8/16/90

ARRIVAL PROCEDURE

The following procedure is suggested as the method by which your arrival in Santa Fe and at the Site can be best simplified for you and for this office. If these suggestions are observed, you should have no difficulty in making connections:

1. <u>If arriving by train (At Lamy):</u>

   A. Previous correspondence should have given us the day and time of your arrival.

   B. Tickets should be purchased through to Santa Fe. You will detrain at Lamy and be taken by bus into Santa Fe where you will go to 109 E. Palace Avenue, Office #3. Upon identification you will be given a pass and arrangements will be made for your transportation to the Site. Should you miss connections at any point along the way, telephone our Santa Fe office, Santa Fe 174.

   C. Upon arrival at the Site, you will be taken to the Housing Office and shown your living quarters, after which you will be taken to the Personnel Office.

2. <u>If arriving by Automobile:</u>

   A. As above.

   B. If at all possible, plan to arrive in Santa Fe not later than 4:00 p.m. so that you can reach the Site before the office closes. On arrival in Santa Fe, go to our office at 109 E. Palace Avenue, Office #3, where you will be given a pass and directions to get to the Site.

   C. At the Site go directly to the Housing Office, where you will be shown your living quarters, and brought back to the Personnel Office.

3. Since the offices are not open on Sunday, you should plan to arrive in Santa Fe on some other day. If this is not possible, we will attempt to secure a hotel reservation for you. If you arrive at the office after hours, we will also attempt to secure a hotel reservation for you. In either case, instructions will be left for you on the door of 109 E. Palace Avenue, Santa Fe, Office #3. The above arrangements can be made <u>only if you notify us in advance of your arrival date and approximate time.</u>

VERIFIED UNCLASSIFIED
PUBLICLY RELEASABLE
LANL Classification Group
Daniel J. Grech