

Lawrence Berkeley National Laboratory

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Personnel Handbook

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Publication Date

1952-12-01

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Radiation Laboratory



PERSONNEL HANDBOOK

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Radiation Laboratory



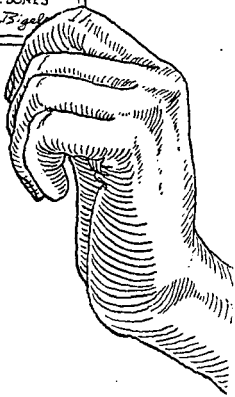
DEPARTMENT
OF
PHYSICS

UNIVERSITY OF CALIFORNIA

Berkeley, California



Printed by the University of California Printing Department
UCRL No. 1971, December 1952



EVERY WORKER CONTRIBUTES
to the progress which is made here.
Many events have occurred at the Radi-

ation Laboratory to lend authority to this statement. One, alone can illustrate the place you occupy in this organization. In announcing the 1951 Nobel Awards to Doctors Edwin M. McMillan and Glenn T. Seaborg, Professor Ernest O. Lawrence recalled his reaction to similar news in 1939:

... such honor does not distinguish one, or two, or half a dozen men ... it is, rather, an award for the co-operative effort of many ... for all of you who make up the personnel of this Laboratory ...

Other additional historical highlights should be of interest to you, for they point out the results of this unity of effort. Consider the following brief record of the past:

In 1929, just one year after his arrival at the University of California, Professor Lawrence conceived the idea for the cyclotron ... the instrument which inspired the Radiation Laboratory research

group as we know it today. How he determined the fundamentals of his atomic accelerator is stated in a retrospective letter which he wrote on February 24, 1940:

... one evening, about eleven years ago, I was in the Main Library, perusing some German electrical engineering journals ... came upon an article by R. Wideroe on the acceleration of potassium ions ... reading German with some difficulty I concentrated on the diagrams and immediately realized his method ... I thought ... 'This is the way to overcome the problem of high voltage in accelerating atomic projectiles' ... within an hour or two I had settled upon the principles of the cyclotron.

Artificial radioactivity was discovered in 1934, and the Laboratory cyclotron became the most prolific machine for making transmutations. New isotopes of the elements of the atomic table were developed by the dozens. Chemists and physicists joined in isolating and identifying these radioactive nuclei. Biologists realized that beams of high energy particles and isotope tracers presented two of the most promising methods of investigating life processes. The medical applications of these twin products of physical science opened new avenues for physical, chemical and medical research.

Each year, the cyclotron was effectively improved as a research instrument. In 1936, the Radiation Laboratory was recognized as a Division of the Physics Department of the University, and Professor Lawrence was appointed Director.

When Pearl Harbor was attacked in 1941, Laboratory facilities consisted of "ORL" (Old Radiation Laboratory) with its 37-inch cyclotron and Crocker Laboratory housing the 60-inch cyclotron. Donner Laboratory for Medical Physics and Charter Hill's giant 184-inch cyclotron and its building were under construction. Donner and the 184-inch magnet and building were rushed to completion. Personnel and instruments were diverted to vital war work.

For four years a mantle of secrecy veiled the Radiation Laboratory's activities, and its productivity was not disclosed until August, 1945. The military use of atomic energy was made possible by the development here of the electromagnetic method for separation of

Uranium 235 and the discovery of Plutonium. These two achievements, plus isotope and tracer studies, were the four principal contributions to the war-born Manhattan Project. Aviation investigations made at Donner helped physicists and engineers create several devices for pilots and air crew members. Medical and physiological studies yielded methods for protection from the painful decompression sickness of high-altitude flying.

Between 1945 and 1950, the 184-inch Cyclotron, the Synchrotron, Linear Accelerator, and a working scale-model Bevatron were completed. Such huge machines expanded research study possibilities from the energy range of millions of electron-volts to hundreds-of-millions *and will extend it to billions.*

Experiments with these new high-energy devices have already confirmed some theories, invalidated others, and brought to light previously unknown nuclear phenomena. There has been a vigorous expansion of research in the biological and medical sciences.

The variety and usefulness of isotopes have increased along with the techniques for handling them; and the quantities available, (thanks to the atomic pile) have made possible many investigative and medical applications. New methods have been devised for protecting personnel against radiation. The work here goes on apace with the tempo of the instrumentation and products with which you are associated.

