General Training for Non-Employees (Non-SL)

The following courses are Institutional Training Requirements that are required for non-employees who are not part of the Supplemental Labor Contract, and who are expected to perform work for LLNS on site more than 14 days in a year. 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 Training			
Course Number	**Initial General Training Courses Required for Non-Employees (Non-SL) working for LLNS > 14 days in a year**	**Course Length in Hours**	**Repeat Frequency**	
CA0701-W[1]	Quality Assurance Awareness	0.13	36 mos.	
CL0012-W[1]	Export Control at LLNL	0.5	24 mos.	
CS0190-W	Controlled Unclassified Information Overview	1.0	36 mos.	
EM0001-W	Emergency Preparedness Protective Action Overview	0.33	24 mos.	
HS0016-W[2]	Site Access Safety and Security Orientation (Includes Initial Security, GERT and Emergency Preparedness briefings)	0.8	1x	
HS0100-W	ES&H Annual Briefing	0.33	12 mos.	
HS4258-W	Beryllium Awareness	0.5	1x	
PA0012-W	Drug Free Workplace Training and Education	0.5	24 mos.	
	Total	**4.09**		
	If the person will have access to LLNS computer systems and peripherals:			
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	
	Total	**4.6**		
Course Number	**Annual Repeat / Refreshers for Non-Employees (Non SL) working for LLNS > 14 days in a year**	**Course Length**	**Repeat Frequency**	**Average Annual Hours**
CA0701-W[1]	Quality Assurance Awareness	0.13	36	0.04
CL0012-W[1]	Export Control at LLNL	0.5	24 mos.	0.25
CS0190-W	Controlled Unclassified Information Overview	1.0	36 mos.	0.33
EM0001-W	Emergency Preparedness Protective Action Overview	0.33	24 mos.	0.085
HS0100-W	ES&H Annual Briefing	0.33	12 mos.	0.25
HS4258-RW	Beryllium Awareness Refresher	0.25	24 mos.	0.13
HS6001-W	General Employee Radiation Training (included in HS0016-W for initial)	0.5	24 mos.	0.25
PA0012-W	Drug Free Workplace Training and Education	0.5	24 mos.	0.25
	Total	**3.54**		**1.6**
	If the person has access to LLNS computer systems and peripherals:			
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	0.5
	Total Hours	**4.04**	**Annual Hours**	**2.08**

[1]These courses are not offered externally. They must be accessed through LTRAIN.
[2]For persons with L or Q clearance held by LLNS – Required courses: *SC9922-W* Comprehensive Security Briefing, *SC0004-W* Technical Surveillance Countermeasures (TSCM) Briefing, and *SC9922-RW* Annual Security Refresher Briefing for Cleared Individuals.