



**American
Ordnance**

Supplier Quality Manual

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GENERAL EXPECTATIONS

- American Ordnance has maintained a high quality supply base by establishing long term relationships with it's suppliers. We have also established requirements for ensuring purchased products from suppliers conform to our customer's needs. Suppliers are evaluated against these requirements through surveys and performance history.

- The supplier must provide AO with a primary contact person regarding product requirements. The contact person should have sufficient knowledge of the product being supplied to AO. In the event that the primary contact person is unavailable, the supplier should designate a secondary contact person. The following information for both primary and secondary contacts must be provided:

- Name
- Phone
- Cell
- Fax
- Email

The supplier has full responsibility for notifying AO of any contact information changes.

- Where processes or products are outsourced by the supplier, AO must be notified. The supplier will be held fully accountable for the quality of product and performance of the subsupplier. This includes obtaining, validating and maintaining records of data from sub-supplier processes.

SUPPLIER DEVELOPMENT

It is the goal of American Ordnance to build relationships with their suppliers and assist the suppliers in producing quality products on time (where financially feasible).

AO promotes supplier development using:

- Supplier Quality Manual
- Compliance assistance with:
 - First Article Test
 - Documentation and Process Control
 - Root Cause Analysis
 - Corrective Action Completion
 - Quality Assurance Provisions (QAP's)
- Downloadable files for guidance in the use of
 - MIL-STD-1168B
 - MIL-STD-1916

SUPPLIER RATING

AO considers preferred suppliers to excel in the following areas:

- Quality of processes, products and service
- Documentation accuracy, completeness and timely submittal
- On-time Delivery
- Service and Communication
- FAAT (First Article Acceptance Test) first- time compliance
- Responsiveness on corrective actions and timely closure of corrective actions
- Compliance to purchase order, QAPs and other applicable requirements

SUPPLIER CERTIFICATION PROGRAM

1. Purpose of Supplier Certification

- To recognize Suppliers who have demonstrated reliable service
- Certified suppliers may be eligible to be granted waiver of the record submission requirements of QAP-5 and QAP-13. (In any case, suppliers shall maintain these records for the required seven year retention requirement and have records readily available for audit or submission to AO on demand.)

2. Candidate Selection Entry Level Requirements

- The Supplier must have maintained a minimum of 90% Supplier Quality Performance Rating for the 4 quarters preceding the appraisal.
- Supplier has maintained approved SPC Plans Acceptance Inspection Equipment (AIE) Lists.
- No open Supplier Corrective Action requests at time of approval.
- Delivery of a minimum of five consecutive acceptable lots or shipments from the Supplier within approximately the last two years on a particular part and/or similar part.
- Other factors may be reviewed prior to acceptance in certification program (ex. On-time delivery, service, production line issues, etc.). AO makes the final decision if a supplier is placed into the certification program.

3. Supplier Certification Maintenance

- Supplier maintains its AO approved Quality System or survey without lapse or major audit findings.
- Suppliers maintain current approved SPC practices, AIE approvals, and process controls.
- The Supplier certification may be suspended if Supplier is responsible for defects that cause a lot rejection. Suspension may be lifted when corrective action is received and approved and the corrective action has been proven to be effective as determined by SQA.

- If additional defects that reject the lot or shipment are found during the next Incoming Inspection after corrective action has been taken or other factors affecting quality, delivery, service, etc. are found, the supplier may be decertified.

4. Causes for Decertification

- There is evidence of system concerns such as incoming rejections, production line rejects or other indicators of a quality problem.
- Changes in the quality system/program, organization, relocation, process technology, or company ownership may require a new start of supplier performance history.
- Other factors may be used to decertify a supplier as determined by SRB.

5. Recertification Process

- After a supplier's part has been decertified, restoration of Supplier Certification Program status does not occur until the Supplier meets the initial certification program requirements.

CORRECTIVE ACTIONS

Upon receipt of the Supplier Corrective Action Request (SCAR) Form, the supplier must respond the AO Supplier Quality Engineer (AO SQE) in the required timeline that is set by AO.

Steps:

- Initial response with containment actions
- Initial Submission
- If the investigation needs an extension, communicate with your AO SQE.
- Corrective action must include a structured method of root cause analysis.
- AO staff will review the corrective action and respond accordingly.
- Recurring issues will be weighted heavier than one- time issues.

