

## Certification Guidance for Conference/Event Use

### **1. Entity (CAGE Code specific Location)**

- a. Data Custodian for the specific Entity will fill out the “**Employment / Citizenship Verification Letter**” for a single individual or one for a group of individuals.
- b. Data Custodian will physically sign and date the form.
- c. Once the form is completed, the Data Custodian will scan the Letter into a “.pdf”
- d. Data Custodian will send a copy of the “**Employment / Citizenship Verification Letter**” to the email addresses at the bottom of the form.

### **2. Entity (Non CAGE Code Location)**

- a. Supervisor of Individual at the Non-CAGE Code Location will contact the Entity Corporate Head Quarters Data Custodian to initiate the “**Employment / Citizenship Verification Letter.**”
- b. Corporate Head Quarters Data Custodian will physically sign and date the form.
- c. Once the form is completed, the Corporate Head Quarters Data Custodian will scan the Letter into a “.pdf”
- d. Corporate Head Quarters Data Custodian will send a copy of the “**Employment / Citizenship Verification Letter**” to the email addresses at the bottom of the form.

### **3. If Entity does not have an ‘Active’ certification**

- a. Entity will need to send in a DD Form 2345, (indicating in Block 4 the Conference/Event that they are looking to attend) and Supporting Documentation to the Joint Certification Program (JCP) Office by email ([jcp-admin@dla.mil](mailto:jcp-admin@dla.mil)) for review.
- b. If approved, the certification will be for 30 days or less (For conference/Event Use Only).
- c. If the Entity wishes to proceed with ‘Full’ certification after the conference, then they will need to re-accomplish the DD Form 2345.