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

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