

## FREEDOM AWARD NOMINATION INFORMATION

EMPLOYER/COMPANY NAME: **Sandia National Laboratories**

HR/POC FOR ADDITIONAL INFORMATION or CLARIFICATION: Jody M. Thomas, 284-5376,  
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**1. PAY POLICIES: Does the employer provide compensation when a service member is away from work performing military service?**

Yes – Sandia Corporate Procedures: HR100.5.11, *Time Keeping and Labor Recording*, and HR100.6.3, *Request a Leave of Absence*

Beyond USERRA, Sandia has implemented additional assistance to Sandia reservists who have been called to service. In addition to the initial 88 hours of paid time reservists receive for yearly training, Sandia has approved another 88 hours for those on emergency call up, effectively doubling the time that other reservists would normally get paid. Once Sandia active reservists exhaust their own vacation and any other paid leave, they are then eligible for up to 500 available hours of employee-donated or ceded vacation in Sandia's vacation donation pool.

Reservists also continue to receive vacation credit and pension credit for time spent on military leave, and upon return to Sandia they will receive reinstatement to the same or equivalent position that they left.

**2. BENEFITS POLICIES: Does the employer either as a matter of published policy or practice, provide continuation of 1) health care, 2) dental, or 3) life insurance benefits for service members or their families when away from work performing military service?**

Yes – Sandia Corporate Procedure HR100.6.3, *Request a Leave of Absence*

Guard or Reservists continue paying premium-share for benefits six months after they go on leave, so medical insurance remains uninterrupted. Sandia National Laboratories also allows employee performing active military service to use donated leave to continue ALL benefits. Employees who are performing military service are also eligible for a minimum of 12 weeks of health care followed up by 36 months of COBRA coverage.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. A special entitlement permits eligible employees whose family members are injured to take up to 26 weeks of unpaid leave to care for the service member during a single 12-month period.

**3. SUPERVISOR TRAINING: Does the employer train its managers and supervisors on the uniformed Services Employment and Re-Employment Rights Act (USERRA) so that they can effectively manage their Guard and Reserve Employees?**

Yes -USERRA training is included in required training for all managers in a course called "Managing within the Law" and in "Leadership 100" training for all new managers.

Additional resources available to managers and supervisors:

- An e-mail system called "Leaderwire" is utilized to convey information regarding USERRA training to all managers and employees of Sandia National Laboratories.
- The Sandia Military Support Committee (MSC) has an active member on the NM ESGR Committee. This committee member (a former Guardsman) is trained in USERRA and serves as a resource for the Sandia Community.
- HR staff that serve as HR Business Partners and EEO/AA Analysts are subject matter experts in USERRA requirements and serve as resources to managers and employees.
- The MSC/ESGR Representative actively recruits support and plans strategic nominations for the ESGR Boss lifts in an effort to continue to educate management and increase the knowledge of the issues Guard/Reservists and increase knowledge of USERRA.
- Additionally the MSC/ESGR Representative schedules USERRA training as needed for teams and committees across the laboratories and promotes the ESGR at our Lawrence Livermore Laboratory.

**4. ESGR ADVOCACY: Does the employer engage in activities or have established policies which demonstrate an eagerness to help increase employer support for the Guard and Reserve within the community and encourage other employers to do so?**

Yes – As one of the larger employers in the Albuquerque area and the state, Sandia's Military Support initiative has drawn media coverage highlighting our efforts in support of the Guard & Reserves. Sandia was recently acknowledged as a model for large companies wanting to provide military support activities and has shared its foundation documents and successes with other companies to provide a sense of the committee structure and scope of activities with a goal of increasing employer support for service members.

Many activities held throughout 2012 demonstrated Sandia National Laboratories' support for Guard/Reservists.

- **The President of the Laboratories has signed the Statement of Support for the Guard and Reserve** and that document is displayed both in the lobby of the President's office building and a copy is displayed at all large events on the MSC portable display. Several levels of the Sandia Management Team have signed organizational Statements of Support and display them proudly inside their offices and in common areas. MSC sub-committees are committed to supporting the Guard and Reserves during all public information opportunities.

