Subject: [EXTERNAL]New ICF Submission Process Effective 6 June 2025
Date: Thursday, June 5, 2025 at 18:01:13 Eastern Daylight Time
From: DC3 DCISE
To: DC3 DCISE
Attachments: ICF Process Graphic_For DIB.pdf, Submission Instructions v1.0.pdf

Valued DIB Partner,

We are writing to inform you of a change to the reporting process for all DIB cyber incidents reported in accordance with DFARS 252.204-7012 and 252.239-7010.

BOTTOM LINE UP FRONT: The website used to report cyber incidents is moving, and as part of this change the site will generate a file that **you must submit separately to DC3 in order to be compliant with your reporting obligation**.

We are attaching a submission guidance checklist to this email for your use

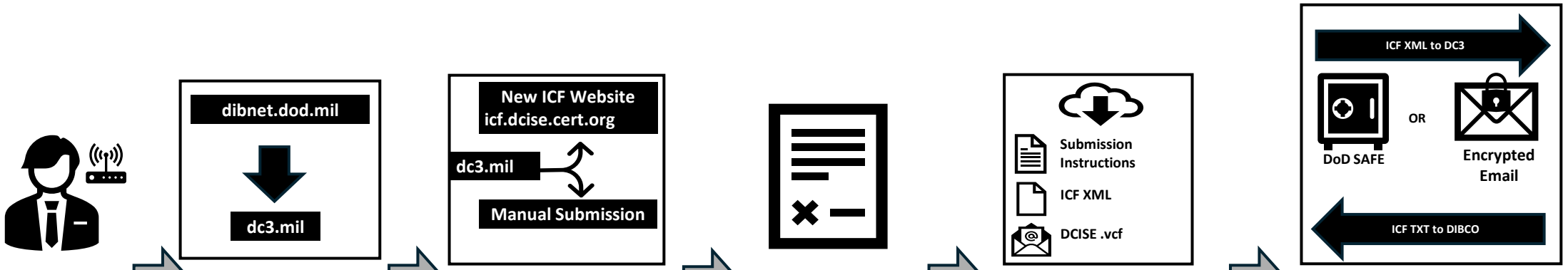
1. Consistent with the President's agenda the Department is evaluating investments in priority activities. Since the introduction of DFARS 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting, the volume of cyber incident reporting has significantly increased.
2. DC3 will continue to serve as the operational focal point for receiving all cyber incident reporting affecting unclassified networks of DoD contractors.
3. DoD officials have identified the DIBNet portal (https://dibnet.dod.mil) as a cost reduction measure and the information system hosted by the Defense Information Systems Agency (DISA) will be shut down on 6 June 2025, 0900 EDT. The URL https://dibnet.dod.mil will remain active, and on or about this date will redirect users to a DCISE web page at https://www.dc3.mil/Missions/DIB-Cybersecurity/DIB-Cybersecurity-DCISE/
4. There will be a link at https://www.dc3.mil/Missions/DIB-Cybersecurity/DIB-Cybersecurity-DCISE/ with instructions for reporting cyber incidents. The new reporting site is **https://icf.dcise.cert.org**
5. You will fill out your reporting information as you do in the current portal. There is an additional necessary step. The site will generate a .xml file for you to download. **You must submit this file to DC3 via encrypted email or DoD SAFE** in order to comply with the DFARS reporting requirement. DC3 will respond to confirm receipt and provide an incident number and a copy of the ICF in txt format for reference.
6. For questions about incident reporting and other DC3 functions, please contact us at dc3.dcise@us.af.mil or by phone: (410) 981-0104 or 1-877-838-2174.
7. For questions regarding the DIB CS Program, contact DoD CIO at OSD.DIBCSIA@mail.mil.

Thank you all for your continued support of the Department and our collective national security. We are honored to support you.

Thank you,
DC3 DCISE

DoD Cyber Crime Center (DC3)
DoD DIB Collaborative Information Sharing Environment (DCISE)
DCISE Hotline: (410) 981-0104
Toll Free DCISE Hotline: (877) 838-2174
DC3.DCISE@us.af.mil

Updated ICF Submission Process



Step 1
DIBCO user goes to dibnet.dod.mil

Step 2
dibnet.dod.mil redirects to page on dc3.mil*

Step 3
User can click button to new ICF website or view instructions for manual submission

Step 4
User fills out ICF

Step 5
Once user completes ICF, user downloads:
1. ICF XML
2. Submission Instructions
3. DCISE contact card

Step 6
User sends DC3 the ICF XML via DoD SAFE or encrypted email. DC3 returns a numbered ICF TXT file

*Full Webpage URL
https:/www.dc3.mil/Missions/DIB-Cybersecurity/DIB-Cybersecurity-DCISE/

IMPORTANT: Please retain a copy of the XML file, DC3 DCISE contact card, and these instructions.

**** DC3 is aware of issues that some may experience accessing the new ICF submission website (icf.dcise.cert.org). This is most likely due to a non-.mil domain requesting CAC/ECA authentication, which some organizations and web security services (i.e., web proxy, browser isolation) may not allow. Users experiencing this may try to access the website from outside the web security service, or work with their administrators to allow the ICF submission website (icf.dcise.cert.org). ****

Instructions for submitting to DC3

If you do NOT have a Medium Assurance Certificate

To Request a DoD SAFE Link:

1) Email dc3.dcise@us.af.mil to request a DoD SAFE Drop-Off link
2) DC3 will send a DoD SAFE Drop-Off link and additional instructions

If you have a Medium Assurance Certificate

To Submit Via Encrypted Email

1) Open or load into your email client the downloaded contact card for DC3 DCISE. The contact card contains the certificate necessary to encrypt the email.
2) Create an email with the following information:
    a. **To:** DC3 DCISE
    b. **Subject:** "ICF Submission for [COMPANY NAME]"
    c. **Attach** the downloaded XML file to the email
3) Ensure encryption is enabled
    a. **Note**: If you are unable to encrypt, please reach out to dc3.dcise@us.af.mil to request a DoD SAFE Drop-Off link
4) Send the email. DCISE will confirm receipt of the submission, assign an ICF number, and provide a copy of the ICF in txt format

If you have any questions, please contact us at DC3.DCISE@us.af.mil or by phone: 410-981-0104 or 1-877-838-2174