



POSTDOC QUICKSTART GUIDE



ORPA
OAK RIDGE POSTDOCTORAL
ASSOCIATION

ORNL Postdoc QuickStart Guide

Welcome to Oak Ridge National Laboratory!

For more than 75 years, Oak Ridge National Laboratory (ORNL) has helped shape our world with discoveries in advanced materials, clean energy, national security, neutron science, nuclear science and engineering, and supercomputing. It's our mission to become the world's premier research institution, and we're glad you've joined us on our journey, as you also help us solve big science problems with international impact.

ORNL Postdoctoral Association (ORPA) fosters a sense of community among our postgraduate research staff; advocates for the postgraduate community with ORNL leadership; facilitates career development; and creates opportunities for postdocs and scientists across the Laboratory to interact and share information. We look forward to assisting you as you settle into your ORNL postdoc position.

What are your fellow postdocs saying about working at ORNL?

“The best part of being at ORNL is that I get to work with such a diverse team of experts. There's always something new that I'm learning all the time. The collaborative environment here is wonderful for both professional development and for enriching technical skills.”

—Vidya Kishore, Advanced Composites Manufacturing Group

“What I love about working here is that I'm able to work very closely with many brilliant staff scientists, as well as other postdocs, who are experts in their own fields.”

—Yun-Yi Pai, Quantum Heterostructures Group

Disclaimer

This handbook is intended to provide you with useful information about the Oak Ridge/Knoxville area. The information provided in this handbook does not, and is not intended to, constitute legal advice; instead, all information, content, and materials available in this handbook are for general informational purposes only. This handbook contains links to third-party websites and names specific businesses and or services. Such links and references to named companies or businesses are for the convenience of the reader only; UT-Battelle LLC does not recommend or endorse any particular business, company, establishment, or service. The information contained in this handbook is not a substitute for your own research and due diligence. Any decisions you make with regard to the topics discussed in this handbook are yours to make, and no representations are made with regard to the content. The opinions and information expressed herein are those of the Oak Ridge Postdoc Association and do not represent the position of UT-Battelle. It should also be noted that some of the links contained in the handbook are internal to the Oak Ridge National Laboratory system and can only be accessed when properly logged in to the UT-Battelle network.

Contents

ORNL INFORMATION	1
TRAINING (TRAINING, AND MORE TRAINING!)	1
IMPORTANT LINKS	1
GET TO KNOW:	1
TEAMS	2
RESOLUTION	2
LABORATORY SHIFT SUPERINTENDENT	2
HUMAN RESOURCES	2
SOCIAL/PROFESSIONAL DEVELOPMENT GROUPS	2
EMPLOYEE RESOURCE GROUPS (LINK)	2
EMPLOYEE BENEFITS	3
RECORDING YOUR TIME	3
EMPLOYEE LIBRARY ACCESS (ORNL AND UT LIBRARIES)	3
EMPLOYEE DISCOUNT PROGRAMS (CLUB ORNL)	3
ON-CAMPUS FOOD OPTIONS	4
GETTING AROUND CAMPUS	4
BUILDING ACCESS	5
FITNESS CENTER	5
LSS ALERTS	5
SOLUTIONS CENTER ASSISTANCE	5
MAPS OF OAK RIDGE/KNOXVILLE AREA	6
HOSPITALS	6
HOUSING INFORMATION	1
FINDING A PLACE TO LIVE	1
SECURITY DEPOSITS	2
MATTRESS AND FURNITURE	2
PACKAGES	2
THINGS TO DO	2
<i>Knoxville Area</i>	2
<i>Oak Ridge Area</i>	3
TRANSPORTATION INFORMATION	3
TEMPORARY OPTIONS FOR COMMUTING	3
BUYING A CAR	4
<i>Car-Buying Resources</i>	4
DRIVING A CAR	4
<i>Driver's License Offices</i>	5
<i>What to Bring to the Driver's License Office</i>	5
<i>Getting Your Car Registered</i>	6
<i>Knox County (www.knoxcounty.org/clerk/index.php)</i>	6
<i>Anderson County (www.andersoncountyclerk.com/)</i>	6
<i>What to Bring for a Tennessee License Plate</i>	7
<i>Driving Instruction</i>	7
<i>Knox County</i>	7
<i>Anderson County</i>	7
<i>Car Insurance</i>	7
FINANCIAL INFORMATION	8
LOCAL BANKS	9
NATIONAL BANKS IN OAK RIDGE/KNOXVILLE	9
VISA INFORMATION	10

SCHOOL AND CHILDCARE INFORMATION..... 1

SCHOOL DISTRICT WEBSITES 1

CHILDCARE INFORMATION FOR OAK RIDGE..... 2

Daycare for Infants through Preschool..... 2

Extra Childcare for Elementary-Age Students..... 2

Summer Care for School-Age children 2

CHILDCARE INFORMATION FOR WEST KNOXVILLE..... 2

Daycare for Infants through Preschool..... 2

Extra Childcare and Summer Care for School-Age Students 3

ORNL Information

Please see the [ORNL website](#) for information on coming to campus for the first time.