- **Sandia National Laboratories, Wounded Warrior Career Program (WWCP) appeared in CAREERS & The Disabled, Fall 2012 issue, America’s Heroes Get Back to Work.** WWCP Champion promoted the technical skills of Veterans of the Armed Forces and the importance of offering this military service demographic the opportunity to continue to support our national security missions.
- **The MSC welcomes guard/reservists home and back to Sandia at a “Warrior Welcome”** where they are recognized for their service among their Veteran peers, co-workers and management team. Each warrior is presented with a Sandia Mission Coin by a member of Sandia’s management team. There is an opportunity for Veteran networking and offerings of gratitude after the event.
- **The MSC sponsored a National PTSD Awareness Day Panel Discussion** and Information Fair in 2012 and has formed a PTSD Working Group in response to the needs identified during the event. The NM ESGR provided support at the event by advertising the event, hosting an information table and including attendance of ESGR leadership in the area of PTSD issues. The MSC provided referrals to agencies throughout the year to assist families and soldiers with support for PTSD related issues.
- **At the annual Veterans Day Ceremony, Sandians who have performed or are performing military service are recognized and thanked for their service in a meaningful way.** The 2012 event included distinguished guests from the State level agencies and Team Kirtland. The special guest speaker, Drew Dix, a Congressional Medal of Honor recipient, highlighted how important it is to support the Guard and Reserves in his address to the attendees. The Pro Patria award Sandia Received in 2012 was proudly displayed at the event. NM ESGR and other community resources attended distinguished guests and provided an information table at the event. The commemorative coins were presented by a representative from each branch of service including the Guard and Reserves. Attendance increased by 200% this year.

**5. ESGR AWARDS: Has the employer been awarded other ESGR recognition, such as the Patriot, Above and Beyond, and Pro Patria Award?**

Yes – Sandia National Laboratories was a finalist in the 2012 Secretary of Defense Employer Support Freedom Award, has received the Pro Patria Award in 2011 and 2012, receives 3 – 8 Patriot Award nominations per year, and has received several Seven Seals Awards.

**6. HIRING PREFERENCE: Does the employer provide any preference to members of the National Guard and Reserve in the process of hiring new employees?**

**Sandia National Laboratories hired at least 78 Veterans (voluntarily identified) last year and actively recruits members of the National Guard and Reserve and all service members at job fairs, community events, and campus visits.** The Sandia Technical Recruiter maintains a relationship with the NM ESGR Committee to identify top candidates and promote two way communications on job postings on the ESGR Heroes to Hiring website.

Recruiting activities in 2012 include:

- Sandia promoted hiring military service people at the Isotope Baseball Park during the Isotopes' Armed Forces Day salute to returning heroes.
- The Sandia Technical Recruiter attended 35 job fairs across the country and participated in the Heroes Hiring Heroes Job Fair held on August 30, 2012.
- Sandia co-sponsored the New Mexico Veterans Business Expo and Job Fair and Resume Workshop and provided volunteers to help improve unemployed members of the National Guard and Reserves improve their resumes and interviewing skills many of these contacts continue throughout the year.

**7. SERVICE MEMBER SUPPORT: Does the employer interact with and support Guard and Reserve employees during periods of military service?**

Yes – All managers are encouraged to maintain communication with Guard/Reserve military service members. Sandia has a corporate wide Care Package Drive for Deployed Service Members. Care Packages are prepared for Sandians who are serving and their family members of Sandians who are deployed. Sandians are very generous and the extra donations are given to the Blue Star Mothers organization for their Christmas mailing. In addition, the MSC has a Reintegration and Advocacy Sub-Committee that has developed a process to assist those preparing to deploy and process to assist them with their return.

**8. FAMILY SUPPORT: Does the employer interact and support the family members of employees during periods of military service?**

Yes – In 2012, a Deployed Family Member Support Team was created to provide advocacy and support for Sandians who have a family member performing military service. Management is encouraged to check in regularly with their employees to see if there is anything the Support Team can do for them. Cards and notes are sent to the person performing military service and family members expressing Sandia's gratitude for their service. Members of Management notify the MSC if they have someone with a deployed family member in their organization and contact is made by the MSC Committee. The Military Support Committee has established a network to provide deployed military service families help and services if needed. Team members call and check in with family members regularly.

