Spallation Neutron Source Administrative Guidebook

Compiled by
Mary Ann Hensley

SNS

**SPALLATION NEUTRON SOURCE
ADMINISTRATIVE GUIDEBOOK**

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Date Published: October 2003

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ACKNOWLEDGMENTS

1. ABOUT THE SPALLATION NEUTRON SOURCE

The Spallation Neutron Source (SNS) is an accelerator-based neutron source being built in Oak Ridge, Tennessee, by the U.S. Department of Energy. SNS will provide the most intense pulsed neutron beams in the world for scientific research and industrial development. At a total cost of $1.4 billion, construction began in 1999 and will be completed in 2006. SNS consists of six partner labs: Argonne National Laboratory, Brookhaven National Laboratory, Lawrence Berkeley National Laboratory, Los Alamos National Laboratory, Oak Ridge National Laboratory, and Thomas Jefferson National Accelerator Facility. To find out more about SNS, access the web page at

http://www.sns.gov/aboutsns/aboutsns.htm

2. SNS ORGANIZATIONAL STRUCTURE

- **Executive Office:** Thom Mason, ORNL Associate Laboratory Director for SNS and SNS Project Director (701 Scarboro, Room 237, 574-0558)

- **Project Office:** Carl Strawbridge, Deputy Project Director (701 Scarboro, Room 210, 574-4268)

- **Accelerator Systems Division (ASD):** Norbert Holtkamp, Division Director (701 Scarboro, Room 3116, 574-0557)

  ASD Organizational Chart: http://www.sns.gov/contacts/OrgCharts/chart4_asd_1001.pdf

- **Conventional Facilities Division (CFD):** Tony Chargin, Division Director (SNS Site, Room 822T, 576-1453)

  CFD Organizational Chart: http://www.sns.gov/contacts/OrgCharts/chart5_cf_1001.pdf

- **Experimental Facilities Division (XFD):** Ian Anderson, Division Director (701 Scarboro, Room 269, 241-5176)

  XFD Organizational Chart: http://www.sns.gov/contacts/OrgCharts/chart3_exf_1001.pdf

- **Key SNS contacts** can be found at http://www.sns.gov/contacts/keycontacts.htm

3. ABSENCE INQUIRIES

Each employee has access to view his/her personal absences (sick, personal, vacation, etc.) from the company. To access the ABSINQ system, log onto the Internet at the following URL (Contact Toni Sawyer at 241-2965 if group access is needed):

http://home.ornl.gov/divisions/accounting/employeeacct/absinq/ .

4. ACCESS TO SNS BUILDINGS

A DOE-issued badge, programmed to enter the SNS buildings, is required. For visitors, a phone is located on the outside of the main entrance to the building. Visitors must call their building contact to gain entrance. For circumstances requiring special accessing, contact Loretta Simpson at 576-5505.

5. AVID PLUS

The AVID Plus system is used to order many types of commodities, including office supplies, safety shoes, paper, and many other items. **Preliminary training is required** before being allowed access to the AVID system. Contact the SNS training officer, Toni Sawyer (241-2965, sawyertk@sns.gov)**,** to arrange training. Web access to AVID Plus is at

http://home.ornl.gov/general/sap/acqctr/avidPlus.shtm .

6. BADGING (SNS SITE)

In some instances, an unbadged person may need to gain access to the SNS site. If this is the case, **one day only** badges can be obtained from Kathy Rosenbalm (701SCA, Room 234; Tel: 574-0558, Cell: 405-0613, Pager: 417-5169, rosenbalmkf@sns.gov), Sherry Brown (701SCA, Room 201; Tel: 241-5103, brownse@ornl.gov), or Ann Hasting (SNS Site, Trailer 810T, Room 1; Tel: 241-9433, hastinga@sns.gov). These badges are for access to the **SNS site only**.

7. BUSINESS OFFICE

The SNS Business Office, located at 701 Scarboro, handles all SNS financial dealings. The web site (http://www-internal.sns.gov/business/business.htm) contains all the financial status reports (FSRs), monthly cost reports, labor reports, and a link to various financial forms.

SNS Business Office Contacts:

SNS Project:

- Jama Hill, Room 211A, Tel: 241-7576, Pager: 873-5201, hilljb@sns.gov
- Bryan Coulter, Room 277, Tel: 574-8897, Pager: 873-9784, coulterbm@sns.gov
- Laurie Curtis, Room 2138, Tel: 576-3713, Pager: 873-4041, curtisls1@sns.gov
- Janet Bivens, Room 208, Tel: 241-8137, bollingjr@sns.gov

SNS Division Contacts:

- Accelerator Systems Division: Janet Bivens, Jama Hill
- Conventional Facilities: Laurie Curtis, Jama Hill
- Deputy Project Director: Laurie Curtis, Jama Hill

- Experimental Facilities Division: Bryan Coulter, Jama Hill

8. CALENDARING (MICROSOFT OUTLOOK)

The calendaring system used by UT-Battelle is transitioning from Corporate Time to Microsoft Outlook (see http://home.ornl.gov/~cips/ms/transition.html for information on the transitioning process. For information regarding Outlook and other Microsoft products, assistance can be found at http://office.microsoft.com/home/default.aspx.

9. CELLULAR TELEPHONES

Cellular telephones are coordinated through Loretta Simpson, Tel: 576-5505, Cell: 898-8481, Pager: 417-5169, simpsonlv@sns.gov.

10. COMMUNICATIONS OFFICE

The SNS Communications Office (701SCA, Room 126) provides graphics, publishing, web, video, and photography services for SNS. They are also responsible for the SNS public and project web sites. Some of the services and products they provide are:

Services: CD creation and replication; drawing/illustrating; editing and writing, file formatting; desktop publishing; file conversion; laminating; scanning; and web design and coding.

Products: articles; business cards; brochures; fact sheets; maps; name plates, badges, and tent cards; newsletters; posters; presentations; reports; screen savers; signs; videos; and web pages and web services.

SNS Graphics Contacts:

- **Renee' Manning**, Graphic Artist
  241-6090, Pager: 873-6282
- **Judy Benton**, Electronic Publishing & Web Support
  241-6059
- **Charlie Horak,** Writer & Editor, Office Contact
  576-4400, Cell: 382-5507

  Office Fax: 241-6208

11. COMPUTER HELP (SEE INFORMATION TECHNOLOGY)

Computer help for SNS employees can be obtained by logging into http://it.sns.ornl.gov/, clicking on "help desk," and providing the SNS Information Technology (IT) staff a description of your computer needs.

- **IT Manager: Dan Ciarlette**, Tel: 241-6349, Cell: 300-7306, ciarletted@ornl.gov
- **Computer Security Officer**: John W. Cobb, Tel: 576-5439, Pager: 873-5700, cobbjw@ornl.gov.

Videoconferencing:

To request equipment setup for a videoconference (VC), send an e-mail message to:

sns_videoconference@mailhub.ornl.gov .