The Radiation Laboratory now has four big accelerators, with the fifth and largest, the Bevatron, nearing completion. Around these machines an integrated research and development program, of which you are an important part, has been organized.

THE LARGEST PORTION OF OUR WORK is administered under what is officially known as "Contract W-7405-eng-48" between the University of California and the Atomic Energy Commission. The purpose of such a legal agreement is far broader than numerical cataloguing or nomenclature can indicate. Its prime reason for existence is to encourage fundamental research in the field

of radiation phenomena. This involves investigations in physics, chemistry, biology, medicine and other sciences, as well as engineering, construction and operation of accelerators and related activities.

The contract provides for the Laboratory to assist the AEC and co-operating installations on problems for which the University's personnel and facilities are particularly well adapted. Also, and consistent with security regulations, to promote a more widespread understanding of atomic energy development and the dissemination of information in this field.

ON THE DAY OF YOUR EMPLOYMENT YOU SIGNED A "SECURITY ACKNOWLEDGMENT." Your signature indicates an understanding of the obligations of security maintenance, as it relates to our National Welfare and Safety.

This important paper is your personal commitment to abide by the Atomic Energy Commission's policy on the control and dissemination of classified information. You have agreed never to reveal to any unauthorized person . . . restricted data, or other classified information, which you may gain knowledge of as a result of your employment. You have also admitted to the serious penalties to which you will be liable for willful disclosures or compromise through negligence, of classified materials as provided for in the "Atomic Energy Act of 1946," and the "Internal Security Act of 1950."

There is one sure way for you to play it safe. Be ever mindful that there *are* certain people who attempt to gain information illegally, especially of Radiation Laboratory's activities and projects. Therefore, do not discuss classified data or subjects with anyone unless that person is known to be entitled to such knowledge.

If you are engaged in work which is no one's business save yours and your associates . . . keep information about it within that group.

Every employee should fully understand the *Security Regulations* governing the activities in which he or she may be engaged. For example, the secretary who handles classified mail is personally responsible for its Security.



Your supervisor is your authority if ever you are in doubt on the necessary steps which should be taken to safeguard any classified business with which you may be concerned.

YOU WERE GIVEN A BADGE WHICH MUST BE WORN FOR IDENTIFICATION, at all times, when you are in the Laboratory. Your badge is not an emblem of social distinction. Its color, type, or markings are determined wholly by the sort of work in which you will be engaged. It's an *on the job* "Trade-Mark."

AMONG THE DOCUMENTS YOU SIGNED UPON YOUR EMPLOYMENT HERE, WAS ONE CALLED "PATENT AGREEMENT," whereby you are required to report to the Patent Department any novel apparatus, process, method, chemical substance, etc., originated or developed during the course of your work here. In the Patent Department is a group of engineers whose duties include inspection of laboratories, shops, installations and other places where inventions may be made, as well as review of all prints, note-books and reports.

Scientific and technical documents originating at the Laboratory, except correspondence, must be given patent clearance before transmittal to outside commercial or academic establishments.

WORKING HOURS for the majority of Laboratory personnel are from 8 A.M. to 5 P.M. with an hour off for lunch—Monday through Friday—a 40 hour, 5 day week. Certain shopmen, technicians, office personnel, and others, have different work week schedules, depending upon their "shifts," pre-arranged Saturday work days, or for a particularly programmed research project.

PAY COMPUTATION for all monthly salaried personnel is based on a 30-day month. Each day of absence without pay is deducted at the rate of 1/30th of the monthly salary.

All hourly pay computations are based on the actual hours worked.

PAYDAYS occur once a month, on the tenth, for monthly-salaried and part-time employees. If you are on an hourly basis, you have two paydays, the tenth and twenty-fifth. Checks may be picked up in your departmental main office or at the South Gate Office. Your supervisor will advise you of the place. An announcement will be made over the public address system when payroll checks are ready for distribution.

Anyone who desires to have his check mailed directly to the bank may do so on written request to the Payroll Office.

HOLIDAYS are set by the President of the University and are announced well in advance. When a holiday falls on Sunday, the following Monday is named a holiday; should it fall on a Saturday, no other day is observed.

VACATIONS are earned by regular full-time employees at the rate of one and one-quarter working days per month.

