

## JCP APPLICATION

### QUICK REFERENCE GUIDE

In your JCP Portal application, after you have provided your **Applicant Information** and **Data Custodian** data, you will be asked a series of questions to inform and justify your requirement for certification with the JCP. We have put together this guide to help you answer these 11 questions. We have explanations as well as example of possible answers. Here are some tips to remember when answering the questions.

1. Your answers will populate Block 4 of the DD2345 JCP Certificate, if approved.
2. Answer in complete sentences, where applicable, as contracting officers and specialists read these.
3. We do not accept N/A, Yes, or No answers except where they are provided as options.
4. Some questions have 2 or more parts, and some have drop-down boxes to enter more information.
5. Example answers are in [blue](#).
6. Character with spaces limits are indicated on those questions where necessary.

QUESTION: Are you a Prime Contractor or a Sub-Contractor?

[This is a drop-down answer. If you are a sub-contractor or neither a prime nor sub-contractor, another drop-down box will come down asking for the CAGE Code of your prime contractor.](#)

QUESTION: Describe what you do. (You must state if you are a manufacturer or a non-manufacturer in this box, and this designation must match your designation in SAM.) *200 Character limit*

[Example: We are a manufacturer that provides metal tubing and duct assemblies.](#)

[Example: We are a non-manufacturer that distributes hardware and fasteners for military and military and commercial customers.](#)

[Example: We are considered a non-manufacturer as we are a school of higher learning. We are a University.](#)

QUESTION: 1<sup>st</sup> Describe what types(s) of items/materials/products or services you provide 2<sup>nd</sup> Provide your NAICS (North American Industry Classification System) codes. Note: match what you have listed in SAM. *500 Character limit*

[Example: We make tubing out of copper, stainless steel, and a steel alloy. We make duct assemblies from aluminum. Our NAICS codes are XXXXX and XXXXX.](#)

[Example: We distribute nuts, bolts, screws, spacers, washers, and springs. Our NAICS codes are XXXXX and XXXXX.](#)

[Example: Our university does research on aerodynamics as it relates to drones. NAICS code is XXXXX.](#)

QUESTION: If you are a non-manufacturer, provide the CAGEs and company name(s) of the manufacturer(s) that produce your products.\*\*

[Example: Local computer shop \(\*over to the right is the CAGE\*\) 32XY5](#)

[\\*\\*If your company is a non-manufacturer and does not get a product from other companies, then leave this section blank, and add, "We are a service only company." to the "Describe what you do." question above.](#)

QUESTION: Is your equipment/material/service related to the United States Munitions List (USML)?

This is a Yes or No drop-down answer. If you answer Yes, another drop-down box opens, and you are to enter just the USML Category Numbers that pertain to your company.

QUESTION: Is your equipment/material/service related to the Commerce Control List (CCL)?

This is a 'Yes' or 'No' drop-down answer.

If you answer 'Yes', another drop-down box opens, and you are to enter just the CCL Category Numbers that pertain to your company.

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

This is a 'Yes' or 'No' drop-down answer.

If you answered Yes, then you must attach a copy of your current ITAR letter to this application under Attachments.

Note: If your ITAR Letter expires within 30 days, we will need a new ITAR letter. Also, if you provide or handle USML items, you are required to be registered with the Directorate of Defense Trade Controls (DDTC) and have an ITAR letter. You may contact the DDTC at <https://www.pmddtc.state.gov/>.

QUESTION: Do you possess a U.S. Export Control License(s)? Provide proof of license?

This is a 'Yes' or 'No' drop-down answer.

If you answered Yes, then you must attach a copy of your current Export Control License to this application under Attachments.

QUESTION: State your purpose for access to unclassified export controlled technical information.

*500 Character limit*

Example: We wish to bid on DOD solicitations with unclassified.

Example: We wish to exchange data with our primary contractor.

Example: We wish to attend conferences, symposiums, and workshops where export controlled technical data will be shared.

Example: We wish to attend XYZ Conference, from date to date, being held at City and State.

Example: We are required to do research on Project ABC for the Navy.

QUESTION: Do you require access to a specific U.S. system to access this information?

This is a 'Yes' or 'No' drop-down answer.

If you answered Yes, then another drop-down box will open with choices to choose from.

If you chose DIBBS, a third drop-down box will open, and you will be required to enter your DIBBS User ID number.

QUESTION: Indicate the government agency or 3rd party requiring you to obtain JCP certification.

Provide a Point of Contact (Name, Business Title, Company, Phone, email address). If you do not have a current Point of Contact for certification, you must indicate this. *\*\* 100 Character limit*

*\*\*The Point of Contact (POC) can be past or present.*

Example: Point of contact: Silly Sally from Stripes Inc., Phone xxx-xxx-xxxx. Email, [silly.sally@stripes.com](mailto:silly.sally@stripes.com).

Example: We do not have a point of contact currently/ No current point of contact.