Include in your message:

- **who** the participants are (which partner labs);
- **when** it is being held (date and time);
- **where** the VC is being held (which conference room), and if netmeeting is required, please include that information also; and
- **services needed**.

12. COMPUTER MOVES (SEE INFORMATION TECHNOLOGY)

If you need to change the location of your computer equipment, log into http://it.sns.ornl.gov/, click on "help desk," and fill in the information required for your move. An IT representative will be responsible for moving the equipment.

13. CONFERENCE CALLS

Conference calls may be either audio or video (see Information Technology for videoconference requirements). Most SNS conference rooms have spider phones that allow people to call in to a meeting when unable to attend in person. The spider phones can accommodate a 3-way call if necessary. Phone numbers in the SNS conference rooms are as follows:

- Executive Conference Room: 241-3356
- Room 101A (back of room): 241-8887
- Room 101B (back of room): 241-8117
- Room 101B (back of room): 241-8118
- Room 2102: 576-1273
- Room 213: 241-3499
- Room 276: 241-6029
- Room 3104: 241-6795
- Room 381: 241-6502
- Lobby Conference Room: 241-6713
- SNS Site--Trailer 822T, Room 31, 576-0994

To arrange for an audio conference call, reservations may be made by dialing 574-1000 or "0" for DOE Oak Ridge Operator Assistance. The operator will need to know (1) how many people will be dialing in, (2) what time the call will begin, and (3) the length of the call. The operator will reserve a call

in number for all participants. Once the call in number is assigned, notify the persons involved in the call. Operators are available Monday through Friday from 7:00 a.m. to 5:30 p.m.

Videoconferencing is another option. Several SNS conference rooms have videoconferencing capabilities (Rooms 101A, 238, 329, 381, and Conventional Facilities trailer 822T). Videoconferences can be done point-to-point (where only one location is involved), or with multiple locations. To request a videoconference, contact the SNS IT group (with complete details) at sns_videoconference@home.ornl.gov.

14. CONFERENCE ROOMS (CAPACITY AND EQUIPMENT AVAILABILITY)

SNS has a number of conference rooms, with seating ranging from 8-10 folks to accommodations for ~300. Conference room reservations are made by accessing http://home.ornl.gov/~ConfRoom/ . SNS Conference Rooms can only be reserved by designated SNS employees. Videoconferencing is available in Rooms 101A, 238, 329, and 381. Spider phones can be hooked up to the following conference room phone numbers:

701 Scarboro:

- Exec Conf Rm: 241-3356
- Room 101A (back of room): 241-8887
- Room 101B (back of room): 241-8117
- Room 101B (back of room): 241-8118
- Room 2102: 576-1273
- Room 213: 241-3499
- Room 276: 241-6029
- Room 3104: 241-6795
- Room 381: 241-6502
- Lobby Conf Rm: 241-6713

SNS Site:

- CF Trailer, 822T, Room 31: 576-0994

15. CONTACTS FOR DIVISIONS AND OFFICES

Office/Division	Contact	Telephone	Fax	E-mail
Executive Office	Kathy Rosenbalm	574-0558	576-3041	rosenbalmkf
Project Office	Mary Ann Hensley	574-4268	241-6909	hensleyma
Accelerator Systems	Doris Shubert	574-0557	241-6739	shubertdc
Conventional Facilities	Lori Love	576-1453	241-5698	lovelf
Experimental Facilities	Ann Jordan	241-5176	241-5177	jordanlg

16. BUSINESS EXPENSES

Controlled business expenses (CBEs) are recorded on ORNL-299 and are used for meals, refreshments, and recognition awards. For meals, the reimbursed cost per person may not exceed $28 in the Oak Ridge and surrounding area. Any overage on food or alcoholic beverages must be reported on the Corporate Funds Form (ORNL-210). Recognition Awards are not to exceed $50 and are for employees only. If a nonemployee is given a motivational award, then it is filed to corporate funds on ORNL-210. All CBE forms **must** be accompanied by a detailed receipt. If an itemized receipt is not available, then a statement signed by the payee and his/her supervisor stating that there were no alcoholic beverages purchased will be sufficient. The attendees names and affiliations must be specified on the CBE form or on an attached list. After appropriate signatures (requester, finance officer, and supervisor), the CBE is sent to Linda Wallace, 1060COM, MS-6481.

According to the Controlled Business Expense Guidelines (BC-001), any government employees (federal, state or local) in attendance must be given the opportunity to contribute to the food cost or their pro-rated share has to be charged to corporate funds. If they are given the opportunity (whether money is collected or not) then their food cost is allowable cost to government funds.

Note: If a business meal is for an interviewee, then the form ORNL-299 is still used for this purpose. The meal cost is still based on the $28 per person in the Oak Ridge and surrounding area. Interviews are regulated by the ST-151 hosting guidelines and states that only a one-on-one basis, interviewer and interviewee (total of $56), can be filed to government funds that and any overage or additional persons must be filed to corporate funds. If the spouse of the interviewer and the interviewee are present, then all four meals can be claimed on the ORNL-299. This is the only instance in which the amount reimbursed can go up to $112 (4 × $28). The form is sent directly to Accounts Payable, Building 1060COM, MS-6481 (Linda Wallace).

17. CORPORATE FUNDS

Corporate funds are used for instances where costs exceed the allowed dollar amount on the Controlled Business Expense Form (i.e., overage on food or alcoholic beverages). The Corporate Funds Form (ORNL-210) should be signed by the requester, his/her supervisor, the finance officer or business manager, and the project director. If this form is used in conjunction with a CBE, a copy of the CBE and detailed receipt should accompany the Corporate Funds Form. All Corporate Funds Forms **must be signed by Thom Mason** (or a designate signing for him).

After appropriate signatures (requester, finance officer, business manager, supervisor, and project director), the CBE is sent to Linda Wallace, 1060COM, MS-6481, and the ORNL 210 Corporate Form is sent to Regina Meredith, 4500N, MS-6261.

Note: If anyone has questions or needs help in determining how much to claim regarding government funds vs corporate funds, call Linda Wallace at 574-5981.

18. CORRESPONDENCE GUIDELINES FOR SNS STAFF

Preparation (formatting) of all SNS correspondence should be consistent. Preferred style guidelines for the SNS project are shown subsequently (see also Appendix A). SNS letterhead templates can be found at:

http://www.sns.gov/projectinfo/cmoffice/wordtemp.htm .

- Font: Arial, 11 pitch
- Style: Block (all lines begin at the left margin. Nothing is indented except for displayed quotations, tables, and similar material).
- Spell out all words, including the state name, in the inside address.
- Spell out the acronym the first time it appears in the memo/letter and then use only the acronym thereafter *[for example, Spallation Neutron Source (SNS) or Argonne National Laboratory (ANL)]*.
- If you use your manager's title in your letterhead or at the top of your letter, don't include the title in the signature line.
- Alphabetize all cc lists.
- If person on cc list is outside SNS or UT-Battelle, list his or her affiliation *[for example,cc: W. T. Smith, ANL]*
- See examples in Appendix A for subject lines and references.

