



General Guidance on Requests for Letterhead and Other Inquiries

Use of JPL letterhead is authorized while conducting business on behalf of JPL. Letterhead may not be used for non-JPL business. It is each employee's responsibility to ensure that requests for information on JPL letterhead conform to [JPL style standards](#) and [JPL Rules! DocID 77692](#). The matrix below provides general guidelines regarding content and the use of JPL letterhead, subject matter experts and resources with which employees should consult.

Request for Letterhead and Other Inquiries	Subject Matter Expert (SME)	JPL Letterhead	Personal Letterhead	Resource/Guideline
Letters of Reference	HR Business Partner	No	Yes	HR Library Document "Verification of Employment (VOE) and References"
Employment Verification	K. Bradshaw, People Services or VOE website	No	N/A	JPL's Automated Verification of Employment (VOE) System and website. Also see HR Library Document "Verification of Employment and References"
Letters of admission, faculty appointments and other academic support Non-JPL Award/Nominations Peer Reviews	Seek management guidance	Yes	Yes	HR Library Document "Verification of Employment and References"
Green card reference letters and other foreign national requests	K. Jackson, International Office (IO)	Yes, if JPL-sponsored. Disclaimer required if not JPL-sponsored	Yes, if not JPL-sponsored	Consult International Office
Responses to requests for information intended for public or media use	V. McGregor, Media Relations	Yes, with approval	Yes, disclaimer required	JPL Rule 57956, "Release of Information to News and Information Media"
Responses to requests for information on vendor or contractor promotional materials	F. O'Donnell, Institutional Communications	Yes, with approval	Yes, disclaimer required	JPL Rule 54732, "Vendor/Contractor Promotional Materials"
Responses to requests for support of a technology or proposal by an academic institution	Seek management guidance	Yes	Yes	JPL Rule 58720, "Use of JPL & Sponsor Resources"
Written endorsement or testimonial of a commercial product or organization Fundraising Political/Public Policy Advocacy	Ethics Office	No	Yes, disclaimer required	JPL Rule 58720, "Use of JPL & Sponsor Resources"
Responses to requests on supplier performance and other assessments	Kevin Caporicci Acquisition Planning & Compliance	Yes, with approval	No	JPL Rule 58720, "Use of JPL & Sponsor Resources"