



DHS SCIENCE AND TECHNOLOGY

2021 Biometric Technology Rally Post Conditional Acceptance Webinar

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**Homeland
Security**

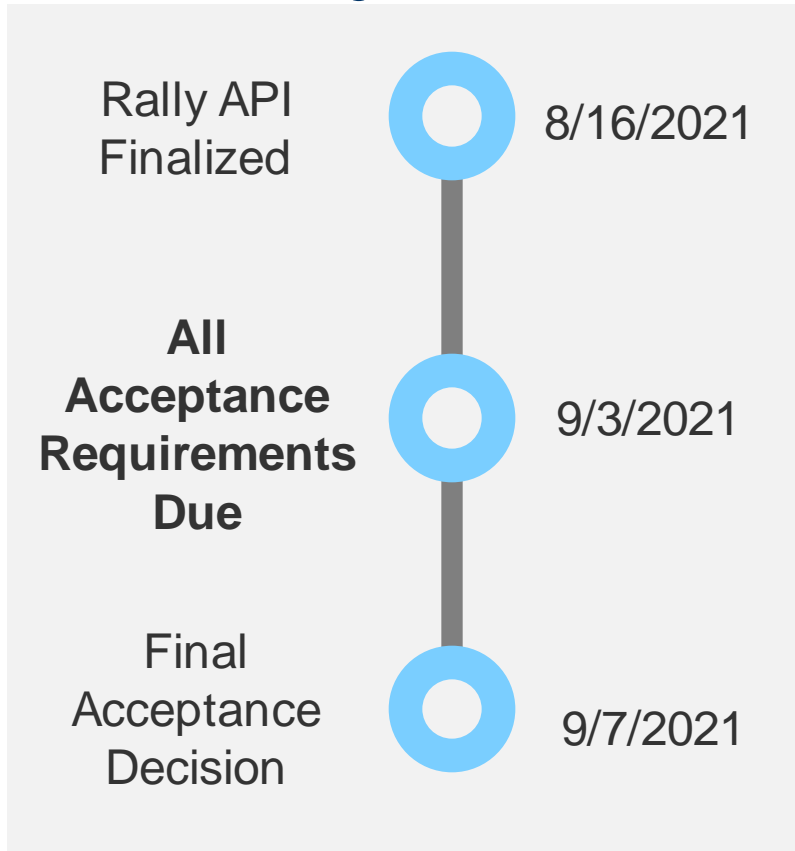
Science and Technology

Outline

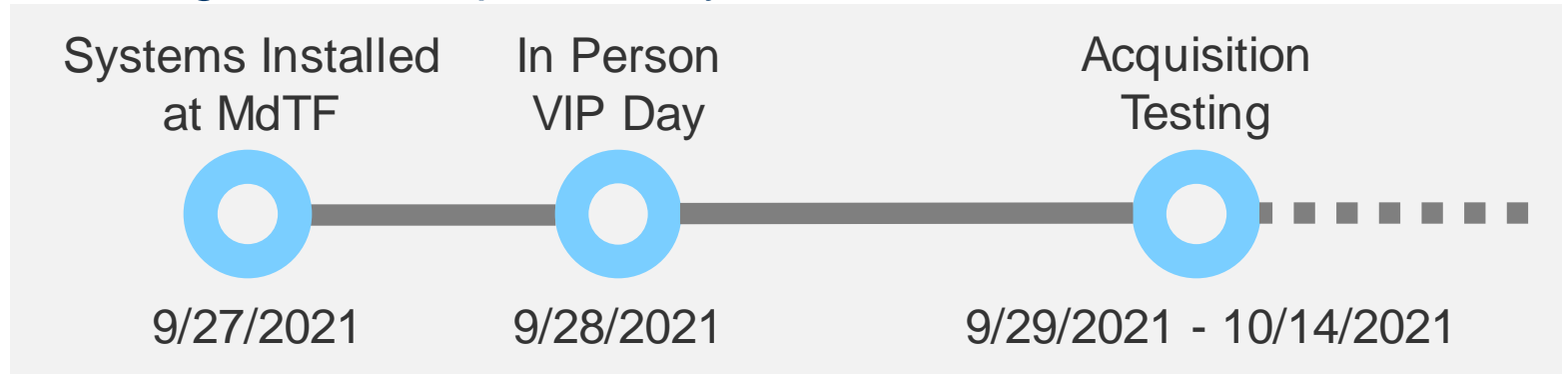
- Rally Timeline
- Communication Channels and POCs
- Before Scenario Testing
 - Final Acceptance Requirements
 - API
 - Staff
 - System Safety
 - CRADA
 - System Delivery
- During Scenario Testing
- After Scenario Testing