Training (training, and more training!)

You are required to complete multiple types of training to work at ORNL, starting with site access training. Other training might include general hazard communication, job-specific hazards, cybersecurity awareness, and laboratory site-specific training. Contact your supervisor for additional information about required training.

All required trainings will be listed and accessible through your [SuccessFactors](#) page.

Important Links

- **Outlook:** [Link](#) to check your email
- **Calendar:** [Link](#) to check your calendar
- **ORPA:** [Link](#) to the Oak Ridge National Laboratory Postdoc Association
- **ORNL Today:** [Link](#) to news about ORNL

Get to Know

There are many people that you will become acquainted with during your time at ORNL. A good resource for identifying contact information is through Finder (finder.ornl.gov) which contains a list of all ORNL employees. Additionally, you can click on “Org Chart” in SuccessFactors to see who your direct contact may be regarding peers, direct supervisor, and directorate level advisors. Laboratory organization charts and other ORNL information can also be found at this [link](#).

Here is a list of a few people you may want to reach out to first:

- **Administrative Assistant** – They can answer many of your questions and point you in the right direction.
- **Building Manager** – The building manager can help get your office set up, arrange any furniture moves, and overall help you get settled.
- **Lab Space Manager (LSM)** – If you are going to work in a lab, introduce yourself as soon as possible to the LSM. The LSM is the steward and coordinator for activities and operations for the lab space. They can help you with required training and reading, get you started in the lab, and are there to assure your safety.
- **Group Leader** – They are your line manager and likely manage the scientific program that you will work under. They will also do your performance assessments. A more complete description of the roles and responsibilities is at this [link](#).

Teams

[Teams](#) is the platform that ORNL uses for scheduling virtual meetings and for instant messaging. Teams should be downloaded onto your computer and connected to Outlook calendar. This will allow easy access for scheduling and joining various meetings within your team and the greater ORNL community. You may join the ORPA social page for updates on events and opportunities within the postdoc community [here](#).

RESolution

[RESolution](#) is a system for procurement, project management, and publications. For publications, RESolution is a system for reviewing and releasing publications and external presentations. The data can also be used to track productivity. All publications and external presentations need to be submitted and approved through RESolution.

Laboratory Shift Superintendent

The Laboratory Shift Superintendent (LSS) is in charge of ORNL shift operations and emergency response, including laboratory accidents, vehicle accidents, and vehicle jump-starts. Call LSS at 865-574-6606 for assistance.

Human Resources

ORNL's [Human Resources \(HR\) website](#) has the employee handbook and all HR policies. It provides useful information for questions about benefits, learning, employee performance/development, compensation, immigration, and diversity.

Social/Professional Development Groups

- [Oak Ridge Postdoctoral Association](#) (ORPA)
- [National Postdoctoral Association](#) (NPA)
- Early Career Professionals (ECP)
- Committee for Women (CFW)
- Women in Computing (WIC)
- Women in Neutron Scattering (WINS)
- Women in Nuclear and Global Security (WINGS)
- Women in Physical Sciences (WiPhy)
- Women in Science and Engineering (WISE)
- Women in Mission Support (WiMS)

Employee Resource Groups ([link](#))

- African American Affinity Resource Council (AAARC)
- Asian Pacific American Committee (APAC)
- Committee for Women (CFW)

- Early Career Professionals (ECP)
- LBGTQIA+ (PRISM)
- Hispanic/Latino American Committee (HLAC)
- Living Well with Chronic Conditions Association (LWCCA)
- Veterans Committee (VETS)

Employee Benefits

ORNL offers its employees, including postdocs, an exceptional benefits package. Read more [here](#).

Note: ORNL does not match a postdoc's contributions into their 401(k) plan. The benefits offered to postdocs will be discussed at length at New Hire Orientation. Your [HR Business Partner](#) can answer any questions you may have.

Recording Your Time

[TimeTracker](#) is the app for entering hours worked. It is available on-line and for your smart phone. All hours worked must be charged to specific charge codes provided by your supervisor in association with the projects you will be funded on. Each business quarter accounts for 520 hours and allows for work time flexibility. Postdoctoral researchers receive 10 paid holidays per year (charge code 18-P), one floating holiday to be used at a time of your choice (charge code 18F-P), and a vacation allocation to be accumulated throughout your time at ORNL (charge code 15-P). All vacation requests should be approved by your direct supervisor and submitted in TimeTracker in the proper charge code designation.

Business quarters and holiday calendars can be found [here](#).

Employee Library Access (ORNL and UT libraries)

ORNL provides Research Library service to research staff and postdocs. Check the [library's website](#) for available resources including Web of Science, ACM Library, and IEEE databases.

If you cannot find a database or journal you need, you can access [UT library services](#). UT-Battelle employees and ORNL postdocs may apply for a faculty affiliate status from the University of Tennessee, which will provide more digital databases access and book borrow capacity.