19. DOCUMENT CONTROL AND RECORDS MANAGEMENT

The Document Control and Records Management (DCRM) Group is responsible for providing comprehensive and compliant records management and document control support for SNS. The scope of the DCRM task includes developing and implementing compliant policies and procedures, providing guidance and training to records generators, performing assessments to determine affectivity and compliance to DCRM procedures, working directly with SNS project personnel to ensure identification of and submittal of records to the SNS Document Control Center (DCC), and operating the SNS DCC and Copy Center.

The SNS DCC is the central repository for SNS project record copy documentation. The DCC is located at 701 Scarboro Road, Room 128. The SNS DCC provides a variety of services related to information management, including the following:

- assisting SNS project staff with acquiring access to the information management systems—Document Numbering Reservation System (DNRS) and ProjectWise—as well as providing continued training to users;
- facilitating the turnover, distribution, indexing, and management of SNS record copy documentation;
- identifying special categories of documentation and providing necessary protection as prescribed; and
- inventorying and disposition of SNS records in accordance with applicable requirements and the SNS RIDS.

The SNS Copy Center provides a variety of engineering reprographics services. The Copy Center is located in Room 130. Services provided include:

- high-volume digital copying/printing for a full range of document sizes and types; prints from 1- 999 sorted sets;
- scanning for both large-format drawings and hardcopy originals up to 11×14 to digital files at up to 54 pages per minute;
- simultaneous scanning and printing with the ability to build sets, collate, sort, and fold drawings; and
- electronic file transmission for printing and distribution.

SNS DCC Contacts:

- **Becky Lawson**, Records Manager, Room 205, Tel: 241-3268, Cell: 382-4105, lawsonra@sns.gov
- **Karen Cox**, Room 128, Tel: 241-6141, Pager: 417-6997, Cell: 591-9100, coxks1@sns.gov
- **Sara Trammell**, Room 128, Tel: 241-6823, Pager: 873-6754, trammellsl@ornl.gov

SNS DCC Phone: 241-6823
SNS Copy Center Phone: 241-6201

20. EMERGENCY INFORMATION (FIRE DRILLS, ETC.)

Evacuation Instructions

When you hear an emergency alarm, it is **mandatory** to evacuate the building. Follow these instructions:

701 Scarboro:

- Know your evacuation point. (See the sticker on the door of your office to find your evacuation point. If the sticker is not there or if you have questions, please contact Loretta Simpson at simpsonlv@sns.gov or 576-5505.
- No matter where you are in the building, proceed to YOUR evacuation point.
- Assembly points are lettered A through E, and signs are posted on lamp posts in the parking area. The monitor for your area will call the roll. Monitors should complete check sheets and give them to Loretta Simpson or Greg Bell before returning to the building.

Emergency Squad Members

Assembly Point 701SCA	Group	Monitor
A	All of first floor	Judy Benton
B	Procurement	Angie Calloway
C	ASD	Doris Shubert/Muriel Tate/Myra Fultz
D	Project and Executive Offices	Sherry Brown
E	HR, XFD, DOE, Target, MIS	Ann Jordan/John Forester; 3rd floor, Ruth Lawson
SNS Site		
1 (parking lot A across from CF trailers)	Trailer 822	Lori Love
"	Trailer 810T	Ann Hasting
"	Trailer 801T	Laura Ferguson
"	Trailer 817T	Jenny Gornowich
"	Trailer 806T	David Fuller

21. ENVIRONMENT, SAFETY, AND HEALTH (ES&H)

Safety and the protection of the environment are part of everyone's job. The SNS ES&H staff support integration of ES&H considerations into every aspect of the project. The SNS ES&H web site (www-internal.sns.gov/esh/esh.htm) includes references to computing ergonomics, fire safety, construction and nonconstruction statistics, and much more.

Contacts:

- **Frank Kornegay**, Tel: 574-6688, Pager: 873-7139, kornegayfc@sns.gov
- **Paul Wright**, Tel: 241-2957, Cell: 680-3407, wrightpa@sns.gov
- **Ron Cornwell**, Tel: 576-4309, Pager: 382-0285, cornwellrj@sns.gov

22. FINANCE OFFICE

See Business Office.

23. FOREIGN TRAVEL

Each administrative support person has received a comprehensive manual for preparing foreign travel requests and foreign trip reports. Foreign travel forms, further guidance, and distribution information are found at

home.ornl.gov/divisions/accounting/employeeacct/travelservices/foreign_travel.shtm .

24. FURNITURE MOVES

All furniture moves are to be coordinated through Loretta Simpson, Tel: 576-5505, Cell: 898-8481, Pager: 417-5169, simpsonlv@sns.gov.

25. FYI BULLETIN

The *FYI—ORNL Administrative Bulletin* is an electronic newsletter used to disseminate administrative information in a timely manner in support of ORNL and its research and development activities. Its main purpose is to keep the administrative support staff abreast of useful procedures and newsworthy developments that affect their everyday working lives. This bulletin can be found at

home.ornl.gov/general/fyi/fyi.shtml .

26. HOLIDAY SCHEDULE

The holiday schedule for ORNL consists of the following 11 days:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday (e.g., can be used as a companion day to Independence Day or on a date of your choosing, with your supervisor's approval) [Note: floating holidays do not roll over from year to year, so it is a use or lose holiday].

Current holiday information can be found at:

home.ornl.gov/ornlhome/holidays01.shtml .

27. HUMAN RESOURCES

The SNS Human Resources (HR) web page contains information or links to SNS staffing plans, workforce statistics, HR forms, job postings, interviewing tips, and much more. The HR web page can be found at

www-internal.sns.gov/hr/hr_home.htm .

SNS HR Contacts

- **Judy Trimble,** HR Manager
  Room 250, 701 Scarboro Rd
  Phone: 241-3675; Fax: 241-6660
- **Jenny McGill**, Accelerator Systems Division HR Representative
  Room 255, 701 Scarboro Rd
  Phone: 241-6640; Fax: 241-6660
- **Bob Martin**, Experimental Facilities Division HR Representative
  Room 248, 701 Scarboro Rd
  Phone: 241-2950; Fax: 241-6660
- **Toni Sawyer**, Staffing Assistant and Training Coordinator
  Room 249, 701 Scarboro Rd
  Phone: 241-2965; Fax: 241-6660

28. IMAN

IMAN has been replaced by ProjectWise (see ProjectWise) as the SNS electronic document management system.

29. INFORMATION TECHNOLOGY (IT)

The SNS IT home page is at it.sns.ornl.gov/ . This web site contains links to the SNS IT help desk and information on computer equipment used at SNS (click on the link named "Supported Computer Configurations." If you wish to contact the SNS IT group in general, send e-mail to

sns_it@sns.gov .

