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AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND
INSTRUCTION 16-1404**



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Operations

TOP SECRET CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 16-1404, *Air Force Information Security Program*, Executive Order 13526: *Classified National Security Information*; DoDM 5200.01 Volume 1, DoD Information Security Program: *Overview, Classification, and Declassification*; DoDM 5200.01 Volume 2, DoD Information Security Program: *Markings of Classified Information*; DoDM 5200.01 Volume 3, DoD Information Security Program: *Protection of Classified Information*. This instruction applies to all HQ Air Mobility Command (AMC), AMC Bases, and AMC Units within AMC which contain a Top Secret Control Account (TSCA) and is designed to help manage the organization's TSCA. This publication applies to Air Force Reserve Command (AFRC) units that are tenants on Air Mobility Command (AMC) installations and to the Air National Guard (ANG) only upon mobilization. This publication may be supplemented at any level. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional chain of command. Submit improvements to HQ AMC/IP, 507 Symington Dr. Suite 231, Scott AFB IL 62225-5307, DSN 576-4955/ Commercial 618-256-4955. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

Deviations from the procedures outlined in aforementioned implemented publications should be crosschecked against the original source documents to assure compliance with policy and Federal law. This supplement is intended to be localized and used to help focus on critical aspects of properly safeguarding Top Secret information. The security of Top Secret material is paramount to national security. Strict compliance with Top Secret control procedures takes precedence over administrative convenience. Every individual who originates or handles Top Secret material must contribute to its safeguarding. This rewrite of AMCI 16-1404 is in response to the deletion of the AF Form 1565 and creation of the AMC Form 1565, *Entry, Receipt, and Destruction Certificate*. As a result, the AMC Form 1565 has been prescribed and mandated to be used by this instruction. Furthermore, section 4.2. has been changed significantly and should be reviewed in its entirety.

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Chapter 1

INTRODUCTION

1.1. General. The security of Top Secret material is paramount. Units maintaining Top Secret material will establish a Top Secret Control Account (TSCA) IAW DoDM 5200.01 Volume 1 and AFI 16-1404, *Air Force Information Security Program*. This chapter contains policies which AMC and AMC-gained units will use to maintain their Top Secret account. When collateral Top Secret information/material is stored in Special Access Programs (SAP) facilities, DoDM 5205.07, Volume 1, DoD Special Access Program (SAP) Security Manual guidance will be followed. When collateral Top Secret information/material is stored in Sensitive Compartmented Information (SCI) Facilities (SCIF) DoDM 5105.21 Volume 1, *Sensitive Compartmented Information (SCI) Administration Security Manual: Administration of Information and Information Systems Security*, guidance will be followed. Security managers may impose more restrictive requirements for maintaining the TSCA. Top Secret control procedures takes precedence over administrative convenience. Each individual cleared for access to Top Secret material is responsible for properly safeguarding such material and must ensure further disclosure is made only on the basis of a proper clearance and a verified need-to-know.

1.1.1. Top Secret material is any document (i.e., book, sheet(s) of paper), received message (i.e., SCAMP, SACCS, AMHS), magnetic storage device/media (i.e., hard drive (mobile and fixed SCAMP and ACCS/SDT), floppy disk, CD), etc. that contains Top Secret information.

1.1.2. All Top Secret material will be controlled under the TSCA upon receipt, regardless of how long they will be maintained.

1.1.3. Top Secret information shall be retained only to the extent necessary to satisfy mission requirements

1.2. Top Secret Control Officer (TSCO) Responsibilities. Directors/Commanders will appoint, in writing, a TSCO and one or more alternates to accomplish all matters affecting accountability and control of Top Secret material. **(T-2)**

1.2.1. The TSCO and alternates are responsible for receiving, dispatching, and maintaining accountability of all Top Secret documents. Individuals shall be selected on the basis of experience and reliability and all must have Top Secret security clearances. See **Attachment 2**, Top Secret Control Account Instructions Checklist. Units may modify this checklist by adding steps as they see fit. **(T-2)**

1.2.2. The TSCO appointment letter will include the name, grade, DOD ID, and security clearance level of the appointed individuals. Social Security Numbers are optional and if included, must be protected. **(T-2)**

1.2.3. The Top Secret Control Officer (Primary and Alternate(s)):

1.2.3.1. Controls Top Secret material for the activity. **(T-2)**

1.2.3.2. Through the security manager, ensures all personnel granted Top Secret clearances are properly briefed prior to having access to Top Secret material.

1.2.3.3. Through the security manager, ensures any person cleared for Top Secret access is debriefed when the clearance is administratively downgraded or upon termination.

1.2.3.4. Coordinates with the unit commander for all Top Secret meetings. (T-3)

1.2.3.5. Ensures only Top Secret material which is authorized to be reproduced is done so at a minimum and accounted for by completion of the AF Form 143, *Top Secret Register Page*, for each copied document.

1.2.3.6. Obtains, from the project officer, approval to acquire Top Secret documents, and prepares the requests for this material.

1.2.3.7. Obtains approval for external transmittals of Top Secret material.

1.2.3.8. Ensures the TSCO appointing authority and project officer periodically review the Top Secret documents, verify the continued need to possess the documents for mission accomplishment. Note: Unit commanders must close Top Secret accounts when no longer required or after 12 months of no receipt, generation or storage of material. The TSCO forwards written notices of account closures to the Information Protection Office (IPO). (T-2)

1.3. Top Secret Original Classification Authorities (OCAs). Top Secret OCAs make the decision to classify certain information at the Top Secret level. Contact your local Information Protection Office for the most current listing.

Chapter 2

TOP SECRET CONTROL AND HANDLING

2.1. Control Measures. DoDM 5200.01 Volumes 1-3 require the AF to establish a system of control measures that ensure access to classified information is limited to authorized persons. The control measures must be appropriate to the environment in which the access occurs and the nature and volume of the information. The system must include technical, physical, and personnel control measures. While we have physical and personnel control measures in place, administrative control measures including records of internal distribution, access, generation, inventory, reproduction, and disposition are required.

2.2. Top Secret Classification. All Top Secret material will be controlled under the TSCA upon receipt, regardless of how long they will be maintained. Top Secret classification is applied to information that, if disclosed to unauthorized persons, could reasonably be expected to cause exceptionally grave damage to our national security. Examples of exceptionally grave damage include:

- 2.2.1. Armed hostilities against the U.S. or its allies.
- 2.2.2. Disruption of foreign relations vitally affecting the national security.
- 2.2.3. Compromise of vital national defense plans or complex cryptology and communications intelligence systems.
- 2.2.4. Revelation of sensitive intelligence operations.
- 2.2.5. Disclosure of scientific or technological developments vital to nation security.

2.3. Safekeeping and Storage. Assure that appropriate storage capability exists before accepting Top Secret material. Top Secret material must be stored in a GSA-approved storage container or Class A vault, or vault-type room that satisfies the standards outlined in DoDM 5200.01 Volumes 1-3. At a minimum, Top Secret information will be secured in accordance with DoDM 5200.01 Volumes 1-3 and AFI 16-1404.

- 2.3.1. Top Secret information must be properly stored. Examples include:
 - 2.3.1.1. A vault or secure room, with a GSA-approved door, built IAW DoDM 5200.01, Volume 3, Appendix to Enclosure 3.
 - 2.3.1.2. A GSA approved security container for the storage of classified material.
- 2.3.2. Four forms are associated with storage containers for Top Secret material. The Optional Form (OF) 89, *Maintenance Record for Security Containers/Vault Doors*, is used to record the maintenance or repair of security containers or vaults while the Standard Form (SF) 700, *Security Container Information*, identifies personnel to be notified in the event a security container or vault is found unsecured, Standard Form (SF) 702, *Security Container Check Sheet*, and Standard Form (SF) 701, *Activity Security Checklist*.
 - 2.3.2.1. OF 89 is posted in the security container or on the vault door. The form provides a historical maintenance record for each container. Only repairs, alterations or modifications completed by GSA certified locksmiths/technicians or appropriately trained security container custodian are entered on the OF 89. Combination changes and

visual/operational inspections are not entered on this form. The form remains with the container throughout its lifetime. When filled, add new record over the old one.

2.3.2.2. SF 700 has two parts.

2.3.2.2.1. Part 1 is completed and is attached to the inside of the vault door or security container's locking drawer. If the security container has multiple locking drawers, a SF 700 is attached inside each drawer. Additional information needed on the form is self-explanatory and is outlined in the upper left hand corner of the form.

2.3.2.2.2. Part 2 is in two parts. Part 2 is a carbon copy of Part 1 and is a self-sealing envelope. Part 2a is detachable and contains the combination for a specific container. It is inserted and secured in the envelope supplied as Part 2. Part 2a (with the combination) and the Part 2a envelope are marked and controlled at the highest level of material stored in the container. If used, the envelope containing Part 2a has an AF Form 143 attached for control, and is stored in another approved GSA security container storing Top Secret information. All attempts will be made to store the Part 2 in another container authorized to store Top Secret material. If there is no other container authorized for storage of Top Secret material, the combination is NOT recorded and stored. If the combination is not recorded, simply discard Parts 2 and 2A and post Part 1. Part 2 is opened when the commander specifically determines that it is necessary for emergencies or in the event the combination cannot be remembered

Chapter 3

TOP SECRET CONTROL AND MANAGEMENT

3.1. Top Secret Records Management. All Top Secret records will be maintained IAW AFRIMS.

3.2. Top Secret Control Account. The unit commander establishes a TSCA in an office or area whenever Top Secret information is routinely originated, stored, received or dispatched. The TSCA is established by written memorandum addressed to the IPO. Officials are appointed to manage the TSCA when it is established. **Attachment 4** is an example of how to write a TSCA establishment memorandum and appoint management officials in one piece of correspondence. The TSCA should be closed as soon as it is no longer needed or after 12 months of no receipt, generation or storage of material. (T-2) See **Chapter 12** for requirements and procedures.

