MAKING APPLICATION TO THE U.S./CANADA JOINT CERTIFICATION PROGRAM (JCP)

INSTRUCTIONS FOR CANADIANS

RESPONDING TO BUSINESS ACTIVITY QUESTIONS

> **You will find comprehensive instructions to the JCP On-Line Portal in the updated Portal User Guide including instructions to complete the application**
>
> **This document will guide you through the Business Activity questions specifically. The responses you give to these questions will appear on your DD2345 JCP Certificate if you are approved**

Once in the Portal application, after completing the **Applicant Information** and the **Data Custodian** information, you will have the option to **Add an Alternate Data Custodian** (DC).

Note: *we encourage applicants to appoint a alternate DC, to ensure there is a backup on site who is authorized to access the relevant technical data whether the primary Data Custodian is on away*.

Next you will be asked to supply information relating to your business activities and justification for JCP certification. The required information, as presented in the Portal application, is as follows in BLUE TEXT, instructions are in black. Examples of anticipated or acceptable responses and explanations are provided:

1. **ARE YOU A PRIME CONTRACTOR OR A SUB-CONTRACTOR?** *Select 'Neither*

1b. A pop up will appear: **IF YOU SELECTED SUB-CONTRACTOR, YOU MUST ENTER THE PRIME'S CAGE CODE.**

If you selected Sub-Contractor/Neither, please enter in Prime's CAGE code or type in "No Pending Contracts." *

[ ] 🔍 Search

If you do not know your Prime contractor's CAGE code, you should input the company's name and select search. Note: CAGE codes are site specific. If you are working with an organization with multiple sites, be sure to search for the CAGE attributed to your Prime's location.

2. **DESCRIBE WHAT YOU DO** *200 character maximum*

Identify the work you do which requires access to unclassified military technical data.

EX: I am/we are a manufacturer, distributor, data broker, consultant or other. We…..

3. **DESCRIBE WHAT TYPE(S) OF ITEMS/MATERIAL/PRODUCTS OR SERVICES YOU PROVIDE. PROVIDE THE NAICS (NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM) OR ASSOCIATED FSC (FEDERAL SUPPLY CLASS) CODES** *200 character maximum*

If you are registered with SAM, prior to making application to the JCP, you should ensure the information in SAM is up to date.

The information provided here must match what is on record with SAM, the U.S. System of Award Management. Any mismatch and your application will be returned for correction.

If you do not know your NAICS codes you can find then online at the [Statistics Canada](https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825) website:https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825

4a. ARE YOU REGISTERED WITH THE CONTROLLED GOODS PROGRAM

Answer 'yes' if you hold a current, active CGP certification. If CGP registration is currently under assessment or has expired, the response should be 'No'.

4b. IF YOU ANSWER 'YES' TO CGP REGISTRATION, A NEW BOX WILL POP-UP
IF YES, PLEASE PROVIDE THE REGISTRATION NUMBER. USE YOUR PROGRAM NUMBER (CG#####).
DO NOT PROVIDE YOUR CERTIFICATE NUMBER

Your CGP number begins with CG and is a permanent number. It does not change overtime. Your certificate number changes with each renewal or revision. We require the CG program number.

5. IS YOUR EQUIPMENT/MATERIAL/SERVICE RELATED TO THE UNITED STATES MUNITIONS (USML FOLLOWED BY, IS IT RELATED TO THE COMMERCE CONTROL LIST (CCL)

6 STATE YOUR LEGITIMATE BUSINESS PURPOSE FOR UNCLASSIFIED EXPORT CONTROLLED TECHNICAL INFORMATION ACCESS.* *500 character maximum* EXAMPLES:

  i.   Certification is required to bid on DoD Solicitations with export controlled technical information packages
 ii.   Certification is required for access to technical data.
iii.   Certification is required to exchange export controlled technical information with XYZ Corp, a JCP certified entity
 iv.   Certification is required to attend a conference /workshop /symposium where technical information will be shared (identify the event if applicable).

