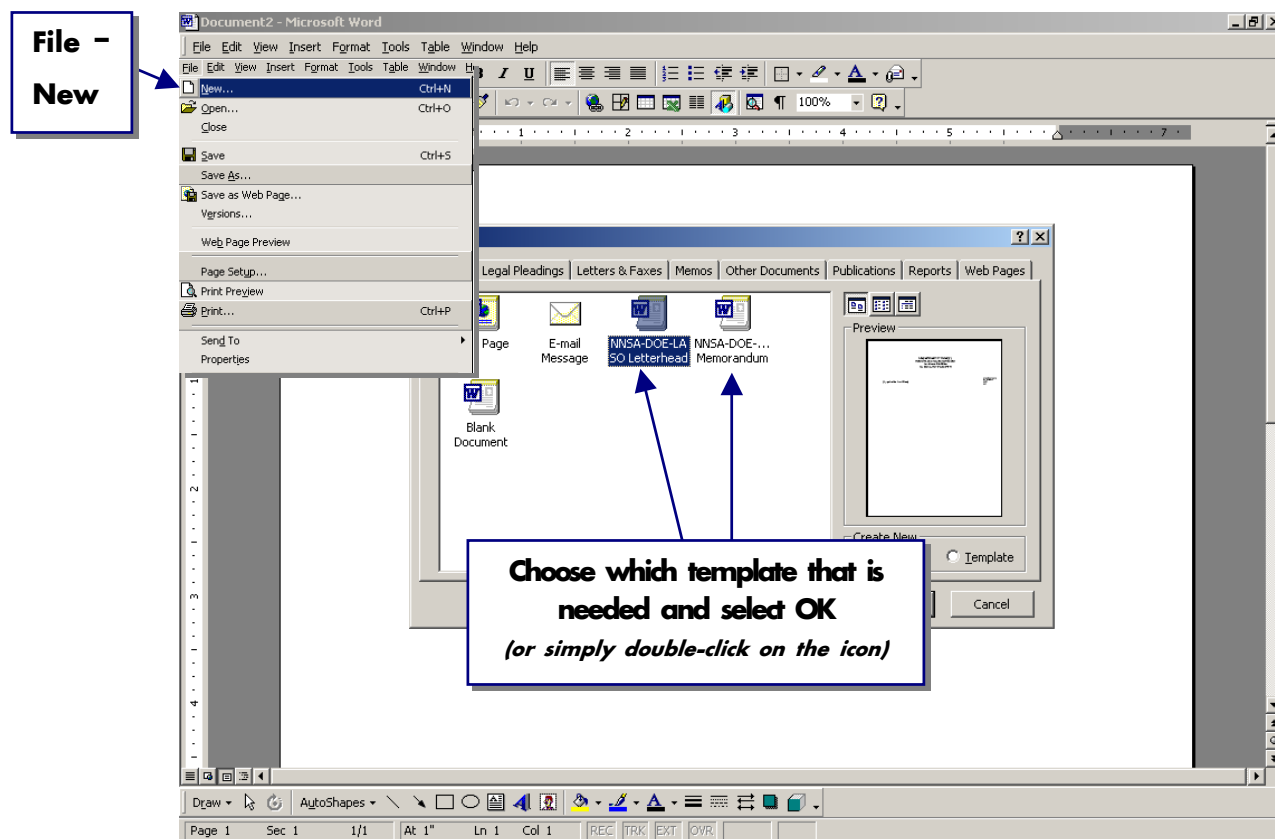
Forrestal Building	HQ/FORS
Germantown Building	HQ/GTN



## OVERVIEW

LASO has two types of official templates: memorandums and letters. These can be accessed in Microsoft Word by going to File, New, then selecting the NNSA-DOE Letterhead, or NNSA-DOE Memorandum. The font and line spacing are already pre-programmed within the templates. This guide will serve the purpose of consistency between users.

### *How to access the templates:*



## INTRODUCTION

There are three principles for processing correspondences:

1. Correspondence should be signed at the lowest level of the organization (ideally, the author)
2. Use memorandums for internal use only (LASO, LANL, HQ, NNSA-SC)
3. Use letters for external use (NMED, LA County, private addressee)



## FORMAT

Authors of correspondence have complete authority to determine the format of their documents, subject only to the commonly accepted business practices outlined by GREGG. However, when using a NNSA/LASO Template, consistency between authors produces a professional document.

## MEMORANDUMS

Memos should be used for correspondence addressed to individuals *within* NNSA/DOE, or LANL. All correspondence to contractors shall be prepared in memorandum form, except communication approving or modifying contracts, and correspondence of a congratulatory or commendatory nature of which the use of a letter would be more appropriate. A letter shall also be prepared if the recipient has specifically requested reply by letter. If there are accompanying documents, memorandums use the word "Attachment" after the signature block.

## LETTERS

Letters should be used for correspondence addressed to individuals *outside* of NNSA/DOE or when a formal tone is appropriate, such as letters of commendation or of condolence. A letter always has the closing, "Sincerely," before the signature block. If there are accompanying documents, letters use the word "Enclosure" after the signature block.

## GENERAL FORMATTING OF CORRESPONDENCE

### Margins

When using the LASO templates, the margins are pre-set.

### Line Spacing

All elements of a memorandum or letter should be singled-spaced within the body and double-spaced between paragraphs.

### Fonts

When using the NNSA/LASO template, the font is preset at 12 point; Times New Roman. If needed, the font can be reduced to 11.5 to produce a document on one page, but it is discouraged to reduce it any lower.

