

AI use evidence report

Harborline Federal Services | Reviewed scope: 12 uses and four contract aliases | 9 October 2026

Fictional demonstration. Harborline Federal Services, its staff, evidence references, contract incorporation and review decisions are invented examples. They show the deliverable, not customer results, vendor assurances or actual approvals.

Leadership decision

Two uses need to pause, four need missing facts resolved, four have reviewed limits, and two have acceptance for their recorded scope. The immediate issue is uncontrolled data access and unresolved contract applicability, rather than the number of AI products in use.

What leadership should do in the next 30 days

1. Contain the two Stop uses now

The program lead owns HFS-003 and HFS-006. Pause the specified CUI writing use and prohibited meeting recording. Confirm the pause, retain relevant records in the approved environment and route suspected disclosure through the internal security process. Target: 16 October.

2. Resolve the four evidence gaps in week one

IT, engineering, security and sales leads establish repository access, exact offering, data classification and applicable terms for HFS-002, 005, 008 and 011. Keep each unresolved scope restricted until its reviewer records a decision. Target: 16 October.

3. Establish a review cadence by day 30

The compliance lead maintains the register and evidence references. Security and contracts leads review changes in tools, connectors, data and supplier terms. The COO accepts the open-action list and the next review date. Target: 9 November.

Summary of reviewed uses

One record identifies one use. A product name alone never establishes acceptance. The full workbook retains deployment, purpose, contract alias and action details.

Use / tool	Plan / data	Decision	Owner
HFS-001 ChatGPT	Business Public	OK with limits	Marketing lead
HFS-002 Microsoft 365 Copilot	Business Unknown	Needs verification	IT lead
HFS-003 Claude	Personal CUI	Stop	Program lead
HFS-004 Gemini	Business Public	OK with limits	Operations lead
HFS-005 GitHub Copilot	Business Unknown	Needs verification	Engineering lead
HFS-006 AI meeting assistant	Unknown Other government data	Stop	Program lead
HFS-007 ChatGPT	Personal Public	OK with limits	HR lead
HFS-008 Microsoft 365 Copilot	Government offering claimed CUI	Needs verification	Security lead
HFS-009 Claude	Business Public	OK	Communications lead
HFS-010 Gemini	Personal Public	OK with limits	Business development lead
HFS-011 AI inside CRM	Unknown Unknown	Needs verification	Sales lead
HFS-012 AI inside design software	Business Public	OK	Marketing lead

OK and OK with limits require a named human reviewer and evidence for the precise scope. Stop applies to the identified use. Needs verification leaves a decision unresolved.

Findings by use

HFS-001 | ChatGPT | OK with limits

Public research. Business; Public data. Owner: Marketing lead. Contract: HFS-C01.

Reviewed public-data scope accepted; no connected systems are included. Use public information only; no connectors.

Evidence reference: DEMO-E001. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

HFS-002 | Microsoft 365 Copilot | Needs verification

Document analysis. Business; Unknown data. Owner: IT lead. Contract: HFS-C02.

The record lacks sufficient evidence for a scoped decision. Confirm repository access before approving this use.

Evidence reference: DEMO-E002. Review is open; evidence is not yet verified. Due: 16 October 2026. Basis: documented evidence gap.

HFS-003 | Claude | Stop

Writing and editing. Personal; CUI data. Owner: Program lead. Contract: HFS-C03.

Interim Kendrake personal-account rule applies to the reported CUI use. Pause this CUI use; approved alternative required.

Evidence reference: DEMO-E003. Review is open; evidence is not yet verified. Due: 16 October 2026. Inference: Yes, interim methodology requires specialist review.

HFS-004 | Gemini | OK with limits

Public research. Business; Public data. Owner: Operations lead. Contract: HFS-C01.

Reviewed public-data scope accepted; no connected systems are included. Public-data research only; verify output before reuse.

Evidence reference: DEMO-E004. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

Findings by use (continued)

HFS-005 | GitHub Copilot | Needs verification

Coding. Business; Unknown data. Owner: Engineering lead. Contract: HFS-C02.

The record lacks sufficient evidence for a scoped decision. Classify repositories and confirm deployment settings.

Evidence reference: DEMO-E005. Review is open; evidence is not yet verified. Due: 16 October 2026. Basis: documented evidence gap.

HFS-006 | AI meeting assistant | Stop

Meeting assistance. Unknown; Other government data data. Owner: Program lead. Contract: HFS-C04.

Client policy prohibits recording this meeting use. Pause recording and confirm an approved alternative.

Evidence reference: DEMO-E006. Review is open; evidence is not yet verified. Due: 16 October 2026. Basis: reported client restriction.

HFS-007 | ChatGPT | OK with limits

Public research. Personal; Public data. Owner: HR lead. Contract: HFS-C01.

Reviewed public-data scope accepted; no connected systems are included. Public-source research only; no employee information.

Evidence reference: DEMO-E007. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

HFS-008 | Microsoft 365 Copilot | Needs verification

Writing and editing. Government offering claimed; CUI data. Owner: Security lead. Contract: HFS-C03.

The record lacks sufficient evidence for a scoped decision. Verify exact offering, configuration and contract fit.

Evidence reference: DEMO-E008. Review is open; evidence is not yet verified. Due: 16 October 2026. Basis: documented evidence gap.

Findings by use (continued)

HFS-009 | Claude | OK

Writing and editing. Business; Public data. Owner: Communications lead. Contract: HFS-C01.

Reviewed public-data scope accepted; no connected systems are included. Reviewed sample use limited to public announcements.