SNS IT Contacts:

- **Dan Ciarlette**, IT Manager, 241-6349, Cell: 300-7306, ciarletted@sns.gov
- **John Cobb**, Computer Security, 576-5439, Pager: 384-5439, Cell: 384-5086, cobbjw@ornl.gov

See it.sns.ornl.gov/staff-info for more information.

Videoconferencing:

To request equipment setup for a videoconference (VC), send an **e-mail message** to:

sns_videoconference@mailhub.ornl.gov .

Include in your message:

- **who** the participants are (which partner labs);

- **when** it is being held (date and time);
- **where** the VC is being held (which conference room); and
- **services needed** (e.g., netmeeting, document camera).

30. LIBRARY SERVICES

The ORNL Library provides in-house procurement services to assist ORNL staff in purchasing books, subscriptions, journal articles, and other publications for a fee of 5% above the cost of the order. Two methods of purchasing library material are available. To order publications, books, subscriptions, etc., through the library, log onto

home.ornl.gov/library/all_requests.htm .

(See home.ornl.gov/library/advantge.htm for additional information.)

Advantages of ordering through the library:

- One point of contact
- Library handles follow-up on nonreceipts
- Library handles returns for incorrect or damaged material
- Library handles payment processing

ORNL employees can purchase published materials that cost $2,500 or less directly from the vendor using a credit card. Consult the guidelines if you would like to place orders using a credit card.

Advantages of ordering with a Credit Card:

- No additional fees
- Orders can be placed immediately
- "Middle man" is eliminated

31. MANAGEMENT INFORMATION SYSTEMS (MIS)

The MIS group was formed in late FY 2000 per the project director's guidance to develop a cohesive MIS team to avoid duplicative work and cost to the SNS project. MIS provides centralized software/database knowledge and expertise, as well as a global understanding of data/software needs across the SNS project (compared with the IT group, which provides hardware solutions). In addition, MIS provides a single source for sharing data project wide and technical information/consulting to partner labs as well as internal organizations, thus eliminating duplication of data and data divergence. As needs for software are identified by SNS personnel, MIS coordinates and involves all divisions in the requirements definition so it can be used project wide. The most cost-effective software solution is then selected, which could be off-the-shelf software, existing ORNL software, or development of software by the SNS MIS group.

MIS Contacts:

- **Mary Lynne Howell,** MIS manager, 241-8094
- **Jeff Patton,** ORACLE database administrator, 241-8093
- **Judy Zager,** software engineer in support of the Project Controls Configuration Change Request System and the Procurement Systems, 241-9749
- **Brad Horn,** subcontractor to MIS and soft engineer in support of ProjectWise, the electronic logbook, the Equipment Tracking System, and the Facilities Management System, 576-0036

32. MERLIN TELEPHONE BASICS

Here are a few basic tips on using the Merlin system:

- To forward phones: press *72 and dial thr forwarding number
- To cancel forwarding: press *73.
- To set up speed dial: pull lever at left side of phone to the "P" position (towards you), select one of the black buttons, dial the number, then return the lever to the center. **Note: the 14 buttons on the left side of the phone can only be programmed by the phone coordinator.** The buttons to the right of those can be programmed for speed dialing.
- To make a conference call: dial the first number, press the "recall" button, and dial the second number; then press "recall" button again. You should now be able to speak to both parties.
- To forward a call: press the "recall" button, dial the number where call is to be forwarded, press the "recall" button again to connect the two callers. Note that if you hang up without pressing the "recall" button the second time, the call will be connected. However, if you want to be sure that the call has been forwarded, you can press the "recall" button the second time and speak with both parties (same as making a conference call).
- To use the intercom system, the **HFAI** button must be lit.

33. MILEAGE REIMBURSEMENT RATE

The current rate for mileage reimbursement is **$0.375 per mile** effective January 1, 2004.

34. NON-EMPLOYEE PROCESSING (NEP)

The purpose of the NEP system is to provide information about foreign and domestic visitors to ORNL so that they may obtain visitor passes or be badged for entrance into the Lab. To access this system, log into the following URL: home.ornl.gov/~3ne/prod/ . A UCAMS password is needed to enter this system. Information provided about potential visitors should be as complete as possible. Missing information will cause delays and may result in the visitor not gaining access. If the visitor is a foreign national, the host and/or escort will need to have host training with the last 12 months. Information on host requirements can be found at

home.ornl.gov/~3ne/prod/host.shtml .

Failure to complete all host requirements will deny the visitor or assignee access to the Lab.

35. ORGANIZATIONAL CHARTS

ORNL organizational charts are located at

home.ornl.gov/ornlhome/org_charts/ .

SNS organizational charts are located at

www.sns.gov/contacts/org%20_charts.htm .

36. ORNL CONFERENCE OFFICE

The ORNL Conference Office has two conference managers who are dedicated to providing excellent service to both ORNL and BWXT Y-12 staff. The conference managers have the skills and experience as meeting planners to help you maneuver through the details of any meeting—large or small. The conference managers have sole authority to negotiate and sign all meeting contracts that obligate ORNL, BWXT Y-12, or corporate funds. The Conference Office must be engaged whenever a meeting or conference involves contract negotiations, payment of invoices, and/or revenue collection.

The conference manager's planning expertise includes:

- knowledge of and compliance with DOE and ORNL/BWXT Y-12 policies and procedures;
- acting as liaison between chairperson and hotel and other vendors;
- contract negotiations with hotels or other meeting facilities and vendors/suppliers throughout the United States and abroad (significant savings can be attained by using the conference managers);
- negotiating rates and contracts for outside services such as court reporters, decorating companies used for exhibit setup, audiovisual or other equipment rental, interpreters, and transportation (tour bus service, limos, shuttles, etc.);
- assistance in preparing conference budgets; and
- procurement of conference supplies such as poster boards, badges, portfolios, signs, registration forms, etc.

For assistance with planning a meeting, please contact one of the following people:

Contact	Phone	Pager	E-mail
Norma Cardwell	574-5979	417-5057	nca@ornl.gov
Angie Beach	241-3651	417-5056	mailto:maxf@ornl.govail

Conference Office audit and accounting services include the following:

- knowledge of and compliance with DOE and ORNL/BWXT Y-12 policies, procedures, and accepted audit practices;
- proper handling of registration fees;
- audit and payment of all conference invoices;
- responsibility for answering auditors' questions during ORNL/BWXT Y-12/DOE audits of the Conference Office;

- reconciliation of all meeting revenues/costs; and
- responsibility for processing/auditing controlled business expenditures.

For questions pertaining to cost reconciliation or accounting, contact Linda Wallace at 574-5981 or wld@ornl.gov.

The Conference Office web site is home.ornl.gov/offices/conference_office/index.shtml , and the office is located at Building 1060 COM, MS0-6481, FAX: 574-5738.

37. ORNL REFERENCE GUIDE

The purpose of the ORNL Reference Guide is to assist ORNL administrative staff in accomplishing their everyday tasks by having information readily available in one central location. The guide can be found at home.ornl.gov/general/ornl-arg/index.shtml . The guide contains information regarding the ORNL organizational structure, the ORNL Correspondence Guide, a link to commonly used web sites, and more.