- Over the past 18 months, the Sandia Military Support Committee has been developing a network to support Sandia employees that perform military service or have a family member serving. The SC has established ties with the NM Veterans Affairs Office, NM Department of Veterans Services, New Mexico National Guard State Family Program, University of New Mexico and Central New Mexico Community College Vets for Success Programs, Albuquerque Veterans Center, The American red Cross, Agora Crisis Center and many others as resources in its efforts to support our soldiers and their families during their deployment and after their return to civilian life.

**9. SERVICE MEMBER RECOGNITION: Does the employer provide positive recognition of its Guard and Reserve employees in organizational publications, events, or in other ways?**

Yes – Sandia National Laboratories has published several stories promoting corporate wide support of service members through a variety of publications (Sandia Lab News, Sandia Interactive, Facebook, Twitter, Sandia Daily News, and recruiting videos — “I am a Sandian”).

Other positive recognition provided by Sandia includes:

- The Guard and Reserve birthdays are published and celebrated in the Sandia Daily News.
- Sandia’s nomination for the ESGR Freedom Award and nomination status ran in several publications of the Sandia Lab News explaining the nomination’s national significance, Sandia’s efforts in supporting Guard/Reservists, and Sandia’s progression through the process.
- Sandia’s involvement at the NM ESGR Award Luncheon with Governor Susanna Martinez was covered in the Sandia Lab News and received television coverage on the same day, and an MSC member was interviewed for the city newspaper for the Albuquerque Journal Business Outlook during the week of Veterans Day.
- During the 2012 Veterans Day event, the Medal of Honor special guest speaker provided recognition to our Guard and Reservists and said it was his mission to find new ways to support the Guard and Reserves.
- Sandia has plans to publicize Sandia’s successful hiring of at least 78 Veterans in 2012, congratulations to the 2012 Patriot Award Winners and the introduction of a Sandia Laboratory employee, Clark Highstreet, as new Commander of the 150<sup>th</sup> Wing of the Air National Guard.

**10 GENERAL MILITARY SUPPORT: Does the employer establish policies in activities which are generally supportive to the US Armed Forces, such as discounts, services, donations, scholarships, employment programs, etc?**

Yes - Sandia Military Support Committee is a corporate-sanctioned Affirmative Action Outreach Committee aimed at promoting a military friendly environment at Sandia National Laboratories in Albuquerque and California. Sandia is always looking for ways to increase its support of military service members and create an inclusive, respectful, and appreciative environment for its military service members through the Corporate Diversity Program and other organizations across the laboratory. All MSC Co-Chairs maintain an open door policy for all military service members and their families.

The MSC Executive Champion and VP (and former base commander) Michael Hazen is an active member of Team Kirtland which includes representatives from all major organizations on base. Kirtland Air Force Base is home to more than 100 different units representing various federal entities, to include the Department of Defense, Department of Energy, which includes Sandia National Laboratories, United States Air Force, the National Nuclear Security Administration, and many others. There are almost 22,000 active duty military, Guard and reserve, federal civilian and contractors on base.

Some of Sandia’s formalized policies in activities in support of the US Armed Forces include:

## Recruiting:

- Sandia has a Technical Recruiter who is a Disabled Veteran of the U.S. Armed Forces.
- The recruiter and the Recruiting Sub-Committee make every effort to reach out to the military community at Job Fairs, campus visits and Veterans events.
- The recruiter coordinates involvement by Sandia MSC sub teams for recruitment activities, such as the Wounded Warrior Career Development Program, VetERAN, and the Small Business Utilization Groups.
- In 2012, Sandia's recruiter attended 35 job fairs and promoted military service hiring at Sandia.
- Sandia military recruitment teams visit Walter Reed Medical Center and Wilford Hall Medical Centers to identify and talk to potential candidates and assist them in the job application process.
- The recruiter maintains a relationship with the NM ESGR Committee to identify top candidates and notify them of positions posted on the ESGR Heroes to Hiring website.
- Contacts with service members by the recruiter throughout the year are often mentored by the Technical Recruiter in the area of writing resumes that are attractive to civilian employers.
- The recruiter has implemented new strategies to his campus recruiting activities to include building relationships with all Veterans offices on campus recruiting visits.
- The recruiter is also working policy issues within Sandia.
- The Wounded Warrior Career Development Program (WWCP) recruiting sub-team has been formalized and plans to hire 6-10 Wounded Warriors each year. WWCP piloted an internal outreach program called "Conversations with Combat Veterans" to dialog and share experiences with the Sandia workforce. The WWCP also works with the VA's OEF/OIF/OND and Vocational Rehab program managers to identify candidates. The program has created an external webpage as a starting point for external military service candidates (<http://woundedwarrior.sandia.gov>). This program has a formalized mentoring program for all WWCP hires, each new hire will be provided three mentors: an executive mentor (VP level), a technical mentor, and a combat veteran mentor. There is a Sandia Veteran Interaction Toolbox being implemented as a resource to managers, mentors, staff and the Veterans.
- The VetERAN recruiting sub team is establishing an in-house network to funnel military service talent into Sandia, present information at VA's Veterans Connections briefings each month, and work with hiring managers to identify positions where Veterans are desired based on a specific skill set. The sub-team has also developed a new flyer and implemented an extended web page to improve communications with service members and veterans.
- Sandia has also provided news releases at both the local and national level to support its service members/veterans recruiting efforts. This information was sent to ESGR and other community partners, as well as television stations and newspapers.

## Veteran-Owned Small Business Utilization

- **Sandia met its FY12 SDVOSB goal for the first time in history, spending \$19,232,381 with SDVOSBs. In addition, Sandia spent \$60,930,845 with VOSBs**

## Veteran-Owned Small Business Utilization cont'd

- Sandia also has a Small Business Advocate for Veteran and Disabled Veteran Owned Businesses. The representative has steadily increased the Sandia's support for this supplier base significantly over the past four years. In 2011, the SBU began its "Sandia Counts On Vets" campaign to highlight Veteran Owned (VOSB) and Service Disabled Veteran Owned Small Business (SDVOSB) Activities.
- Veteran Owned and Disabled Veteran Owned companies are sought out by the representative to identify qualified, potential suppliers and the advocate conducts matchmaking opportunities for their services or products at Sandia.
- Sandia connects qualified, capable suppliers with buyers, staff and end users.
- Sandia conducts Town Hall forums for Veteran Suppliers and Sandia buyers to discuss issues pertinent to procurement opportunities.
- Sandia may set-aside acquisitions for competition restricted to SDVOSBs.
- Sandia publishes its potential contract opportunities for products and services on the Business Opportunities website. Veteran-owned small businesses (VOSBs) are an integral part of Sandia's Supply Chain.
- Sandia spends approximately \$1Billion a year in goods and services. Of that amount, Sandia has negotiated with DOE/NNSA that it will spend 4% of VOSBs and 3% with SDVOSBs.
- The SBU group provides many resources and tools to educate the Sandia workforce and encourage support of VOSB and SDVOSBs.
- Sandia created and leads the New Mexico Veterans Business Council which coordinates veteran-owned small business activities, practices and procurement opportunities; and assisting in veteran small business development.

## Outreach and Community Involvement:

Sandia National Laboratories 10,000+ employees are very involved in the community. Many employees volunteer or serve on the board of local agencies and organizations that support military causes in the Albuquerque and Livermore areas. Service Veterans and Sandians who wish to support our military service members serve at agencies like the Kirtland Community Civitan Club, New Mexico Veterans Integration Center, the NM ESGR Committee, Women Veterans of NM, VA Homelessness Project, Rio Grande and East Bay Chapters of the Blue Star Mothers, NM United Veterans Council, and the Patriot Riders just to mention a few.