Employee Discount Programs (Club ORNL)

Club ORNL provides employees and retirees with information and discounts for community events on and off campus. Volunteers representing all directorates plan and direct events designed to appeal to a wide range of budgets and interests. On-campus events include the annual Vintage Auto Display and the Fall Festival and Craft show. Off-campus events include UT Lady Vols Basketball tickets, rafting, ice skating with the family, Dollywood discounted tickets, and Oak Ridge Playhouse tickets. Additionally, Club ORNL offers discount buying privileges, travel packages at reduced rates, and modest financial support for UT-Battelle sports

teams. There may also be discounts available at the local YMCA and other gym facilities through your ORNL staff association.

Discounts on the [Club ORNL page](#) are listed as a courtesy to vendors. Club ORNL is not responsible for any dissatisfaction or problems associated with the products and/or services offered. Please contact clubornldisc@ornl.gov should a discount be found to be invalid or the Club ORNL page be found to contain incorrect information.

On-Campus Food Options

Oliver's Restaurant and Catering
<https://oliversrestaurantsandcatering.com/>

Hours: Check website for updated hours
Breakfast: 8–9:30 a.m. (Building 5200 cafeteria only)
Lunch: 10:45 a.m.–12:30 p.m. (Building 5200)
10:45 a.m.–12:15 p.m. (Building 8600)
11:00 a.m.–1:00 p.m. (Buildings 1520, 7910)

Locations:

- Main Cafeteria (Building 5200)
- SNS Cafeteria (Building 8600)
- HFIR Canteen (Building 7910)
- Environmental Science (Building 1520)

Vienna Coffee Company
(Locally owned Oak Ridge business)
<https://www.viennacoffeecompany.com/ornl>

Hours: 7:00 a.m.–3:00 p.m.

Location: Building 5700

Getting around Campus

1. Taxi

The lab maintains a [taxi service](#) for on-campus travel. The resource card attached to your badge displays the phone number you need to call for service. You may need to wait 10–15 minutes to be picked up, so be sure to plan ahead.

2. Biking

ORNL allows employees to bike on campus. If you are using a personal bike for commuting to and from campus, you are not required to take training or use an ORNL-issued helmet, but you are required to wear a helmet while riding on campus. If you use your personal bike for work-related activities (e.g., getting to and from a work-related meeting), you are required to take training and get an ORNL-issued helmet. Ask your administrative assistant to add bike training on your SuccessFactors if you will be biking to/from work-related meetings.

Note: You must always wear your badge in a visible place between your shoulders and waist when on campus, even when biking or jogging.

3. Personal vehicle

You may use your personal vehicle to travel to meetings or travel off and back onto campus. ORNL's parking lot map is available [here](#).

Building Access

Most building access on campus is controlled by your badge, and some buildings will require a white prox card as well. If you will regularly need entry to a building requiring a prox card, you will receive it when you get your badge. US citizens have access to most buildings except for those requiring special clearances or having access controls. If you need to get into one of these buildings periodically, your administrative assistant can help you.

If you are a foreign national, your building access will be limited to buildings designated for your entry at the time your badge was processed. Your supervisor or administrative assistant can help you get access to other buildings, if required.

Fitness Center

ORNL has three small fitness centers located in building 4500S (#T2), 7995 (#302A), and 8600 (#C-G74). Information about the ORNL fitness centers, training required before you can use the fitness centers, and hiking and running trails can be found [here](#).

ORNL Fitness Center are open to eligible users 24 hours a day, 7 days a week. Eligibility for access to the ORNL Fitness Facilities is limited to: UT-Battelle employees, Post-docs, Visiting Scientists/Users, ORNL DOE Site Office personnel, and staff-augmentation subcontractors. Eligible users must be fully vaccinated and complete the ORNL Fitness Facility Access Training to receive badge access to the fitness facilities. To request training, send an email to **Cheryl Hamby** (hambyc@ornl.gov) and/or Janet Stooksbury (stooksburyjl@ornl.gov) with your name and badge number.

LSS Alerts

LSS Alerts will text, call, or email you about accidents and road closures, adverse weather conditions, and other important alerts.

To receive emergency notifications, text ORNLLSSALERT to 333-111. To receive general event notifications, text ORNLLSSINFO to 333-111.

Solution Center Assistance

The Solution Center, located in Building 5700, provides employees with IT services. A few of the services most employees will need are described below. You can walk up, call (865-241-6765), or email (solution@ornl.gov).

- **eProp:** Use the [eProp System](#) to manage property (e.g., laptops, printers). If you cannot login on eProp, call Solution Center to get authorized in SAP.

- **Factory reset:** Take your laptop to Solution Center for a factory reset (i.e., reimaging). This service may take up to 3 days.
- **RSA token:** Request an RSA token to login remotely to the ORNL Virtual Private Network (VPN).
- **Ethernet adapter:** Purchase an ethernet adapter through Marketplace (ask your administrative assistant for guidance). At least once a month, you will need to connect to the ORNL internet network (wi-fi, ethernet, or VPN).
- **USB key:** Request a USB Yubikey for your laptop. This key plugs into a USB port and allows you to securely log into computers without using your badge.
- **Property removal pass:** Request a pass on eProp if you need to take your IT equipment off-site.
- **Remote Access VPN:** Request Remote Access VPN for your Laptop so you can work off campus. You will need your laptop property code and an RSA token.
- **Software Store:** Software Store provides access to a variety of software. Some require purchase with a valid charge code, and others are free. Prices are listed on the website. These can be downloaded from the software center. The software with serial numbers will require connection to ORNL's internet network (directly or via the VPN).

