



Date

Name
Organization Name
Address Line 1
Address Line2
City, State, Zip

Dear _____:

The Bureau of Industry and Security (BIS), Office of Technology Evaluation, is conducting a survey and assessment on the impact of the U.S. Air Force/Boeing C-17 aircraft program cancellation on the related industrial supply chain. This assessment was requested by the U.S. Department of Defense, Office of Economic Adjustment.

This survey covers topics including design and production capability, competitors, customers, financial information, capital expenditures, research and development, supply chain, trade practices, and workforce. The resulting aggregate data and subsequent analysis will allow industry representatives and government policy officials to monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization has been identified as a supplier to the C-17 aircraft and 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 by clicking on the hyperlinked documents below. Complete and submit the Excel version via the Census Bureau web portal at <https://respond.census.gov/C17>. BIS will only accept Excel-formatted survey submissions. The PDF version is only a reference document for your organization's internal use and cannot be submitted in place of a completed Excel survey.

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protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form.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. § 2155) to complete the survey within 30 days.**

Upon receiving this letter, please contact BIS survey support staff via e-mail C17@bis.doc.gov or phone (202) 482-8280 to confirm receipt. E-mail is the preferred method of contact and will allow for a detailed response to your organization's queries.

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

Sincerely,

Brad Botwin
Director, Industrial Studies
Office of Technology Evaluation

