

**EMPLOYMENT VERIFICATION LETTER FOR  
NON-GOVERNMENT ATTENDEES  
INCLUDING CONTRACTORS AND UNIVERSITIES**

**Date:**

To: 17<sup>th</sup> DoD Electromagnetic Windows Symposium

Subj: Employment and Citizenship Verification

This letter confirms that the following individuals:


Are employed by: \_\_\_\_\_ and are U.S. citizens and have approval to use the Organization's DD Form 2345 JCP Certification Number to receive **Unclassified Export Controlled Technical Data and/or any data associated with the United States Munitions List (USML) or the Commerce Control List (CCL).**

In addition, the **employee understands the process on handling and distribution requirements associated with protecting Unclassified Export Controlled Technical Data and/or any data associated with the United States Munitions List (USML) or the Commerce Control List (CCL).**

\_\_\_\_\_  
Security Officer / **Data Custodian** (print name)

\_\_\_\_\_  
Security Officer / **Data Custodian** (signature)      Date Signed

Organization Name: \_\_\_\_\_

Organization CAGE Code: \_\_\_\_\_

Organization JCP Certification Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Data Custodian Phone Number: \_\_\_\_\_

(XXX) XXX - XXXX

Email the completed Employment Verification Letter with the active DD Form 2345 to:

[jcp-admin@dla.mil](mailto:jcp-admin@dla.mil) and [usaca@strategicmi.com](mailto:usaca@strategicmi.com)