For full-time employees this amounts to three weeks vacation per year with their regular pay. The vacation may be taken in any amount up to the total of one's credits at a time which is agreeable to both the employee and the department head.

Vacation credits have monetary value at all times, but payments for vacation credits are made only when the employee is absent from work and is ineligible for pay based on other credits. Vacation credits are paid at termination as well as during any special absence.

SICK LEAVE accumulates at the rate of one working day of credit for each month of full time service and at a proportionate rate for employees working less than full time, but at least one-half time.

Sick leave with pay is allowable only when both sickness and absence from work are involved.

In the event of death or serious illness in the immediate family, an employee may be granted sick leave with pay, not to exceed five working days, provided he has sufficient sick leave credits. The true



definition of "immediate family" includes: mother, father, husband, wife, son, daughter, brother, sister or other related persons living within your household.

Any time reported as sick leave within a vacation period shall be acceptable as a charge against sick leave accrual, provided it is supported by a doctor's written statement to the Personnel Office.

LEAVE OF ABSENCE without pay, may be granted by your supervisor for as many as three working days.

Leaves of longer duration require your supervisor's written recommendation to the Personnel Department. Time involved in the proposed leave of absence and reasons advanced may call for referral of the recommendation to the Director's Office. Absences without pay begin on the first work day after all vacation credits have been expended and end on the first day that work is resumed.

MILITARY LEAVE for full-time employees with pay (up to thirty calendar days in any calendar year) is granted to employees who, as members of the National Guard, Army, Navy, Air Force or Marine Reserve Corps, are ordered to training duty. Such persons must have been employed by the Laboratory for a full year prior to the commencement of the absence which must be known in advance to be for a definite period not longer than one month. Employees should furnish the Personnel Office with a copy of such orders, together with written evidence of completion of duty, to qualify for Military Leave with pay.

Part-time employees called to training duty will have leave with pay granted at a rate proportionate to time worked on the above basis, provided employment is not less than half-time.

NECESSARY TIME-OFF with pay is allowed by your department head for voting and court duty. Such time-off is not charged against your vacation or sick leave. Please give prior notice when called for court duty.

DEDUCTIONS begin with your initial pay check. The first, and recurring each month thereafter, is your Federal Withholding Tax.

"Earnings Statements" (Government Form W-2) are mailed to your home address on or before January 31st of each year to assist you in completing your Federal Income Tax Return. Notify the Payroll Office, Building 30, Room 105, of any change in number of dependents or address, in order that you may benefit by an adjustment in the Withholding Tax as soon as possible.

No deductions are made for State Unemployment Insurance or for the Federal Old Age Plan. Your social security credits will not increase while you are here. You qualify for the State Employees Retirement System instead.



CONTRIBUTIONS TO STATE EMPLOYEES RETIREMENT SYSTEM are the second obligatory deduction from your pay-check, but do not start until six months after employment.

Full-time employees of the Laboratory must become members of the system on the first day of the month following the completion of six months of continuous service. Half-time employees are eligible at the end of one year's service.

The rates of the Retirement System vary according to sex and the nearest age at the time of becoming a member. Men contribute between 7.32% and 10.88% of their income, women contribute from 8.11% to 12.81%.

Should you leave the University, a refund of all accumulated contributions, plus interest comparable to that allowed on a savings account in a bank, will be mailed to you about one month after your termination.

If you go on indefinite Military Leave you may leave your contributions or request a refund.

Additional information may be obtained from the University of California Department of Insurance and Retirement Systems, in the Administration Building, on the campus.

HEALTH INSURANCE CAN BE HAD IN THE BLUE CROSS HOSPITAL AND SURGICAL PLAN, THE PERMANENTE HEALTH PLAN, OR CALIFORNIA PHYSICIANS SERVICE. Your application for new membership in Blue Cross should be made at the payroll office, Building 30, approximately 60 days prior to June 1st or December 1st, of each year.

New members in the *Permanente Health Plan* group are accepted several times each year on dates announced by Permanente. However, you may apply for membership within thirty days after date of employment and will be accepted for immediate membership.

Those who are already members of the *Blue Cross* or *Permanente* may transfer to the Laboratory group on employment here.

Further information for the *Blue Cross* and *Permanente* plans is available at the Personnel Office, the South Gate Office, 222 Donner Laboratory and at the Payroll Office, Building 30.

