New Employee Orientation
# Table of Contents

- About the U.S. Census Bureau .................................................................................................................. 5
  - Mission Statement .......................................................................................................................... 7
  - About What We Do .................................................................................................................. 8
  - Agency History ........................................................................................................................ 10
  - Headquarters Map ..................................................................................................................... 14
  - Building Access .......................................................................................................................... 15
  - Census Mailing Address ............................................................................................................. 16

- Organization Chart and Information ................................................................................................. 17
  - Organization Chart ....................................................................................................................... 19
  - The Administrative Office ........................................................................................................ 20
  - Administrative Contacts ............................................................................................................ 21

- Safety, Security & Health .................................................................................................................... 23
  - Calling 911 ................................................................................................................................ 25
  - Office of Security Contact Numbers ......................................................................................... 26
  - Health Unit .................................................................................................................................. 27
  - Employee Assistance Program ................................................................................................. 28
  - Evacuation Procedures ............................................................................................................... 29
  - Shelter-in-Place ........................................................................................................................... 30
  - Stairwell/Core Locations & Assembly Areas ............................................................................... 32
  - Assembly Area (Location Map) .................................................................................................... 33
  - Badges and Keys .......................................................................................................................... 35
  - Security Office Duty Agent Program .......................................................................................... 37
  - Security Incidents ......................................................................................................................... 37
  - Office of Information Security Computer Incident Response Team ........................................... 40

- Administrative Procedures .................................................................................................................. 41
  - Work Schedules ........................................................................................................................... 43
  - Leave ............................................................................................................................................. 45
  - Leave Accural ................................................................................................................................ 50
  - Telework ........................................................................................................................................ 51
  - Inclement Weather Guidance - OPM Operating Statuses ............................................................. 52
  - Reasonable Accommodation Branch ......................................................................................... 56
  - Employee Performance Management ......................................................................................... 57
  - Desk Sharing ................................................................................................................................ 58
  - Parking Information ...................................................................................................................... 61
  - Transit Benefit Program .............................................................................................................. 63
  - Census Shuttle to DOC .................................................................................................................. 64
  - Web TA .......................................................................................................................................... 65
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Server (EPMT)</td>
<td>66</td>
</tr>
<tr>
<td>Commerce Business Systems (CBS)</td>
<td>68</td>
</tr>
<tr>
<td>Library</td>
<td>69</td>
</tr>
<tr>
<td>Employee Resources and Services</td>
<td>70</td>
</tr>
<tr>
<td>Census Service Center</td>
<td>71</td>
</tr>
<tr>
<td>Amenities/Resources</td>
<td>73</td>
</tr>
<tr>
<td>Census Cafe and Vending Information</td>
<td>74</td>
</tr>
<tr>
<td>Census Federal Credit Union</td>
<td>75</td>
</tr>
<tr>
<td>Census Weights &amp; Endurance Training Shop</td>
<td>76</td>
</tr>
<tr>
<td>Walk It Paths</td>
<td>77</td>
</tr>
<tr>
<td>Suitland Federal Child Development Center</td>
<td>80</td>
</tr>
<tr>
<td>Census Bureau Welfare &amp; Recreation Association</td>
<td>81</td>
</tr>
<tr>
<td>Center for Applied Technology</td>
<td>82</td>
</tr>
<tr>
<td>Diversity and Inclusion</td>
<td>83</td>
</tr>
<tr>
<td>Office of the Ombuds</td>
<td>84</td>
</tr>
<tr>
<td>Future On</td>
<td>87</td>
</tr>
<tr>
<td>Training</td>
<td>89</td>
</tr>
<tr>
<td>Data Stewardship Awareness Training</td>
<td>91</td>
</tr>
<tr>
<td>Title 26 Awareness Training</td>
<td>92</td>
</tr>
<tr>
<td>New Employee Safety Training</td>
<td>92</td>
</tr>
<tr>
<td>No Fear Act Briefing</td>
<td>93</td>
</tr>
<tr>
<td>Web TA Training</td>
<td>93</td>
</tr>
<tr>
<td>DOC Active Shooter Training</td>
<td>94</td>
</tr>
<tr>
<td>Enterprise Services Training</td>
<td>95</td>
</tr>
<tr>
<td>Annual Training Requirements for Supervisors, Managers, and Executives</td>
<td>96</td>
</tr>
<tr>
<td>Census/Commerce Learning Center</td>
<td>100</td>
</tr>
<tr>
<td>Talent Development &amp; Management Programs Branch (TDMPB)</td>
<td>101</td>
</tr>
<tr>
<td>Census Corporate University (CCU)</td>
<td>102</td>
</tr>
<tr>
<td>Directorate and other Headquarters Training Programs</td>
<td>104</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQs) for Training</td>
<td>106</td>
</tr>
<tr>
<td>Employee Checklist</td>
<td>109</td>
</tr>
</tbody>
</table>
About the
U.S. Census Bureau
Vision, Mission, and Strategic Goals

U.S. Census Bureau Mission

To be the trusted source for timely and relevant statistical information, and the leader in data-driven innovation.

U.S. Census Bureau Mission

To serve as the nation's leading provider of quality data about its people and economy.

Summary of Strategic Goals

Goal 1: Stakeholder Engagement
Actively engaging with stakeholders in order to make our data more relevant so that Census Bureau data can help stakeholders be better prepared and solve problems, including those associated with equity; improving individuals' lives, their communities, and their businesses; and creating better opportunities.

Goal 2: Continuous Commitment to Innovation
Fostering a culture of innovation, where reasonable risk-taking is encouraged and innovation at all levels is promoted and cultivated, in order to remain relevant to society's needs, improve our product, and invigorate our workforce.

Goal 3: Internal Organizational Progress
Building a strong, resilient, and adaptive workforce while recognizing and valuing the contribution of all areas within the Census Bureau. By having a strong and adaptive workforce, the Census Bureau can continue to remain on the forefront of data innovations, data quality, and public trust.

*To view the Census Bureau's Strategic Plan, please visit its SharePoint page.*
What We Do

https://www.census.gov/about/what.html

• Our Authority
  ○ The United States Census Bureau operates under Title 13 and Title 26, of the U.S. Code

• Our Goal
  ○ To provide the best mix of timeliness, relevancy, quality, and cost for the data we collect and services we provide

• What Data We Collect & When
  ○ American Community Survey (ACS) – The American Community Survey (ACS) helps local officials, community leaders, and businesses understand the changes taking place in their communities. It is the premier source for detailed population and housing information about our nation.
  ○ Census of Governments – Identifies the scope and nature of the nation’s state and local government sector including public finance, and public employment and classifications.
  ○ Decennial Census of Population and Housing – The U.S. Census counts every resident in the United States. It is mandated by Article I, Section 2 of the Constitution and take place every 10 years.
  ○ Economic Census – The Economic Census provides detailed information on employer businesses, including detailed data by industry, geography, and more.
  ○ Our Surveys & and Programs – Our surveys provide periodic and comprehensive statistics about the nation. This data is critical for government programs, policies, and decision-making.

• How Our Data is Used
  To determine the distribution of Congressional seats to states--
  ▪ Mandated by the U.S. Constitution
  ▪ Used to apportion seats in the U.S. House of Representatives
  ▪ Used to define legislature districts, school district assignment areas and other important functional areas of government

  To make planning decisions about community services, such as where to:
  ▪ Provide services for the elderly
  ▪ Build new roads and schools
  ▪ Locate job training centers

  To distribute more than $675 billion in federal funds to local, state, and tribal governments each year. Census data informs how states and communities allocate funding for:
  ▪ Neighborhood improvements
  ▪ Public health
  ▪ Education
  ▪ Transportation
• Much more
To provide Age Search information for:
• Qualifying for Social Security and other retirement benefits
• Passport applications
• Proving relationship in settling estates
• Researching family history or a historical topic
Fact-finding is one of America’s oldest activities. In the early 1600s, a census was taken in Virginia, and people were counted in nearly all of the British colonies that became the United States at the time of the Revolutionary War.

Following independence, there was an almost immediate need for a census of the entire Nation. Both the number of seats each state was to have in the U.S. House of Representatives and the states’ respective shares in paying for the war were to be based on population. Shortly after George Washington became president, the first U.S. census was taken in 1790.

The U.S. Constitution requires only that the decennial census be a population count. However, since the first census in 1790 the need for useful information about the United States' population and economy became increasingly evident. By the turn of the century, the demographic, agricultural, and economic segments of the decennial census collected information on hundreds of topics.

The first censuses were conducted by U.S. Marshals and their assistants. In 1880, the Marshals and assistants were replaced by specially appointed and trained census takers.

Recognizing the growing complexity of the decennial census, Congress enacted legislation creating a permanent Census Office within the Department of the Interior on March 6, 1902. On July 1, 1902, the U.S. Census Bureau officially "opened its doors" under the leadership of William Rush Merriam.

In 1903, the Census Office was moved to the newly created Department of Commerce and Labor. It remained within Commerce when Commerce and Labor split into separate departments in 1913.
The first censuses counted the population and provided information on population by county. In 1790, the census also categorized white males by age: those under age 16 and those age 16 and older. Over the years, Congress has authorized additional questions, enabling us to better understand the nation's inhabitants and their activities and needs. In fact, one of the nation's founders, James Madison, suggested that the census takers ask additional questions that would help lawmakers better understand the needs of the nation.

For example, the 1810 Census also collected economic data (on the quantity and value of manufactured goods). In 1850, the census began collecting "social statistics" (information about taxes, education, crime, and value of estate, etc.) and mortality data. In 1940, additional questions were asked of a sample of the population, including questions on internal migration, veteran status, and the number of children ever born to women. These questions helped society understand the impact of the Great Depression.

Through the decades, the census has collected data on race, ancestry, education, health, housing, and transportation. An examination of the questions asked during each census illustrates changes in our nation's understanding of race, the impact of immigration, growth of the Hispanic population, and computer usage. As a result of the census's evolution, the constitutionally mandated census has grown to provide important information about the U.S. population and its housing. Coupled with data from the economic and government censuses and demographic and economic surveys, the U.S. Census Bureau provides governments, scholars, planners, businesses, and individuals the data they need to build schools, plan highways, open businesses, and distribute the billions of dollars in federal spending that sustains a growing population.
Census Facilities

Throughout the nineteenth and early twentieth centuries, the predecessor of the Census Bureau was a temporary office that was housed within a succession of facilities in downtown Washington. A permanent Census Office was established in 1902 within the Department of the Interior, becoming the Census Bureau when it moved to the newly created Department of Commerce and Labor in 1903. Ten years later, Labor became a separate Department while the Census Bureau remained a part of the Commerce Department. It wasn’t until 1940 that the Census Bureau moved into a permanent headquarters building, the newly built Federal Office Building 1 in Southwest Washington, DC.

This permanent home was relinquished, however, only two years later, when the Census Bureau gave up its headquarters to the Office of Price Administration, a wartime agency. The Census Bureau moved into its "temporary" home in Federal Office Building 3 of the new Suitland Federal Center in spring 1942. It has been based out of the Washington suburb ever since.

In 2001, the Census Bureau began planning and seeking support for a new headquarters building in Suitland, MD. The Suitland Federal Center headquarters located in Federal Office Building 3 (FOB-3), opened in 1942 and was showing its age. Leaking pipes and fan coils flooded hallways and offices.

Former Census Bureau Headquarters, Federal Office Building 3.
Initially, the agency sought a single 800,000 square foot building with space for about half of the Census Bureau's employees. During the second phase another building would be constructed to house the remaining Census Bureau employees. Alternatively, the General Services Administration (GSA), which owns and leases all federal buildings, supported renovating FOB-3 during the second phase of construction.