It must be emphasized that timely responsiveness from the supplier is a vital element in the AO Supplier Rating system.

GUIDELINES FOR RESPONSE TO CORRECTIVE ACTION REQUESTS:

All responses must be submitted to the Supplier Quality Function of American Ordnance (AO) and if the Originator is different, also to the Originator with a copy to Supplier Quality by the RESPONSE DUE DATE.

Completion of Corrective Action Form:

1. **CAR INITIATION** is completed by AO.

2. **RESPONSE – ACTIONEE/RESPONDER** - To be completed by “Actionee/Responder”

ROOT CAUSE INVESTIGATION – Use the “WHY” Method or Cause Effect Analysis to determine the root cause. Ask “Why” at least 3 times and write in the cause. The root cause should be last.

As part of the Root Cause investigation, the category for the cause should be identified.

Examples:

- Machines – Broken or loose parts; malfunction.
- Methods – SOP, instructions or method used is inadequate, state details why.
- Materials – defective material, include data for dimensions or other supporting evidence.
- Measurements – Calculations/Formula incorrect or measuring equipment in question.
- Mother Nature (Environment) – Acts of God/Nature (i.e., lightning, tornado, flooding, etc.)
- Manpower (People) – lack of compliance, training or planning for resources. List the supporting details.

In general, use of “*Personnel Failure*” should be avoided. In many cases the actual root cause is not what the individual did or did not do, but rather, what systems are in place to control the process. If the actual system flaw is identified, then much better corrective actions will be possible.

CORRECTIVE ACTIONS / ACTIONS TAKEN TO CORRECT (Include actions taken to determine if other product/process/service affected) – Corrections must correct the root cause. Review the root cause before completion to assure actions match root cause.

- Include Containment Actions – Material was segregated and identified, plus additional actions, if necessary

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- Identify RESPONSIBILITY FOR ACTIONS & DUE DATES: List who is responsible for completion of the action and the date action was taken OR a target date that action is planned to be complete.

PREVENTIVE ACTIONS / ACTIONS TAKEN TO PREVENT RECURRENCE – List the long term actions to prevent recurrence - include modified machine, gage, tooling, procedure, work instructions etc.

ADDITIONAL NOTES:

- All response actions must be supported by sufficient explanation and objective quality evidence. (Example: When records or other documents are changed as a result of the CAR, a copy of the revised documentation should be forwarded in support of the CAR response.)
- ANY change to an approved CAR response or associated completion date must be re-submitted for approval.
- Written response to the CAR is required by CLOSE of BUSINESS on the date specified as the response due.
- Extension of the CAR response due date are granted on a case by case basis. The CAR recipient must request an extension of the reply due date in writing prior to the suspense date. The request must state the reason for needing more time to respond and the new date the response will be submitted.
- A Supplier may submit their reply in ANOTHER FORMAT but the format SHOULD address each element listed above.
- Any questions concerning the completion of the CAR should be addressed to Supplier Quality Personnel at American Ordnance LLC.

DEFINITIONS:

- *Corrective Action* - Changes to processes, work instructions, workmanship practices, training, inspections, tests, procedures, specifications, tools, equipment, facilities, resources, or materials in order to prevent, minimize, or eliminate nonconformities.
- *Root Cause* - The fundamental cause of a problem. The root cause of a problem is usually a few layers "deeper" than the problem at hand. Adequately addressing the root cause of a problem is important in order to develop corrective action that will prevent the problem from happening again. To help determine root cause, the supplier should consider using such tools as the "3 or 5 Whys" or "Fishbone/Cause Effect Analysis", etc.
- *Originator* – The person who originated or requested the corrective action from the supplier.
- *Actionee/Responder* – For Supplier, the Actionee is listed as the specific product Company and representative, if known. This person leads the effort for the

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root cause analysis investigation and assures that adequate corrective/preventative action is taken and documented. They are also responsible for assuring all information on the form in the reply section is complete.

- *Response Due* – The date the reply/response is due to the originator. (Normally 2 weeks from the date of issue, but it can be less or more determined by the criticality of the problem.)

- *Extended Date* – If the suspense date cannot be met, an extension may be requested from the originator in writing before the suspense date. The originator will evaluate the need for an extension and grant an extension, if warranted.

COST RECOVERY

Cost recovery is essential to American Ordnance's ability to compete in the market.