3.2.1. The unit commander (also known as the Appointing Authority) appoints, in writing, a primary TSCO and at least one alternate TSCO; or more than one depending on the volume of Top Secret material maintained. The appointments are required as soon as the TSCA is established. A new appointment memorandum is required whenever the Appointing Authority or TSCO changes occur.

3.2.2. Appointments are based on appropriate personnel security investigations, proper clearance and access authorizations, training, and experience. Both primary and alternate TSCOs appointments are limited to U.S. Government personnel, civilian or military, and should work directly with the Top Secret material. The security manager should not serve as the primary TSCO. For operational necessity, during irregular or non-duty hours, TSCO appointing authorities may designate, in writing, additionally cleared personnel to work with the TSCO and to pick up Top Secret messages from the Telecommunications Center. These people are briefed by the TSCO concerning proper storage requirements and handling procedures.

3.3. TSCA Binder. Each TSCO maintains specific records to manage the TSCA. These records are maintained separate from the actual Top Secret material. Top Secret Officers will maintain an unclassified TSCA binder divided into 5 Parts; each part containing the following information: (T-2)

3.3.1. Part 1 – TSCO Appointment Letter. Copy of TSCO appointments kept current as changes occur. Copy of TSCA establishment memorandum retained for the life of the TSCA.

3.3.2. Part 2 – Current/Active Top Secret Control Log/Register.

3.3.3. Part 3 – Active AF Form 143s and AMC Form 1565, *Entry, Receipt, and Destruction Certificate* (current year only).

3.3.3.1. Maintain in this section the AF Form 143s only for the current/active TS material. If material is destroyed or returned to originator, attach AF Form 144, *Top Secret Access Record and Cover Sheet*, to the AF Form 143 and file in part 4 of the binder.

3.3.3.2. Attach AMC Form 1565 to the AF Form 143 to which a change has been made. The AMC Form 1565 must have section II and IV (as a minimum) filled out prior to being attached to the AF Form 143.

3.3.4. Part 4 – Inactive AF Form 143s and AF Form 144s (current year only). Maintain the AF Form 143s and AF Form 144s of material destroyed (current year only) in this part of the binder and retained for a period of 5 years following action taken to make page inactive. Form shows action taken to close or transfer accountability of particular Top Secret material.

3.3.5. Part 5 – Results from audits/inventories. Retain results for five years.

3.4. Top Secret Register/Log.

3.4.1. Retain the Current/Active Top Secret Control Log/Register in Part 2 of the TSCA binder. It may be created using a locally developed form. See [Attachment 3](#), Top Secret Control Log/Register Example. The following are the minimum requirements that must be documented on the register: **(T-2)**

3.4.1.1. Register Page Number from the AF Form 143, *Top Secret Register Page*, Block Number 14.

3.4.1.2. Subject of material (unclassified).

3.4.1.3. Date material was initially received into the TSCA.

3.4.1.4. Originating Control Number (OCN).

3.4.1.5. Number of copies received.

3.4.1.6. Copy number(s).

3.4.1.7. Location of material. Use this column to show the location of the material.

3.4.1.8. Disposition. If you destroy the document, mark this column with “Destroyed YYYYMMDD”. If it is returned to the originator, mark this column with “Returned to xxx”. If you are re-controlling to next year, mark this column with “Re-controlled to xxxxx (register number)” on the old Register/Log.

3.4.2. Mark the last page of each register with: “This page (# __ of # __) is the last page of the Top Secret register for calendar year 20__.”

3.4.3. The following documentation is required to be maintained. It may be maintained in the TSCA binder (space permitting), a separate binder, or in the file plan. C2 Managers will determine the best location to maintain the following historical documentation: **(T-2)**

3.4.3.1. All AF Form 143s from previous five years.

3.4.3.2. All AF Form 144s from previous five years.

3.4.3.3. All audit results from previous five years.

Chapter 4

TOP SECRET FORMS MANAGEMENT

4.1. Forms Used in Top Secret Document Management. Top Secret material is accounted for throughout its lifetime, from the time it is created until it is downgraded, declassified or destroyed. Actions associated with establishing accountability, whether by original creation or its transfer from another source, are documented using specific forms.

4.1.1. As soon as Top Secret material is created or received, a new audit trail begins by completing the following two actions.

4.1.1.1. Accountability is established by creating an AF Form 143, *Top Secret Register Page*.

4.1.1.2. A Top Secret disclosure record is established by creating an AF Form 144, *Top Secret Access Record and Cover Sheet*.

4.1.2. A receipt must accompany each separate piece of Top Secret material entering or leaving the TSCA. Air Force organizations normally use AF Form 310, *Document Receipt and Destruction Certificate*, to document receipt of a whole document and AMC Form 1565, *Entry, Receipt and Destruction Certificate*, to document receipt of changes. However, receipts used by other branches of the service, other Government agencies and civilian companies are acceptable as long as they adequately describe the material. If a discrepancy between the material description on the receipt and the actual material received is found, the difference is resolved and/or annotated on the receipt prior to signing it and returning it to the sender. When the form is signed and mailed/faxed back to the sender, the sender's audit trail for that material is closed.

4.2. AF Form 144, *Top Secret Access Record and Cover Sheet*. Access to specific Top Secret information is documented using the AF Form 144, *Top Secret Access Record and Cover Sheet*.

4.2.1. The TSCO prepares a separate form for each copy of the Top Secret document created or received and attaches the forms to the applicable Top Secret material. The TSCO uses the form as a documentation record of all persons given access to particular Top Secret material. It provides a record of the name of the individual accessing the material and on what date they had access to it. The AF Form 144 is kept with each document at all times and removed only when the document is destroyed, downgraded or declassified.

4.2.2. All individuals who accessed the Top Secret information will be identified/annotated on the AF Form 144, a person's name must appear only once, regardless of the number of times the individual accesses the information.

4.2.3. When a form becomes filed with names, a second page is prepared and added on top of the previous one.

4.2.4. The forms are then filed, by calendar year and register page number, in the inactive section of the Top Secret Control Log or a period of five years.

4.2.5. How to Prepare an AF Form 144.

4.2.5.1. Name and Grade – Write the first name, last name, and grade of the individual having access.

- 4.2.5.2. Office Symbol and Phone Number – Self-explanatory.
- 4.2.5.3. Date - Write the date the individual had access.
- 4.2.5.4. Originator of TS document - Write the name of the originator of the document. This information will be found on the Top Secret material. If your CP created the Top Secret material, then enter your organization and function address symbol in this block.
- 4.2.5.5. Originator Control Number (OCN) – Write the OCN number. This number will be found on the Top Secret material. If your organization created the Top Secret material, then enter the initial Register/Log number from when you first controlled the material in your TSCA account. Once an OCN is assigned to a document, it will never change.
- 4.2.5.6. Register Page Number - Write the current register page number. This number will change every year as the TSCA is re-controlled IAW **Chapter 7**.
- 4.2.5.7. Date Accountability Terminated - Write the date material was permanently removed from the TSCA account (destruction or accountability transferred).
- 4.2.5.8. Remarks - This section is used to reflect:
 - 4.2.5.8.1. An unclassified title.
 - 4.2.5.8.2. Special Access Program identifiers, e.g., NC2-ESI, Controlled Nuclear Weapon Design Information (CNWDI), National Atlantic Treaty Organization (NATO), etc.
 - 4.2.5.8.3. Warning notices, e.g., NOFORN, Restricted Data (RD), etc.
 - 4.2.5.8.4. Copy number, if applicable.

4.3. AF Form 143, *Top Secret Register Page*. The TSCO uses the AF Form 143 to account for each document, including page changes and inserts, and each piece of material or equipment to include Automated Information System (AIS) media. The TSCO may automate their accounts as long as all of the required information is included in the AIS and is available to each alternate TSCO.

- 4.3.1. The TSCO uses one form to enter accountability when multiple copies of one document are received. Each copy on the form is managed as a separate entity.
- 4.3.2. For AIS or digital media, the TSCO must either describe each Top Secret document stored on the media on the AF Form 143 or attach a list of the documents to it. This will facilitate a damage assessment if the media is lost or stolen.
- 4.3.3. Prepare an AF Form 143 for each CD-ROM containing Top Secret material. The disk or diskette is controlled as a separate document as long as it exists unless it has been declassified IAW DoDM 5200.01 Volumes 1-3 and AFI 16-1404.
- 4.3.4. Retain the AF Form 143 for the CD-ROM in an active status until the disk or diskette is destroyed or declassified.
- 4.3.5. When preparing transmission receipts and destruction certificates for classified AIS storage media, describe the storage media as a single document instead of listing individual documents stored within the media.

4.3.6. If a “hard” copy of a Top Secret document is printed from the CD-ROM, it should follow the same accountability procedures as a newly created Top Secret document. Immediately place it into active accountability on AF Form 143, and assign an OCN from the TSCA. Control each additional printed hard copy using the above procedures and assign the next sequential number as the copy number (i.e.; copy 2, 3, etc.).

4.3.7. An AF Form 143 is not required in the following situations:

4.3.7.1. The TSCO in a telecommunications facility does not use the form to account for transitory message kept for less than 30 days. Instead, a message delivery register or other similar record is kept.

