

Month DD, Year

TO: DEFENSE INDUSTRIAL BASE SUPPLIER
FROM: DIRECTOR, SHIPBUILDING INDUSTRIAL BASE TASK FORCE (SIB-TF)
SUBJECT: SHIPBUILDING INDUSTRIAL BASE DEMOGRAPHIC SURVEY – 0703-0086

1. In Section 1026 of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021 (FY21 NDAA), the Secretary of the Navy (SECNAV) was tasked with a “Biennial report on shipbuilder training and the defense industrial base”. Each report (due in even numbered years) must include:
 - a. An analysis and estimate of the time and investment required for new shipbuilders to gain proficiency in particular shipbuilding occupational specialties, including detailed information about the occupational specialty requirements necessary for construction of naval surface ship and submarine classes to be included in the Navy’s 30-year shipbuilding plan.
 - b. An analysis of the age demographics and occupational experience level (measured in years of experience) of the shipbuilding defense industrial workforce.
2. To ensure a complete data set is available to meet the intent of the FY21 NDAA, and provide actionable information on the Defense Industrial base, Naval Sea Systems Command (NAVSEA) Industrial Base Teams request your participation in the attached Shipbuilding Industrial Base Demographic Survey. The collected information will assist in drafting the biennial Report to Congress (RTC), as well as provide additional information and support Navy strategy for funding workforce development pilot programs and initiatives. This key demographic information will illustrate current trends, projected gaps in experience and age, and highlight additional areas of focus based on current workforce and skilled trade employment figures.
3. Attached you will find an excel spreadsheet requesting demographic and experience information for 15 identified trades critical to Navy shipbuilding efforts, as approved by the Office of Management and Budget (OMB). An attempt has been made to keep all trades in common titles, but these can be modified as required if there is another name or job title for a skilled trade at your organization. The survey instrument completion time will vary based on your individual supplier size, from an expected 1 hour for a company of less than 50 personnel, to up to 25 hours for an enterprise with more than 5000 employees.
4. The NAVSEA Industrial Base Teams request your assistance in providing this information within 30 days of receipt of this request. This survey is voluntary and will help inform decisions by the Navy in regard to the Shipbuilding Industrial Base. Any data submitted will be kept strictly confidential and accessed only by NAVSEA Industrial Base Teams government and direct support contract personnel. All received data will be aggregated to provide information in a representative sample form and will not be linked to specific respondents. Responses should be submitted to the POCs listed below.
5. Primary POC: Nick Kasatkin, Director of Workforce Initiatives, SIB-TF, nick.kasatkin@tmbhq.com
Alternate POC: Matthew Evans, Director, SIB-TF, matthew.d.evans.civ@us.navy.mil;

M. D. Evans

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