

SECTION J-LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

ATTACHMENT J-8.C.3.9.1 - Training Courses and Estimated Workload

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<i>Course Area</i>	<i>Audience</i>	<i>Number Individuals Trained per annum</i>	<i>*Format</i>
<u>General Access</u>			
General Employee Training (GET)	Required on a biannual basis for all individuals at the site.	800	CBT
Business Ethics/Standards of Conduct Diversity Awareness DOE Orders/Work Smart Standards Employee Conduct Training Environmental Management Systems Overview Fire Extinguisher Training Integrated Safety Management System (ISMS) Quality Assurance Overview Workplace Violence Prevention	Consolidated Training required for all individuals employed at the site regardless of the employer.	1500	CBT
Hands On Fire Extinguisher Training	All employees choosing to attempt to extinguish a fire	400	C
<u>Security/Cyber Security</u>			
Annual Cyber Security Training	Required on annual basis of all individuals accessing government systems/network	1500	E

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Annual Refresher	Required of all cleared individuals on annual frequency.	1500	E
Site Specific Awareness	All non-DOE personnel granted unescorted access to Departmental security areas. Required for Initial visit for visitors\Annually thereafter.	1000	
Initial	All DOE Federal & Contractor employees who receive a DOE security badge must receive before they are given unescorted access to the facility/site. Required once/per employee and/or for each contractor.	250	E
Comprehensive	All Cleared Employees & Contractors Upon Receipt of a security clearance and before initial access to classified information, matter or special nuclear material. Once/per employee and/or contractors. Includes completion of Standard Form (SF) 312	300	V/C
Termination Out Brief	All Cleared Employees & Contractors at termination of employment or access to information. DOE F5631.29	200	C
Escort Responsibilities Training	All employees & contractors w/escorting responsibilities, initial then annually thereafter.	1000	C
Foreign Visits & Assignment	Hosts & Escorts on an annual basis, or when required	50	E
Unclassified Controlled Information	Required annually for all employees and contractors.	1500	E

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Control & Handling Export Control Information	Classification Office and Property Management. Required once for applicable individuals	15	E
Active Shooter	Required annually for all employees & contractors	1500	E
Classified Matter Protection & Control for Custodians	Required on a biannual frequency by individual for all custodians of classified storage areas	100	CBT
Classified Matter Protection & Control for Users of Classified Matter and/or Information	Required on a biannual frequency by individual for Users of Classified Matter and/or Information	400	CBT
Transportation Security	Required for all drivers, employees & contractors involved in transport of UCNI and/or classified matter prior to shipment and thereafter upon a change in security plan .	300	C
Insider Threat Awareness	Required for all employees and contractors on an annual basis.	1500	E
Privacy Awareness	Required for all employees and contractors on an annual basis.	1500	E
Derivative Classifier (DC) Training	Required on a biannual basis for all DCs from all primes	30	C

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Reviewing Official (RO) Training (Reviewers Trained for Reviewing UCNI)	Required on a biannual basis. All perspective RO from all primes	30	C
<u>Occupational Health and Safety</u>			
Radworker I	Required for access to specific sites based on PGDP policy/procedures on a biannual basis	500	CBT
Radworker II	Required for access to specific sites based on PGDP policy/procedures on a biannual basis.	700	C

NOTE: 40 hour HAZWOPER Training Course and 8 hour annual refresher is provided by others and is not the responsibility of the Contractor. Contract can access HAZWOPER training for its own employees.

*Format Key:

CBT	Computer based interactive training that is accessible through the internet
E	Electronic format, e.g. PowerPoint, information sheet, video provided via email, in person, or other means for reviewing and acknowledgement of accomplishment via email, fax, etc.
C	Instructor led classroom based training
V	Video