7a. DO YOU REQUIRE ACCESS TO A SPECIFIC U.S. SYSTEM TO ACCESS THIS INFORMATION?

If your response is 'Yes'

NOTE: See instructions regarding DIBBS access / DEV (DLA ENHANCED VALIDATION at the end of this section)

7b. IF 'YES', NAME THE SPECIFIC SYSTEM (SELECT FROM ALL THAT APPLY)

A new box will pop up and allow you to choose from a drop down selection of U.S. systems. If you select DIBBS/DLA you will be asked:

7c. ARE YOU REGISTERED WITH DIBBS (DEFENSE LOGISTICS INTERNET BID BOARD SYSTEM)?

If you are not already registered with DIBBS you will need to do so before you can proceed with the request for access

7d. You will be prompted for your DIBBS USER ID*

8. **IS THERE A GOVERNMENT AGENCY OR CONTRACT REQUIRING YOU TO OBTAIN A JCP CERTIFICATION AT THIS TIME?** *

   The point of contact (POC) requires full contact information:

   - POC: FIRST and LAST NAMEs, EMAIL, PHONE information.

   If no 3rd party has requested your certification, state: "*No current POC*"

8. **DOES YOUR COMPANY HAVE A U.S. NATIONAL INSTITUTE OF STANDARDS (NIST) SPECIAL PUBLICATION 800-171 CYBERSECURITY ASSESSMENT DOCUMENTED ON THE SUPPLIER PERFORMANCE RISK SYSTEM (SPRS) AT** https://www.sprs.csd.dia.mil/ **IN ACCORDANCE WITH DFARS CASE 2019-D041?**

10. Under **AUTHORITY TO SIGN THIS APPLICATION** you will be required to provide the following:

    - Name of the individual who can obligate the company to a legally binding contract
    - Business title of this individual

    NOTE: This individual will be the one to sign off on your application, when acknowledging the "Conditions of Certification", prior to submitting.

?	**If you have any questions, while completing the application which are specific to the Canadian context, you would be welcome to send those questions to the:** Canadian Representative

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INSTRUCTIONS for DIBBS access / DEV – DLA ENHANCED VALIDATION

- JCP certification on its own <u>does not</u> provide access to the U.S. DLA Internet Bid Board System (DIBBS) CFolders (unclassified military technical data).

- JCP certification is a prerequisite to requesting access to DIBBS.

- Requesting access to DIBBS, is a step beyond JCP certification. It will require additional information in your JCP application. After JCP approval, your request for DEV will be forward to DLA Headquarters for further assessment.

If you requested access to DIBBS in 7b above and provided your DIBBS User ID in 7 d

We would suggest you continue with the questions for the JCP certification as listed above.

Then if you still wish to ask for DEV approval at the same time as you submit your JCP application, before submitting, go back to the top of the application and you will find the following questions have appeared under each Data Custodian

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

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

Please provide the physical address and the permanent hardware assigned Media Access Control (MAC) address of the personal computer or server where the exp controlled technical data will be stored. Do not include changeable, anonymous, or randomized MAC addresses.

- For American firms, the personal computer or server must be physically located in the United States. Individuals with access to the designated personal compu server must be United States citizens or lawful permanent residents of the United States.
- For Canadian firms, the personal computer or server must be physically located in Canada. Individuals with access to the designated personal computer or serv must be Canadian citizens or lawful permanent residents of Canada.

What is the physical address of this computer? *

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

| No | Yes |

To find the IP and MAC address information, you may refer to this document.

For the "*What is the Physical Address of this Computer?*" Question, add the physical *postal* address where the computer itself is located.

If answering "yes" to the "*Do you have a server to store unclassified export controlled technical information*" question, you will be prompted to enter the server's MAC address.

NOTE: If you have requested access to DIBBS and you have not completed these questions, when attempting to submit your application, you will receive a validation error which forces you to go back and fill in the answers before you will be able to submit.