Rally Timeline

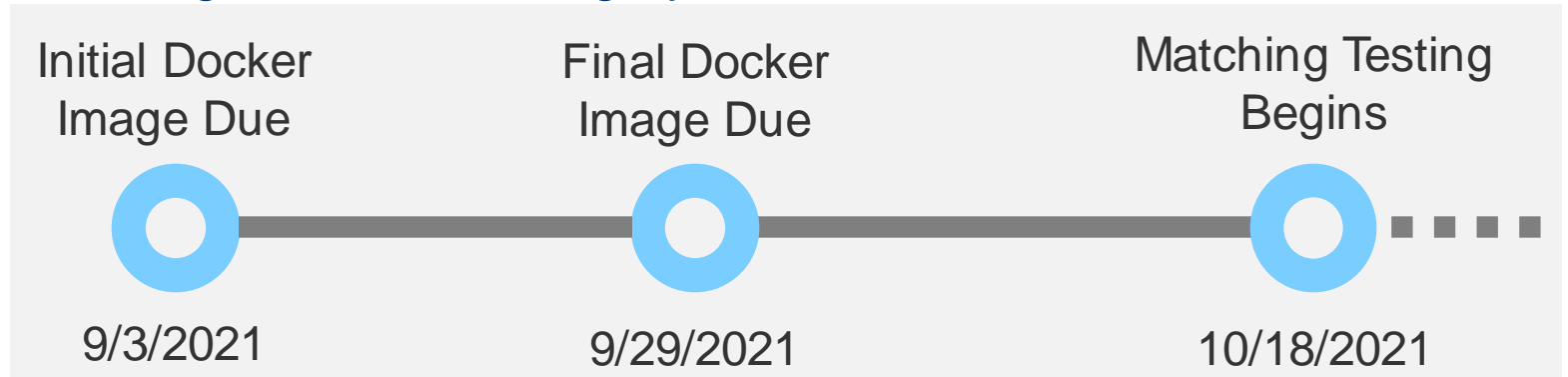
Before Testing



Test Logistics – Acquisition Systems



Test Logistics – Matching Systems



Communication Channels and POCs

General Questions, Debugging, Assistance

- This is the **last** scheduled webinar prior to the 2021 Rally
- All legal and logistics questions should be directed to peoplescreening@hq.dhs.gov
- All technical communication pertaining to the Rally will be handled via Slack (chatroom):
 - API Integration
 - Rally Metrics
 - Rally Schedule
- Getting Slack access:
 - Identify up to three (3) individuals from your company to serve as **Slack Channel Staff** to communicate with the MdTF Technical team
 - Technical POC should send the list to rally@mdtf.org with the subject line of “<Company Name> 2021 Rally Slack Channel Staff”
 - **To ensure timely access, this list due by August 9, 2021**
 - Each **Slack Channel Staff** must email rally@mdtf.org with the subject line of “<Company Name> 2021 Rally Matching Account Request” or “<Company Name> 2021 Rally Acquisition Account Request” as appropriate

System Provider Staff

- Email a list of staff members who will have **ANY** association to the 2021 Rally to rally@mdtf.org and peoplescreening@hq.dhs.gov with the subject line of “<Company Name> **2021 Rally Staff**”
- Identify people as one (or more) of the following categories
 - People that will come to the MdTF for the 2021 Rally data collection
 - People that will come to the MdTF only for the 2021 Rally VIP day
 - People that will be involved in data analysis of data provided from the 2021 Rally, without attending data collection
 - Business POC (if not provided in application)
 - Technical POC (if not provided in application)
- Different categories have different requirements to participate in the 2021 Rally
- List due by **September 3, 2021**