4.3.7.2. The TSCO does not use the form as a receipt for information received from or delivered to the Defense Courier Service (DCS). DCS receipts suffice for accountability purposed in these cases.

4.3.7.3. Register pages, consecutively numbered and filed in numeric order, make up a Top Secret Register. The register is maintained by calendar year and includes the active and inactive section. The active section contains register pages for documents still in the TSCA. The inactive section contains register pages for documents that have been transferred, destroyed, downgraded or declassified. Forms in the inactive section are grouped in numeric order by calendar year and are retained for 5 years.

4.3.8. How to Prepare an AF Form 143.

4.3.8.1. Block 1 - Use the guidance provided on the form. Fill in all available information. If you are originating the document or just received the equipment, the OCN number will be your first Register/Log number. If the document is a TS message include the message time (DTG). When the subject or title is classified, use an unclassified short title. Transcribe the information exactly as it appears on the front of the document. Make sure it includes the OPR, type of document, date of document, the unclassified title, originator control number, copy number and date the document was received. The originator control number consists of the calendar year, office symbol and consecutive number assigned to the Top Secret documents or material produced by the originator during the calendar year, e.g., 15-A3N-01, 15-A3N-02 and so on. These numbers are used to sequentially number all TOP SECRET material created in a TSCA by an Original Classification Authority (OCA) or by derivative classification. The originator of the information assigns this number and places it on the face of the document or material. The OCA or TSCO maintains a system to identify the originator control numbers previously used on documents; however, no set procedure is mandated.

4.3.8.2. Blocks 2-8 - Use this part to account for Top Secret changes to the basic document. Include in Block 2, the date the change was received. A separate AF Form 143 is not required in these cases. If there are more than 4 changes to be added to this section a new AF Form 143 will need to be created using the same Register/Log number with an Alpha character added on the end (i.e., the subsequent to YY-A3N-25 would be YY-A3N-25A).

4.3.8.2.1. Enter Secret, Confidential, and Unclassified changes as a means for knowing the complete status of the basic document.

- 4.3.8.2.2. When a certificate of destruction is required, annotate the destruction of superseded classified pages to the basic document on the accompanying AMC Form 1565, AF Form 143, or AF Form 310 by identifying each page being destroyed. File records of destruction for Top Secret material.
- 4.3.8.3. Block 9 - Self-explanatory. Each copy of a Top Secret Document must have a copy number in a separate Block 9. For items which have more than one copy listed on the same form, annotate the copy number in this block. For multiple identical items (i.e. printer ribbons, etc.) listed on the same form, annotate the item serial number in this block.
- 4.3.8.4. Block 10 - Organization and functional address symbol of whom accountability is transferred to.
- 4.3.8.5. Block 11 - Date of the action.
- 4.3.8.6. Blocks 12a / 13a - The person receiving the document, because of accountability being transferred on the same installation, completes the signature block. In cases when material is sent off the installation, enter the statement "See Attached Receipt" in this block and file the signed return receipt behind the register page.
- 4.3.8.7. Blocks 12b / 13b - These blocks are used when the TSCO retains accountability of the document, but has temporarily given it to another TSCO on the same installation because of action, review, or coordination requirements. The controlling TSCO prescribes suspense dates when the document will be returned.
- 4.3.8.8. Block 12c /13c - The TSCO receiving the document back after action, review, or coordination requirement completes the signature block.
- 4.3.8.9. Blocks 12d /12e & 13d /13e - Two appropriately cleared persons must witness the destruction of Top Secret material or its committal to a central destruction facility. A signature is required in one of these blocks when document is destroyed or committed to central destruction facility and the witness signature in block 13f. When a central destruction facility is used, enter within block 13e the calendar date and serial number assigned to the bag containing the document being destroyed.
- 4.3.8.10. Blocks 12f /13f - Signature of destruction witness (write in the word "Witness"). It is also used to specify other transactions affecting the document or register page. This includes comments such as date and authority of any downgrading or declassification action.
- 4.3.8.11. Blocks 12g/13g - Signed by the Top Secret inventory official completing the action. Do not use this block to show "inventory" during annual inventory (inventoried material will be reflected on the Inventory Report, see [Chapter 9](#)).
- 4.3.8.12. Block 14 - Register page number. The TSCO constructs a register page number consisting of the last two digits of the current calendar year, the TSCA three-letter functional address symbol and the page number assigned consecutively, e.g. 15-A3N-01. This number provides a system to assist in the documentation of an audit trail.
- 4.3.8.13. Block 15 - Register page number the document was re-controlled from.

4.3.8.14. Block 16 - Pages that have only active entries being re-controlled to a new page, use this block. Reflects the new register page to which the documents are being carried forward to the next calendar year. When additional space is needed to establish accountability of more than six copies of a document, the TSCO creates a continuation page, an additional AF Form 143, and adds an alphabetical character, beginning with A, B, C, etc., to the original register page number, e.g. 15-CP-01A.

4.4. AF Form 310, *Document Receipt and Destruction Certificate*. This form is used to transfer Top Secret material off the installation. Two copies of the form are placed inside the inner wrapper of the outgoing package; one is sent with a facsimile transmission.

4.4.1. How to Prepare an AF Form 310, *Document Receipt and Destruction Certificate*.

4.4.1.1. The sending TSCO completes blocks 1-6 on the AF Form 310 as follows:

4.4.1.1.1. Block 1 – The complete address of the receiving TSCA.

4.4.1.1.2. Block 2 – The complete address of the sending TSCA.

4.4.1.1.3. Block 3 – Number assigned from the container log for the current year. Numbers are maintained in consecutive order by calendar year and consist of Two-Digit for Current Calendar Year, Three-letter Office Symbol followed by Two-Digit Consecutive Numbers (15-A3N-01).

4.4.1.1.4. Block 4 – Date material is dispatched. Do not hold material beyond this date because that date determines the suspense date the receipt is due back to the sender (30 days in the US and 45 days outside the US).

4.4.1.1.5. Block 5 – A complete description of the material using the instructions on the form.

4.4.1.1.6. Block 6 – The date the receipt is due back to the sending TSCO from the receiving TSCO.

4.4.1.2. The receiving TSCO completes the following actions:

4.4.1.2.1. Blocks 7-9 – Self-explanatory to document receipt of the Top Secret material.

4.4.1.2.2. Promptly returns one copy of the form to the sending TSCO so it will arrive on or before the date recorded in Block 6.

4.5. AMC Form 1565, *Entry, Receipt and Destruction Certificate*. AMC Form 1565 is used to document various actions associated with changes to Top Secret documents and completed by the receiving TSCO. The form serves to document receiving page changes, to document page replacement and to document destruction of the removed pages, etc.

4.5.1. How to Prepare an AMC Form 1565.

4.5.1.1. Block 1 - For Top Secret, enter the AF Form 143 register page number to control the change or amendment.

4.5.1.2. Blocks 2, 3 & 4 - Self-explanatory.

- 4.5.1.3. Block 5 - Description of the basic document using the guidance on the form. When the subject or title is classified, use an unclassified short title. Include the OCN if the basic document is a Top Secret document.
- 4.5.1.4. Block 6 - Description of the amendment or change using the guidance on the form. Include the OCN for Top Secret material. For multiple addressees, show the copy number next to the address element on the distribution listing.
- 4.5.1.5. Blocks 7, 8 & 9 - Self-explanatory.
- 4.5.1.6. Block 10 - Place an "X" when a receipt must be returned to the originator, otherwise leave blank.
- 4.5.1.7. Block 11 - Place an "X" when a receipt is required for superseded material returned to another office for destruction; otherwise, leave blank.
- 4.5.1.8. Blocks 12, 13 & 14 - Self-explanatory.
- 4.5.1.9. Block 15 - Enter the highest classification level of the material.
- 4.5.1.10. Block 16 - Enter the copy number of the basic document that the page changes were inserted into, otherwise leave blank. Place an "X" in only one block to show if there were any discrepancies.
- 4.5.1.11. Blocks 17 thru 19 - Self-explanatory.
- 4.5.1.12. Block 20 - Enter the highest classification level of the pages removed.
- 4.5.1.13. Block 21 - Place an "X" in only one block to show method of destruction.
- 4.5.1.14. Blocks 22 thru 24 - Self-explanatory.
- 4.5.1.15. Block 25 - When using a central destruction facility, write in the date and burn bag or container number.
- 4.5.1.16. Blocks 26 & 27 - Self-explanatory.

Chapter 5

RECEIVING TOP SECRET MATERIAL

5.1. Adding Top Secret material/documents to the TSCA.

5.1.1. The TSCO will add the TS material to the control log/register, assign a register page number, and create an AF Form 143 and an AF Form 144 (See [Chapter 4](#) for how to complete these forms).

5.1.2. All Top Secret messages will be controlled under the TSCA upon receipt, regardless of how long they will be maintained.

5.2. How to add Top Secret material/documents to the TSCA.

5.2.1. Step 1 - Upon receiving a Top Secret document, the TSCO must ensure an AF Form 144 is attached to the front of the document. The Form 144 will only be created the first time the material is entered into the TSCA. See [Chapter 4](#) for instructions for creating an AF Form 144.

5.2.1.1. TSCO Name, grade, office symbol, phone number, and date of access will be indicated on the form. The TSCO will ensure all other persons who have access to the document are indicated on the form.

5.2.1.2. Should be printed or typed rather than signed. Names only need to appear once, regardless of the number of times a person has access to the document.

5.2.1.3. The Originator of the Document, Originating Control Number (OCN), and Register Page Number in the respective blocks of the form.

