

**BNL-62187  
Informal Report**

**Department of Energy  
Review of Laboratory Programs for Women  
Points-of-Contact Committee**

**Comparative Report**

**June, 1995**

**Report written by:**

**Victoria McLane, Brookhaven National Laboratory  
Abbie Layne, Morgentown Energy Technology Center**

**Co-Chairs, DOE Review of Laboratory Programs for Women Point-of-Contacts**

**Data Compiled by:**

**Debra Duke, Kim Magrini  
National Renewable Energy Laboratory**

**Victoria McLane  
Brookhaven National Laboratory**

**Karen Wieda  
Pacific Northwest Laboratories**

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## **Introduction**

The mission of the DOE Review of Laboratory Programs for Women is to:

- 1) provide DOE and its Laboratories with effective strategies, targeting women, for establishing aggressive outreach programs which improve the access of women to careers in science, engineering, and mathematics.
- 2) ensure that the Department and its Laboratories are exemplary places of employment by providing programs which enhance opportunity, remove barriers, and assist women in achieving full professional development.

A survey of the DOE facilities was undertaken by the Points-of-Contact for the DOE Review of Laboratory Programs for Women in order to gather data to be used as a baseline against which to measure future progress. We plan to look at current programs already in place and evaluate them with a view to deciding which programs are most effective, and selecting model programs suitable for implementation at other facilities.

The survey focused on four areas: 1) statistical data, 2) laboratory policy, 3) formal and informal programs which affect the quality of life in the work environment, and career development and advancement, and 4) educational programs.

Although this report focuses on women, the problems discussed affect all DOE facility employees.

## **Statistical Data**

To quantify the problem of recruiting women into the scientific and technological fields, and to measure their progress, data must be gathered on the distribution of women at the DOE facilities relative to the population as a whole. Criteria must be developed to make the comparison of the data as valid as possible.

A Statistical Database Survey was prepared and sent to all DOE facilities. The goal of the Survey was to establish baseline data against which meaningful comparisons about the status of gender equity among the facilities can be made. Comparisons of women versus total staff were requested by job categories, educational levels, ethnicity, and pay-bands. Twenty facilities comprising almost 43,000 employees responded. Of those responding, twelve submitted incomplete data.

Based on this data we find that for all 20 facilities:

- Total female representation is 30%.
- Female representation on research staff is 15%.
- Female representation on administrative staff is 52%.
- Most females occupy the 3 lowest pay-bands.

Complete information is found in the report by D. Duke and K. Magrini, "DOE Comparative Salary Survey Report", April 18, 1995. Selected tables from this report are given in Appendix A.

We recommend that future surveys include statistics by discipline along with the available population by discipline, years since last degree, and years in workforce. Information on RIF's should also be included.

## **Laboratory Policy**

Twenty-four facilities were surveyed regarding policies affecting women. The results are tabulated in Appendix B.

Improvements to this survey to be undertaken in the coming year should include:

- An attempt to define "top" management, so that the statistics are comparable across the facilities surveyed.
- Data on the percentage of women on various committees at the facilities, e.g., search committees.
- Data on the percentage of women speakers on scientific topics at the facilities.

## **Formal and Informal Programs**

In order to obtain the participation of women and minorities at all levels, including the highest levels, the DOE facilities must create a non-hostile environment, and institute programs which assist women in their professional development.

We have examined programs in the following areas:

- 1) Recruitment and Hiring
- 2) "Quality of Life"
- 3) Career Development and Advancement
- 4) Women's Programs

All twenty-four facilities surveyed responded. The results are tabulated in Appendix C.

## **Recruitment and Hiring**

All facilities responding have an active policy to recruit and hire women. However, more detailed information must be gathered to identify what strategies are working and what are not.

Professional intern programs and re-entry/retraining programs are of special interest to women who often take time out from their careers to care for their young children. Only a few facilities have such programs in place.

## **Quality of Life**

Women have traditionally been and still are the primary care-givers in the family. The migration of women into the work force has increased the pressure on both men and women with young children, aging parents, or other care responsibilities. It is especially important for two-career families to have reliable child care and elder care, as well as family leave policies which allow maternity and adoption leave, and leave for care of sick or disabled family members. Only eight of the responding facilities provide child-care facilities; facilities are planned for three other facilities. All of the facilities have some form of Maternity/Paternity or Family Leave, and most of these include adoption. Three facilities also include adoption subsidies in their benefits packages.

Alternate work schedules, such as flex-time, compressed work weeks, tele-commuting, and job-sharing need to be implemented to ease the burden of competing priorities. Seventeen of the facilities have a provision for flexible work schedules; twelve provide a compressed work week and/or tele-commuting.

Hostility in the work place affects the morale, and therefore effectiveness, of all employees. Programs must be in place to help sensitize all employees to gender and cultural differences, and their value in the work place. Sexual harassment workshops should be given to all employees. Sixteen of the reporting facilities have some form of Gender/Cultural Differences Workshop, however, only a few target all employees. Twenty-two facilities have Sexual Harassment Workshops; of these, sixteen target all employees.

Employee assistance programs are in place at all the facilities, and most have some form of wellness program.

## **Career Development and Advancement**

Of equal importance with recruiting and hiring in obtaining workforce diversity is the advancement of women already on the staff. Of major importance in achieving this goal is encouraging personal development and improving the "quality of life" in the workplace.

Informal mentoring has always existed. However, because most people in supervisory and management positions are white males, and because most people feel most comfortable with

those who are "like themselves", women and minorities have been largely left out of the informal mentoring process. Formal mentoring programs increase the access of women to information useful to doing their job effectively, and to advancing their careers. Ten of the facilities responding currently have career development mentoring programs; another six are looking into implementing a program. Only one of the facilities has new employee mentoring program, and two others are looking into implementing one.

About half of the facilities have career planning programs, a program we believe should be in place at every facility.

Most facilities have tuition reimbursement programs, with most of these paying 100% for job-related studies.