Maps of Oak Ridge/Knoxville Area

Oak Ridge National Laboratory (ORNL) is located in Roane County, Tennessee, about 7 miles from the center of the city of Oak Ridge, about 25 miles from the McGhee Tyson Airport near Knoxville, and about 30 miles from downtown Knoxville.

The Google map and GPS coordinates for ORNL's Visitor Center are [35°55'52.7"N 84°18'37.5"W](#).

More maps are available for [Getting to ORNL](#) and [Getting around ORNL](#).

Hospitals

Methodist Medical Center

990 Oak Ridge Turnpike
Oak Ridge, TN 37830
Phone: (865) 835-1000
<http://www.mmcoakridge.com/>

Turkey Creek Medical Center

10820 Parkside Drive
Knoxville, TN 37934
Phone: (865) 218-7011
<https://www.tennovaturkeycreek.com/>

Park West Medical Center

9352 Park West Boulevard
Knoxville, TN 37923
Phone: (865) 373-1000
<http://www.treatedwell.com/>

Fort Sanders Regional Medical Center

1901 W Clinch Avenue
Knoxville, TN 37916
Phone: (865) 331-1111
<http://www.fsregional.com/>

Housing Information

In the United States, states are divided into counties, and most ORNL staff live in Knox, Anderson, Loudon, and Roane Counties. Common cities in which ORNL staff reside for each county are as follows:

- **Knox County:** West Knoxville, Hardin Valley, Cedar Bluff, Farragut
- **Anderson County:** Oak Ridge
- **Roane County:** Oak Ridge, Clinton
- **Loudon County:** Lenoir City

Finding a Place to Live

The sites below can help you search for a home or apartment. Additional resources can be found [here](#).

Table 1. Helpful websites for locating housing

General United States	Airbnb
	Apartment Guide
	Craigslist
	Homes
	Trulia
	Zillow
Knox County (especially west Knoxville and Farragut)	Knoxville Area Association of Realtors
	Apartment Guide (search west Knoxville, Farragut)
	Knoxville Chamber (to request a relocation guide)
Anderson/Roane County (especially city of Oak Ridge)	Apartment Guide (search Oak Ridge)
	OakRidger (local newspaper)
	Oak Ridge Chamber of Commerce
City of Oak Ridge apartment complexes	Oak Ridge Suite Apartments
	Centennial Village Apartments
	Bristol Park Apartments
	Oak Ridge Lodging
	Tara Hills Apartments
	Rolling Hills Apartments
West Knoxville apartment complexes	Greystone Summit Apartments
	Cedar Bluff Apartments
	Eagle Pointe
	Heritage Lake
	Lovell Crossing
	Walden Legacy

Note: For short-term housing, you may elect to stay at a [hotel](#) or use a rental service such as [Airbnb](#). You may also be able to take advantage of subleases offered by UT students, especially over school breaks. These are typically posted to Facebook or websites such as [sublet.com](#) and [ULoop](#).

If you plan to rent an apartment, some general tips are located at this [link](#).

If you plan to rent an apartment and are not a US citizen, review the link above and do additional research on what will be required. For example, you will probably need a security deposit, proof of income, and proof of immigration status.

Security Deposits

If you do not have a Social Security number or a credit history, you will probably need to give security deposits in many places. Be prepared to give a security deposit of up to two months to the utility companies when you sign up for service for your house or apartment (approximately \$300 USD for gas and \$300 USD for electric). After you receive your Social Security card, provide the utility companies with the number so you start building a credit score.

Mattress and Furniture

The chain stores listed below may provide mattresses and furniture at lower cost with fast delivery. You will need to be home for delivery and delivery often costs extra, but the furniture usually arrives fully assembled and can be placed in your requested location.

- [Brown Squirrel Furniture](#)
- [Bill Cox Furniture](#)
- [Knoxville Wholesale Furniture](#)
- [Mattress Firm](#)
- [Bed'r Mattress](#)

Additionally, many online vendors (e.g., Amazon, Wayfair) sell furniture. You will not always need to be home for delivery, but delivery is typically to your front door, and the furniture typically comes unassembled.

Packages

To manage any packages you receive at your residence, sign up on the websites for UPS (United Parcel Service), the United States Postal Service, and FedEx. Verify your address, and you will be able to manage your package deliveries, including changing the date or place of delivery, canceling a delivery, holding a package, and redirecting a package. You can also install the companies' apps on your cell phone.

