



Defense Cyber Crime Institute



Process and Procedures for Responding to Vendor Requests to Test a Forensic Product

1. A vendor wishing to have a product tested must send to DCCI a completed, signed Form 10v. (Form 10vs can be downloaded from the DCCI Home Page.) The signed Form 10v can be sent to Deputy Director DCCI using any one of the following methods:
 - a. FAX to 410-850-8938
 - b. Email a PDF copy to DCCI.Director@DC3.mil
 - c. Commercial mail (call 410-981-1169 for address information)

2. The Form10v submission will be reviewed to determine whether DCCI will accept or reject the vendor request.
 - a. If DCCI chooses to reject the Form 10v request, an explanation will be sent to the point-of-contact (POC) email address that is found in the body of the Form 10v.
 - b. If DCCI chooses to test the product, the POC will be asked to submit to Director, DCCI the particular version of the product that is to be tested, along with all appropriate support materials, documentation, and licenses.

3. After reviewing the product documentation and experimenting with the product to identify the particular features and capabilities that DCCI will test, DCCI will produce a formal test plan.

4. DCCI will forward the test plan and a *Product Test Agreement* to the vendor POC. (A generic form of the *Product Test Agreement* can be found on the DCCI Home Page.) The vendor will review the test plan to determine whether the product being tested is able to successfully complete all tests. (DCCI recommends that the vendor actually run all of the tests to verify the product's features and capabilities, but the actual validation procedures are at the

discretion of the vendor.) At this point, the vendor can do any one of the following:

- a. Withdraw the Form 10v submission.
 - b. Sign and forward to DCCI the *Product Test Agreement*, giving DCCI authority to test the product/version previously delivered.
 - c. Develop any product enhancements that the vendor believes are needed to assure success during testing, and send to DCCI the revised version of the product along with a signed copy of the *Product Test Agreement*.
5. After receiving a signed copy of the *Product Test Agreement*, DCCI will test the product/version specified, using the test plan previously developed (or a modified version if changes are needed to address product enhancements). DCCI will document the findings in a test report. Before finalizing the test report, DCCI will send a draft to the POC for vendor review and comment (two weeks will be allowed).
 6. DCCI will include a signed copy of the test report, along with appropriate vendor comments, in the DCCI Cyber Files. (Products in the DCCI Cyber Files are available to DoD and Law Enforcement personnel upon request.)
 7. DCCI will not retest the same product, to include upgraded versions of the product, for a minimum of eight months.