



THE UNDER SECRETARY OF THE NAVY  
WASHINGTON DC 20350-1000

May 4, 2011

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Navy Clarifying Guidance on Communication with Industry

Reference: (a) Deputy Secretary of Defense memorandum, Policy for Communication with Industry, dated 13 November 2008

Communication with industry on DON's strategic and tactical objectives allows industry to make informed business decisions and investment necessary to meet DON's near- and long-term requirements. The attached Deputy Secretary of Defense memorandum of June 21, 2010, "Policy for Communication with Industry," reiterates reference (a) guidance that early, frequent and clear communication between the Department of Defense and current and potential suppliers promotes national security. However, it is important that such communications, while providing industry an understanding of the DON's needs, also protects sensitive, non-public information.

Prior to entering into communication with industry, a DON official first must determine that the proposed communication with industry is necessary or beneficial to the conduct of official DON business. If it is, the DON official must then determine the most appropriate manner of conducting the communication to ensure openness and fair and equal treatment for all industry partners. It is important to consult with counsel and your contracting office upon receiving an industry communication request or when planning meetings with industry. Counsel can assist in identifying the scope of communications and provide advice on techniques to protect non-public information.

Communications with outside parties on official matters, whether formal or informal, must comply with ethics rules that mandate fair and equal treatment. Often, the best strategy to ensure fairness and transparency is to communicate with a wide and diverse industry audience in a public setting rather than exclusive meetings or one-on-one interviews.

Please ensure the widest dissemination of this clarifying guidance and attachment.

A handwritten signature in black ink, appearing to read "R. Work", written over the printed name "Robert O. Work".

Robert O. Work

Attachment:  
As stated

SUBJECT: Navy Clarifying Guidance on Communication with Industry

Distribution:

CNO  
CMC  
COMPACFLT  
CFFC  
COMUSNAVEUR  
ASN (RD&A)  
ASN (M&RA)  
ASN (FM&C)  
GC  
ASN (EI&E)  
COMMARCORSYSCOM  
COMNAVVAIRSYSCOM  
COMNAVPERSCOM  
COMNAVRESFOR  
COMNAVSEASYSYSCOM  
CNIC  
BUMED  
CNET  
COMNAVFACENGC  
COMNAVSPECWARCOM  
COMNAVSUPSYSCOM  
COMSC  
COMSPAWARSYSCOM  
CNR  
DIRSSP  
NSMA  
ONI  
PEO(A)  
PEO(C4I)  
PEO(CARRIERS)  
PEO(EIS)  
PEO(IWS)  
PEO(JSF)  
PEO(LMW)  
PEO(LS)  
PEO(SHIPS)  
PEO(SPACE SYSTEMS)  
PEO(SUB)  
PEO(T)  
PEO(U&W)