

# PROCESSING TOP SECRET (TS) OR SENSITIVE COMPARTMENTED INFORMATION (SCI) ISSUANCES

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## FORWARD: GENERAL PROCEDURES

This document provides procedures for action officers who are processing DoD directives (DoDDs), instructions (DoDIs), manuals (DoDMs), and directive-type memorandums (DTMs) as well as changes to and cancellations of those issuances that contain TS material or SCI. It will be used as a supplement to *Processing DoD Issuances* or *Processing OCMO Issuances*, as applicable. In this document:

- “Issuance” includes DoDDs, DoDIs, DoDMs, and DTMs.
- “You” refers to the action officer; “your Component” refers to the OSD Component under which your office falls.
- “We” or “us” refers to the Directives Division
- “Our website” refers to the DoD Issuances Websites on the unclassified and SECRET Internet Protocol Router Network (SIPRNET) systems.
- “The Portal” refers to the DoD Issuance Portal System.
- *Italicized documents* are supporting documents that are available on our website.

The DoD and OSD Components must process issuances and their revisions, changes, and cancellations according to the procedures on our website and DoDI 5025.01, “DoD Issuances Program.” The main difference is that any TS or SCI material **must be sent to us on the Joint Worldwide Intelligence Communication System (JWICS)** at DoD.Directives@osdj.ic.gov rather than on the Portal.

All templates, forms, and resources are available on the DoD Issuances Website at [http://www.esd.whs.mil/Directives/issuance\\_process/supporting\\_documents/](http://www.esd.whs.mil/Directives/issuance_process/supporting_documents/). Be sure to mark them following the guidance in Intelligence Community Directive 710 and Volume 2 of DoDM 5200.01.

All supporting documents referenced in these procedures are available on our website at:

<http://www.esd.whs.mil/DD/> (unclassified)  
<https://directives.whs.smil.mil/index.html> (classified)

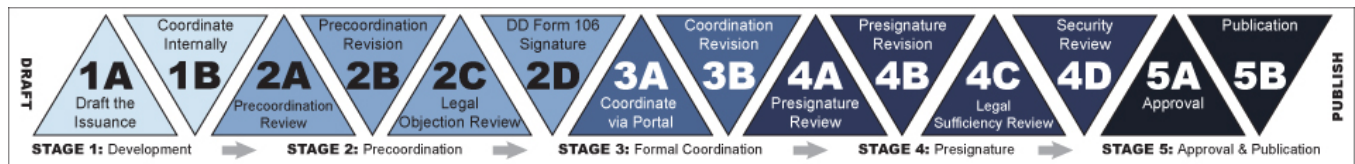
Submit all electronic versions of issuances to us for review via JWICS as described in this guide.

## SECTION 1: TS AND SCI PROCESSING GUIDANCE

**1.1. JWICS.** Your reviews with us and with OGC, as well as formal coordinations, must be processed on JWICS. You'll follow the standard processing guidance as found on our website at [http://www.esd.whs.mil/Directives/issuance\\_process/proc\\_dod\\_iss/](http://www.esd.whs.mil/Directives/issuance_process/proc_dod_iss/) (for OSD Components other than OCMO) or [http://www.esd.whs.mil/Directives/issuance\\_process/odcmo\\_process/](http://www.esd.whs.mil/Directives/issuance_process/odcmo_process/) (for OCMO).

**1.2. GETTING FILES TO US.** When the processes refer to your issuance or supporting documents being submitted to the Portal or sent to us by email, **you must instead:**

a. If you are submitting material for the processing stages 2A, 2C, 3A, 4A, 4C, 5A (for Deputy Secretary Approval), or 5C, ask your focal point to notify us by posting a “shell” action on the unclassified Portal indicating that the material stage has been sent on JWICS.



b. You will send the material on JWICS to [DoD.Directives@osdj.ic.gov](mailto:DoD.Directives@osdj.ic.gov).

c. Any time you send DD material on JWICS, including questions, notices, etc., **be sure** to send a brief unclassified notice to [whs.mc-alex.esd.mbx.dod-directives@mail.mil](mailto:whs.mc-alex.esd.mbx.dod-directives@mail.mil) as well, so that we're aware there is something waiting for action on JWICS.

### 1.3. WORKING FORMAL COORDINATIONS.

a. For formal coordinations, you must submit the unclassified DD Form 106 to your focal point for posting on the NIPRNET Portal. The DD Form 106's purpose must state:

(1) The issuance and DD Form 818 will be sent on JWICS.

(2) The Components must provide you with a JWICS-cleared individual to whom you can email the material.

b. Completed coordination will be returned to you from that individual.

c. You are responsible for ensuring that we have copies of all coordination provided on JWICS.

## SECTION 2: SECURITY GUIDELINES

**2.1. PURPOSE.** These procedures addresses guidance for processing TS and SCI on an information system accredited for TS and SCI processing (e.g., JWICS).

**2.2. APPLICABILITY.** These procedures applies to all personnel who have been granted access to TS and SCI material.

### 2.3. TRANSMITTING TS AND SCI.

a. Senders transmitting TS and SCI electronically (including facsimile, computer, secure voice, e-mail, or any other means of telecommunication) must ensure that such transmissions are:

(1) Made only on information system accredited for TS and SCI (e.g., JWICS).

(2) Sent to authorized recipients. Recipients will provide proper protection for TS and SCI received.

b. Any transfer to and/or processing or storage of TS and SCI on the SIPRNET or an unclassified system **constitutes a security incident** and a **data spillage** from a higher to a lower-security information domain and must be reported in accordance with those procedures.

### 2.4. SAFEGUARDING TS AND SCI.

a. You must safeguard TS and SCI in accordance with the policies and procedures issued by the Director of National Intelligence, as implemented by Volume 1 of DoDM 5105.21. TS and SCI, regardless of classification level (TS, S, C), **must** be processed only on an information system accredited for TS and SCI (e.g., JWICS).

b. As the action officer, you are responsible for properly complying with established security classification guidance and for properly applying that guidance to the material, including all markings required for its protection, control, and dissemination.

c. You must mark documents containing TS and SCI in accordance with Intelligence Community Directive 710 and Volume 2 of DoDM 5200.01. TS and SCI markings include:

(1) HCS (HUMINT Control System).

(2) KLONDIKE.

(3) COMINT (Communications Intelligence, also known as Special Intelligence (SI)).

(4) TALENT KEYHOLE (TK).

## GLOSSARY

### G.1. ACRONYMS.

DoDD	DoD directive
DoDI	DoD instruction
DoDM	DoD manual
DTM	directive-type memorandum
JWICS	Joint Worldwide Intelligence Communication System
OCMO	Office of the Chief Management Officer of the Department of Defense
OGC	Office of the General Counsel of the Department of Defense
OPR	office of primary responsibility
SCI	Sensitive Compartmented Information
SIPRNET	SECRET Internet Protocol Router Network
TS	Top Secret

## **REFERENCES**

- DoD Manual 5105.21, Volume 1, Sensitive Compartmented Information (SCI) Administrative Security Manual: Administration of Information and Information Systems Security,” October 19, 2012, as amended
- DoD Manual 5200.01, Volume 2, “DoD Information Security Program: Marking of Classified Information,” February 24, 2012, as amended
- Intelligence Community Directive 710, “Classification Management and Control Markings System,” June 21, 2013