



# 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 ( <a href="https://caas.llnl.gov/mycaas">https://caas.llnl.gov/mycaas</a> ) 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):  <input type="checkbox"/> Create CZ FIS account <input type="checkbox"/> Create RZ FIS account		Service Requested (must check one; <b>must have relevant, approved CAAS plan</b> ) <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	
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)*			
<b>FIS DC Pool authorizer or cognizant Department Head/Division Leader (for SCF or SNSI to OCF access only)</b> <i>I certify that the above selected classification review category is appropriate.</i>			
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.

Email completed forms to LC Customer Service Group at [lc-support@llnl.gov](mailto:lc-support@llnl.gov)  
Lawrence Livermore National Laboratory, PO Box 808 L-63, Livermore CA 94551  
For assistance, call (925) 422-4531, Option 2 or send e-mail to [lc-support@llnl.gov](mailto:lc-support@llnl.gov)