Before Scenario Testing

Acquisition System API Integration

- Acquisition system providers are required to demonstrate that they have integrated their system with the MdTF acquisition system API
 - <http://api.mdtf.org>
 - <http://github.mdtf.org>
- Acquisition systems demonstrate API integration by submitting an image using the endpoint(s) appropriate to the system
- Each Slack Channel Staff must contact rally@mdtf.org to request access to a Slack channel where issues with API integration can be communicated
 - Originating e-mail must be listed in a prior e-mail from the technical POC
 - Use the subject line: “<Company Name> 2021 Rally Acquisition Account Request”
- Email rally@mdtf.org once an image has been submitted and the MdTF will verify image submission
 - Deadline: **September 3, 2021**

System Provider Data Analysis Staff

- **ALL** representatives involved with 2021 Rally data analysis must complete ethics training in data sharing practices
 - This includes anyone visiting the test facility during data collection, and anyone handling data post-collection
- Ethics and Best Practices in Sharing Individual-Level Research Training (by Global Health Training Centre)
 - <https://globalhealthtrainingcentre.tghn.org/ethics-and-best-practices-sharing-individual-level-data-clinical-and-public-health-research/>
 - Must receive passing score (80%), and download certificate from your profile on their site
- Certificate is good for two years- if your staff have a certificate expiring **October 15, 2022** or later, then provide a copy of that certificate
- Email certificates to rally@mdtf.org and peoplescreening@hq.dhs.gov with the subject line of “Ethical Data Sharing Training – <Company Name>”
- All certificates must be received by **September 3, 2021**

System Provider Data Collection Staff

- Acquisition system providers will be allowed to bring a **limited number of representatives** to the facility at a given time (see below). This is due to limited physical space at the facility
 - **Installation: Two (2)** representatives will be allowed at the facility at any given time
 - **VIP Day: Three (3)** representatives will be allowed at the facility at any given time
 - **Data Collection: Two (2)** representatives will be allowed at the facility or off-site conference room at any given time
- By **September 3, 2021**, you must provide the following four things to rally@mdtf.org and peoplescreening@hq.dhs.gov for **each** representative who will visit the MdTF during data collection
 - Name, Citizenship, Contact Information (email, phone), Ethical Data Sharing Training Certificate
 - By **August 27, 2021**, foreign nationals will need to submit an additional form to peoplescreening@hq.dhs.gov. Peoplescreening will email the form to each company's business POC after we have been told that a foreign national will be coming
- Representatives that will only be present for VIP day or installation day, and will not be involved in data analysis, do not need an Ethical Data Sharing Training Certificate, but do need the other information above

Cooperative Research and Development Agreement (CRADA)

- Agreement between each System Provider (PROVIDER) and DHS S&T (RECIPIENT)
 - Defines the roles and contributions of the PROVIDER and RECIPIENT
 - Defines strict policy on the proper transfer and handling of 2021 Rally data
 - Provides the basis for involvement in 2021 Rally activities
 - Exempt from FOIA process
- Must be signed by Corporate Officer
- Signed copy due back to peoplescreening@hq.dhs.gov by **September 3, 2021**
- DHS S&T expects to sign by **September 7, 2021**

System Safety

- Acquisition systems installed in the MdTF are required to be independently certified “safe to use”
- Safe to use includes (but is not limited to):
 - Physical contact
 - Guarded and non-exposed electrical components and wiring
 - No sharp edges
 - Non-physical contact
 - Safe illumination wavelengths
- Potential resources
 - UL Certification: <https://services.ul.com/service/safety-certification/>
 - CE Marking
- Once your system has been certified safe, please send the certification to peoplescreening@hq.dhs.gov and rally@mdtf.org by **September 3, 2021**

Acquisition System Delivery

- Acquisition system providers are responsible for getting their systems to the MdTF
 - Vendors are responsible for ALL international shipment logistics including US Customs arrangements
 - Acquisition system shipments will be received and staged in the assigned station 1 week prior to installation – any shipments received before **September 20, 2021** will be rejected
- Address:
 - Maryland Test Facility
 - 1221 Caraway Court, Suite 1070
 - Upper Marlboro, MD 20774
 - Attn: Rebecca Duncan (301) 909 - 9265
- Please label all packages with your company name and appropriate POC
- Shipping Information
 - Arrange for return shipping to be completed no later than **October 15, 2021**

