

INSTRUCTIONS

Complete Instructions on processing the DOE F 470.2 are contained in the Facility Approval Guide.

- Item 1: New facility codes are assigned by the Lead Responsible 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, 24, 25, 26, and any block requiring change.
 Terminate: Complete 1, 2, 3, 4, 22, 24, 25, and 26
 Suspend: Complete 1, 2, 3, 4, 22, 24, 25, and 26
 Reinstate: Complete 1, 2, 3, 4, 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 Lead Responsible Office; 99 is the last two digits of the calendar year, and 999 is a number assigned by the Lead Responsible 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 the Facility Approval Guide.
- Item 8: Enter one of the following facility types: DOE office, DOE contractor, DOD, DOD Contractor, Other Government Agency (OGA), OGA contractor, Consultant, or Common Carrier.
- 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-c: Enter the abbreviation for the Lead Responsible Office, Area Office, and/or Surveying Office.
 12d Enter one of the following Cognizant Security Agencies: DOE, DOD, OGA, NRC.
 12e Enter the Understanding/Agreement date.
 12f Enter the abbreviation for the responsible Program Office(s).
- Item 13: Enter the facility's approved 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, Special Access Programs (SAP), Communications Security (COMSEC), Foreign Government Information (FGI), North Atlantic Treaty Organization (NATO), 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 assessed by the facility's employees.
 18b: Check each item for which the facility has approval: SCI, other DCI Caveats, SAP, COMSEC, FGI, NATO, and other.
 18c: Enter the highest classification level of material (ie, equipment, parts, assemblies, etc.)
- Item 19: Check 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 LEAD RESPONSIBLE 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.