Initiating a File Transfer

Two forms are required to establish a project to transfer files via SFTP. The completed forms must be submitted by an authorized agency representative to nfc.gesdrequest@usda.gov.

1. An AD-3003 Software Change Request form (https://nfc.usda.gov/Publications/Forms/ad3003.pdf).
2. An AD-3113 File Transmission Request form (https://www.nfc.usda.gov/Publications/Forms/ad3113.pdf). The AD-3113 form should be completed with the following information:
    a. File names (both mainframe and server, and their directories.
    b. Will you pull these files from our server, or should NFC push to your server?
    c. What is your server name and IP address?

       Note: This informatoon can be placed in block 28 Special Instructions.

    d. Recipient address (a mailbox or group email address), and the kinds of notifications that are required (success, failure or both).
    e. The POCs for network/firewall changes, security, Interconnection Security Agreement changes, and testing, as we will need to interact with each of these individuals throughout the project.
    f. Name of the software that you use for SFTP (in block 28).
    g. Whether you will connect via internet (server-to-server) or VPN tunnel (site-to-site).

Please note that we will need a separate AD-3113 for each group of files sharing the same frequency and direction.

You can find information on roles and responsibilities in our SFTP Bulletin (https://www.nfc.usda.gov/Publications/HR_Payroll/HR_Payroll_Processing/Bulletins/2019/HRPAY-19-13.htm).

Please note that after 24 hours NFC will delete all transmitted files from our SFTP server so your agency should schedule file transmission for dates and times best suited to retrieve the files before they are deleted.

After you are assigned a unique Software Change Request number, you should include this number on all correspondence related to your request.

Finally, this effort will require the creation or revision to an Interconnection Security Agreement. A template will be provided for your review and completion; however, you should not add signatures to the document until your revisions have been reviewed by NFC.

You will find additional information about the SFTP process at the following location: https://www.nfc.usda.gov/ClientServices/HR_Payroll/SFTP/index.php.

We will schedule a meeting to discuss the SFTP process and introduce you to the project team after receipt of your AD-3113 form; however, if you have questions about this process, please contact nfc.gesdrequest@usda.gov.