

## **Stakeholder Requests for Hosted Mobile Enrollment Sites Procedures and Requirements**

The following are the Lockheed Martin requirements for hosting a temporary mobile/portable enrollment capability. The purpose of this capability is to enroll members of stakeholder organizations (employees, unions, associations, etc.) and to provide them with the added convenience of avoiding individual trips to a fixed enrollment center for enrollment.

### **Volunteering for Hosted Mobile Enrollment**

- For more specific information regarding who to contact to volunteer to host a mobile enrollment location, please see the list of Facility Coordinators in the Appendix or the Overall Deployment Point of Contact. Your inquiry will be directed to the appropriate Field Coordinator.
- Lockheed Martin's Field Coordinators will attempt to make contact with each facility point of contact to gather additional information regarding their inquiry within 10 business days.
- Once that contact has been established, the LM field Coordinator will make an initial assessment regarding the ability to meet the request. Ultimately, each request will be assessed on its individual merits, taking into consideration all factors including available resources and scheduling constraints.
- It is Lockheed Martin's desire to be able to address each inquiry within 10 business days after the field coordinator makes initial contact with the prospective site with a determination of suitability to host a mobile enrollment site.

### **Minimum Enrollment Requirements and Pre-Enrollment**

- Volunteering to be a mobile enrollment site provides stakeholders with an opportunity to have an onsite enrollment capability for the exclusive use by their employees or members. Because of this degree of exclusivity, stakeholders who desire to be considered as a mobile enrollment site will need to meet the following criteria:
  - In order to maximize the usage of each individual mobile enrollment station, it will be necessary to work closely with individual stakeholders. Generally, a single mobile enrollment workstation can process 25 enrollments per day, and will require approximately one day preceding the start of a mobile deployment to set up, be configured, and establish connectivity with the secure site at Annapolis Junction, MD. In order to ensure maximum usage, Lockheed Martin will limit deployments to those stakeholders who can guarantee a minimum of two days of enrollment activities at a steady pace of operations. Lockheed Martin cannot guarantee stakeholders that mobile enrollment stations will be available on the preferred dates, but will work with stakeholders to identify mutually agreeable dates based on resource constraints and stakeholder preferences.
  - Pre-enrollment of all individuals prior to the mobile enrollment station arriving on site is strongly encouraged in order to "right-size" Lockheed Martin's support, assure adequate staffing and facility layout, and to minimize enrollment time;

- Stakeholders who are scheduled for a mobile enrollment deployment will be required to manage a schedule for their employees to ensure the enrollment station is fully utilized in order to maximize productivity.
- A schedule of enrollees will be provided to the Lockheed Martin representative 5 days prior to initial enrollment in order to plan for appropriate staffing.
- While the individual mobile enrollment timeframe will be dependent on the size of stakeholder's enrollment population, on average it is anticipated that an individual mobile enrollment station will be capable of enrolling 25 individuals per eight-hour day.
- For consideration for mobile enrollments to take place, the requirements listed below must be met. LM will coordinate timing and schedule of mobile enrollments with the stakeholder based on mobile availability and customer availability. Meeting the requirements listed does not guarantee having a mobile enrollment capability established at any stakeholder's facility. Lockheed Martin will do everything possible to meet all requests; however Lockheed Martin reserves the right to prioritize or decline specific mobile deployments based on each site's unique circumstances.

### **Card Issuance/Activation**

- During the period that mobile enrollments are being conducted at a stakeholder's site, Lockheed Martin will arrange to bring those cards that are ready for activation back to the stakeholder's site on a weekly basis. The specific day of the week will be coordinated between the stakeholder and the Lockheed Martin agent. Following the scheduled mobile deployment period, Lockheed Martin will make arrangements for one return trip to the mobile enrollment location for remote issuance and activation of credentials. This visit will be scheduled approximately 10-45 days following the completion of mobile enrollment for that site, depending upon the number of cards ready for issuance and availability of resources. A minimum of five business days' notice will be provided prior to returning for issuance and activation. If applicants can not be available on the day(s) issuance and activation are scheduled, or their cards have not yet been returned for issuance, they will be provided with information on the nearest fixed enrollment center where their card may be picked up.