### **Women's Programs/Women's Program Coordinator**

A women's advocate acts as a focus for women and a voice for their concerns. The previous reviews have all recommended that all to the DOE contractor facilities identify or appoint a Women's Program Coordinator. Only seven of the respondents have such a position.

Interacting with one's peers is important and support groups should be encouraged until a "critical mass" of women is reached at all levels of the facility structure. Half of the facilities reporting have a women's group.

## **Educational Outreach**

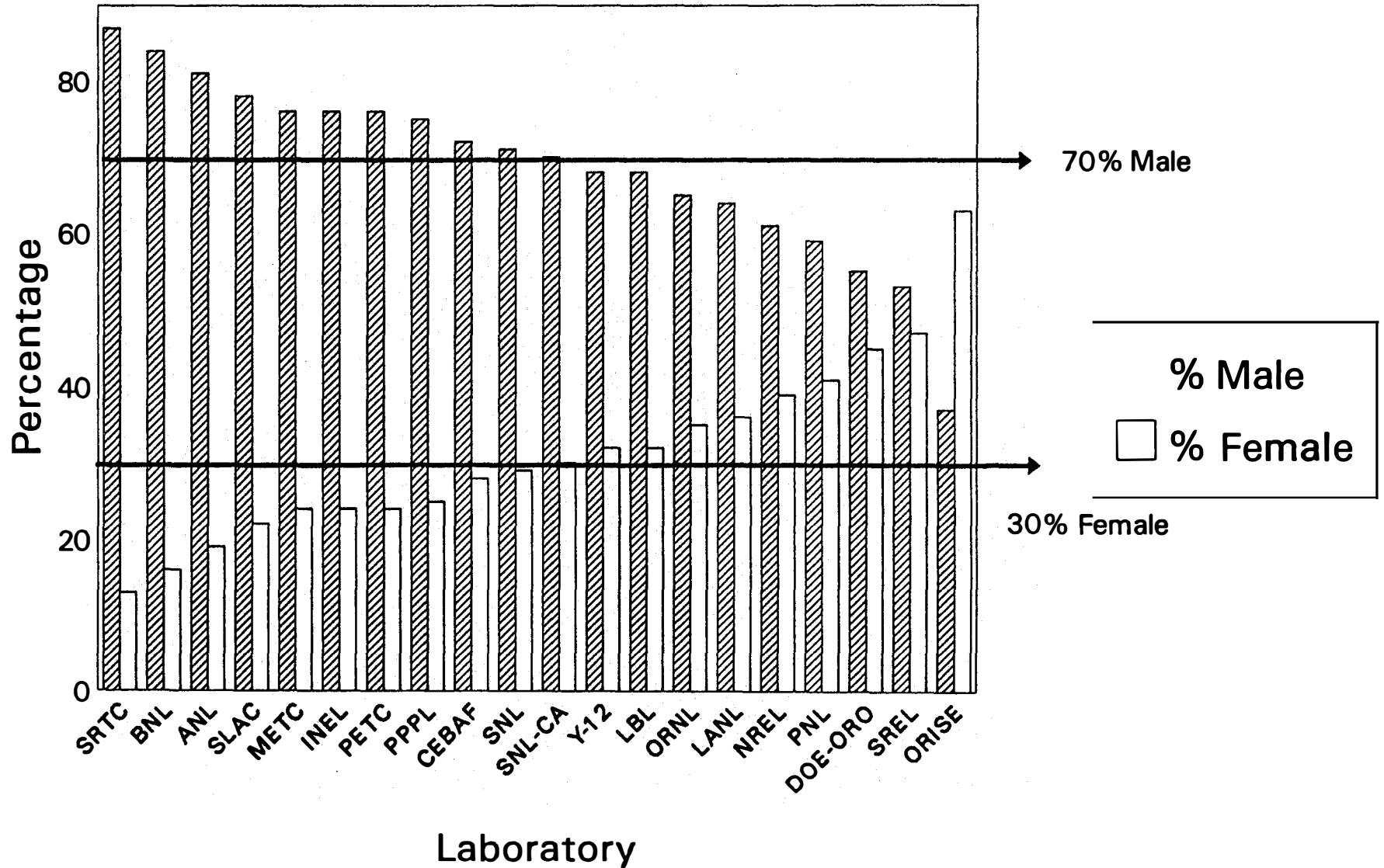
To increase the number of women entering scientific and technological fields, strong programs, targeting female students, are needed to attract a talented pool of students and to encourage them to continue their studies in math and science. The DOE must develop a system for tracking students who attend educational outreach programs at DOE facilities from primary school through graduate school in order to determine what works.

A survey of the programs currently in place at the DOE facilities who responded to the survey is given in Appendix D. Additional information on the percentage of women participating in the various programs will be gathered over the coming year.

