

There are several options when moving files from a ship to shore. As a general rule FFT and FTP are considered the preferred methods. If FFT and FTP to JCCC are not possible, the following information may give you an alternate method for file transport to NVNS, JCCC or the Naval Media Center. Delivery to even one of these locations with a note to distribute to any number of end destinations is acceptable.

The contacts:

Defense Imagery Management Operations Center (DIMOC-P) AKA: Joint Combat Camera Center (JCCC)

jcccstillgroup@dma.mil

jcccvideo@dma.mil

CHINFO's Navy Visual News Service (NVNS) OI-7

navyvisualnews@navy.mil 703-614-9154

Christopher.madden@navy.mil 703-887-8690

Gail.cline@navy.mil 703-887-8694

Damon.moritz@navy.mil 703-887-9403

Oscar.sosa1@navy.mil 703-919-7599

Defense Media Activity Anacostia (DMA-A) – AKA: Naval Media Center (NMC)

DNU@dma.mil

Provided in no particular order

1. Sending files via FTP (NIPR or SIPR)

- a. Navy Visual News Service offers FTP and SFTP file delivery from DoD networks. All files sent to NVNS will load onto Media Lighthouse and will be automatically shared with DIMOC-P and DMA-A through file routing and scripts.

140.185.150.7 SFTP - using SSH2 (secure Shell) on port 22

Login: Contact NVNS

Password: Contact NVNS

- b. DIMOC-P also runs an FTP server for combat camera. Imagery named with a VIRIN is automatically routed to the service named in the VIRIN. NVNS receives both Navy and Marine Corps imagery sent to DIMOC-P

155.7.40.60 SFT - using SSH on port 22.

Login: Contact DIMOC-P

Password: Contact DIMOC-P

2. Sending files via Media Lighthouse upload utility (HTTP over NIPR)

- a. Direct your browser to <http://mlh.donhq.navy.mil/adv>
- b. Login with your login and password (Contact NVNS for login and password)
- c. Enter the "Upload files here" database
- d. Choose ADMIN>Upload command
- e. Locate either a .ZIP/.SIT folder containing all of your files or you can upload a single file of any format.
- f. Upload
- g. Send an e-mail to navyvisualnews@navy.mil with distribution instructions.

3. Sending files via Naval Media Center fileman server

- a. Direct your browser to <http://141.156.121.137/login.asp>
- b. login using (Contact NVNS) as your login and (Contact NVNS) as your password
- c. Navigate to the To_CHINFO folder and click on the icon with a blue up arrow
- d. Upload as many as 5 files at one time
- e. Contact navyvisualnews@navy.mil with an upload notification and distribution instructions

4. Sending files via Navy Safe FTP or the Army Missile Command SafeFTP server

Both Army and Navy operate a SafeFTP server. This server uses standard web transfer protocols instead of FTP to move files from your computer to a server which then forwards an e-mail with a download link to the recipient.

- a. Direct your browser to <https://nsafe.donhq.navy.mil> for Navy or <https://safefp.msl.army.mil/> for Army
- b. Click continue to this website
- c. Press accept
- d. Fill in name and e-mail address
- e. Add a title and description (good place to paste a caption)
- f. Choose a date for the files to be automatically deleted from the server
- g. Choose the number of files to upload (you can .Zip all of your files into one package too)
- h. Type the e-mail address for a recipient, press add
- i. Add in additional e-mail recipients
- j. Press submit
- k. Once your file uploads, an e-mail with download instructions is sent to each recipient.

5. Sending files via Navy Electronic File Transfer

One of the simplest and most user friendly file transfer methods available. The only thing you need to transmit a file is a web browser and the recipient's e-mail address. The recipient only needs the delivery e-mail and a web browser to receive the delivery.

While this method is simple, it is inefficient as it uses standard HTTP file transfer protocols.

- a. Direct your browser to <http://neft.donhq.navy.mil/nvns>
- b. Complete the FROM, TO and SUBJECT fields just as you would for an e-mail.
- c. Click ADD FILES to upload a file
- d. Click ADD MORE FILES to send multiple files
- e. Include a message in the field below the attachment buttons
- f. If you want to receive a copy of the delivery, choose "Send me a copy"
- g. You can also allow the recipient to send a file back to you over the same upload link and you can send CC and BCC e-mails by choosing those options.
- h. When ready to send, click send.