5.2.1.4. Enter the unclassified subject title and any Special Access program identifiers (i.e., NC2-ESI, Category C, or NATO) in the Remarks section of the form.

5.2.2. Step 2 - Page check the document to ensure that no pages are missing and the document is intact. Immediately notify the originator of any discrepancies. Fill out the Page Check page in the document (if applicable).

5.2.3. Step 3 - Sign and return the receipt (normally AMC Form 1565) promptly to avoid tracer action. Annotate any discrepancies on the receipt.

5.2.4. Step 4 - Assign the next number available from the current/active Top Secret Control Log/Register and complete an AF Form 143 for the document.

5.2.5. Step 5 - Write the register control number (RCN) and originating control number (OCN) on the front page of the TS document or equipment.

5.2.6. Step 6 - File the Top Secret register page in numerical order in the Current/Active section of the TSCA binder.

Chapter 6

POSTING CHANGES TO TS MATERIAL

6.1. Changes to Top Secret Material. Changes to Top Secret material can be received via an Interim Change/Interim Message Change (IC/IMC) or Change (CH). They are normally received via classified courier service or via an automated message source (Joint Worldwide Intelligence Communications System, JWICS).

6.2. Posting an Interim Message Change (IMC). IMCs are normally classified Secret or lower. If an IMC is received that is Top Secret, it does NOT get controlled or added to the TSCA as a separate document. It gets added to Section II of the Form 143 of the basic document (i.e., IMC 2/1 to Volume 1 gets added to the Form 143 for Volume 1).

6.2.1. Step 1 - If required, acknowledge receipt of the IC/IMC.

6.2.2. Step 2 - Post the IMC to the basic document using pen only. Annotate the IMC number in the outer edge of the basic document adjacent to the posted change.

6.2.3. Step 3 - After all changes are made to the basic document, annotate on the IMC "Posted on (date) by ___ (initials of individual that posted the IMC)."

6.2.4. Step 4 - Document posting of the IC/IMC on the Record of Changes page in the front of the basic document (some documents do not contain this page).

6.2.5. Step 5 - Record the change in Section II of the AF Form 143 of the basic document. Put the change number and the date the change was received in Column 2 (Change No.) of Section II.

6.3. Posting a Change (CH). A change to a Top Secret document is normally received with an accompanying AMC Form 1565, which requires TS pages to be removed from the original document and destroyed and replaced with the new changed page(s). The change material does not get controlled or added to the TSCA as a separate document. It gets added to Section II of the Form 143 of the basic document (i.e., CH1 to Volume 1 gets added to the Volume 1 Form 143).

6.3.1. Step 1 - Upon receipt of the material, the TSCO will complete Section II of the AMC Form 1565 (Certificate of Receipt) and send a copy of the form to the originator (usually via fax) to show proof of receipt.

6.3.2. Step 2 - Remove the pages indicated in Section I, Column 8 of the AMC Form 1565 and replace with new pages indicated in Section 1, Column 9. After pages have been replaced, complete section III of the AMC Form 1565 and place a copy of the AMC Form 1565 with the basic document.

6.3.3. Step 3 - Destroy the removed pages with another witnessing official that has a Top Secret clearance. After removed pages have been destroyed, complete Section IV of the AMC Form 1565 and attach it to the AF Form 143 that matches up to the basic document. This is your proof of destruction of all removed TS pages and must be kept with the Current/Active Form 143 of the basic document and maintained for 5 years after destruction of the basic document.

6.3.4. Step 4 - Document posting of the Change on the “Record of Changes” page in the front of the basic document (if document has one).

6.3.5. Step 5 - Record the change in Section II of the AF Form 143 (*Record of Document Changes*) of the basic document. Put the change number and the date the change was received in Column 2 (Change No.) of Section.

Chapter 7

RE-CONTROLLING TOP SECRET

7.1. Accountability. AMC prescribes annual re-controlling of Top Secret information. This chapter provides procedures used to close register pages at the end of the calendar year and carry forward to the new year only those register pages needed to document the active material in the TSCA. This procedure is known as “Re-controlling” register pages.

7.1.1. Re-controlling allows the TSCO to close all the register pages, especially those that contain active and inactive entries, and move them to the inactive section of the Top Secret Control Log at the end of each calendar year. The procedure provides a method for reducing the number of register pages because it allows the TSCO to start the year with accountability records for only active material in the TSCA.

7.1.2. All material must be re-controlled annually, during the month of January. Active Top Secret Control Register/Log entries are re-controlled to a current year Register/Log as soon as possible after 1 January of each year, but not to exceed 30 January.

7.2. How to Re-Control Register Pages.

7.2.1. Step 1 - Remove the AF Form 143s and AF Form 144s (inactive current year) from part four of the TSCA binder.

7.2.2. Step 2 - Create a new Register/Log for all active material. List all new material IAW [Chapter 2](#).

7.2.3. Step 3 - Assign a new register number to all active material.

7.2.4. Step 4 - In the disposition column of the previous year register, annotate the words “Re-controlled to (the new register number)” for all active material listed on the new register.

7.2.5. Step 5 - Create new AF Form 143s for all active material.

7.2.5.1. In block 14, enter the new register number from the register page.

7.2.5.2. In block 15, enter the old register number from the previous year.

7.2.6. Step 6 - On the AF Form 143s from the previous year, in block 16, enter the new register number that the document is being re-controlled to.

7.2.7. Step 7 - On the last AF Form 143 from the previous year, annotate in block 1 or at the bottom of the form: “This page (register number xxxxx) is the last page of the Top Secret register for calendar year 20xx”.

7.2.8. Step 8 – Re-file the previous year’s Register/Log, AF Form 143s, and AF Form 144s to the appropriate part of the TSCA binder IAW [Chapter 3](#).

7.2.9. Step 9 - On the front of the Top Secret document, cross out the old register number and write in the new register number that the document is being controlled to.

7.2.10. Step 10 - On the document’s existing AF Form 144, cross out the old register number and write in the new register number that the document is being controlled to.

7.3. Documenting Re-controlling to New Year from Old Year. To close a register page that contains active and inactive entries, transfer the active entries to a new register page for the new calendar year. Carry forward to the new register page all the information recorded in Sections I and II and all active items remaining in Section III. Complete the following actions:

7.3.1. Transfer to a new page all information concerning each remaining active entry. Do not change any information or copy numbers during this transfer.

7.3.2. On each newly created register page, assign a number for the new calendar year in Item 14 and record the number of the old register page. Remember to number pages consecutively.

7.3.3. Record the register page number of the new page in Item 16 on the old page and move the old page to the inactive section in the Top Secret Control Log. Repeat this operation until all current year active pages are closed and re-controlled to the coming year. A sample is provided in [Figure 7.1](#). below.

Figure 7.1. AF FORM 143 19820901, V1 PREVIOUS EDITION WILL BE USED

14. REGISTER PAGE NO. 15-ZZ-01	15. RECONTROLLED FROM REGISTER PAGE NO. 14-ZZ-03	16. RECONTROLLED TO REGISTER PAGE NO. -
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7.4. Documenting Re-controlling to New Year.

7.4.1. Add the closed pages to any others that were closed and moved to the inactive section of the Top Secret Control Log during the year. The inactive pages are filed numerically in yearly blocks by calendar year for a period of 5 years.

7.4.2. The TSCO closes register pages that contains only active entries (no entries on the register page became inactive during the year) by one of the following methods:

7.4.2.1. Transfer entries to new pages in the register for the New Year as in 7.3.

7.4.2.2. As an alternative procedure, copy the register pages and place the duplicate copies in the inactive section. Renumber the original pages and place them in the active section of the register.

7.4.3. Regardless of which procedure is used, enter a re-controlling remark (to and from) in items 15 and 16 of the previous and current year register page.

7.4.4. At the end-of-year, the inventory/audit official includes in the audit the closed register pages that become inactive as a result of the re-controlling process. The official completes Items 11g and 13g to documents the closing of each entry. See [Chapter 9](#) for further information about audits. A Sample is provided in [Figure 7.2](#).

Figure 7.2. AF FORM 143 19820901, V1 PREVIOUS EDITION WILL BE USED

14. REGISTER PAGE NO. 14-ZZ-03	15. RECONTROLLED FROM REGISTER PAGE NO. -	16. RECONTROLLED TO REGISTER PAGE NO. 15-ZZ-01
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Chapter 8

TOP SECRET DESTRUCTION

8.1. Destroying Top Secret Material. Destruction of Top Secret material will be accomplished by two personnel with Top Secret access, one of which must be the TSCO or alternate. Top Secret material is destroyed as soon as it is no longer needed or retention requirement has expired. Material that is identified for destruction must remain protected in a container approved for Top Secret storage until it is actually destroyed. Destruction of material and documents is accomplished by means that eliminate risk of reconstruction of the classified information it contains.

8.1.1. The two destruction methods used most often are cross-cut shredding within the local organization and burning at a Central Destruction Facility (CDF). Regardless of the method used, destruction procedures are performed and documented by the primary and alternate TSCOs.

8.1.2. Normally, the TSCO must arrange a destruction appointment with the CDF operator. Two persons cleared for access to the Top Secret information must take the material to the CDF and remain there until the operator deposits it into the furnace.

8.1.3. Based on the destruction method, the TSCO, assisted by at least one alternate TSCO or other TS cleared individual, identifies and prepares the material for destruction.

8.1.3.1. When shredding the material, both are present through the entire process from identification through completion of the actual shredding. Documents are prepared for shredding according to machine instructions.

