



Month, Day, 2024

Dear [POC],

The U.S. Department of Commerce's Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), is conducting an assessment of frontier U.S. artificial intelligence developers and computing providers. This assessment is being performed pursuant to Section 4.2.a of Executive Order 14110: Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence.

Your organization has been identified as likely to possess either a frontier AI model or frontier-scale computing cluster per the definitions set out in Section 4.2.b of Executive Order 14110. As an organization with capabilities within the bounds set by Section 4.2.b, your organization's participation in this collection is mandatory to ensure a comprehensive dataset for this assessment.

The principal goal of this collection is to identify the capabilities of frontier Artificial Intelligence developers and computing providers, to assess their security and risk management practices, and to evaluate the health and competitiveness of the U.S. AI sector. The resulting data and subsequent analysis will allow industry representatives and government policy officials to better monitor trends, benchmark industry performance, and raise awareness of potential issues of concern.

Your organization is required by federal law (50 USC § 4555) to complete the collection within 30 days of receipt of this letter. 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protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or publicly disclosed, other than in aggregate form.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. **Due to the sensitivity of the questions in this assessment, we request your cooperation in limiting the distribution of the assessment document and its questions inside your organization to only those individuals necessary to respond completely. We also request that you not share this assessment document or its questions outside your organization.**

Please use the Microsoft Excel questionnaire file attached to this email to record your responses. In the interest of security, we ask that you notify us directly at ai_reporting@bis.gov, when you are ready to submit your completed Excel file and attachments. We will not accept submissions to this email without prior notification.

Upon receipt of this message, please reply with an email to ai_reporting@bis.gov indicating your receipt and providing us with a confirmation of who will be serving as your organization's point of contact for this collection. Provide your point of contact's preferred email address as well as a phone number for multi-factor authentication. Please also provide contact information for a secondary point of contact, in case your primary is ever unavailable.

OTE has worked in close partnership with industry for decades on assessments concerning a variety of U.S. industrial base sectors. We anticipate similar support from your organization on this effort. We look forward to working with you.

Sincerely,
Kevin Coyne
Director, Office of Technology Evaluation
Bureau of Industry and Security
U.S. Department of Commerce