Information regarding enrollment in the California Physicians Service can be obtained at the California State Employees' Association Office (CSEA) located at 2296 Telegraph Avenue.

Membership payments for any of these insurance plans may be made through payroll deductions.

A FILM BADGE OR DOSIMETER or both, were assigned to you shortly after you became a member of the Laboratory staff. The purpose is to record the amount of radiation, if any, which you may receive in the course of your work. It is most important that the protective devices assigned to you be worn during all working periods, particularly by persons in the experimental groups where radioactive materials are involved. Film badges are changed weekly and a record of each badge made. Dosimeters are recorded daily. In this way, Health Physics and Health Chemistry have available a large control group to check against those few who may be in a position to receive more exposure to radiation than the average worker. At the same time, these counters provide accurate records which are kept for the benefit of each employee.

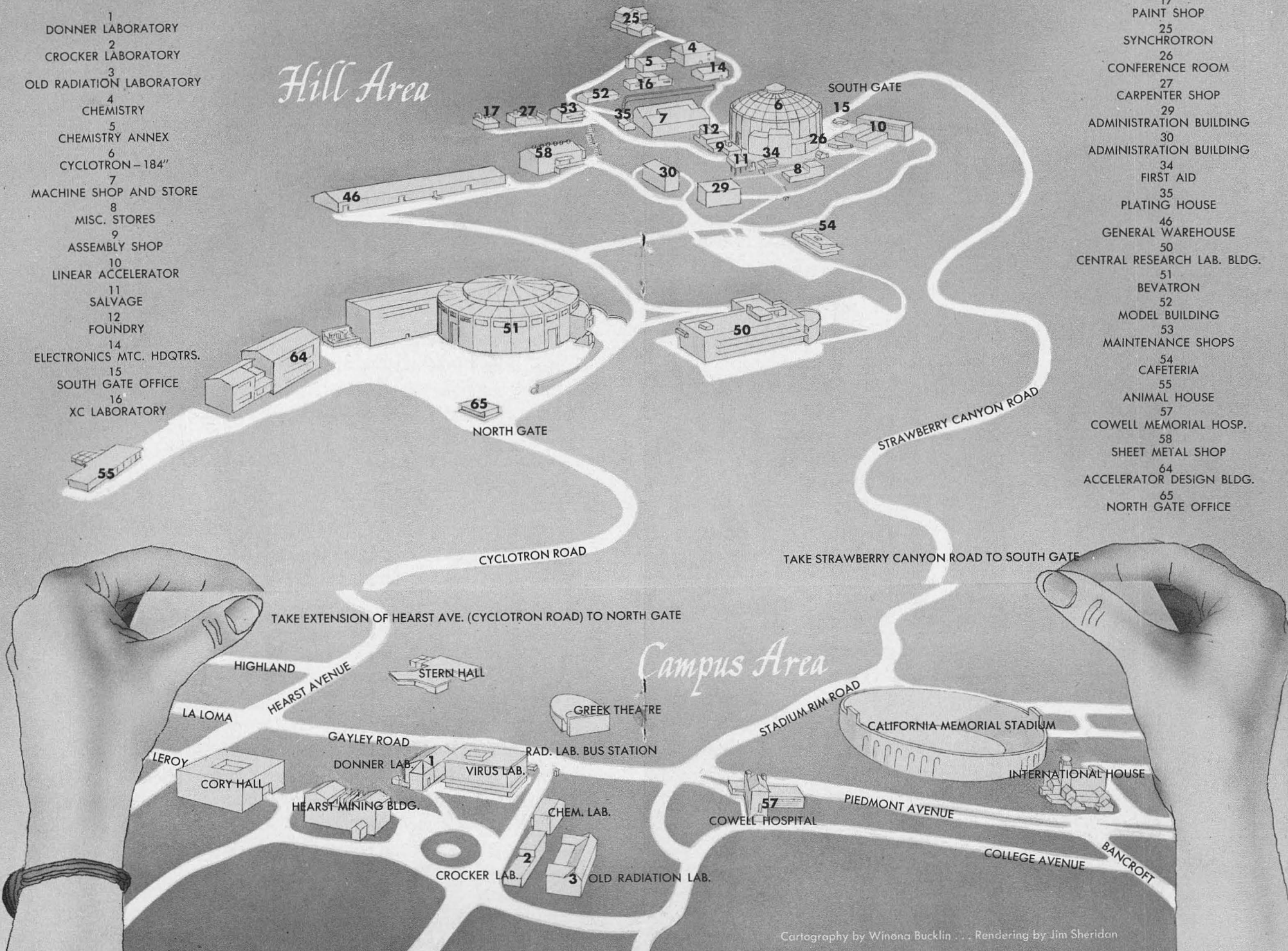
PROJECTION OF RADIATION LABORATORY AND RELATED CAMPUS BUILDINGS

- 1 DONNER LABORATORY
- 2 CROCKER LABORATORY
- 3 OLD RADIATION LABORATORY
- 4 CHEMISTRY
- 5 CHEMISTRY ANNEX
- 6 CYCLOTRON - 184"
- 7 MACHINE SHOP AND STORE
- 8 MISC. STORES
- 9 ASSEMBLY SHOP
- 10 LINEAR ACCELERATOR
- 11 SALVAGE
- 12 FOUNDRY
- 14 ELECTRONICS MTC. HDQTRS.
- 15 SOUTH GATE OFFICE
- 16 XC LABORATORY

- 17 PAINT SHOP
- 25 SYNCHROTRON
- 26 CONFERENCE ROOM
- 27 CARPENTER SHOP
- 29 ADMINISTRATION BUILDING
- 30 ADMINISTRATION BUILDING
- 34 FIRST AID
- 35 PLATING HOUSE
- 46 GENERAL WAREHOUSE
- 50 CENTRAL RESEARCH LAB. BLDG.
- 51 BEVATRON
- 52 MODEL BUILDING
- 53 MAINTENANCE SHOPS
- 54 CAFETERIA
- 55 ANIMAL HOUSE
- 57 COWELL MEMORIAL HOSP.
- 58 SHEET METAL SHOP
- 64 ACCELERATOR DESIGN BLDG.
- 65 NORTH GATE OFFICE

Hill Area

Campus Area



