

[Facility Address]

[Date]

Dear [Facility Security Officer] or current facility security officer,

The U.S. Department of Commerce, Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), in coordination with the U.S. Department of Defense (DOD), Defense Security Service (DSS) is conducting a survey and assessment of organizations responsible for the research, design, engineering, development, manufacture, test, and integration of defense and high-technology products, components, and related services.

This is a mandatory BIS survey for all locations containing a DSS-cleared facility. As the facility security officer (FSO), you have been identified as the initial point of contact for this survey, but collaboration across your organization will likely be necessary. **This survey is intended to cover all activities at the location containing the cleared facility, not activity solely contained within the cleared facility.**

The resulting data will provide a baseline understanding of the structure and interdependencies of organizations that participate in DOD acquisition programs and their associated supply chains. This effort will also assist DSS in its mission to provide security oversight and education on behalf of the DOD and other U.S. Government departments and agencies.

To begin, download the Microsoft Excel formatted survey and associated instructions at:

<http://www.bis.doc.gov/CriticalFacility>

A PDF version of the survey is also available at the website for reference purposes. BIS will only accept Excel survey submissions.

Information furnished to BIS is Business Confidential and will not be published or disclosed, other than in aggregate form. Disclosure of such information is also protected from Freedom of Information Act (FOIA) requests. **Your location is required by federal law under 50 U.S.C. App Sec 2155 to complete this survey within 30 calendar days of receipt of this letter.**

If you have any questions regarding this survey or the assessment as a whole, e-mail CriticalFacility@bis.doc.gov or phone BIS staffers at (202) 482-7808. E-mail is the preferred method of contact and will allow for a detailed response for your organization's records.

Thank you for your participation.

Sincerely,

Brad Botwin
Director, Industrial Studies

Office of Technology Evaluation