- Sandia distributed Lockheed Martin Funding to several local agencies in support of military service men and women:
  - New Mexico Veterans Integration Center, grant toward the annual Standdown to provide clothing, food and medical services to service men and women in the Albuquerque Area;
  - Metropolitan Homelessness Project, provided bus passes for homeless Veterans for transit to the VA Hospital;
  - YMCA Henderson House, home and career resources for Homeless Female Veterans and their children;

- NM and CA Blue Star Mothers, drive for care package items and grant to cover shipping costs. ;
  - KAFB Sergeants Group, grant to provide financial aid to enlisted families in need;
  - Operation Home Front Inc., provides assistance to military families in need;
  - Albuquerque Oasis, Veterans history project;
  - American Red Cross
  - What Would U Give, Pets 4 Vets, service dogs for service members with PTSD.
- Corporate Community Involvement sponsors and supports two events within the Sandia community for Make a Difference Day activities for the military: 2012 Care Package Drive (Blue Star Mothers Christmas Mailing) and Project Linus (baby blankets for new military families).
  - Corporate Community Involvement sponsors or purchases tables at military charitable events such as the Greater Albuquerque Chamber of Commerce Armed Forces Banquet (sponsor), Tribute to Women in the Military, the Navy League of the United States (Naval Ball), the David Westphall Foundation 2012 Military event.
  - The MSC sponsors the Heart 2 Heart Gift Drive for Deployed Families supported by the KAFB Hearts Apart Program. The MSC coordinated group visits to the VA Hospital for National Salute to Veterans Week in February 2012 and distributed gifts and thank you cards made by children. The MSC Events committee teamed with Team Kirtland on the 2012 Summer Bash, the Armed Forces Day Run, and provided a wreath and participated in the ceremony at the 2012 Memorial Day Remembrance at the NM Veterans Memorial.
  - The MSC Communications team provides celebratory notices of all military observances, publicizes US Armed Forces Group activities (Memorial Day, Naval Ball, Toys 4 Tots, ASPB Blood Drives, etc.) and strives to increase awareness of and participation in these activities.

## Attachment A

### Testimonials from Sandia Veterans

#### Item 1: From Cheston Bailon

**From:** Bailon, Cheston  
**Sent:** Friday, February 01, 2013 3:16 PM  
**To:** Walter, H. E.  
**Cc:** Thomas, Jody M  
**Subject:** RE: Freedom Award Input

Greetings,

Below is my feedback about the events mentioned.

Wounded Warrior Career Development program: Sandia has expressed interest in making this program different from others. I love the concept of giving veterans the opportunity to make their own path when given the chance. I work with some of the best and smartest people in their field. Surrounding myself with people like this affects me in two ways. First, it shows and clarifies the standard I need to be at to be successful at Sandia and in the industry. Second, I get some of the best one on one training from actual experts. Aligning with the mentoring aspect and the support to further my formal education this program has differentiated itself.

Cup of Joe Welcome event: This event gave me the opportunity to meet people from work as an ice breaker allowing me the chance to reconnect with some on a deeper level because we had already gotten the introductions out of the way. I also got to meet Pat Salazar, a person I would have never otherwise met, who I shared the event with and still keep in touch with. A good way to meet friendly supportive faces.

Mentoring program: I believe this is one of the most important aspects about this program. In comparison with Oracle's WW Program, Oracle did not provide an official mentor to help guide/direct each new veteran. When I was hired at Oracle I fell under the wing of a more senior intern (my brother John) who showed me how to complete the more basic tasks required of me. Granted Oracle's program was gear more toward Sales, Sandia however has provide me with 3 mentors who have different views and experiences during their tenure at SNL. Zach Benz (my technical mentor) is one mentor I spend most of my time with and for good reason. Guiding and helping me to explore my options he has helped me work towards becoming more technically proficient at my job. I strongly believe it would be difficult to make any transitions had I not been coached by any of my mentors (or the other WW's mentors for that matter) that my progress, though greatly dependent on my efforts, are strongly supported by them.

PTSD Awareness Day: I enjoyed hearing a panel of experts discussing this topic for two reasons. Clearly the first was to raise awareness and the second was to provide further methods of becoming self-aware if you had PTSD. What I mean by self-aware is recognizing what your triggers are and how to relieve the stress when you feel overwhelmed. I believe this helps the people that have PTSD and those who wish to help those to people who have it.