By 2002, the Census Bureau's amended construction plans received congressional and GSA support. The amended plans called for a single new headquarters building that would house all of the agency's Suitland-based employees. No longer needing FOB-3, the GSA slated it and several other buildings on the Suitland Federal Center campus for demolition. The Census Bureau held a groundbreaking ceremony for the new building on September 16, 2003.

The Census Bureau's new headquarters building officially opened on August 7, 2006, when employees of the Geography Division, who had worked at a satellite facility in nearby Forestville, MD, moved into their office space. At that time, only half of the building was completed. As construction continued, more Census Bureau employees moved into their new office spaces on a weekly basis until April 2007.

The new headquarters is a state-of-the-art workplace whose elegant and efficient design has received widespread praise. The building has won the GSA Design Excellence Award and has achieved a Leadership in Energy and Environmental Design silver rating.

In 2016, the Census Bureau’s headquarters welcomed its sister agency, U.S. Bureau of Economic Analysis (BEA). The building is now referred to as ‘4600 Silver Hill Road’. In 2020, the 4600 Silver Hill Road Building underwent major renovations in an effort to create a workplace of the future that focuses on the Agency’s purpose, people, and planet. The goal for the renovation was to create an environment that enhances collaboration, engagement, and connectiveness among employees. The renovations also welcomed sister agency Bureau of Labor Statistics (BLS) to the building.
Building Access

https://uscensus.sharepoint.com/sites/OSY/Pages/Building-Entry-and-Exit.aspx

Listed below are the entry and exit points of the building. Certain zones throughout the building are restricted and require secure badge permissions for access.

### Building Entry/Exit Points

<table>
<thead>
<tr>
<th>4600 Silver Hill</th>
<th>Entry/Exit Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Lobby</td>
<td>Everyday - 24 hours</td>
<td>301-763-2176</td>
</tr>
<tr>
<td>Yellow Lobby, Post 11</td>
<td>Mon - Fri, 5:30 a.m. - 7:00 p.m.</td>
<td>301-763-4175</td>
</tr>
<tr>
<td>Green Lobby, Post 12</td>
<td>Mon - Fri, 5:30 a.m. - 8:00 p.m.</td>
<td>301-763-4178</td>
</tr>
<tr>
<td>Blue Lobby, Post 14</td>
<td>Mon - Fri, 5:30 a.m. - 7:00 p.m.</td>
<td>301-763-4179</td>
</tr>
<tr>
<td>Red Lobby, Post 15</td>
<td>Every day - 24 hours</td>
<td>301-763-4192</td>
</tr>
<tr>
<td>Remote Delivery Facility Post Loading Dock, Posts 2 &amp; 3</td>
<td>Mon - Fri, 6:30 a.m. - 6:30 p.m.</td>
<td>301-763-4189</td>
</tr>
<tr>
<td></td>
<td>Last delivery: 4:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

### Bowie Computer Center

<table>
<thead>
<tr>
<th>Other Location</th>
<th>Entry/Exit Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowie Computer Center Main Lobby</td>
<td>Every day - 24 hours</td>
<td>301-763-3400</td>
</tr>
</tbody>
</table>

### Suitland Federal Center Perimeter Gates

<table>
<thead>
<tr>
<th>4600 Silver Hill</th>
<th>Entry/Exit Hours</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gate 1- Suitland Rd.</td>
<td>Mon – Fri 5:30 a.m. – 9:30 a.m. / 2:30 p.m. – 6:30 p.m.</td>
<td>No Phone</td>
</tr>
<tr>
<td>Gate 3- Suitland Rd.</td>
<td>Mon – Fri 6:30 a.m. – 8:30 a.m. / 2:30 p.m. – 6:30 p.m.</td>
<td>No Phone</td>
</tr>
<tr>
<td>Gate 4- Suitland Rd.</td>
<td>Mon – Fri 6:30 a.m. – 6:30 p.m.</td>
<td>No Phone</td>
</tr>
<tr>
<td>Gate 5- Silver Hill Road/Swann Rd.</td>
<td>Every day - 24 hours</td>
<td>301-763-2300</td>
</tr>
<tr>
<td>Gate 7- Suitland Metro (Pedestrians Only)</td>
<td>Mon – Fri 5:00 a.m. – 11:00 p.m.</td>
<td>301-763-4187</td>
</tr>
<tr>
<td></td>
<td>Sat-Sun/ Holidays, 7:00 a.m. – 10:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Gate 0-Delivery Inspection Point</td>
<td>Mon - Fri, 5:30 a.m. - 6:30 p.m.</td>
<td>301-763-4825</td>
</tr>
</tbody>
</table>
Census Mailing Address

[https://uscensus.sharepoint.com/sites/ACSD/Pages/Addressing-Mail-(Campus-and-off-Campus).aspx](https://uscensus.sharepoint.com/sites/ACSD/Pages/Addressing-Mail-(Campus-and-off-Campus).aspx)

**Interoffice Mail**
When addressing Messenger Envelopes for interoffice mail, you must include the name of the recipient, the division, room number, and building number.

**Mailing Address:**
Provide this address for mail items sent to Census HQ by the United States Postal Service (USPS):

- **John A. Sample**
  - U.S. Census Bureau
  - ACSD HQ-3K415D
  - 4600 Silver Hill Rd.
  - Washington, D.C. 20233

**Direct Delivery Address:**
For items being delivered to Census by carriers other than USPS (i.e. FedEx, DHL, UPS, miscellaneous couriers and suppliers)

- **Susan B. Example**
  - U.S. Census Bureau
  - ACSD HQ-3K415E
  - 4600 Silver Hill Rd.
  - Suitland, MD 20746

**Drop-Off Boxes (Mail, FedEx):**
One (1) FedEx box and two (2) USPS Mail Boxes are positioned at the Census HQ building. The FedEx box and one mail box are located just inside Gate 7 (the Metro Gate pedestrian entrance near the Census HQ main lobby). The second mail box is located outside the Blue employee entrance to the HQ building. The FedEx box is picked up at 5:00 pm daily (M-F). Pick-ups for the USPS mail boxes are scheduled at 12:00 noon and 4:00 pm daily (M-F).

***Employees are not allowed to have personal mail/packages or deliveries sent to the Census Bureau.***
Organization Chart and Information
The Administrative Office

The Admin Office, as you will hear it referenced, is primarily a liaison office that provides an array of services in which all employees utilize. Admin offices are assigned according to each Directorate. You will be asked to contact the Admin Office for various things. Some of the many services that the Admin office provides are property passes, transit subsidies, car pool information, leave analysis, Census Bureau Welfare and Recreating Association members, training registration, etc. Whenever in doubt, don't hesitate to contact your admin office. If they don't handle the service you desire, they will be able to point you in the right direction.

We’re here
to help you
Administrative Contacts

For additional information not covered in this manual, please contact your Administrative Office found on the list below:

<table>
<thead>
<tr>
<th>Directorate</th>
<th>Main Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>301-763-8467</td>
</tr>
<tr>
<td>Deputy Director &amp; Chief Operating Officer</td>
<td>301-763-8467</td>
</tr>
<tr>
<td>Associate Director for Communications</td>
<td>301-763-4933</td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td>301-763-2495</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>301-765-2495</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>301-763-2364</td>
</tr>
<tr>
<td>Associate Director for Field Operations</td>
<td>301-763-7376</td>
</tr>
<tr>
<td>Associate Director for Economic Programs</td>
<td>301-763-4822</td>
</tr>
<tr>
<td>Associate Director for Decennial Census Programs</td>
<td>301-763-9644</td>
</tr>
</tbody>
</table>
| Associate Director for Demographic Programs      | 301-763-7133  
|                                                 | 301-763-3908|
| Associate Director for Research and Methodology   | 301-763-1795|
Safety, Security, & Health
On the Suitland Federal Center (SFC)

For severe medical emergencies, (i.e., loss of consciousness, bleeding, chest pain, etc.) designate a co-worker to do one or more of the following:

- Call 911 immediately.
  - If you are using VoIP, dial (9) 911.
  - Give name, phone, room, and building number.
- Health Unit (7:30 a.m.- 5:15 p.m.) at 301-763-1673
- Federal Protective Service on (9) 202-708-1111
- Federal Relay Service at 1-800-877-8339 (This call will provide a police response for entry into the Suitland Federal Center.)
- Security Office on 301-763-1716

If the victim is unconscious, with no signs of life:

- Begin CPR and call for the AED (Automated External Defibrillators),
- Turn on AED, apply electrodes, and follow commands.

Employees located outside the Suitland Federal Center

- Designate co-worker to
  - Call 911. If using VoIP, dial (9) 911. Give name, phone, room, building, and street number.
  - Direct co-worker to escort medical team to victim.
- If the victim is unconscious, with no signs of life:
  - Begin CPR and call for the AED.
  - Turn on AED, apply electrodes, and follow commands. Following the emergency, notify Security on 301-763-1716 (voice) or the Federal Relay Service at 1-800-877-8339 and the Health Unit on 301-763-1673 or the Federal Relay Service at 1-800-877-8339.
Office of Security Contact Numbers

https://uscensus.sharepoint.com/sites/OSY/Pages>Contact-Us.aspx

<table>
<thead>
<tr>
<th>Area</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Security (Voice)</td>
<td>301-763-1716</td>
</tr>
<tr>
<td>Security Service Center 1H0A04</td>
<td>301-763-2375</td>
</tr>
<tr>
<td>After hours OSY Duty Agent</td>
<td>301-763-2957</td>
</tr>
<tr>
<td>Gate 5 Visitor Center</td>
<td>301-763-2300</td>
</tr>
<tr>
<td>Gaye 7 Visitor Center</td>
<td>703-722-4187</td>
</tr>
<tr>
<td>Remedy Case Management (RCM) Incident Reporting</td>
<td>301-763-3333</td>
</tr>
<tr>
<td>Bowie Computer Center Security Desk</td>
<td>301-763-3400</td>
</tr>
<tr>
<td>GSA</td>
<td>301-735-5990</td>
</tr>
<tr>
<td>GSA BOWIE</td>
<td>301-763-3400</td>
</tr>
<tr>
<td>Federal Protective Service (FPS) Dispatch</td>
<td>202-708-1111</td>
</tr>
<tr>
<td>Facilities (ACSD)</td>
<td>301-763-2221</td>
</tr>
<tr>
<td>Census Bureau Safety Office</td>
<td>301-763-3711</td>
</tr>
<tr>
<td>Census Bureau Health Unit</td>
<td>301-763-1673</td>
</tr>
<tr>
<td>Information Technology Security Office</td>
<td>301-763-2862</td>
</tr>
</tbody>
</table>
The Census Bureau Health Unit Services provide a variety of health services that include but are not limited to: general walk-in medical requests; emergency responses and treatment; fitness for duty examinations; preventive health screening examinations; assessment, possible treatment, and referral of job-related illnesses and injuries; and management of allergy, immunization, and influenza clinics.

The Unit collaborates with the Census Human Resources Division (HRD) and the Safety Office, advising on issues regarding accommodations, safety concerns, and disability decisions. It also provides health-related seminars and health fairs; conducts health-related training; produces health-focused newsletters; facilitates various support groups.

Further, Health Unit Services advises upper management on the health welfare of employees during pandemics, natural disasters, bioterrorism exposure in accordance with the Census Bureau’s Continuity of Operations Plan (COOP). The Unit is staffed by nurses, physicians and support personnel.

Health Unit Services can be reached at 301-763-1673. It is open Monday through Friday from 7:30 a.m. to 5:15 p.m., and closed on federal holidays.
The U.S. Census Bureau Employee Assistance Program (EAP) provides confidential counseling, consultation, training, referrals to resources, and other information to employees, supervisors, and managers across all Census locations.