### Abbreviations

Spaces never appear in abbreviations that use internal periods.

For example:

- D.C.
- a.m.
- U.S. Department of Energy

*NOTE: In modern usage, many abbreviations that once required periods are no longer written using them. Examples include MD, PhD, am, pm. Geographic abbreviations typically retain their periods.*

### Style

All correspondences are left justified, with no indents for new paragraphs. You may create bullets, or numbering within the document – making sure they are left justified.

#### *Example – correct*

Los Alamos Site Office is requesting assistance from the NNSA Service Center to:

- Validate that all findings
- The proposed corrective actions are acceptable to NNSA

#### *Example – incorrect*

Los Alamos Site Office is requesting assistance from the NNSA Service Center to:

- Validate that all findings
- The proposed corrective actions are acceptable to NNSA



## PREPARING CORRESPONDENCES

Two important things to consider when formatting correspondence are **spacing** and **consistency**:

### Spacing:

- Spacing between sentences - one space (*two spaces were used back in the typewriter days*)
- Spacing between paragraphs - one blank line

### Consistency:

- Spacing, as listed above, is consistent
- Names are listed in the same manner in the distribution (either first and last name or first initial and last name, *not* a combination of both)
- Addresses are listed in the same order each time (Ralph E. Erickson, OOM, LASO)
- Applying the same rules throughout all documents

### Content:

- Authors are responsible for ensuring recipients of their correspondence understand any acronyms or usage of special technical terms. (When in doubt, spell it out!) Authors should use a concise writing style reflecting professionalism and conventional business protocols and practices.

### Reference Materials:

- This Guide is not intended as a complete or comprehensive source on the preparation of LASO written correspondence. For that reason, it is supplemented by the Gregg Reference Manual, which is the standard reference source used by most businesses.

Sections A and B below contain sample documents showing the different parts of the correspondence to be formatted. The correspondence parts are numerically labeled and briefly explained.







## MEMO SAMPLE

1. REPLY TO ATTENTION OF LINE

The **Reply to Attention of line** is the document identification number, so that if the document needs to be located, it can be easily identified. A sample document identification number is:

OFO:1BG-005

The *OFO* stands for the office; *1* is the number of the word processor (*generally a number between 1 – 9*) *BG* stands for the *requestor's* first and last initials, and the *- 005* stands for the number you have given the document, numbered consecutively beginning with 001 on up to 1000 or more.

Each document is a separate file and this number is not reused.

2. SUBJECT LINE

The **Subject line** tells what the memo is about. It has no period at the end. If the end of the subject lines extends beyond the beginning of the "Concurrence" box on the right, use a hard return so that the subject line does not overlap with the Concurrence box.

3. TO LINE

The **To line** is the addressee. There can be more than one addressee, and all of them need to have a complete address in order for the memo to reach them. The following is an example of a complete address:

Carol Borgstrom, EH-42, HQ/FORS

Headquarters Routing Number

The address is listed in a certain order: Person's name, group or division, company, and mail stop. You can also add the person's title if known, between the person's name and group name:

George P. (Pete) Nanos, Director, LANL, MS-A100

LANL Mail Stop

It is very important that the addressee's name is spelled correctly, so when in doubt, look it up at <http://phonebook.lanl.gov/>, <http://phonebook.doe.gov/>, or <http://alwebdir.al.gov/webdir/default.asp>. If you have a cryptocard, go on the external LANL webpage, <http://www.lanl.gov/worldview/> scroll to the bottom of the page, and click on [Inside Phone](#). Then enter your z number and password. This will give you access to the LANL employee number, email, group, and mail-stop. If there is more than one addressee, the addresses should be single spaced and lined up on the left with the rest of the memo. Also, if one addressee is listed with a middle initial, add a middle initial to all addressees for consistency or, an easier way would be to remove all the middle initials.



4. ATTN: LINE

The **Attention line** is where we put the name and address of the person who needs to get the memo. For instance, we might address the memo to George P. Nanos, but the memo needs to go to James Holt, as in the sample memo on page 5.

5. THRU: LINE

Memos occasionally have a **THRU line**. This line is used when a memo is going to one location and they want another manager to sign off on it first.

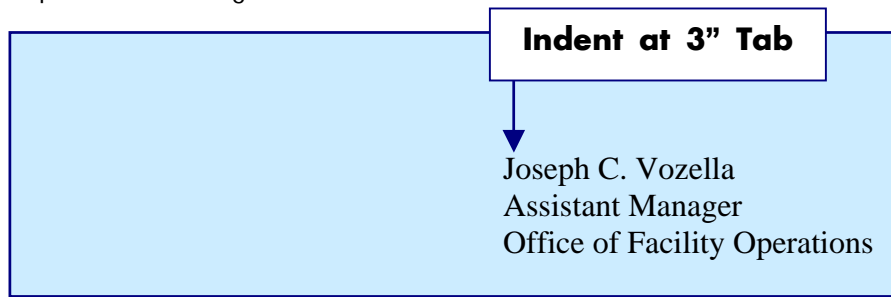
Following is a sample THRU line:

THRU: Edwin L. Wilmot, Manager, LASO

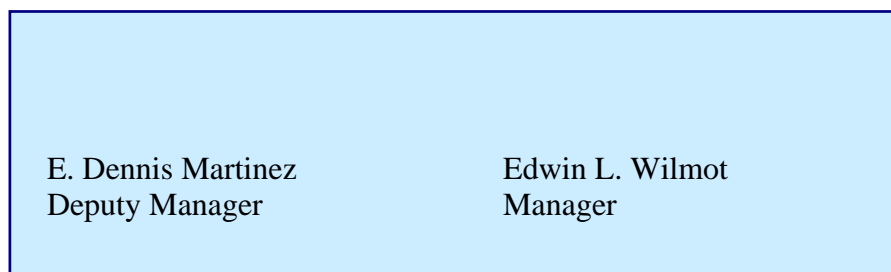
A thru line can be used to provide approval to complete an action or to inform other interested parties regarding the action required in the correspondence. It is a convenient way to obtain a limited number of concurrences on a document, and to show the addressee the various individuals who have concurred.