**Appendix A**  
**Statistical Data**

# Detailed Workforce Breakdown

2/13/95

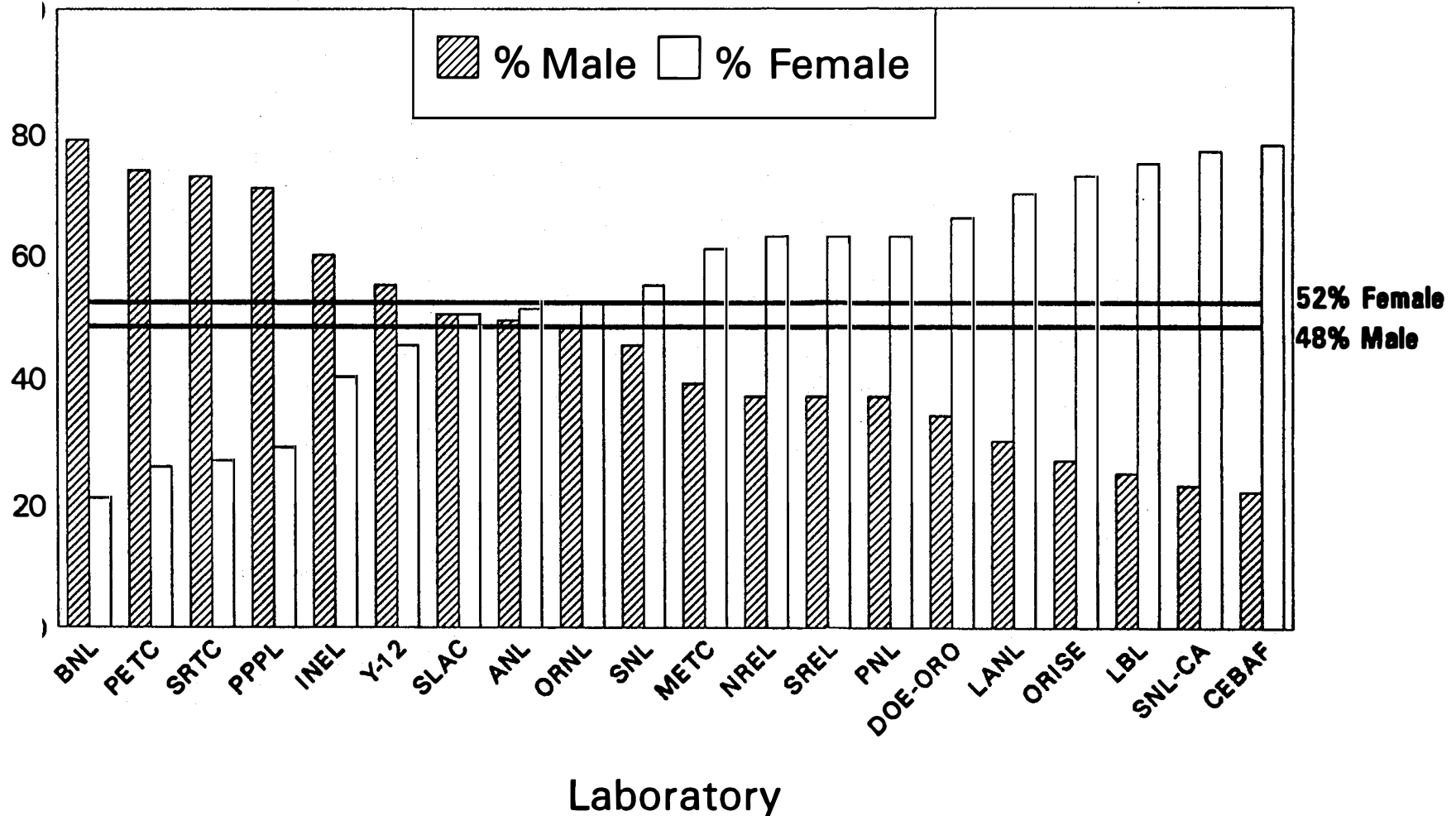




# DOE Review of Laboratory Programs for Women Workforce Breakdown for Administration

Percentage

