



## INSTRUCTIONS

Complete Instructions on processing the DOE F 470.2 are contained in DOE M 470.S-1 and the SSIMS User Guide.

- Item 1: New facility codes are assigned by the Cognizant Security Office.
- Item 2: Check the box for the reason for action.  
Awaiting Activation: List the action(s) under Item 22 awaiting for approval  
Add: Complete all items except 3 and 10.  
Change: Complete 1, 2, 3, 4, 6, 10, 24, 25, 26, and any block requiring change.  
Terminate: Complete 1, 2, 3, 4, 10, 23, 24, 25, and 26  
Suspend: Complete 1, 2, 3, 4, 10, 22, 24, 25, and 26  
Reinstate: Complete 1, 2, 3, 4, 10, 22, 24, 25, and 26
- Item 3: Enter the number and date of the previous FDAR. If this is the initial FDAR enter initial and the date.
- Item 4: The format XXX-99-999 shall be used; where XXX is the abbreviation for the Cognizant Security Office; 99 is the last two digits of the calendar year, and 999 is a number assigned by the Cognizant Security Office.
- Item 5a: Use the facility's legal name.  
5b: Enter the doing business as name.
- Item 6: List the facility's acronym, if known.
- Item 7: Enter the importance rating based on the criteria contained in DOE M 470.S-1.
- Item 8: Enter one of the following facility types: DOE office, DOE contractor, Other Government Agency (OGA), OGA contractor, Consultant, Common Carrier or Excluded Parent.
- Item 9: Enter the address which designates the facility's actual location.
- Item 10: List the item numbers for data modified from those on the FDAR identified in Item 3.
- Item 11: Enter the facility's unclassified mailing address.
- Item 12a: Enter the following Cognizant Security Agencies: DOE, DOD, OGA, NRC and the date of the agreement.  
12b-g: Enter the abbreviation for the appropriate Offices. See SSIMS User Guide for office selections.
- Item 13a-b: Enter the facility's approved inner and outer envelope classified mailing address for receiving classified matter via the U.S. Post Office.
- Item 14: Enter all Nuclear Materials Management and Safeguards System Reporting Identification Symbol (RIS) codes for the facility.
- Item 15a: Enter the highest Special Nuclear Material (SNM) Category (I, II, III, IV) to be stored or in process at one time.  
15b: Enter the Attractiveness Level of SNM to be stored or in process at one time. (Commercial carriers shall indicate the SNM attractiveness level and category authorized to be transported [category III or IV only]).
- Item 16a: Enter the highest classification level and category of approval of classified information that can be accessed by the facility's employees.  
16b: Check each item for which the facility has approval: Sensitive Compartmented Information (SCI), other Director of Central Intelligence (DCI) Caveats, Communications Security (COMSEC), Foreign Government Information (FGI), North Atlantic Treaty Organization (NATO), WD/Sigmas, and Other.  
16c: Check item if facility has an Interim Facility Clearance.  
16d: Check item if facility has a Limited Facility Clearance. This must be checked for all DOD Contractors and OGA Contractors for which DOE does not have a contractual relationship or an agreement.
- Item 17: Enter the U.S. Postal Service Address for shipping classified material (i.e., equipment, parts, assemblies, etc.)
- Item 18a: Enter the highest classification level and category of approval of classified information that can be stored at the facility location.  
18b: Check each item for which the facility has approval: SCI, other DCI Caveats, COMSEC, FGI, NATO, WD/Sigmas and Other.  
18c: Enter the highest classification level of material (i.e., equipment, parts, assemblies, etc.)
- Item 19: Check approved classified processing items for which the facility has received written approval.
- Item 20a: Enter the company name of the carrier.  
20b: Enter the address for shipping classified material when using a commercial carrier.
- Item 21a: Enter the name and telephone number, with the area code, of the individual responsible for overseeing security at the facility.  
21b: Enter the name and telephone number, with the area code, of the individual responsible for Material Control and Accountability activities at the facility.
- Item 22: Provide any general comments that may apply. Suspend and Reinstate must be explained.
- Item 23a-i: Complete the appropriate blocks identifying the basis for granting facility approval. Enter the date(s) of the applicable documents.
- Item 24: Identify the individual who prepared the FDAR and the date created.
- Item 25: To be completed by the Cognizant Security Office. Enter name (typed) of the person approving the FDAR for action and the date signed. A signature is required.
- Item 26: Identify the person entering data into the Safeguards and Security Information Management System (SSIMS) and the date entered.