### **Contractual Requirements**

- A contractual relationship with Lockheed Martin is not required and no compensation will be provided by Lockheed Martin.

### **Payment**

- Individual payments may be accepted via all approved methods (e.g., Credit Card - Master Card or Visa; Money Orders, Cashier's Checks, Pre-Paid Debit Card). Check and Money Orders are to be made payable to "Lockheed Martin".
- Bulk payments for enrollments may be done with a corporate check as a single payment and will be based on the anticipated number of enrollments at the facility. Unless otherwise arranged in advance with the Field Coordinator, the stakeholder is required to provide payment in full for their enrollees at the start of enrollments and will be required to provide a listing of individuals to be enrolled. As individuals are

enrolled, they will be marked off on the list and a daily tally will be reconciled at the close of business each day. At the conclusion of the mobile deployment period, a final reconciliation will be conducted between the Lockheed Martin representative and the stakeholder. If a refund is required, it will be processed at that time for payment via check to the stakeholder in accordance with Lockheed Martin's financial processes.

### **Required Facilities, Equipment and Infrastructure**

- Trusted Agents and any necessary materials/enrollment equipment will be provided by Lockheed Martin.
- The stakeholder must provide a closed door office or offices with the following physical requirements:
  - The stakeholder will be required to provide a high speed broadband internet connection and a DHCP address to support each mobile enrollment station that will be installed. Additionally, the stakeholder will, if necessary, be required to provide a tunnel through any network firewalls.
  - Provide a non-Internet telephone system
- Since this is a stakeholder facility it is assumed that stakeholders will provide for their employees or membership the following:
  - Queuing space for waiting enrollees
  - Adequate vehicle parking area
  - Heating/Air Conditioning
  - Restroom Facilities
  - If possible provide handicapped accessible entrances

STATE/ TERRITORY	CITY	U.S. COAST GUARD DISTRICT & PORT ZONE DESIGNATIONS	LOCKHEED MARTIN CONTACT	CONTACT CELL PHONE
<b>OVERALL</b>	<b>COORDINATOR</b>		<b>Stacy Bonna- DeMoss</b>	<b>703-310- 9157</b>
ALASKA	Anchorage	D-17: Western Alaska	Michael Boutte	571-218- 5108
	Juneau	D-17: Southeast Alaska	Michael Boutte	571-218- 5108
	Nikishka	D-17: Western Alaska	Michael Boutte	571-218- 5108
	Valdez	D-17: Prince William Sound	Michael Boutte	571-218- 5108
ALABAMA	Guntersville	D-8: Mobile, AL	Dmitri Haynes	571-218- 5062
	Mobile	D-8: Mobile, AL	Shonda Castillo	571-218- 5056
ARKANSAS	Little Rock	D-8: Memphis, TN	Shonda Castillo	571-218- 5056
CALIFORNIA	Benicia	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	Eureka	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	Long Beach	D-11: Los Angeles, CA	Ray Hively	571-480- 3054
	Los Angeles	D-11: Los Angeles, CA	Ray Hively	571-480- 3054
	Oakland	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	Port Hueneme	D-11: Los Angeles, CA	Ray Hively	571-480- 3054
	Richmond	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	Sacramento	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	San Diego	D-11: San Diego, CA	Ray Hively	571-480- 3054
	San Francisco	D-11: San Francisco, CA	Ray Hively	571-480- 3054
	Stockton	D-11: San Francisco, CA	Ray Hively	571-480- 3054
CONNECTICUT	Bridgeport	D-1: Long Island Sound	Glenn Graham	571-218- 5041
	New Haven	D-1: Long Island Sound	Glenn Graham	571-218- 5041
	New London	D-1: Long Island Sound	Glenn Graham	571-218- 5041
DELAWARE	New Castle	D-5: Philadelphia, PA	Kevin Abshire	571-480- 1879
	Wilmington	D-5: Philadelphia, PA	Kevin Abshire	571-480- 1879

