DD2345 BLOCK 4
INSTRUCTIONS FOR U.S. APPLICANTS

The information you provide will appear in Block 4 of your DD2345 Certificate and detail the relevant business activities requiring JCP Certification. You must provide full and complete statements in response to the eleven instructions below. Examples of answers appear here in blue.

Relevant Business Activity:

1. Indicate if you are a Prime Contractor or a Sub-Contractor (If applicable)
   - Example: We are a Prime Contractor

2. If a Sub, include the Prime's CAGE and address and must hold a JCP certification.
   - Example: We are a Sub-Contractor to XXXXXXXXXXXXX (CAGE#####)
   - Example: We are neither a Prime Contractor or Sub Contractor.

3. Describe what type(s) of equipment/material/service you manufacture.
   - Example: We are a manufacturer, we are a distributor, I am a data broker, I am a consultant, we are a University, (If other – please specify). The DD2345 answer must match with what is in SAM.

4. Provide commodity NAICS (North American Industry Classification System) or FSC (Federal Supply Class)
   - Examples:
     - We manufacture Shim related to NAICS ####### (XXXXXXXXXX)
     - We provide Shim related to NAICS ####### (XXXXXXXXXXX)
     - We provide Shim services related to NAICS ####### (XXXXXXXX)
     - We are a public research university, that is DOD funded (Grant #) to conduct research on widgets.

NOTE: You do not need to list ALL NAICS's or FSC's and they must be listed in SAM.gov

5. If you are a non-manufacturer, please provide the CAGE and company name(s) of the manufacturer(s) that produces your product.

6. Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)? If yes, state what category.
- See United States Munitions List (USML) for list of categories.
   - https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=70e390c181ea17f847fa696c47e3140a&mc=true&r=PART&n=pt22.1.121
- See Commercial Control List (CCL) for list of categories.
   - https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl
      - Examples:
         - Yes, our (equipment/material/service) is related to USML – Category (##)
         - Yes, our (equipment/material/service) is related to CCL – Category (##)
         - No, our (equipment/material/service) is not related to USML
         - No, our (equipment/material/service) is not related to CCL

- No, our (equipment/material/service) is not related to USML or CCL

7. Are you registered with 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 Directorate of Defense Trade Controls (DDTC) per the ITAR.
   - Example: Yes, we have attached a copy of our DDTC registration letter.
   - Example: No, we are not registered with Directorate of Defense Trade Controls.

NOTE: Contact Department of State information regarding International Traffic in Arms Regulations (ITAR): https://www.pmddtc.state.gov/

8. Do you possess an Export Control License? If yes, state so and provide documentation in your submission.
   - Example: Yes, we have attached a copy of our current Export Control License
   - Example: No, we do not have an Export Control License as we do not export our product to foreign entities

9. State your purpose for a JCP certification for Export Control access:
(Bid on DOD solicitations, exchange of data, conference attendance, research and development, other?)
   - Examples:
     - 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

10. Do you require access to a system to obtain technical data? (SAM.gov, DIBBS, DTIC other, none?) If DIBBS, provide your USER ID.
- Examples:
  - We require access to SAM.gov (Unique Entity ID: ########) https://sam.gov/
  - We do not require system access (or if something else – please specify)

11. Indicate the government agency or third party requiring you to obtain JCP certification (Prime, Subprime, Govt. Contract Specialist, Conference, etc.).
- Example: JCP Certification required by XXXXXXXXXXX, POC: XXXXXXXXXX, Phone: ########, Email: XXXXXXXXXX.
  NOTE: This is not the entity applying for certification. If you have no Government Agency requestor, please state so.