

CONTRACTORS WITHOUT FORM DD2345 ON FILE

Plan Files Process

FORM DD2345

- What is form DD2345?
- The *Military Critical Technical Data Agreement* (DD2345) is a form that contractors fill out to register in the Joint Certification Program (JCP).
- Through the JCP, U.S. and Canadian allows the defense contractors to apply for access to U.S. Department of Defense (DoD) or Canadian Department of National Defense (DND) unclassified export controlled technical data/critical technology on an equally favorable basis.
- The Joint Certification Office is staffed by DoD and DND staff that review and certify contractor applications submitted on the DD2345.

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- Joint Certification Program (JCP).
- The Joint Certification Program (JCP) certifies Canadian and United States (U.S.) contractors for access to unclassified military technical data belonging to Canada's Department of National Defence (DND) and to the U.S. Department of Defense (DOD). ***This Program helps to protect controlled Unclassified Militarily Critical Technical Data (MCTD) and technology from common adversaries***, but allows it to flow to certified Canadian and U.S. companies that have a legitimate need-to-know for business purposes. This program is effective in protecting the competitive edge of North American companies by ensuring that only eligible companies are provided with this data. This is done in accordance with DODI 5320.25 "Withholding of Unclassified Technical Data and Technology from Public Disclosure", and Canadian Technical Data Control Regulations.

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- **The JCO:**
- is a jointly staffed office and the only DOD / DND agency that reviews and certifies the DD Form 2345.
- provides customer support to defense contractors applying for certification.
- receives, processes and maintains approximately 9,000 DD Form 2345s annually.
- establishes JCP policy based on DOD / DND Directives.
- consults and cooperates 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 debarment actions.

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- **DD Form 2345 is used:**
- for U.S./Canadian defense contractors to obtain DOD / DND unclassified export controlled technical data.
- to attend gatherings such as:
 - Symposiums
 - Program briefings
 - Meetings designed to publicize advance requirements of contracting agencies
 - Pre-solicitation, pre-bid, pre-proposal, pre-award conferences, workshops and tours
- to request unclassified visits directly with other certified U.S. or Canadian defense contractors or U.S. and Canadian military facilities.

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- **DD2345 Form Instructions for Individual Application**
- To apply for your company location, below is what will need to be filled out on the downloadable form:
- ☐ **1 – Please check one box:** Check box A. Initial Submission (for a new application); Check box B. Revision (if you need to correct an error on a previously submitted form); Check C. 5-year Renewal (if your form has expired, and you need to renew it).
- ☐ **2 – Your company information:**
 - o 2A – Company Name
 - o 2B – Address (include both physical address & PO Box (if applicable))
 - o 2C – Name of Subsidiary, Division or Department (if applicable)
 - o 2D – Cage Code (this is the number you'll receive from SAM)
- ☐ **3 – Data Custodian** (this is the person who will be responsible for the form & is usually a security person, export control person, etc.)
 - o 3A-D all the information for this person

DD2345 FRONT SECTION 1-3

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT <i>(Please read Agency Disclosure Notice and Instructions on back before completing this form.)</i>		OMB No. 0704-0207 OMB approval expires 20220531	
MAIL THE ORIGINAL, COMPLETED FORM AND A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, STATE/ PROVINCIAL BUSINESS LICENSE, SALES TAX IDENTIFICATION FORM OR OTHER DOCUMENTATION WHICH VERIFIES THE LEGITIMACY OF THE COMPANY TO: U.S./CANADA JOINT CERTIFICATION OFFICE DLA LOGISTICS INFORMATION SERVICE FEDERAL CENTER, 74 WASHINGTON AVE., NORTH BATTLE CREEK, MI USA 49037-3084			
1. TYPE OF SUBMISSION <i>(X one)</i>		<input type="checkbox"/> a. INITIAL SUBMISSION	<input type="checkbox"/> b. REVISION
		<input type="checkbox"/> c. 5-YEAR RENEWAL	
2. ENTERPRISE OR INDIVIDUAL DATA <i>(Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada - JCO)</i>			
a. NAME <i>(Name of Enterprise or Individual)</i>		b. ADDRESS <i>(Physical address, including P.O. Box if applicable)</i>	
c. NAME OF SUBSIDIARY/DIVISION/DEPARTMENT			
d. CAGE CODE <i>(Mandatory for Enterprise)</i>			
3. DATA CUSTODIAN			
a. NAME <i>(See Instructions)</i>		b. TELEPHONE NUMBER <i>(Primary Company Number preferred - include area code)</i>	
c. TITLE		d. E-MAIL ADDRESS	

