



UNITED STATES/CANADA JOINT CERTIFICATION OFFICE
DLA Logistics Information Services
74 Washington Ave N
Battle Creek, Michigan 49037

Subject: [Approved Militarily Critical Technical Data Agreement, DD Form 2345](#)

To Whom It May Concern:

Your application for certification under the United States/Canada Joint Certification Program (JCP) has been **Accepted**. Along with this approval letter a copy of the [Approved DD Form 2345](#) has been attached to your approval email. Your entity's certification number that has been assigned is shown in Block 7b on the attached form. This certification is valid for a five year period with the expiration date shown in Block 7c.

All future requests for Unclassified DoD Export Controlled Militarily Critical Technical Data or requests for Directly Arranged Visits (DAV) initiated by your facility must be accompanied by a copy of your facilities approved DD Form 2345 and a statement of intended data use.

NOTE: The Joint Certification Program Office does not provide access to DoD Unclassified Export Controlled Militarily Critical Technical Data

To gain access to DoD Unclassified Export Controlled Militarily Critical Technical Data, you must register with the following agencies:

DLA Internet Bid Board System (DIBBS) HELP: <https://www.dibbs.bsm.dla.mil/Refs/help/DibbsHelp.htm>

Points of Contact for problems with cFolders:

System Issues/Passwords and Resets – helpdesk (1-855-DLA-0001) 1-855-352-0001

Customer Service for Data Issues – 804-279-3477 (DSN 695-3477) Or <https://www.dibbs.bsm.dla.mil//feedback/>

ATTENTION: General Services Administration has advised, the current **FBO.gov** site is moving to beta.SAM.gov starting on November 8, 2019. The FBO website will enter a "data freeze" beginning on Nov. 8. During that freeze, no new procurement data will be uploaded to the site as it is fully decommissioned over the holiday weekend. Beginning on Nov. 12, all federal procurements will be posted on beta.SAM.gov under the "**Contract Opportunities**" tab. To ensure vendors have no gaps in functionality or performance, read the [Contractor Quick Start Guide](#). For current Federal users, you can now migrate your FBO.gov roles to beta.SAM.gov. For more information, please read the [Federal User Transition Quick Start Guide](#).

Certified contractors must submit a revised DD Form 2345 whenever information previously furnished becomes outdated; for example, name of company, new person designated as the Data Custodian, or if there is a change of address information. A fillable PDF version of a blank DD Form 2345 is available from the main web page of the [JCP website](#).

Please contact our office by email at JCP-ADMIN@DLA.MIL should you have any questions concerning the Joint Certification Program. Please use JCP-ADMIN@dla.mil for DD Form 2345 submissions and revisions.

If you have any other questions, DLA Customer Interaction Center (CIC) is available 24 hours a day, 7 days a week, including government holidays. Toll Free: 1-877-DLA-CALL (1-877-352-2255) or Email: dlacontactcenter@dla.mil

IMPORTANT REMINDER:

[A Certified Entity must not provide and/or impart military critical technical data to a Non-Certified Entity.](#)

- **This violation may result in revocation of certification and potential legal action against the Entity.**

In closing, it is highly recommended that a copy of this letter and your approved DD Form 2345 be retained and kept in a safe place for future use.

Respectfully,

U.S./Canada Joint Certification Office
Defense Logistics Agency
J34-F3A Logistics Operations/Logistics Information Services
74 Washington Ave North
Battle Creek, MI USA 49037-3084
Email: jcp-admin@dla.mil
Website: <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>