A voluntary program, the EAP is staffed by committed and compassionate professional counselors in the fields of social work, psychology, and mental health. All staff are clinically trained with professional licensure in their discipline.

The EAP strives to enhance and maintain a healthy Census workforce to heighten employee performance and safety. Census Bureau employees experiencing work/life problems may seek help from the EAP office. Meeting with an EAP Counselor is scheduled for a duration of 45-60 minutes. Please call the appropriate number for your location to schedule an appointment.

Suitland Federal Center  
301-763-1681

Regional Offices  
800-222-0364

Field Offices  
800-211-6015
Evacuation Procedures

From the Occupant Emergency Plan, December 2016 Section 5.5

1. Upon activation of the building emergency alarm or when instructed via the Emergency Public Address System, the following procedures apply:
   - All managers, employees, and contractors will stop work immediately. Terminate all telephone calls and meetings.
   - Keep calm.
   - Listen for special instructions broadcast over the PA system.
   - Secure all classified, sensitive, and Title 13 material if you can do so without jeopardizing your own or others' safety. Classified information must be protected either by removing it under secure means, or by placing it in locked storage cabinets or safes, or by properly destroying the information. Persons who are away from their offices and who have classified information in their possession at the time should safeguard such information.
   - Close all file cabinets and drawers to ensure clear and unobstructed passageways for people to evacuate the area.
   - Turn off all electrical equipment that requires attendance for safety purposes.
   - Close office doors.
   - Take personal items (i.e., keys, purse, medication, etc.) with you.
   - Proceed in a prompt and orderly fashion to the nearest stairwell/exit. DO NOT USE ELEVATORS.
   - Move quickly and quietly, single file, down the stairs. Persons, who can use the stairs but only at a slow pace, should wait for traffic to thin before entering the stairwell. This allows the stair to empty more quickly and reduces the chance of injuries.
   - Keep to the left of the stairwell, away from the door, to allow others to enter the stairwell. DO NOT PHONE or TEXT while in the evacuation route.
   - Proceed to designated assembly areas and meeting places. (If assembly area is in the parking garage, DO NOT attempt to start your vehicle or drive out. This creates a hazard for others taking shelter in the garage.) DO NOT ENTER GARAGES IN AN EARTHQUAKE. Read and be familiar with special evacuation procedures used in case of earthquake (Sec. XVI.5).
   - Await the all clear instruction from the EMO, or emergency response personnel. DO NOT re-enter the building until directed to do so.

2. Any Census employees receiving visitors are responsible for ensuring that the visitors accompany them out of the building.

3. Employees and visitors should move quickly away from the building entrance/exits in order to leave these areas clear for other persons to exit.

4. At no time, or for any reason, after an alarm has sounded should people attempt to return to their workstations or re-enter the building once outside until instructed to do so by PA system announcement or by Security personnel. Employees who do not follow these instructions during drills or actual emergencies will be subject to disciplinary action.
Shelter-in-Place

From the Occupant Emergency Plan, April 2019

Shelter-in-Place (SIP) is a protective action taken inside the building to protect occupants from external hazards, minimize chances of injury, and/or provide the time to allow preparations for a safe evacuation. Shelter-in-Place is voluntary, unless mandated by law enforcement or public health officials. Persons who choose not to shelter may put themselves at risk. The Emergency Public Address (PA) System will announce a Shelter-in-Place action in Census Bureau occupied space at headquarters. Text messaging will advise individuals with a hearing disability of a SIP action. When a Shelter-in-Place action is announced via the PA system, the following procedures apply:

1. Unless advised to remain in the office and await further instruction.
2. All building occupants will stop work immediately. Terminate all telephone calls and meetings.
   - Listen for and follow instructions provided via the PA system.
   - If the Shelter-in-Place action is voluntary (not mandated), those who elect not to shelter in place must leave the building within ten minutes of the initial PA system announcement advising of a shelter operation. After the ten-minute departure window, Security personnel may restrict further departures for the duration of the shelter action if so directed by the EMO.
   - Secure all classified, sensitive, and Title 13 material if you can do so without jeopardizing your own or others' safety. Classified information must be protected either by removing it under secure means, placing it in locked storage cabinets or safes, or by properly destroying the information. Persons who are away from their offices and who have classified information in their possession at the time should safeguard such information.
   - Close all file cabinets and drawers to ensure clear and unobstructed passageways for people to move to shelter areas.
   - Take personal items (i.e., keys, purse, and coat), Grab and Go Kit.
   - Close all doors of offices as they are vacated.
   - Proceed promptly as advised, and in an orderly fashion, to the nearest shelter area. Depending on the nature of the SIP action, this may be an interior space (an office or corridor that is not part of the building outside perimeter), offices without windows, walk areas away from windows, restrooms, or stairwells. (Locations suitable for sheltering are identified by green signs throughout the building and at https://uscensus.sharepoint.com/sites/ACSD/healthandsafety/Pages/OccupantEmergencyPlans.aspx.)
Building occupants may be advised via the Public Address System to seek out or avoid specific shelter locations.

3. Persons who serve as monitors during fire emergencies should, if they are present during a SIP action, provide support such as facilitating relocation, shutting doors and reporting urgent information to the Command Center via two-way radio.
   - Report to Security personnel, personally or by telephone, the location and condition of any person unable to relocate on their own.
   - Security personnel will report findings to the Command Center Team via two-way radio.

4. Any Census employees receiving visitors are responsible for ensuring that the visitors accompany them to the shelter area.

5. At no time or for any reason, after shelter action has commenced, should individuals attempt to return to their workstations, re-enter restricted building areas, or exit the building until instructed to do so via the PA system or by Security personnel.

*Employees are responsible for providing their own “Grab and Go Kits.” A Grab and Go Kit typically consists of a small tote bag or fanny pack in which are stocked:
- First aid kit
- Non-perishable foods
- Bottled water
- Flashlight, a small battery or crank operated radio, and extra batteries
- Prescription medications
- Phone numbers and email addresses for family, friends and neighbors
- Personal toiletries
Stairwell/Core Locations & Assembly Areas


In the event of an emergency evacuation, Know your location!
Assembly Area (Location Map)

Please evacuate the building using the nearest exit stairwell. Upon exiting, the building move to your assigned Primary Assembly Location (designated below). In the event the Primary Assembly Location is not accessible, your Supervisor will advise you where to meet once you have evacuated the building. Garages are no longer to be used as Assembly Areas unless you receive specific direction to do so through the Emergency Public Address System.

<table>
<thead>
<tr>
<th>Stairwell and Color</th>
<th>Building Location</th>
<th>Primary Assembly Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core 1 - Yellow</td>
<td>H 1- 8, J 1 - 3</td>
<td>Suitland House - Side or Rear of House</td>
</tr>
<tr>
<td>Core 2 - Green</td>
<td>H 1 - 8</td>
<td>Suitland House - Side or Rear of House</td>
</tr>
<tr>
<td>Core 3</td>
<td>H 5 - 8</td>
<td>Swann Rd. Assembly 4 by Gate 3 Access Road</td>
</tr>
<tr>
<td>Core 3 - Blue</td>
<td>H 1 - 4</td>
<td>Swann Rd. Assembly 4 nearer Assembly 3</td>
</tr>
<tr>
<td>Core 4 - Green</td>
<td>K 1 - 4</td>
<td>Swann Rd. Assembly 3 nearer Assembly 4</td>
</tr>
<tr>
<td>Core 4 - Green</td>
<td>K 5 - 8</td>
<td>Swann Rd. Assembly 3 nearer Assembly 2</td>
</tr>
<tr>
<td>Core 5 - Yellow</td>
<td>K 1 - 4</td>
<td>Swann Rd. Assembly 2 nearer Assembly 3</td>
</tr>
<tr>
<td>Core 5 - Yellow</td>
<td>K 5 - 8</td>
<td>Swann Rd. Assembly 2 nearer Assembly 1</td>
</tr>
<tr>
<td>Core 6 - Red</td>
<td>K 5 – 8, J 1 &amp; 3</td>
<td>Swann Rd. Assembly 1</td>
</tr>
<tr>
<td>Core 6 - Red</td>
<td>K 1 – 4, J 2</td>
<td>Sidewalk beyond the Library toward Silver Hill Rd.</td>
</tr>
</tbody>
</table>
## Badges and Keys


<table>
<thead>
<tr>
<th>LOCATION</th>
<th>HOURS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1H0A04</td>
<td>Monday – Friday 5:30 a.m. - 4:30 p.m.</td>
<td>301-763-2375</td>
</tr>
</tbody>
</table>

### BADGES

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Badge requirement</strong></td>
</tr>
<tr>
<td>Everyone must wear a badge while on the Suitland Federal Center (SFC). Access to the SFC is granted to employees, contractors, and visitors who have official business at the SFC. All federal employees, contractors, active duty/retired military, and retired Census and BEA employees have access to the SFC.</td>
</tr>
<tr>
<td><strong>Badge display</strong></td>
</tr>
<tr>
<td>Employees, contractors, and visitors entering the BEA/Census Building must wear their badge in front, between the shoulder and waist. Badges must be displayed at all times while on the SFC.</td>
</tr>
<tr>
<td><strong>Special badge holders</strong></td>
</tr>
<tr>
<td>Federal Information Processing Standard (FIPS) 140-2: All information stored in your badge microchip is encrypted to protect your personal data from being disclosed to wireless interception. The special badge holder is specifically approved to act as an electromagnetic opaque sleeve (EOS), providing an additional safeguard to your privacy. The EOS is used with card readers by squeezing the activation tabs, allowing the microchip to communicate with the reader. As soon as the tabs are released, the microchip is shielded again.</td>
</tr>
<tr>
<td><strong>Badge renewal for contractors/Special Sworn Employees</strong></td>
</tr>
<tr>
<td>Contact your supervisor or COR before your badge expires to request a badge renewal.</td>
</tr>
<tr>
<td><strong>Lost badge replacement</strong></td>
</tr>
<tr>
<td><strong>CENSUS:</strong> Report the loss to Remedy Case Management or call the IT Help Desk, 3-3333 (option 1, option 1). When a case number is assigned you will receive instructions via email.</td>
</tr>
</tbody>
</table>
Types of badges used at the BEA/Census Building

Temporary Badges: Green plastic badge for employees, contractors, and visitors

Employee Badges: HSPD-12 badge with the blue background

Contractor Badges: Orange border or red stripes

If you ever question the validity of a badge, call OSY, (301) 763-1716.

LOCKS AND KEYS

Requesting Keys

CENSUS: All key requests must be submitted through Remedy.

In Remedy:
- BMC Service Request Management
- Facilities
- Complete information for the key request. When a case number is assigned you will receive email notification to retrieve your key.

BEA: Contact your supervisor

Office key eligibility

Any employee who has a permanent badge can get an office key.

Temporary employees and contractors are not authorized to have keys.

Key returns

OSY issued keys are government property and must be returned to the SSC, Room 1H0A04, upon your separation from CENSUS or BEA.

CENSUS employees: Human Resources Division provides a CD-126 Separation Clearance Certificate to departing employees. The last block on the form specifies employees return keys to the SSC.

CENSUS contractors: CORs provide contractors the Contractor’s Exiting Form to departing contractors and interns. Contractors and interns are advised by the COR or the office supervisor to turn in their identification badge and keys to the SSC prior to leaving the Census Bureau.

BEA: contact your supervisor

Office, pod, desk lockouts

Keys may be borrowed from the SSC during normal business hours. For pods and desks, you must provide the lock number to the SSC. For after hours office lockouts, call the Guard Supervisor, 301-763-2957.
The Office of Security maintains an after-hours Duty Agent for any security incident or emergency that affects Census Bureau Facilities region wide.

