

# 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 or at least be aware of activity SOPs.

## KNOW WHAT'S IN YOUR SPACE

- Understand current conditions of the site such as how much 'paper' can be consolidated (trimmed) to only 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 sub-custody out to individuals either for temporary or long term holding.
- Understand the pros & cons of, changes to, and issues with their system of inventory. (e.g. Systems: ADCS - Accounting Document Control System, SIMS (older)).

# TOP SECRET CONTROL OFFICER (TSCO)

## ROLES AND RESPONSIBILITIES OVERVIEW



**DEFENSE SECURITY SERVICE**  
CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE

938 Elkridge Landing Road  
Linthicum, MD 21090

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.

## 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:

- Must have been the subject of a favorably adjudicated, current background investigation, and
- Must have Top Secret access
- Shall report directly to the activity security manager

### RESPONSIBILITIES

#### TSCO:

- Properly account for and
- 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 required.

### 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 TSCO/TSCA
- 100% TSCO annual inventory
- TSCO 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

