DOE F 470.2
(05-05)
Replaces DOE F 470.2 (09-01)
All Other Editions are Obsolete

U.S. Department of Energy

FACILITY DATA AND APPROVAL RECORD (FDAR)

1. Facility Code	2. Reason for Action: ☐ Awaiting Activation ☐ Add ☐ Change ☐ Terminate ☐ Suspend ☐ Reinstate	3. Previous FDAR No: Date:	4. FDAR No:
5a. Facility Name: 5b. Doing Business As:		6. Acronym 7. Importance Rating: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ NP ☐ PP 8. Facility Type:	
9. Facility Location:	10. Item Numbers Modified:		
11. Unclassified Mailing Address:	12. Offices: a. Cognizant Security Agency: _____ Agreement Date: _____ b. Program Secretarial Office: _____ c. Cognizant Security Office: _____ d. Designated Responsible Office: _____ e. Survey Office: _____ f. Facility Clearance Office: _____ g. FOCI Office _____		
13. Classified Mailing Address: a. Inner Envelope: b. Outer Envelope:	14. RIS Code(s): 15. Special Nuclear Material: a. Category ☐ I ☐ II ☐ III ☐ IV b. Attractiveness Level: ☐ A ☐ B ☐ C ☐ D ☐ E 16. Facility Clearance: a. Classification Level and Category: ☐ TSRD ☐ TSFRD ☐ TSNSI ☐ SRD ☐ SFRD ☐ SNSI ☐ CRD ☐ CFRD ☐ CNSI ☐ U b. Approved Special Access(es) ☐ SCI ☐ COMSEC ☐ OTHER DCI CAVEATS ☐ FGI ☐ OTHER ☐ NATO ☐ WD/SIGMAS _____ c. ☐ Interim Facility Clearance d. ☐ Limited Facility Clearance		
17. Classified Shipping Address:	18. Storage Capability: a. Matter Classification Level and Category: ☐ TSRD ☐ TSFRD ☐ TSNSI ☐ SRD ☐ SFRD ☐ SNSI ☐ CRD ☐ CFRD ☐ CNSI ☐ U b. Approved Special Access(es) ☐ SCI ☐ COMSEC ☐ OTHER DCI CAVEATS ☐ FGI ☐ OTHER ☐ NATO ☐ WD/SIGMAS _____ c. Material Classification Level: ☐ TS ☐ S ☐ C ☐ U 19. Approved Classified Processing ☐ Computer ☐ Communication Center ☐ SCAT		
20. Classified Overnight/Common Carrier: a. Company Name: b. Address:	21. Key Security Personnel a. Facility Security Officer Name: _____ Phone: _____ b. Nuclear Material Control & Accountability Manager Name: _____ Phone: _____		
22. General Comments:	23. Basis for Facility Action a. Approved Safeguards and Security Plan: _____ NMCA Plan Date: _____ b. Foreign Ownership Control or Influence (FOCI) SF-328 _____ Determination: _____ c. Parent Code(s): _____ _____ _____ _____ d. Host Entity Code(s) _____ _____ _____ _____ e. Home Office Code: _____ f. DOD Cage Code: _____ g. DOD Clearance Level: _____ h. Survey: Initial _____ Rating _____ Termination _____ Rating _____ i. Other: _____		
24. Created By: Date:	25. Approved By: Date:	26. SSIMS Data Entry By: Date:	

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.