The Duty Agent can be contacted through the Security Operations Center on 301-763-2957.

To report emergencies or security incidents during duty hours, 7:00 a.m. - 5:30 p.m., Monday - Friday, call the Office of Security on 301-763-1716.

---

Security Incidents

To report a Security Incident in the Census Bureau Headquarters Area:

When a security incident occurs:

- Contact the Federal Protective Service (FPS) at 202-708-1111. They have jurisdiction at the Suitland Federal Center and the Bowie Computer Center. FPS can be reached 24 hours a day at 202-708-1111. The dispatcher will request pertinent information from the caller and will then dispatch an FPO (Federal Protective Officer) to your location.
- Once the FPO arrives to take the report, ask him for a report number. Call 301-763-3333 and report the incident to the Remedy Case Management System Help Desk. Include the police report number in your Remedy report.
To report a Security Incident at a Field Office:

When a security incident occurs:
- Notify the Regional Director and the Census Headquarters Security Office immediately of all security incidents.
- For SFRs/FRs arrested or charged with a criminal activity while on official duty, See ROAM 2000-59, on the Field Directorate Portal for information on rights and responsibilities of the FR.
- Immediately send an electronic mail message to the Lead Assistant Division Chief for Administration, Field Division.
- Follow up with a phone call to 301-763-3333, Remedy Case Management Help Desk.
- If medical assistance is needed, call 911 and 301-763-3333, Remedy Case Management Help Desk, within 2 days of the incident.

Note: The purpose of the immediate time-frame is to provide details while events are fresh and can be more accurately recalled.
- Attach any additional paperwork regarding the security incident, i.e., victims' statement, witness statement, police report, a copy of the Report of Review of Property Form CD-52 (Original CD-52 should be sent to Property, Records and Supply Branch, ACSD, see 6P2).

Note: If a police report is forthcoming, state it in the remarks section and forward it promptly upon receipt, but do not delay any paperwork submission.
- If you encounter an assault victim, who is reluctant to report the incident, inform the victim that the matter will be handled in the strictest of confidence. It is important to report any violation to authorities, but, if the victim is emphatic about not reporting the incident, do not insist.

Break-in or Vandalism
- Notify the police department, or, if in a Federal building, the FPS. If Federal property is vandalized, also notify the Federal Bureau of Investigation (FBI). Submit a copy of the police report and call the Remedy Case Management Help Desk on 301-763-3333.

Missing Property
- When an office determines that property is missing, immediately search the area and make inquiries in the general work place about the missing property. If the property cannot be located and theft is suspected, notify the police department or, if applicable, FPS and the local FBI.
• In addition to reporting to the Remedy Case Management Help Desk, 301-763-3333, complete and submit Form CD-52, Report of Review of Property. A complete description includes model name and number if known, serial number and bar code number if available. Provide any facts that may aid in determining the location of the property
• Send the original Form CD-52, to the Property, Records and Supply Branch, ACSD. If it is applicable, attach the police report. Property, Records and Supply Branch/ACSD, will assign a control number to the CD-52
• Note: For missing/stolen laptops, see FAM Chapter 4, Property Management & Accountability.

Other Incidents
• Complaints - Personal threats to employee(s) relative to the performance of their work
• Assault - Seek medical treatment if applicable. Notify police. Complete worker’s compensation paperwork as appropriate. See ROAM 2000-39, on the Field Directorate Portal for additional information on assaults/threats
• Animal Bites - Medical treatment should be obtained and the police notified. Ownership and verification of animal vaccination for rabies is necessary
• Loss of address listing - FRs should report a loss of address listings as soon as possible. Specify if the loss includes Title 13 data or not.
Office of Information Security
Computer Incident Response Team (CIRT)

https://uscensus.sharepoint.com/sites/ois/Pages/IncidentsReportingOverview.aspx

Incident Reporting Overview

The Census Bureau CIRT, or BOC CIRT:

- Defines and classifies computer incidents
- Determines the necessary tools and technologies to be used for detecting incidents - such as intrusion detection software and hardware
- Determines which incidents should be investigated and to what degree
- Secures the network in response to an incident
- Promotes incident awareness throughout the organization as a preventative measure

For security incidents that are suspected to involve classified data or systems (e.g., spillage), information system security incident response personnel shall follow the methodology defined in the Committee on National Security Systems Policy Number 18 and the procedures outlined in the DOC Security Manual, Chapters 24, 28, and 36.

Important Information
Report unsolicited and SPAM email to: spam@census.gov

Report incidents to: Please ensure to select the option to report a computer/cyber security incident...

Customer Service 301-763-3333 or 866-300-7063

Decennial Service Center 855-236-2020

BOC CIRT Contact Information
For general questions or to follow-up incident reports: 301-763-5141

Email: boc.cirt@census.gov
Administrative Procedures and Services
Work Schedules

The regular schedule consists of a five (5) day, forty (40) hour workweek. The workday is 8 hours Monday through Friday, which includes a non-compensable thirty (30) minute lunch.

- Employees select a starting time between 6:00 a.m. - 9:30 a.m. for Headquarters (HQ); and 6:30 a.m. - 9:00 a.m. for the National Processing Center (NPC). These starting times are specifically for day shift. Starting times will vary for other shifts throughout the day/evening. Employees may not deviate from their established starting and ending time.
- Core hours for regular day shift employees are from 10:00 a.m. - 3:00 p.m., Monday through Friday, with the exception of the non-compensable thirty (30) minute lunch period. All employees must be present at work during core hours unless otherwise approved for leave, credit hours, or compensatory time off.

ALTERNATIVE WORK SCHEDULES

The Parties recognize that the use of alternative work schedules can improve productivity and morale and provide greater service to the public. Therefore, full-time employees may select from the following work schedules in accordance with this Article, with supervisory approval.

Flexi time Schedule
The flexi time schedule is a flexible schedule that consists of a five (5) day, forty (40) hour workweek. The workday is 8.5 hours, which includes a non-compensable thirty (30) minute lunch.

- Core hours for regular day shift employees are from 10:00 a.m. - 3:00 p.m., Monday through Friday, with the exception of the non-compensable thirty (30) minute lunch period. All employees must be present at work during core hours unless otherwise approved for leave, credit hours, or compensatory time off.
- Employees select a starting time between 6:00 a.m. - 10:00 a.m. for Headquarters (HQ); and 6:30 a.m.- 9:00 a.m. for the National Processing Center (NPC). Starting and ending times may vary for contact center employees and employees on shift work.
- Employees may deviate up to thirty (30) minutes on either side of their established starting or ending time without prior supervisory approval, as long as all hours of work fall between 6:00 a.m.- 6:30 p.m. at HQ; and 6:30 a.m. - 5:30 p.m. at NPC. Hours of work may vary beyond these times for contact center employees. An employee voluntarily flexing past 6:00 p.m. is not entitled to night differential pay.
• **Credit Hours:** Credit hours may be earned, worked, or used as time off in no less than fifteen (15) minute increments when employees meet the basic daily work requirement through work, approved leave, earned credit hours, or compensatory time off.

• Credit hours require supervisory approval before they can be worked or used. Requests will be approved or denied by the supervisor as soon as practicable, normally within one (1) business day. In rare instances where unforeseen circumstances warrant, the earning of credit hours may be approved retroactively at the discretion of the supervisor.

• Credit hours cannot be used in the same pay period in which they are being earned. Working credit hours is voluntary on the part of the employee, and does not confer an entitlement for overtime.

• If credit hours are approved, and overtime is subsequently made available prior to the working of the credit hours, the employee will be afforded the opportunity to elect to work the overtime.

• Employees may carry over a maximum of twenty-four (24) credit hours from one pay period to the next. Employees are responsible for monitoring their credit hours, ensuring they are not earned without supervisory approval, and that the maximum carry over balance is not exceeded. Credit hours in excess of the maximum carry over allowance are forfeited and do not confer any entitlement to pay.

• All credit hours, earned and used, must be recorded using sign in/sign out sheets or an electronic timekeeping system. Unofficially maintained balances and arrangements off the record are prohibited.

• An employee may use earned credit hours for all or any part of any approved leave. Credit hours must be earned before they may be used.

• Time spent in non-pay status, such as Absence Without Leave (AWOL) or Leave Without Pay (LWOP) will not count toward the basic work requirement for the purpose of accumulating credit hours.

**5-4/9 Compressed Schedule**
The 5-4/9 schedule is a type of compressed work schedule that allows employees to work eighty (80) hours a pay period over nine (9) days during the regular pay period and have the tenth (10th) day of the regular pay period off.

• Employees select a set schedule of consecutive hours to work between 6:00 a.m. and 7:00 p.m. at HQ; and 6:30 a.m. and 5:30 p.m. at NPC for each of nine 9 days. The latest arrival times are 8:30 AM at HQ and 8:00 AM at NPC. These starting times are specifically for day shift. Starting times will vary for other shifts throughout the day/evening.

• Employees will work 9.5 hours a day for eight (8) days and 8.5 hours for one (1) day during the pay period unless otherwise on approved leave. This includes a non-compensable thirty (30) minute non-compensable lunch period.

• Employees will normally have their day off on a Monday or a Friday unless otherwise approved by the supervisor. Employees may also choose to split the day off into two (2) half-days during the pay period.

• Core hours for regular day shift employees are from 10:00 a.m. - 3:00 p.m., Monday through Friday, with the exception of the non-compensable thirty (30) minute lunch period. All employees must be present at work during core hours unless otherwise approved for leave, credit hours, or compensatory time off.
4/10 Compressed Schedule
The 4/10 schedule is a type of compressed work schedule that allows employees to work forty (40) hours per week over four (4) days during the regular workweek with one (1) day of the regular workweek off.

- Employees select a set schedule of consecutive hours to work between 6:00 a.m. and 7:00 p.m. at HQ; 6:30 a.m. and 5:30 p.m. at NPC for each of the four (4) days. The latest arrival time will be 8:30 a.m. at HQ; and 7:00 a.m. at NPC.
- Employees work 10.5 hours a day for the four (4) days during the workweek. This includes a non-compensable thirty (30) minute lunch period.
- Employees will normally have their day off on a Monday or a Friday unless otherwise approved by the supervisor.
- Core hours for regular day shift employees are from 10:00 a.m. - 3:00 p.m., Monday through Friday, with the exception of the non-compensable thirty (30) minute lunch period. All employees must be present at work during core hours unless otherwise approved for leave, credit hours, or compensatory time off.

