

LETTER OF SECURITY COGNIZANCE (LOSC)

LEGAL COMPANY NAME			DOING BUSINESS AS (If different from legal company name)		
LEGAL, PRINCIPLE STREET ADDRESS (REQUIRED)			DOING BUSINESS AT STREET ADDRESS (If different from legal, principle address)		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
SECURITY POINT OF CONTACT		PHONE NUMBER	IDENTIFYING NUMBER (RFP OR SUBCONTRACT, ETC.)		

THE ABOVE COMPANY AGREES TO ADHERE TO THE FOLLOWING SECURITY REQUIREMENTS:

1. ENSURE THAT LOCKHEED MARTIN ENERGY SYSTEMS PROTECTIVE SERVICES, PERSONNEL SECURITY DEPARTMENT, ENERGY SYSTEMS COUNTER-INTELLIGENCE OFFICER, IS NOTIFIED 45 DAYS IN ADVANCE OF ANY PLANNED FOREIGN TRAVEL BY DOE-CLEARED INDIVIDUALS TO SENSITIVE COUNTRIES.
2.
 - a. ENSURE THAT INITIAL/COMPREHENSIVE SECURITY BRIEFINGS ARE CONDUCTED AND DOCUMENTED AND THAT SF-312'S, SECURITY ACKNOWLEDGMENT FORM, ARE SIGNED AND PROCESSED PRIOR TO ANY ACCESS TO CLASSIFIED INFORMATION.
 - b. CONDUCT AND DOCUMENT FOREIGN TRAVEL BRIEFINGS AND DEBRIEFINGS.
 - c. CONDUCT AND DOCUMENT REFRESHER SECURITY BRIEFINGS FOR ALL CLEARED PERSONNEL.
 - d. CONDUCT AND DOCUMENT TERMINATION BRIEFINGS FOR ALL CLEARED PERSONNEL LEAVING EMPLOYMENT, LOSING THEIR CLEARANCES, OR NO LONGER REQUIRING A CLEARANCE AND ASSURE THAT ALL BADGES ARE RECOVERED AND RETURNED TO LOCKHEED MARTIN ENERGY SYSTEMS, PROTECTIVE SERVICES, PERSONNEL SECURITY DEPARTMENT.
3. ENSURE THAT SECURITY TERMINATION STATEMENTS, **DOE F 5631.29**, ARE COMPLETED, SIGNED, AND PROMPTLY SENT TO LOCKHEED MARTIN ENERGY SYSTEMS, PROTECTIVE SERVICES, PERSONNEL CLEARANCE AND ASSURANCE BRANCH, P. O. BOX 2003, OAK RIDGE, TN 37831, WHEN:
 - a. DOE SECURITY CLEARANCES ARE NO LONGER REQUIRED (AS, FOR EXAMPLE, WHEN THE NEED TO ACCESS DOE'S COMPANY-OPERATED PLANTS NO LONGER EXISTS); OR
 - b. AN INDIVIDUAL IS ON LEAVE-OF-ABSENCE OR EXTENDED LEAVE AND WILL NOT REQUIRE ACCESS FOR AT LEAST 90 DAYS; OR
 - c. ACCESS IS NO LONGER REQUIRED BECAUSE OF TERMINATION OF EMPLOYMENT OR TRANSFER TO A POSITION NOT REQUIRING ACCESS; OR
 - d. AN INDIVIDUAL LEAVES FOR FOREIGN TRAVEL, EMPLOYMENT, EDUCATION, OR RESIDENCE (NOT INVOLVING OFFICIAL U.S. GOVERNMENT BUSINESS) OF MORE THAN THREE MONTHS.
4. ENSURE THAT EMPLOYEES COMPLY WITH THE PERSONNEL CLEARANCE REPORTING REQUIREMENTS, AS SPECIFIED IN **DOE ORDER 472.1**, AND ARE KNOWLEDGEABLE OF THEIR RESPONSIBILITIES IN EXECUTING AND SUPPORTING SECURITY PROCEDURES.
5. ENSURE THAT ALL DOE/GOVERNMENT PROPERTY IN THE ABOVE-NAMED COMPANY'S POSSESSION IS PROTECTED IN ACCORDANCE WITH **DOE ORDER 5632.1C, PROTECTION AND CONTROL OF SAFEGUARDS AND SECURITY INTERESTS**. WHEN THE PROPERTY IS VALUED AT \$5 MILLION OR MORE, ENSURE THAT A PROPERTY CONTROL SECURITY PLAN IS DEVELOPED AND FORWARDED THROUGH THE LOCKHEED MARTIN ENERGY SYSTEMS PROTECTIVE SERVICES, PHYSICAL SECURITY DEPARTMENT, TO DOE-ORO SAFEGUARDS AND SECURITY DIVISION FOR APPROVAL.
6. ENSURE THAT NO FOREIGN NATIONAL EMPLOYEE IS PLACED IN A POSITION TO EXERCISE CONTROL OR INFLUENCE OVER PROPERLY CLEARED U. S. CITIZENS OF THE ABOVE-NAMED COMPANY WHO HAVE BEEN GRANTED ACCESS TO DOE CLASSIFIED INFORMATION OR SIGNIFICANT QUANTITIES OF SPECIAL NUCLEAR MATERIALS.
7. ENSURE THAT REPORTABLE CHANGES IN "FOREIGN OWNERSHIP, CONTROL, OR INFLUENCE" ARE REPORTED TO THE DOE-ORO SAFEGUARDS AND SECURITY DIVISION (FOCI OPERATIONS MANAGER), AS REQUIRED BY **DOE ACQUISITION REGULATION 952.204-74**.
8. ENSURE THAT PERSONNEL SECURITY CLEARANCE REQUESTS (STANDARD FORM 86 AND RELATED DOCUMENTS) ARE ACCURATELY COMPLETED, PROMPTLY SUBMITTED, AND ADEQUATELY PROTECTED (PROVISIONS OF THE PRIVACY ACT) WHEN HANDLED AND FORWARDED.
9. DEVELOP AND MAINTAIN APPROPRIATE PROCEDURES DESCRIBING THE ABOVE-NAMED COMPANY'S PROCESSES FOR COMPLYING WITH APPLICABLE DOE SECURITY REQUIREMENTS AND REGULATIONS AND PROVIDE A COPY TO LOCKHEED MARTIN ENERGY SYSTEMS UPON REQUEST.
10. ENSURE THAT, IF THE ABOVE-NAMED COMPANY IS PERFORMING AUTOMATIC DATA PROCESSING (ADP) FUNCTIONS WITH DOE (OR DOE CONTRACTOR) INFORMATION, THAT THE ADP SYSTEMS AND PROCESSES USED ARE DOCUMENTED AND APPROVED AS REQUIRED IN **DOE ORDER 1360.2B, UNCLASSIFIED COMPUTER SECURITY PROGRAM**.

NOTE - UPON TERMINATION OF EMPLOYMENT, ALL LMES-ISSUED PHOTO-BADGES MUST BE RETURNED TO: LMES BADGE OFFICE, BUILDING 9109, MAIL STOP 8027.

SIGNATURE OF OODEP PERSONNEL	DATE
PRINTED NAME AND TITLE OF PERSON SIGNING	PHONE NUMBER