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

Section C: FIS Service Information (please print)

Action Requested (check one)	Service Requested (check one)
☐ Create FIS User ☐ Update FIS User	☐ Transfer from OCF to SCF (Proceed to Section E) ☐ Transfer from SCF to OCF

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

Files are subject to Authorized Derivative Classifier (ADC) review and promotion for transfer to the OCF.

Assign User to the Following ADC Pool

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

FIS ADC Pool authorizer or cognizant Department Head/Division Leader (for SCF 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. To submit files for transfer from the SCF to the OCF requires membership in a FIS Authorized Derivative Classifier (ADC) pool (Section D). Files submitted to a pool are reviewed for content by an ADC 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

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