

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

Date:

To: 47th Conference on Composites, Materials, and Structures St. Augustine, FL • January 21-25, 2024

Subj: Employment and Citizenship Verification

This letter confirms that the following individual _____ is employed by: _____ and is a U.S. citizen or is a person admitted lawfully for permanent residence into the United States 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: _____

Last ITAR Training Date: _____

Organization JCP Certification Number: _____

Address: _____

City/State/Zip: _____

Data Custodian Phone Number: _____

(XXX) XXX - XXXX

Bring the completed Employment Verification Letter with the active DD Form
2345 to the CMS Onsite Registration Desk.