



Thursday, Nov. 9, 2000

Partly cloudy with afternoon breezes.
A slight chance of showers.
High 46/Low 28.



 **Fire danger: Low**



**The Laboratory will be closed Friday
in observance of the Veterans Day holiday**

Ombuds Office hosts fire survivors workshop on Tuesday

The Ombuds Program Office will hold a fire survivors workshop Tuesday for Laboratory employees and others affected by the Cerro Grande Fire.

The meeting is from 11:30 a.m. to 1:30 p.m. in Fuller Lodge on Central Avenue in downtown Los Alamos. It is free and open to the public.

The workshop is part of a series of meetings the Ombuds Program Office has sponsored as Los Alamos



continues its recovery from the fire last spring that affected more than 400 Los Alamos families and caused the Laboratory to close for more than two weeks.

Attendees can hear five-minute presentations from members of a panel then ask questions. During the second hour, fire survivors can meet individually in breakout sessions with panelists, explained Bruce MacAllister, Los Alamos' Ombudsman.

Panelists include Los Alamos architect Keith Barras, who will talk about how "base costs" were determined in establishing and setting the value of homes destroyed in the fire.

Los Alamos resident Vivian Laabs will share her experience in settling her homeowners insurance claim. "She will discuss some of the emotions she felt as she negotiated with the insurance company for fair compensation, how she approached obstacles, and the forms and information that she presented to the insurance company," said MacAllister.

Licensed public adjuster Peter Romero will discuss current Federal Emergency Management Agency and Cerro Grande Fire Assistance Act information. Romero has lived in Los Alamos since May 21 and himself has lost a home as a result of a catastrophic incident.

California attorney and general contractor George Kehrer also is on the panel. Kehrer lost his home in the 1991 Oakland Hills fire. He is executive director of Community Assisting Recovery, a Los Angeles-based volunteer not-for-profit educational corporation that has assisted property owners dealing with bureaucratic obstacles inherent in disaster recovery.

New Mexico attorney Richard MacKenzie will discuss the Federal Tort Claims Act and the Cerro Grande Fire Assistance Act.

And Dr. Barry Krakow, an insomnia and sleep disorder specialist at the Sleep and Human Health Institute at the University of New Mexico, will talk about treatment programs available for fire survivors experiencing nightmares or insomnia because of the fire.

Earlier meetings have covered returning to work, environmental concerns, insurance issues, Los Alamos County clean-up efforts, the Cerro Grande fire assistance legislation and updates on fire claims and interim legislation.

The Ombuds Office has videotaped the brown bag sessions and also has a variety of helpful information and resources for fire survivors and managers with questions about fire survivor issues.

For more information, contact Dee Dee McInroy of Los Alamos' Ombuds Program Office at 5-2837.

--Steve Sandoval



What's in that file, anyway?

Employees may have wondered just what is kept in their official personnel file, or OPF; who has access to those records; or how long they are kept. This is important right now, because the deadline for including performance appraisal comments is Nov. 20. This means that if employees have comments ([AM 109, Performance](#)

[Appraisal](#)) they want incorporated in this year's performance and salary management files, they must have them reviewed and submitted to the online system.

Obviously, performance appraisal and raise information are kept in an employee's OPF. So is information about an employee's career at the Lab, such as date of hire, organization, title and type of appointment. Also kept for a limited time are records of adverse actions.

But there just isn't room for everything an employee might want to have included in his or her file. Current resumes, for example, are not included nor are thank-you letters or letters of recommendation. Letters of recommendation and "thank you" can be kept in organizational "shadow personnel files," or SPFs. These are records kept with an employee's current organization and primarily include personnel action forms, performance and salary information, training, awards and outside activity information.

Personnel Records staff provide certain information, upon request, such as verification of employment, date of hire and/or termination, type of appointment, current rate of pay, organizational unit, etc., because it is considered public information. However, date of birth, social security number and home address are not released unless the employee has given written authorization to do so.

Entire files are accessible by an employee's line managers. Hiring officials and Laboratory attorneys also have access, and the records can be subpoenaed. Employees also can go through their own records or request certain parts of their files to read.

The Lab holds on to OPFs, in an archive, for 75 years.

Corrective or adverse action memos are kept in an employee's active OPF and SPF for two years.

The Human Resources [Personnel Records Office](#) has a web site that gives employees the hours of operation, information on how to request information from their files and a list of what can be included in the OPF as well as links to assorted Laboratory policies that relate to that information. The Administrative Policies and Procedures Manual subject on the topic, AM 120, is currently being updated and is due to be in place soon.

If employees have any questions about what can or can't be kept in their files or want to review their files, they can call Personnel Records at 7-4451 to set up an appointment.

--Judy Goldie

CCN and IM Division help raise money for United Way



Mary Bowen, left, of the Deputy Laboratory Director for Science and Technology Programs Office, and Gloria Montoya-Rivera of the Computing, Communications and Networking (CCN) Division Office, serve slices of an assortment of pies at a Coffee Break for United Way event hosted by CCN and the Information Management (IM) Division. The Oct. 30 event at the Laboratory Data and Communications Center raised \$450 for the Lab's 2001 United Way campaign; employees could purchase a slice of pie and cup of coffee for \$2. The pies were baked by employees in both divisions. *Photo by Presley Salaz, Photo and Video Services (IM-4)*

Facts about the United Way

Did you know that the Northern New Mexico/ Los Alamos United Way provided five emergency grants to agencies addressing basic needs related to the recent fires?

United Way contributions through Nov. 6 are
\$534,586.67

On today's [bulletin board](#)

[Commuter's Corner](#) | [Parking areas around TA-3](#) | [Parking shuttle routes \(pdf\)](#) or [jpeg](#)

<ul style="list-style-type: none"> ● NEW! LANL wall calendars available Monday ● NEW! Volunteer Opportunities ● Verizon Wireless at Lab today ● NMHU offers BA degrees in Business and Education ● Improving the Performance of your GC and GC/MS ● YMCA activities for Nov. ● ESH-2 offering flu vaccinations ● Found: four barrel-type keys ● Integrity Networking Systems at Lab on Nov. 9 ● News from Computer Corner ● Management Institute call for nominations ● United Blood Services drive is Nov. 6-10 	<ul style="list-style-type: none"> ● German Study Group will begin reading "Emil und die drei Zwillinge" ● Eighth Leadership Institute December 3-8 ● Project Recovery offering support group meetings ● LALT presents the musical "Cowgirls" ● ASQ Subsection Officer nominations ● Los Alamos Historical Society has launched fundraising campaign ● Fidelity Investments at Lab on Nov. 14 -16 ● Pajarito Mountain Cafe open through Nov. ● Stop Mail marketing plan ● Employees leaving Lab must attend termination presentation ● What is P2 IQ 4U?
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