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- **4 – Include relevant business activity:** Note: this is the most critical part of your request.
- Provide a **concise and detailed description** of **Entity's** (listed in Block 2a) **Business Activity**. This will assist the Canadian or U.S. Government agency controlling the data in determining whether the DOD unclassified controlled technical data that you might request is reasonably related to your stated business activity.
- **5 – Check United States**
- **6 – Contractor Verification:** This is usually signed off by someone in finance, the President, etc. –
 - someone that can legally sign the contract.
- **7 – Certification Accepted (For JCO Use Only):** This is only applicable if you have checked Box 1C
 - – 5-year renewal. You will need to fill in your current DD2345 number.



DD2345 FRONT SECTION 4-7

4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY <i>(Print or type)</i>			
5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE ENTERPRISE OR INDIVIDUAL CERTIFIES THAT:			
a. CITIZENSHIP/RESIDENCY STATUS. The individual designated by name in Item 3, who will act as custodian of the militarily critical technical data on behalf of the contractor, is a citizen or person admitted lawfully for permanent residence into: <i>(X (1) or (2))</i>		d. They will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.	
<input type="checkbox"/> (1) THE UNITED STATES	<input type="checkbox"/> (2) CANADA	e. No person employed by the enterprise or eligible persons designated by the registrant to act on their behalf, who will have access to militarily critical technical data, is disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.	
b. The data are needed to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage.		f. They are not themselves debarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws, and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.	
c. They (1) acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of militarily critical technical data within the United States) or applicable Canadian export control laws and regulations, and (2) agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.			
6. CONTRACTOR CERTIFICATION			
I certify that the information and certifications made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. <i>(For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see the Defense Production Act.)</i>			
a. TYPED NAME <i>(LAST, First, Middle Initial)</i>	b. TITLE	c. SIGNATURE <i>(See Instructions)</i>	d. DATE SIGNED
7. CERTIFICATION ACTION <i>(For JCO Use Only)</i>			
a. CERTIFICATION ACCEPTED. This certification number, along with a statement of intended data use, must be included with each request for militarily critical technical data.		b. NUMBER	c. EXPIRATION DATE

DD2345 FRONT SECTION 8-9

- **Block 8 - DOD Official**
- For Joint Certification Program Office (JCO) use only.
- **Block 9 - Canadian Official**

DD2345 FRONT SECTION 8-9

8. DOD OFFICIAL		9. CANADIAN OFFICIAL	
a. TYPED NAME <i>(LAST, First, Middle Initial)</i>		a. TYPED NAME <i>(LAST, First, Middle Initial)</i>	
b. TITLE		b. TITLE	
c. SIGNATURE	d. DATE SIGNED	c. SIGNATURE	d. DATE SIGNED
			

DD FORM 2345. MAY 2019

PREVIOUS EDITION IS OBSOLETE.

DD2345 BACK SECTION

- Here is a picture of the back of the form.
- I have provided instructions on how to fill it out.
- Here is where instructions can be found.