8.1.3.2. When using the CDF, the material is separated by composition. The TSCO removes paper clips, metal bindings, staples, etc., and places paper documents; plastic products such as diskettes, viewgraphs, tape and ribbons or products containing chromium in separate paper bags (burn bags) or cardboard boxes. The weight of each container must not exceed 15 pounds. Each container is marked with the highest classification level of the material it contains, the identification of the type of material it contains (paper, plastic, etc.) and a sequential number to identify what part of the total this container is. (Example: #001 of 006, #002 of 006, etc.) The container is sealed and taken to the CDF without delay. Remember, the material requires protection at the Top Secret level until it is destroyed.

8.1.4. Destruction of all Top Secret material requires documentation.

8.1.4.1. To document the destruction of an entire Top Secret document or product, the two cleared persons sign as destruction officials in the appropriate blocks on the corresponding AF Form 143. In section of the AF Form 143 that identifies the destroyed material, the two people sign the destruction blocks. If the AF Form contains no other active entries, the TSCO moves the form to the inactive section in the Top Secret Control Log where it becomes part of the inactive records for the current calendar year and where it remains until the end of the next 5 years. If the entries on the form remain active, the TSCO returns the form to the active section in the Top Secret Register where it remains until the end of the calendar year when re-controlling procedures are performed.

8.1.4.2. To document destruction of pages removed as a result of changes to a document, the two destruction officials complete the blocks in Section IV on the AMC Form 1565. The TSCO may use one AMC Form 1565 to document destruction of multiple copies of a change to a Top Secret document. The AMC Form 1565 showing destruction of all changed material is attached to the AF Form 143 controlling the basic document.

8.1.5. How to document Destruction of Top Secret:

8.1.5.1. Step 1 - Both destruction officials must validate that the material is authorized to be destroyed.

8.1.5.2. Step 2 - Remove the AF Form 144 from the material and put it with the AF Form 143 for the material. The AF Form 144 does NOT get destroyed with the material.

8.1.5.3. Step 3 - Both individuals destroy the material using a GSA approved destruction device (i.e., disintegrator, shredder, etc.).

8.1.5.4. Step 4 - Annotate the destruction of the material in Section III of the AF Form 143 (Disposition of Document) of the basic document. Both destruction officials must enter the destruction date in block 11 and sign in block 13; destruction official in block 13d and witness in block 13f (annotate block 12f with "Witness").

8.1.5.5. Step 5 - Remove the AF Form 143 from part three of the TSCA binder and place it in part four of the TSCA binder.

8.1.5.6. Step 6 - Place the AF Form 144 in part four of the TSCA binder.

8.1.5.7. Step 7 - Annotate the statement: "Destroyed on ___ (and the date destroyed)" in the Disposition column of the Current/Active Top Secret Control Log/Register.

Chapter 9

TOP SECRET INVENTORY AND AUDIT

9.1. Inventory Procedures. An inventory of the all Top Secret material in the TSCA is conducted annually, by the end of January, or whenever a new primary TSCO takes over the account. The purpose of the inventory is to ensure all Top Secret material is accounted for, discrepancies are resolved, and its status is correctly annotated on the corresponding AF Form 143s.

9.1.1. The TSCO appointing authority designates officials who understand Top Secret control procedures to conduct the inventory. The appointing authority is the commander/director of the organization with the TSCA. This authority cannot be delegated. The TSCO or one or more alternates of the account undergoing the inventory may not participate, however, a succeeding TSCO may be appointed. (See [Attachment 4](#), Top Secret Inventory Official Appointment.) (T-2)

9.1.2. The inventory inspects active register page entries for proper disposition and records the physical sighting of active documents or material. Also, the Top Secret control procedures are examined for compliance.

9.1.3. In writing, the appointing authority appoints one or more officials, with Top Secret clearance, to conduct the annual inventory/audit within five duty days after all documents have been re-controlled to the current year, but not to exceed 30 January or an inventory whenever a new primary TSCO is assigned. This authority cannot be delegated. Someone other than the TSCO or alternate TSCOs of the TSCA is appointed to conduct the annual inventory. When changing TSCOs, the incoming TSCO may conduct the inventory to verify the accuracy of the account before assuming management of TSCA.

9.1.4. The inventory includes two major components as well as a review of all Top Secret control procedures. The inventory official performs the following actions:

9.1.4.1. Reconciles active register pages with material on hand by physically verifying the presence of all active material as documented on the active register pages in the control log. The sighting portion of the inventory consists of physically locating each document for which register page entries reflect the TSCO still accountable. Additionally, the inventory ensures all Top Secret documents have been entered in the register. Physically removing every Top Secret document from the safe and match the document against the register page. No remarks, such as “inventoried,” are placed on the active register pages. Documents that are out for review or coordination are tracked down and physically sighted. While sighting documents, compare the originator control number, copy number, title, and date of document to verify correct and accurate completion of AF Form 143. It is a good idea to place the register page number of the AF Form 143 on the affected document. This action permits easier accomplishment of Top Secret inventories; however, the permanently assigned originator control number cannot be obliterated. Do not forget to check the proper posting of changes. You should examine the AMC Form 1565 and match the information on the form against posted changes. A comment in the inventory report is appropriate if a change is located with the basic document, but has not been posted to the basic document. Maintaining an unposted

change is contrary to Air Force doctrine concerning the prompt destruction of classified material, which is no longer needed. NOTE: Some changes will specify a posting date. These instructions should always be strictly followed.

9.1.4.2. Audits the register pages made inactive since the last inventory to ensure all closing actions were accurately recorded documented.

9.2. Reconciliation Procedures. To perform the reconciliation portion of the inventory, the inventory official physically locates each document identified by each entry on each active register page. This includes documents that are on loan to another TSCA or stored at a location geographically separated from the TSCA. The reconciliation assures that all Top Secret documents on file are entered into the register. Each document is examined to ensure it is complete, that all changes are incorporated and receipting procedures were followed correctly.

9.3. Audit Procedures.

9.3.1. The audit portion of the inventory/audit determines all inactive register pages are filed correctly, they show final disposition of documents no longer in the account and pages closed as a result of re-controlling procedures are filed appropriately. Examples of the items reviewed during the audit include the following:

9.3.1.1. Receipts covering transfer of documents from the account.

9.3.1.2. Re-controlling statements documented from one register page to another.

9.3.1.3. Recorded authority for downgrading or declassifying the document.

9.3.1.4. Certificates of destruction.

9.3.2. The inventory/audit official should review registers to ensure inactive sections were not overlooked by the previous inventory/audit official. If an entry is improper or unclear, the inventory/audit official determines its meaning and records the findings in the inventory/audit report. The inventory/audit official documents completed audits by recording the date in Block 11g and signing Block 13g of each inactive entry on each AF Form 143. Inactive sections are audited only once. Sections reflecting a document is on temporary loan or a suspense receipt is on file are not audited. Active register pages are not audited so the inventory/audit official does not date and sign those entries.

9.3.3. The inventory/audit official should review the entire TSCO binder to ensure inactive sections were not overlooked by the previous inventory official. If an entry is improper or unclear, the inventory official determines its meaning and records the findings in the inventory/audit report.

9.3.4. The inventory/audit official determines that all inactive register pages are filed correctly, that they show final disposition of documents no longer in the account and pages closed as a result of re-controlling procedures are filed appropriately.

9.3.5. The inventory/audit official documents completed audits by recording the date in Block 11g and signing Block 13g of each inactive entry on each AF Form 143, Inactive sections are audited only once. The auditor is required to view all inactive sections to ensure the forms are signed. If they have not been signed by a previous auditor the current one is required to audit and sign the paperwork.

9.3.6. Active register pages are not audited so the inventory official does NOT date and sign those entries on the AF Form 143. Active documents are sighted by the inventory official by physically locating each Current/Active TS document for which the Register/Log show the TSCO accountable for and ensuring that all Top Secret documents on hand are entered in the Register/Log. Do not place remarks, such as “inventoried” on the AF Form 143s.

9.3.7. File the Top Secret Inventory/Audit Report in part five of the TSCA binder.

9.4. Inventory/Audit Report. When the inventory is complete, the inventory/audit official prepares a written report of the findings made during the review. (See [Attachment 5](#), Top Secret Inventory/Audit Report.) **(T-2)**

9.4.1. The report is addressed to the appointing authority and includes verification all Top Secret control procedures are in compliance with Air Force and Department of Defense requirements.

9.4.2. The report includes the names and full signatures of the inventory/audit official(s) and is sufficient in depth to explain compliance or non-compliance with all Top Secret control procedures.

9.4.3. The official should include in the report any noteworthy actions found during the inventory.

9.5. Report Endorsement. The appointing authority endorses the report to the TSCO with instructions for completing corrective actions, if required. In the endorsement, the appointing authority includes certification that all Top Secret material within the TSCA is needed for mission accomplishment. The TSCO retains the report with the appointing authority endorsement and corrective actions taken for review during the next inventory.

Chapter 10

REPRODUCTION, TRANSMISSION, AND WORKING PAPERS

10.1. Reproduction of Top Secret Documents.

10.1.1. Originators of Top Secret material must keep account of the number of copies made and a list of the recipients. For example, enter “Copy 1 of 20 Copies” on the document and show the recipient on the file or record copy. If a subsequent printing of 10 additional copies becomes necessary, these copies will reflect additional numbers beginning with “Copy R21 of R30 Copies,” and so on.

10.1.2. The TSCO in another TSCA must have prior approval from the originator before making copies of Top Secret documents. The originator includes a statement of disapproval or approval to reproduce, in whole or in part, on the face of the Top Secret document. If the originator does not include the statement on a document, reproduction is not authorized until approval is obtained from the originator. **Note:** The office of origin is listed as the authorizing agency when reproduction is authorized in the document.

