

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.	
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	2.6		
	<i>If the person will have access to LLNS computer systems and peripherals:</i>			
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	
	<i>If the person will create, transmit, or transfer sensitive business, scientific, technical items, or host foreign nationals at LLNL:</i>			
CL0012-W ¹	Export Control at LLNL	0.5	24 mos.	
	<i>If the person will create, transmit, or handle scientific, technical, or sensitive government information or material:</i>			
CS0190-W	Controlled Unclassified Information Overview	1.0	36 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
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	2.04		1.0
	<i>If the person has access to LLNS computer systems and peripherals:</i>			
CS0149-W	Proper Usage of LLNL Unclassified Computers, Networks, and Peripherals	0.5	12 mos.	0.5
	<i>If the person will create, transmit, or transfer sensitive business, scientific, technical items or host foreign nationals at LLNL:</i>			
CL0012-W ¹	Export Control at LLNL	0.5	24 mos.	0.25

	<i>If the person will create, transmit, or handle scientific, technical, or sensitive government information or material:</i>			
CS0190-W	Controlled Unclassified Information Overview	1.0	36 mos.	0.33
	Total Hours	4.04	Annual Hours	2.08

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

²For 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*.