

**EMPLOYMENT VERIFICATION LETTER**

**DATE:**

**TO: Defense Manufacturing Conference (DMC) Registration Coordinator**

**SUBJECT: Employment/Citizenship Verification**

This letter confirms that \_\_\_\_\_ is employed by our company and is a U.S. Born or Naturalized Citizen or a U.S. Permanent Resident or a Canadian Citizen and has approval to use our Company DD2345 Certification Number to receive ITAR information. In addition, this person understands the process on handling the distribution requirements associated with protecting ITAR Information.

BY: \_\_\_\_\_

Security Officer (signature)

By \_\_\_\_\_

Security Officer (print name)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_

Phone No \_\_\_\_\_

Please email the Employment Verification Letter along with the DD2345 Form to [ckouse@utcd Dayton.com](mailto:ckouse@utcd Dayton.com)

Direct Questions To: DMC Registration Desk at 937-426-2808

**All U.S. and Canadian active duty military personnel and Government Civilian Employees do not need to provide a DD2345 or provide the Employment Verification Letter, however will be required to show proper identification at registration check-in**