6. SIGNATURE BLOCK

The **signature block** contains the formal name of the person signing the memo and is most often not the requestor. It is located at the 3" tab. *There are 4 blank lines to leave sufficient room for a signature.* Official NNSA/DOE memos are most often signed by one of the Manager's or Assistant Managers. The Signature Block needs the person's *full* name, title, and group. An example of a memo signature block follows:



If two people are signing off on the memo, the higher authority signs on the right-hand side.





7. CONCURRENCE BLOCK

The **Concurrence block** is a list of all the people the memo/letter has to go through before leaving NNSA/DOE. Each entry consists of three parts: (1) the office signing off on the document followed by a colon and the first and last initials of the word processor; (2) the first initial and last name initial of the requestor; (3) the date. Only the originator (first entry) gets a filled-in date. The rest get a partial date with only the month and year filled in, since no one knows when it will be signed. The concurrence is single-spaced.

**FOLLOWING IS A SAMPLE CONCURRENCE BLOCK WITH THREE ENTRIES:**

	CONCURRENCES
	RTG SYMBOL
	NAME
	DATE
1	OFO:cd
2	EWithers
3	07/31/04
	OOM
	DMartinez
	07/ /04
	OOM
	EWilmot
	07/ /04

The first and last initials of the word processor

The concurrence is single-spaced:

The requestor will normally tell you who needs to concur on the correspondence, but it helps to know a little bit about how it is decided.

- The first person on the concurrence list is always the requestor. The requestor must be a NNSA/DOE employee. Therefore, if a contractor requests the work, the person whom that contractor works for must be the requestor. For example, John Stetson, a contractor with PWT, cannot be a requestor, so Elizabeth Withers, the NNSA/DOE employee he works for, is listed on the concurrence box as the requestor.
- The last person to concur (i.e., Ralph Erickson) should be the person who signs the memo. *Anything that goes through the Manager's Office needs to be concurred by Dennis Martinez, and Edwin Wilmot (in that order).*
- The names in-between are people who need to concur. They are the supervisor of the person listed before, or another office needs to view and concur on the memo.



8. CARBON COPY (CC:)

The cc list is the list of people who get copies of the memo/letter. This list must also have complete addresses, be single-spaced, and if needed, the list goes on the second page.

*If the carbon copy needs to be on a second page, the correct format is:*

cc:

See Page 2

*(A Page Break should be inserted here!)*

### HOW TO ENTER A MANUAL PAGE BREAK:

The screenshot shows the Microsoft Word interface. The 'Insert' menu is open, and the 'Break...' option is highlighted with a blue box labeled '1.'. The 'Break' dialog box is also open, and the 'Page break' radio button is selected, also highlighted with a blue box labeled '2.'. The dialog box shows options for 'Break types' (Page break, Column break, Text wrapping break) and 'Section break types' (Next page, Continuous, Even page, Odd page). The 'OK' button is visible at the bottom of the dialog box.

**1. On the toolbar, select Insert then Break.**  
**2. When the menu comes up, select the default, "Page break" and select OK.**

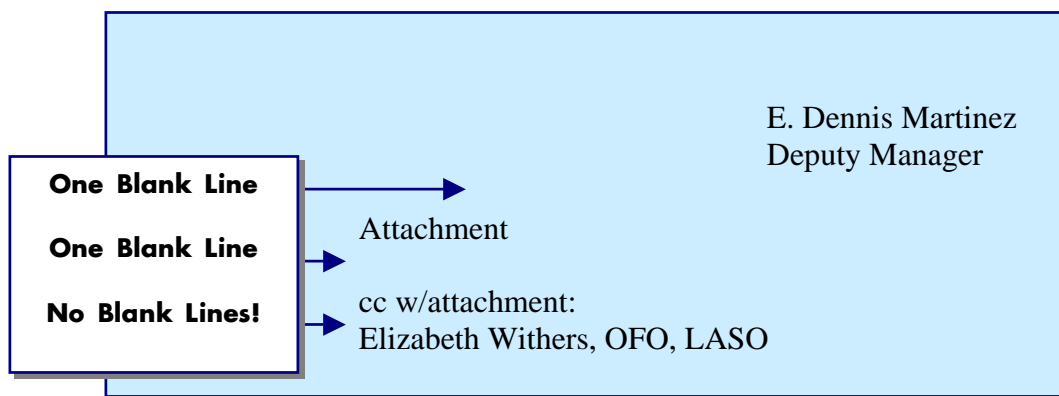


A correctly formatted cc list:

cc w/attachments:  
D. Miotla, NA-117, HQ/GTN  
D. Martinez, OOM, LASO  
J. Vozella, OFO, LASO  
E. Christie, OFO, LASO  
E. Colton, OPM, LASO  
M. Burns, DX-DO, LANL, MS-P941  
D. Chastain, PM-DO, LANL, MS-M981  
J. Baca, NPD, NNSA-SC