6. Splitting a video file for FTP or e-mail (NIPR or SIPR)

The latest versions of WinZip (version 9 or higher) allows a user to split a single Zip file into multiple parts that can be e-mailed or FTP'd easily. Using the steps below, a user can take a large video file of any format and split it into multiple, smaller files.

From a ship there are significant benefits to transmitting a split file over FTP. Should you lose connection with the shore based FTP server and a file gets corrupted, you will only have to resend the portion that was corrupted as opposed to the original

- a. Create a video file, preferably as a Windows Media Player 9 advanced file or QuickTime h.264 movie.
- b. Open WinZip. (This technique will only work with WinZip version 9).
- c. Create a new Zip archive containing the video file you wish to transmit.
- d. From the Actions menu, choose Split.
- e. Specify the name to be used for the split files. We recommend using the VIRIN of the video followed by _split (VIRIN_split).
- f. Specify the size to be used for the individual parts. You can choose from common sizes using the Part size drop-down list or you can specify your own size. To specify your own size, choose "Other size" in the drop-down list and type the desired size in the "Other size" field. Indicate the size you are using in bytes, kilobytes (KB) or megabytes (MB) by clicking the appropriate radio button. NVNS and JCCC recommends using a file size of 3MB or less due to typical e-mail limitations and to minimize corruption when sending via FTP. If using e-mail to transmit video files, we also recommend notifying your network administrators to ensure you stay under the maximum file attachment size and to ensure you have enough e-mail storage space to send the file.
- g. Click OK to create the split Zip file.
NOTE: Each of the segments of the split Zip file will have a different extension. WinZip creates files with names like Data.Z01, Data.Z02, and so on, except for the very last segment of the new Zip file. The last segment will always have the .zip extension.
- h. To send via FTP, logon to the JCCC ftp server and transmit each file. If you need the FTP address, username, or password information, contact the jccc at jcccvideo@hq.afis.osd.mil.
- i. To send via e-mail, attach each split file into its own e-mail and send to jcccvideo@hq.afis.osd.mil and navyvisualnews@navy.mil In the text of the first e-mail, let us know exactly how many e-mails make up the full clip. Example: "This is e-mail 1 of 8."
- j. Military e-mail servers often strip files named with a .zip and .z01 file extension. You will need to rename those files as .jpg and .doc
- k. Send the run sheet as its own file. Do not include the run sheet in the zip file.

7. Sending any file via DigiDelivery (NIPR only – does not work in an NTLM authentication server environment)

Navy Visual News Service operates a DigiDelivery server. It is similar in functionality to FFT but has a few differences in functionality. You will need to load a small application on a system with Internet access http://www.asperasoft.com/en/products/digidelivery_11/digidelivery_11

This service is best used from a commercial network such as a hotel or airport. On military networks we recommend FFT, FTP or NEFT as referenced in this document.

- a. This simple application can actually run from a USB thumb drive. If you encounter an error while installing simply choose ignore and the installation will continue. The error can be produced when the program tries to add a line to the registry. This line is not important to the operation of the software.

- b. Once you have launched the DigiDelivery client application choose new delivery. At this point you will be prompted to load your folder or files (any type of file with no limit to size). Click next and enter the following information for server and login
- c. **server:** dd.donhq.navy.mil
login: (contact NVNS for login info)
password: Contact NVNS
- d. On the next page you will be able to enter any recipients e-mail address (can be anyone) or choose one of the account holders by pressing the accounts button. If you enter e-mail addresses be sure to press the add button. You may send your files to as many as 100 recipients at a time. None of the recipients need to have account to receive. Accounts are only required for transmissions.
- e. Once you have entered all of your recipients press next and enter any data about the files on the next page. When you are done - press send and the files will begin to send.
- f. If the transmission is interrupted you will have the option to resume transmission without any information loss.
- g. Once the file has finished sending you will receive an e-mail indicating the file has posted. When we have downloaded it you will receive another e-mail stating the file was received.
- h. Files are encrypted during transmission and delivery. You can send to us and we can send to you. You can also use this to send any file to anyone with an e-mail address.

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<http://neft.donhq.navy.mil/nvns>