FLORIDA	Jacksonville	D-7: Jacksonville, FL	Brian Abramsky	571-218-5025
	Key West	D-7: Miami, FL	Brian Abramsky	571-218-5025
	Miami	D-7: Miami, FL	Brian Abramsky	571-218-5025
	Palm Beach	D-7: Miami, FL	Brian Abramsky	571-218-5025
	Panama City	D-8: Mobile, AL	Dmitri Haynes	571-218-5062
	Port Canaveral	D-7: Jacksonville, FL	Brian Abramsky	571-218-5025
	Port Everglades	D-7: Miami, FL	Brian Abramsky	571-218-5025
	Port Manatee	D-7: Tampa, FL	Brian Abramsky	571-218-5025
	Tampa	D-7: Tampa, FL	Brian Abramsky	571-218-5025
GEORGIA	Brunswick	D-7: Savannah, GA	Brian Abramsky	571-218-5025
	Savannah	D-7: Savannah, GA	Brian Abramsky	571-218-5025
HAWAII	Hilo	D-14: Honolulu, HI	Michael Boutte	571-218-5108
	Honolulu	D-14: Honolulu, HI	Michael Boutte	571-218-5108
	Kahului, Maui	D-14: Honolulu, HI	Michael Boutte	571-218-5108
	Kauai	D-14: Honolulu, HI	Michael Boutte	571-218-5108
ILLINOIS	Chicago/Calumet	D-9: Chicago, IL	Bob Girdwain	571-438-2323
	Joliet	D-9: Chicago, IL	Bob Girdwain	571-438-2323
	Peoria	D-8: St. Louis, MO	Dmitri Haynes	571-218-5062
INDIANA	Evansville	D-8: Louisville, KY	Dmitri Haynes	571-218-5062
	Indiana Harbor	D-9: Chicago, IL	Bob Girdwain	571-438-2323
KENTUCKY	Louisville	D-8: Louisville, KY	Dmitri Haynes	571-218-5062
	Paducah	D-8: Paducah, KY	Dmitri Haynes	571-218-5062
LOUISIANA	Baton Rouge	D-8: New Orleans, LA	Dmitri Haynes	571-218-5062
	Houma	D-8: Morgan City, LA	Dmitri Haynes	571-218-5062
	Lafayette	D-8: Morgan City, LA	Dmitri Haynes	571-218-5062
	Lake Charles	D-8: Port Arthur, TX	Shonda Castillo	571-218-5056
	Morgan City	D-8: Morgan City, LA	Dmitri Haynes	571-218-5062

