

Procedure for Obtaining Controlled Unclassified Information (CUI) Heavy Crane Program W56HZV-13-R-0036

Note: This process will not be available until the Request for Proposal (RFP) is released. Offerors must have the Controlled Unclassified Information in order to submit meaningful proposals. The Government does not intend to delay the due date for receipt of proposals for those Offerors who do not follow these procedures and/or do not submit complete documentation in order to be granted access to the Controlled Unclassified Information.

1. Complete the Non-Disclosure Agreement (NDA) form found at:
<https://contracting.tacom.army.mil/majorsys/heavycrane/heavycrane.htm>
2. Offerors will need to be certified under the United States/Canada Joint Certification Program (JCP) at <http://www.logisticsinformationservice.dla.mil/jcp/>. Please visit this website and complete and submit the DD Form 2345. During the JCP certification process a JCP certification number will be assigned and provided to the Offeror and the database information will be updated to reflect current information. The form is stamped as certified and emailed back to the Data Custodian listed on the form using the email address on the form.
3. Offerors will need to have Secret Facility Security Clearance at the time of proposal submission. Procedures for obtaining a Secret Facility Clearance are found at http://www.dss.mil/isp/fac_clear/fac_clear_check.html. Contact ACC WRN Contracting for sponsorship via email to usarmy.detroit.acc.mbx.wrn-heavy-crane@mail.mil. Please note that it is the Offeror's responsibility to follow the procedures to obtain Secret Facility Clearance in order to submit a timely and complete proposal.
4. Submit the following forms along with a formal request for the Controlled Unclassified Information via email to usarmy.detroit.acc.mbx.wrn-heavy-crane@mail.mil. Ensure the CAGE code is included in the subject line of an email request.
 - a. Completed Non-Disclosure Agreement (NDA)
 - b. Approved Secret Security Clearance Form
 - c. Stamped certified DD Form 2345 with JCP certification number
5. Once the requests have been made, an email will be generated to the requester that your documentation has been received. The CAGE code, NDA, Facility Clearance, and U.S./Canada Joint Certification Program will be confirmed. Once

this is complete, the Government approver will send the Controlled Unclassified Information via email to the requesting Data Custodian.