Cost Recovery Items, include but are not limited to:

- Defective Product detected or additional screening/sorting/inspection steps required for AO assembly process
- Unscheduled downtime due to supplied product or supplier delivery issues
- Customer rejects due to supplier issues
- AO's administrative costs associated with addressing supplier issues

Note: See QAPs, PO, Standard Terms & Conditions, Requirements and Specifications

TERMS AND CONDITIONS

It is the suppliers' responsibility to read, understand, and follow all terms and conditions as listed on the Purchase Order.

This document can be downloaded from American Ordnance's website, <http://www.aollc.biz/forms/terms.pdf> or by contacting an AO Purchasing Agent.

TECHNICAL DATA AND INSPECTION PLAN

AO will provide the following product quality requirements on Purchase Orders to the supplier:

- Product drawing number
- Specification(s)
- Statement of Work, when applicable
- Inspection Plan requirements
- Quality Assurance Provisions
- Exceptions and/or Additional Requirements applicable to the order

NOTE:

AO does not supply ASTM specifications, however, these specs can be purchased at www.astm.org.

QUALITY ASSURANCE PROVISIONS

aka QAPs, pronounced kwops

Applicable QAP requirements are listed on the American Ordnance purchase order. The Supplier is responsible for understanding and compliance with each QAP which are listed on the American Ordnance purchase order.

IMPORTANT NOTE: Noncompliance to the applicable QAPs may result in monetary charge-back and/or rejected shipment.

See Appendix A for a summary of QAPs requirements

QAPs, in full detail, are available for download at <http://www.aolc.biz/suppliers.htm>

When downloading QAPs, be sure to select the version which was in force at the date of PO issue.

FIRST ARTICLE TEST (FAT) SUBMISSION

At times the AO Purchase Order will include QAP 6 which requires FAT Submission. A successful FAT requires careful review and planning to insure that it will be found in compliance with all requirements.

Rejections of a FAT Submission are often related to:

- Improper Labeling (see QAP 1)
- Incomplete or incorrect Certificates of Conformance (see QAPs 2 & 3)
- Incorrect Sample Size (Contact AO Supplier Quality with questions)
- Incorrect Lot Numbering (see QAP 20)
- Missing SPC Plans (see QAP 13) and / or AIE Lists (see QAP 14)

A successful First Article Submission requires teamwork between the Supplier and AO Supplier Quality.

- **See Appendix B for a FAS Requirements sample form**

MIL-STD-1168B

DoD Standard Practice: Ammunition Lot Numbering and Ammunition Data Card

This military standard establishes and describes the lot numbering system and ammunition data card preparation that shall be used to identify items of ammunition and explosive material during all phases of their life cycles.

Lot numbering is an important part of supplying product to American Ordnance. With the use of the QAPs and MIL-STD-1168B, the supplier should have all the information needed to ensure the correct application of lot numbers. **If, however, an issue arises and the supplier needs assistance, contact American Ordnance for help.**

This document can be downloaded free of charge online at

<http://assist.daps.dla.mil/quicksearch/>

MIL-STD 1916 DoD STANDARD TEST METHOD

MIL-STD 1916 Inspection Plan is generally required in lieu of inspection plan defined in specification. Unless notified differently, the supplier should use Verification Levels (VL) II for minor defect characteristics and IV for major characteristics.

“For lot acceptance situations (attributes or variables), the occurrence of one or more nonconformances shall result in withholding acceptance of the product submitted and initiation of corrective action.” Section 4.2.3

For additional guidance, a companion document to MIL-STD-1916 is available. The Department of Defense Handbook is for guidance only and is in no way a requirement for suppliers.

