

Month DD, Year

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

1. On **DTD**, Naval Sea Systems Command (NAVSEA) Industrial Base Teams requested your participation in the SIB-TF Demographic Survey. At this time, we have not received a response from your organization.
2. NAVSEA Industrial Base Teams request your participation in this survey. If additional time is required for completion of this, please inform the POC listed below.
3. 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.
4. The NAVSEA Industrial Base Teams request your assistance in providing this information within 30 days of receipt of this request. As a reminder, while this survey is voluntary, it does 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