2/13/95

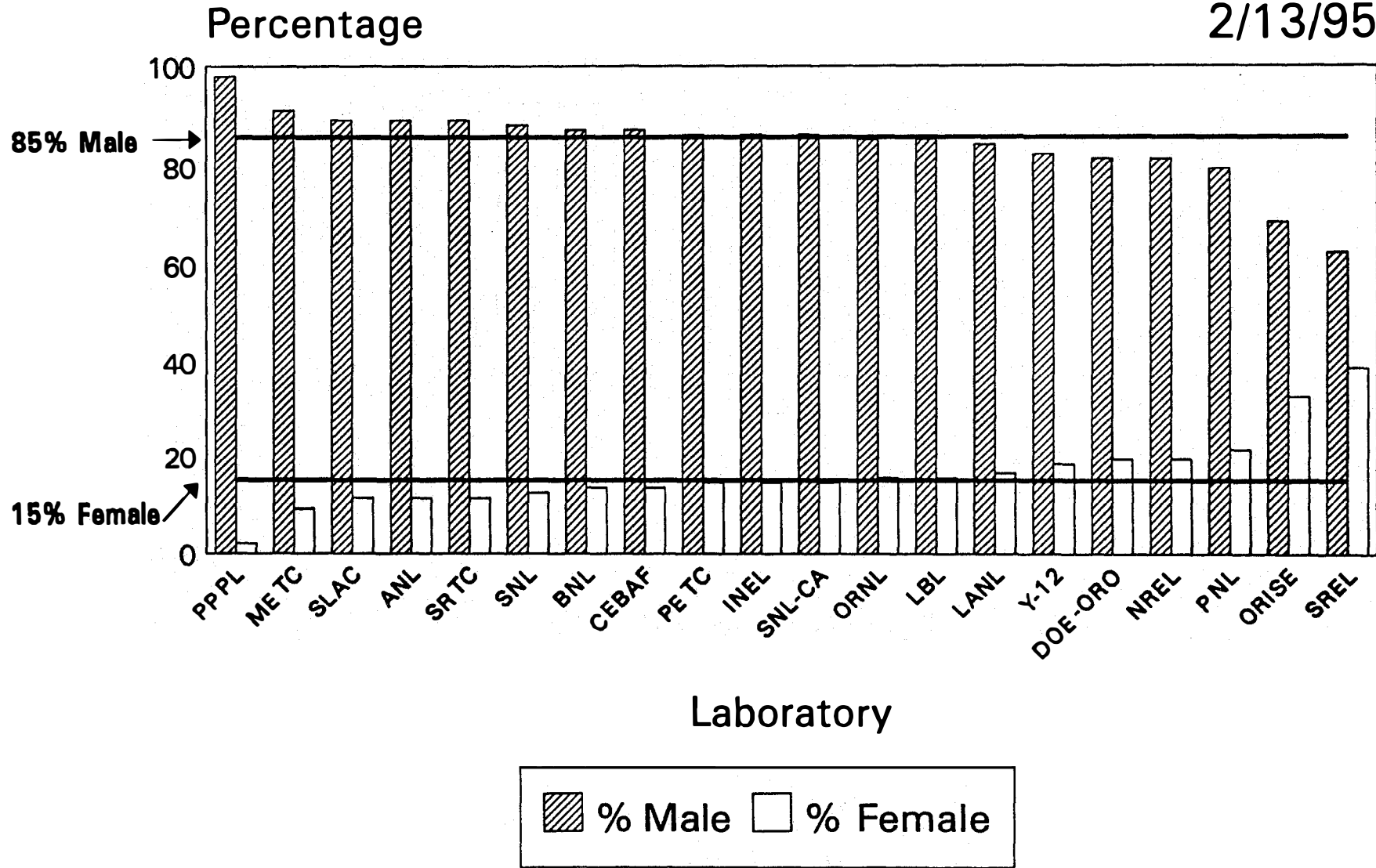


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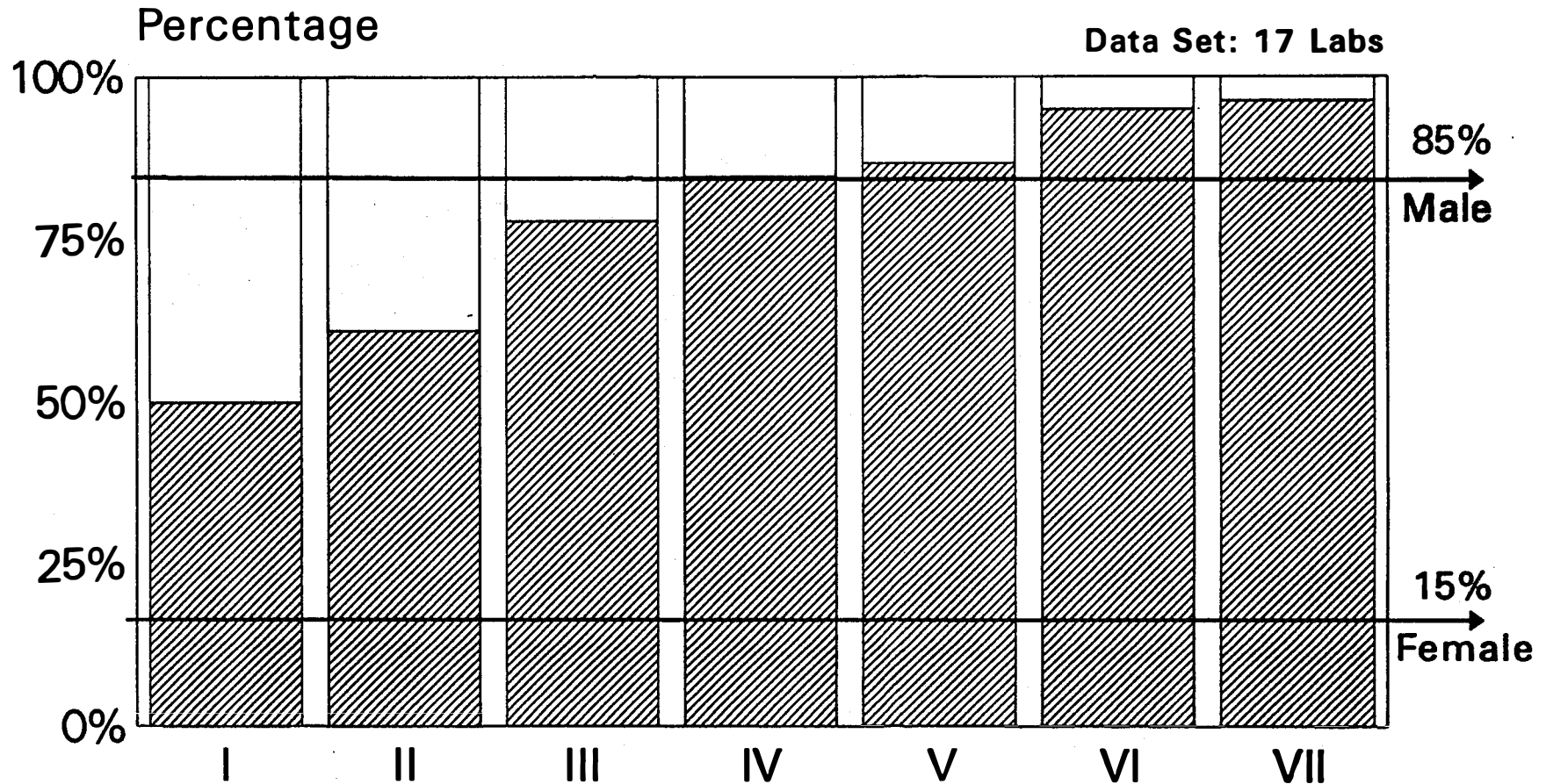
# DOE Review of Laboratory Programs for Women Workforce Breakdown for Research

