

General Employee Training (GET)

The following courses are Institutional Training Requirements that all employees must take when they are initially hired, and a subset that are repeated periodically. These courses are not specifically associated with the employee's work assignment and should be charged to the GET project/task **40415/INST_TRAIN**. Employees should charge the GET project/task for time spent completing the course. The top section shows courses that are required when the person initially works for LLNS and the bottom section shows courses that have annual or biennial repeats.

General Employee Training (GET)				
Course Number	Initial GET Courses Required for Employees	Course Length in Hours	Repeat Frequency	
CA0701-W	Quality Assurance Awareness	0.13	1x	
CL0012-W ¹	Export Control at LLNL	0.5	1x	
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.25	12 mos.	
CS0190-W	Controlled Unclassified Information Overview	1.0	1x	
EM0001-W	Emergency Preparedness Protective Action Overview	0.33	1x	
FM92xx-W ^{1,2}	TIME System for Employees	0.5	1x	
HS0001	New Staff Safety Orientation	1.5	1x	
HS0100-W	ES&H Annual Briefing	0.33	12 mos.	
HS4258-W	Beryllium Awareness	0.5	1x	
HS5315-W ³	Ergonomics – Adjusting Your Workstation	0.33	1x	
HS6001-W	General Employee Radiation Training	0.5	1x	
LM0100-W ¹	Introduction to Quarterly Conversations	0.42	1x	
LM0101-W ¹	Creating a Culture of Growth	0.33	1x	
LM0102-W ¹	Creating a Culture of Feedback	0.25	1x	
PA0012-W	Drug Free Workplace Training and Education	0.5	1x	
PS7023-W ¹	LLNS Business Ethics and Compliance	0.5	1x	
PS9004	New Employee Orientation - Human Resources	4.0	1x	
PS7030-W ^{1,4}	Preventing Workplace Harassment Training for Employees	1.25	24 mos.	
PS7033-W ¹	Privacy Training for Federal Contractors	0.32	12 mos.	
SC9921 ⁵	Initial Security Briefing	0.92	1x	
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	
SF0005-W ¹	LLNL Counterintelligence Program Initial Training	0.42	1x	
	Total Initial Hours	15.11		
ED8304-W ¹	Foundations of Leadership – Prework (<i>LLNS Payroll/Work Supervisors Only</i>)	1.0	1x	
ED8304-ILT	Foundations of Leadership (<i>LLNS Payroll/Work Supervisors Only</i>)	10	1x	
PS7009-W ^{1,4}	Preventing Workplace Harassment for Supervisors	2.13	24 mos.	
Course Number	Repeat / Refresher GET Courses Required for Employees	Course Length	Repeat Frequency	Average Annual Hours
CA0701-RW	Quality Assurance Awareness Refresher	0.06	36 mos.	0.02
CL0012-RW ¹	Export Control at LLNL Refresher	0.5	24 mos.	0.25
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.25	12 mos.	0.25
CS0190-RW	Controlled Unclassified Information Refresher	0.5	36 mos.	0.17
EM0001-RW	Emergency Preparedness Protective Action Overview Refresher	0.17	24 mos.	0.08
FM92xx-RW ^{1,2}	TIME System for Employees	0.08	12 mos.	0.08

HS0100-W	ES&H Annual Briefing	0.33	12 mos.	0.33
HS4258-RW	Beryllium Awareness Biennial Refresher	0.25	24 mos.	0.125
HS5315-RW³	Ergonomics – Adjusting Your Workstation Refresher	0.17	36 mos.	0.06
HS6001-RW	General Employee Radiation Training Refresher	0.17	24 mos.	0.08
PA0012-RW	Drug Free Workplace Training and Education Refresher	0.17	24 mos.	0.08
PS7023-RW¹	LLNS Business Ethics and Compliance	0.5	12 mos.	0.5
PS7030-W^{1,4}	Preventing Workplace Harassment Training for Employees	1.25	24 mos.	0.62
PS7033-W¹	Privacy Training for Federal Contractors	0.32	12 mos.	0.32
SC9911-W	Operations Security (OPSEC) Overview	0.33	12 mos.	0.33
SF0005-RW¹	LLNL Counterintelligence Program Annual Refresher Training	0.17	12 mos.	0.17
	Total Hours	5.22		3.46
PS7009-W^{1,4}	Preventing Workplace Harassment for Supervisors	2.13	24 mos.	1.06

¹These courses are not offered externally. They must be accessed through LTRAIN.

²LLNS employees are required to take the course that matches their work schedule, i.e., FM9224-W for hourly 4/10, FM9225-W for hourly 5/8, FM9229-W for hourly 9/80, FM9214-W for salaried 4/10, FM9215-W for salaried 5/8, or FM9219-W for salaried 9/80.

³Required for Employees who work at a computer workstation for three (3) hours or more during their daily work activity.

⁴PS7009-W is an alternate to PS7030-W and is the requirement for both LLNS Payroll and Work Supervisors.

⁵For persons with L or Q clearance held by LLNS – Required courses: *SC9922 Comprehensive Security Briefing*, [SC0004-W Technical Surveillance Countermeasures \(TSCM\) Awareness Briefing](#), and [SC9922-RW Annual Security Refresher Briefing for Cleared Individuals](#). Time for these courses is charged to the program account requiring the clearance.