38. PERFORMANCE ASSESSMENT AND DEVELOPMENT SYSTEM (PADS)

PADS is used annually for employees to input their performance plans and self-assessments. This system can be accessed at

home.ornl.gov/~izu/ .

39. PALS TIPS

The PALS System is ORNL's timekeeping system and is used for recording employee hours worked and absences. Information on the PALS System and instructions on access requirements can be found at home.ornl.gov/~pals/ . Staff can keep track of their absences by accessing the ABSINQ (Absence Inquiry) system. (See Absence Inquiries).

40. PHONE DIRECTORY (SNS)

As the SNS project continues to expand, so does its staff. The SNS phone directory is updated regularly and can be found under Web Applications on the SNS internal home page. See www.sns.gov/projectinfo/ .

41. POLICIES AND PROCEDURES

All ORNL policies and procedures can be found by accessing the Standards-Based Management System (SBMS) at eshtrain.ct.ornl.gov/sbms/ . The SBMS web site also contains an excellent directory of support services with its respective list of contacts.

42. PRISM

The PRISM system is used to monitor individual computer equipment and other company property. A yearly inventory of individual equipment is required. The PRISM system also allows custodial changes, property excess (salvage), property removal, etc., such as:

- Confirm inventory
- Change location
- Request change of custodian
- Cancel change of custodian request
- Accept/reject custodianship
- Reports and queries
- Request to excess (salvage) property
- Cancel excess (salvage) property request
- Lost/destroyed/cannibalized/contaminated property
- Property removal pass
- Renew property removal pass

Access the PRISM System through the ORNL home page (home.ornl.gov/) by clicking on PRISM (under Systems).

43. PROCUREMENT

Procurements for SNS are handled within the SNS Project Office. Contacts are as follows:

- **Jeff Geouque,** Acting Director, 241-5399 (geouquerj@sns.gov)
- **Joel Pearman**, Commercial Supervisor, 241-5305 (pearmanje@sns.gov)

The SNS Procurement web page can be viewed at http://www.sns.gov/pro/.

44. PROJECT CONTROLS

Objectives of the SNS Project Controls System:

The SNS Project Controls System is an integrated management control system for project planning, cost/schedule performance measurement, analysis, and reporting. Objectives of the SNS project controls system are as follows:

- Establish consistent processes to ensure that auditable bases exist to support the development of life-cycle cost/budget and schedule project baselines.
- Provide mechanisms at each laboratory and at the Project Office to objectively identify the status of the project.
- Reliably detect actual schedule or cost performance variances from baselines.

- Reveal what must be done to recover from variances.
- These objectives shall be satisfied by developing and using a system that provides

  - an Earned Value (EV) System at each laboratory based on measurable work,
  - variance analysis on major items (i.e., critical path or large dollar impacts),
  - a change control process, and
  - organizational accountability for performance/accomplishments.

The *SNS Project Execution Plan* (PEP) provides policy guidance for the overall planning and execution approach being used on the project and invokes the *Project Controls Manual* as the reference procedure for implementation of all estimating, budgeting, planning, and scheduling activities on the project.

Organization

The organization for the SNS project is established in the Project Execution Plan (PEP). The key staff involved in carrying out the daily planning, execution, and control of the project controls function are:

- Deputy Project Director .... Carl Strawbridge
- Management Information Systems (MIS) and Project Controls Manager .... Suzanne Herron
- Project Controls Manager .... Barbara Thibadeau
- Project Controls Staff in the Project Office and at each partner Laboratory and the AE/CM contractor
- Baseline Change Control Process Manager .... Ray Johnson
- Business Manager .... Jama Hill
- Procurement Director (acting) .... Jeff Geouque
- Division Directors .... Norbert Holtkamp (ASD)
  .... Tony Chargin (CF)
  .... Ian Anderson (XFD)
- Senior Team Leaders (STL)
- AE/CM Project Manager .... Dick Davis

Project Controls Contacts:

- **Suzanne Herron**, Management Information and Project Controls Manager, 241-5128
- **Barbara Thibadeau**, Controls Manager, 241-8095
- **Barry Groth**, Project Controls Specialist, 241-6337
- **Todd Holzer**, Scheduler, 241-6327
- **Wayne Steffey**, Database Analyst, 241-2395
- **Ray Johnson**, Baseline Change Process Manager, 576-1994

45. PROJECTWISE

ProjectWise has replaced iMAN as the SNS electronic document management system. This system is used as the official repository of the record copy (pdf and tif files) of all SNS drawings and documents. In addition, all native drawing files generated by or turned over to SNS ORNL, except Pro-E native

drawings, which are to be stored/managed using Intralink, will reside in ProjectWise. The system user administrator is Karen Nolan (241-3020).

46. QUALITY ASSURANCE (QA)

It is especially important that everyone working on the SNS know and use the graded approach (https://www.sns.gov/projectinfo/qa/GradedApproachForm.pdf) to requirements, and the acceptance criteria listing (https://www.sns.gov/projectinfo/qa/ACL_form_fillable.pdf) for equipment. The SNS project has quality professionals assigned to all major organizations to provide advice, services, and oversight. The project operates under QA plans as listed subsequently.

The QA staff are involved in all major procurements by evaluation of vendors' QA programs and acceptance of equipment. They are involved in records systems, calibration of equipment, procedures development and use, inspection coordination, and many other aspects of project work.

In Oak Ridge, ASD, and XFD quality representatives provide assistance with planning and obtaining appropriate mechanical inspections, physical properties testing, and other inspections and tests.

SNS QA Contacts:

- Mike Skonicki, 241-3618
- John Mashburn, 241-1297

47. REPRODUCTION

The SNS Copy Center provides a variety of engineering reprographics services. The Copy Center is located in Room 130. Services provided include the following:

- high-volume digital copying/printing for a full range of document sizes and types; prints from 1- 999 sorted sets;
- scanning for both large-format drawings and hardcopy originals up to 11 x 14 to digital files at up to 54 pages per minute;
- simultaneous scanning and printing with the ability to build sets, collate, sort, and fold drawings; and;
- electronic file transmission for printing and distribution.

48. SAP

The ORNL SAP system contains a comprehensive amount of information that includes employee information, accounting information, materials management, and reports. A brief description follows.

- **Employee Self-Service (ESS)** allows individuals to access their personal information (e.g., work information, home information (including emergency contacts), reimbursement requests, mileage reimbursements, etc.
- **Accounting** information consists of ACECard data, cost center updates, accounting reports, etc.

- **Human Resources** gives you the ability to search for organizations, people, etc., and provides access to the NEP system, organization management information, training information, WebWhos update information, etc.
- **Materials Management** gives you access to the Acquisition Center. This area includes AVID Plus, Smart Services, purchase requisition and purchase order tracking, Swap Shop, and Library Acquisition Services.
- **Reports** includes WebReports, batch reports, FTE reports, space charge reports, etc.

