

Additional Documents and Instructions

- ❑ **Lockheed Martin Waiver**
 - Please read page 3 of this document, print, sign and return to LMSecurity by following the instructions on page 2.

- ❑ **Drug Statement Form**
 - Please read page 4 of this document, print, sign and return to LMSecurity by following the instructions on page 2.

- ❑ **Counterintelligence Polygraph Examination Form**
 - Please read page 5 of this document, print, sign and return to LMSecurity by following the instructions on page 2.

- ❑ **Reporting Requirements and General Information Document**
 - Please read the Reporting Requirements and General Information on pages 6-7 of this document, and keep it for your reference during the investigation process.

- ❑ **Proof of U.S. Citizenship (Do NOT send original)**
 - Please send a copy of one of the acceptable documents listed below:
 - Original Birth Certificate or Certified Copy of Birth Certificate
 - Passport – Current or Expired
 - Certificate of Citizenship issued by the Immigration & Naturalization Service (INS)
 - Report of Birth Abroad of a U.S. Citizen of the U.S. (form FS240)
 - Record of Military Processing (DD1966)
 - Hospital Certificate of Birth containing raised seal of registrar’s office
 - Certificate of Naturalization
 - U.S. Passport card issued by the U.S. Department of State for entry by U.S. citizens into the U.S. from Canada, Mexico, and countries of the Caribbean and Bermuda at land border crossings or sea ports-of-entry, current or expired

- ❑ **DD214 (Do NOT send original)**
 - Please send a copy of your DD214 for military discharge (if applicable).

- ❑ **Relatives (Do NOT send original)**
 - Please send a copy of any Certificates of Citizenship issued by the Immigration & Naturalization Service for your immediate family members (if applicable).

Submission Instructions

The following options are available to you for submitting your additional documents:

- Email a copy of the document to faxserver.lmsecurity@lmco.com
- Fax a copy of the document with a coversheet to (720) 479-2750
- Mail a copy of the document to: Lockheed Martin Corporation
Attn: LMSecurity
100 Global Innovation Circle, MP801
Orlando, FL 32825

If you have any questions not answered above, please contact LMSecurity at clearances.lmsecurity@lmco.com or by phone at 407-306-7311 or toll-free 866-330-7311, Monday through Friday, 7:30 a.m. to 6:30 p.m. Eastern Time.

LMSOC-0896

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**LOCKHEED MARTIN WAIVER
FOR CURRENT EMPLOYEES/SUBCONTRACTORS**

I understand that relative to my completion of the Personnel Evaluation Form (PEF) or the Personnel Security Questionnaire for the purpose of obtaining/maintaining a Security Clearance or Access, my answers and statements on these forms are privileged information between the United States Government and myself and need not be disclosed to my employer.

I hereby waive this privilege and authorize designated Lockheed Martin Security personnel to review any portion necessary of the PEF/Personnel Security Questionnaire for clearance submittal purposes. I understand that my PEF/Personnel Security Questionnaire will only be used for security clearance purposes and that my entries will not be seen or exposed to anyone outside the Lockheed Martin Personnel Security organization.

I certify that the entries made by me on this form (Personnel Evaluation Form/Personnel Security Questionnaire) are true, complete, and accurate to the best of my knowledge and belief and are made in good faith and voluntarily. I understand that any false answers or statements by me may disqualify me for employment with the Lockheed Martin Corporation or will be sufficient grounds for discharge from employment.

Printed Name

Signature

Date

DRUG STATEMENT

I have been informed that unlawful use of any narcotic substance, marijuana, or dangerous drug, is a basis for ineligibility for Special Security Access.

I understand that any future unlawful use of any narcotic substance, marijuana, or dangerous drug may result in removal of Special Security Access.

Signature

Date

Printed or Typed Name

SSAN

Signature of Witness

Date

Printed or Typed Name

NOTICE: The above information is protected by provisions of the PRIVACY ACT, 5 U.S.C. 522a. You are hereby advised that authority for soliciting your Social Security Account Number (SSAN) is EXECUTIVE ORDER 9397. Your SSAN is to be used to identify you precisely when it is necessary to certify that you have access to the information indicated above. Although disclosure of your SSAN is not mandatory, your failure to do so may impede certifications or determinations.

FOR OFFICIAL USE ONLY

COUNTERINTELLIGENCE POLYGRAPH EXAMINATION FORM

I, _____ understand that I will be required to undergo and successfully complete a Counterintelligence Polygraph examination periodically as a condition to attain or retain access to special program(s). Emphasis is on national security matters (espionage, sabotage and terrorism). I consent to undergo a polygraph examination voluntarily. The examination area may contain the following: listening/monitoring device (e.g., audio monitoring/listening device, two-way mirror, and camera). The examiner will provide an explanation of the polygraph instrument and review all test questions prior to the examination. I understand the examination will be recorded and/or observed.

Signature

Date

SSAN

Signature of Witness

Date

Printed or Typed Name

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Reporting Requirements and General Information while Awaiting SCI access

Due to the Sensitive Compartmented Information we handle each day, the government has established a number of reporting requirements which all of us must follow in order to maintain our accesses. We are obligated to report behaviors, incidents or events which may impact our own ability or that of a co-worker to safeguard national security information.

The following information was or will be reported to your government sponsor via your application for your security access. If any of the below occurs subsequently, report as indicated below.

For Foreign Travel or Foreign Contact Reporting, let your Personnel Security Representative know if you plan on going on foreign travel while being processed for SCI. Submission of required forms will be required during this process.

