Security Toolcart:

<https://www.sandia.gov/security/briefings.html>

This course is designed to increase an individual’s understanding of policies, procedures, and practices for handling and protecting classified matter.

**Required For:**The course is required of all Sandia Q-cleared members of the workforce. By having the Q-clearance, you have the potential to encounter classified. If you have been assigned this course, yet you do not believe such potential exists, work with your Sandia manager to discuss downgrading your clearance.

The course may also be assigned to L-cleared members of the workforce identified by their Sandia Manager who work with classified.

The **SEC301 Classified Matter Training**is available through Sandia’s online TEDS training utility on the internal network. For those without access to the internal network, click the link below. Note: for those accessing the external link below, you must have an account, including a listed email address, in the Sandia HR system in order to receive credit for this course. If you are unsure, contact your training coordinator, OAA, or Sandia manager.

Link to online training: [SEC301, Classified Matter Training](https://www.sandia.gov/security/_assets/documents/SEC301.pdf)