

## **Joint Certification Program (JCP) Roles and Responsibilities**

To apply for certification, an organization must correctly complete the DD2345 Form using these [instructions](#).

Critical to certification is the appointment of a Data Custodian, responsible for the possession, examination, transfer and control of the data within the organization.

By signing the form, the Contractor agrees to abide by the terms and conditions listed on the form. When accepted by the Joint Certification Office (JCO), the form constitutes an agreement with the organization and the JCO that unclassified Militarily Critical Technical Data (MCTD) will not be further disseminated to unauthorized individuals. If a contractor violates the provisions of the agreement, such action can result in revocation of a company's JCP certification and potential legal action against the company.

JCP certification is site specific, and refers to the facility rather than to individual employees. It extends to employees who are working directly at the facility and who are either a United States (U.S.) citizen, a Canadian citizen, or a person admitted lawfully for permanent residence into the U.S. or Canada.

Technical data transferred to a certified contractor is only provided to the certified location shown on DD Form 2345. As a result, each corporate subsidiary or division that is to receive unclassified MCTD must be certified separately.

Where a parent-subsidiary relationship exists between two companies, and the parent or subsidiary is located in a country other than the U.S or Canada, such parent or subsidiary and its employees are not authorized access to any Department of Defense (DOD) or DND controlled technical data, which a certified U.S. or Canada contractor has obtained under the provisions of the JCP, without prior written government approval. This approval may be provided in the form of an export licence obtained from the appropriate U.S. or Canadian export control authority.