

Month Day, Year

Name
Title
Organization Name
Address Line 1
Address Line2

Dear _____:

The Bureau of Industry and Security (BIS), Office of Technology Evaluation, in coordination with the U.S. Department of the Navy, Naval Surface Warfare Center, Crane Division (NSWC Crane) is conducting an assessment of the U.S. industrial base for manufacturing bare printed circuit board products. The principal goal of this study is to assist the U.S. defense community in understanding the health and competitiveness of organizations manufacturing bare printed circuit boards for commercial and government applications. The resulting data will help U.S. Government stakeholders identify specific issues and challenges facing the industry and allow for improved strategic planning, technology roadmaps, targeted outreach, and collaborative problem resolution.

Your organization has been identified as a bare printed circuit board manufacturer with a facility located in the United States. Your participation is vital to ensure a comprehensive dataset for the assessment. BIS has worked in successful partnership with other U.S. industry sectors and we anticipate similar cooperation from your organization on this effort.

To begin, download the Microsoft Excel formatted survey and corresponding instructions at: <http://www.bis.doc.gov/printedcircuitboards/>. For internal data collection purposes, a PDF version of the survey can also be downloaded at this website. BIS will only accept Excel survey submissions.

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protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form.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. **Also note that your company is required by federal law (50 U.S.C. App. Sec. 2155) to complete the survey within 30 days of receipt of this letter.**

If you have any questions regarding the survey, e-mail printedcircuitboards@bis.doc.gov or contact BIS staff: Mark Crawford at (202) 482-8239 or Stamen Borisson at (202) 482-3893. E-mail is the preferred method of contact and will allow for a detailed response to your organization's questions and queries. Please contact me at (202) 482-4060 if you have any questions regarding the overall U.S. Bare Printed Circuit Board assessment.

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

Sincerely,

Brad Botwin
Director, Industrial Studies
Office of Technology Evaluation