Matching System Delivery (mdtf.org)

- Delivery of the matching system is the responsibility of Matching System Providers
 - Matching system Docker images will be uploaded to <http://mdtf.org>
- Each Slack Channel Staff must contact rally@mdtf.org to request access to the upload portal and a Slack channel for technical questions
 - Originating e-mail must be listed in a prior e-mail from the technical POC
 - Use the subject line: “<Company Name> 2021 Rally Matching Account Request”
- Test and packaging scripts are available at <http://github.mdtf.org>
 - DHS has sole discretion in disqualification if the algorithm requires an *excessive effort* to achieve functionality
- An initial Docker image must be received by **September 3, 2021** to validate functionality
- The last Docker image received by COB of **September 29, 2021** will be the version tested in the 2021 Rally

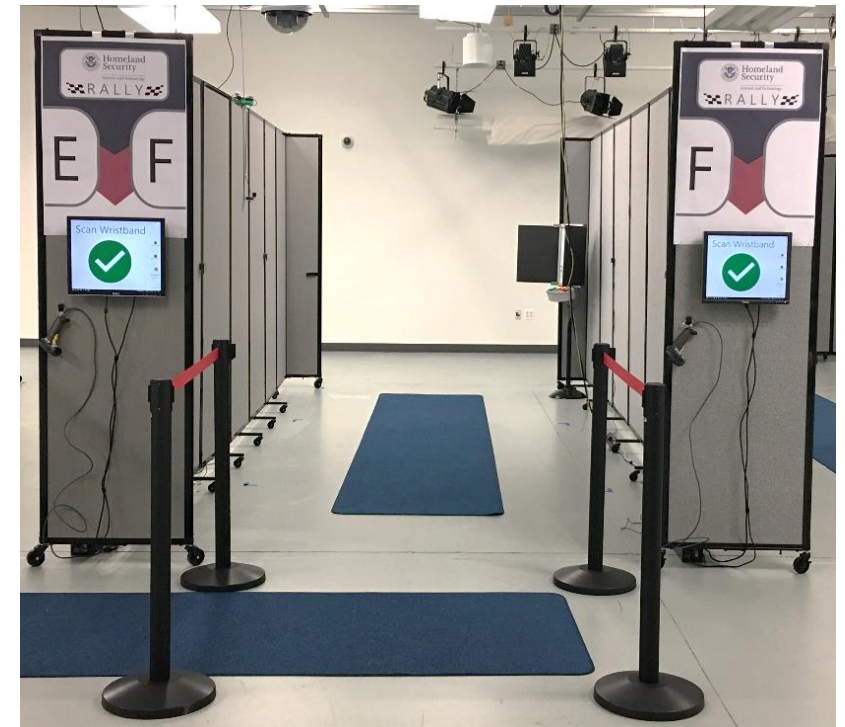
During Scenario Testing

Code of Conduct Acknowledgement

- The 2021 Rally Code of Conduct outlines professional and ethical behaviors that all company representatives must adhere to while at the MdTF
- All company representatives onsite will sign the Code of Conduct upon arrival at the MdTF
 - Violation(s) of the Code of Conduct may result in expulsion from the 2021 Rally
- A copy of the Code of Conduct will be sent to your Business POC in advance of the 2021 Rally for review

Acquisition System Installation

- Acquisition system providers are responsible for getting their systems to the MdTF
- There will be multiple stations at the MdTF, each labelled with a letter
 - You will be assigned to one of these stations upon arrival
- Must be able to configure station name and IP address of the API endpoint
- There will only be ONE (1) day for system installation,
September 27, 2021



