SECURE FILE TRANSFER PROTOCOL (SFTP)
FILE TRANSMISSION REQUEST
To be completed by requesting official

SECTION 1. CONTACT INFORMATION

1. DEPARTMENT/AGENCY	2a. AGENCY CONTROL/TRACKING NUMBER	2b. NFC CONTROL (SCR) NUMBER	3. DATE OF REQUEST

AUTHORIZED REQUESTING OFFICIAL	NETWORK POC

4. NAME/TITLE	7. NAME/TITLE

5. EMAIL ADDRESS	6. PHONE NUMBER	8. EMAIL ADDRESS	9.PHONE NUMBER

AGENCY SECURITY OFFICER (ASO)	INTERCONNECTION SECURITY AGREEMENT (ISA) POC
	DOES AN ISA EXIST? YES NO

10. NAME/TITLE	13. NAME/TITLE

11. EMAIL ADDRESS	12. PHONE NUMBER	14. EMAIL ADDRESS	15. PHONE NUMBER

TEST POC	CONNECTION

16. NAME/TITLE	19. Do you have an Existing SFTP connection? YES NO NFC MAINFRAME TO CUSTOMER SERVER MAINFRAME TO MAINFRAME SERVER TO SERVER
17. EMAIL ADDRESS	20. Does current/proposed SFTP connection occur via site-to-site VPN or server-to-server (over Internet)? Note: If not VPN, must use mid-tier process VPN OVER THE INTERNET
18. PHONE NUMBER	21. What is the current transfer method for files listed on this form? FTP CONNECT:DIRECT OTHER

SECTION 2. TRANSMISSION INFORMATION

Please note that your Agency's ISA will require updates if this form is completed.

22. TRANSMISSION METHOD (select one) Note: A new form must be submitted for each file being transmitted, if any attributes differ from other files being transmitted. PGP Encryption is required.	23. FREQUENCY OF TRANSMISSION (e.g., Once per day, Once per week, Bi-Weekly, Monthly, etc., Other)	
NFC CREATED FILE CLIENT CREATED FILE	NOTE: Files will be deleted from NFC external servers in 24 hours.	
NFC PUSH TO CLIENT NFC PULL FROM CLIENT CLIENT PULL FROM NFC CLIENT PUSH TO NFC	24. TIME OF TRANSMISSION AM PM	25. TIME ZONE

SECTION 3. JOB STATUS NOTIFICATION

26. TRANSMISSION RESULT	27. GROUP EMAIL/MAILBOX ADDRESS
SUCCESSFUL TRANSMISSION FAILED TRANSMISSION BOTH	

28. SPECIAL INSTRUCTIONS

NOTE: A representative from NFC's Information Technology Services Division (ITSD) will contact you for any additional information required.

SECTION 4. FILE INFORMATION

NFC MAINFRAME FILE NAME	SERVER DIRECTORY/FILE NAME	FILE FORMAT (EBCDIC or ASCII)