



Official Guest Agreement

**Program Overview**

Official Guests are here for short visits, to participate in meetings, tour facilities, present colloquiums/seminars, hold discussions, etc. Official Guests can also be an approved member of Capability Review Committee or Advisory Board. They do not do any hands-on work to benefit LANL programs. Official Guests can be paid an honorarium per visit. Honorarium amount is determined by the LANL host line management and is based on industry standard and in accordance with market price and Capability Review Committee budget (if applicable). Travel, per diem, lodging, and rental car reimbursements are allowed. Duration is generally not to exceed 10 days per calendar year with travel time not included in the 10-day maximum. Earnings are reportable on a form 1099. Interviewees cannot be processed as Official Guests.

**Privacy Notification**

The Laboratory requests information on this form for administrative purposes. The Human Resources Division is responsible for maintaining the information contained on these forms. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in the inability of the Laboratory to process the Guest Agreement. The Laboratory staff responsible for related personnel functions may use the information furnished by you. The information may be furnished to third parties, including State and Federal officials, as required by law. You have a right to review your own records in accordance with Laboratory policy. Information on this policy may be obtained from the Human Resources Division Leader or the designated representative.

**Distribution**

The Host Organization is responsible for distributing a signed copy of this form to the Official Guest and to the HR Service Center Group's Guest Agreements Office, MS P290, Fax 606-0162.

**Travel Reimbursement**

For reimbursement of travel expenses, complete the Guest Travel Expense Worksheet (form 1127A) and submit to CFO Disbursements Office, MS P240.

**Honoraria Payment**

For honoraria payment, a completed tax form W-8BEN or W-9 (which may be found at: <http://www.irs.gov/>) must be submitted with this agreement.

Guest's Name ( <i>Last, First, Middle</i> )		Z Number	E-mail Address
Guest's Mailing Address ( <i>Street, City, State, Zip Code</i> ) <b>**Please note, payment/reimbursement will be mailed to this address**</b>			Phone Number ( <i>with area code</i> )
Citizenship	Date of Birth	Social Security No.	Employer
Employer Address ( <i>Street, City, State, Zip Code</i> )			Phone Number ( <i>with area code</i> )
Agreement Dates – ( <i>10 days max, not including travel days</i> ) <b>If foreign national, dates must be within approved Database for International Visits and Assignments (DIVA) dates</b> _____ To _____			DIVA Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Activity Location <input type="checkbox"/> Los Alamos <input type="checkbox"/> Other ( <i>specify</i> ) _____			Visa Type
6-digit Org Code (Cost Center)		Project Code (Program Code)	Task (Cost Account)
Sponsoring Organization ( <i>Group Name</i> )		Host ( <i>printed name and Z No.</i> )	Phone Number
Travel ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	Per Diem ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	Lodging ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	Rental Car ( <i>check one</i> ) <input type="checkbox"/> Yes <input type="checkbox"/> No
Maximum reimbursements not to exceed: \$ _____		Honorarium Amount: \$ _____	

*Note: This form shall be protected as LANS Employment Sensitive and/or LANS Employment Sensitive/PII when one or a combination of the following personal information is revealed in a LANS record: Education, salary, medical history, employment history, social security number, date and place of birth, or mother's maiden name.*

Brief Description of Visit:

**This section to be completed if Guest will participate in a Committee/Capability Review Board**

Committee/Capability Review Board (Only Approved Committees/Review Boards represented here):

- Computational Physics and Applied Math Capability Review Committee
- Computer and Computational Sciences Capability Review Committee
- Information and Knowledge Sciences Capability Review Committee
- Nuclear and Particle Physics, Astrophysics, and Cosmology Capability Review Committee
- Biosciences Capability Review Committee
- Chemical Sciences and Forensics Capability Review Committee Capability Review Committee
- Earth and Space Sciences Capability Review Committee
- Sensors, Remote Sensing, and Sensor Systems Capability Review Committee
- Electrodynamics and Accelerators Capability Review Committee
- High-Energy Density Plasmas and Fluids Capability Review Committee
- Materials Capability Review Committee
- Nuclear Engineering and Technology Capability Review Committee
- Advanced Manufacturing Capability Review Committee
- Weapons Engineering Capability Review Committee
- Biosciences, Biosecurity, and Cognitive Sciences Capability Review Committee
- Materials Research Capability Review Committee
- Weapons Science and Engineering Capability Review Committee
- Weapons Science Capability Review Committee
- Computational Physics and Applied Math Capability Review Committee

Other: \_\_\_\_\_

Committee Sponsor Name and Org: \_\_\_\_\_

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## Patent Rights and Data Agreement

Undersigned, as a condition to and in consideration of access to facilities and information at the Los Alamos National Laboratory, agrees as follows: That I will promptly furnish to Los Alamos National Security, LLC (LANS) complete information concerning any and all inventions or discoveries conceived or made by me in the course of or as a result of said access to facilities and information, and waive any right or claim to pecuniary award or compensation under the provisions of the Atomic Energy Acts of 1946 and 1954 with respect to such inventions or discoveries. That the US Department of Energy ("DOE") and LANS have the authority to determine whether or not and where a patent application shall be filed, and to determine the disposition of the title to and rights under any application or patent covering such inventions or discoveries. That I will execute all documents and do all things necessary and proper to carry out this agreement; and all drawing, reports, notebooks and other scientific or technical information of every description relating to or deriving from my work in connection with this association shall be subject to inspection by LANS and Government at all reasonable times and usable by the Government for any purpose whatever without claim on the part of the undersigned for compensation. That as to any data acquired through such access that I wish to publish as a scientific or technical article I will secure a patent review before publication in accordance with Laboratory policy. That I will promptly furnish to LANS or DOE complete information concerning technical data or computer software produced in the course of or as a result of said access to facilities and information, wherein copyright may be asserted for purposes of technology transfer, and waive any right or claim to pecuniary award or compensation to such technical data or computer software. That as to scientific or technical articles, that LANS will waive copyright to the author subject to a Government reserve license. That as to patents, copyright software or technical data for technology transfer purposes, the inventor or author will be treated as "employee like" in accordance with the DOE advance waiver regarding employee like persons and LANS intellectual property royalty sharing policies.

## Official Guest Acknowledgement:

### Rules and Regulations, Release and Termination

I agree to observe and conform to all rules and regulations including security, health and safety rules presently in effect at the Laboratory or as they may be amended from time to time. I agree to safeguard all privileged and proprietary information. I hereby release LANS, the United States of America, their officers, employees, and agents from liability for personal injuries to me or for damage to my property that is not due to the fault of LANS, its officers, employees or agents. This agreement may be terminated by either party at any time.

Official Guest Signature	Typed Name	Date
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## Division Level Management

By approving this action I am doing so on behalf of the DOE and NNSA and I recognize my responsibilities as a Division Leader level manager or above with regards to badging of personnel at the Laboratory. Additionally, I am acknowledging that I am required to review this individual's access to administrative computing systems to ensure that they are appropriate. I further attest that the honorarium amount is set in accordance with industry standard and in accordance with market price and Review Committee budget.

Division Leader Signature	Printed Name	Date
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