



24 April 2024

Memorandum for: Alison Horne, SUNVAIR INC, CAGE 7S6U3

Subject: Approved Militarily Critical Technical Data Agreement, DD Form 2345

Your application for Certification under the **United States / Canada Joint Certification Program (JCP)** has been **Accepted and Approved**. 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. After you receive this letter, please note it could take between 24-72 hours for the various DLA systems to update the permission settings.

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

All JCP certified entity's **MUST HAVE** a current up to date NIST SP 800-171 Assessment documented on the Supplier Performance Risk System (SPRS) website (<https://www.sprs.csd.disa.mil/>); for instructions see the following: ([SPRS Access for NIST SP 800-171 \(disa.mil\)](#)).

NOTE: The Joint Certification Program Office does not provide access to DoD Unclassified Export Controlled Militarily Critical Technical Data; entities must still be registered on the approved sites to log in and access the required information.

To gain access to DoD Unclassified Export Controlled Militarily Critical Technical Data, you must register with the following agencies:
SAM.gov – Contract Opportunities <https://sam.gov>
Defense Technical Information Center (DTIC) <https://discover.dtic.mil/>

You must have DLA Enhanced Validation (DEV) for DIBBS access.

DLA Internet Bid Board System (DIBBS) <https://www.dibbs.bsm.dla.mil/>

Points of Contact for problems with cFolders:

System Issues/Passwords and Resets – DISA Global Service Desk 844-DISA-HLP (844-347-2457)

Press 5, then speak or enter D-L-A

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

Certified contractors must submit a revised DD Form 2345 whenever information previously furnished becomes outdated, for example, name of the entity (company), new person designated as the Data Custodian, or if there is a change of address information.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 and current instructions for filing out the form are available from the main web page of the [JCP website](#).

Contact the JCP office by email at jcp-admin@dla.mil should you have any questions concerning the Joint Certification Program. The JCP Admin email box is manned by qualified JCP knowledgeable individuals, that will provide answers to any questions and/or concerns regarding the JCP Program; also, please use jcp-admin@dla.mil for all DD Form 2345 submissions and revisions.

If you have any other Non-JCP 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 approval letter and your approved DD Form 2345 be retained and kept in a safe place for future use.

Respectfully,

U.S./Canada Joint Certification Program Office
Defense Logistics Agency/J34A Logistics Operations