

U.S. Department of Energy - Oak Ridge Office
Training and Development Group
Training Course Bulletin

Course Name: 1. SAS-101DE Module 1, Security General Technical Base
& Number 2. SAS-101DE Module 2, Introduction to Safeguards and Security

Description: The above online courses fulfill the requirements of DOE-STD-1123-2009, *Safeguards and Security General Technical Base Qualification Standard*, in the Technical Qualification Program (TQP). These online courses are available on the National Training Center (NTC) Learning Management System (LMS). To successfully complete all competency requirements for DOE-STD-1123-2009, employees must successfully complete both courses.

The **SAS-101DE Module 1, Security General Technical Base**, course is comprised of 15 lessons from the safety General Technical Base (GTB) course required for security personnel.

The **SAS-101DE Module 2, Introduction to Safeguards and Security**, course provides an overview of the DOE Safeguards and Security (S&S) Program, S&S training objectives and requirements, the security GTB competencies, and the six S&S program elements:

- Program Planning and Management,
- Personnel Security,
- Physical Protection,
- Protective Force,
- Nuclear Material Control and Accountability, and
- Information Security.

Link to DOE-STD-1123-2009, S&S GTB Qualification Standard
<http://www.hss.doe.gov/nuclearsafety/techstds/docs/standard/doe-std-1123-2009.pdf>

Link to S&S GTB Reference Guide (January 2010)
<http://www.hss.doe.gov/deprep/ftcp/directives/QSR-SafeguardsSecurityGTB.PDF>

Please follow the guidance below to access the NTC LMS and complete the online courses SAS-101DE Module 1, Security General Technical Base, and SAS-101DE Module 2, Introduction to Safeguards and Security.

Reminder – Federal employees must submit an electronic ORO Training Request Form to their supervisor for approval to take training, including online training. To complete an electronic ORO Training Request Form to complete SAS-101DE Module 1 and SAS-101DE Module 2, access the

Training and Development Group (TDG) website at <http://www.ora.gov/tdd/tddreq.htm>. Upon receipt of your emails titled "NOTIFICATION OF APPROVAL TO ATTEND TRAINING" from the ORO Training Center, you may access and complete the courses on the NTC LMS.

NTC LMS access instructions are listed below. Prior to accessing the NTC LMS, you should review the NTC LMS Student Guide, the FAQs, and Registration Info located at <http://ntc.doe.gov/ntclms/>. The NTC LMS Student Guide provides guidance on utilizing every aspect of the LMS and includes screen shots as references.

How to access the SAS-101DE Module 1, Security General Technical Base, and SAS-101DE Module 2:

1. All NTC OLC² accounts were migrated into the new NTC LMS; therefore, your username for the OLC² and the NTC LMS are the same. However, passwords were not migrated from that system. So, before you can log in to the NTC LMS, you will reset the password to your NTC LMS account. Detailed instructions for this process can be found at <http://ntc.doe.gov/helpdocs/> under "[Recovering your password](#)". If you did not have an OLC² account, visit the following sections for information about setting up first time access to the NTC LMS, "[Registering a new NTC account](#)" and "[Requesting access to protected site resources](#)".
2. Once your account password has been reset, login to the NTC LMS at <https://lms.ntc.doe.gov/u/default.aspx>. Sometimes it takes a second or two for the login box to appear.
3. Your Dashboard will appear with a selection menu down the left side. Click *My Courses* to see if the course SAS-101DE Module 1 is already loaded. If not, click *Add Courses or Curricula*. Click on the folder titled *SS-Safeguards & Security*. Click on *SAS-101DE-Module1 Security General Technical Base* and click on the gray *Enroll* box in the lower left hand corner. You will be asked if you want to view the course now; click *Yes* or *Not Now*. Clicking *Yes* at this prompt will take you to the course in the *My Courses* tab. Clicking *Not Now* will return you to the *Add Courses or Curricula* tab. You may access the training at any time by opening the *My Courses* tab, clicking on the *SS-Safeguards and Security* folder, and clicking on the course title. Perform the same steps above to select and complete *SAS-101DE-Module2 Introduction to Safeguards and Security*.
4. Upon completion of each course, click *Transcript* in the menu down the left side, click on the course title, and print a copy of your Certificate of Completion to submit with your TQP completion package as your evidence for completion of the Safeguards and Security General

Technical Base competencies. Also, send a copy of your Certificates of Completion to the ORO Training Center, AD-443.1, for retention in your Training Record.

5. Log off the NTC LMS by clicking the *Log Off* button in the upper right hand corner.

Cost: None

Location: <https://lms.ntc.doe.gov/u/default.aspx>
(It takes a second or two for the login box to appear.)

To register:

Federal employees should access the TDG homepage and forward a completed electronic Training Request Form <http://www.ora.gov/tdd/tddreq.htm>.

For additional information, call the ORO Training Center at (865) 576-1082.

(Bulletin No. 0730-990)

