Attachment 7: Subcontract Training Matrix

Course No.	Time Required	Course Title	Required Yes/No	Required Supervisor Only	Costing Rate

Area Specific Training

Course No.	Time	Course Title	Required	Required	Costing

Attachment 7: Subcontract Training Matrix

	Required		Yes/No	Supervisor Only	Rate

General Comments

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Training No-Show Policy

This Training matrix identifies the LANL training that is required to perform work for this subcontract. LANL offers Site Specific training classes necessary to perform work in all areas at Los Alamos National Laboratory. Most of the training requires a classroom charge/fee which will normally not be incurred by the Subcontractor. However, if the Subcontractor employee is a no-show for the training slot in which he is registered, the Subcontractor will be responsible for the classroom charge/fee for that training session.

Cancellations – If there is a need for cancellation, the Subcontractor must notify the STR immediately. The notice must be given **At Least 24 hours** prior to the scheduled class. You will be notified if the class could not be canceled. If the class cannot be canceled and a substitution is not sent, the Subcontractor will be charged for the applicable classroom charge/fee if any.

Substitutions – Substitutions will be allowed under the following conditions; The Subcontractor must notify the STR as soon as the need for a substitute is identified. The STR will contact the Training Office for notification of the substitution. When the Substitute trainees sign in at the classroom, they must draw a single line through the name of the person they are substituting for and then sign in above that person's name. Under the "Comments" sections of the form write "S#." This will let the instructor know that the trainee is a **Substitute.**

Note: The classroom charges/fees are subject to change without notice. The charge/fee in effect at the time of the class will apply. The cost of these classes will normally run from $15 to $25 per classroom hour per attendee.