These documents can be downloaded free of charge online at

<http://assist.daps.dla.mil/quicksearch/>

APPENDICES

APPENDIX A: SUMMARY OF QAPS REQUIREMENTS

QAP Number & Title	Purpose
QAP 1 – Packing and Marking	QAP 1 is intended to insure that all material is received with appropriate packaging and marking.
QAP 2 – Certificate of Compliance	QAP 2 requires that suppliers furnish assurance that the product is conforming to all applicable specifications, drawings, or other documents.
QAP 2A – Certificate of Compliance - Document Source	QAP 2A is to be used in conjunction with QAP 2 to insure that supplier provides a Certificate of Compliance from the actual manufacturer of the product.
QAP 3 – Raw Material Certification	QAP 3 is intended to require the supplier to provide evidence that materials used in manufacture of the purchased item meet all requirements called out in specifications, drawings, or other documents.
QAP 4 – Shelf Life	QAP 4 insures that the supplier provides material with adequate remaining shelf life.
QAP 5 – Inspection and Test Records	QAP 5 requires the supplier to assure that inspections and testing are being carried out in conformance with specifications, drawings, or other documents.
QAP 6 – First Article Sample (FAS) Inspection	QAP 6 requires the supplier to submit First Article in conformance with contracts, specifications, drawings, or other documents.
QAP 7A – Documentation (Milan)	QAP 7A provides suppliers with address and phone number at the Milan plant for the purpose of mailing submission data.
QAP 7B – Documentation (Iowa)	QAP 7B provides suppliers with address and phone number at the Iowa plant for the purpose of mailing submission data.
QAP 8 – Corrective Action	QAP 8 requires the supplier to perform corrective action in accordance with AO SCAR process when appropriate.

QAP 10 – Production Process/Location, Material, or Technical Changes	QAP 10 directs the supplier to notify AO in the event of any significant changes which might require FAT approval.
QAP 11 – Source Inspection	QAP 11 directs the supplier to arrange for each shipment to be inspected 'in-house', and prior to shipment, by AO Personnel or their representatives.
QAP 12 – Government Source Inspection	QAP 12 directs the supplier to arrange for each shipment to be inspected 'in-house', and prior to shipment, by appropriate government representatives.
QAP 13 – Statistical Process Control (SPC) Plans	QAP 13 directs the suppliers to submit, receive approval for, and comply with a General and Specific SPC Plan
QAP 14 – Acceptance Inspection Equipment (AIE)	QAP 14 directs the suppliers to submit, receive approval for, and comply with certain procedures regarding Acceptance Inspection Equipment.
QAP 17 – Other Quality Systems	QAP 17 places requirement on the supplier to maintain a quality system which is deemed adequate to allow for supply of products which satisfy specifications, drawings, or other documents.
QAP 18 – Quality Systems (ISO 9001:2000 - 2008)	QAP 18 places requirement on the supplier to maintain a formally registered quality system, such as ISO 9001:2000, ISO 9001:2008, AS 9100, TS 16949 or other recognized standard.
QAP 20 – Lot Numbering	QAP 20 places requirement on the supplier to provide lot numbering in accordance with MIL-STD-1168
QAP 21 – Ammunition Data Cards	QAP 21 places requirement on the supplier to provide Ammunition Data Cards in accordance with MIL-STD-1168
QAP 22 – Material Safety Data Sheet	QAP 22 requires the supplier to provide an MSDS with initial shipment.
QAP 23 – Propellant Lot	QAP 23 places requirement on the supplier to provide propellant lot

Numbering	numbering in accordance with MIL-STD-1168
QAP 24 – Inspection and Test Records For Ten Piece Sample	QAP 24 may be used to insure compliance to requirements in cases where specific defects are not identified in the specifications or drawings
QAP 25 – Rework and Repair of Nonconforming Material	QAP 25 directs the supplier that product may not be reworked or repaired without adherence to special approvals and procedures.
QAP 26 – Special Processes Conformance	QAP 26 establishes AO's right to approve, evaluate, and disqualify sub-suppliers who perform special processes for a supplier.
QAP 27 – Propellant Mandatory Requirement	QAP 27 directs the supplier to provide propellant samples and information as required by government.
QAP-28* - Critical Characteristics Clause	QAPs 28* may have several versions which are intended to flow critical characteristic requirements from an end item contract to a supplier.

APPENDIX B: FIRST ARTICLE SAMPLE REQUIREMENTS

FIRST ARTICLE SAMPLE REQUIREMENTS

Section 1 - to be completed by AO Purchasing REFERENCE: P.O. NO. or REQ. NO. STOCK NO. SUBJECT: FIRST ARTICLE SAMPLE REQUIREMENTS FOR WE PLAN TO AWARD A PURCHASE ORDER TO IN THE IMMEDIATE FUTURE FOR DELIVERY OF SUBJECT ITEMS. PLEASE ADVISE FIRST ARTICLE SAMPLE REQUIREMENTS. AO BUYER DATE

Section 2 - to be completed by Supplier DATE 1. WHEN WAS PRODUCTION LAST RUN ON THIS ITEM 2. HAS MAJOR CHANGES BEEN MADE TO THE SPECIFICATION/TECHNICAL DATA SINCE LAST PRODUCTION RUN? 3. HAS MAJOR CHANGES BEEN MADE TO THE PRODUCTION PROCESS AND/OR TYPE MATERIAL SINCE LAST PRODUCTION RUN? 4. WILL PRODUCTION BE DOWN FOR 90 DAYS OR MORE PRIOR TO THIS PURCHASE ORDER BEING PRODUCED BASED ON YOUR LAST PRODUCTION DATE ABOVE?

