

## CEEIS ANONYMOUS FTP SERVICE

In order to improve security and performance, and provide better support to our customer base we are modifying the anonymous ftp service. The ftp server is being moved to a UNIX platform. As a result, **file and directory names will be case-sensitive**. Files on the ftp server will only remain on the server for 7 days. If you need a file to stay on the server longer than 7 days, please reference the 'File and Directory Maintenance' section, below.

A new directory structure will be implemented to support the known needs to share files within the Corps as well as between the Corps and external users. This structure will also aid in preventing inappropriate use of the service.

### **Directory Structure:**

The CEEIS anonymous ftp service has a simplified directory structure. There will be three directories at the highest level: /usace, /pub, and /internet.

**/usace** – Internal Corps users may create directories and read and write files within a secondary level of this directory structure. Corps users may not delete, overwrite or rename any files or sub-directories. Users external to the Corps will not be able to see or access this directory structure. **Post files here if you want files seen only by other USACE personnel.**

In order to keep the /usace directory organized sub-directories have been established for each site (e.g. /usace/nad, /usace/swf). There is also a directory named /usace/ceeis and one named /usace/other. Users may load files and create directories within the secondary district, ceeis or “other” directories under /usace.

Users may not create files and directories at the /usace level. Please contact the CEEIS Helpdesk if additional subdirectories are needed in the /usace level. For example, if a functional proponent needs a directory called appldir for distribution of files across all districts they should call the CEEIS Helpdesk and request the directory /usace/appldir be created. Users may create any number of directories and files within the secondary “district”, ceeis or other sub-directories under /usace.

**/pub** – Internal Corps users may create directories and read and write files within a secondary level of this directory structure. Corps users may not delete, overwrite or rename any files or sub-directories. Users external to the Corps may only read files in this directory structure. **Post files here if you want files seen by both USACE personnel and the general public.**

In order to keep the /pub directory organized sub-directories have been established for each district (e.g. /pub/nad, /pub/swf). There is also a directory named /pub/ceeis and one named /pub/other. Users may load files and create

directories within the secondary “district”, ceeis or “other” directories under /pub.

Users may not create files and directories at the /pub level. Please contact the CEEIS Helpdesk if additional subdirectories are needed in the /pub level. For example, if a functional proponent needs a directory called appldir for distribution of files across all districts they should call the CEEIS Helpdesk and request the directory /pub/appldir be created. Users may create any number of directories and files within the secondary “district”, ceeis or other sub-directories under /pub.

**/internet** – Internal Corps users may only read files from this directory structure. Users external to the Corps will only be able to write files into the directory structure. Users external to the Corps will not be able to read, delete, overwrite or rename any files or subdirectories in this directory structure. **Tell your non-Corps users and customers to post files here for you to see. If the files need to be seen by any non-Corps personnel a Corps person will have to move the files to /pub.**

### **Renaming directories**

For security reasons we will no longer allow renaming of files or directories. This was allowed under the old ftp server in the upload directory. Because we are no longer moving files from upload to incoming we can no longer allow this practice. **Users of Explorer who create directories by using right click>New>Folder will not be able to rename the “New Folder(#)” that gets created. Users should instead create a folder on their own workstation, give it the proper name and then drag and drop that folder onto the Explorer window.**

### **Using the correct directory for sharing files:**

If Corps users need to share documents only with other users internal to the Corps they should upload files into the **/usace** directory. If Corps personnel need to share files with both external and internal users then they should upload files to the **/pub** directory.

If a Corps user needs to receive files from users outside the Corps he/she should request the files be uploaded into the **/internet** directory structure. If the document needs to be shared with any user outside the Corps the internal Corps individual will need to download the file and upload it to the **/pub** directory. In the case of large files, the Corps user may contact the CEEIS helpdesk for assistance in moving the file directly from the **/internet** directory over to the **/pub** directory.

### **Long term files from the old FTP server:**

The /pub directory from the old ftp server will be copied to the new server and placed under **/pub/oldftp**. The files under /pub/oldftp will be set with a retention of two months. Within the two months, the proponents of these files

must move the files to the appropriate subdirectory structure under /usace or /pub. Users may also call the CEEIS Helpdesk and open a trouble ticket to request the files be moved for them, if desired. After two months the /pub/oldftp directory will be removed.

### **File and directory maintenance:**

We will continue to remove files and directories after 7 days. If users require files to be deleted prior to the 7 days they should contact the CEEIS Helpdesk. If users require files and directories remain longer than the 7 days then a mechanism has been developed where the users may establish a control file that indicates a directory or files within a directory are to be kept for a longer period of time.

This mechanism only applies to the /usace or /pub directories. Files under the /internet directory will not be allowed to remain longer than 7 days. As always, if inappropriate files are found under /internet they will be removed immediately.

### **Keeping directories and files:**

To ensure a directory within the /usace or /pub directory or a file within a /usace or /pub sub-directory structure is kept longer than 7 days, please complete the following.

To save a directory, the user needs to create a file named **keepdir.txt**, with the required contents, and upload it into the directory to be kept. To save files, the user needs to create a file named **keepfiles.txt**, with the required contents, and upload it into the same directory as the files to be kept. The keepdir.txt / keepfiles.txt file should be a simple text file such as a notepad document. If Microsoft Word is used to create the file it should be saved in "Plain Text" format. The required contents of keepdir.txt and keepfiles.txt are:

Email address of person creating the directory or file(s)  
Brief reason for the directory or file(s)  
Requested retention date – this should be the date after we can remove the directory or file(s) without contacting anyone.

The keepdir.txt will result in the directory and its parent directory structure being kept. Without the keepdir.txt control file empty directories will be removed on a regular basis. If you need to update the contents of your keepdir.txt or keepfiles.txt file please contact the CEEIS Helpdesk for assistance as once the file is created you cannot change or remove it.

If you have a keepfiles.txt to save files within a directory you do not need the keepdir.txt as the directory will be kept automatically as long as the files. You may, however, create a keepdir.txt file if you wish to retain the directory longer than the files need to be retained.

If a user has a complex structure of files and subdirectories that all must be kept, the user may place a keepfiles.txt file at the highest directory level they have

created. The user may then contact the CEEIS Helpdesk to request the keepfiles.txt be linked with all of its lower level directories so that all subdirectories and files are kept for the same period of time.

## **Transition Plan**

The new server is currently available at the address:

[vsftp.usace.army.mil](https://vsftp.usace.army.mil)

The new server has minimal storage at this time but is available for users to begin accessing and become familiar with the new structure and rules.

On the transition date the old ftp server will be shut down. The physical storage will be moved to the new server. The ip address of [ftp.usace.army.mil](https://ftp.usace.army.mil) will be associated with the new server. The vsftp.usace.army.mil name will continue as an alias. The contents of the /pub directory on the old server will be moved to the new server and placed in /pub/oldftp as explained earlier in this document. All files under the existing /upload and /incoming directories will be removed.

CEEIS recognizes these changes may cause problems for some end users and application proponents. CEEIS personnel are committed to assist in resolving any problems and concerns. It is very necessary for this change to take place and we appreciate your patience and understanding during the transition. The end result will be a more secure, more manageable, and easier to use anonymous ftp service for the Corps community and customers.