	New Orleans	D-8: New Orleans, LA	Dmitri Haynes	571-218-5062
	Port Fourchon	D-8: Morgan City, LA	Dmitri Haynes	571-218-5062
	South Louisiana (La Place)	D-8: New Orleans, LA	Dmitri Haynes	571-218-5062
MASSACHUSETTS	Boston	D-1: Boston, MA	Glenn Graham	571-218-5041
	Bourne	D-1: Providence, RI	Glenn Graham	571-218-5041
MARYLAND	Baltimore/Dundalk	D-5: Baltimore, MD	Kevin Abshire	571-480-1879
	La Plata	D-5: Baltimore, MD	Kevin Abshire	571-480-1879
	Salisbury	D-5: Baltimore, MD	Kevin Abshire	571-480-1879
MAINE	Bangor	D-1: Portland, ME	Glenn Graham	571-218-5041
	Portland	D-1: Portland, ME	Glenn Graham	571-218-5041
MICHIGAN	Alpena	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
	Bay City	D-9: Detroit, MI	Donald Porochonski	571-218-5047
	Calcite	D-9: Sault St. Marie, MI	Donald Porochonski	571-218-5047
	Detroit	D-9: Detroit, MI	Bob Girdwain	571-438-2323
	Escanaba	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
	Marine City	D-9: Detroit, MI	Donald Porochonski	571-218-5047
	Marquette	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
	Muskegon	D-9: Chicago, IL	Donald Porochonski	571-218-5047
	Ontonagon	D-9: Duluth, MN	Bob Girdwain	571-438-2323
	Sault Ste. Marie	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
	St. Ignace	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
	Traverse City	D-9: Sault St. Marie, MI	Bob Girdwain	571-438-2323
MINNESOTA	Duluth-Superior	D-9: Duluth, MN	Bob Girdwain	571-438-2323
	International Falls	D-9: Duluth, MN	Donald Porochonski	571-218-5047
	Minneapolis	D-8: St. Louis, MO	Donald Porochonski	571-218-5047
	Saint Paul	D-8: St. Louis, MO	Donald Porochonski	571-218-5047
MISSOURI	Kansas City	D-8: St. Louis, MO	Dmitri Haynes	571-218-5062

	St. Louis	D-8: St. Louis, MO	Dmitri Haynes	571-218-5062
MISSISSIPPI	Greenville	D-8: Memphis, TN	Shonda Castillo	571-218-5056
	Gulfport	D-8: Mobile, AL	Dmitri Haynes	571-218-5062
	Vicksburg	D-8: New Orleans, LA	Dmitri Haynes	571-218-5062
NORTH CAROLINA	Morehead City	D-5: Wilmington, NC	Kevin Abshire	571-480-1879
	Wilmington	D-5: Wilmington, NC	Kevin Abshire	571-480-1879
NEW HAMPSHIRE	Portsmouth	D-1: Portland, ME	Glenn Graham	571-218-5041
NEW JERSEY	Camden	D-5: Philadelphia, PA	Kevin Abshire	571-480-1879
	Paulsboro	D-5: Philadelphia, PA	Kevin Abshire	571-480-1879
	Perth Amboy	D-1: New York, NY	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
NEW YORK	Albany	D-1: New York, NY	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	Buffalo	D-9: Buffalo, NY	Donald Porochnski	571-218-5047
	Coram	D-1: Long Island Sound	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	Lindenhurst	D-1: Long Island Sound	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	New York/New Jersey Site 1	D-1: New York, NY	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	New York/New Jersey Site 2	D-1: New York, NY	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	New York/New Jersey Site 3	D-1: New York, NY	Glenn Graham/Patrick Coscette	571-218-5041/571-309-1506
	Oswego	D-9: Buffalo, NY	Donald Porochnski	571-218-5047
	Riverhead	D-1: Long Island Sound	Glenn Graham	571-218-5041
	Rochester	D-9: Buffalo, NY	Donald Porochnski	571-218-5047
	OHIO	Ashtabula	D-9: Cleveland, OH	Donald Porochnski
Cincinnati		D-8: Louisville, KY	Dmitri Haynes	571-218-5062
Cleveland		D-9: Cleveland, OH	Donald Porochnski	571-218-5047
Lorain		D-9: Cleveland, OH	Donald	571-218-