SUPPLIER SIGNATURE

Section 3 - to be completed by AO Supplier Quality DATE THE FOLLOWING FAS REQUIREMENTS APPLY TO THIS ORDER. IS THIS A NEW CONTRACT? FIRST ARTICLE SAMPLE IS THIS A SUPPLEMENTAL CONTRACT? SIGNED: AO SUPPLIER QUALITY SIGNED: PROGRAM MANAGER

Section 4 - to be completed by AO Chem Lab Section if FAS required DATE THE NECESSARY TEST EQUIPMENT IS AVAILABLE FOR PERFORMANCE OF FAS TESTS? AO GAG

Section 5 - to be completed by AO Supplier Quality prior to returning to purchaser DATE SUPPLIER PREVIOUSLY FURNISHED MATERIAL WITH A LAPSE IN PRODUCTION SINCE LAST ORDER HAS BEEN APPROX. NEW SUPPLIER NEW ITEM TEST FAS AT

REMARKS:

APPENDIX C: MILITARY CRITICAL TECHNICAL DATA AGREEMENT

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT <i>(Please read Agency Disclosure Notice and Instructions on back before completing this form.)</i>		OMB No. 0704-0207 OMB approval expires Apr 30, 2011	
MAIL THE ORIGINAL, COMPLETED COPY OF THIS FORM AND A COPY OF YOUR COMPANY'S INCORPORATION CERTIFICATE, STATE/PROVINCIAL BUSINESS LICENSE, SALES TAX IDENTIFICATION FORM OR OTHER DOCUMENTATION WHICH VERIFIES THE LEGITIMACY OF THE COMPANY TO:			
U.S./CANADA JOINT CERTIFICATION OFFICE DEFENSE LOGISTICS INFORMATION SERVICE FEDERAL CENTER, 74 WASHINGTON AVE., NORTH BATTLE CREEK, MI USA 49037-3084			
1. TYPE OF SUBMISSION <i>(X one)</i>		a. INITIAL SUBMISSION	b. REVISION
2. ENTERPRISE OR INDIVIDUAL DATA <i>(Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada - JCO)</i>			
a. NAME <i>(Name of Enterprise or Individual)</i>		b. ADDRESS <i>(Physical address, including P.O. Box if applicable)</i>	
c. NAME OF SUBSIDIARY/DIVISION/DEPARTMENT			
d. CAGE CODE			
3. DATA CUSTODIAN			
a. NAME OR POSITION DESIGNATION <i>(See Instructions)</i>		b. TELEPHONE NUMBER <i>(Include Area Code)</i>	
c. TITLE		d. E-MAIL ADDRESS	
4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY <i>(Print or type)</i>			
5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE ENTERPRISE OR INDIVIDUAL CERTIFIES THAT:			
a. CITIZENSHIP/RESIDENCY STATUS. The individual designated either by name or position designation in Item 3, who will act as custodian of the military critical technical data on behalf of the contractor, is a citizen or person admitted lawfully for permanent residence into: <i>(X (1) or (2))</i>		d. They will not provide access to military critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.	
(1) THE UNITED STATES		(2) CANADA	
b. The data are needed to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage.		e. No person employed by the enterprise or eligible persons designated by the registrant to act on their behalf, who will have access to military critical technical data, is disabled, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.	
c. They (1) acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of military critical technical data within the United States) or applicable Canadian export control laws and regulations, and (2) agree not to disseminate military critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.		They are not disabled, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws or had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.	
6. CONTRACTOR CERTIFICATION I certify that the information and certifications made by me are complete, accurate to the best of my knowledge and belief and are made in good faith. I understand that knowingly and willful false statements on this form can be punished by fine or imprisonment. <i>(For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see Section 20 of the Defense Production Act.)</i>			
a. TYPED NAME <i>(LAST, First, Middle Initial)</i>	b. TITLE	c. SIGNATURE	d. DATE SIGNED
7. CERTIFICATION ACTION <i>(For JCO Use Only)</i>			
a. CERTIFICATION ACCEPTED. This certification number, along with a statement of intended data use, must be included with each request for military critical technical data.		b. NUMBER	c. EXPIRATION DATE
8. DOD OFFICIAL			
a. TYPED NAME <i>(LAST, First, Middle Initial)</i>		b. TITLE	
c. SIGNATURE		d. DATE SIGNED	
9. CANADIAN OFFICIAL			
a. TYPED NAME <i>(LAST, First, Middle Initial)</i>		b. TITLE	
c. SIGNATURE		d. DATE SIGNED	

