



ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

Environment, Health, & Safety
Training Program

SEC0501 – Foreign Visits & Assignments
Course Syllabus

Subject Category: Security
Course Length: 20 minutes
Delivery Mode: Web-based Training

Course Prerequisite: None
Medical Approval: None
Frequency: Annually

Course Purpose: The goal of this course is to familiarize employees with the requirements and process they must follow when processing unclassified foreign visits and assignments.

Course Objectives:

Upon completion of this training employees will be able to:

1. Recall the five terrorist-sponsoring (T-5) countries
2. Recognize the requirements associated with T-5 foreign national visits & assignments, especially the requirement for DOE Secretarial approval.
3. Identify the T-5 approval process
4. Identify four of the sensitive countries
5. Recognize the requirements associated with sensitive country foreign national visits & assignments
6. Identify who can be a host of a sensitive or terrorist-sponsoring country foreign national
7. List the difference between an employee hire and guest process
8. Recall Division responsibilities prior to employees or guests obtaining a badge
9. Identify the required immigration documentation for employees and guests
10. Recall the process for coordinating visa & appointment end dates

Subject Matter Expert: Lorraine Dowling

Web-based Instructional Designer: Brooke Vaughn

Course Instructional Materials: Web-based course and a PDF downloadable version of the course is available within the web-based course.

Performance Criteria: Employees will be asked to demonstrate what they have learned from the web-based training by taking a brief quiz at the end of the course. Employees must pass the quiz with a 80% score to receive course credit.

Web Resource: EH&S Training Program web page @ <http://www.lbl.gov/ehs/html/training.htm>