



ACCESS TO MSU's JOINT CERTIFICATION PROGRAM – FORM DD2345

ACKNOWLEDGEMENT AND USE FORM

Background: U.S. and Canadian contractors that wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense or the Canadian Department of National Defence are required to be certified. Certification under the Joint Certification Program (JCP) is the sole method to establish the eligibility of a U.S. or Canadian contractor to technical data governed, in the U.S., by DoD Directive 5230.25 and, in Canada, by the Technical Data Control Regulations.

Michigan State University has submitted the required documentation to the JCP to obtain a certified Form DD2345 for approved access to military critical information. This certification is maintained by MSU's Director of Export Control and Trade Sanctions (ECTS) for the ultimate end-use of MSU faculty and staff upon written request. All such requests for use of MSU's certified Form DD2345 are subject to the review and approval of the Director of ECTS. Any approval is subject to the following provisions which must be accepted in writing by the requesting user prior to release of a copy of the Form DD2345 to the user.

This request for use of MSU's Certification Form DD2345 is related to the following anticipated activities:

This form is limited to a single use of the MSU's Form DD2345. Access to Military Critical Information for additional purposes (not described above) must be reviewed again and approved under a separate request.

Security Requirements:

1. Access to unclassified technical data is controlled and may not be exported outside of the U.S. without appropriate authorization or license under U.S. or Canadian export control laws. Similarly, unclassified technical data may not be shared with non-U.S. Persons in the U.S. without appropriate authorization or license.
2. MSU Requesting User must contact the Director of ECTS if any documents are received related to use of MSU's Form DD2345 so that a Technology Control Plan may be immediately put in place.
3. MSU Requesting User confirms that he/she/they are an employee of Michigan State University. If User is not an MSU employee, then a MSU Sponsor is also required to sign the certification statement below.
4. If MSU Requesting User is attending a meeting/conference, User must contact MSU's Office of Export Control and Trade Sanctions (ECTS) should any unclassified technical data or any documents labeled "export controlled" be brought back to MSU.

5. If after use of MSU's Form DD2345, hard copies of materials are mailed to the Director of ECTS, as the named Data Custodian on MSU's Form DD23445, then MSU's Office of ECTS will work with User to determine if the materials will be retained at MSU. If so, a Technology Control Plan (TCP) will need to be put in place.
6. Documents received by MSU Requesting User which are marked as controlled, restricted, sensitive or otherwise not intended for general access or release must be kept in a restricted access format until such time as a Technology Control Plan can be put in place:
 - a. For hardcopy files, materials must be kept in a secured location (such as, a locked desk, file cabinet, office) to which unauthorized and unsupervised access is not provided to third-parties;
 - b. For electronic data and records, all items shall be stored in an encrypted format using at minimum a password decryption mechanism for access, with additional further controls to be detailed under the relevant Technology Control Plan.
7. All MSU IT Security policies and procedures will be followed.
8. Upon conclusion of the need for access to any covered technical data, all covered technical data shall be destroyed, removed, and/or returned to the original source.

Acknowledgment by MSU Requesting User of these provisions and obligations.

Printed Name	Signature	Date
Title/Affiliation with MSU	Department	Citizenship(s)/Permanent Residency Status

Additional Signature block for MSU Sponsor (only needed if MSU Requesting User is not a MSU employee):

Printed Name	Signature	Date
Title/Affiliation with MSU	Department	Citizenship(s)/Permanent Residency Status

Please email this completed form to MSU's Office of Export Control and Trade Sanctions (ECTS) at export@msu.edu.