Acquisition System Installation

- After you have completed installation of your system within the MdTF, a staff member will validate the following:
 - **Space Limits: 6 feet wide x 8 feet long**
 - **Power: 5 amps max (single power strip will be provided)**
 - **Ethernet: LAN only**
- That you adhere to the safety information you provided and no risk is present for any users, including tripping hazards like cables on the floor, harmful illumination, and physical dangers (sharp edges, exposed wires, etc.)
- That you can successfully acquire and send image data through the API to the MdTF infrastructure

VIP Day

- VIP day is an opportunity for your organization to pitch your system to representatives from DHS, government organizations, airlines, and other interested parties
- You will have ~5 minutes with each VIP to demonstrate and promote your system
- You may also bring materials, such as promotional posters, to set up in your station
 - All promotional materials must fit within your station
- You may bring up to **three** personnel to the MdTF on VIP day, as long as you have provided the required information for those personnel to come to the MdTF during the 2021 Rally
 - Individuals attending VIP day may differ from the personnel who will be present on test days
- **Logistics are subject to change based on guidance related to the ongoing COVID-19 national emergency**

Test Day Schedules

- There will be multiple test sessions during each test day
 - The morning session is planned to start at 8:30 AM
 - The afternoon session is planned to start at 1:00 PM
- We recommend that you arrive at the MdTF 45-minutes prior to the morning session to verify your equipment is operational, and to pick up your offsite badge
 - You should be available between the morning and afternoon session in the event your system breaks
- During the test you will not be allowed in the MdTF, you will be able to view transactions from your station using a device monitor provided at an offsite conference room
- **Logistics are subject to change based on guidance related to the ongoing COVID-19 national emergency**

System Monitoring – Offsite Conference Room

- You will be able to monitor your system in a conference room at the Residence Inn by Marriott Largo Capital Beltway, which is within walking distance of the MdTF
 - Address: 1330 Caraway Court, Largo, MD 20774
 - Coffee and water will be provided in the conference room during the day
- On test days, you must pick up your badge at the MdTF before you enter the hotel conference room
 - Without a badge, you will be refused entrance to the conference room and will not be provided an iPad to monitor your system
- **Logistics are subject to change based on guidance related to the ongoing COVID-19 national emergency**

System Monitoring – Tablet Usage

- On test days, you will be able to view transactions that occur at your system using one of our iPads
 - There will be a video of each transaction so you can see how volunteers interact with your system
- These iPads will only be available only at the offsite conference room and must be returned at the end of day
 - Staff will also be available to assist you if you encounter any issues with the iPads
- Staff will announce which stations will be active during each test session so you know when to actively monitor your iPad

Intranet and Internet Connectivity

- There will be network drops for Acquisition Systems to send images to the MdTF API
 - This network **WILL NOT** have public internet access during the test and is simply meant to connect your system to the MdTF infrastructure
- During testing, all MdTF networks will be dedicated to Rally testing
 - Due to this, at the MdTF, we are not able to provide public internet access for personal devices
- The offsite conference room will have public internet access

Incident Reporting

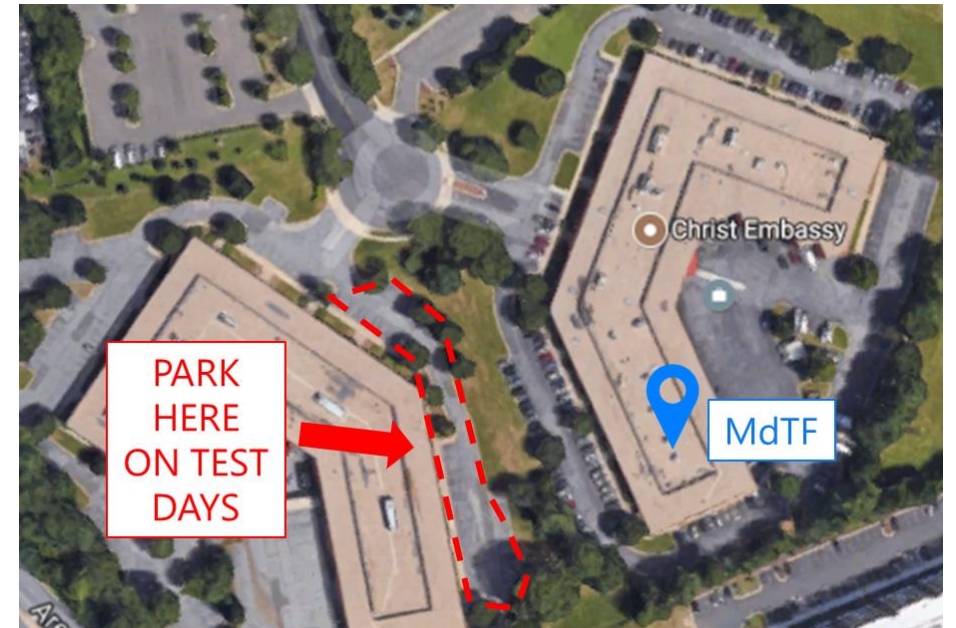
- You will be able to perform maintenance on your system during the collection event
- Two types of maintenance will be allowed:
 - Human factors changes – During the **first two days of collection**, we will allow two modifications to your system that will improve the usability of your system (i.e., signage changes, changes to instructions, etc.)
 - Operational maintenance – If your system goes down, you will be able to perform the necessary maintenance to restore your system. Additionally, we are allowing system providers to pull logs at the end of each day. Please ensure the information your system is storing is within the terms of the CRADA
- To complete any maintenance, you will need to fill out an incident form using a web app