Please note the following about this list:

- a. All addressees are listed with only the first initial (for consistency).
  - b. The addresses are complete (name, group, company, mail stop) Look up the addresses either by checking the online directory (NNSA/DOE and LANL) or check the paper LANL phone book. Since people do not like their names misspelled, check the spelling of names at the same time.
  - c. The addressees are listed in the following order:
    - (1) NNSA/DOE Headquarters
    - (2) NNSA or LANL Managers
    - (3) NNSA or LANL Assistant Managers
    - (4) NNSA/DOE LASO Regular Staff
    - (5) LANL Staff
    - (6) NNSA-SC Regular Staff
9. ATTACHMENT  
The **Attachment** line (if there are some) goes between the signature block and the cc list. Skip a line before and after it as follows:





10. REFERENCES

Some memos have **References**, which is a list of documents, normally previous memos, which the receivers of the memo can refer to for more information. After the number, you need to use the tab key to correctly format. The Reference list follows the Addressee's name as follows:

to: Phil Pellette, NIS-18, LANL, MS-J562

References:

1. Memorandum, D.A. Gurulé, DOE-LASO, to T. Hawkins, NIS-DO, LANL, Subject: (omitted in this sample), dated August 13, 1998.
2. Letter, S.D. Clement, NIS-6, LANL, to C.M. Steele, DOE-LASO, Subject: (omitted in this sample), dated December 7, 1999.

**Use the Tab Key** →

11. BODY

It is recommended to take the current document and paste it into a *new* template. Make sure the formatting is consistent throughout the document. If parts of it were copied from other documents, then there is a chance the font types, font sizes, and line spacing may be different. To check the line spacing, go to: Format – Paragraph then under Spacing it should say Single.

*Common Errors:*

- Using us or we, instead of NNSA
- Addressing the individual by their first name (not proper)
- Composing a letter as if you were speaking



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*B. Letters*

**LETTER SAMPLE**



**Department of Energy**  
National Nuclear Security Administration  
Los Alamos Site Office  
Los Alamos, New Mexico 87544

CONCURRENCES RTG SYMBOL NAME DATE
OFO:cd
GTurner
07/31/04
OFO
JVozella
07/ /04

CERTIFIED MAIL - RETURN RECEIPT REQUESTED **4.**

Mr. James P. Bearzi, Chief **3.**  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 Rodeo Park Drive East, Building 1  
Santa Fe, NM 87505-6303

Dear Mr. Bearzi: **2.**

Subject: Subject Subject Subject Subject Subject Subject Subject Subject Subject Subject Subject  
Subject

Text text text text text text text **10.** xt text text text text text text text text text text text text text text text text  
text text text text text text text t text text text text text text text text text text text text text text text  
text text text text text text text t text text text text text.

If you have questions, please call text text text text text text text text text text text text text text text text text  
text text.

Sincerely,  
**5.**

Joseph C. Vozella  
Assistant Manager  
Office of Facility Operations

OFO:1GT-023 **1.**

**8.**

Enclosure

**7.**

cc w/enclosure:  
J. Kieling, Manager  
RCRA Permits Management Program  
Hazardous Waste Bureau  
2905 Rodeo Park Drive East, Building 1  
Santa Fe, NM 87505-6303

cc w/o enclosure:  
E. Wilmot, OOM, LASO  
D. Martinez, OOM, LASO  
G. Turner, OFO, LASO  
J. Holt, ADOPS, LANL, MS-A104







## LETTER SAMPLE

1. REPLY TO ATTENTION OF LINE

The Document Number in a letter goes on the last line of the signature block and is lined up on the left margin with the rest of the text. Notice its location in the sample signature block on the previous page.

2. SUBJECT LINE

Not all letters have a Subject line. Following is an example of correct placement of a Subject line:

Dear Mr. Bearzi:

Subject: Transmittal of the Department of Energy (DOE)/University of California (UC) Report (title omitted for this sample)

After the Subject, hit the Tab key, not the space bar.

3. INSIDE ADDRESS

The inside address must be complete with Name, Title, Street Address and/or P.O. Box, City, State, and Zip Code. Following is a correctly formatted inside address, including the salutation:

Mr. Ron Curry, Secretary  
New Mexico Environment Department  
1190 St. Francis Drive  
P.O. Box 26110  
Santa Fe, NM 87502-0110

Dear Mr. Curry:

FOR GOVERNORS (AND OTHER STATE AND FEDERAL OFFICIALS), THE TITLE IS MODIFIED:

The Honorable John Gonzales  
Governor  
Pueblo of San Ildefonso  
Route 5, Box 315-A  
Santa Fe, NM 87501

Dear Governor Gonzales:

*Other examples:* Dear Representative Udall:  
Dear Senator Bingaman:



4. CERTIFIED MAIL

If a letter is going Certified Mail and the sender tells you about it (many letters to New Mexico Environment Department go certified mail because of legalities), you should make a notation at the beginning of the letter as follows:

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

The Honorable John Gonzales  
Governor  
Pueblo of San Ildefonso  
Route 5, Box 315-A  
Santa Fe, NM 87501

**It is required that ALL Correspondences addressed to any of The Four Accord Tribes (Pueblos Of San Ildefonso, Jemez, Cochiti, Santa Clara) Be Mailed Certified and Return Receipt!**

The Certified Mail notation is always all capital letters and always underlined. It goes at about the third paragraph marker\* from the top of the letter with one space between it and the inside address.