A MEDICAL SERVICES DEPARTMENT which works in cooperation with the Health Physics and Health Chemistry Departments, is maintained to safeguard your health. The medical program includes a complete examination of everyone at the time of employment, at least every eighteen months during employment, and at the time of termination. A first aid station with nurse in attendance, sixteen hours each regular work day, is housed in Building 34. A physician, who can be consulted by anyone in the Laboratory, is always on call. The purpose of the Medical Services Department is the early detection of personal illness in order to prevent injury or aggravation of existing ills by work at the Laboratory.

ON-THE-JOB-SAFETY, like security, is a responsibility in which you and everyone else in the Radiation Laboratory share alike.

Any job *could* be dangerous—you *might* break your finger on a typewriter. But no job at the Laboratory should be dangerous—if you comply with the measures set-up to prevent accidents.

A lot depends on you, of course, but your supervisor and our Safety Engineers try to make where you work and how you work as safe as humanly possible. They design safety equipment, conduct safety inspections, teach you how to avoid accidents, try to improve conditions which might prove hazardous. Read, by all means, the booklet "Radiation and You." If you haven't a copy ask the Personnel Office for one today.

Looking out for ways to make your work safer is part of *your* job, too. So if you can suggest methods to make the Laboratory a safer place to work, pass along your ideas to your supervisor.

ON-THE-JOB-INJURIES. While employed at the Laboratory in any capacity, you are covered by compensation insurance as carried through the State Compensation Insurance Fund. Since, when injured, you will be treated as a private case, you should advise your doctor (or agency through which your treatment is provided) of this insurance provision. All injuries, however trivial, must be re-

ported to the nurse on duty. On-the-job injuries which occur between midnight and 8:00 A.M. should be reported within 24 hours. The Department of Insurance and Retirement Systems is kept advised of such occurrences through regular channels.

THE UNIVERSITY OF CALIFORNIA HOSPITAL IN SAN FRANCISCO extends discounts on hospital bills as a courtesy to all University employees and their dependents. Such discounts vary in percentage depending upon the services rendered.