2/13/95

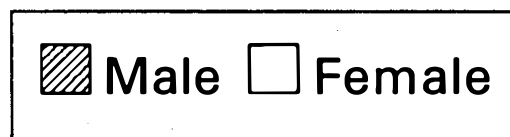


# Workforce Breakdown by Pay Ranges/Research

2/13/95



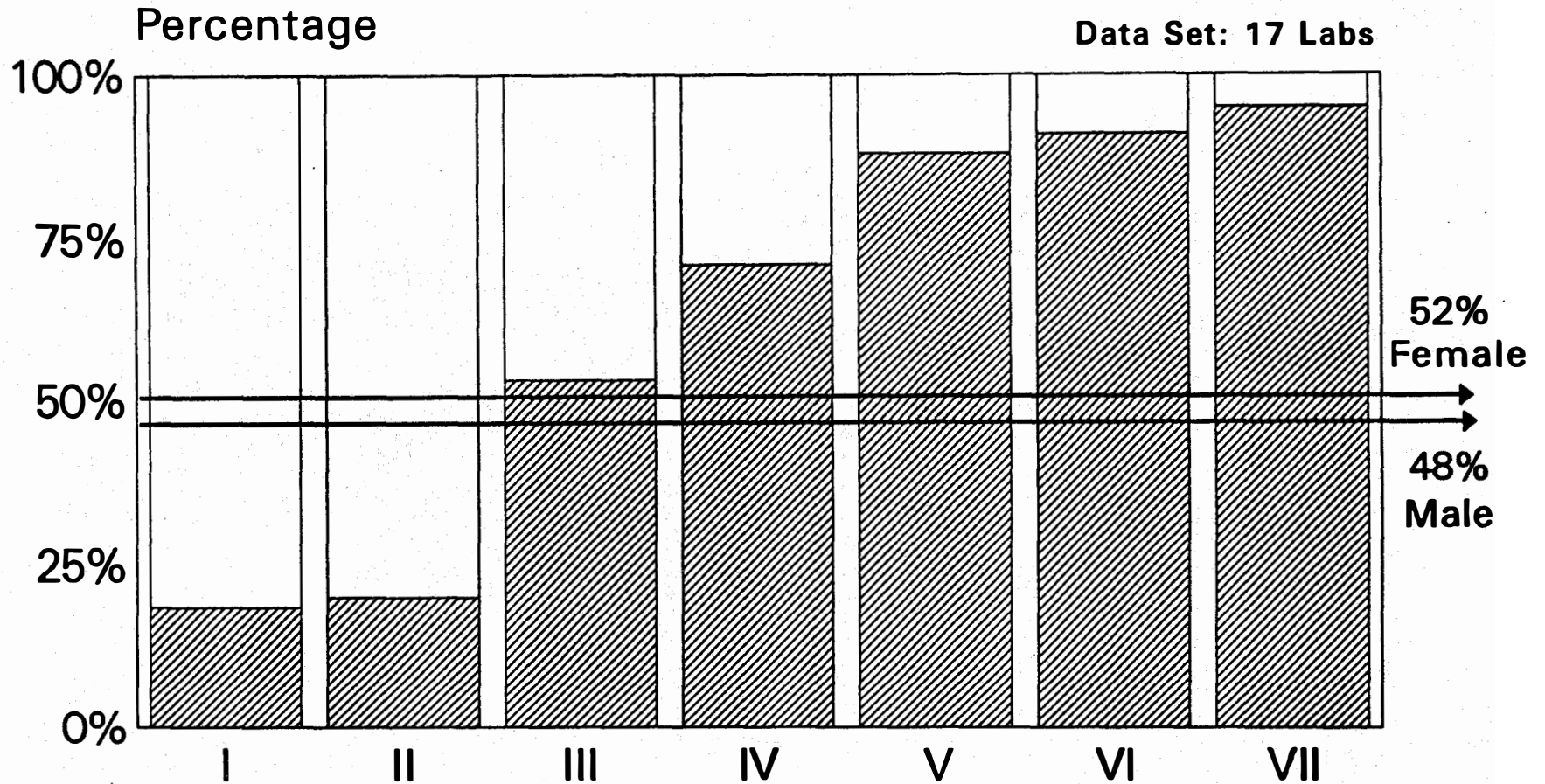
Payband Ranges



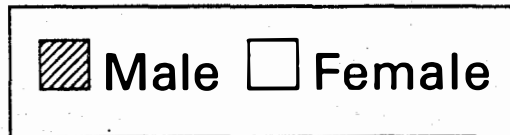
Payband 1: \$8K-19.999K  
 Payband 2: 20K-30.999K  
 Payband 3: 31K-44.999K  
 Payband 4: 45K-59.999K  
 Payband 5: 60K-74.999K  
 Payband 6: 75K-89.999K  
 Payband 7: 90K-Over