*In order to properly see the spaces on the word processing screen,  
Select the paragraph marker icon (¶) in the Standard toolbar*

5. SIGNATURE BLOCK

The letter's signature block is slightly different from the one in the memo, since it includes the word, "Sincerely." Following is a sample signature block for a letter, showing correct spacing:

Sincerely,  
  
Edwin L. Wilmot  
Manager  
  
OOM:RE-015

**The file name is typed on the last line of the signature block**

6. CONCURRENCE BLOCK

The concurrence block is the same on letters and memos and they are discussed in A.7.



7. CARBON COPY (CC:)

a. If a letter has an external cc, format it as follows:

**Indent 2 spaces** →

cc w/enclosure:  
Carl Will  
LANL Permits Project Leader  
Permits Management Program  
Hazardous Waste Bureau  
New Mexico Environment Department  
2905 Rodeo Park Drive East, Bldg. 1  
Santa Fe, NM 87505

cc w/o enclosure:  
J. Vozella, OFO, LASO  
G. Turner, OFO, LASO  
J. Stetson, PWT, LASO  
T. Gunderson, DLDOPS, LANL, MS-A100  
J. Thompson, ESH-19, LANL, MS-K490  
G. Smith, ESH-19, LANL, MS-K490

b. The "Do not go past the middle" rule

If a cc address extends so that it goes past the middle of the letter, i.e., past the start of the signature block, then break it up at an appropriate spot and make it two lines, and then indent the first two spaces to show it is part of the same address. Example:

**Indent 2 spaces** →

Catherine Louderbough, LC-GL, LANL  
MS-A187

8. ENCLOSURES

Letters have Enclosures and memos have Attachments. This is because all letters go in an envelope, so the enclosure is "enclosed" along with the letter in the envelope.

9. BLIND CARBON COPY (BCC:)

The bcc: list is the list of people who get copies of the memo but you do not necessarily want the addressee to know it. Such people are usually NNSA/DOE employees.

The bcc list page:

- Enclosed to the individuals on the bcc list
- Remains part of the file copy

**Always put the bcc list  
on a separate page!**

When editing a job with a bcc list, put a sticker on the page to make sure individuals who need to know this (Mail Room personnel) that it is a bcc page and should not be included as part of the original memo that goes to the addressee(s) or the cc list.

10. BODY

The bodies of the letters and memos are the same and they are discussed in A.11.



## C. Proofing and Printing

### 1. PROOFING YOUR WORK

- A. **Spell Check** the document.
- B. **Proofread** the document.
- C. **Print out** an Official File Copy and compare your hard copy document to the customer's hard copy.
- D. **Proof** the document in hard copy form rather than on the screen
  - Mark up the draft rather than trusting your memory.
  - Use a red pen to check off your changes as they are completed.
  - Print another copy after changes are made and repeat steps 3 and 4.
  - Print out the final document only after making sure there are no more changes.

### 2. ASK 20 QUESTIONS

1. Do I have the correct document number?
2. Is the Subject (memo or letter) properly formatted?
3. Do the addressees have complete addresses and are they in the proper order?
4. Does the whole document have the same font, font size, and line spacing? (Inconsistencies can occur if you have copied and pasted text from another source, like e-mail.)
5. Are the spaces between sentences consistent, i.e., all one space or two spaces?
6. Are the spaces between paragraphs consistent (normally one)?
7. Do the cc's all have complete addresses and are they correct?
8. Are the concurrences correct? (Staff members do not always know correct placement, so we need to place them in correctly.)
9. Is the signature block correct and in the right spot?
10. Is there a "Sincerely" line if it is a letter?
11. Is there an attachment or enclosure and, if so, is there a notation to the effect after the signature block?
12. Do the cc's and/or bcc's get the enclosure? (Ask the requestor if it is not stated.)
13. Do the signature block and the last concurrence entry agree?
14. Are the phone numbers given correct?
15. Are all names spelled correctly?
16. Are the names listed in the cc/bcc lists consistent, i.e., all first name vs. first initials?
17. Do you have a page break on the first page? (This ensures all other copies end on the same line.)
18. Are there any "bad breaks" (i.e., are "Los" and "Alamos" on two different lines)?
19. Are there any "bad page breaks" (i.e., are there at least two lines of the paragraph left on the next page after a page break)?
20. Is the cc list all on one page (i.e., not split between two pages)?



### D. *Printing the Document*

Printing correspondence is slightly different from printing regular documents, like reports, because of the number of copies involved. The NNSA/DOE memo and letter templates produce a total of five copies, unless we deselect some of the copies in the Print Options box. Instructions for printing correspondence are listed below:

1. File, print (or select the printer icon in the toolbar at the top of your screen)
2. Deselect any copies you do not want to print. When printing a draft, deselect everything except the Official File Copy so paper is not wasted.
3. Select OK
4. Select the printer in the Print Dialog Box (the default is your own printer).
5. Select the Print Range in the Print Range Box (the default is all copies).