For further SAP information, browse through the following URL:

home.ornl.gov/general/sap/index.shtml .

49. SECRETARIAL SURVIVAL MANUAL

The Administrative Advisory Council was formed in February 1995 to support ORNL R&D activities by improving communications among the administrative staff. One of their major accomplishments was the Secretarial Survival School, a course designed to give administrative staff a basic knowledge of how to perform a multitude of everyday job functions. Although this course no longer exists, an electronic version of it is available and accomplishes the same purpose. This manual can be found at:

home.ornl.gov/general/ornl-arg/secretarial_survival_guide.shtml .

50. SIGNATURES AND ROUTING OF DOCUMENTS
(WHO GETS WHAT, WHEN)

Controlled Business Expense

- Requester
- Finance officer (business manager)
- Supervisor
- Note: in special circumstances, other approvals are required.

Corporate Funds

- Requester
- Finance officer (business manager)
- SNS project director (required on **all** corporate funds requests)

Foreign Travel Requests

- Traveler (if traveler not available for signature, state of document)
- Supervisor (or designate)
- Finance officer
- SNS project director or deputy director (signs for ORNL Lab director)

Petty Cash

To submit a request for reimbursement for petty cash purchases, request payments to vendors, request personal mileage reimbursement, or payment for a local conference registration, log into the ORNL internal home page, click on ESS under Employee Info, and choose the appropriate request under "Non-Procurement Payment Requests." Record-keeping requirements are described in detail at the following URL:

eshtraining.ornl.gov/sbms/SBMSearch/SubjArea/RNPay/RNPaySA.cfm .

Purchases of $5-100K

ASD Accelerator Physics:	David K. Olsen, Jie Wei, John Galambos
ASD Controls:	David Gurd, John Cleaves
CF:	Tony Chargin
Deputy Project Director:	Carl Strawbridge
XFD:	Ian Anderson
PC Controls:	Ray Johnson
SNS project:	Thom Mason, Carl Strawbridge, Teresa Toomey

Purchases of $100K-$1M

ASD Controls:	John Cleaves
CF:	Tony Chargin
Deputy Project Director:	Carl Strawbridge
XFD:	Ian Anderson
SNS Project:	Thom Mason, Carl Strawbridge

Purchases of >$1M

Deputy Project Director:	Carl Strawbridge
SNS Project Director:	Thom Mason, Carl Strawbridge

Additional information concerning the internal approval listing (IAL) can be viewed on the web at

home.ornl.gov/general/cic/sap_how2-authority.shtml .

51. SMALL CASH PURCHASES

ORNL preferred procurement methods are AVID PLUS, Smart Services, purchase orders, and the small purchase credit card (P-card). The P-card may be used for securing certain items costing $2,500 or less when they are not conveniently available through other preferred procurement methods, are readily available and easily obtained locally, or are needed for emergency use.

Procedures for obtaining a P-card, making purchases, and reconciling your P-card account are available through the Standards-Based Management System (SBMS) at eshtrain.ct.ornl.gov/sbms/ . P-Card training is available on the web at

home.ornl.gov/divisions/accounting/assetacct/taxtreasury/spcard.shtm . The P-card manual can be found at

home.ornl.gov/directorates/business_information_services/guidance/bt101insUTB21.pdf .

See Exhibit B for SNS tax-exempt information. These forms may be faxed to a vendor to show proof of the SNS tax exempt status.

52. SMART SERVICES (SUBCONTRACTING SERVICES)

To arrange for services requiring subcontractors, a subcontract must be prepared. Access to Smart Services, which requires access training (similar to AVID Plus), must be completed before gaining access to this site. Smart Services can be accessed at the Acquisition Center web page at

home.ornl.gov/general/sap/acqctr/ .

The following are some helpful tips:

General

- Change Requests

  Use the subcontract/staffing request to create a new request for the change. Be sure to enter a detailed description of the requested change in the "Notes to Buyer" text box. Always reference the subcontract that needs to be changed, and remember to adjust your amount committed and amount uncommitted. Here is an example of a change request described in the "Notes to Buyer": This is a request to change subcontract 4000001000. Please extend the period of performance by one year, from 10/01/98 to 9/30/02. Please increase incremental funding by $100,000.00 from $500,000.00 to $600,000.00, with this level of funding expected to cover work through 4/30/02.

  or

  Use the edit request function to modify an existing request. Follow the instructions provided previously as to what information should be entered.

- The system provides the capability to create uniquely identified requests and store them for future submission to SAP. These user-defined requests are kept across login/logouts. Each request remains in the system until you delete it. It does not get deleted upon submission to SAP.
- You can modify existing requests and submit to SAP accordingly.
- You can view other's requests and copy those requests into your edit requests screen.
- To run Smart Services from the desktop, you must have installed Netscape 3.04 (or later) web browser.
- Always use the "Back" button in the tool bar at the top of each Smart Services screen, instead of the web browser "Back" button.
- The system works best with screen display setting of 800 × 600.
- The sponsoring division always represents the division paying for the request. If the costs are spread among several divisions, select the division which is responsible for project management of the request.

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- If you hyperlink out of the system (e.g., reference existing procedure), always remember to minimize the resulting Netscape window, then click close to get back into the Smart Services system.

Subcontract Option

- Specify additional suggested vendors in the "Notes to Buyer" field.
- Sole source justification is required for a noncompetitive request where the total value of the request is greater than $25,000, unless the request is with an 8a firm, then the sole source justification is only required if the total value of the request is greater than $3,000,000.

Individual Subcontractor Option

- Sole source justification is required for a noncompetitive request where the total value of the request is greater than $25,000.

Staffing Option

- Once the request is created in Smart Services, it will be submitted to your division staffing coordinator who will process the request. This option *does not* create a requisition in SAP; therefore, you will not have a requisition number appearing on the Edit Requests screen.

Reimbursement for Travel Expenses for Nonemployees

- Once the request is created in Smart Services, it will be submitted to accounts payable, who will process the request. This option *does not* create a requisition in SAP; therefore, you will not have a requisition number appearing on the Edit Requests screen. You will, however, receive a tracking number that will appear on the Edit Request screen.
- This option should not be used if the individual is already under subcontract with ORNL.

This option asks if you want ORNL Travel to make the travel arrangements. If you answer "yes," then an e-mail will be sent to the travel organization informing them of your request. You will also need to submit a travel request via the Web Travel System.

53. SNS BUILDING DIRECTORY

SNS has a directory located at www.sns.gov/projectinfo/ under SNS Phone List. It provides names, phone numbers, room numbers, and other helpful information. The SNS Face Base directory, which lists names (alphabetically by lab), phone numbers, and other contact information. This directory is located at

public.ornl.gov/sns/facebase/browse.cfm .

Also, ORNL has the WHOs directory, which can be found at

home.ornl.gov/cgi-bin/cgiwrap/ncsgroup/whos/whos.cgi

Note that this personnel locator is now subdivided into four locations: ORNL, BJC (Bechtel Jacobs Company), DOE-ORO, and Y-12.

