Best Practices from other TSCOs

Know the basics

- Physical security (collateral)

- Types of systems using TS materials (networked, stand-alone)

- Markings and classification management (permanent, derivative, electronic, working notebooks, and other paper-based)

- Available storage type and capacity

- Maintain/Understand SOPs in depth

Know what's in your space

- Understand current conditions of the site such as how much 'paper' there is that can be consolidated (trimmed) to just that 'paper' that is mission essential.

- Be familiar with the different types of materials used (what types of notebooks are used; are there sticky notes attached; how is information entered and affixed).

More Best Practices from other TSCOs

Know how to track inventory

- Enter and assign all TS incoming documents.

- Provide access to all TS materials. Ensure material is hand receipted out to individuals either for temporary or long term holding.

- Understand the pros & cons of, changes to, and issues with inventory procedures (e.g., Systems: ADCS - Accounting Document Control System, SIMS (older)).

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Top Secret Control Officer (TSCO) Roles and Responsibilities Overview

This overview outlines
Top Secret Control Officer (TSCO)
roles and responsibilities required by
policy to assure the protection of National
Security Information.
Both Collateral and SAP requirements will
be covered in this overview.

SAJ0083

Every DOD employee has the responsibility to protect the nation's secrets.

The heads of DOD activities (GPM or CPM) shall designate an activity Top Secret Control Officer (TSCO) and, if needed, a Top Secret Control Assistant (TSCA) to manage and account for Top Secret materials in writing.

The PSO determines if a program requires a TSCO/TSCA.

Your duty as a TSCO is a critically important one, since a lapse in the security afforded to material classified Top Secret could have exceptionally grave consequences for our nation.

Who can be a TSCO/TSCA?

A TSCO/TSCA:

- Must have been the subject of a favorably adjudicated, current background investigation
- Must have Top Secret access
- Shall report directly to the activity security manager (PSO for DOD Programs)

Responsibilities

Top Secret Control Officer (TSCO)

- Properly account for all TS material
- Control each Top Secret document generated, received, transmitted, or distributed by the agency from inception to disposition.
- Conduct an annual 100% inventory
- Thoroughly document/review associated SOPs

Alternate TSCO (ATSCO) or (TSCA)

- Ensure TS material is appropriately marked and controlled
- Submit results of annual inventory to TSCO

Responsibilities (Cont.)

Protect and Account for…

Protect:

- Paper documents
- Working papers
- Disk drives
- Removable computer media

Account for:

- Receipt
- Reproduction
- Transfer
- Transmission
- Downgrading
- Declassification

Provide and Administrate:

Provide:

- Guidance
- Direction
- Coordination
- Oversight

Administrate:

Elements of INFOSEC program to ensure:
- Effectiveness
- Efficiency
- Coordination

Top Secret and SCI or SAP

Within the facility:

For Collateral Top Secret information maintained in a SCIF or SAPF:

- Provide necessary receipts to the organization supplying the materials.
- Handle in the same manner as SCI and SAP materials.

Removal/Re-entry:

Collateral Top Secret material taken out of a SCIF or SAPF shall be reentered into the registry system for accountability as needed or as necessary.

Inventories

Conduct annual 100 % inventory of accountable SAP material:

- At least every 12 months
- Conducted by visual inspection of all items of accountable SAP material and verification of pertinent information and page count for TS SAP held within the SAPF
- Documented by the TSCO and a second disinterested individual and made available during security compliance inspections
- Discrepancies will be reported immediately to the PSO

Circumstances warranting inventory

- Change of ATSCO/TSCO/TSCP/TSCA
- 100% TSCO annual inventory
- TSCA inventory of assigned space
- Missing or suspected loss of an accountable item

Those with large volumes of classified documents:

- May limit their annual inventory to access that has been given in the past 12 months, and
- 10 % of the remaining inventory