

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

Date:

To: 17th DoD Electromagnetic Windows Symposium

Subj: Employment and Citizenship Verification

This letter confirms that the following individual _____ is employed by: _____ and is a U.S. citizen and has 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 and usaca@strategicmi.com