



CDC UNIFIED PROCESS PROCESS GUIDE



SDN FILE TRANSFER SERVICE

Purpose of the Process Guide

CDC projects are required to comply with various CDC and Federal regulations, mandates, policies, processes, and standards. Information about these requirements is available from various websites and supporting documents. However, this information is often not presented from the perspective of the project team and their roles & responsibilities in complying with these requirements. CDC UP Process Guides provide that perspective.

CDC UP Process Guides help project teams comply with CDC and Federal requirements by:

1. Setting the requirements in the context of their purpose
2. Providing step-by-step instructions for completing the activities required for compliance
3. Illustrating potential integration points between processes
4. Presenting requirements in a concise, easy-to-understand, and consistent format
5. Making that presentation accessible to the CDC community via the CDC Unified Process website

The specific purpose of this Process Guide is to describe the **SDN File Transfer Service** process as it applies to project teams.

Process Overview

The Secure Data Network (SDN) allows field staff, researchers, and public health partners to securely exchange data that is considered Controlled Unclassified Information (CUI) or critical in nature with the Center/Institute/Office (C/I/O) programs. The SDN also provides secure access to critical CDC Internet tools, program applications, and sensitive or critical data resources that can be conveniently implemented by C/I/O programs. For additional information about the Secure Data Network and all the services it provides please refer to the [CDC UP Secure Data Network Overview Guide](#).

The Secure Data Network's **file transfer service** allows internal and external users to securely distribute files. The SDN can be used by anyone who wishes to send files to the CDC or receive files from the CDC in the most secure manner possible. If your project involves exchanging information with external partners (e.g., exchanging ASCII data files), and the data is considered sensitive or critical in nature, then your project is more than likely a candidate for the SDN secure file transfer services.

The SDN team is available to facilitate and provide support to the programs. Contacting the SDN team prior to defining your system's architecture will help to increase the efficiency and effectiveness of integrating your system into the SDN.

Process Attributes

This section provides a list of process attributes to help project teams better understand the requirements necessary to comply with this process and to determine when and how they may impact their project.

PROCESS ATTRIBUTE	DESCRIPTION
Process Owner(s)	SDN Team
Process Criteria	All IT systems that exchange sensitive or critical, but not classified, data with partners.
Timing of Process in Project Life Cycle	Planning
Estimated Level of Effort	Depending upon the type and size of the project, it requires between 3 and 10 days to create, a file transfer service.
Associated Costs	No cost to project
Process Prerequisites	Conducting a system characterization and data categorization to determine the sensitivity and integrity of your project's data. (See the CDC UP Security Process Guide.)



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PROCESS ATTRIBUTE	DESCRIPTION
Process Dependencies	Change Management
Related Systems/Tools	None
Available Training	None
Additional Information	None

Contact List

This section provides a list of individuals and/or offices that are available to assist project team in answering questions regarding the content of this Process Guide and related topics. The information is correct as of this publication. However, due to the ever-changing nature of our work environment it is possible some information may be out of date.

NATIONAL CENTER	ROLE	NAME
National Center for Public Health Informatics (NCPHI)	Operations Project Manager	Peter Cheung

Key Terms

The CDC Unified Process Team maintains a comprehensive list of key terms and acronyms relevant to all Unified Process artifacts maintained on the CDC UP website. Follow the link below for definitions and acronyms related to this, and other, document.

<http://www2.cdc.gov/cdcup/library/other/help.htm>

Activities Checklist

This section provides a list of steps outlining the activities associated with complying with this process, who usually performs those activities, and a list of any related documents or tools that may assist in completing the activities.

ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
1. Email the SDN Operations Manager to schedule a meeting to discuss utilizing SDN file transfer services.		Project Manager
2. Determine if your project is a candidate for SDN file transfer services.		Project Manager
3. If it is determined that your project is not a candidate for SDN file transfer services, you will be directed to contact your Technical Service Executive (TSE) to discuss utilizing your program's File Transfer Protocol (FTP) site to exchange files.		Project Manager



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ACTIVITY	RELATED DOCUMENTS/TOOLS	PERFORMED BY
<p>4. If it is determined that your application needs to be hosted on the SDN, initiate the Change Management process by submitting a Change Request form to SDNChangeTeam@cdc.gov. Here are several items the project needs to consider and discuss with the SDN team.</p> <ul style="list-style-type: none"> • The amount and sensitivity of data in the project's application • The type of file(s) being transferred • The projected utilization of the application (e.g., number of end users) • The expected availability of the application (e.g., 24 x 7 availability) • The project's schedule (e.g., testing and deployment dates) <p>Note: Engaging the SDN operations team is covered within the overarching SDN change management process.</p>		Project Manager
<p>5. Prior to implementing file transfer services over the SDN, your project will need to appoint a technical person who will be responsible for receiving and managing the files that are received from your end users through the SDN.</p>		Project Manager
<p>6. When the SDN file transfer services process is being implemented, begin the user enrollment and digital certificate management process to setup access to the SDN.</p>	CDC UP SDN User Enrollment and Digital Certificate Management Process Guide	Project Manager
<p>7. Notify SDN team when the project no longer requires SDN file transfer services by submitting a Change Request to SDNChangeTeam@cdc.gov</p>		Project Manager



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Process Flowchart

This section provides a pictorial view of steps outlining the activities associated with complying with this process and who usually performs those activities.