Maxiflex
Employees working the Maxiflex Schedule have a basic work requirement of 80 hours in each biweekly pay period. An employee may designate different starting and end times for each workday within normal business hours. Normal business hours include weekdays from Monday through Friday with start/end times as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Business Hours</th>
<th>Flexible Start Time Bands</th>
<th>Core Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ</td>
<td>6:00 a.m. - 7:00 p.m. EST</td>
<td>6:00 a.m. - 10:00 a.m.</td>
<td>10:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>NPC</td>
<td>6:30 a.m. - 5:30 p.m. EST</td>
<td>6:30 a.m. - 9:00 a.m.</td>
<td>10:00 a.m. - 3:00 p.m</td>
</tr>
<tr>
<td>ATRO</td>
<td>7:00 a.m. - 6:00 p.m. EST</td>
<td>7:00 a.m. - 9:00 a.m</td>
<td>9:00 a.m. - 3:00 p.m</td>
</tr>
<tr>
<td>CGRO</td>
<td>7:00 a.m. - 6:30 p.m. CST</td>
<td>7:00 a.m. - 10:00 a.m</td>
<td>10:00 a.m. - 3:00 p.m</td>
</tr>
<tr>
<td>DNRO</td>
<td>7:00 a.m. - 5:30 p.m. MST</td>
<td>7:00 a.m. - 8:30 a.m</td>
<td>9:00 a.m. - 3:00 p.m</td>
</tr>
<tr>
<td>LARO</td>
<td>7:00 a.m. - 7:00 p.m. PST</td>
<td>7:00 a.m. - 10:00 a.m</td>
<td>10:00 a.m. - 5:00 p.m</td>
</tr>
<tr>
<td>PHRO</td>
<td>7:00 a.m. - 7:00 p.m. EST</td>
<td>7:00 a.m. - 10:00 a.m</td>
<td>10:00 a.m. - 3:00 p.m</td>
</tr>
<tr>
<td>NYRO</td>
<td>7:00 a.m. - 7:00 p.m. EST</td>
<td>7:00 a.m. - 10:00 a.m</td>
<td>10:00 a.m. - 3:00 p.m</td>
</tr>
</tbody>
</table>

Employees may designate a varying number of hours to work each workday, between five (5) and twelve (12) hours on any given workday, exclusive of the meal period. Employees will designate the days and timeframes that they intend to work in a pay period prior to the start of the pay period. The designated number of hours per week may vary between 30 and 50 hours (excluding additional work for comp/OT/credit hours), but must total 80 hours over the course of a pay period. Employees at HQ, NPC and the ROs are required to work during the agency's established core hours as stated above. Employees may designate no more than one (1) workday off per week (excluding leave, comp time, or credit hours). During the employee's regularly scheduled workdays, one day of core hours per week may be waived. For employees working at HQ, employees may work a minimum of four (4) hours on the day that core hours are waived.
All work schedules are subject to supervisory approval. Disapproval must be based on a business reason; disapprovals must be issued in writing within 10 business days of the request. Employees who work a Maxiflex schedule may earn credit hours with the exception of SES staff who may not accumulate credit hours. Credit hours may be earned or used as time off in no less than fifteen (15) minute increments when employees meet the basic work requirement through work, approved leave, earned credit hours, or compensatory time off. An employee may participate in both Maxiflex and telework (if available).

Please note that this schedule is only available to Full Time employees. Since this is a flexible schedule, employees will receive 8 hours of leave on federal holidays.

**Rest Periods**
A paid break or rest period of fifteen (15) minutes will be provided to all employees for each four (4) hours of scheduled work. The rest period normally will occur in the middle of each four (4) hour work period. Employees may leave the immediate worksite area but not the Agency premises during a break. Breaks may not be used as a means to modify an employee’s arrival or departure time, and must not occur immediately before or after the non-compensable lunch periods.
Leave

https://collab.ecm.census.gov/div/hrd/intranet/operations/benefitsandservices/Pages/Types-of-Leave.aspx

From the U.S. Census Bureau Labor Agreement Article 46

46.4 Annual Leave.

Annual leave is a period of approved absence with pay from official duties. It is intended to allow the employee vacation, rest and recreation. It is also intended for the employee's use in attending to personal or emergency business, to extend the time available to the employee under some other leave programs, and for use with specific military entitlement. The Parties agree that the use of accrued annual leave is the right of the employee, not a privilege, and that annual leave requests will be granted in accordance with the provisions and procedures below.

1. The use of annual leave is subject to approval by the supervisor and will be approved and scheduled according to the needs of the work unit and the desires of the employee. Annual leave should be planned and requested with sufficient advance notice to permit careful scheduling of leave for all employees.

2. Leave requests must be made in writing using the U.S Office of Personnel Management Form OPM/SF-71, Request for Leave or, as required, in the electronic time and attendance system (webTA).

3. Employees who become ill while on annual leave, leave without pay, or compensatory time may have the time of illness changed to sick leave provided that the employee notifies the supervisor on the first day of illness, has sufficient sick leave to cover the requested time off, and otherwise complies with the requirements of this Article.

Annual leave may be requested and charged in fifteen (15) minute increments.

Unscheduled Annual Leave.

1. In the occasional event that the need for leave cannot be reasonably anticipated, the employee shall attempt to contact the immediate supervisor or designated official(s) to request leave for the unscheduled absence by telephone as soon as possible, but no later than within one (1) hour after the start of the employee's normal workday.

2. If the supervisor or designated official(s) are not available, the employee may utilize
3. The submission of an email or voice mail request for leave does not constitute approval of the employee's absence. The request must be approved by the supervisor or designated official.

4. If the employee's request for leave cannot be granted, the supervisor or designated official(s) will provide such notification. In these instances, the provisions in section 46.4.3 of this Article apply.

46.5 Sick Leave.

**Sick leave** is a period of approved absence with pay from official duties. It is intended to allow the employee time for physical or mental incapacitation and medical, dental, and optical examinations and/or treatment. It is also intended for the employee's use in family medical situations, bereavement, and for adoption purposes, in accordance with applicable law, rules, regulations and this Agreement.

The Parties agree that the use of sick leave is a benefit provided to the employee and should be used by employees in accordance with proper leave procedures and pursuant to 5 CFR 630.401.

Sick leave may be requested and granted in (15) fifteen minute increments.

**Unscheduled Sick Leave.**

1. If the need for leave cannot be anticipated, the employee shall attempt to contact the immediate supervisor or designated official to request unscheduled (sometimes called emergency) sick leave by telephone as soon as possible, but no later than one (1) hour after the start of the employee's normal workday.

2. If the supervisor or designated official(s) are not available, the employee may utilize voice mail or e-mail, as determined by the supervisor, to notify them of the need for unscheduled sick leave. Failure to give notice of an unanticipated need for sick leave within one (1) hour of the time established to report for duty will not, in itself, be a reason to deny sick leave if the employee is otherwise entitled to such leave.

3. Employees have the responsibility to ensure the supervisor is notified of their need for unscheduled sick leave. In rare situations, another person may contact the supervisor on behalf of the employee.

4. With supervisory approval, when an employee is on extended sick leave, arrangements may be made so the employee is not required to call in daily. If arrangements are not made and approved by the supervisor, the employee is responsible for contacting the supervisor on each day that they are requesting leave, in accordance with this section. An employee who expects to be absent for more than one day will inform the supervisor...
or designated official(s) of the expected date of return to duty or of any change.

46.8 Leave Without Pay (LWOP).

Leave without pay (LWOP) is a temporary non-pay status and absence from duty for a specific period of time, which may be granted to an employee in accordance with applicable law, rules, regulations and this Agreement.

LWOP must be requested in the same manner as annual leave and sick leave. The decision to approve or disapprove LWOP is at the sole discretion of the Agency. However, nothing precludes an employee from requesting LWOP for any purpose.

The employee may request short periods of leave without pay not to exceed eighty (80) hours in the leave year, without the requirement to exhaust accrued leave. The Agency may grant longer periods of LWOP; however, the employee may be asked to exhaust his or her appropriate existing leave first.

Requests for LWOP will be given serious consideration and will not be denied arbitrarily. Denials of requests for LWOP will be provided to the employee in writing.

An employee in a LWOP status for the last hour of the workday immediately before a holiday and in the first hour of the workday immediately following a holiday is not entitled to regular pay for the holiday.

In accordance with applicable laws, rules, and regulations, approval of LWOP is mandatory for the following:

1. Disabled veterans are entitled to LWOP, if requested, for medical treatment;
2. Members of the armed forces reserves and National Guard are entitled to LWOP, if requested, when ordered to military training duties if the absence is not covered by military leave;
3. Employees are entitled to 12 administrative workweeks of LWOP under FMLA, if supported by administratively acceptable evidence;
4. Employees receiving compensation payments/benefits under the Office of Workers Compensation Program (OWCP); and
5. An employee who returns to duty after leave without pay will be returned to the position held or a similar position.

The Agency agrees to consider LWOP, for duration up to one (1) year, for a bargaining unit employee selected to a full time position of the AFGE Union. LWOP may be renewed, at the discretion of the Agency, upon request in writing from the employee that he/she wishes to continue in a LWOP status. Upon return to duty, the employee will be restored to a job in his/her permanent grade and pay for which he/she qualifies. Any employee who is placed on LWOP under this provision remains a federal employee and is bound by all federal ethics restrictions.
46.9 Emergency Annual or Sick Leave

For emergency situations, the Agency will follow the policies and procedures as prescribed by the Office of Personnel Management (OPM).

Administrative leave may be granted in situations that prevent significant numbers of employees from reporting for work on time or that require closing all or part of Census Bureau activities. Other emergency situations may occur resulting in unscheduled leave, telework, early dismissal, staggered departure, or closure.

Designated emergency employees may be required to report to work even when a broader administrative leave authorization is issued.

If an excused absence is authorized in an emergency situation at a time when an employee is already in some other pay status (sick leave, annual leave, etc.), the employee's time may be converted to the excused absence when appropriate.

46.13 Absence for Voting.

The Agency agrees that employees may be excused to register or vote in national, state, local elections or referendums for periods necessary to ensure an opportunity to vote in accordance with Office of Personnel Management (OPM) regulations.

In locations where polls are not open at least three (3) hours before or after an employee's regularly scheduled hours of work, up to three (3) hours of excused absence may be granted so that the employee has a minimum of three (3) hours to vote. Excused absence may be permitted at either the beginning or end of the daily tour of duty depending on which time period requires less excused absence. For example, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 8:00 p.m., the employee may not be granted excused absence for voting because there is a minimum of three (3) hours after the end of the work schedule to vote.

However, if an employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and the employee's polling place is open from 7:00 a.m. to 7:00 p.m., the employee may be granted one-half (½) hour of excused absence from 4:00 p.m. to 4:30 p.m., if requested. Because the employee would need two (2) hours in the morning to meet the three (3) hour threshold, the lesser amount of one-half (½) hour of excused absence in the afternoon is appropriate.

Under exceptional circumstances where it is necessary to enable the employee to vote, a greater amount of excused absence may be granted, but not to exceed a full day.

In jurisdictions where registration in person is required and registration cannot be accomplished on a non-workday, an employee may be granted up to a full day of excused absence in order to register.
46.9 Bereavement Leave.

Upon request, an employee may be granted annual and/or sick leave during workdays to make arrangements for or to attend the funeral or memorial service, or to mourn the death of a family member. The leave need not be consecutive, but the employee shall provide the supervisor justification for the requested non-consecutive days.
### Leave Accrual

#### Annual Leave


<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Less than 3 years of service *</th>
<th>3 years but less than 15 years of service *</th>
<th>15 or more years of service *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employees</td>
<td>day (4 hours) for each pay period</td>
<td>day (6 hours) for each pay period, except 1 day (10 hours) in last pay period</td>
<td>1 day (8 hours) for each pay period</td>
</tr>
<tr>
<td>Part-time employees</td>
<td>1 hour for each 20 hours in a pay status</td>
<td>1 hour for each 13 hours in a pay status</td>
<td>1 hour for each 10 hours in a pay status</td>
</tr>
<tr>
<td>Uncommon tours of duty</td>
<td>(4 hours) times (average of hours per biweekly pay period) divided by 80 = biweekly accrual rate.</td>
<td>(6 hours) times (average of hours per biweekly pay period) divided by 80 = biweekly accrual rate.</td>
<td>(8 hours) times (average of hours per biweekly pay period) divided by 80 = biweekly accrual rate.</td>
</tr>
</tbody>
</table>

SES, Senior Level (SL), Scientific or Professional (ST) positions, and employees in equivalent pay systems, as determined by OPM

8 hours for each pay period, regardless of years of service. (See Extension of Higher Annual Leave Accrual Rate to SES and SL/ST Equivalent Pay Systems fact sheet).

