

[POC], [POC Title]
[Organization]
[Organization Address Line 1]
[Organization Address Line 1]

[DATE]

Dear [POC],

The U.S. Department of Commerce (DOC), Bureau of Industry and Security (BIS), Office of Technology Evaluation, in coordination with the National Aeronautics and Space Administration (NASA), Marshall Space Flight Center (MSFC), is conducting a survey and assessment of the U.S. rocket propulsion industry. Study participants include companies responsible for the development, production, and sustainment of products and services supporting both U.S. Government and commercial propulsion-related systems.

Your organization has been identified as a supplier in the U.S. rocket propulsion industrial base. A timely, complete response to this survey by your organization is vital to ensure a comprehensive industry dataset for the assessment. The survey will cover several topic areas relating to the health and competitiveness of the propulsion industrial base, including product and service capability, financial performance information, capital expenditures, research and development, suppliers and customers, additive manufacturing, and work force, among others. The resulting data and analysis will assist policy makers in identifying interdependencies between respondents, suppliers, customers, and U.S. Government programs, for example, while also benchmarking company performance across the supply chain network.

To begin, download the Microsoft Excel formatted survey and associated instructions at: <http://www.bis.doc.gov/PropulsionStudy>. 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.

BIS has partnered with the Census Bureau to administer the survey submission portal. After visiting the link above, you will be re-directed to a Census Bureau website. The Census Bureau administers the portal website while BIS retains authority over the use and storage of any submitted information.

All information furnished 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protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form. Disclosure of such information is also protected from Freedom of Information Act (FOIA) requests. **Your organization is required by federal law (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 concerning this survey e-mail PropulsionStudy@bis.doc.gov or call support personnel at (202) 482-5415. 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