System Maintenance

- You will be able to perform *general* maintenance (e.g., system reboot) before each test session in the time window from 7:15 AM to 8:10 AM
- You will be able to pull logs from your system at the end of each test day from 4:45 PM – 5:30 PM
- Any type of maintenance must be completed when NO volunteers are in the test bay. Depending on how early the first session of each day ends, there may not be time between the first and second sessions
 - We recommend you consider not only the time the maintenance may take, but also the time it will take to travel from the hotel (please factor in 5-minutes to walk from the hotel to the MdTF)

Accommodations and Parking

- If you drive to the facility, you are required to park across from the facility on test days
 - Parking immediately outside the facility is reserved for volunteers
- There is a group-rate available at the Residence Inn, where the offsite conference room is located:
 - \$159/night, [Marriott SAIC-Maryland Test Facility Booking Link](#)
 - If there is an issue, please contact LaVonne Snowden directly via phone (301-925-7806) or email (lsnowden@thmc.biz)
- Other hotels
 - Courtyard by Marriott Largo Capital Beltway (within walking distance)
 - DoubleTree by Hilton Hotel Largo (within a 5-minute drive)
 - WoodSpring Suite Washington DC East Arena Drive (within a 5-minute drive)
 - Holiday Inn Express & Suites I-95 Capital Beltway (within a 5-minute drive)