#### Sick Leave


<table>
<thead>
<tr>
<th>Description</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time employees</td>
<td>1/2 day (4 hours) for each biweekly pay period</td>
</tr>
<tr>
<td>Part-time employees</td>
<td>1 hour for each 20 hours in a pay status</td>
</tr>
<tr>
<td>Uncommon tours of duty</td>
<td>(4 hours) times (average of hours per biweekly pay period) divided by 80 = biweekly accrual rate</td>
</tr>
</tbody>
</table>
Telework

https://collab.ecm.census.gov/div/hrd/intranet/ERB/employeerelations/Pages/Telework.aspx

Telework is paid employment performed away from the regular office, at an alternate workplace.

The only alternate workplace is the employee's home, unless a secondary alternate approved telework site is approved in the employee's telework agreement.

The Census Bureau's telework program enables employees to work effectively away from the regular agency office. The telework program is open to all eligible employees. Throughout the Washington capital region, telework programs have proven to offer both organizational and societal benefits, including reduced commuting time, positive environmental effects, and few interruptions.

***Eligibility varies by division. Check with you supervisor.***

***New Hires should work 60-120 days before applying for Telework.***

To be eligible to telework, all employees, including managers and supervisors must:

1. Read the telework policy.
2. Complete the required on-line course entitled Telework Training for Census Employees. The course can be found on the Commerce Learning Center.
3. Enter the CHRIS system and select the Telework tab to access the automated telework application.
4. Complete/Return the VDI Teleworker Pledge
5. Submit a Remedy Ticket to obtain a SecurID Token
6. Enroll and Attend the VDI for Telework" Training Class.

For more information, contact the telework program:

HR Policy Branch (HRD)
301-763-4072 Phone
hrd.policy.list@census.gov
Inclement Weather Guidance – OPM Operating Statuses

The following guidance is for reference when the U. S. Office of Personnel Management or some other appropriate authority, announces an operating status change due to inclement weather. **Please note that this broadcast is not an announcement of a change in operating status for the Census Bureau, it is only a reminder of the proper action(s) to take in the event of a status change.** Employees are encouraged to listen to local media to monitor any announcements about the operating status of Federal government offices.

**URGENT NOTE:** If you have any questions regarding telework, leave, or work schedules, please contact the HR Policy Branch via email at hrd.policy.list@census.gov or call 301-763-4072. For time and attendance or webTA coding questions, please contact the HRD Call Center at 301-763-4748. Please do not contact the Policy Coordination Office.

**In the event of an announcement of "DELAYED ARRIVAL":**

**Excused Absence for Delayed Arrival.** Employees that report to their offices are to record the difference between their normal tour of duty start time and the delayed arrival time announced by OPM as Hazardous Weather under their regular work project code in webTA. Employees who arrive for work **after** the designated arrival time should also request accrued annual or compensatory leave, or leave without pay, for the additional period of absence from work. Employees on pre-approved personal leave (annual, sick, etc.) for the same period as the delayed arrival announced by OPM and who reported for work for the remainder of their regular schedule are not to be charged for their personal leave and are to record the absence as Hazardous Weather under their regular work project code in webTA.

**Pre-approved Leave.** Employees on pre-approved leave for the entire workday should record their approved leave for the entire workday in webTA.

**Essential Employees.** Essential employees are expected to report to their worksites on time, unless otherwise directed by their supervisor.

**In the event of an announcement of "OFFICES ARE OPEN WITH UNSCHEDULED TELEWORK OR UNSCHEDULED LEAVE":**

**Use of Unscheduled Leave.** Employees who notify their supervisor of a request to use accrued annual or compensatory leave, or leave without pay for the entire workday, should record the appropriate leave category that has been approved in webTA. Additionally, employees who request to move their day off under AWS, 4/10 or Maxiflex and are approved, should record such in webTA.

**Employees with an approved Telework Agreement.** Telework-ready employees who elect to telework must notify their supervisor in advance of their reporting time of their intent to perform unscheduled telework for all or a portion of the day. An employee who notifies their supervisor to utilize unscheduled telework must have enough work to perform for the portion of their duty hours or must request personal leave to cover the remainder of the duty time. Managers should
communicate with employees that do not have a full-day of work to discuss additional duties that can be accomplished, such as training coursework through the Census Learning Management System, etc. If no additional assignments can be assigned to the teleworker for the remainder of the workday, the teleworker should record their work time as regular hours, with the transaction code Telework Home and the appropriate personal accrued leave category. Unscheduled telework under the OPM or some other appropriate authority announcement does not count toward the agency telework maximum of four (4) days in a pay period.

Employees who are on Plan A are not permitted to telework beyond the 80-hour maximum unless the employee changes his/her telework agreement in CHRIS to Plan B. The supervisor may permit the employee to telework up to the 80-hour maximum; however, once the employee meets the 80-hour maximum, the employee must account for the remaining duty hours with personal leave unless he/she changes his/her telework agreement to Plan B. An employee who has already exceeded the 80-hour limit is required to select Plan B in CHRIS. Should the employee refuse to upgrade to Plan B when he/she has exceeded the 80-hour maximum, the supervisor should deny future telework and involuntarily terminate the employee’s telework agreement in CHRIS.

**Pre-approved Leave.** Employees on pre-approved leave for the entire workday should record their approved leave for the entire workday in webTA.

**Essential Employees.** Essential employees are expected to report to their worksites on time, unless otherwise directed by their supervisor.

**In the event of an announcement of "FEDERAL OFFICES ARE CLOSED":**

**Employees who are not Telework Participants that do not have pre-approved leave.** Employees are excused from duty without loss of pay. Employees are to record the number of hours of absence that they were regularly scheduled to work as Hazardous Weather in webTA, and charge the absence to their regular work project code.

**Employees who are not Telework Participants that have pre-approved leave.** Employees on approved scheduled leave (e.g., annual leave, sick leave, compensatory time) on the day of an announcement that Federal Offices are Closed will continue to be charged leave. Employees are to record the number of hours of absence that they were pre-approved in webTA and charge the absence to their regular work project code.

**Approved Teleworkers on Plan A:** Employees are required to work or request personal leave to cover the scheduled hours of work. Any administrative leave granted to an approve teleworker must be in accordance with 5 U.S.C. 6329c.
Approved Teleworkers on Plan B: Employees are required to telework regardless of whether it is a scheduled telework day, or must request personal paid leave (annual, sick (in accordance with sick leave regulation), compensatory time off, etc.), unless the day is a regular non-duty day, or the employee obtained supervisory approval for excused absence due to unforeseen circumstances. Essential employees (under Plan B) designated for the purpose of completing work related to Economic Indicators who are not voluntarily participating in the telework program may not be required to telework if it is not a high-production time. The supervisor will make this determination.

Essential Employees solely under Plan B of the Telework Program for the purpose of completing work related to Economic Indicators will be required to telework even if it is not a high-production time in the case of an announcement that Federal Offices are Closed due to weather or other emergency conditions by OPM or other appropriate authority.

Employees who are excused from duty without charge to personal leave or loss of pay are to record the number of hours of absence that they were regularly scheduled to work as Hazardous Weather in webTA, and charge the absence to their regular work project code. Employees on approved scheduled leave for the day (e.g., annual leave, sick leave, compensatory time) will continue to charge their personal leave for the day. Employees are to record the number of hours of pre-approved leave in webTA, and charge the absence to their regular work project code. Employees on pre-approved leave may elect to cancel their leave and notify their supervisor that they would rather telework.

Emergency Employees. Emergency employees are expected to report to their worksites on time, unless otherwise directed by their supervisor. Employees on LWOP, military leave, suspension, on official travel outside of the Washington, DC area, or in another non-pay status, are to remain in their respective status. The webTA should be coded accordingly.

Employees not scheduled to work, due to an alternative work schedule or 4/10 day off are not entitled to an “in-lieu-of” day off due to the closure.

In the event of an announcement of an "EARLY DEPARTURE":

Telework-Ready Employees. Employees who were regularly scheduled to perform telework or who began the workday teleworking or who notified their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their bureau/operating unit’s policies and procedures, subject to any applicable collective bargaining requirements (as consistent with law). Employees do not receive excused absence (hazardous weather) for the staggered early departure.
Approved Teleworkers on Plan B who reported to their official duty station. Employees (Census Headquarters/NPC, etc.) who depart at their scheduled early departure time will be granted excused absence for the remainder of the day regardless of whether they have an approved telework agreement under Plan B or not. Employees are to record the excused absence as Hazardous Weather under their regular work project code in webTA. Employees who depart prior to their staggered early departure time must use unscheduled leave, and such employees are to be charged leave for the remainder of their workday and will not be granted the Hazardous Weather excused absence.

Unscheduled Leave. Employees who request unscheduled leave in accordance with their bureau/operating unit’s policies and procedures or collective bargaining requirements or on pre-approved leave for the entire workday will be charged leave for the entire day. Employees do not receive the Hazardous Weather excused absence for the staggered early departure.

Excused Absence (Hazardous Weather). Non-emergency employees, reporting to the worksite, will be dismissed from their office early relative to their normal departure time or at the final departure time and will be granted excused absence for the number of hours remaining in their workday beyond their early departure time or final departure time.

Departure Prior to Early Departure Time. Non-emergency employees who depart prior to their staggered early departure time or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted the Hazardous Weather excused absence.

Pre-approved and Unscheduled leave. Employees on pre-approved or unscheduled leave will be charged leave for the entire day or remainder of the workday, as applicable, and will not be granted excused absence (hazardous weather).

Emergency Employees. Emergency employees are expected to report and remain at their worksite unless otherwise directed by their supervisor.

URGENT NOTE: If you have any questions regarding telework, leave, or work schedules, please contact the HR Policy Branch via email at hrd.policy.list@census.gov or call 301-763-4072. For time and attendance or webTA coding questions, please contact the HRD Call Center at 301-763-4748.
What is a Reasonable Accommodation

A reasonable accommodation is a change in the work environment or in the application process that enables a person with a disability to enjoy equal employment opportunities. There are three general categories of reasonable accommodations:

- Changes to a job application process that permits all people to be considered for the position they are seeking.
- Changes to enable persons with disabilities to perform the essential job functions.
- Changes that allow everyone equal access to the benefits and privileges of employment.

Accommodations are determined on a case-by-case basis with a focus on the needs of the requestor and agency. There is no such thing as a typical employee with reasonable accommodations. They come from all occupations, age groups, genders and backgrounds. Some have disabilities that are not obvious, others have visible disabilities, and some may require reasonable accommodations at any point during their career.

Reasonable Accommodation Branch Mission Statement

The Reasonable Accommodation Branch (RAB) is committed to facilitating reasonable accommodations for individuals with permanent or temporary disabilities. RAB helps remove barriers and provide tools and resources that allow disabled employees to carry out the essential functions of their job.

The Reasonable Accommodation Branch is committed to facilitating reasonable accommodations for individuals with permanent or temporary disabilities. Programs we manage include:

- Reasonable Accommodations
- Sign Language Interpreting and Captioning Service
- Scooter Loaner Program
- Accessible (A) Reserved Parking

For more information about reasonable accommodation and services, please contact:

Reasonable Accommodation Branch (RAB)
301-763-4060 Phone
hrd.accommodations@census.gov
Employee Performance Management

https://collab.ecm.census.gov/div/hrd/intranet/ERB/employeerelations/Pages/Performance-Management.aspx

The Performance Management System is designed to monitor and evaluate employee performance. The system is used to communicate organizational goals and objectives, reinforce individual accountability for meeting those goals, and track and evaluate individual and organizational performance results. The performance rating period takes place during the fiscal year, October 1-September 30, except for employees on 120 day extended rating cycles.

The system is also designed to more effectively communicate to employees how they are performing, the rewards for good performance, and the consequences of poor performance.

This all takes place on the **Form CD-430: Performance Management Record (PMR)**. This is essentially an employee's written performance plan, describing what results or products of an employee's performance are being measured, and the standards by which they will be measured.