### E. *Assembling and Finalizing Jobs*

#### 1. ASSEMBLING THE JOB

##### a. ORDER AND NUMBER OF COPIES

The letter and memo templates, as mentioned earlier in the previous section produce five (5) copies of each document which need to be assembled in the following order:

1. Distribution
2. Official File Copy (concurrence)
3. LASO Reader File Copy (mailroom copy)
4. AAM Reader File Copy
5. Personal File Copy

Unless told differently by the requestor, all five copies are printed and assembled using paper clips to hold each of the five copies together, then delivered to the requestor of the job.

#### 2. FINALIZING THE JOB

##### b. COVER

Place an "Executive Correspondence" (plastic) cover over the Distribution copy (Original) of the correspondence and secure it with a paper clip or clamp. The concurrence block of the Official File Copy should extend out to the right so people can sign off on the document.

**Tip:** Place the document cover over all the copies, then carefully slide the original and the cover to the left, then secure with clip/clamp. The plastic cover is to protect the document from coffee spills, etc. during its trip through the people on the concurrence list.

# LASO ORGANIZATION CHART



**SENIOR SAFETY ADVISOR (OOM)**  
G.Schlapper, Senior Safety Advisor, 5-7111

**SAFETY AUTHORIZATION BASIS TEAM**  
C. Steele, Senior Authorization Basis Manager, 7-3418  
R. Cramberg, Mgmt/Program Analyst, 5-9234  
J. Fredlund, Gen Eng, 5-3555  
J. Houghton, Gen Eng, 7-6778  
C. Knoell, Gen Eng, 5-3161  
D. Nez, Gen Eng, 845-4235 or 7-4669  
N. Sandoval, Gen Eng, 5-5937  
R. Tom, Gen Eng, 5-5326  
Vacant, Gen Eng (2 positions)

**PUBLIC AFFAIRS OFFICE (OOM)**  
Vacant, Public Affairs Manager  
B. Romero, Comm Reuse & Corp Prog Mgr, 5-4418  
T. Taylor, Environmental Protection Specialist, 5-7203

**OFFICE OF THE MANAGER**  
E. Wilmot, Manager, 7-5105  
E. D. Martinez, Deputy Manager, 7-5105  
I. Tainter, Executive Assistant, 7-5105  
I. Sando, General Clerk, 5-5036  
D. Vigil, Community Affairs Specialist, 7-0451

**OFFICE OF COUNSEL (OC)**  
Vacant, Chief Counsel  
P. Wolford, Legal Support Asst, 7-4667  
L. Cummings, General Attorney, 7-4667  
P. Griego, Legal Support Spec, 5-5331  
T. Hornsby, General Attorney, 7-4667

**SECURITY MANAGEMENT (SM)**  
F. Ward, Assistant Manager  
Vacant, Team Leader  
L. Le-Doux, Sec Spec (Systems), 5-9235  
D. Menapace, Sec Spec, 5-3229  
C. Murdock, Sec Spec (MC&A), 5-7121  
J. Sanchez, Cyber Security (Intern), 7-8780  
A. Scheurenbrand, Cyber Security, 7-6796  
P. Valdez, Sec Spec, 7-5118

**BUSINESS ADMINISTRATION (BA)**  
T. Harmeson, Assistant Manager, 7-6146  
Y. Alarid, Procurement Tech, 5-5034  
C. Atha, Contract Specialist, EOD 6/14/04  
M. Craig, Program Analyst, 5-9175  
V. Estes, Mgmt/Program Analyst, 5-3227  
S. Gonzales, Budget Analyst, 5-5032  
M. Griego, Admin Support Assistant, 7-6146  
A. Lovato, Contract Spec, 5-4639  
J. Masee, Info Technology, 7-0545  
R. Ortiz, Staff Accountant, 7-6148  
D. O. Romero, Assessment Prog Mgr, 7-6050  
R. Romero, Realty Spec, 7-4662

**PROGRAM LIAISON (PL)**  
G. Rodriguez, Assistant Mgr, 7-1968  
D. Krivitzky, Deputy Asst Mgr, 7-7481  
W. Chavez, Weapons Prog Eng, 7-5288  
A. Cruz, Mgmt/Prog Analyst, 5-5785  
B. Harwood, QA Eng, 5-5025  
M. Heil, Gen Eng (Intern), 5-5920  
L. Kwei, Pit Eng, 5-8774  
A. Leivo, Senior QA Eng, 7-1021  
J. Lorence, Prog Eng, 5-0007  
P. Moss, Prog Eng, 5-9233  
C. Murnane, QA Eng, cell 699-3951  
D. Newell, Phys Sci, 7-9373  
T. Wald, Gen Eng, 7-5793  
Vacant, Fac Prog Eng  
Vacant, Nuclear Weapons Eng  
Vacant, Prog Eng

**PROJECT MANAGEMENT (PM)**  
H. Le-Doux, Assistant Manager, 7-9875  
I. Lucero, Admin Specialist, 7-9875  
J. Amezquita, Gen Eng, 7-2268  
P. Badhedka, Project Manager, 5-0171  
J. Cedillos, Gen Eng, 5-6437  
E. Colton, Phys Sci, 7-4241  
S. Fong, Gen Eng, 5-5534  
S. Frye, Gen Eng, 7-2524  
J. Gallegos, Gen Eng, 5-8439  
J. Griego, Gen Eng, 5-6439  
A. Nash, Gen Eng, 5-5026  
L. Smith, Gen Eng, 7-4235  
E. Trollinger, Gen Eng, 7-0281  
E. Trujillo, Gen Eng, 5-5914  
I. Trujillo, Gen Eng, 7-4664  
I. Valdez, Maintenance Prog Eng, 4-0285  
M. Weber, Gen Eng (Intern), 7-4075  
Vacant, Gen Eng