After Scenario Testing

Post-Testing – Acquisition Systems

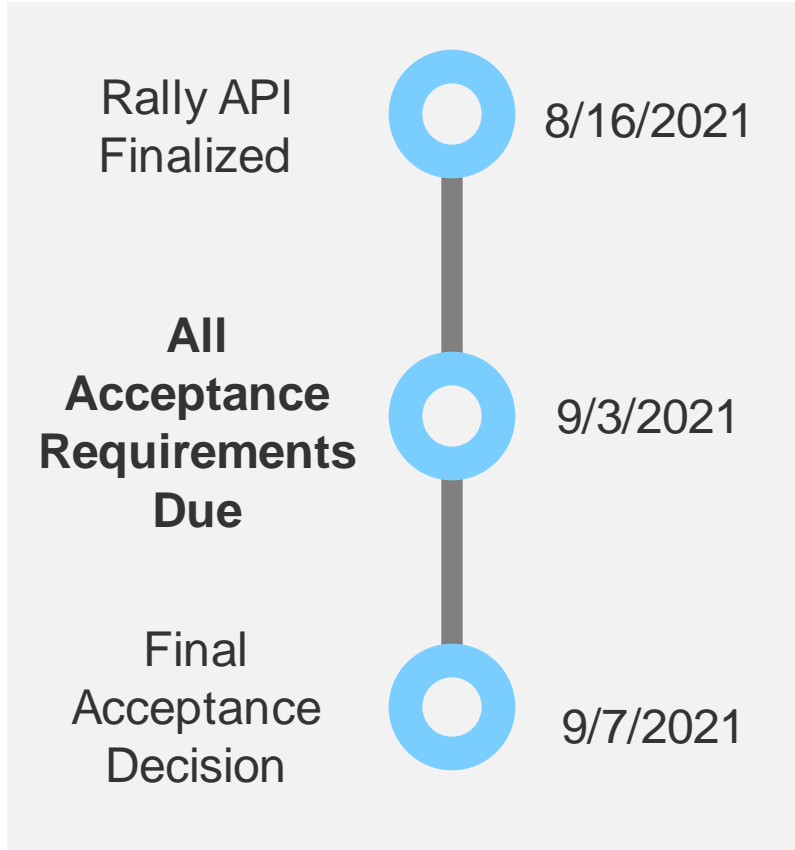
- Equipment de-installation needs to begin as soon as the scenario testing concludes
 - Access to the facility after the conclusion of the Rally will be restricted
- The MdTF is not responsible for any packaging, marking, or shipping of equipment, so for those who require shipping, please coordinate shipping of your equipment from the MdTF no later than **October 15, 2021**
- DHS will provide data collected from your system back to you, per the CRADA
 - There will be a data validation period after the conclusion of Rally testing
- You are responsible for providing the media on which the data will be delivered
 - Required to provide a FIPS 140-2 encrypted device with a POC and shipping address
 - Upon receipt of data, you are required to provide an email acknowledgement to peoplescreening@hq.dhs.gov

Post-Testing – Matching Systems

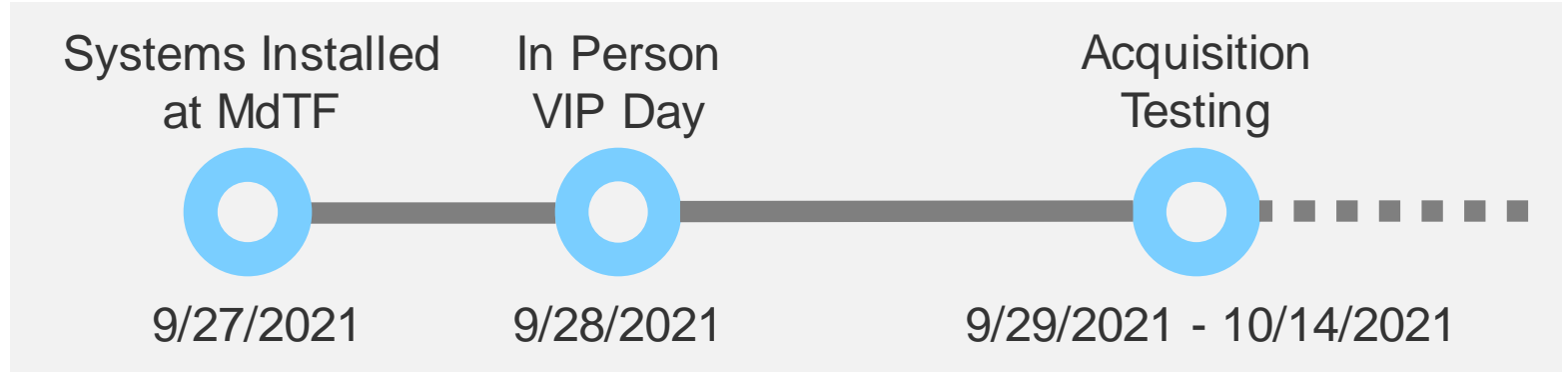
- Analysis of matching systems will begin after the 2021 Rally scenario testing
 - Technical POCs should be available to provide support for matching systems for a 3-month period starting October 18, 2021
- DHS will provide data collected from your system back to you, per the CRADA
 - There will be a data validation period after the conclusion of Rally testing
- You are responsible for providing the media in which the data will be delivered
 - Required to provide a FIPS 140-2 encrypted device with a POC and shipping address
 - Upon receipt of data, you are required to provide an email acknowledgement to peoplescreening@hq.dhs.gov

Rally Timeline

Before Testing



Test Logistics – Acquisition Systems



Test Logistics – Matching Systems