Your personal PMR will be issued to you once established and approved within 30 days of the appointment to the new position, but in no event longer than 60 days from the date that the employee enters the position. Your PMR is only enforceable after you receive them.

For more information about the performance management system, please contact:
Performance Culture & Recognition Branch (HRD)
301-763-5490
hrd.performance.list@census.gov
What is Desk Sharing?
Desk Sharing means that two or three staff are sharing the same office space and working offsite according to an extended telework schedule. Please refer to the FAQs and Desk Sharing Guidelines for more information.
If you are interested in participating in the desk sharing program, discuss the option with your supervisor or COR and then coordinate participation through your directorate's Desk Sharing POC.

Remote Work Pilot
In November 2016, the Census Bureau initiated a Remote Work Pilot with 1,000 HQ employees in an effort to explore using technology for improved collaboration and to determine how to facilitate an expanded telework and desk sharing environment.
As part of the pilot, up to 500 Desk Sharing participants are eligible to receive laptops that they can use while working in the office and at their remote location. While working in the office, they will use the laptop with a docking station, monitor(s), keyboard, mouse and PIV card reader. The employees will also have the flexibility to connect wirelessly to the employee network here at HQ and through a VPN connection while working remotely. The laptop also provides access to audio/video conferencing through Skype for Business. Additional HQ staff identified as collaborators will receive webcams and headsets.

How Do I Sign Up?
Federal employees who would like to participate in the Desk Sharing program must review and submit the Desk Sharing Pledge in CHRIS. To access the pledge, click the Desk Sharing Tab in CHRIS.
Upon supervisory approval of the pledge, contact your Desk Sharing POC to submit a Desk Sharing request on your behalf via Remedy SRM.

Guidelines
To participate in Desk Sharing, there are some differences for federal employees versus contractors:

Federal employees:

- Participation is voluntary
- Transit Subsidy will be reduced, if applicable
• Must be willing to relinquish current desk assignment and be willing to share a desk (and IT equipment) with others.
• Must have a Plan B telework agreement approved before participating in the program.
• Must provide their work schedule to their Division/Directorate Desk Sharing POC: 8-hour (Flexible), 9-hour (AWS), 10-hour (4-10) or other applicable schedule. The work schedule will assist with planning the seating assignments.
• Must work a minimum of two (2) days per pay period at the Census HQ location.
• Must submit a Desk Sharing Pledge in CHRIS and receive supervisory approval.

**Contractors:**

• COR/Sponsor must confirm that the contract allows the contractors place of performance to be somewhere other than Census HQ before they can participate in the program.
• COR/Sponsor must work directly with contract manager regarding remote work for contract employees.
• Cannot work offsite with Title 26 data.

**Guidelines Applicable to Both Federal Employees and Contractors:**

• Work must be conducted during normal business hours (6:00am - 7:00pm).
• Each Desk Sharing cubicle will have one desktop setup (PC, keyboard, mouse, etc.), one phone and one person occupying it at a time.
• There should be 2-3 people maximum assigned per desk. Supervisors are responsible for coordinating seating assignments to determine who shares a desk.
• When considering which participants will share office space, please refer to PPM Ch. K-18: Space Management and Utilization for guidelines on whether participants are allowed to share an office space based on their designation (employee, contractor, supervisor, etc.). The departure of one participant from an office space location, may result in the other participant being no longer eligible to sit at that location.
• When desk sharing, staff should expect to be in the office between 2-5 days per pay period.
• Additional workspace location(s) should be designated for staff who attend HQ training, meetings, etc. on their scheduled telework day.
• Any employee/contractor participating in desk sharing who wishes to leave the program are required to provide 30 days notice before they can return to a regular work schedule. Employees/contractors should understand that upon returning to their regular work schedule, they will be placed in the first available desk located within their directorate. They might also not receive the same model of computer equipment they had before desk sharing.
• Employees are responsible for leaving workstations clean and trash-free at the end of each shift.
• All participants are required to complete the VDI training for remote access before participating in the program. They should register in CBS ETMIS for one of the regularly scheduled VDI training classes. A SecurID token is required to access VDI remotely. Participants must submit their own token request in Remedy prior to the VDI training. In addition, employees must ensure their personal hardware meets the remote
VDI access requirements. NOTE: Laptop Pilot participants are excluded from this requirement.

- IT has Overview Training, which includes information on Skype for Business, Remote Call Services, private printing, teleconference meetings, SharePoint, OneDrive and VDI refresher training. Employees are strongly encouraged to watch the training videos.
- The Division/Directorate Desk Sharing POC will be responsible for:
  - Compiling information in the attached spreadsheet for all participants. There are separate tabs in the file for federal employees versus contractors.
  - Working with supervisors to review business requirements and work schedules to determine which participants will share a desk. Individuals sharing a desk must be able to share a workstation. Consideration should be given to unique software requirements and special accommodations (chair, desk, keyboard, mouse, etc.).

Reminders:

- Participants should not store data on hard drives; PCs are not backed up prior to being reimaged. To view the Acceptable Use Policy (AUP) for Census IT resources, please click here.
- Participants should ensure they properly store all documentation so they do not violate Title 13 or Title 26 requirements.
Parking Information

https://collab.ecm.census.gov/div/acsd/intranet/Pages/Building/Parking-at-Headquarters.aspx

Parking Program Contact Information
Central Email: acsd.transit.office@census.gov
Phone: (301)-763-3333 x415

Government Employees - The employee’s administrative office submits a G or General Parking Pass request to ACSD. The administrative office will call the employee within 3 to 4 days to pick up the gray permit. The employee must park in a General parking space.

Carpool Parking - A carpool must consist of at least two applicants working at the Suitland Federal Center (Census, NOAA, NMIC, and/or Record Center. One of these applicants must be a federal government employee while the other may be a contractor. An employee must complete a BC-790 Application for Carpool Parking Space and submit it to the Administrative Office. ACSD issues only one C or Carpool parking pass per carpool. This permit can interchange from one car to another. However, if the participants are driving separately, each will receive a G permit for times when they drive in alone.

Vanpool Parking - A vanpool must consist of a minimum of seven people including the driver. The transportation subsidy program subsidizes Vanpools at an allotment up to $255 per month, per person; however, Contractors are not entitled to the transportation subsidy and will have to pay out of pocket. Vanpool operators and vanpool passengers can switch fare payments from paper Metrocheks to electronic Smart Benefits, via the Internet at www.wmata.com.

Vanpool operators who currently participate in the Metrochek program should register their van pool in the online WMATA SmartBenefits van pool operators program. Van pool passengers who participate in their employer’s SmartBenefits program will allocate their van...
pool fare payments directly into their van operator's designated bank account via the Internet @ www.wmata.com.

Each vanpool must use a Business Name, specifically a private name or DBA. The owner must sign an agreement with the Washington Metropolitan Area Transportation Authority.

Vanpools may park in Reserved Spaces at Census.

**Handicapped Parking** is available near the elevators on each floor of the garages and other designated places. Cars must have either a tag or a placard issued by MVA displayed at all times. **Handicapped tags do not give the employee the authority to park in "Reserved" or "Carpool" parking spaces.**

**Motorcycles** - Designated spaces are available in the parking garages for motorcycles.

**Bicycles** - There are 60 spaces in the green area and 60 spaces in the red area available for bicycles.

**Special Medical Accommodations/ “A” Parking Pass** - Contact Reasonable Accommodation Branch in HRD at 301-763-4060 for necessary special medical accommodations.

**Reserved Parking** Executive level employees, grades 15 and above, must have an R or Reserved permit to park in the reserved spaces.

Please be aware that you MUST display your parking permit from your rearview mirror at all times. Should your vehicle not have the proper permit, the employee risks having the vehicle ticketed and/or towed by Homeland Security Police. The owner is responsible for all costs involved. **If you do not have your “General Parking Permit”, stop at Gate 5 (Visitor Pass Center) for a temporary parking permit.**
The Transit Benefit program is an employer-provided transportation fare subsidy that is offered to eligible employees who use public transportation or a metro-approved vanpool to and from work. The maximum benefit is currently **$255.00** per month.

**PLEASE NOTE: Contractors are not permitted to apply for transit benefits.**

**Taking the metro on Official Business?**
Complete the SF-1164 and return to your admin office for reimbursement.

Contact Transit Benefit Program 301-763-3333 x 415 or acsd.transit.office@census.gov.
Census Shuttle to Department of Commerce


Commerce Shuttle

**Departs from:**
Gate 7 (Flag Pole Area)
10:30, 2:30

**Arrives at:**
DOC (15th St.)
11:00, 3:00

---

**Departs from:**
DOC (14th St. at Aquarium)
12:00, 3:30

**Arrives at:**
Gate 7 (Flag Pole Area)
12:30, 4:00

---

For more information, call 301-763-1857.
WebTA

https://collab.ecm.census.gov/div/hrd/intranet/InformationSystemBranch/webta/Pages/default.aspx

WebTA is the Time and Attendance system used at Census. WebTA is maintained and supported by the Department of Commerce. Employees are required to enter, validate and affirm the accuracy of their time and attendance (T&A) information using the WebTA System.

WebTA can be accessed from your Enterprise Application List. Your timekeeper will issue a WebTA User ID and Password if you do not already have them.

Please meet with your supervisor regarding your work schedule so that you understand how your work time is to be planned and allocated and to ensure the proper accounting codes are used for the projects on which you are working.

For more information or technical support, please contact:

HRD Call Center
Room 2J432
301-763-4748
hrd.call.center@census.gov
Monday through Friday 8:00am to 4:30pm
Microsoft Project Server is one of many tools used at the Census Bureau for Enterprise Portfolio Management and Activity Based Management. Integrated with SharePoint and Microsoft Project Professional, Project Server is an online project management solution that allows project managers to assign tasks to staff, manage resource allocations across projects, and track project performance and cost on a real-time basis. In addition, Project Server allows for the collection of activity reporting both in and outside of defined project schedules. The system enables staff to record work hours (by project/task) and provides interactive reports and search capabilities.

Using Project Server, project managers create resource-loaded schedules to manage the planning and execution of projects within the Census Bureau portfolio. Once the schedule is created, project managers assign resources (employees and contractors) to tasks within the schedule. Employees (resources) submit a timesheet with their hours worked. Project managers review and approve the time charged against their project.

The time entered into Project Server becomes the historical data required to create credible and defensible cost estimates and increases the visibility of how we are currently spending our resources. This information will strengthen our budget justifications, supporting the level of resources (including our staff) needed to carry out our mission. Through the execution of resource loaded schedules and Activity-Based Costing (ABC), we will provide stakeholders, such as Congress and reimbursable customers, with the detailed cost information they are requesting.

This effort aligns with our vision to be the leading source of high quality, timely, relevant, and cost-efficient statistical information and with the Change Principle, “Rely on evidence and data-driven decision making and performance standards.” To run our business more efficiently, we need more detailed cost information, so we understand how we allocate our resources across activities to help us make informed, data-driven decisions moving forward.

Information collected from you may include work hours by program and/or task, and leave data (sick, annual, and other types).

Furnishing this information on a weekly basis is mandatory.
Failure to provide this information may affect the Census Bureau's ability to accurately determine the resources required for activities performed and its ability to maximize human capital and cost management. Failure to provide this information may result in administrative action.

For more information about updates, training materials and general information, check out the EPMT SharePoint page and the ABC SharePoint Page.

https://collab.ecm.census.gov/teamsites/epmt/SitePages/Home.aspx

https://collab.ecm.census.gov/teamsites/ceamt/abc2/SitePages/Home.aspx
The Commerce Business Systems (CBS) is a complete Census Bureau administrative management system. CBS provides both the Core Financial System delivered by the DOC (Department of Commerce) and the Census Developed Administrative Feeder Systems. CBS includes multiple applications that support purchase of goods and services, training, travel, financial management reports, payroll processing and correction.