**Environmental Restoration Team**  
D. Gregory, Gen Eng/Phys Sci, 75808  
R. Enz, Gen Eng/Phys Sci, 7-7640  
T. Whitacre, Geologist, 5-5042  
L. Woodworth, Geo Chemist, 5-5820  
Vacant, Gen Eng

**LOS ALAMOS SITE OFFICE**

Authorized	DP 103	EM 7	= 110
On Board	DP 91	EM 5	= 96
Vacancies	DP 12	EM 2	= 14

Black = DP  
Blue = DP Vacancies  
Red = FM

Telephone prefix: (505) 667 or 665  
6/8/04

**FACILITY OPERATIONS (FO)**  
J. Vozella, Assistant Manager, 5-6351  
S. Calabaza, Tech Prog Assistant, 5-6351

**Facility Representative Team**  
F. Bell, Gen Eng (Lead), 5-4856  
R. Allen, Gen Eng, 5-0004  
C. Bronson, Gen Eng, 7-6724  
E. Christie, Gen Eng, 5-2821  
W. Gentile, Jr., Gen Eng, 7-5828  
R. Janke, Gen Eng, 5-4205  
K. Keilholtz, Gen Eng, 4-0162  
B. Le-Brun, Gen Eng, 5-6348  
T. Lewis, Gen Eng, 5-0347  
J. Lipsky, Gen Eng, 7-4140  
D. Luke, Gen Eng, 5-0503  
M. Martinez-Woodson, Gen Eng, 5-6332  
J. Pugh, Gen Eng, 7-6281  
A. Trujillo, Gen Eng, 5-8527  
J. Williams, Gen Eng, 5-4806  
Vacant, Gen Eng (Fac Reprs - 2 positions)

**Safety and Health Team**  
D. Barber, Indust Hygienist, 7-3818  
D. Decker, Occupational Safety Mgr, 7-5280  
R. Gall, Fire Prot Eng, 5-7202  
D. Styers, Health Physicist, 5-5050

**Environmental Prot Prog/NEPA**  
C. Begay, Gen Eng (Intern), 5-4246  
K. Benally, Gen Eng (Intern), 7-6830  
M. Johansen, Gen Eng (Groundwater), 5-5046  
V. Loucks, Env Prot Spec, 7-6819  
J. Nunz, Phys Sci, 7-0573  
G. Turner, Gen Eng (RCRA), 7-5794  
E. Withers, Env Sci, 7-8690  
Vacant, Gen Eng





**FREQUENTLY ASKED-FOR LINKS:**

<b>Site</b>	<b>Link</b>
Accelerator Codes (Poisson, Superfish, Parmela)	<a href="http://www-laacg.atdiv.lanl.gov/services/">http://www-laacg.atdiv.lanl.gov/services/</a> (behind the firewall) or <a href="#">Acc. code contact</a>
Acronyms (Public)	<a href="http://www.lanl.gov/tools/acronyms/AML.html">http://www.lanl.gov/tools/acronyms/AML.html</a> (public)
BITS (LANL only)	<a href="http://int.lanl.gov/orgs/ccn/computingatlanl/bits/archive.html">http://int.lanl.gov/orgs/ccn/computingatlanl/bits/archive.html</a> , (behind the firewall) <a href="#">webmaster</a>
BUS	<a href="http://bus.lanl.gov/bus/default.asp">http://bus.lanl.gov/bus/default.asp</a> (public)
CCS-3	<a href="http://www.c3.lanl.gov/">http://www.c3.lanl.gov/</a> or <a href="#">CIC-3 web master</a>
Conference Rooms and Meeting Rooms at LANL in Open Areas	<a href="http://int.lanl.gov/orgs/pa/Director/open_rooms.pdf">http://int.lanl.gov/orgs/pa/Director/open_rooms.pdf</a> (PDF)
Conference Rooms and Meeting Rooms at LANL in Classified Areas	<a href="http://int.lanl.gov/orgs/pa/Director/closed_rooms.pdf">http://int.lanl.gov/orgs/pa/Director/closed_rooms.pdf</a> (PDF)
Computing at LANL (LANL only)	<a href="http://int.lanl.gov/orgs/ccn/computingatlanl/">http://int.lanl.gov/orgs/ccn/computingatlanl/</a> link on the lower left side of the home page
C Division	<a href="http://cstis.lanl.gov/">http://cstis.lanl.gov/</a> (behind the firewall) or <a href="http://pearl1.lanl.gov/external/">http://pearl1.lanl.gov/external/</a>
Chinawater	<a href="http://www.lanl.gov/projects/chinawater/main.html">http://www.lanl.gov/projects/chinawater/main.html</a>
Civilian/Industrial Partnerships (IBD)	<a href="http://www.lanl.gov/partnerships/">http://www.lanl.gov/partnerships/</a>
DOE Directives	<a href="http://www.directives.doe.gov/">http://www.directives.doe.gov/</a>
DOE Phone Book	<a href="http://phonebook.doe.gov/">http://phonebook.doe.gov/</a>
DNFSB	<a href="http://www.dnfsb.gov/">http://www.dnfsb.gov/</a>
EES-9 Environmental Geology	<a href="http://ees13.lanl.gov">http://ees13.lanl.gov</a> (behind the firewall) or <a href="#">EES-9 webmaster</a>
Enterprise	<a href="http://eia.lanl.gov">http://eia.lanl.gov</a> , (behind the firewall) or <a href="#">Enterprise Info. System contact</a>
Fuel Cell	<a href="http://www.lanl.gov/orgs/esa/epe/fuelcell_proj2000.html">http://www.lanl.gov/orgs/esa/epe/fuelcell_proj2000.html</a> (ESA-EPE)



