

Month Day, Year

Name Title
Organization Name
Address Line 1
Address Line2

Dear _____:

The Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), is conducting a survey and assessment of the automobile and/or automotive parts industries. The survey, requested by the Office of the Secretary of the U.S. Department of Commerce, will be used to support an investigation initiated under Section 232 of the Trade Expansion Act of 1962, as amended. The investigation was requested by the President of the United States.

The principal goal of this survey is to assist the Commerce Department in determining whether automobiles and/or automotive parts are being imported into the United States in such quantities or under such circumstances as to threaten to impair the national security. Information collected will include facilities and production data, joint ventures, trade flows, supply chain data, sales and demand data, employment information, conditions of competition, research and development information, and government and defense activities. The resulting aggregate data will give the Commerce Department detailed industry information that is otherwise not available and is needed to effectively conduct its analysis.

Your organization has been identified as manufacturing automobiles and/or automotive parts at one or more facilities in the United States. Your participation in this survey 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/autosurvey>. 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protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form.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. Sec. 4555) to complete the survey. You have 30 days from receipt of this letter to respond.**

If you have any questions regarding the survey, e-mail Autos232@doc.gov, or contact U.S. Department of Commerce staff at (202) 482-4358. E-mail is the preferred method of contact and will allow for a detailed response to your organization's questions.

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

Sincerely,



Brad Botwin
Director, Industrial Studies Office
of Technology Evaluation
Bureau of Industry & Security