INSTRUCTIONS FOR COMPLETING DD FORM 2345	
AGENCY DISCLOSURE NOTICE The public reporting burden for this collection of information, 0704-0207, is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Director (0704-0207), Washington, DC 20503.	
SPECIFIC INSTRUCTIONS	
<p>1. Mark only one box. Mark "REVISION" (of a previously accepted submission) to show revised information, such as addresses or business description. Mark "5-YEAR RENEWAL" in response to a renewal notice from U.S./Canada - JCO. When either the "REVISION" OR "5-YEAR RENEWAL" box is marked, enter your current Certification Number in Item 7.b.</p> <p>2.a. For an enterprise, show full name of corporate parent; or institution. For an individual, show full name (LAST, First, Middle Initial).</p> <p>b. Enter the physical mailing address of the enterprise or individual making the certification. If a P.O. Box is used for mailing purposes, include street address as well.</p> <p>c. Each corporate subsidiary or division that is to receive military critical technical data must be certified separately, each with a unique CAGE Code. If not applicable, so state.</p> <p>3. Show the name, business telephone number (including area code - general company number preferred), title of the individual and their e-mail address who will receive military critical technical data and be responsible for its further dissemination.</p> <p>4. Describe the business activity of the entity identified in Item 2 in sufficient detail for the U.S. or Canadian Government agency controlling the data to determine whether the military critical technical data that you may request from time to time are reasonably related to your stated business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided.</p>	<p>5. If certifications 5.e. and 5.f. cannot be made, provide (on a separate sheet) a description of any extenuating circumstances that may give sufficient reason to accept your certification.</p> <p>5.a. If the location of the entity identified in Item 2.a. is in the United States, the individual named in Item 3 must be a U.S. citizen or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in Item 3 may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.</p> <p>6. If Item 2 identifies an individual, that individual must sign. If Item 2 identifies an institution or a corporate entity, a person who can legally obligate the enterprise to a contract must sign. Digital signatures are NOT acceptable.</p> <p>7. CERTIFICATION ACTION:</p> <p>a. ACCEPTED. The U.S./Canada - JCO has assigned the enterprise or individual identified in Item 2.a., a Certification Number which will identify the individual or enterprise as a "certified contractor" as defined in U.S. DoD 5230.25 or Canada's TDCR. The acceptance is valid for a period of five years from the acceptance date unless sooner revoked under the provisions of U.S. DoD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will either submit a revised certification or surrender all military critical technical data obtained under this agreement to the data controlling offices specified on the documents.</p> <p>b. NUMBER. Certification Number (assigned by the JCO).</p> <p>c. EXPIRATION DATE. Date Certification Number will expire (assigned by the JCO).</p>
LEGEND: DoD = Department of Defense DoDD = Department of Defense Directive U.S./Canada - JCO = United States/Canada Joint Certification Office TDCR = Technical Data Control Regulations Military Critical Technical Data = Unclassified technical data as governed by U.S. DoD 5230.25 or Canada's TDCR.	

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- Here are some frequently asked questions FAQ.
- Where do I send my completed DD Form 2345?
- Send your completed form, by mail or courier, to the address indicated at the top of the DD Form 2345:
U.S./Canada Joint Certification Office
Logistics Information Services - VBA
Federal Center, 74 Washington Ave., North Battle Creek, MI
49037-3084

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- ***You must include some type of documentation that verifies your company, such as a copy of its state business license, or Articles of Incorporation, or Incorporation Certificate, or a copy of their IRS Document verifying the tax ID number.*
- *Only one form of documentation is required. If this is not included with the DD Form 2345 it will be returned unprocessed.*
- *Processing time is approximately one month.*

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- Can I fax or email my completed DD Form 2345?
- No, we have been informed by our legal advisor that an original signature is required and therefore we need the original signed copy. Fax or email copies are not accepted.

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- **How long does it take to process my DD Form 2345?**
- Times for processing DD Form 2345 applications fluctuate depending on delivery method to the office and the volume of applications received.
- Processing time is approximately one month.
- The objective is to review your application as quickly as possible and return it to you in (5) five business days.

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- The technical data for some solicitation are guarded against access until you sign and submit a Non-Disclosure Agreement (NDA).
- If this action in Pre-Solicitation Synopsis phase, you may wait for the solicitation release to see further instructions.
- See solicitation clause 52.211-4072 on submitting the Non-Disclosure Agreement.
- Your company will not be granted TDP access until your tasks are complete for that.
- If you have already submitted your NDA in accordance with the instructions in a solicitation, it does not need to be submitted again.
The blank NDA is included with solicitations in either an exhibit to the NDA or as a separate file on FBO, posted alongside the solicitation.

