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| TRAINING AND EMPLOYMENT<br>NOTICE | NO. 3-08            |
|                                   | DATE August 7, 2008 |

TO: STATE WORKFORCE AGENCIES

FROM: CHERYL ATKINSON /s/  
Administrator  
Office of Workforce Security

SUBJECT: Removal of File Transfer Protocol (FTP) Access from the States' Sun®  
Systems

1. Purpose. To notify State Workforce Agencies (SWAs) that FTP will be removed from the states' Sun® systems on October 1, 2008, and recommend secure file transfer protocol (SFTP) tools.
2. References. National Institute of Standards and Technology (NIST) 800-52; NIST 800-53 Revision 2; Department of Labor Computer Security Handbook, Volume 16: Section II, System and Communications Protection Procedures, Version 2.1; and the Federal Information System Controls Audit Manual (FISCAM).
3. Background. The Department of Labor provides each state with data processing equipment and software for use in making required reports to the Department electronically in standard formats. Data contained in these reports are downloaded from states' mainframe computer systems to the Sun® computer servers provided by the Department for reporting purposes. Software installed by the Department on the Sun® servers currently includes FTP.
4. Issue /Action. The FTP utility, which uses clear text transmission, is considered a security risk because personally identifiable information and other sensitive information are transmitted as plain text. Current security standards require such information be transmitted over an encrypted network. Due to this security risk and based on a 2007 FISCAM audit of the state Sun® system, the Department will remove the File Transfer Protocol (FTP) from the states' Sun® systems effective October 1, 2008. The FISCAM audit found that encrypted text transmission must be incorporated. In order to address this finding, state users must begin transferring their files by Secure File Transfer Protocol (SFTP).
5. Options to Transfer Files. Since the SFTP tools which can be used to transfer files from the states' mainframes to the states' Sun® systems are expensive, state users have the option to transfer files from their mainframes to a desktop computer

running either Linux or Microsoft Windows using one of the free SFTP programs listed below.

| Free Software       |                 |   |
|---------------------|-----------------|---|
| WinSCP              | Information     | <a href="http://www.winscp.net">http://www.winscp.net</a>   |
|                     | Documentation   | <a href="http://winscp.net/eng/docs/start">http://winscp.net/eng/docs/start</a>   |
|                     | Download Access | <a href="http://winscp.net/eng/download.php">http://winscp.net/eng/download.php</a>   |
| PuTTY<br>/<br>PSFTP | Information     | <a href="http://www.chiark.greenend.org.uk/~sgtatham/putty/">http://www.chiark.greenend.org.uk/~sgtatham/putty/</a>             |
|                     | Documentation   | <a href="http://the.earth.li/~sgtatham/putty/0.60/puttydoc.txt">http://the.earth.li/~sgtatham/putty/0.60/puttydoc.txt</a>       |
|                     | Download Access | <a href="http://the.earth.li/~sgtatham/putty/latest/x86/psftp.exe">http://the.earth.li/~sgtatham/putty/latest/x86/psftp.exe</a> |

Currently, state users have the capability to load all web-based Unemployment Insurance Report (UIR) and Data Validation (DV) extract files directly from a PC or the Sun® system. This feature will be incorporated into the other applications (e.g., BAM, and TPS) in the near future.

6. Action. State Administrators are requested to provide the information contained in this advisory to the appropriate staff.
7. Inquiries. If you have any questions or problems are encountered with the downloading or the use of the above cited free software, please contact the Office of Workforce Security (OWS) Technical Staff Hotline at 1 - (800) 473-0188.