Foreign Travel

The government requires that you inform Personnel Security each time you leave the United States and upon your return, whether for business or pleasure. Complete the **Pre-Departure Foreign Travel Form** via Traveler's Suitcase and submit 30 days prior to leaving the country. Upon return to the U.S., submit the **Post-Foreign Travel Form** via Traveler's Suitcase. Regardless of whether you are in need of a briefing, please contact your Security Representative prior to **every trip**, as you may need additional information about your destination, or to attend a briefing.

Foreign Contacts (Non-U.S. Citizens)

Reportable contacts are close and continuing relationships with feelings of kinship, loyalty or obligation including anyone who shows an unusual interest in your work, skills or classified information or someone with whom you have a business interest. Contacts may occur in many capacities (i.e., in person, indirectly at a meeting, written correspondence, telephone, email). Do not forget au pairs or nannies that may care for your children.

Submit a Foreign Contact Form - Contact your Personnel Security Representative.

For Subcontractors/Consultants – Contact your Personnel Security Representative for the required forms to fill out.

Information to be reported to your Security Representative:

Arrests

Immediately report all charges or arrests, including DUI or drugs. Omit all traffic fines where the amount is less than \$300 unless the violation is alcohol or drug-related. Report via memo to Personnel Security or your Security Representative.

Drug Policy

LMC is legally bound by the federal Drug-Free Workplace Initiative prohibiting the use of illegal drugs and the abuse of legal drugs by briefed employees. Report any drug problems involving yourself or a co-worker immediately via memo to Personnel Security or your Security Representative.

Marital Status

Immediately report legal changes to status including marriage, divorce, separation and spouse-like cohabitation. Report via memo to Personnel Security or your Security Representative.

Finances

Immediately report any serious changes in financial status including personal bankruptcy, wage garnishments, excessive indebtedness and liens against your property. Also remember sudden wealth, such as winning the lottery or inheritance. Report via memo to Personnel Security or your Security Representative.

Adverse Information

The government requires that you immediately report anything that you observe in someone's conduct or character, either suspicious or derogatory, that could affect an individual's ability or willingness to protect classified information. This includes emotional instability, disloyalty to the U.S., deliberate disregard of security procedures, substance abuse, and susceptibility to blackmail and lack of honesty or integrity. Remember to report yourself as well whenever you are involved in any security incident. Self-reporting is not only a government requirement but is crucial in assessing damage and preventing similar incidents. Report via memo to Personnel Security or your Security Representative.

Mental Health Counseling

Report visits to a mental health professional via memo to Personnel Security or your Security Representative except in cases involving non-court ordered counseling for family, marital or grief related issues which do not exhibit violence and counseling related to adjustments from service in a military combat environment.

Jury Duty

Report to your Security Representative if you are selected to serve on a jury, give testimony in a trial or are subpoenaed. Report via memo to Personnel Security or your Security Representative.

Special Guidance Regarding Your Background Investigation:

During the course of your background investigation you will be asked to provide information regarding any foreign-born or non-US citizen relatives and associates. The information below will prepare you for your initial interview and any subsequent request for clarification. The purpose of the interview is to document your association with immediate family members and associates, as defined below, as it relates to your being granted access to classified information.

What will you be asked?

You will be asked about "Immediate Family Members" and "Associates". Immediate family members include a spouse or cohabitant, the parents, siblings, and children of both you and the spouse or cohabitant, to include half, step, foster, and adopted persons. The focus of these questions do not pertain to family members under the age of 18, children born abroad to U.S. citizens, or children adopted at a young age having NO association with anyone from their country of birth since adoption.

Other relatives, e.g., grandparents, aunts, uncles, cousins, etc., are not considered immediate family members unless they reside with you, have a close and continuing association with you, and/or are bound by (1) affection, (2) influence, (3) obligation, or (4) financial interest. Questions will be asked regarding all immediate family members, as described above, including those who are deceased, regardless of the extent of your knowledge or the extent of contact you have with them, their current citizenship, or whether they reside in the U.S. or abroad.

An "Associate" is defined as a foreign born individual with whom you have or have had (no timeline) a personal and/or business relationship which includes one or more of the following (1) social contact and/or (2) an association by which he/she is bound by (a) affection, (b) obligation, (c) influence, or (d) financial interest.

What information will I be required to provide?

The government is not investigating your family members or associates, and it is not necessary to provide the same level of detail as you provided on yourself on the Personnel Security Questionnaire (PSQ). You will be asked to provide as much information known by you as is appropriate for the given relationship. For example: Your mother was born in a foreign country and you lived with her until you became an adult. It is reasonable that you would know her past and current citizenship, her occupations, and other countries she has lived in for significant periods of time.

Why does the government need to know this information?

The potential for, or existence of, foreign influence on your ability to protect classified information is a concern. Therefore, your close relationships and associations with non-U.S. citizens and non-U.S. born individuals will be reviewed. The collection, maintenance, and disclosure of this information are governed by the Privacy Act, and will be protected against unauthorized disclosure.

When will I be expected to disclose the required information?

You will be asked a series of questions by an investigator in regards to immediate family members and associates designed to uniformly document relevant information. You will also be asked questions in other areas, aside from the questions regarding immediate family members or associates, regarding your suitability and eligibility for access to classified information. These questions are asked of all persons processed for access to classified information. Your cooperation is expected, as to not impede the security process or prevent us granting you access to a national security position.