Things to Do

Knoxville Area

- **General information:** www.knoxville.org and www.cityofknoxville.org
- **Shopping:** [Turkey Creek Shopping Center](#), [West Town Mall](#)
- **Walking/jogging trails, parks, and lakes:** <https://www.visitknoxville.com/things-to-do/outdoors/greenways/>
- **Movie theaters, bowling:** [Regal Pinnacle 18](#), [Regal Cinebarre West Town Mall](#)
- **Multiple fitness centers:** [National Fitness Center](#), [Fort Sanders Health & Fitness](#), [Planet Fitness](#)

- [Market Square](#)
- **Restaurants**
- **Knoxville blogs:** <https://insideofknoxville.com/> and <https://new2knox.com/>

Oak Ridge Area

- **General information:** oakridgevisitor.com, www.oakridgetenn.org
- [Oak Ridge Art Center](#)
- [Oak Ridge Playhouse](#)
- [Oak Ridge Ballet](#)
- [Oak Ridge Community Orchestra](#)
- [Oak Ridge Parks and Recreation Department](#)
- **Outdoor activities:** Hiking, rowing, sports organizations, disc golf
<https://exploreoakridge.com/plan-ahead/blog/>
- [Oak Ridge swimming pool](#) (Memorial Day through Labor Day):
- Movie theater, bowling alley, roller skating: [Oak Ridge Cinemark Tinseltown](#)
- **Multiple fitness centers:** [National Fitness Center](#), [Gold's Gym Oak Ridge](#), [Planet Fitness](#)
- **Restaurants:** Note most close by 9:00 p.m.

Transportation Information

A car is necessary for traveling from home to work as there is no public transportation available to the ORNL campus.

Temporary Options for Commuting

1. Knoxville Smart Trips Program (Carpooling)

Many ORNL employees participate in this [carpooling program](#). Registration is free. You find someone near your home who also works at ORNL; then you can build the connection and decide the schedule and fee sharing.

Note: Only ORNL employees can travel onto ORNL campus, so you cannot carpool to work with non-ORNL employees.

2. Uber and Lyft

These major owner-operated taxi systems run in the Knoxville area (*Note:* these services are challenging to find in the Oak Ridge area). Their websites and mobile applications are easily accessible. *Note:* Owner-operated taxi systems are not authorized to travel through the security gates and therefore cannot travel onto ORNL campus.

3. Car rental

You can opt to rent a car for days or weeks if you have an international license. All the major companies maintain a counter at the McGhee Tyson Airport, but many also have local offices in

Knoxville and Oak Ridge. Google “car rental in Knoxville” or “car rental in Oak Ridge” to find options. If the relocation company makes your car reservation, it will likely be through National, and your insurance (collision and loss damage waivers) is included for free. (Check this information at the counter.) **Note:** You will need a credit card for pickup.

National, Hertz, Budget, Enterprise, Avis, Dollar, and Thrifty can all help you arrange car rental if you handle it yourself. Be sure to read the fine print for details regarding insurance and driver license requirements.

4. Co-workers

You can also ask your group’s administrative assistant to send an email to your group members to ask if anyone would like to ride-share. Your group’s administrative assistant is listed on your Finder entry (finder.ornl.gov, or under Key Links on the ORNL home page).

5. Shuttle service between ORNL, Pellissippi State Community College, and University of Tennessee–Knoxville

Service has been suspended during COVID, but a shuttle previously ran regularly between UTK, Pellissippi State, and ORNL. Visit this [link](#) for the most updated information for shuttle return and schedule.

Buying a Car

To buy a car, generally, you will be required to have a driver’s license. If you have a US driver’s license instead of an international driver’s license, your insurance will be cheaper. If you need a loan from ORNL Federal Credit Union (or another financial institution) to buy a car, you will need a letter from the vendor describing the car you want to buy. To buy a car from a dealership, you will need to show you possess a US driver’s license and car insurance.

Be very careful when buying cars off marketplace sites such as Craigslist and Facebook. Buyers have been known to have potentially dangerous interactions with sellers, and cams are more common. If you use these options, be sure to meet in public; bring a friend; get complete contact information for the seller (i.e., name, home address, cell and home phone numbers, email address); and obtain official documentation.

Car-Buying Resources

- [ORNL Classifieds](#)
- **Kelley Blue Book:** www.kbb.com - a good site to gauge the value of a new or used car
- **CarMax:** [Knoxville location](#)
- **CarGurus:** <https://www.cargurus.com>
- **Autotrader:** <https://www.autotrader.com/>

Driving a Car

To legally drive a vehicle in Tennessee, three things are required: a valid driver’s license, your car registration, and proof of liability insurance.

Check the [Tennessee Driver Services website](#) to confirm requirements before heading to a local driver's license office for a new license or a renewal.

Note: Your driver's license must be renewed every time your visa is renewed.

Driver's License Offices

Knox County (Knoxville, West Knoxville)

7320 Region Lane
Knoxville, TN 37914
(865) 594-6399

Roane County (towns west of Oak Ridge)

1070 North Gateway Avenue
Rockwood, TN 37854
(865) 354-1257

Knox County (Knoxville, Cedar Bluff)

1028 Old Cedar Bluff Road
Knoxville, TN 37923
865-215-8500

Anderson County (Oak Ridge)

704 North Charles G. Seivers Boulevard
Clinton, TN 37716
(865) 457-3958

What to Bring to the Driver's License Office

You will need four documents total: one proof of US citizenship or legal presence, one proof of your Social Security number, and two proofs of Tennessee residency. All documents must be originals, not photocopies or pictures.

