



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	Middle Initial
Official User Name (last name + number)	Clearance Level (Q, L, P)	Citizenship (if not U.S., include VTS/Fast Track numbers)	
Unclassified E-mail		Phone Number	
LC User Name			UID (for LC use only)

Section B: LLNL Employees Only (please print)

Directorate/Department/Division	Employee Number	L-Code
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Section C: FIS Service Information (please print)

Action Requested (must check one) <input type="checkbox"/> Create CZ FIS User <input type="checkbox"/> Create RZ FIS User <input type="checkbox"/> Create CZ FastFIS User <input type="checkbox"/> Create RZ FastFIS User	Service Requested (must check one) <input type="checkbox"/> Transfer from OCF to SCF (Proceed to Section E) <input type="checkbox"/> Transfer from OCF to SNSI (Proceed to Section E) <input type="checkbox"/> Transfer from SCF to OCF <input type="checkbox"/> Transfer from SNSI to OCF
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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		
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 files for transfer from the SCF or SNSI 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.

Please contact LLNL's Classification Office before importing unclassified software into the classified environment.

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