



Tracking Number: *(to be completed by Research Protections)*

Request to Use the UTEP Military Critical Technical Data Agreement (DD Form 2345)

This form is required for use of the University DD2345 Certification on file with the UTEP Research Protections Office, Research Compliance & Regulatory Assurances, Research & Innovation. Certification under the Joint Certification Program (JCP) is the sole method to establish the eligibility of a United States or Canadian contractor to technical data governed, in the United States, by Department of Defense (DoD) Directive 5230.25 and, in Canada, by the Technical Data Control Regulations. The DD2345 JCP Certification allows an employee of a registered entity to receive and access military critical technical data (MTCD) or attend conferences or special briefings. It is used at the request of the sponsor or provider of the data/event.

This form is limited to a **single use** of the University's DD2345 and is to be completed by each individual requesting to use the UTEP DD2345 Certification.

Please note this form helps the Research Protections Office (Export Control and Research Security) to determine next steps related to the request. This may involve training and/or the development of a technology control plan.

What is unclassified technical data?

This type of data is governed in the United States by Department of Defense directive 5230.25. It can include any of the following:

- Technical data with military or space applications.
- Any blueprints, drawings, plans, instructions, computer software or documentation.
- Other technical information that can be used or be adapted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any military or space equipment or technology concerning such equipment.

I have been invited to attend a meeting/conference, what do I need to do?

- Fill out this form to request access to the UTEP DD2345 Certification Number.
- Email the form to ExportControl@utep.edu.
- Upon approval for this use of the DD 2345, a notice will be sent via email to the requester along with the DD2345 Certification Number.
- Attend the conference in your capacity as a university employee and use the UTEP JCP Certification number.

You should be aware that access to unclassified technical data is controlled and may not be exported outside of the U.S. without an approval authorization or license under U.S. or Canadian export control laws. This also means that you cannot share any unclassified technical data with any foreign nationals in the United States.

When you return from your meeting/conference, you should contact the Research Protections Office (use the RSO email address) if you brought any unclassified technical data or anything labeled "export controlled" back with you. A Technology Control Plan (TCP) may need to be put in place to be sure no foreign nationals will have access to the materials.



What is the role of the UTEP DD2345 data custodian?

UTEP’s JCP Certification names a data custodian (DC) for the University. The UTEP DC is the sole individual responsible for downloading, receiving, disseminating, or sharing any DoD unclassified export controlled technical information to qualified (certified) United States or Canadian contractors under the provisions of the DoD export control law. Prior authorization is necessary if you intend to receive military critical technical data.

Certification is required per DoDD 5230.25 if you need to handle/access DoD/DND unclassified export controlled technical information. Please indicate your specific access request. (Check all that apply.)

- DoD solicitations that involve access to export-controlled technical information
- Conference/meeting attendance where export-controlled information will be shared
- U.S. Export-controlled technical information exchange between vendors
- Obtain Request for Proposal (RFP) details involving export-controlled information
- DoD Research/Development projects involving export-controlled information
- To participate in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada)
- Receive unclassified technical data or anything labeled “export controlled” and bring back to UTEP

Questions regarding Export Compliance should be directed to the Export Control Officer at ExportControl@utep.edu.

This request for use of the University DD2345 is related to the following anticipated activities only. Please include activity name and dates required.

If this request is associated with an active grant/project, please include the ORSP Number, Project ID, and Project Title.

- This project is associated with a TCP that has been made available to the Export Control Officer.



Please certify these statements by entering your initials:

_____ **I have read and understand the security provisions above.**

_____ **I have taken the required training related to handling of covered technical data and/or Technology Control Plan and data management protocols if applicable.**

_____ **I will use the copy of the UTEP's DD2345 Certification for the above described purpose only.**

I certify that information and certifications made by me are true, complete, and accurate to the best of knowledge and belief.

Printed Name	Signature	Date

Affiliation with University	Department	Citizenship/ Permanent Residency Status

Authorized Approvals		
Research Security Officer:	Date:	Approved Denied Returned for More Information
Export Control Officer:	Date:	Approved Denied Returned for More Information