# Workforce Breakdown by Pay Ranges/Administration

2/13/95



Payband Ranges

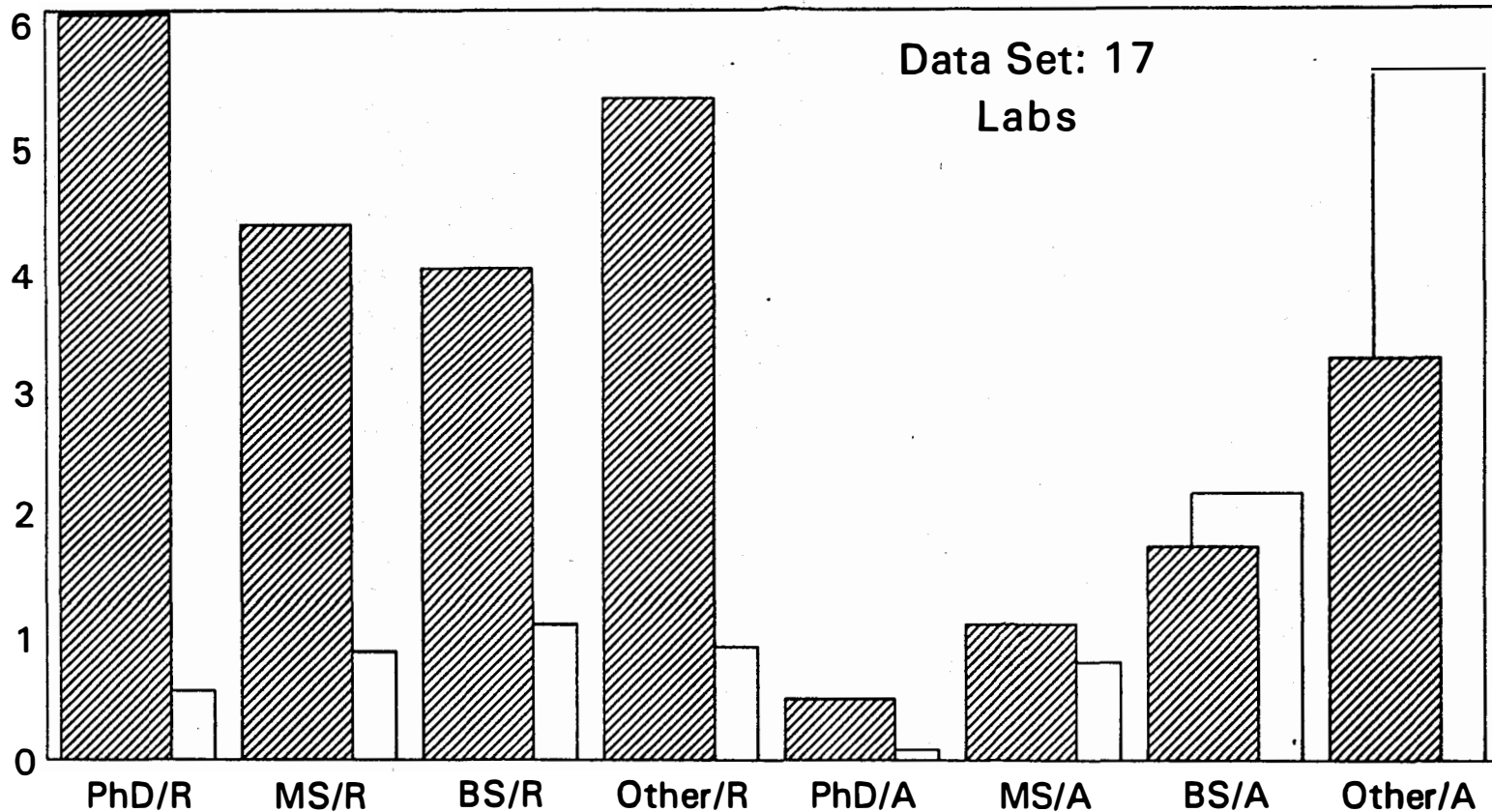


Payband 1: \$8K-19.999K  
 Payband 2: 20K-30.999K  
 Payband 3: 31K-44.999K  
 Payband 4: 45K-59.999K  
 Payband 5: 60K-74.999K  
 Payband 6: 75K-89.999K  
 Payband 7: 90K-Over

