

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

To: Turbine Engine Technology Symposium September 9, 2024 - September 12, 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: \_\_\_\_\_

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

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

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

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

(XXX) XXX - XXXX

Submit the completed Employment Verification Letter with the active DD  
Form 2345 to the registration staff.