1. One proof of US citizenship or legal presence: You must present **one** of the following documents showing your legal name and full date of birth.

- US birth certificate from your birth state's Office of Vital Statistics or equivalent with a raised and/or color seal
- Valid, unexpired US passport or passport card
- US certificate or consular report of birth abroad (FS-240, DS-1350, or FS-545)
- Valid, unexpired Permanent Resident Card issued by the US Department of Homeland Security (DHS) or the US Immigration and Naturalization Service (INS) (I-551)
- Unexpired Employment Authorization Document issued by DHS (I-766 or I-688B)
- Unexpired foreign passport with valid US visa and approved I-94 form
- Certificate of Naturalization issued by DHS (N-550, N-570, or N-578)
- Certificate of Citizenship issued by DHS (N-560 or N-561)

2. One proof of Social Security number: You must present **one** of the following documents showing your full name and full Social Security number:

- Social security card
- W-2
- 1099
- Payroll check stub

3. Two proofs of Tennessee residency: You must present **two** of the following documents showing your full name and physical address. One document must be dated within the previous 4 months.

- Home utility bill (e.g., home or mobile phone, gas, electric, water)
- Current Tennessee vehicle registration or certificate of title (may use one, not both)
- Current Tennessee voter registration card
- Federal tax return
- Bank statement
- Payroll check stub
- Current rental/mortgage contract or receipt, including deed of sale for property (handwritten rental contracts or agreements must be notarized)
- Current homeowner or renter's insurance policy
- Current automobile, life, or health insurance policy
- Receipt for personal property or real estate taxes paid within the previous year
- Installment loans (e.g., automobile, student, or bank loan)
- Current employer verification of resident address or letter from employer (letter must be on company letterhead with original signature, or notarized)
- Applicant's driver's license, ID, or handgun carry permit issued by the Tennessee Department of Safety
- Current driver's license, ID, or handgun carry permit issued by the Tennessee Department of Safety to a parent, legal guardian, or spouse of the applicant

Getting Your Car Registered

You must register your car with the county in which you reside. Check the [Tennessee Title and Registration website](#) for details. Tennessee Department of Revenue offices are listed below by county.

Knox County (www.knoxcounty.org/clerk/index.php)

Main Office/Old Courthouse

300 Main Street
Knoxville, TN 37901
(865) 215-2385

South Knoxville/Chapman Plaza

7339 Chapman Highway
Knoxville, TN 37920
(865) 577-4510

Farragut Town Hall, 2nd Floor

11408 Municipal Center Drive
Farragut, TN 37934
(865) 966-5205

East Knoxville

3010 South Mall Road
Knoxville, TN 37917
(865) 215-2385

North Knoxville/Halls Center

7028 Maynardville Highway
Knoxville, TN 37918
(865) 922-5210

West Knoxville/Cedar Bluff

1028 Old Cedar Bluff Road
Knoxville, TN 37923
865-215-8500

Anderson County (www.andersoncountyclerk.com/)

Clinton

100 North Main Street, Room 111
Clinton, TN 37716
(865) 457-6228

Oak Ridge

728 Emory Valley Road
Oak Ridge, TN 37830
(865) 483-0541

What to Bring for a Tennessee License Plate

- Two proofs of Tennessee residency (see list above)
 - Tennessee driver's license
 - Out-of-state registration (original)
 - Out-of-state title (original)
 - If there is a lien on your vehicle, bring the name, address and zip code of the lien holder.
 - If your vehicle is leased, bring the original notarized power of attorney from the lessor, the lessor's Tennessee sales tax leasing number, out-of-state registration in lessor's name.
- Note: All individuals named on the lease agreement must be present for registration.**

Driving Instruction

Visit <http://local.dmv.org/tennessee/local-driving-schools.php> for complete details.

Knox County

Drive 4 Life Academy

4609 Papermill Drive

Knoxville, TN 37909

(865) 470-4122

<https://drive4lifeacademy.com/>

Drive-Rite Driving School

218 South Peters Road, Suite 200

Knoxville, TN 37923

(865) 691-1813

<https://www.driverite.net/>

Anderson County

The Driving Center

1936 Oak Ridge Turnpike

Oak Ridge, TN 37830

(865) 482-6700

<http://www.thedrivingcenter.org/>

Safe Driving, Inc.

205 South Main Street

Clinton, TN 37716

(865) 463-8038

Car Insurance

Tennessee law requires all drivers to maintain liability insurance. The required minimums are listed below.

- \$25,000 for each injury or death per accident
- \$50,000 for total injuries or deaths per accident
- \$15,000 for property damage per accident

Local and national car insurance companies include:

- [GEICO](#)
- [State Farm](#)
- [Progressive](#)
- [Allstate](#)

- [Farm Bureau Insurance](#)
- [Direct Auto Insurance](#)
- [Knoxville Insurance Group](#)

Financial Information

This section provides brief discussion of key points for dealing with financial institutions and services.

