

LOCKHEED MARTIN ASTRONAUTICS SECURITY REQUIREMENTS  
FOR  
ON-SITE CONTRACTORS

Document 61567 (June 1996)

- (a) The provisions of this clause shall apply to the extent that this Contract involves Contractor access to Lockheed Martin Astronautics (LMA) owned, leased, or controlled real and personal property and shall be in addition to the clauses, if applicable, entitled "Security Requirements," or such other security provisions as may be in this contract.
- (b) The Contractor and its employees shall comply with all LMA established security controls and procedures. The Contractor, further, shall be responsible for compliance with the same by all of the Contractor's lower tier subcontractors. Under no circumstances, however, shall one contractor act on behalf of another in securing, handling and/or issuing badges or in any other matters pertaining to security. Failure of the Contractor to comply with LMA Security requirements could result in denial of access by Contractor's personnel to LMA property and consequently, termination of this contact for default by the Contractor.
- (c) The Contractor shall appoint one of its employees to act as its Security Point of Contact (POC) to coordinate all appropriate security matters with the LMA Government Security Department. This designated POC shall be the responsible authority for the Contractor for all matters pertaining to security as required by this contract and as set forth herein. The appointment of a POC shall be made in writing to the LMA Government Security Department, PO Box 179, Denver, CO 80201, Mail No. DC1392.
- (d) An indoctrination meeting shall be held with the Contractor prior to the start of any work under this contract, to review security requirements as set forth herein and as may be further applicable. The Contractor's Security POC shall attend. At that meeting, or subsequently, the Contractor's security policies, procedures, and operations may be subject to review by the LMA Government Security Department. Such review shall be to determine the adequacy, accuracy, and appropriateness of the Contractor's security policies, procedures, and operations with respect to its work required under this contract.
- (e) The Contractor shall establish and maintain accountability for the control of all LMA badges in its possession. LMA badges will be issued only to the Contractor's Security POC, who will in turn re-issue the badges to the Contractor's employees only. The Contractor shall furnish the LMA Government Security Department an up-to-date roster of its personnel who have been issued LMA badges. This roster shall include the recipient's full name and badge number issued. This roster must be returned to the LMA Government Security Department within ten (10) days of issuance of the badges. The current status of this roster shall be maintained at all times and updates shall be provided to LMA at least monthly. Badges must be worn on the upper left portion of the torso on the outer most garment and in plain view at all times while on LMA property.
- (f) Access to LMA facilities is limited to U. S. citizens, lawful permanent residents, and intending citizens. Due to International Traffic and Arms Regulations requirements concerning export of technical data, access by foreign persons is prohibited. It is the responsibility of the Contractor to comply with the Immigration Reform and Control Act of 1986 in addition to all other applicable federal, state, and local laws. Contractors shall also be responsible for completing Forms I-9 for its employees regarding employment eligibility issues.
- (g) Contractor employees are restricted to their immediate assigned work areas. Under no circumstances are the Contractor's employees to be in any area except those necessary for the performance of work under this contract.

All Contractor employees shall use the most direct routes to and from the appropriate work area. However, the Contractor's employees may be permitted access to cafeteria and restroom facilities.

- (h) The Contractor agrees to insert in all subcontracts hereunder, which involve access to LMA property, provisions which shall conform substantially to the provision set forth herein, including this paragraph (h).
- (I) The Contractor shall, immediately upon completion of this contract, return all badges to the LMA Government Security Department or provide a written statement to same as to the disposition of any non-returned badges. Final payment to the Contractor under this contract may be withheld and offset against any indebtedness created or owed to LMA as a result of the Contractor's failure to comply with LMA Security requirements or pending reconciliation of the aforementioned badge records.