10.1.2.1. The letters “RC” (reproduced copy) are recorded before the copy number on the reproduced copy. For example, if 5 copies were reproduced, Section I on the AF Form 143 would show a notation such as, “Reproduced 5 copies on (date) by authority of (authorizing agency), “RC1 of 5RC, RC2 of 5RC, and so on. Since messages do not have copy numbers assigned by the originator, the recipient enters own copy number for accountability purposes, e.g. “Copy 1 of 2 Copies”, etc. **Note:** The TSCO uses the AF Form 143 to bring each reproduced copy into accountability. Each copy is treated as a separate document and actions involved with each copy are documented accordingly.

10.1.2.2. Additionally, an office other than the originator shows the following on reproduced material:

10.1.2.2.1. Reproduced on (date) by authority (identify authorizing agency).

10.1.2.2.2. Reproduced copy ___ of ___ reproduced copies.

10.1.3. A telecommunications center may reproduce, without approval of the originator, a sufficient number of copies needed to meet initial distribution requirements shown in the address element on a message. A reproduction entry is not used in these instances. Since messages do not include reproduction authority, any additional reproduction of Top Secret messages after distribution from the telecommunications center requires approval from the originator. Again, the TSCO must enter all reproduced Top Secret messages into the Top Secret Register.

10.2. Transmission of Top Secret Material.

10.2.1. Top Secret material is never transmitted through the U. S. Postal System or any other contracted package service. Top Secret material is transferred only between TSCAs, and a receipt, signed by the gaining TSCO, is required to document the transfer.

10.2.2. The following methods provide the required hand-to-hand transfer between TSCAs:

10.2.2.1. By direct contact between TSCOs. This is the normal method of transfer between TSCAs on base. The TSCO receipts for the material by signing the AF Form

143 that belongs to the activity transferring the material. The TSCO can also sign an AF Form 310, Document Receipt and Destruction Certificate. (For more information, see “Receipts” discussed later.)

10.2.2.2. Defense Courier Service (DCS). The service is authorized to transfer Top Secret material between TSCAs on base and TSCAs located away from the base.

10.2.2.2.1. Local TSCOs may set up an account with the DCS and may deal directly with DCS for pick-up and delivery of material. When using this service, the TSCO agrees to abide by any additional transfer requirements levied by DCS.

10.2.2.2.2. As a service to organizations with little need for transferring Top Secret material, the base controlled mailroom has a TSCA that serves as the central point for receiving and dispatching material through DCS. The TSCO packages outgoing material, with a receipt included inside the inner wrapper; addresses the material to the recipient; prepares DD Form 2825, *Internal Receipt*, to transfer the package to the TSCO in the controlled mailroom. The TSCO brings the Top Secret material and DD Form 2825 to the controlled mailroom. The TSCO in the controlled mailroom completes the transfer by signing the DD Form 2825 and arranges dispatch with the DCS. The process is used in reverse when material arrives from the DCS. **Note:** Verify availability of TSCO in controlled mailroom before bringing material for transfer.

10.2.2.3. Cleared U.S. military or government civilian employees, may be designated to carry the information under the following conditions. **Note:** AFI 16-1404 requires the person designated as a courier must be authorized, in writing, to perform courier duties. The designated individual must be formally briefed on courier duties and have in their possession a courier authorization letter or DD Form 2501, *Courier Authorization* (as appropriate). (Consult your security manager for addition information.):

10.2.2.3.1. Traveling on a conveyance owned, controlled or chartered by the U.S. Government.

10.2.2.3.2. Traveling on scheduled commercial passenger aircraft within and between the United States, its Territories and Canada.

10.2.2.3.3. Traveling on scheduled commercial passenger aircraft on flights outside the United States, its Territories and Canada.

10.2.2.4. Cleared DoD contractor employees may be designated to carry information under the following conditions:

10.2.2.4.1. When traveling by surface transportation.

10.2.2.4.2. When traveling within and between the United States and its Territories provided that the transmission is authorized in writing by the appropriate Cognizant Security Agency (CSA) or a designated representative.

10.2.2.5. Additional services authorized to transmit Top Secret material include:

10.2.2.5.1. A cryptographic system authorized by the Director, NSA, or a protected distribution system designed and installed to meet the requirements of National

Communications Security Instruction 4009. This applies to voice, data, message and facsimile transmissions.

10.2.2.5.2. A DoD Component Courier Services.

10.2.2.5.3. The Department of State Diplomatic Courier Service.

10.2.3. Facsimile Transmission of Top Secret Material.

10.2.3.1. The transmission of Top Secret material by facsimile is governed by the reproduction rules as well as the transmission rules. The reproduction rules apply because another copy of the document is produced at the receiving end of the transmission. The document must contain the originator's reproduction authority or reproduction authority is obtained from the originator before transmission is allowed. The facsimile must be approved for transmitting Top Secret material and must be connected to a secure telephone circuit approved at the Top Secret level. The TSCOs that make such transmissions require adequate training on using the equipment.

10.2.3.2. The following guidelines for transmitting Top Secret information apply:

10.2.3.2.1. The TSCO must verify that the receiving activity has a valid TSCA and that the TSCA has a facsimile approved to receive Top Secret transmissions. Transmission arrangements are made between the sending and receiving TSCOs.

10.2.3.2.2. The TSCO who transmits the Top Secret information should enter the reproduction action on the AF Form 143 and obtain an accountability receipt from the receiving TSCO.

10.2.3.2.3. The TSCO transmitting the material includes an AF Form 310 or other accountability receipt as part of the transmission. The receiving TSCO signs the received receipt and immediately sends a signed copy back by return facsimile. NOTE: This is the only time a signature other than an original one is permitted.

10.2.3.2.4. The receiving TSCO immediately takes appropriate Top Secret Register actions to bring the material into accountability.

10.2.3.3. TSCOs ensure local security operating instructions (OIs) address facsimile procedures. The figure illustrates the facsimile transaction.

10.3. Top Secret Working Papers. Working papers containing Top Secret information are accounted for, controlled and marked with the highest classification of any information contained in the document, date when created, and annotated "WORKING PAPER". Destroy when no longer needed or re-marked, within 180 days, as a finished document (i.e. subject, originator control number, date, OPR, "Classified by" or "Derived from" line and "Declassify on" line, paragraph and page markings that reflect the classification of the material contained in each paragraph and on each page.), and added to the Top Secret Register.

Chapter 11

RECEIPTS AND TRACER ACTION

11.1. AF Form 143, *Top Secret Register Page*.

11.1.1. This form is used as a receipt when transferring Top Secret material from one TSCA to another TSCA on the same installation. Information about the TSCA receiving the material is recorded in Blocks 10a, 11a, and 13a and the receiving TSCO signs the form.

11.1.2. If the form contains no other active entries, the TSCO files the form in the inactive section of the control log. If the form does contain other active entries, the TSCO returns the page to the active section in the control log and closes the page at the end of the year during the re-controlling process (see [Chapter 7](#)).

11.2. AMC Form 1565, *Entry, Receipt and Destruction Certificate*. The form is used to document various actions associated with changes to Top Secret documents. The form serves to document receiving page changes, to document page replacement and to document destruction of the removed pages, etc.

11.2.1. The originator (sender) prepares an AMC Form 1565 to accompany changes being sent to each holder of a copy of the basic Top Secret document. The sender annotates the AF Form 143 that controls the change by completing items 10a and 11a to show the agency of the intended recipient and date the material was sent. In block 13a on the AF Form 143, the TSCO enters the statement "See Attached Receipt", files a copy of the AMC Form 1565 in suspense pending return of the signed receipt or for use as a tracer, if necessary. The sender transmits 2 copies of the AMC Form 1565 for each basic document held by the recipient. The sender completes block 2 and Section II, on the form as follows:

11.2.1.1. Block 3 contains the recipient's address.

11.2.1.2. Block 4 contains the sender's address.

11.2.1.3. Block 5 contains the unclassified title, date and control number on the basic document.

11.2.1.4. Block 6 contains the change number; its date and control register page number.

11.2.1.5. Blocks 7, 8 and 9 contain a description of what part of the document the change affects, pages to remove and pages to insert.

11.2.2. The receiving TSCO receipts for the material by completing blocks 10-15 in Section II on both copies of the AMC Form 1565. The recipient promptly returns one copy to the sender, enters the change information in Section II on the AF Form 143 that controls the basic document; removes and/or replaces affected pages, sections, etc.; completes blocks 16-20, Section III, to certify changes made and files the form for future use as a destruction certificate. The TSCO completes blocks 21-27, Section IV, to document destruction of the removed or changed pages and files the certificate with the applicable AF Form 143. Remember, destruction certification requires the signature of two people from the TSCA.

11.2.3. AMC Forms 1565 returned as a receipt are attached to the register page by the sending TSCO. As active documents are re-controlled to the next year's register, the AMC

Form 1565 used as receipts/destruction certificates are retained with the older register pages. This procedure helps to clean up and reduce the size of the current register.

11.3. AF Form 310, *Document Receipt and Destruction Certificate*. This form is used to transfer Top Secret material off the installation. Two copies of the form are placed inside the inner wrapper of the outgoing package; one is sent with a facsimile transmission.

11.3.1. The sending TSCO completes blocks 1-6 on the AF Form 310 as follows:

11.3.1.1. Block 1 – The complete address of the receiving TSCA.

11.3.1.2. Block 2 – The complete address of the sending TSCA.

11.3.1.3. Block 3 – Number assigned from the container log for the current year. Numbers are maintained in consecutive order by calendar year and consist of Two-Digit for Current Calendar Year, Three-letter Office Symbol followed by Two-Digit Consecutive Numbers (15-A3N-01).