1. Choosing a financial institution

Having a bank account will allow you to set up direct deposit of your paycheck, obtain debit and/or credit cards, and apply for a car or house loan.

There are two options when choosing a financial institution: banks and credit unions. Their differences are highlighted in the following Wikipedia article:

http://en.wikipedia.org/wiki/Credit_union.

Your choice of financial institution will most likely be based on proximity, availability, and your comfort level with the financial institution. Regardless of which financial institution you choose, you'll need to provide documents that verify your identity (e.g., passport) when opening an account. Please contact the institution for a list of documents you will need to open an account. You are not required to use any specific financial institution as a condition of your employment with ORNL.

Most, if not all, financial institutions have a website or mobile app through which you can pay bills, transfer funds, and deposit checks. These features are extremely useful and can save you time and money.

Make sure you are familiar with the details of your account. Institutions can charge you monthly fees, if you don't meet certain criteria or you overdraft, which can quickly add up. It is also important to remember when your bills are due. Being late on your payments will not only incur fees, but your credit rating may decrease as a result. Credit scores are an important metric in the United States. The following Wikipedia article explains what they are important, how they are calculated, and highlights their importance:

https://en.wikipedia.org/wiki/Credit_score_in_the_United_States.

2. Signing up for retailer credit cards

Exercise caution! Many retailers offer their own credit cards and give attractive discounts in return. ORNL postdocs have been known to apply for several of these credit cards on the same day, only to watch their credit score crash as a result, and it took them years to rebuild it.

3. Understanding identity theft

Use common sense when giving out personally identifiable information. If you are unsure about banking services, call or visit your bank for assistance. **Do not reply to emails or phone calls that claim to be from your bank, utility companies, or credit card companies.** Visit the [Federal Trade Commission website](#) for tips on keeping yourself safe from identity theft.

4. Deciding whether you need a local bank

Deciding whether you need a local bank depends on what you want to do. You are free to continue using your previous financial institution. If the bank does not have a physical presence in the Oak Ridge/Knoxville area, your banking abilities may be limited. However, some credit unions offer nationwide shared branch services or refund ATM fees, so check with your financial institution before your move.

Local Banks

Visit the bank websites for a list of their local branches and other information.

Citizens National Bank

21 Jefferson Avenue
Oak Ridge, TN 37830
(865) 482-2262
<https://www.cnbtn.com/>

TN Bank

401 South Illinois Avenue
Oak Ridge, TN 37830
(865) 483-9444
<https://www.tnbank.bank/>

Home Federal Bank

Manhattan Place
1125 Oak Ridge Turnpike
Oak Ridge, TN 37830
(865) 482-1001
<https://www.homefederalbanktn.com/>

ORNL Federal Credit Union (branch also located on ORNL campus)

221 South Rutgers Avenue
P.O. Box 365
Oak Ridge, TN 37831
(865) 688-9555
<https://www.ornlfcu.com/>

Y-12 Federal Credit Union

501 Lafayette Drive
Oak Ridge, TN 37830
(865) 482-1043
<https://www.y12fcu.org/>

First Horizon Bank

10606 Hardin Valley Road
Knoxville, TN 37932
(865) 470-5401
<https://www.firsthorizon.com/>

National Banks in Oak Ridge/Knoxville

Visit the bank websites for a list of branch/ATM locations.

Bank of America

<https://www.bankofamerica.com/>

U.S. Bank

<https://www.usbank.com/index.html>

SunTrust

<https://www.suntrust.com/>

First Citizens Bank

<https://www.firstcitizens.com/>

Regions Bank

<https://www.regions.com/personal-banking>

Visa Information

ORNL's [Immigration Services Office](#) will work with newly hired postdocs to determine the appropriate visa to pursue and will work closely with and support the new employee to obtain the appropriate visa status.

1. Visa types

The most common visa types for postdocs are J-1 and H-1B. However, foreign national students who are students in the US before accepting an ORNL postdoc position are eligible for a certain period of Optional Practical Training (OPT) status upon completion of their studies. These students can begin their employment at ORNL on OPT status and will need to change to J-1 or H-1B when the OPT status expires. Dependents of J-1/H-1B holders are eligible to obtain a J-2 or H-4 visa. J-2 dependents are eligible to obtain work authorization as long as the J-1 visa holder maintains status. However, H-4 dependents are not permitted to work in the United States.

2. Obtaining your visa

Foreign nationals who are coming to the United States from other countries and those who are already here go through different processes. After obtaining their job offer documents from ORNL, individuals coming from other countries must apply for an appropriate work visa. The immigration office processes all petitions for employees coming from out of the country, typically with an H1B visa. Individuals who are already in the United States must apply to the [U.S. Citizenship and Immigration Services](#) (USCIS) through ORNL's [Immigration Services Office](#) for a work visa and obtain approval from USCIS before they can start their employment. This process also can take several months. Although individuals already in the United States do not have to visit a US consulate and obtain a visa stamp in their passport to start their employment, if they want to travel outside the United States while employed, they will need to schedule an appointment with a US consulate to obtain the visa stamp they will need to return to the United States.