THE OPTOMETRY CLINIC OF THE SCHOOL OF OPTOMETRY ON THE CAMPUS provides eye examinations for employees of the University as well as the general public. Glasses or corrective orthoptic exercises may be prescribed if found necessary. Glasses, when prescribed, may be purchased from the clinic, or the prescription may be filled elsewhere in the community. Eye difficulties resulting from organic disease or psychological conditions are referred to a private physician of the patient's choice.

For appointments contact the Safety Office.

YOU MUST HAVE A CALIFORNIA DRIVER'S LICENSE AND AN AEC OPERATOR'S PERMIT TO DRIVE A GOVERNMENT CAR. AEC examinations are semimonthly.

IF YOU HAVE AN ACCIDENT WHILE DRIVING A UNIVERSITY OR AEC CAR, REPORT IT IMMEDIATELY. Even if it's just a scratched fender, report it to the Transportation Office. Forms for reporting an accident are in the glove compartment of each vehicle. They must be filled out in detail at the scene of the accident while all necessary information is available.

THE PROCUREMENT POLICY OF THE LABORATORY authorizes only those commitments which are made by the Purchasing Department, Business Manager's Office, or Director's Office.



Authority to requisition materials or services through the Purchasing Department from outside vendors is delegated by the Business Manager to selected personnel. Names of those authorized are published by the Business Office along with account numbers and programs with which these individuals are concerned.

Any employee may initiate a request for materials or services. However, an authorized person must approve this request.

To initiate a purchase, a request for requisition form is employed. Approved requisitions are screened through the Stores Department. If the materials are not available from Laboratory stocks or surplus listings, the requisition is then referred to the Business Office for final approval for procurement. It is thereafter forwarded to the Purchasing Department where a buyer makes the formal order on the vendor.

If the materials required are those normally carried in stock in storerooms, the person needing these materials may make storehouse withdrawals by request presented to the storekeeper. It is necessary only to give the account number for which the materials are to be used. The storekeeper will then prepare a storehouse order which will be signed by the requestor when he receives the material.

WHEN IN DOUBT ABOUT PROCEDURES concerning materials, supplies, decontamination, surplus disposal, a fire alarm, an accident, or any other pertinent problem when your supervisor isn't around, there is always the Laboratory Telephone Book. You'll find a department or a building listed that should put you on the trail of the information you seek.

BUSINESS TRAVEL may be necessary as a part of your work at the Laboratory. Legitimate expenses incurred will be reimbursed provided prior approval for such travel has been given by Laboratory management. To insure reimbursement, such expenditures should be in accordance with Laboratory policy governing official travel.

The Travel Office obtains reservations and gives advice and guidance in the preparation of travel vouchers.

A HOUSING OFFICE is maintained by the Laboratory as well as by the University, in order to assist you in finding suitable housing accommodations. The housing counselor has established cooperative liaison with real estate, mortgage and construction organizations in the entire East Bay area. Laboratory personnel may avail themselves of these established relationships.

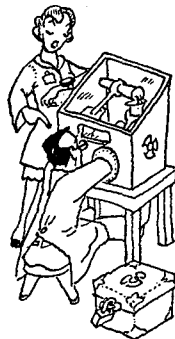
BUS SERVICE is provided over certain scheduled routes between the campus and Charter Hill. You'll find departure times and routes posted on Bulletin Boards throughout the Laboratory. A regular shuttle-bus plies between most "Hill Buildings," from 8:00 A.M. until 5:00 P.M. A driver and AEC car are "on call" from 6 P.M. until midnight and may be reached by calling the South Gate Office.

A LOST AND FOUND DEPARTMENT maintained by the Police Department, is located in Building 65, the North Gate Office. All employees who lose property while on "The Hill" or on campus should file a report at this office as soon as possible. Unclaimed found property, except that which is used exclusively within a department, should also be taken to the "Officer in Charge" in the aforementioned location. This procedure enables the Police Department to notify owners that their property has been found, and relieves other departments of such responsibility.

PARKING SPACE on the project is limited and it is therefore necessary to restrict the number and type of parking permits issued. Parking permit applications should be made at the South Gate Office.

EMPLOYEES DESIRING TO TRANSFER from one department to another should discuss their wishes with their immediate supervisor or with the Personnel Department.