			Porochoński	5047
	Sandusky	D-9: Toledo, OH	Donald Porochoński	571-218-5047
	Toledo	D-9: Toledo, OH	Donald Porochoński	571-218-5047
OKLAHOMA	Tulsa	D-8: Memphis, TN	Shonda Castillo	571-218-5056
OREGON	Coos Bay	D-13: Portland, OR	Herman Clark	571-218-5042
	Portland	D-13: Portland, OR	Herman Clark	571-218-5042
	Vancouver	D-13: Portland, OR	Herman Clark	571-218-5042
PENNSYLVANIA	Chester	D-5: Philadelphia, PA	Kevin Abshire	571-480-1879
	Marcus Hook	D-5: Philadelphia, PA	Kevin Abshire	571-480-1879
	Pennsbury Manor	D-8: Pittsburg, PA	Kevin Abshire	571-218-5056
	Philadelphia	D-5: Philadelphia, PA	Kevin Abshire	571-480-1879
	Pittsburgh	D-8: Pittsburg, PA	Shonda Castillo	571-218-5056
RHODE ISLAND	Providence	D-1: Providence, RI	Glenn Graham	571-218-5041
SOUTH CAROLINA	Charleston	D-7: Charleston, SC	Brian Abramsky	571-218-5025
TENNESSEE	Chattanooga	D-8: Paducah, KY	Dmitri Haynes	571-218-5062
	Memphis	D-8: Memphis, TN	Shonda Castillo	571-218-5056
	Nashville	D-8: Paducah, KY	Shonda Castillo	571-218-5056
TEXAS	Beaumont	D-8: Port Arthur, TX	Shonda Castillo	571-218-5056
	Brownsville	D-8: Corpus Christi, TX	Shonda Castillo	571-218-5056
	Corpus Christi	D-8: Corpus Christi, TX	Shonda Castillo	571-218-5056
	Freeport	D-8: Houston/Galveston, TX	Shonda Castillo	571-218-5056
	Galveston	D-8: Houston/Galveston, TX	Shonda Castillo	571-218-5056
	Houston	D-8: Houston/Galveston, TX	Shonda Castillo	571-218-5056
	La Porte	D-8: Houston/Galveston, TX	Shonda Castillo	571-218-5056
	Point Comfort	D-8: Corpus Christi, TX	Shonda Castillo	571-218-5056
	Port Arthur	D-8: Port Arthur, TX	Shonda Castillo	571-218-5056
	Texas City	D-8: Houston/Galveston, TX	Shonda Castillo	571-218-5056
	Victoria	D-8: Corpus Christi, TX	Shonda Castillo	571-218-

				5056
VIRGINIA	Newport News	D-5: Hampton Roads, VA	Kevin Abshire	571-480-1879
	Norfolk	D-5: Hampton Roads, VA	Kevin Abshire	571-480-1879
VERMONT	Burlington	D-1: Portland, ME	Glenn Graham	571-218-5041
WASHINGTON	Anacortes	D-13: Puget Sound	Herman Clark	571-218-5042
	Everett	D-13: Puget Sound	Herman Clark	571-218-5042
	Longview	D-13: Portland, OR	Herman Clark	571-218-5042
	Pasco	D-13: Puget Sound	Herman Clark	571-218-5042
	Seattle	D-13: Puget Sound	Herman Clark	571-218-5042
	Tacoma	D-13: Puget Sound	Herman Clark	571-218-5042
WISCONSIN	Green Bay	D-9: Milwaukee, WI	Bob Girdwain	571-438-2323
	Milwaukee	D-9: Milwaukee, WI	Bob Girdwain	571-438-2323
WEST VIRGINIA	Huntington	D-8: Huntington, WV	Dmitri Haynes	571-218-5062
<b>U.S. PORTS ABROAD SUBJECT TO TWIC</b>				
GUAM	Guam	D-14: Guam	Michael Boutte	571-218-5107
PUERTO RICO	Ponce	D-7: San Juan, PR	Brian Abramsky	571-218-5025
	San Juan	D-7: San Juan, PR	Brian Abramsky	571-218-5025
NORTH MARIANA ISLANDS	Saipan	D-14: Guam	Michael Boutte	571-218-5108
AMERICAN SAMOA	Samoa	D-14: Guam	Michael Boutte	571-218-5108
U. S. VIRGIN ISLANDS	St. Croix	D-7: San Juan, PR	Brian Abramsky	571-218-5025
U. S. VIRGIN ISLANDS	St. Thomas	D-7: San Juan, PR	Brian Abramsky	571-218-5025