3. Length of stay

Work visas can be extended by submitting a petition to USCIS, before your current authorized visa has expired, through ORNL's [Immigration Services Office](#). Postdocs do not need to travel to their home countries to have the renewed visa stamped on their passport unless they travel outside the US and reenter. The maximum length of stay on J-1 status is 5 years and, on H-1B status, is generally 6 years.

4. Maintaining status

Foreign nationals must maintain their valid visa status throughout the period of their employment. If H-1B holders cannot find a new job upon expiration of their valid visa period, they (and their dependents) receive no grace period to stay in the United States and are expected to return to their home country immediately. J-1 holders and their dependents receive a grace period of 30 days after the end date of employment to depart the United States.

5. Unique issue with J-1 visa

Upon completion of employment, J-1 holders are normally required to go back to their home countries and stay there for up to 2 years before being eligible for a change of status to certain other US visas; this is called the 2-year home country physical presence requirement. DOE and ORNL do not surpue waivers of this 2-year home residency requirement.

6. Country-specific information

Foreign nationals also must operate under country-specific requirements for entering the United States. For example, the rules are somewhat simpler for Canadian and Mexican citizens. Check with ORNL's [Immigration Services Office](#) if you have country-specific questions.

More visa-related information is available at the sites listed below.

- **ORNL Immigration Services Office:**
<https://portal09.ornl.gov/sites/hrd/immigration/Pages/VisaInformation.aspx>
- **US Department of State:** http://travel.state.gov/visa/temp/temp_1305.html
- **National Postdoctoral Association:**
<http://www.nationalpostdoc.org/index.php/publications/international-postdoc-resources/quick-guide-to-visas>
- **Science Careers:**
http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2000_12_15/nodoi.8372870812298898895

School and Childcare Information

- **School rating information:** www.greatschools.org
- **School zone search:** www.kgis.org/portal/OnlineTools/SchoolZoneSearch.aspx

* Disclaimer: Infant care facilities are often fully booked 6-9 months in advance

School District Websites

- [Knox County](#)
- [Oak Ridge Schools](#) (within Oak Ridge city limits)
- [Anderson County](#) (outside of Oak Ridge city limits)
- [Roane County](#)

Childcare Information for Oak Ridge

Daycare for Infants through Preschool

Childcare in Oak Ridge costs \$120–250/week (\$675–800/month), depending on the age of your child. Child care centers around town are usually open 6:30 a.m.–6:00 p.m. Rates and hours of operation vary. A couple options are:

- [First Steps](#) (First United Methodist Church of Oak Ridge)
- [Heritage Preschool](#) (Heritage Fellowship Church of Oak Ridge)
- [La Petite Academy Oak Ridge](#)

Extra Childcare for Elementary-Age Students

All public elementary schools in Oak Ridge offer [Extended Child Care \(ECC\)](#). Care is provided before school (6:30–8:15 a.m.) and after school (3:15–6:00 p.m.). Options include mornings only, afternoons only, or morning and afternoons. You can also select days of the week for your child to attend. The cost for a full week, both mornings and afternoons, is \$55–60, depending on your child’s age.

ECC also runs full days (6:30 a.m.–6:00 p.m.) during some school breaks for \$95/week. The program covers fall break in October, at least one week of winter break, and spring break in March.

All Oak Ridge schools (elementary, middle, and high school) have early dismissal every Wednesday, at 1:30 pm. ECC also covers 1:30–6:00 p.m. on Wednesdays.

Willow Brook Elementary is the only year-round public school in Oak Ridge. The school runs on a different schedule from other schools in Oak Ridge and also offer ECC.

Summer Care for School-Age children

During summer breaks, ECC continues as a full day camp (\$95/week). The Oak Ridge Civic Center and Girls Inc. also offer summer camps They are all about the same price and operate similar hours. All of them take field trips. All summer camps in Oak Ridge are closed the week before school starts in August.

Childcare Information for West Knoxville

Daycare for Infants through Preschool

Childcare in West Knoxville costs \$250–450/week (\$1,000–1,400/month), depending on the age of your child. Childcare centers are usually open 6:30 a.m.–6:00 p.m. Rates and hours of operation vary. A few options are:

- [Little Hawks Early Learning Center](#)
- [Kiddie Kottage Learning Center](#)
- [Primrose Schools](#)

- [The Goddard School](#)
- [Morning Star Child Development Center](#)

Extra Childcare and Summer Care for School-Age Students

Knox County Schools does not offer an afterschool care program; however, this service is available at numerous preschools and childcare centers. Hours of operation are typically 3:00–6:00 p.m., and monthly fees are \$300–500, depending on your child’s age. The organizations transport students to afterschool care so that parents can pick them up there later. During summer breaks, these organizations offer programs that operate 8:00 a.m.–3:00 p.m. Summer camp fees are \$150–500 for summer camps and \$1,000–1,400/month for childcare programs.

ORNL benefits include a dependent care savings account, which can be used for childcare expenses. See more information [here](#).



ORPA
OAK RIDGE POSTDOCTORAL
ASSOCIATION