THE CALIFORNIA STATE EMPLOYEES' ASSOCIATION has a local chapter of more than 2,000 members. This chapter, by



its constitution, was established for the purposes of "promoting the welfare of University of California employees and of the State . . . to the end that mutual co-operation, efficiency, and harmony may prevail in their relationship; and for the further purposes of providing means for free and open discussion of mutual problems of all University of California employees and of the State of California . . . and of fostering a spirit of understanding and friendship." For detailed information on the CSEA, the CSEA Credit Union, insurance benefits and other details, drop in or phone the offices at 2296 Telegraph Avenue.

THE RADIATION LABORATORY LIBRARY is located in Building 50. It is a specialized technical library, concentrating on the fields of physics, chemistry, and engineering. Books, journals, and general reference works in these fields may be obtained from or consulted at this library. Questions regarding the location and use of library materials as well as special request for books and journals not in the library should be referred to the librarian. The library handles the purchase of all books, periodicals, and other published materials.

THE DONNER LABORATORY LIBRARY maintains a collection in the specialized fields of biology, medicine, medical physics, and organic chemistry to serve the Donner and Crocker laboratories.

UNIVERSITY LIBRARY FACILITIES ARE PROVIDED for those who are full-time employees as a "general borrower." Identification cards known as "General Borrowers Cards" must be shown at all times when books are withdrawn from the Main Library on campus or any of its branches. To obtain one of these cards, you should: request an "Application for General Borrowers Card," from the Director's Office, Room 149, Building 50; the Librarian in Donner Laboratory; or the Director's Office in Crocker Laboratory. This completed form should be turned in to the Loan Desk on the second floor of the Main Library on the campus. The card which you will

receive will entitle you to borrow books according to current rules and regulations.

THE TECHNICAL INFORMATION DIVISION, located in Building 50, is a local, supplemental service supported by the extensive Information Service operated by the Atomic Energy Commission at Oak Ridge. Engineers, scientists, and other technical people working for the Laboratory, normally have access to the Information Division and Library from which they can obtain reports, journals, books, and reference assistance.

The major information assistance available to Laboratory personnel is described briefly below:

Reports. The Information Division maintains a large file of project research and development reports, as well as many British and Canadian reports, and reports from research contracts supported by other Government agencies. It will also obtain any needed report upon request. Requests for reports and Governmental documents should be referred to the Information Division for procurement and should not be referred to the issuing agency.

Abstracts and Indices. Most research reports are abstracted and indexed in one of two AEC journals. Reports bearing a security classification are abstracted in "Abstracts of Classified Reports"; those not classified are abstracted in "Nuclear Science Abstracts." These journals appear twice a month. "Nuclear Science Abstracts" also contains abstracts of published literature of interest to the project. Both of these journals are available to Laboratory personnel who need them. "Nuclear Science Abstracts" is filed in the Radiation Laboratory Library, while "Abstracts of Classified Reports" is obtainable from the Information Division document file. The Information Division also receives report abstract publications such as the Technical Information Pilot, National Defense Reviews, NACA Abstracts, etc., covering reports issued by other government agencies.

Card Catalogue. The Information Division maintains a comprehensive subject and author catalogue covering the research and development reports, both classified and unclassified, which are in its files or are available through AEC channels. This catalogue may be consulted by authorized persons.

Report Reference Service and Bibliographies. The Information Division is prepared to furnish reference bibliographic assistance in locating specific



reports, and in searching the report literature for information on particular subjects. It is also prepared to provide bibliographies where a major subject search is necessary. In this the Information Division has the assistance of the Technical Information Service at Oak Ridge. Formal bibliographies on many subjects of project interest are available and in addition a great many title lists have been prepared as a result of literature searches.

Reproduction of Research Reports. The Radiation Laboratory through the Information Division reproduces and distributes its own research reports, in both classified and unclassified categories. At the time a report is submitted for publication, it is also reviewed for classification. If it is declassifiable, the necessary steps are taken to declassify it. The Information Division also assists in preparing manuscripts for technical journals for publication.

Publication Policy. Authors of declassified and unclassified project research reports are encouraged to seek publication in the recognized scientific technical journals. Projects reports which are not published may be offered for sale by the Atomic Energy Commission through the Office of Technical Services of the Department of Commerce.

Reprints of journal articles written by Laboratory scientists are purchased and may be obtained from the Information Division. Page costs for journal publication are borne by the Laboratory.

