



INTRODUCTION

Granting a Top Secret (TS) clearance constitutes recognition of the fact that the US Government considers you eligible for access to Top Secret material and that your character, integrity, and loyalty are above reproach. When you have a "need-to-know" you will be given access to the most vital and carefully protected defense information.

All classified material must be protected in accordance with US Government Industrial Security Regulations and LEIDOS procedures. However, Top Secret material is so sensitive that the most stringent rules have been formulated for its handling care. Our Cognizant Security Office scrutinizes our operations very closely for strict compliance with these procedures.

The Department of Defense (DoD) defines Top Secret information as follows:

"TOP SECRET" is the designation that shall be applied only to information or material of which the unauthorized disclosure of could reasonably be expected to cause exceptionally grave damage to the national security. This includes: armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic, and communications intelligence systems; the revelation of sensitive intelligence operations; the disclosure of scientific or technological developments vital to national security.

Government regulations require that you, as an employee/consultant to LEIDOS, be individually warned that you may not disclose Top Secret information to any person whose duties do not clearly require a knowledge of the information and then only after you have determined that the person has a Top Secret clearance through the Security Department. You may verify the clearance level of any employee through the Security Department when it becomes necessary for you to grant access to Top Secret information. It is your responsibility to establish that the intended recipient has the "need-to-know" (Normally, the authority for the decision on the "need-to-know" is vested in the Principal Investigator or the Program Manager). The object of these and other safeguards is to insure that the number of persons given access to Top Secret information be kept to an absolute minimum.



TOP SECRET BRIEFING

ACCOUNTING

All Top Secret material shall be entered in Document Control's accountability system when the first of any of the following events occurs:

- The document is retained after the next successive stage in its development is completed (for example: notes converted to draft, final draft placed on masters, or photographic prints developed from negatives).
- The document, including classified working papers and draft, is retained for more than 30 days from organization.
- The document is reproduced for internal purposes (for example: draft review or coordination prior to preparation of final copy).
- The document, regardless of its stage of development, is to be transmitted outside of the facility on a temporary or permanent basis. The transmittal of custody of Top Secret material must be covered by a continuous receipt system both within and without the facility.
- All Top Secret waste material must be returned in to the Security Department for documentation and destruction on the date it is generated.

All employees cleared for Top Secret should be thoroughly familiar with the contents of Top Secret material. At the time you generate Top Secret material, please call the Security Department to assure that all Top Secret control systems procedures are being followed.

ACCESS RECORD AND COVER SHEET

An access record and cover sheet is attached to every Top Secret document. This sheet must be signed and dated **each time**, by **anyone** given access to information from this document. The term "access" includes visual or oral access to all or part of the information contained in the Top Secret document.

ACCESS CONTROL

If **required by the contract** individuals with access to Top Secret material must be accompanied by another person cleared by the DoD who has knowledge of the rules of the **Two Person Integrity (TPI)**, and shares responsibility for ensuring against unauthorized access, improper handling, and removal of the material prior to its return to an approved storage container. The TPI rule does not require that both individuals hold a Top Secret clearance. If the second individual can be denied visual, oral, or audible access, a final Secret clearance is permitted.

TRANSMITTAL

All Top Secret material must be transmitted through, and by, the Security Department. This includes transmittal to another or between LEIDOS and other facilities or User Agencies. Transmittal means a change in physical custody of material. Top Secret material cannot be transmitted outside the facility without the written authorization of the Contracting Officer. The Security Department will obtain this authorization. Top Secret material being hand carried within LEIDOS must be addressed and securely wrapped to prevent visual access. When practicable, Top Secret information should be furnished orally without the physical transmittal of material. At no time should classified material of any level be discussed on unsecured telephones, in public conveyances or places, or in any other manner that permits interception by unauthorized persons.

STORAGE

When not in actual use, Top Secret documents must remain the physical control of the Security Department. This means that employees must sign out Top Secret documents when needed and return them to the Security Department by 4:45 PM each day. **TOP SECRET DOCUMENTS MAY ONLY BE STORED WITHIN THE SECURITY DEPARTMENT**, unless in an area approved by the Security Department in advance.



REPRODUCTION

Reproduction of Top Secret documents must be made and arranged for by the Security Department. Top Secret information cannot be reproduced in whole or in part without prior written authority of the Contracting Officer. The need for reproduction of Top Secret material must be justified to the Security Department who will obtain the Contracting Officer's written approval.

MARKINGS

Top Secret documents, like all other classified documents, must be properly marked with classification markings as appropriate. As a minimum, the classification must be marked on the outside of file folders and folded maps or charts. All Top Secret material must show the date of origin and downgrading information when required, and each paragraph must be marked with its specific classification including lead-in paragraphs and subparagraphs.

DESTRUCTION

All Top Secret material, including waste material, must be accounted for and destroyed only by the personnel of the Security Department.

LOSS, COMPROMISE, OR VIOLATIONS

Any loss, compromise, or violation of regulations governing the handling of Top Secret information must be reported immediately to the Manager DoD/DOE Security Programs so that the required action and report to the Cognizant Security Office may be made.



TOP SECRET BRIEFING

I, SUTA KUTTAPPY attest that I have received the LEIDOS Top Secret Briefing. I understand the additional requirements for all individuals who are afforded access to Secret information or material. I further acknowledge that I will comply with the Secret requirements as outlined in the NISPOM.

IN-BRIEFING:

Date Briefed

Signature of Employee

Employee #

Name/Signature of Briefer

EXIT-BRIEFING:

12/30/2019
Date Debriefed

[Signature]
Signature of Employee

612070
Employee #

LISA COX
Name/Signature of Debriefing