

2026 HEL Optics Metrology Workshop

Employment / Citizenship / Export Control Training Verification Letter

Non-Government Attendees, Contractors, Universities, and Industry Participants

Date: _____

To: AmeriCOM - American Center for Optics Manufacturing

Event: 2026 HEL Optics Metrology Workshop, August 11-12, 2026

Subject: Employment, Citizenship, DD Form 2345 / JCP, and Export Control Training Verification

This letter confirms that _____ is employed by _____ and is a U.S. citizen, Canadian citizen, or a person

admitted lawfully for permanent residence into the United States, as applicable for attendance requirements.

The attendee has approval to use the organization's DD Form 2345 / Joint Certification Program (JCP) Certification Number to receive unclassified export controlled technical data and/or data associated with the United States Munitions List (USML) or Commerce Control List (CCL), if required for this event.

In addition, the employee has been trained on and understands the process for handling and distribution requirements associated with protecting unclassified export controlled technical data and/or data associated with the USML or CCL.

Data Custodian / FSO / HR Contact (print name): _____

Signature: _____

Date Signed: _____

Organization Name: _____

Organization CAGE Code: _____

Address: _____

City / State / Zip: _____

Organization JCP Certification Number: _____

Export Control / ITAR Training Date: _____

Data Custodian Name: _____

Data Custodian Phone Number: _____

Data Custodian Email: _____

Note: Upload this completed letter only through the approved AmeriCOM registration or secure submission process. Do not email sensitive personal information unless AmeriCOM has confirmed the approved method.