



# Joint Certification Program (JCP)

The **Joint Certification Program** certifies entities in the United States and Canada who require access to unclassified military technical data. The JCP helps to protect this data and related technology from common adversaries while allowing it to flow to certified Canadian and American entities with a legitimate need to access the data. It also ensures that effective controls and enforcement mechanisms are in place in each country to protect technical data. The JCP certification allows access to US DOD and Canadian Department of National Defence (DND) unclassified export controlled technical data and critical technology on an equally favorable basis in accordance with DODD 5230.25, "Withholding of Unclassified Technical Data and Technology from Public Disclosure," and Canadian Technical Data Control Regulations.

## The JCP Office

- Is the only DOD/DND agency that reviews and certifies the Military Critical Technical Data Agreement (DD Form 2345)
- Provides customer support to defense contractors applying for certification
- Receives, processes and maintains approximately 9,000 DD Form 2345 certifications annually
- Establishes JCP policy based on DOD/DND Directives
- Consults and cooperation with government stakeholders in the development of common industrial security policies, procedures and technology controls
- Partners with DOD legal counsel and federal law enforcement on certification, debarment and other actions

## JCP Portal access pre-submission requirements

- Must be a United States or Canadian entity
- Complete National Institute of Standards and Technology (NIST) assessment and uploaded in the Supplier Performance Risk System ([SPRS](#))
- System for Award Management (SAM) registration is updated and correct
- Review and complete the Introduction to Proper Handling Training
- If applicable, provide your organization's Directorate of Defense Trade Controls Registration Letter, Export Control License, and valid up-to-date Proof of Business (proof of business documentation needs to be within 12 months of the date of the application)
- Google Authenticator application used for two factor authentication

The JCP has transitioned to an online application process, which incorporates the required information for the DD Form 2345. The program ***no longer accepts*** applications submitted by email, postal service, commercial delivery services or submitted by FAX. ***All applications must be completed online through the JCP Portal.*** JCP Portal Instructions and Login Instructions are available via the Logistics Operations <https://www.dla.mil/Logistics-Operations/Services/JCP/>

- Before applying to the JCP, verify if your company has been or is **[already certified](#)**
- An active CAGE Code or a Canadian-issued NATO Commercial and Governmental Entity Code (NCAGE Code) must be obtained and is required for all companies prior to the submission of your completed online application that will populate the DD Form 2345
- Companies doing business with the DOD must have a Unique Entity Indicator (UEI) and register in the **[SAM database](#)** prior to submitting your online application that will populate the DD Form 2345. SAM and UEI registration must be current and active in order to obtain a JCP Certification
- DFAR Clause 252.204-7012 requires all DOD contractors and subcontractors to implement cybersecurity requirements in the NIST Special Publication (SP) 800-171, Protecting Controlled Unclassified Information in Nonfederal Systems and Organizations
  - Safeguard covered defense information, Report cyber incidents, Submit malicious software and Facilitate damage assessment
- Your NIST assessment results must be documented in the SPRS
- In order to obtain **[DLA's Export Controlled Data](#)**, the user must answer the Media Access Control (**[MAC](#)**) and the Internet Protocol (IP) addresses, and the actual physical address of the computer used to communicate with the DOD/DND Database
- If the Data Custodian is also the company's signatory and authorized representative on the application, the name and signature must match the person that can obligate the company in a contract
- Incomplete and/or incorrect information on the application will result in a return of the application to the submitter for rectifications

**Required information under Relevant Business Activity information which feeds Block 4 of DD Form 2345 – Describe your entity and what it does, e.g., what does it manufacture/produce, what service does it provide, etc.**

