

**Letter of Security Cognizance (LOSC)**

Company Name \_\_\_\_\_

Street Address:(required) \_\_\_\_\_ P.O. Box \_\_\_\_\_ Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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, Security Education, is notified 45 days in advance of any planned foreign travel by DOE-cleared individuals to sensitive or communist-controlled countries.
- (2.) Conduct and document the following security briefings: Initial Security Briefing, Comprehensive Briefing, Refresher Briefing, Foreign Travel Briefing, Termination Briefing, Annual Security Refresher, and Security Clearance Termination Briefings, when employees terminate employment, lose or no longer require their clearance.
- (3.) Ensure that termination agreements are completed, signed, and sent to Lockheed Martin Energy Systems, Protective Services, Personnel Security Department, Security Education Section, P.O. Box 2003, Oak Ridge, TN, 37831, upon completion.
- (4.) Ensure that employees comply with the personnel clearance reporting requirements 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 5632.6 PHYSICAL PROTECTION OF DOE PROPERTY AND UNCLASSIFIED FACILITIES. 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 U.S. citizens of the above named company who have DOE security clearances.
- (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, the ADP systems and processes used are documented and approved as required in DOE Order 1360.2A, UNCLASSIFIED COMPUTER SECURITY PROGRAM.

\_\_\_\_\_  
(Signature of Security Officer) Date \_\_\_\_\_

\_\_\_\_\_  
(Name and Title) Phone No \_\_\_\_\_