# Workforce Degree Breakdown

Thousands

2/13/95

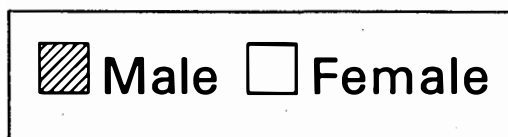


Data Set: 17  
Labs

R = Research  
A = Administration

Degree Type

MS = MS + MA  
BS = BS + BA  
Other = AS + Other

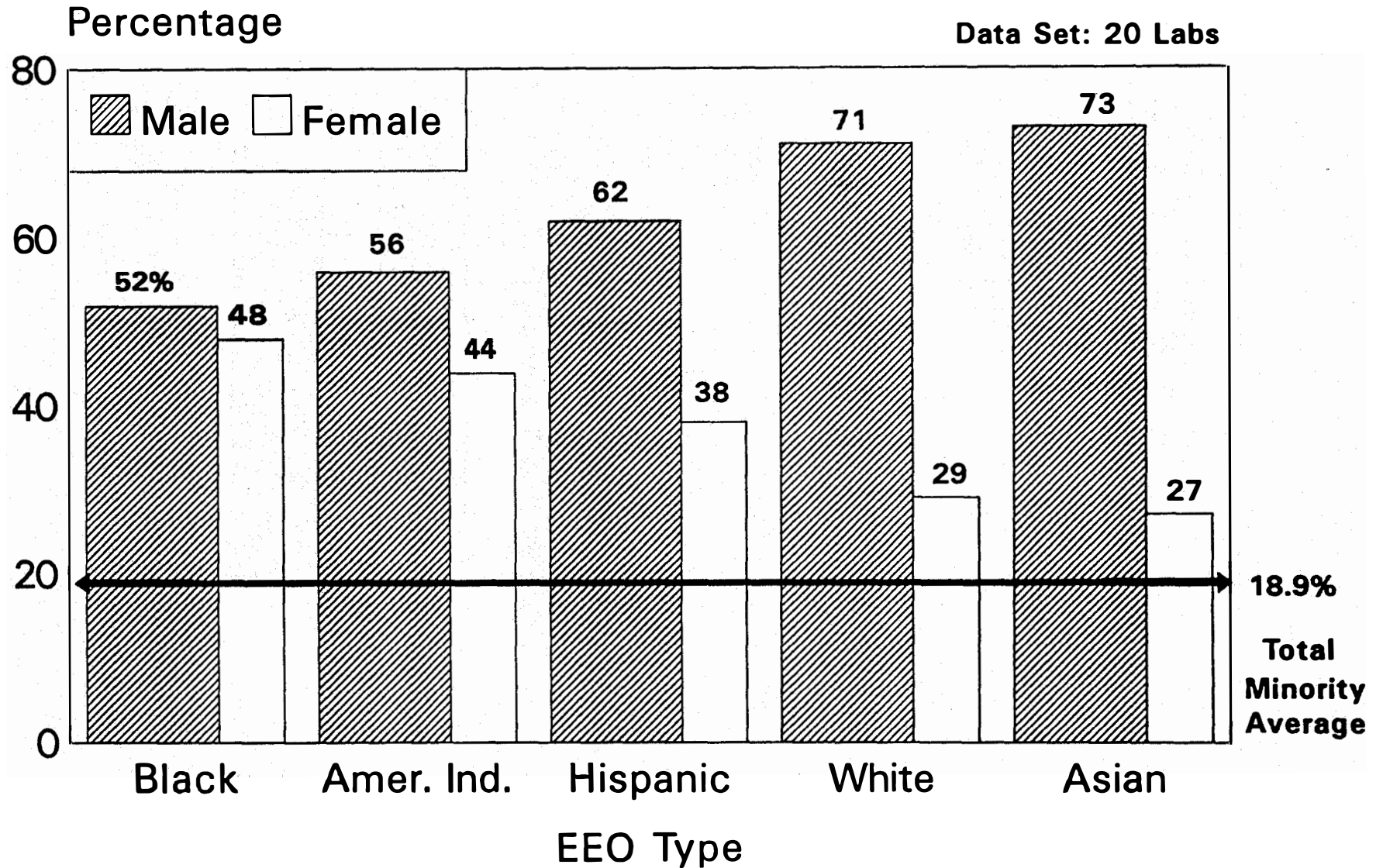


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# Workforce EEO Breakdown

2/13/95



**Appendix B**  
**Laboratory Policy**

**Laboratory Policy**

	Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMY-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/NIM	SREL	SRTC	USDOE/HQ	
Active policy to recruit women Person responsible. Plan in operation. Measures of success.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Active policy to hire women Person responsible. Plan in operation. Measures of success.	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓
Active policy to retain women Person responsible. Plan in operation. Measures of success.	✓	✓	✓		✓	✓	✓	✓	✓				✓	✓	✓	✓	✓			✓	✓		✓	✓	✓
Recruitment, hiring, retaining, promoting women part of management performance appraisal		✓	✓	✓			✓	✓	✓	✓	✓	✓			✓	✓				✓	✓		✓		
Written sexual harassment policy Person responsible. Plan in operation. Measures of success.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Policy which guarantees equal pay for equal work. Person responsible. Plan in operation. Measures of success.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓
Women represented in top management (%).	10	4	10	20	7	16	9.8	14	12	7	1	4		10	2	10	4	0	.01	25	12	14	10		
Women's committee or spokesperson consulted regarding major management decisions.	✓	✓	✓		✓		✓		✓		✓	✓				✓		✓		✓	✓	✓		✓	



## **Appendix C**

### **Formal and Informal Programs**

**Formal and Informal Programs  
Section A.**

Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMV-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/WM	SREL	SRTC	USDOE/HQ
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<b>Recruitment, Hiring Programs</b>																								
Management Intern Development Program			Pn			✓	✓	✓	Pn		✓			✓	✓							Pn	✓	
Professional Intern Program		✓	✓							✓				✓	✓									
<b>Alternative Work Schedules (stated policy allowing such)</b>																								
Flexible Work Schedules	✓	✓	S	✓		S		✓	✓	✓	✓	✓	P	✓	P	✓	✓	✓	✓	✓	✓	✓	✓	
Part Time/Job Sharing	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	
Compressed Work Week		S	P				S	P	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓		✓	
Telecommuting		S						✓	P		Pn			Pn	✓	S		✓	Pn	Pn				
<b>Dependent Care</b>																								
Maternity/Paternity/Family Leave (months) Adoption included (A)		12 A	3 A	3 A	3	3 A	3 A	4 A	3 A	6 A	?	3 A	6 A	4 A	3 A	?	4 A	12 A	3 A	12 A	12 A	3 A	3 A	?
Dependent Home Care Authorized Absence with Pay (days)	5	? PL	5 SL	5 SL	10	? FL		30	30 SL	30 SL		? FL			? FL		?	? SL	Pn✓	Pn		1		
Child Care Center, Facility Owned On-site/Off-site (ON/OFF) Facility/Contractor operated (F/C)		✓ on C	✓ on C			✓ on C		S	Pn	✓ off C	✓ on C						Pn on C	✓ off C		• off	Pn		✓ on F	
Child Care Referral Service	✓		Pn	S	✓			✓	✓			✓	✓	✓	✓		✓		✓	✓	✓			
Sick Child Care Facility	✓				?		?		R			R		R			R				S			
Summer Recreation Program		✓	✓			✓			✓		✓	✓					R	✓		•	✓			
Elder Care Facility									R			R					R			R	R			
<b>Employee Assistance</b>																								
Employee Assistance Program	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Wellness Program		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
<b>Other Benefits</b>																								
Co-insurance for married couples both employed at facility.	✓	✓	✓				✓	✓	✓									✓					✓	✓
Cafeteria/Flex benefits		✓	H			✓	✓	✓	✓			H	✓	✓	H		✓		✓				✓	✓
Adoption subsidies			✓																	✓	✓			
Employee awards		✓	✓				✓			Pn		✓	✓		✓		✓			✓	✓			

FL/PL/SL family/personal/sick Leave    H for health care    P pilot program    Pn planned    S under study    R referral service    • Shared facility

**Formal and Informal Programs  
Section B.**

	Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMY-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/NM	SREL	SRTC	USDOE/HQ
<b>Employee Education</b>																								
Tuition reimbursement Undergraduate % Job related only (JR)		100 JR	75 JR	Gr JR	100 JR	100 JR	15	100 JR	88	100 JR	100 JR	100 JR	100 JR	75+	100 JR	100 JR	100	100	100	100 JR	100 JR		100 JR	100 JR
Tuition reimbursement Graduate % Job related only (JR)		100 JR	100 JR	Gr JR	100 JR	100 JR	85	100 JR	88	100 JR	100 JR	100 JR	100 JR	75+	100 JR	100 JR	100	100		100 JR	100 JR		100 JR	100 JR
Work/Study Program		✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓			✓
Reentry/Retraining Program					✓											✓								
<b>Career Development/Career Advancement</b>																								
Career development mentoring		S	S	✓		S		✓	✓	✓	✓	✓		✓	✓	✓	S			P	P		✓	
New employee mentoring		S								✓					✓		S							
Career planning		✓		✓		S		✓	✓	✓	✓	✓	✓		✓	✓				✓	✓		✓	
Succession planning		✓							PN	S	✓	✓	✓		✓		Pn			✓	✓		✓	
<b>Training Programs for Employees</b>																								
Professional Skills Training		✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	
Management Training Targets women (T)	✓	✓	✓	✓			✓	✓	✓	✓	✓	T	✓	✓	✓	✓	T	T	✓	✓	✓	✓	✓	T
Apprenticeship Program Targets women (T)		✓					✓	✓		✓	T	✓								✓	✓			
<b>Workforce Diversity</b>																								
Workforce Diversity Task Force	✓	✓	✓	P	✓	P	✓	✓	✓			✓		✓	✓	✓	✓			✓	✓		✓	✓
Gender Cultural Differences Workshop	✓	✓		Pn	Pn	P	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓		✓	✓
<b>Sexual Harassment Awareness Program</b>																								
Training for Managers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓
Training for all employees				✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓
Employee Guide	✓	✓	✓	✓	✓	Pn	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓

Gr graduated scale

P pilot program

Pn planned

S under study

**Formal and Informal Programs  
Section C.**

Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMY-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/NM	SREL	SRTC	USDOE/HQ
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<b>Women's Programs</b>																									
Women's Program Coordinator/Initiator (FTE)		✓ 0.3	✓ 0.2				✓ 1.0				✓ 1.0					✓ 0.3					✓ 0.1			✓ 1.	
Women in Science/Technology Group	WC	✓	✓	✓			✓	✓	✓		✓			✓		✓		✓	✓	✓					
Technical Women's Symposium		✓							✓																
<b>DOE Lab Review of Programs for Women</b>																									
# participants in 2nd Review Funds from Programs/Overhead (P/O)	2	5 •	5 O	1 O	0	5 O	2 O	5 O	6 PO	7 HF	1 O		2 PO	2 P	6 P	3	3 O	1 PO	3 O	5 HF	6 O		6 O	1	
# participants in 3rd Review Funds from Programs/Overhead (P/O)	5	5 •	4 O	2 O	1	3 O	2	4 PO	4 PO	5	3	7 HF	2 PO	12 HF	19 HF	4	4 O	4 PO	2 O	5 O	5 O	1	1 O	1	
# participants expected in 4th Review	0	7	5	3	4	1	1	HF	6	7	1	5	7	5	9	3	7	2-4	2	6	HF	1	1		
<b>Materials Highlighting Women Employees</b>																									
Women in Science/Technology booklet: year issued		✓ 94	✓ 92							✓ 92					✓ 93					✓ 94	✓ 94				
Women in Science/Technology video: year produced			Pn					✓ 93												✓ 92					

CD for all children or dependents

HF host facility

Pn planned

WC Women's Center

\* Funded by U. Chicago ANL Board of Gov.

**Appendix D**  
**Educational Programs**

**Education Programs  
Pre-College**

Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMWY-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/NIM	SREL	SRTC	USDOEHQ
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<b>Pre-College Programs - Targeting Young Women</b>																									
Take Our Daughters to Work Day		cd	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	g	✓	✓	✓	✓	✓	✓			✓	
Research Participation			✓																						
Expanding Your Horizons	p			p	us	✓		✓		p	✓						p		✓	✓	✓				
Career Days			✓	p				✓				us	✓	✓			✓	p					p		
Young Women's Conference		✓				✓							✓	✓											
Summer Camps				p								us	✓	✓			p								
Work Study/Internships			✓		✓	✓																			
PreFreshman Enrichment Program																								g	
Summer Institutes		✓		p										✓			us								
<b>Pre-College Programs - Non Targeted</b>																									
Research Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Workshops and Institutes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Instructional Materials	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
In-House Tours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Direct Classroom Instruction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	p	
Community Outreach	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Special Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

cd for all children and dependents

g grants for programs at colleges/universities

p participate in programs at local universities & other organizations

us under study

**Education Programs  
College**

	Ames	ANL	BNL	CEBAF	FEMP	FNAL	INEL	LANL	LBL	LLNL	METC	MMWY-12	NREL	ORISE	ORNL	PETC	PNL	PPPL	SLAC	SNL/CA	SNL/NM	SREL	SRTC	USDOE/HQ	
<b>College Programs - Targeting Women</b>																									
Research Participation			✓					✓									✓	✓							
Summer Science Intern																			✓						
Graduate Mentoring		✓																							
Women in Science Conference				p										✓	✓										
<b>College Programs - Non Targeted</b>																									
Graduate Research Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Undergraduate Research Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Faculty Research Participation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Targeted Fellowships	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓		✓	✓	
Scientist/Faculty Exchange		✓	✓	✓			✓	✓	✓	✓	✓		✓	✓	✓		✓			✓	✓		✓		
Graduate School Fair			✓											✓	✓										

\* targeted for women and minorities

p participate in programs at local universities & other organizations

## **Appendix E**

### **List of Participating Facilities**



## List of Facilities

Ames	Ames Laboratory, Iowa State University, Ames, IA
ANL	Argonne National Laboratory, Argonne, IL
BNL	Brookhaven National Laboratory, Upton, NY
CEBAF	Continuous Electron Beam Accelerator Facility, Newport News, VA
FEMP	Fernald Environmental Management Project, Cincinnati, OH
FNAL	Fermi National Accelerator Laboratory, Batavia, IL
INEL	EG&G, Idaho Nuclear Engineering Laboratory, Idaho Falls, ID
LANL	Los Alamos National Laboratory, Los Alamos, NM
LBL	Lawrence Berkeley Laboratory, Berkeley, CA
LLNL	Lawrence Livermore National Laboratory, Livermore, CA
METC	Morgantown Energy Technology Center, Morgantown, WV
MM/Y-12	Martin Marietta, Y-12 Plant, Oak Ridge, TN
NREL	National Renewable Energy Laboratory, Golden, CO
ORISE	Oak Ridge Institute for Science and Education, Oak Ridge, TN
ORNL	Oak Ridge National Laboratory, Oak Ridge, TN
PNL	Pacific Northwest Laboratory, Richland, WA
PETC	Pittsburgh Energy Technology Center, Pittsburgh, PA
PPPL	Princeton Plasma Physics Laboratory, Princeton, NJ
SLAC	Stanford Linear Accelerator Center, Stanford, CA
SNL/CA	Sandia National Laboratories, Org. 8284, Livermore, CA
SNL/NM	Sandia National Laboratories, Org. 6600, Albuquerque, NM
SREL	Savannah River Ecology Laboratory, Aiken, SC
SRTC	Savannah River Technology Center, Aiken, SC
USDOE/HQ	U.S. Dept. of Energy, Washington, DC