- ✓ Indicate if you are a Prime Contractor or a Sub-Contractor (If applicable)
- ✓ If a Sub, include the Prime's CAGE and address and must hold a JCP certification
- ✓ Describe what type(s) of equipment/material/service you manufacture
- ✓ Provide commodity North American Industry Classification System (NAICS) or Federal Supply Class (FSC) NOTE: You do not need to list ALL NAICS's or FSC's and they must be listed in SAM.gov
- ✓ If you are a non-manufacturer, please provide the CAGE and company name(s) of the manufacturer(s) that produces your product
- ✓ Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)? If yes, state what category
- ✓ Are you registered with the Directorate of Defense Trade Controls (DDTC)? If yes, state so and provide documentation. If you provide or handle USML items, you are required to register with the Directorate of Defense Trade Controls (DDTC) per the ITAR. NOTE: Contact the Department of State for information regarding International Traffic in Arms Regulations (ITAR): <https://www.pmdtcc.state.gov/>
- ✓ Do you possess an Export Control License? If yes, state so and provide documentation in your submission
- ✓ State your purpose for a JCP certification for Export Control access: (Bid on DOD solicitations, exchange of data, conference attendance, research and development, other?)
- ✓ Do you require access to a system to obtain technical data? (SAM.gov, DIBBS, DTIC other, none?) DIBBS system, provide your User ID
- ✓ Indicate the government agency or third party requiring you to obtain JCP certification (Prime, Subprime, Govt. Contract Specialist, Conference, etc.). NOTE: This is not the entity applying for certification. If you have no Government Agency requestor, please state so

**JCP Portal Application – Section 4 (Block 4, DD Form 2345)**

**IMPORTANT INFORMATION**

Provide all information required for "What do you do" (Block 4, Relevant Business Activity, of the DD Form 2345 certificate). See the help symbol "?" for instructions. All the 11 questions **MUST** be answered in the box on the portal. Keep your statements brief as space is limited. If all required information is not provided, your application will be returned.

The answers to the 11 questions are placed into the DD Form 2345 Block 4 narrative portion when it becomes approved (So they must be accurate).

Describe what type(s) of equipment/material/product or service(s) you provide? What are the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes of these product(s)?

Testing Services

If you are a non-manufacturer, provide the CAGEs and company name(s) of the manufacturer(s) that produce your product.

Company Name	CAGE Code
ARCOE INDUSTRIES INC.	200
ABC CORPORATION	1234

Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)?

No Yes

Are you registered with Directorate of Defense Trade Controls (DDTC)?

No Yes

Do you possess a U.S. Export Control License? Provide proof of license.

No Yes

State your legitimate business purpose for Unclassified Export Controlled Technical Information access.

Testing

**Examples:**

We manufacture \*\*\*widgets related to NAICS ##### (XXXXXXXXXX)  
 We provide \*\*\*widgets related to NAICS ##### (XXXXXXXXXX)  
 We provide \*\*\*widget services related to NAICS ##### (XXXXXXXXXX)  
 We are a public research university, that is DOD funded (Grant #) to conduct research on \*\*\*widgets.

\*\*\*Widgets - you change to your particular information

- You do not need to list ALL NAICS's or FSC's (a few of your main ones is fine)  
 - NAICS are found in your SAM.gov account (under "Assertions")

**Examples: (modify as needed to fit your situation or create or own with these samples in mind)**

We wish to Bid on DOD Solicitations with export controlled technical information packages.  
 We need to exchange export controlled technical information with a XYZ Corp who is a JCP certified entity.  
 We wish to attend conferences/workshops/symposiums where export controlled technical information is shared.  
 We are required to perform DOD research and development on the XYZ project, grant #000000 (if other - please specify)  
 We plan to attend the Widget Conference on April 1, 2025 where export controlled technical information will be discussed/shared



**JCP Portal Application - Section 3 (Data Custodian Information)**

**Data Custodian**

Name of Data Custodian\*

Jane Doe

Telephone Number (Direct Line)\*

301-555-1212

Title\*

Lead Tester

Email Address\*

jdoe@mail.com

What is the IP address of the computer used by the Primary Data Custodian? \*

123.123.123.123

What is the MAC address of the computer used by the Primary Data Custodian? \*

08:00:20:0A:05:06

What is the physical address of this computer? \*

123 Main Street, Battle Creek, MI 49017

Do you have a server to store unclassified export controlled technical information? \*

No Yes

If yes, what is the MAC address? \*

08:00:20:0A:05:06

Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? \*

No Yes

**What is the physical address of this computer?**  
 - Needs to be the geographical physical location (Full address)

**Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application?**  
 - Answering 'Yes' needs to match up with the question (farther down the application).

**Name of the individual who can obligate the company to a legally binding contract.**

**Signature Page**  
 - Needs to be the individual that can obligate the company to a legally binding contract

[Add Alternate Data Custodian](#)