

Name: \_\_\_\_\_ Z# \_\_\_\_\_

Position: \_\_\_\_\_

**REQUIRED TRAINING**

**ADMINISTRATIVE SUPPORT**

		Executive Office Administrator	Administrative Support Specialist	Date Completed	Initials
<b>General LANL Requirements</b>	<b>EDS Course #</b>				
GET Training	5668	X	X		
Initial Security Briefing	9369	X	X		
Annual Information Security Refresher	47075	X	X		
EMS Training (TP 7215)	32461	X	X		
Annual Security Refresher	1425	X	X		
IWM Overview (TP 6957)	31881	X	X		
Substance Abuse Awareness (TP 458)	7863	X	X		
Traffic Safety and Special Materials Convoys (TP 9311)	42903	X	X		
Export Control for LANS Employees (TP 4797)	21208	X	X		
Web-Based Ethics Training	44486	X	X		
<b>L AND Q CLEARED PERSONNEL</b>					
Preventing Compromise Briefing	44971	X	X		
Unauthorized Disclosure Training	35045				
Integrated Safeguards and Security Management	44559	X	X		
<b>ADEP Required Training</b>	<b>TP 9424/ AC 4363</b>				
EP-DIR-QAP-0001,R2 Quality Assurance Plan for the Env Programs	43369	X	X		
EP-DIR-SOP-2011,R3 Personnel Training and Qualification	45675	X	X		
EP-DIR-SOP-4004 R1, IPC 1 Records Transmittal and Retrieval Process	45796	X	X		
EP-DIR-SOP-4001, R4 Document Control	46049	X	X		
EP-DIR-SOP-4003, R2 Records Management	46048	X	X		

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**ADMINISTRATIVE SUPPORT**

		Executive Office Administrator	Administrative Support Specialist	Date Completed	Initials
EP-DIR-SOP-5006, R0 Control of Measuring and Test Equipment	42908	X	X		
EP-DIR-SOP-8001, R0 Inspection, Test, and Acceptance	42909	X	X		
<b>Pueblo Complex Resident Training</b>					
Pueblo BEP (TP 7766)	45751				
<b>WES-ASSIGNED TRAINING</b>	<b>EDS Course and/or TP #</b>				
<b>EP ADMINISTRATIVE SUPPORT TEAM REQUIREMENTS</b>	<b>TP 9832/AC 3843</b>	<b>X</b>	<b>X</b>		
LANL Concur Domestic Travel System	42748	X	X		
Self Service HR for Host Organizations (Hands-On)	35908	X	X		
Data Warehouse Reports	11961	X	X		
<b>OTHER ASSIGNED TRAINING - LANS EMPLOYEES ONLY</b>	<b>EDS Course and/or TP #</b>	<b>X</b>	<b>Assigned as Necessary</b>		
DPR-Purchase Card Holder Training	TP 8873/AC 3952	X			
DPR-Purchase Requisition Training	TP 8874/AC 3953	X			
Purchase Card Program/Approver	TP 5677/AC 1879	X			

**REVIEWED AND APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_