

## External Collaboration Form for Non-Employees

### Instructions

**This form is for non Lockheed Martin personnel.** This form is used to obtain access to external collaboration services such as TeamForge, Mailman, and so on.

1. **Requester:** Please complete Section 1 and 2, and then email the form to your Lockheed Martin ATL sponsor. Your ATL sponsor must be an L-coded manager.

**By submitting this form you agree to the following:**

- a. Lockheed Martin Corporation, in the course of its business activities, generates and acquires title to, or otherwise takes custody of, large amounts of Sensitive Information that are valuable assets either of Lockheed Martin or of its collaborators and/or customers, including information that is proprietary to Lockheed Martin or a third party, export controlled, classified, protected, or attorney-client and/or work product privileged. It is Lockheed Martin policy that such Sensitive Information will be properly identified, effectively managed and diligently protected, consistent with the applicable Lockheed Martin policies and procedures, contractual arrangements, and the laws and regulations of the United States (US) and foreign governments, except to the extent inconsistent with US law. Except as set forth in any existing, applicable Proprietary Information Agreements, contracts, subcontracts, and/or other agreements relating to such information, I agree not to copy, use, or disclose to others any such information without the permission of the information/data resource owner who generated the information.
  - b. All information that I submit in the course of my use of the Lockheed Martin Intranet and/or external collaboration services is subject to any existing, applicable Proprietary Information Agreements, contracts, subcontracts, and/or other agreements relating to such information.
  - c. The external collaboration services are intended for authorized users only. Unauthorized access to or misuse of information resources to information is not permitted; The Corporation reserves the right to monitor and review all user activity and data at any time. I understand and agree that I have no right to expect privacy regarding any aspect of my use of or access to the Lockheed Martin Intranet or external collaboration services. All individuals using the Lockheed Martin Intranet and/or external collaboration services, whether or not authorized users, may be monitored or recorded by system personnel or third parties. Information regarding such monitoring may be provided to law enforcement officials or other third parties for any reason and/or used for legal purposes or actions by Lockheed Martin. Additionally, information transmitted to a foreign person via the services or Lockheed Martin Intranet may be subject to export control laws and regulations.
  - d. I must protect all sensitive information which may have been transmitted, received, stored, printed, etc. while or after being connected to the Lockheed Martin Intranet, and ensure it is not made available or disclosed to or accessed by unauthorized individuals in accordance with the terms of my PIA.
  - e. I agree that it is my responsibility to practice safe password controls.
2. **ATL L-coded Manager:** Please complete Section 3, and email the form to [it\\_support@atl.lmco.com](mailto:it_support@atl.lmco.com). Please allow two business days for processing.

**Section 1 - Requester Information**

Name: (First M Last)	Work Email:
Employer:	Work Telephone:
Period of Performance:	Requested Username:
Your Relationship to Lockheed Martin:	
Sub Contractor <input type="checkbox"/>	Supplier <input type="checkbox"/>
Customer or Partner <input type="checkbox"/>	Independent Contractor or Consultant <input type="checkbox"/>

**Self-service Password Reset:** ATL IT will email you a temporary password. Please go to <https://amps.atl.external.lmco.com> to enroll in our self-service password reset system and select a new password.

**Section 2 - Requester U.S. Export Control Status**

To comply with U.S. export control laws, please answer the following:

Is your permanent work location outside the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you <b>presently</b> a U.S. citizen or a Permanent Resident of the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an alien lawfully admitted for temporary residence in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If lawful alien, please describe the nature of your temporary resident status. (For example: Student, work visa, other visa, special status refugee, asylum seeker, or special agricultural worker)	Temporary resident status:	
Visa type:		
Expiration date:		

**Section 3 – ATLL-coded Manager Approval**

**By submitting this form you agree that:**

- a. External Collaboration access is required to perform the requester’s responsibilities or to fulfill customer contractual requirements

Manager Name:	LMPeople Number:	Date:	
Is a Proprietary Information Agreement (PIA) required?  (As a rule of thumb, the answer is Yes for contractors, suppliers, and others to access LM proprietary information.)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a valid PIA in place?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Which IT resources do you require for your external collaborator:		
External TeamForge  <b>(After your collaborator establishes a TeamForge account, be sure to add them to your projects via Project Home &gt; Project Admin &gt; User Membership and then Project Home &gt; Project Admin &gt; Permissions &gt; User-Role Matrix.)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mailman mailing lists  <b>(Be sure to open a separate IT service request to add your collaborator to specific mailing lists.)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
DMZ Internet-facing computer login  <b>(Be sure to open a separate IT service request to grant your collaborator to login access to specific computers.)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Do you approve this form?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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