File Interchange Service (FIS)

Request access to the File Interchange Service for the purpose of transferring files between classified and unclassified networks

Section A: User Information (please print)

Last Name	First Name

OUN	Clearance Level (Q, L, P)	

Valid CAAS (https://caas.llnl.gov/mycaas) Subplan Name	Subplan Expiration Date	

Section B: Programmatic Point of Contact (required; please print)

First Name	Last Name	OUN of POC

Section C: FIS Service Information (please print)

Action Requested (must check only one):	Service Requested (must check one; **must have relevant, approved CAAS plan**)
☐ Create CZ FIS account ☐ Create RZ FIS account	☐ Transfer from OCF to SCF (proceed to section E) ☐ Transfer from OCF to SNSI (proceed to section E) ☐ Transfer from SCF to OCF ☐ Transfer from SNSI to OCF

Section D: Classification Review Information for transfers from SCF or SNSI to OCF (please print)

Files are subject to Derivative Classifier (DC) review and promotion for transfer to the OCF

Assign User to the Following DC Pool

DC Pool Membership Expiration Date (please specify month, day, and year)*

FIS DC Pool authorizer or cognizant Department Head/Division Leader (for SCF or SNSI to OCF access only)
I certify that the above selected classification review category is appropriate.

Authorizer Name (please print)	Authorizer Signature	Date

*If no date is specified, the classification review category expiration date will be one year after FIS activation for this user

Section E: Authorization

Computer Coordinator Name (please print)	Computer Coordinator Signature	Date

NOTES: All FIS users can initiate the transfer of files from the unclassified (OCF) network to the classified (SCF) network. Only approved SNSI users can initiate the transfer of files from the OCF to SNSI (**SNSI to SCF transfers are not allowed**). Submitting the files for transfer from the SCF or SCSI to the OCF requires membership in a FIS Derivative Classifier (DC) pool (Section D). Files submitted to a pool are reviewed for content by a DC and , if determined to be unclassified, are promoted for transfer to a corresponding OCF location.

Use of the FIS does not exempt users from the Information Management process. Authors are responsible for ensuring all data is appropriately reviewed in accordance with DOE Order 241.1 prior to release or distribution outside LLNL.

Mail or fax completed forms to LC Customer Service Group
Lawrence Livermore National Laboratory, PO Box 808 L-63, Livermore CA 94551 • Fax (925) 422-0592
For assistance, call (925) 422-4531, Option 2 or send e-mail to lc-support@llnl.gov
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