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- NOTE:
- Your contact email address listed on the NDA form must be legibly printed or typed.
- To speed up the process, your business is encouraged to attempt to gain access to the TDP by submitting an access request in FBO immediately,

Attention: FBO.gov is now known as Contract Opportunities.

FBO moved to beta.SAM.gov on November 8th, 2019.

Visit beta.SAM.gov for contracting opportunities if you have not already done so.

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- Doing so leaves an e-footprint of your attempt and speeds subsequent approval once we complete processing of your signed NDA.
- The person requesting access must be the same person as the access-authorized individual listed by your company on the signed NDA.

DD2345 SUMMARY

- I provided this PPT to provide awareness to contractors who are bidding on contracts without a DD2345 form on file.
- Contracts Department will ensure that they include this information to all contractors that are bidding on
- Plan Files follow distributions statements and classifications that are marked on documents that are provided to our customers. The contractor will need to provide evidence that they are able to obtain Unclassified Military Critical Technical Data (**MCTD**)
- We follow DoDI 5230.24 Distribution Statements on Technical Documents and DoDD 5230.25 Withholding of Unclassified Technical Data from Public Disclosure.

DD2345 SUMMARY

- Here is the link to Defense Logistics Agency (DLA)
- <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/SpecificDD2345Instructions.aspx>
- I provided a screen shot of the Home Page on the next slide. There you can find more details on how to fill out form DD2345.

DD2345 SUMMARY

DLA Logistics Operations (J3)

[Logistics Operations Home](#)

[What Logistics Operations Offers](#) ▼

[Doing Business with Logistics Operations](#) ▼

[About Logistics Operations](#) ▼

[Contact Logistics Operations](#)

[JCP Home](#)

[FAQ](#)

[Links/Resources](#) ▲

[JCP Search](#)

[CAGE Search](#)

[NCAGE Search](#)

[DD Form 2345](#)

[DD Form 2345 Instructions](#)

[Defense Technical Information Center](#)

[DOD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure](#)

[DOD Instruction 5230.24 Distribution Statements on Technical Documents](#)

[DOD Instruction 5230.27 Presentation of DOD-related Scientific and Technical Papers at Meetings](#)

[Canadian Technical Data Control Regulations \(TCDR\)](#)

[State Department, Directorate of Defense Trade Controls](#)

[Commerce Control List](#)

[DLA Requirements](#)

[Contact Us](#)

Joint Certification Program (JCP)

DD Form 2345

Specific Instructions for Filling Out Form

JCP Certification is required to handle/access Department of Defense/Department of National Defence (DOD/DND) unclassified export controlled technical data for the following purposes:

- DOD solicitations that involve access to export controlled data
- Conference/meeting attendance that discusses/shares DOD/DND export controlled material/data
- DOD/DND export controlled technical data exchange between vendors
- Obtain Request for Proposal (RFP) details involving DOD/DND export controlled data
- DOD Research/Development projects involving export controlled data
- To participate in a Directly Arranged Visit (DAV) (Canada to United States (U.S.) or U.S. to Canada)

Failure to provide accurate and complete information will result in your Application being returned or rejected.

Note: If you are a U.S. Entity, do not submit a DD Form 2345 unless Entity has a Valid Data Universal Numbering System (DUNS) number, is currently registered in the System for Award Management System (SAM), and has an Active Commercial and Government Entity/North Atlantic Treaty Organization (CAGE/NCAGE) Code. (Refer to the links in Block 2d for assistance with these agencies).

Collapse All Expand All

- ⊕ Block 1 - Type of Submission (Check only one box)
- ⊕ Block 2 - Entity or Individual Data
- ⊕ Block 3 - Data Custodian
- ⊕ Block 4 - Description of Relative Business Activity
- ⊕ Block 5 - Citizenship/Residency Status
- ⊕ Block 6 - Contractor Certification
- ⊕ Blocks 7, 8, and 9 - Joint Certification Program Use Only
- ⊕ Supporting Documentation
- ⊕ Submitting the DD Form 2345

DD2345 SUMMARY

- If you have any questions or concerns please contact me via email or telephone.
- timothy.russell1@navy.mil
- Telephone 757-400-0737