11.3.1.4. Block 4 – Date material is dispatched. Do not hold material beyond this date because that date determines the suspense date the receipt is due back to the sender (30 days in the US and 45 days outside the US).

11.3.1.5. Block 5 – A complete description of the material using the instructions on the form.

11.3.1.6. Block 6 – The date the receipt is due back to the sending TSCO from the receiving TSCO.

11.3.2. The receiving TSCO completes the following actions:

11.3.2.1. Completes blocks 7-9 to document receipt of the Top Secret material.

11.3.2.2. Promptly returns one copy of the form to the sending TSCO so it will arrive on or before the date recorded in block 6.

11.4. Tracer Action.

11.4.1. No matter which form is used to transmit Top Secret material, the sending TSCO must receive a signed receipt from the receiving TSCO within 30 days in the CONUS and 45 days outside the CONUS. If a signed receipt is not received by the due date, the sending TSCO reproduces another copy of the receipt from the suspense copy, marks it “Tracer-Original Not Received” and sends it to the intended recipient.

11.4.2. If the receiving TSCO has already returned the original receipt, note the action and return the information with the tracer copy. If the material was received and the original receipt has not been sent, the receiving TSCO must immediately complete and return the tracer copy as a substitute for the original. If the material has not arrived in the account for some unknown reason, the receiving TSCO must immediately contact the sending TSCO to resolve the discrepancy.

11.4.3. If a recipient does not return a receipt and confirm receiving the material, the sending TSCO must initiate security incident procedures according to AFI 16-1404.

Chapter 12

CLOSING A TOP SECRET CONTROL ACCOUNT

12.1. Closing a Top Secret Control Account. The TSCA should be closed as soon as it is no longer needed or after 12 months of no receipt, generation or storage of material. The account may reopen at any time the mission requirement returns. Use the following procedures to close or disestablish the TSCA.

12.1.1. The TSCO staff destroys or transfers all Top Secret material and completes the appropriate disposition portions of all active register pages sections. Recording the disposition actions converts all register pages from active to inactive.

12.1.2. The TSCA appointing authority appoints a Top Secret inventory/audit official to conduct a final inventory/audit and submit a final written report to the appointing authority. The appointing authority formally disestablishes the TSCA in the endorsement approving the inventory/audit report or by a separate memorandum as shown in [Attachment 4](#). (T-2) A copy of the report and endorsement and/or separate closing memorandum (See [Attachment 7](#) (T-2)) is sent to the servicing Information Protection Office.

12.1.3. Upon receipt of the disestablishment notification, the Information Protection Office will remove the TSCA from the Top Secret Control Roster and notify the other accounts on the roster of the closure.

12.1.4. The organization must retain all inactive files, including a copy of the final inventory report and disestablishment, according to WebRims Records Disposition Schedule.

12.1.5. Re-accomplish an EAP-STRAT Validation Form showing negative requirements for Vol 1, Vol 2, and Vol 2T and send to AMC/A3NC.

Chapter 13

CONCLUSION

13.1. Inherent Responsibility. Each of us has an inherent responsibility to protect our nation's security. The compromise of classified information is a grave matter that threatens our society. As the TSCO, you are not only responsible for the continued protection of Top Secret information, but for the proper administration of all Top Secret material for which you as TSCO are responsible.

13.2. TSCO Importance. Your appointment as a TSCO or alternate TSCO is an important one. The responsibility is demanding and requires meticulous administrative management abilities. You are encouraged to continually review the requirements outlined in this instruction and evaluate the effectiveness of your TSCA. If a problem is identified or an interpretation is needed, please contact the Information Protection Office.

SCOTT R. WOBBE, DAFC
Director, Information Protection

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Executive Order 13526: *Classified National Security Information*, 29 December 2009

DoDM 5200.01 Volume 1, *DoD Information Security Program: Overview, Classification, and Declassification*, 24 February 2012

DoDM 5200.01 Volume 2, *DoD Information Security Program: Markings of Classified Information*, 24 February 2012

DoDM 5200.01 Volume 3, *DoD Information Security Program: Protection of Classified Information*, 24 February 2012

AFI 16-1404, *Air Force Information Protection Program*, 29 May 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

AMC Form 1565, *Entry, Receipt, and Destruction Certificate*

Adopted Forms

Top Secret Control Log/Register

DD Form 2825, *Internal Receipt*

DD Form 2501, *Courier Authorization*

Optional Form (OF) 89, *Maintenance Record for Security Containers/Vault Doors*,

Standard Form 700, *Security Container Information*

Standard Form 701, *Activity Security Checklist*

Standard Form 702, *Security Container Check Sheet*

AF Form 143, *Top Secret Register Page*

AF Form 144, *Top Secret Access Record and Cover Sheet*

AF Form 310, *Document Receipt and Destruction Certificate*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AIS—Automated Information System

AMC—Air Mobility Command

ANG—Air National Guard
CDF—Central Destruction Facility
CH—Change
CNWDI—Controlled Nuclear Weapon Design Information
CSA—Cognizant Security Agency
DCS—Defense Courier Service
DoD—Department of Defense
DoDM—Department of Defense Manual
IAW—In Accordance With
IC—Interim Change
IMC—Interim Message Change
IPO—Information Protection Office
JWICS—Joint Worldwide Intelligence Communications System
NATO—North Atlantic Treaty Organization
OCA—Original Classification Authority
OCN—Originating Control Number
OF—Optional Form
OI—Operating instructions
OPR—Office of Primary Responsibility
RC—Reproduced Copy
RCN—Register Control Number
RD—Restricted Data
RDS—Records Disposition Schedule
SAP—Special Access Program
SCI—Sensitive Compartmented Information
SCIF—Sensitive Compartmented Information Facility
SF—Standard Form
TSCA—Top Secret Control Account
TSCO—Top Secret Control Officer
TS—Top Secret

Attachment 2

TOP SECRET CONTROL ACCOUNT INSTRUCTIONS CHECKLIST (T-2)

Figure A2.1. Top Secret Control Account Instructions Checklist.

_____A. Receiving TS:

- _____ 1. Page-check the document.
- _____ 2. Annotate page check on "Page Check" page within the document (if provided).
- _____ 3. Stamp document with correct classification. Stamp TOP, BOTTOM, FRONT and BACK.
- _____ 4. Add document information to the Register/Log, & assign the next Register/Log number available.
- _____ 5. Add document information to a Form 143.
- _____ 6. Add document information to a Form 144 and attached it to the document.
- _____ 7. Write the Register/Log number onto the cover of the document itself.
- _____ 8. File the Form 143 in the TSCA binder.
- _____ 9. Store TS document with the Form 144 attached in the safe.

_____B. Re-controlling TS: Each year in January, re-control the TSCA to the new/current year by accomplishing the following:

- _____ 1. Create new Register/Log (new register numbers for the new/current year).
- _____ 2. On previous Register/Log, fill in the Register Number you are Re-controlling documents to in the Disposition column.

NOTE: The disposition column should always be filled in. It should show either the document, transferred to xx & date, or destroyed & date.

- _____ 3. Create new Form 143's for all current/active documents.
 - _____ a. Copy old Register number from Block 14 & paste it in Block 15.
 - _____ b. Type new Register number in Block 14.
- _____ 4. On all previous Form 143's put the new Register number for the document in Block 16.
- _____ 5. Remove all AMC Form 1565's (for TS changes) from old Form 143's and place with the new/active Form 143's.
- _____ 6. File the forms in their appropriate section.
- _____ 7. Shred all Form 143's and Form 144's over 5 years old.

_____C. Destroying TS:

- _____ 1. 2 individuals with current TS clearance are required (must both have NC2 ESI if destroying NC2-ESI).
- _____ 2. Both check and verify the supersedes date and time.
- _____ 3. Remove document to be destroyed from safe.
- _____ 4. Both verify correct document to be destroyed.
- _____ 5. Place new document that supersedes the document to be destroyed into the safe so it does not get destroyed inadvertently.
- _____ 6. Ensure all other TS documents are put away so they do not get destroyed inadvertently.
- _____ 7. Remove staples from document to be destroyed.
- _____ 8. Remove Form 144 from document to be destroyed and place in TSCA binder with its Form 143 and close the binder.
- _____ 9. Page-check the document to be destroyed.
- _____ 10. Two cleared individuals destroy the document using approved shredder.

Figure A2.2. Top Secret Control Account Instructions Checklist Cont.

- _____ 11. Annotate destruction on Form 143:
 - _____ a. TSCO writes the date in Part III, Column 11D and signs in Column 13D for each section if applicable (if more than one copy was destroyed).
 - _____ b. Witness writes the date in Part III, Column 11F, writes the word "Witness" under the word "Other (Specify)" in Column 12F, and signs in Column 13F for each section if applicable (if more than one copy was destroyed).
- _____ 12. Annotate destruction on Form 144 by writing the destruction date in the "Date Accountability Terminated" Block.
- _____ 13. Move the Form 143 and Form 144 to Section 4, *Current Year Inactive Register Pages*, of the TSCA binder.
- _____ 14. Annotate on the Register/Log in the Disposition Column "Destroyed on xx date".