Thank you for all your help. Take care

Cheston

*Cheston Bailon: First Wounded Warrior Career Program employee hired in 2012. Cheston is a US Marine Corps Combat Veteran that was deployed in Iraq with the 4<sup>th</sup> Marine Division.*

**Attachment A, Item 2: From John Bailon**

**From:** Bailon, John  
**Sent:** Friday, February 01, 2013 11:44 AM  
**To:** Walter, H. E.  
**Cc:** Thomas, Jody M  
**Subject:** RE: Freedom Award Input

Good morning,

Below are feedback comments on the following events:

WWCP: For a program in its infancy, it's absolutely awesome. I appreciate all the hard work that went into developing this program and I will do my best to contribute to its success. You quickly learn fast, that it's a program to allow for success, however, that is contingent on the level of work you put into one's opportunities. One small example is a WW will undoubtedly be given a task in which they may have no clue how to perform. It's a national lab, of course everyone is put into this situation. This however is an opportunity to learn how to work through performing your job via help from coworkers, immediate mentors, extended branch of networks etc., and the more you learn to do it, the more successful you will be. Small victories equate to growth and it is wonderful for the WWCP to allow us grow, striving for bright careers.

Cup of Joe welcome: At first its daunting knowing the spotlight will be focused on one's self but the event is a great way to meet other veterans that work at the Lab. The cup of joe events are best to meet others that have served and have climbed the ropes of their perspective careers. The cake was good too.

Mentoring program: Specifically with myself, I am gaining a huge benefit from the WWCP mentoring program. As a new employee it is great to be introduced to the who's who of Sandia within 5600 by my technical mentor Ben. I've learned much can be accomplished with a diverse network of Sandians. As all our careers grow it is great to also lend a hand to others to make them successful. On a higher level of mentorship, my executive mentorship from Mike Hazen has allowed me to think long term and strategic. Career seasoned Mike Hazen offers critical insights on areas to build for "the next step." I certainly would like to make the next step to join the technical staff, however Mike's vision helps foster greater growth to leading teams and eventually management.

PTSD Awareness day: I felt this event was very beneficial to many. The panel of speakers that were very knowledgeable/familiar with the current trends of PTSD. They provided the audience with ways to address help for themselves and/or a family member with PTSD.

Thank you for all your work H.E. and Jody,

John

*John Bailon: Second Wounded Warrior Career Program employee hired in 2012. John is a US Marine Corps Combat Veteran that was deployed in Iraq with the 4<sup>th</sup> Marine Division.*

### Attachment A, Item 3: From Sean Christopher

**From:** Christopher, Sean  
**Sent:** Monday, February 4, 2013 10:49  
**To:** Walter, H.E.  
**Cc:** Thomas, Jody M  
**Subject:** RE: Freedom Award Input

I would like to take a moment to share my thoughts regarding Sandia National Laboratories Wounded Warrior Program as well as their Military Service Committee

- The Wounded Warrior Program has given career opportunities to injured veterans like myself and a few of my colleagues and put us in competitive careers and has helped us transition to successful careers.
- We have been able to help mold this successful program by giving feedback to a great panel that is always there to listen and adapt to any type of concerns or needs that we have.
- The Wounded Warrior Program has taken great steps by assigning not only veteran mentors, but technical mentors to ensure that we have assistance every step of the way, and to ensure program success from day 1.
- 1 year into the program and they still treat us like family, they always check on us and make sure everything is running smoothly for us, and making sure that we have everything that we need to succeed here.
- They always provide us with information that is going on in the veteran community, and let us know of all of the resources available to us not only here at Sandia National Labs, but outside of the work place.
- The Military Service Committee is just as great. They always provide the Labs with awareness clinics such as PTSD awareness, and different things that veterans struggle to cope with.
- They bring guest speakers such as Medal of Honor recipient Major Dix to the Labs to speak to us.
- They put on Cup of Joe mornings where they welcome or honor veterans just returning from service, or welcoming a wounded warrior to the Labs.

Sean Christopher

*Sean Christopher: Third Wounded Warrior Career Program employee hired in 2012. Sean is a member of the New Mexico National Guard and a Combat Veteran that was deployed in Afghanistan with an engineering unit of the NMNG.*