54. SNS ORGANIZATION

- **Thom Mason**, Associate Director, Spallation Neutron Source
- **Carl Strawbridge**, Deputy Project Director
- **Norbert Holtkamp**, Accelerator Systems Division Director
- **Tony Chargin**, Conventional Facilities Division Director
- **Ian Anderson**, Experimental Facilities Division Director

Full organizational charts can be found at:

www.sns.gov/contacts/org%20_charts.htm .

Key SNS contacts can be found at

www.sns.gov/contacts/keycontacts.htm .

55. SNS TRAVEL OFFICE

SNS has its own dedicated travel agent—Johnny Cate. Johnny's office is located at 701 Scarboro Road, Room 219. He can be reached at 241-9710 or catej@sns.gov. For more information about the SNS Travel Office, see:

www.sns.gov/projectinfo/travel/travel.htm

See also "Travel."

56. TELEPHONE DIRECTORIES

- SNS Building Directory: www.sns.gov/projectinfo/
- ORNL Functional Directory: home.ornl.gov/ornlhome/functional/
- Majordomo Mailing Lists: home.ornl.gov/cgi-bin/cgiwrap/ncsgroup/md/md_start.cgi
- WebWhos: home.ornl.gov/cgi-bin/cgiwrap/ncsgroup/whos/whos.cgi
- Send Page (pager request): home.ornl.gov/cgi-bin/cgiwrap/ncsgroup/pager/start_pager.cgi
- Area Codes: www.areacode-info.com/codelists/
- BellSouth: www.yp.BELLSOUTH.COM
- Other directories: home.ornl.gov/library/directories.shtml

57. TELEPHONE TIPS

Proper use of the telephone demonstrates your professionalism and projects the image of your workplace. You should project a positive, businesslike, and helpful attitude:

- Planning a call is essential because it reinforces the purpose of the call. Necessary materials should be nearby (i.e., pencil, paper, and calendar).
- **It is important to identify yourself whether you are the caller or the recipient of the call**. It is also helpful to record dates and times of calls when writing down a telephone message.
- To be resourceful is to be efficient. If you are unable to assist a caller, you should refer him or her to someone who can provide the information needed.
- Courtesy plays a vital role in telephone communication; give the caller your undivided attention. Ask for feedback when you are unclear as to whether the caller understood you. Also, do not feel embarrassed to ask the caller to provide additional information or repeat information.
- Speak clearly, distinctly, and directly into the telephone mouthpiece to transmit your voice audibly. Remember that the caller does not have the visual advantage of seeing you face-to-face and reading your gestures and body language.
- Returning calls promptly is your responsibility. It demonstrates interest and concern.
- When long-distance personal calls must be placed, it is the employee's responsibility to ensure that such calls are properly charged to his or her home (not to the company).

58. TELEPHONE SYSTEMS

A large portion of SNS uses the Merlin telephone system. The following are a few basic tips on using the Merlin system.

- To forward phones: press *72 and dial forwarding number.
- To cancel forwarding: press *73.
- To set up speed dial: pull lever at left side of phone to the "P" position (towards you), select one of the black buttons, dial the number, then return the lever to the center. The 14 buttons on the left side of the phone can only be programmed by the phone coordinator. The buttons to the right of those can be programmed for speed dialing.
- To make a conference call: dial the first number, press the "recall" button and dial the second number; then press the "recall" button again. You should now be able to speak to both parties.
- To forward a call: press the "recall" button, dial the number where the call is to be forwarded, press the "recall" button again to connect the two callers. Note that you might just hang up without pressing the "recall" button the second time and the call will be connected. However, if you want to be sure the call has been forwarded, you can press the "recall" button the second time and speak with both parties (same as making a conference call). This is, of course, personal preference.
- To use the intercom system, the **HFAI** button must be lit.

59. TMP (TRAVEL) RESERVATION REQUEST FORM

The TMP Reservation Request Form (ORNL-527) is available for the Traveler to prepare for the call to the Travel Office to request travel arrangements. The form is available on the web at http://home.ornl.gov/general/forms/pdf/ORNL-527.pdf . For SNS travelers, the traveler can call Johnny Cate at 241-9710, e-mail him at zce@ornl.gov, or drop by his office at 701 Scarboro Road, Room 219.

60. TRAINING

To schedule training, contact the SNS training officer, Toni Sawyer (241-2965, sawyertk@ornl.gov). You can view your training history by logging in to the following URL: http://eshtraining.ornl.gov/wmrad/new_page/trgresprog.htm and clicking the "My Information" button.

61. TRAVEL

SNS has its own travel agent—Johnny Cate. Johnny is located at 701 Scarboro, Room 219. His phone number is 241-9710. The SNS travel web page contains information on domestic travel, the required forms needed to create a travel authorization, and other helpful information. The travel request form (see TMP Reservation Request Form above) should be as complete as possible to make booking more timely. CorpTrip is available for booking and reserving rental cars. It can be accessed at www.corptrip.com/. Hotel reservations **cannot** be made through CorpTrip, but you can search for hotel information. The SNS travel web site is

www.sns.gov/projectinfo/travel/travel.htm .

62. VEHICLES

SNS has a fleet of government vehicles available for use. Information on types and locations of vehicles can be found at

www.sns.gov/projectinfo/701scarboro/vehicle_list.htm .

63. VIDEOCONFERENCING REQUIREMENTS

See Information Technology (IT).

64. VISITOR REQUIREMENTS (FOREIGN AND DOMESTIC)

All visitors to SNS at ORNL should be input in the NEP System. The NEP System can be accessed at home.ornl.gov/~3ne/prod/ . Different variations of the NEP application are produced depending on visitor status (e.g., visitor pass, badge assignment, citizen, and noncitizen). For foreign visitors, be sure to have complete information available to avoid delays in processing. See the preceding section on NEP).

65. WHOS

To locate information on ORNL-SNS employees (e.g., badge, building, or room number), click on the following URL:

home.ornl.gov/cgi-bin/cgiwrap/ncsgroup/whos/whos.cgi .

Note that this personnel locator is now subdivided into four locations: ORNL, BJC (Bechtel Jacobs Company), DOE-ORO, and Y-12. SNS also has a directory located at www.sns.gov/projectinfo/ under SNS Phone List.

66. WORK REQUEST FORMS

If you need maintenance work performed, fill out the SNS Building Work form (www.sns.gov/projectinfo/701scarboro/maint_form.pdf) and fax it to Loretta Simpson at 241-6208.

