



# DIBC Membership Application Quick Card

## Requirements to Join DIBC

### U.S. Based Companies

- 1- Active registration in SAM.gov and be registered for all awards
  - 2- Active Commercial and Government Entity Program Code (CAGE) Code and Unique Entity Identifier (UEI)
  - 3- Signed copy of the Consortium Membership Agreement
- \*\*If your company is operating under Foreign Ownership, Control, or Influence (FOCI). You will need a DSS-approved mitigation plan OR signed Export Compliance Acknowledgment Form for those operating under Foreign Ownership, Control, or Influence (FOCI).**
- \*\* An active DD2345 is not required but definitely encouraged\*\***

### International Companies

- 1- Active registration in SAM.gov and be registered for all awards
- 2- Active NATO Commercial and Government Entity (**NCAGE**) and UEI (Unique Entity Identifier)
- 3- Signed copy of the Consortium Membership Agreement

## How to Register in SAM.gov

Start here: <https://sam.gov/content/entity-registration>  
 If you are an international applicant, you will want to follow these [steps](#)

## How to get your DD2345

1. Register for a CAGE code and UEI through SAM.gov
2. Complete your [NIST](#) assessment
3. Create your account with the [JCP](#)
4. Enter your scores in the JCP and apply for your form online
5. For Box 4 if they tell you that you need a POC you can list: DIB Consortium, [dibconsortium@ati.org](mailto:dibconsortium@ati.org) If they push back on that you can put Virginia Sheppa Shupe, Sr. Program Assistant DIB Consortium [dibconsortium@ati.org](mailto:dibconsortium@ati.org)

## How to Complete your NIST Assessment

1. Go to the SPRS site and familiarize yourself with the [assessment](#).
  2. Create an account on PIEE (If this is your first time registering in PIEE you will need to make a Contract Administrator account)
    - To create an Administrator account register for a new account
    - Fill in only the required information
    - To Select the contract administrator role Box 1: PIEE, Box 2 contract administrator
  3. Search by location using your zip code. Please note if your zip code does not match what is listed in SAM it will not let you register. Click the link that pops up in the search box, and then continue registering your account. It will take about 16 hours to process. Once processed, you will be able to enter your SPRS scores.
  4. Enter your score
- \*\* Please note it takes about 10 days to complete this process of getting your score**



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## Common reasons applications may not be approved

### US Based Companies

- Make sure your address, UEI, CAGE Code/SAM.gov/DD2345 /JCP all match what is listed on your application.
- Make sure you are registered in SAM.gov for all awards.
- Primary POC email cannot be a generic email, it needs to be an actual person (ie [johnsmith@ati.org](mailto:johnsmith@ati.org)). We can list generic box emails. ([dibconsortium@ati.org](mailto:dibconsortium@ati.org)) as a courtesy copy.
- Make sure your capabilities statement has a description about what your company does and **does not contain any CUI or Proprietary Markings**

### International Companies

- Make sure CAGE/Sam.gov registrations are all up to date, and match what is listed on your application
- Make sure your registered in SAM.gov. for all awards
- Primary POC email cannot be a generic email, it needs to be an actual person (ie [johnsmith@ati.org](mailto:johnsmith@ati.org)). We can list generic box emails ([dibconsortium@ati.org](mailto:dibconsortium@ati.org)) as a courtesy copy.
- Make sure your capabilities statement has a description about what your company does and **does not contain any CUI or Proprietary Markings**

## Helpful Websites, Phone Numbers, Email Addresses

### Helpful Websites

- [NIST Assessment Steps](#)
- [PIEE Registration page](#)
- [PIEE Vendor Getting started help page](#)
- [PIEE Secure Message help](#)
- [SAM Contact us Page](#)
- [Home page for JCP DD2345 Assistance and getting started](#)
- [JCP Portal Access Guide](#)
- [Office of Small Business Programs](#)

### Phone Numbers & Email Addresses

SAM Help Lines:  
 Monday - Friday from 8am - 8pm EST  
 U.S. calls: 866-606-8220  
 International calls: +1 334-206-7828  
 DSN: 94-866-606-8220  
 Call the JCP: [\(877\) 352-2255](tel:8773522255)  
 Email the JCP: [JCP-ADMIN@DLA.MIL](mailto:JCP-ADMIN@DLA.MIL)  
 PIEE Help line- [866-618-5988](tel:8666185988)