

Air Force Materiel Development Center
123 Adams Rd. Cummings
AFB, WA 98999

October 15, 2003

AFMD/CC

JMAR Protocol Training & Consulting
31600 126th Ave SE, E-24
Auburn, WA 98092

Documentation of Experience

In lieu of a certified or notarized copy of the employee's record, I certify that (name of employee) has served in protocol or protocol-related positions for a minimum of two (2) years as shown below:

<u>Date from</u>	<u>Date to</u>	<u>Position title *</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SAMPLE

Sincerely,



Cathey Henry
Major
Chief of Protocol

Tel: 555-321-1234

* The position title MUST reflect duties in a protocol or protocol-related position such as: protocol officer, chief of protocol, protocol NCO, protocol specialist, protocol assistant, assistant protocol officer, assistant protocol NCO, event management coordinator, visitor management coordinator, ceremonies officer, etc.