- _____ D. **TS Audit/Inventory.** The inventory reconciles active register pages by physically sighting all active material, & ensures all TS documents are on the register. The audit ensures register pages are filed correctly and that they show final disposition (transferred, re-controlled, downgraded or declassified, or destroyed).
 - _____ 1. Ask the appointing official whom he wants to be appointed to conduct the annual Inventory/audit.
 - _____ a. Fill out the inventory appointment template (Attachment 4).
 - _____ b. Obtain signatures required.
 - _____ c. Email it to appointee and include the TS Inventory Report Template (Attachment 5).
 - _____ 2. Ensure the appointee has TS security clearance, has NC2-ESI (to have access to Volume 2), and understands the proper audit procedures.
 - _____ 3. Complete the audit/inventory.
 - _____ 4. **Inventory:**
 - _____ 5. Use current year Register Page Log. Physically sight each item on the Register Page Log.
 - _____ 6. Compare the Register Page Log and the Form 143 with the document.
 - _____ 7. Check that all changes to the basic document are listed on the Form 143 (Section II) and are changed in the actual document (see change page).
 - _____ 8. Check that the information reflected on the Form 143 is the correct information (i.e. title, OCN, copy number, etc.)
 - _____ 9. Have TSCO change any discrepancies (reprint 143 or Register Page Log). Annotate all discrepancies on the report summary.
 - _____ 10. **Audit:**
 - _____ 11. Active Form 143 Register Pages are NOT audited so the audit official does NOT date and sign those forms.
 - _____ 12. Compare Form 143s to Register/Log for each year.
 - _____ 13. Block 1 on Register/Log matches the Form 143
 - _____ 14. Ensure register page number, re-controlled from page number and re-controlled to page numbers should be correct and match what is on the Register/Log
 - _____ 15. Destruction date and signatures are in blocks 11-13D (destruction official) and 11-13 F (witness). "Witness" should be written below "Other" in block 12F.
 - _____ 16. Disposition column on Register/Log must reflect destruction date for those documents destroyed
 - _____ 17. For those Inactive register pages which were audited previously, ensure dates and signatures are in block 11-13G.
 - _____ 18. For those Inactive register pages which are being audited during the current audit, after verifying all information is correct on the AF Form 143, AF Form 144 and document,

Figure A2.3. Top Secret Control Account Instructions Checklist Cont.

- place the date and audit official's signature in blocks 11-13G for all copies on AF Form 143.
- _____ 19. Repeat step 2 for each year in any "unaudited inactive documents."
 - _____ 20. Document the findings for the report.
 - _____ 21. On the Inactive Form 143 Register Pages, the inventory official writes the date in Part III, Column 11G, and signs in Column 13G for each section that applies (may be more than one section if more than one copy).
 - _____ 22. Active Form 143 Register Pages are NOT audited so the inventory official does NOT date and sign those forms.
 - _____ 23. Prepare the written report (See Attachment 5) and route appropriately.

Attachment 3

SAMPLE 20XX TS REGISTER/LOG EXAMPLE

Table A3.1. Sample 20XX TS Register/Log Example.

REGISTER NUMBER	SUBJECT	DATE RECEIVED	CONTROL NUMBER	NUMBER OF COPIES	COPY NUMBER	LOCATION OF MATERIAL	DISPOSITION
15-A3N-01	MOBILE SCAMP HARD DRIVE, S/N 23456, 01 JAN 2009, ONE HD	01-Jan-09	09-A3N-01	1	1 of 1	CP Console	Re-controlled to 16-A3N-01
15-A3N-02	EAP-STRAT VOL 1, GENERAL, 01 OCT 2015, ONE COPY	6-Jul-15	15-J38-3214	1	65 of 373	SAFE A3N-06D	DESTROYED 20150718
15-A3N-03	EAP-STRAT VOL 2, NUCLEAR INSTRUCTIONS, 1 OCT 15, ONE COPY	2-Jul-15	15-J38-2539	1	4 of 138	SAFE A3N-06D	Re-controlled to 16-A3N-02
15-A3N-04	EAP-STRAT VOL 2T, TRAINING NUCLEAR INSTRUCTIONS, 1 OCT 15, ONE COPY	2-Jul-15	15-J38-2540	1	5 of 76	SAFE A3N-06D	Re-controlled to 16-A3N-03
15-A3N-05	WAO, J39 TELECOMMUNICATIONS KIT, BOX 2 of 3, 1 OCT 15, ONE COPY	26-Oct-15	ELA-TS-0110-0361-15	1	1 of 3	SAFE A3N-06D	RETURNED TO WAO 20151215

This Page 1 of 1, Register #15-A3N-05, is the last page of the Top Secret Register for calendar year 2015

Attachment 4

FORMAT FOR TOP SECRET INVENTORY/AUDIT OFFICIAL APPOINTMENT (T-2)

Figure A4.1. Format for Top Secret Inventory/Audit Official Appointment.

<p>APPROPRIATE LETTERHEAD</p> <p>MEMORANDUM FOR (Functional Address) ATTENTION: (Inventory/Audit Official)</p> <p>FROM: (Functional Address Symbol)</p> <p>SUBJECT: Appointment of Top Secret Control Account (TSCA) Inventory/Audit Official</p> <p>1. You are hereby appointed to conduct an inventory/audit of (Identify TSCA). Your inventory/audit should inquire into all aspects of the Top Secret control and accountability procedures as defined in DoDM 5200.01 Volumes 1-3 and AFI 16-1404.</p> <p>Please forward your written report to me no later than (specify date).</p> <p>(Signature element of Top Secret Appointing Official)</p> <p>cc: TSCO</p>
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Attachment 5

FORMAT FOR TOP SECRET INVENTORY/AUDIT REPORT (T-2)

Figure A5.1. Format for Top Secret Inventory/Audit Report.

<p>APPROPRIATE LETTERHEAD</p> <p style="text-align: right;">(Date)</p> <p>MEMORANDUM FOR (Functional Address of Appointing Authority)</p> <p>FROM: (Inventory/Audit Official)</p> <p>SUBJECT: Top Secret Inventory/Audit Report</p> <p>1. AUTHORITY AND DATE OF INVENTORY: This inventory was conducted on (date) under authority of DoDM 5200.01 Volumes 1-3 and AFI 16-1404.</p> <p>2. PERSONS CONTACTED: (List names and office symbols)</p> <p>3. INVENTORY OFFICIAL(S): (List names and office symbols)</p> <p>4. SUMMARY: (The inventory/audit should inquire into compliance with all Top Secret control and accountability procedures with special emphasis on any material reflected in Top Secret Registers that could not be properly accounted for, and any material possessed but not entered into the register. Also physically sight each Top Secret document the TSCO is accountable for. Audit inactive register page entries for proper disposition. Note any improvement in the overall management of the Top Secret Control Account since the last inventory. Also, identify any repeat discrepancies or conditions that may possibly result in the compromise of Top Secret information.)</p> <p>5. OBSERVATIONS: (Should inquire into all applicable procedures affecting the Top Secret Account, i.e., TSCO appointment; Top Secret control and accountability; Marking; Classification, Downgrading and Declassification; Safekeeping and Storage; Reproduction; Transmission and Destruction. Include a specific "RECOMMENDED CORRECTIVE ACTION" for each noted discrepancy, if necessary. When possible, make on-the-spot corrections. Comment on positive as well as negative items.)</p> <p>6. OTHER COMMENTS: (Enter any other information not explained above. This would be a good place to recognize individual exceptional performance in complying with procedures or management of the Top Secret Control Account.)</p> <p style="text-align: center;">(Signature Element of Inventory/audit Official)</p> <p>1st Ind, (TSCO Appointing Authority)</p> <p>TO: TSCO</p> <p>1. I have reviewed the report and concur with the findings and recommended corrective actions, unless otherwise noted. Please correct discrepancies and reply to me by (specify date) on the status of actions.</p> <p>2. I also certify I have reviewed the need to retain the Top Secret documents on file; documents no longer needed have been identified for disposition.</p> <p style="text-align: center;">(Signature Element of TSCO Appointing Authority)</p>

Attachment 6

FORMAT FOR ESTABLISHMENT OF A TOP SECRET CONTROL ACCOUNT (T-2)

Figure A6.1. Format for Establishment of a Top Secret Control Account.

APPROPRIATE LETTERHEAD			
MEMORANDUM FOR HQ AMC/XX			
FROM: (UNIT)			
SUBJECT: Establishment of a Top Secret Control Account			
1. Top Secret Control Account (TSCA) has been established in the (UNIT).			
2. The following individuals are designated the primary and alternate Top Secret Control Officers (TSCO) to manage all aspects of the TSCA. They are authorized to receive, store, handle, dispatch and account for all transactions involving Top Secret material in accordance with DoDM 5200.01 Volumes 1-3 and AFI 16-1404.			
TELEPHONE			
PRIMARY TSCO GRADE	SSN	HOME	OFFICE
ALTERNATE TSCO(S)			
Signature of Appointing Authority			
cc:			
Each appointee			

Attachment 7

FORMAT FOR LETTER TO CLOSE TOP SECRET CONTROL ACCOUNT (T-2)

Figure A7.1. Format for Letter to Close Top Secret Control Account.

<p>APPROPRIATE LETTERHEAD</p> <p>MEMORANDUM FOR XXth SFS/CC</p> <p>FROM: XXX/XX</p> <p>SUBJECT: Top Secret Control Account Closure</p> <p>1. The purpose of this letter is to notify you the XXX/XX Top Secret Control Account (TSCA) is closed. All Top Secret (TS) documents maintained in the TSCA were appropriately destroyed (if TS material was transferred, so state). Destruction (or transfer) actions were annotated in the TS register and the register was audited.</p> <p>2. The TS register will remain in the XXX/XX files until all pages are destroyed. If you have any questions, contact (Name) at (Phone).</p> <p>(Signature element of Top Secret Appointing Official)</p>
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