Photographic Service. The service of photographers is available for taking photographs of research apparatus in construction and experimental arrangements, for the preparation of photographic records. There is a photography clerk in the Information Division to whom orders for photographic work should be referred. She makes appointments for having photographs taken, and takes orders for slides to be used in lectures, for photographic illustrations needed for journal articles, and for any photostat or photocopy work that is required. She maintains a complete file of all Laboratory photographs.

Translations. The Information Division will endeavor to locate translations of scientific and technical articles or to have them made. A central file of translations made by AEC contractors is maintained by the Technical Information Service, Oak Ridge. New translations are reported to the Central Intelligence Agency and are listed in their monthly "Consolidated Translation Survey" which may be consulted in the Information Division. It lists monthly all translations, both scientific and non-scientific fields which have become available to the Central Intelligence Agency, either through its own translation program or from other sources.

ASSOCIATE STUDENT BODY CARDS can be purchased by full-time, non-academic employees in the Associated Students of the University of California. An associate membership card, available at the cashier's office in Stephens Union, carries with it many privileges not extended to the general public. These include:

Free admission to most athletic contests, and reduced admission to others. The privilege of purchasing additional tickets at full or reduced prices (subject to limitations by the Executive Committee of the ASUC).

A campus subscription to the Daily Californian, the student newspaper, delivered to your departmental address.

Admission at reduced rates to other ASUC events held on the campus.

Discount tickets to various symphonies, operas, plays, ball games, etc., in the Bay Area.

Membership in Henry Morse Stephens Memorial Union Building.

A check-cashing service at the Cashier's Window in Stephens Union.

A discount of 10% on purchases in the ASUC store.



PHYSICAL EDUCATION AND RECREATION FACILITIES ARE YOURS for a small fee of \$2.00 per semester or \$4.00 per year. You are entitled to make use of the equipment and facilities of the gymnasia on the Berkeley campus, including the swimming pools, insofar as space permits. Upon payment of the fee (at Window 107C, Administration Building), you will receive a cashier's receipt. When presented by men at Office 2B, Gymnasium for Men, or by women at 104, Hearst Gymnasium for Women, this receipt entitles you to a locker, towel, and athletic clothing, including swim suits. Women must provide their own swimming caps and bath shoes. Facilities, for indoor and outdoor activities are available when not in use for class instruction. Gymnasium privileges are not transferable.

MANY ACTIVITIES AND SERVICES ARE SPONSORED BY UNIVERSITY EXTENSION. To name a few, there are daytime and evening classes on campus, in Oakland, in San Francisco, college and high school correspondence courses; conferences

for groups of individuals who want specialized training in a given field; and films which cover an almost infinite variety of subjects. If a sufficient enrollment is assured in advance, classes or conferences especially adapted to the needs or desires of Radiation Laboratory employees can be organized.

Complete information about Extension activities may be obtained at 2441 Bancroft Way or by calling ASherberry 3-6000.

BOOKS ISSUED BY THE UNIVERSITY OF CALIFORNIA PRESS may be purchased at a *discount of 20%*. Since proof of employment is required you should present your Radiation Laboratory Badge for identification. Special prices prevail for employees at Christmas time. A catalogue of books published by the University may be obtained from the Sales Office, University of California Press, 2120 Oxford Street, Berkeley.

FREE AGRICULTURAL SERVICES including publications and information about problems in home vegetable gardening, home fruit growing, ornamental horticulture, and other agricultural activities are available to you through the Public Service Office of Agricultural Extension. Requests for information may be made in Room 121, Gianini Hall. Office hours are: Monday through Friday, 8:00 A.M.—5 P.M.

THE UNIVERSITY CALENDAR is a published listing of campus activities such as concerts, lectures, dramatic productions, etc., for the coming week. It is available free of charge at the Office of Public Information, Room 101, Administration Building. Copies can be mailed to departmental addresses or home addresses upon telephone request. (Copies mailed to home addresses are charged for at the rate of 25 cents a term or 50 cents a year.)

PERSONNEL CHANGES are made on your supervisor's request to the Personnel Department and include: start approvals, employee processing, status revisions, terminations, etc.

LIVERMORE PERSONNEL are urged to accept this little booklet as their own operations guide. There wasn't enough space to show your site on the "center-spread." None-the-less, you do have a "special" Highway and City Map which can be had for the asking at the Livermore Personnel Office.

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