Site	Link
Green Chemistry Project	<a href="http://www.lanl.gov/greenchemistry">http://www.lanl.gov/greenchemistry</a>
HIPPI	<a href="http://www.lanl.gov/lanp">http://www.lanl.gov/lanp</a> and <a href="http://www.hippi.org">http://www.hippi.org</a>
Housing Office	<a href="http://bus.lanl.gov/bus/housing/default.htm">http://bus.lanl.gov/bus/housing/default.htm</a>
HR	<a href="http://www.hr.lanl.gov">http://www.hr.lanl.gov</a>
IBD	<a href="http://www.lanl.gov/orgs/citpo">http://www.lanl.gov/orgs/citpo</a>
ISEC (Internal Security)	<a href="http://s6server.lanl.gov/isec/is.html">http://s6server.lanl.gov/isec/is.html</a>
Kerberos	<a href="http://public.lanl.gov/kerberos">http://public.lanl.gov/kerberos</a>
LANL Phone Book	<a href="http://phonebook.lanl.gov/">http://phonebook.lanl.gov/</a>
LANSCE	<a href="http://lansce.lanl.gov">http://lansce.lanl.gov</a> (behind the firewall and restricted to LANSCE folks only)
LASO Internet	<a href="http://www.doeal.gov/olaso/internet/Default.htm">http://www.doeal.gov/olaso/internet/Default.htm</a>
LASO SABT Team	<a href="http://www.doeal.gov/laoabt/Internet/default.htm">http://www.doeal.gov/laoabt/Internet/default.htm</a>
Library	<a href="http://lib-www.lanl.gov">http://lib-www.lanl.gov</a>
ESA Division	<a href="http://www.esa.lanl.gov">http://www.esa.lanl.gov</a> (behind the firewall) or <a href="#">ESA webmaster</a>
MST	<a href="http://www.lanl.gov/mst">http://www.lanl.gov/mst</a>
Maps	<a href="http://www.lanl.gov/tools/maps">http://www.lanl.gov/tools/maps</a>
Megamath	<a href="http://www.c3.lanl.gov/mega-math/welcome.html">http://www.c3.lanl.gov/mega-math/welcome.html</a>
NNSA Internal	<a href="http://nnsaweb.na.gov/">http://nnsaweb.na.gov/</a>
NNSA Phone Book	<a href="http://alwebdir.al.gov/webdir/default.asp">http://alwebdir.al.gov/webdir/default.asp</a>
NNSA Service Center Intranet	<a href="http://www.al.gov/default.htm">http://www.al.gov/default.htm</a>
NNSA Nevada Site Office	<a href="http://www.nv.doe.gov/">http://www.nv.doe.gov/</a>





Site	Link
OCSR (LANL Computer Security Registration)	<a href="http://int.lanl.gov/projects/ocsr">http://int.lanl.gov/projects/ocsr</a>
Org Charts	<a href="http://www.lanl.gov/orgs/orgcharts/orgcharts.html">http://www.lanl.gov/orgs/orgcharts/orgcharts.html</a>
PM (Project Management)	<a href="http://int.lanl.gov/orgs/pm">http://int.lanl.gov/orgs/pm</a> (behind the firewall)
Periodic Table	<a href="http://pearl1.lanl.gov/periodic">http://pearl1.lanl.gov/periodic</a>
Publishing (LANL Publishing Guide)	<a href="http://int.lanl.gov/publishing/">http://int.lanl.gov/publishing/</a> (behind the firewall)
Reflections (monthly publication for employees and retirees)	<a href="http://www.lanl.gov/worldview/news/reflections">http://www.lanl.gov/worldview/news/reflections</a>
Robots	<a href="#">Solarbotics: Beam Robotics Resources</a> and <a href="#">BEAM Online</a>
Sensitive Foreign Country List	<a href="http://s6server.lanl.gov/isec/list.html">http://s6server.lanl.gov/isec/list.html</a> (behind the firewall)
S-6	<a href="http://int.lanl.gov/orgs/s/s6/mission.shtml">http://int.lanl.gov/orgs/s/s6/mission.shtml</a> (behind the firewall)
S-7	<a href="http://int.lanl.gov/orgs/s/s7">http://int.lanl.gov/orgs/s/s7</a> (behind the firewall)
Solar System	<a href="http://www.solarviews.com">http://www.solarviews.com</a>
Swapshop	<a href="#">Data Warehouse</a> (behind the firewall)
U.S. Department of Homeland Security	<a href="http://www.dhs.gov/dhspublic/index.jsp">http://www.dhs.gov/dhspublic/index.jsp</a>
Visitor Information	<a href="http://www.lanl.gov/worldview/welcome/visitor.shtml">http://www.lanl.gov/worldview/welcome/visitor.shtml</a>
Weather	<a href="http://weather.lanl.gov">http://weather.lanl.gov</a>
Web Publishing	<a href="http://network.lanl.gov/web/">http://network.lanl.gov/web/</a>
WIPP Carlsbad, NM	<a href="http://www.wipp.carlsbad.nm.us/">http://www.wipp.carlsbad.nm.us/</a>