Evidence reference: DEMO-E009. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

HFS-010 | Gemini | OK with limits

Public research. Personal; Public data. Owner: Business development lead. Contract: HFS-C04.

Reviewed public-data scope accepted; no connected systems are included. Use published material only; no proposals or contract text.

Evidence reference: DEMO-E010. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

HFS-011 | AI inside CRM | Needs verification

Document analysis. Unknown; Unknown data. Owner: Sales lead. Contract: HFS-C04.

The record lacks sufficient evidence for a scoped decision. Identify feature, vendor processing and data access.

Evidence reference: DEMO-E011. Review is open; evidence is not yet verified. Due: 16 October 2026. Basis: documented evidence gap.

HFS-012 | AI inside design software | OK

Writing and editing. Business; Public data. Owner: Marketing lead. Contract: HFS-C01.

Reviewed public-data scope accepted; no connected systems are included. Reviewed sample use limited to public campaign text.

Evidence reference: DEMO-E012. Security reviewer accepted the recorded public-data limits on 9 October 2026. Basis: recorded review decision.

Worked supplier-term example

HFS-003 | Claude personal account | Writing and editing | CUI | Program lead

1. Establish the applicable term

Example applicability assumption: the contracts lead confirms that HFS-C03 incorporates Lockheed Martin CorpDoc 2 (2026), section 20(e). Incorporation must be checked for the real contract; one prime’s published terms do not establish requirements for other primes.

2. Map the term to the proposed use

Section 20(e)(1) limits AI use of information supplied by or on behalf of Lockheed Martin to the extent required by the contract, while retaining the restriction on export-controlled information. Here, the use record proposes processing prime-supplied information and the contract record identifies no requirement to do so.

3. Record a scoped decision

Decision: Stop the proposed prime-information input for HFS-003. The contracts lead must verify incorporation and any contractual exception; the security lead must confirm classification and a suitable approved alternative. A business subscription or no-training setting would not remove the supplier restriction.

Record	Evidence reference	Accountable owner
Use and data path	DEMO-E003: use record and reported data category	Program lead
Term and incorporation	DEMO-C03: contract-alias review and section 20(e)(1)	Contracts lead
Pause and alternative	DEMO-A003: pause confirmation and alternative review	Program lead / security lead

Traceability for contract outputs

Section 20(e)(3) also addresses requested traceability for AI-generated content created under the contract. If a future use is permitted, retain the use ID, output-review reference and accountable reviewer in the client environment. No protected content is collected through Kendrake’s public forms.

Primary source: Lockheed Martin CorpDoc 2 (2026), section 20(e), page 12 of the PDF. Source URL: <https://www.lockheedmartin.com/content/dam/lockheed-martin/eo/documents/suppliers/corpdocs/2026/2026corpdoc02.pdf>

Actions and evidence ownership

Uses	Required action	Owner / due
003, 006	Pause the specified use; document confirmation and approved alternative.	Program lead / 16 Oct
002	Establish document and repository access before approval.	IT lead / 16 Oct
005	Classify repositories and confirm deployment settings.	Engineering lead / 16 Oct
008	Verify exact government offering, configuration and contract fit.	Security lead / 16 Oct
011	Identify CRM feature, processing and data access.	Sales lead / 16 Oct
001, 004, 007, 009, 010, 012	Maintain recorded scope and review when use or terms change.	Named use owners / 9 Nov

Evidence index

DEMO-E001 through DEMO-E012 map one-to-one to HFS-001 through HFS-012. Each points to the use record, supporting review notes and any limits in the customer-controlled environment. DEMO-C03 and DEMO-A003 provide the additional term and action references for the worked example.

Operating boundaries

Keep protected information, prompts and outputs in approved client systems. Provide Kendrake with metadata and sanitized evidence references only. The governance owner maintains the register; security and contracts leads validate their respective findings. A register entry does not grant approval.

Receipt and next review

The COO owns acceptance of open actions. The compliance lead schedules the 9 November review. Reassess sooner when a plan, feature, connector, data category or contract changes. Customer approval remains separate from receipt of this report.

Customer-ready AI use summary

Harborline Federal Services | Scope reviewed 9 October 2026 | Prepared for a customer or prime contractor conversation

Scope of the statement

We reviewed 12 reported AI uses associated with four contract aliases. The review used staff-reported metadata, supplied records and named stakeholder review. It did not scan systems or independently establish that every use across the business had been found.

Current position

Two uses are assigned Stop actions, four await verification, four have documented limits and two have acceptance within their recorded scope. This statement does not claim that every AI use is approved or that the organization has received a certification.

Controls and responsibilities

Each reviewed use has an owner, a stated purpose and data category, a decision and an evidence reference. Security and contracts reviewers retain responsibility for their respective approvals. Accepted uses remain within their recorded boundaries. Changes trigger another review.

Open items and dates

The program lead is responsible for pausing HFS-003 and HFS-006 and establishing alternatives. The IT, engineering, security and sales leads must resolve HFS-002, 005, 008 and 011 by 16 October. The compliance lead coordinates the next register review on 9 November.

Evidence available for review

Use records HFS-001 through HFS-012 and references DEMO-E001 through DEMO-E012 support the stated scope. The worked supplier-term record adds DEMO-C03 and DEMO-A003. Evidence access is subject to the customer's approved sharing process; protected source content is not included in this summary.

Statement owner

Compliance lead, with security and contracts review. A customer-facing version should be approved by these owners before it is shared. This example illustrates accurate, bounded wording with open actions visible.