DD FORM 2345, MAY 2008

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

APPENDIX C: MILITARY CRITICAL TECHNICAL DATA AGREEMENT continued

INSTRUCTIONS FOR COMPLETING DD FORM 2345	
AGENCY DISCLOSURE NOTICE	
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0207). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>	
SPECIFIC INSTRUCTIONS	
<p>1. Mark only one box. Mark "REVISION" (of a previously accepted submission) to show revised information, such as addresses or business description. Mark "5-YEAR RENEWAL" in response to a renewal notice from U.S./Canada - JCO. When either the "REVISION" OR "5-YEAR RENEWAL" box is marked, enter your current Certification Number in Item 7.b.</p> <p>2.a. For an enterprise, show full name of corporate parent; or Institution. For an individual, show full name (LAST, First, Middle Initial).</p> <p style="padding-left: 20px;">b. Enter the physical mailing address of the enterprise or individual making the certification. If a P.O. Box is used for mailing purposes, include street address as well.</p> <p style="padding-left: 20px;">c. Each corporate subsidiary or division that is to receive military critical technical data must be certified separately. If not applicable, so state.</p> <p>3. Show the name, business telephone number (including area code), title of the individual and their e-mail address (optional) who will receive military critical technical data and be responsible for its further dissemination. A position designation may be used only when conditions described in item 5.a. are prerequisites for holding that position.</p> <p>4. Describe the business activity of the entity identified in item 2 in sufficient detail for the U.S. or Canadian government agency controlling the data to determine whether the data are military critical technical data that you may request from time to time and are reasonably related to your business activity. For example, state that you design and construct high-pressure, high volume hydraulic pumps for use in connection with aircraft control surfaces; do not state simply "hydraulic pumps." Provide concise statements within the space provided.</p>	<p>5. If certifications 5.e. and 5.f. cannot be made, provide (on a separate sheet) a description of any extenuating circumstances that may give sufficient reason to accept your certification.</p> <p>5.a. If the location of the entity identified in item 2.a. is the United States, the individual named in item 3 must be a U.S. citizen or a person admitted lawfully for permanent residence into the United States. If the location of the entity is in Canada, the individual named in item 3 may be either a Canadian or U.S. citizen or a person admitted lawfully for permanent residence into Canada.</p> <p>6. If item 2 identifies an individual, that individual must sign. If item 2 identifies an institution or a corporate entity, a person who can legally obligate the enterprise to a contract must sign.</p> <p>7. CERTIFICATION ACTION.</p> <p style="padding-left: 20px;">a. ACCEPTED. The U.S./Canada - JCO has assigned the enterprise or individual identified in item 2.a., a Certification Number which will identify the individual or enterprise as a "certified contractor" as defined in U.S. DoDD 5230.25 or Canada's TDCR. The acceptance is valid for a period of five years from the acceptance date unless sooner revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR. If at any time a certified contractor is unable to adhere to the conditions under which a certification was accepted, the contractor's certification is considered void, and the contractor will either submit a revised certification or surrender all military critical technical data obtained under this agreement to the data controlling offices specified on the documents.</p> <p style="padding-left: 20px;">b. NUMBER. Certification Number (assigned by the JCO).</p> <p style="padding-left: 20px;">c. EXPIRATION DATE. Date Certification Number will expire (assigned by the JCO).</p>
<p>LEGEND:</p> <p>DoD - Department of Defense</p> <p>DoDD - Department of Defense Directive</p> <p>U.S./Canada - JCO - United States/Canada Joint Certification Office</p> <p>TDCR - Technical Data Control Regulations</p> <p>Military Critical Technical Data - Unclassified technical data as governed by U.S. DoDD 5230.25 or Canada's TDCR.</p>	

DD FORM 2345 (BACK), MAY 2008