APPENDIX A: SAMPLE CORRESPONDENCE

August XX, 20XX

Mr. Dennis Ferguson
Representative–Tennessee
334 Sunrise Drive
Kingston, Tennessee 37763

Dear Mr. Ferguson,

Spallation Neutron Source (SNS) Open House

References: 1. Letter, A. B. Jones to C. D. Smith, "xxx xxx xxx xxxx," August 1, 2001
                    2. Letter, C. D. Smith to A. B. Jones, "xxx xxx xxx xxxx," August 6, 2001

The SNS project is holding an open house at the Project Office at 701 Scarboro Road, Oak Ridge, from 4:30 to 6:30 p.m. on Tuesday, May 8. I invite you to stop by and learn more about the SNS. This year's theme is *SNS: A Year of Progress*. Special attention will be paid to the progress that has been made during the last year in construction, equipment testing and development, and staffing. In addition, information will be available about the overall Department of Energy (DOE) project, including construction of the facility; environment, safety, and health issues; accelerator systems; and SNS science and instrumentation. You will have a chance to learn about small business opportunities and employment and staffing possibilities.

SNS is an accelerator-based neutron source that will provide the most intense pulsed neutron beams in the world. The facility will be used for scientific research and the development of a variety of industrial materials. Like other DOE user facilities, the SNS will be accessible to scientists and engineers from universities, industries, and government laboratories in the United States and abroad. SNS is scheduled for completion in 2006.

For more information about the open house, please call the SNS Project Office at 574-0558. I hope you can attend.

The SNS is an accelerator-based neutron source that will provide the most intense pulsed neutron beams in the world. The facility will be used for scientific research and the development

of a variety of industrial materials. Like other DOE user facilities, the SNS will be accessible to scientists and engineers from universities, industries, and government laboratories in the United States and abroad. The SNS is scheduled for completion in 2006.

Sincerely,

Thomas E. Mason

TEM:kfr

cc: A. E. Ekkebus
    K. F. Rosenbalm
    C. N. Strawbridge

Date: March XX, 20XX

To: J. B. Roberto

From: T. E. Mason - RC

c: J. F. Cooke, E. B. Smith

Subject: Nanoscience Center

The Spallation Neutron Source (SNS) Project is pleased to endorse the proposal (attached) to establish a Nanoscale Science Research Center on Nanophase Materials Sciences at Oak Ridge National Laboratory (ORNL). Our users will clearly benefit from the unique capabilities of the proposed Center including nanofabrication, materials synthesis, and soft materials research. In addition, this institution provides infrastructure for SNS scientific staff to strengthen their own research programs and integrate them into ORNL research divisions.

The SNS will provide world leading neutron scattering capabilities in many research areas critical to progress in nanoscale science and engineering. Small-angle scattering will explore the structure and dynamics of polymers and macromolecular systems. Reflectometry will allow interface studies at the molecular level and unambiguous determination of magnetic structures in multilayers and thin films using polarized beams. Single crystal diffraction will provide new information on charge and magnetic ordering on the nanoscale. Inelastic scattering will permit precise spectroscopic determination of the interactions in magnetic nanoparticles and nanophase structural materials.

The availability of unique research samples and complementary characterization techniques is essential to full utilization of the SNS. The proposed Center will provide critically important resources to the community in these areas. Current neutron scattering capabilities are limited by source intensity, instrument performance, and sample size and quality. The SNS will dramatically increase our capabilities by moving beyond current limitations in the first two cases. The Center will permit comparable progress on the third.

We are excited about collaborating with the Nanophase Materials Sciences Center, and enthusiastically endorse the proposal.

TEM:kfr

Attachment

APPENDIX B: TAX EXEMPTION FORMS USED AT SNS

OAK RIDGE NATIONAL LABORATORY

To:

The undersigned hereby certifies that the merchandise purchased on each order we shall give, and until this notice is revoked by us in writing, is purchased for:
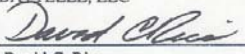
( ) Resale as tangible personal property, or resale of a service subject to tax.
( ) A component part of an article to be produced for sale by manufacturing, assembling, processing, or refining.
( ) Rental or leasing of tangible personal property.
(X) Use in accordance with the provisions of Rule No. 68 (A copy of the letter must be given to the vendor).

Indicate the purpose for which the property is bought when no Sales or Use Tax is to be collected.

Sales Tax Registration Number of Purchaser:

UT-BATTELLE, LLC

By: _David C. Rice_
David C. Rice,
Director of Contracts

UT-Battelle, LLC
103057096
103057149

WARNING

This certificate must be completed and signed before it is valid. The vendor must know, within the use of ordinary care, that the merchandise obtained upon this certificate of resale is that normally sold by the vendee in his usual course of business. Vendors failing to exercise such care will be held liable for the Sales Tax upon such purchases.

Any merchandise obtained upon this resale certificate is subject to the Sales and Use Tax if it is used or consumed by the vendee in any manner, and must be reported and the tax paid thereon direct to the Department of Revenue. SECTION 67-3041 OF THE 'TENNESSEE CODE ANNOTATED' MAKES IT A MISDEMEANOR TO MISUSE A CERTIFICATE OF REGISTRATION WITHOUT PAYING THE SALES TAXES AND SUBJECTS THE CERTIFICATE TO REVOCATION.
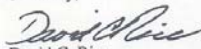
Gentlemen:

State of Tennessee Blanket Certificate of Resale

A copy of our Blanket Certificate of Resale from the State of Tennessee is included above and two letters from the Tennessee Department of Revenue are attached. We have entered your company's name in the vendor block on the certificate. Please retain this letter and its attachments in your files. These documents will serve as your authority for not including Tennessee sales tax or use taxes on any invoices and/or payment requests you may submit to UT-Battelle, LLC, for purchases we may make from you, or pursuant to a subcontract which you may have with us. In accordance with agreements currently in effect, we are responsible for paying such taxes directly to the State.

This Blanket Certificate of Resale is granted for use by UT-Battelle only and does not exempt your company from any Tennessee sales and use tax liabilities which you may incur in transactions with third parties in the fulfillment on any subcontracts with UT-Battelle.

Sincerely,

David C. Rice
David C. Rice,
Director of Contracts

Attachment

STATE OF TENNESSEE
DEPARTMENT OF REVENUE
ANDREW JACKSON STATE OFFICE BUILDING
NASHVILLE, TENNESSEE 37242

February 28, 2000

Ms. Jenny L. Keller
Oak Ridge National Laboratory
P O Box 2008
Oak Ridge, TN 37831-6437

Re: UT-Battelle, LLC
    Anderson County
    Account Number: 103057149

Dear Ms. Keller:

Under the provisions of Sales Tax Rule and Regulation Number 68, you are granted effective April 1, 2000, the privilege of making purchases of tangible personal property and taxable services on a Certificate of Resale. However, a Certificate of Resale cannot be issued to a contractor selling and installing tangible personal property which becomes part of real property.

Permission is granted with the understanding that you will report directly to the state of Tennessee any sales or use tax liability and that you will maintain records of purchases and make them available for audit.

You must furnish each of your suppliers a copy of this letter and an appropriate Resale Certificate for any purchases made by virtue of this authority.

If we can be of further assistance, you may contact the Taxpayer Services Division at (615) 741-3580.

Sincerely,

Patsy Clark

Patsy Clark, Director
Taxpayer Services Division