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UNITED STATES DEPARTMENT OF COMMERCE
Bureau of Industry and Security
Washington, D.C. 20230

Month, Day, 2022

Dear [POC],

The Commerce Department's Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE) is conducting a comprehensive assessment of the U.S. Civil Space Industrial Base (CSIB) in partnership with the National Aeronautics and Space Administration (NASA), Office of the Administrator, and the National Oceanic and Atmospheric Administration (NOAA), National Environmental Satellite, Data, and Information Service (NESDIS).

Your organization has been identified as either a direct supplier to NASA or NOAA or as a part of either agency's multi-tiered supply chain. Your organization's participation is vital to ensure a comprehensive dataset for the assessment. OTE has worked in close partnership with industry in the past on a variety of assessments concerning U.S. industrial base sectors, and we anticipate similar cooperation from you on this effort.

The principal goal of this survey is to better understand the domestic CSIB supply chain network. The data collected will help identify the structure and interdependencies of organizations that participate in the CSIB, especially NASA and NOAA systems and subsystems. This effort will enable NASA and NOAA to understand and respond to supply chain deficiencies and disruptions related to diminishing manufacturing sources and material shortages (DMSMS), foreign sourcing and dependencies, cyber security incidents, critical minerals and materials, COVID-19 pandemic impacts, and other challenges. The resulting data and subsequent analysis will allow industry representatives and government policy officials to better monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization is required by federal law (50 USC § 4555) to complete the Civil Space Industrial Base survey within 30 days of receipt of this letter. All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or publicly disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests.

To begin, download the Microsoft Excel-formatted survey and corresponding instructions at <https://bis.doc.gov/dib>. For internal data collection purposes, a PDF version of the survey containing callout boxes which display the dropdown menu selections can also be downloaded at this website. OTE will only accept Excel survey submissions through the Census web portal at <https://respond.census.gov/csib>. The survey and instructions are also available at this website.

If you have any questions regarding the survey, OTE support staff are available to assist you by e-mail at CSIBsurvey@bis.doc.gov or by phone at (202) 482-7808. E-mail is preferred and will permit a more thorough understanding of, and response to, any queries.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

Jason D. Bolton

Jason D. Bolton
Director, Defense Industrial Base Division
BIS/Export Administration/Office of Technology Evaluation