**Want an Account?**

If you need either a CBS account or access to another CBS application, your supervisor needs to contact your CBS Coordinator to request the necessary access. Your CBS Coordinator will forward the required Service Request Management (SRM) Form through the BMC Remedy IT Service Management System to the CBS Help Desk for completion. If training is a prerequisite, it must be completed before access roles will be granted.

For more information about CBS Training, visit the CBS Training SharePoint page at: [https://collab.ecm.census.gov/div/amsd/AMSB/intranet/Pages/CBS-Training.aspx](https://collab.ecm.census.gov/div/amsd/AMSB/intranet/Pages/CBS-Training.aspx)

If you have questions about any of the CBS applications, please contact the CBS Help Desk by either phone (301-763-3333) or e-mail ([CBS.Help.Desk@census.gov](mailto:CBS.Help.Desk@census.gov)).

If you have questions about any of the CBS training, please contact the CBS Training Staff at 301-763-1140.
The Census Bureau Library is a research library that has the unique role of collecting, preserving, and providing access to information resources produced by the Census Bureau to Census Bureau employees, government agencies, and the public. The core subjects of the Census Bureau Library are Statistics, Survey Methodology and Sampling, Population Studies, Demography, Geography, Computer Technology, Census Histories, and International Census Data. The Library collects more selectively in a variety of other fields, including Sociology (General), Public Health, Economics, History, Urban Studies, Ethnic Studies, and Management, particularly as they intersect with the U.S. Census. Additionally, the Library collects works that make extensive or innovative use of census-produced data. The Library builds a collection (PDF) that will benefit the Census Bureau as a whole, not one specific division. The Library uses the Library of Congress subject classification schedules and the collection scope developed by the Research Library Group, which provides a uniform evaluation of collections in research libraries.

CSTI and Acentia provide Library Services for the Census Bureau Library.

Census Bureau employees, contractors, and interns are eligible for a Library Card. To apply, fill out a Library Card Application and bring it to the Reference & Circulation Desk with your valid Census Bureau ID Badge.

The application can be found at https://collab.ecm.census.gov/div/acsld/library/Documents/LibraryCardForm.pdf

Where is the Library?
The library is located in Census Headquarters, Room 1L001 (red area).

How can I contact the Library?
Reference & Circulation Desk - Phone: 301-763-2511, Fax: 301-763-4407
Email: library@census.gov
Hours: 9:30am 3:30pm
<table>
<thead>
<tr>
<th>Services</th>
<th>Points of Contact/URL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td><a href="https://collab.ecm.census.gov/teamsites/CAU/aboutus/Pages/Mission.aspx">https://collab.ecm.census.gov/teamsites/CAU/aboutus/Pages/Mission.aspx</a></td>
</tr>
<tr>
<td>Organization Charts, HRD</td>
<td><a href="https://collab.ecm.census.gov/teamsites/CAU/aboutus/Pages/Organization-Charts.aspx">https://collab.ecm.census.gov/teamsites/CAU/aboutus/Pages/Organization-Charts.aspx</a></td>
</tr>
<tr>
<td>Benefits &amp; Pay and Leave/HRD Call Center</td>
<td>Human Resources Division Call Center, 3-4748</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/intranet/paybenefitsandservices/Pages/default.aspx">https://collab.ecm.census.gov/div/hrd/intranet/paybenefitsandservices/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Career Resource Center, HRD</td>
<td>Career Coach, 3-9663</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/intranet/wdb/Pages/CareerResource-Center.aspx">https://collab.ecm.census.gov/div/hrd/intranet/wdb/Pages/CareerResource-Center.aspx</a></td>
</tr>
<tr>
<td>Employee Assistance Program (EAP), HRD</td>
<td>EAP Manager, 3-1681</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/intranet/healthandsafety/eap/Pages/default.aspx">https://collab.ecm.census.gov/div/hrd/intranet/healthandsafety/eap/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Health Unit, ACSD</td>
<td>Health Unit, 3-1673</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/intranet/healthunit/Pages/default.aspx">https://collab.ecm.census.gov/div/hrd/intranet/healthunit/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Health &amp; Safety Branch, ACSD</td>
<td>Health &amp; Safety Branch, 3-3711</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/healthandsafety/Pages/healthandsafety.asp">https://collab.ecm.census.gov/div/acsd/intranet/healthandsafety/Pages/healthandsafety.asp</a></td>
</tr>
<tr>
<td>Training, HRD</td>
<td>Talent Development &amp; Management Programs Branch, 3-2348</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/WDB/SitePages/Home.aspx">https://collab.ecm.census.gov/div/hrd/WDB/SitePages/Home.aspx</a></td>
</tr>
<tr>
<td>Building Information, ACSD</td>
<td>Facilities Management Mail and Leasing Branch, 3-3333 x411</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/Pages/Building/Building_Information.aspx">https://collab.ecm.census.gov/div/acsd/intranet/Pages/Building/Building_Information.aspx</a></td>
</tr>
<tr>
<td>Cafeteria and Vending, ACSD</td>
<td>Census Café Manager, 301-516-7338</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/Pages/Building/Cafeteria.aspx">https://collab.ecm.census.gov/div/acsd/intranet/Pages/Building/Cafeteria.aspx</a></td>
</tr>
<tr>
<td>Conference Center, ACSD</td>
<td>Conference and Travel Management Services Branch, 3-3333 x413</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/Pages/Conference/Conference%20Center.aspx">https://collab.ecm.census.gov/div/acsd/intranet/Pages/Conference/Conference%20Center.aspx</a></td>
</tr>
<tr>
<td>Copy Center, ACSD</td>
<td>Copy Center, 3-2488</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/copy/Pages/default.aspx">https://collab.ecm.census.gov/div/acsd/copy/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Official Travel, FIN</td>
<td>E2 Travel System/Travel Management &amp; Policy Branch, 3-7840</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/fin/intranet/Pages/Travel-Management-and-Policy.aspx">https://collab.ecm.census.gov/div/fin/intranet/Pages/Travel-Management-and-Policy.aspx</a></td>
</tr>
<tr>
<td>Transit and Parking, ACSD</td>
<td>Transportation Services, 3-1857</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/Pages/Transit%20Benefit%20Program.aspx">https://collab.ecm.census.gov/div/acsd/intranet/Pages/Transit%20Benefit%20Program.aspx</a></td>
</tr>
<tr>
<td>Commerce Business System (CBS), ADSD</td>
<td>CBS Help Desk, 3-3333</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/amsd/AMSB/intranet/Pages/CBS-Help-Desk.aspx">https://collab.ecm.census.gov/div/amsd/AMSB/intranet/Pages/CBS-Help-Desk.aspx</a></td>
</tr>
<tr>
<td>Census Investigative Services, HRD</td>
<td>Main Line 3-1090, 3-5501</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/CIS/intranet/Pages/Home.aspx">https://collab.ecm.census.gov/div/hrd/CIS/intranet/Pages/Home.aspx</a></td>
</tr>
<tr>
<td>Office of Security, OSY</td>
<td>Office of Security, 3-1716</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/teamsites/ospy/intranet/Pages/default.aspx">https://collab.ecm.census.gov/teamsites/ospy/intranet/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Badge and Key Office, OSY</td>
<td>Badge and Key Office, 3-2375</td>
</tr>
<tr>
<td>Policy Coordination Office, PCO</td>
<td>Policy Coordination Office, 3-6440</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/pco/intranet/Pages/default.aspx">https://collab.ecm.census.gov/div/pco/intranet/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Suitland Federal Child Development Center</td>
<td>Child Development Center, 301-516-2200</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/acsd/intranet/Pages/Childcare/childcare.aspx">https://collab.ecm.census.gov/div/acsd/intranet/Pages/Childcare/childcare.aspx</a></td>
</tr>
<tr>
<td>AFGE Local 2782 Union</td>
<td>Union Office, 3-0287</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.afge-local2782.org/default.htm">http://www.afge-local2782.org/default.htm</a></td>
</tr>
<tr>
<td>Enterprise Services, HRD</td>
<td>Enterprise Services, 1-888-316-2285</td>
</tr>
<tr>
<td></td>
<td><a href="https://enterpriseservices.service-now.com/es">https://enterpriseservices.service-now.com/es</a></td>
</tr>
</tbody>
</table>
The Census Service Center provides one central telephone number (301-763-3333) to access several Census Bureau help desks located in the IT, Finance, and Administration directorates. In addition, the Census Service Center also enables employees to report incidents instead of contacting affected divisions directly. (Incidents include the following: lost or stolen IT equipment, lost forms containing sensitive information including PII, cyber security breaches and threats as well as safety incidents.)

Select the following Census Service Center options on 301-763-3333:

- Select menu option 1 for Cyber Security, PII, Physical Security and OSY
  - Report emergencies or incidents related to the BOC CIRT, Cyber Security, Physical Security or PII Data

- Select menu option 2 for IT Service Desk
  - IT related incidents

- Select menu option 3 for Human Resources, including WebTA and the HRD Call Center
  - HR related issues

- Select menu option 4 for Building Services
  - Facility support, Mail Services, Transit Benefits, Vehicle Requests, Property and Records, Publications, Printing, Graphics Design and Editing

- Select menu option 5 for CBS Help Desk
  - CBS related issues

- Select menu option 6 for Finance Call Center
  - Financial services

- Select menu option 7 for Project Code Consolidation Assistance

- Select menu option 9 to Report a Significant Outage Impacting Multiple Users
Amenities/Resources
Census Café and Vending Information

Vending Machines
There are seven vending machines located throughout Headquarters. There are four vending machines located in the North Building and between the Blue and Green areas on floors 3, 4, 6, and 8 adjacent to rooms 3H062, 4H062, 6H062, and 8H062. The three located in the South Building are between the Red and Yellow areas on floors 2, 5, and 7 adjacent to rooms 2K030, 5K030, and 7K030.

Au Bon Pain
This facility is located on the first floor of the North Building along Main Street near the blue core elevators, next to the Census Cafe.
Hours: 7:00 a.m. - 4:00 p.m.

Census Café
This facility is located on the first floor of the North Building along Main Street near the blue core elevators. Room number 1K290.
Breakfast: 7:00am - 9:30am  Closed: 9:30am – 11:00am  Lunch: 11:00am - 1:30pm

Satellite Café- Chicken Coop
This facility is located on the first floor of the South Building along Main Street directly across from the Fitness Center on the orange area. Room number 1K216.
Monday – Friday  11:00am – 1:30pm

Sunny Spot
This facility is located on the first floor along Main Street, in room number 1K260.
Hours: 7:00 a.m. - 4:00 p.m.
Census Federal Credit Union

https://collab.ecm.census.gov/teamsites/CAU/banks/Pages/default.aspx
or
http://www.censusfcu.com/

Hours of Operation:

Monday  Friday
8:00 a.m.  3:15 p.m.
(Closed federal holidays)

Phone: 301-763-0287

Email: Info@CensusFCU.Com

Located on the 1st Floor of the South Building, Room 1K250
Census Weights & Endurance Training Shop (CWET SHOP)


Hours of Operation:
Monday – Thursday  5:30 a.m. - 8:00 p.m.
Friday           5:30 a.m. - 7:00 p.m.

Closed: Federal Holidays

Phone: 301-763-3496

Located on the 1st Floor, Room 1J230

Cost of Membership:
Initiation Fee - $35
Payroll Deduction: $13.00/pay period OR
1 Year: 305.00

Your first payment would be $48.00 if you choose payroll deduction or $340.00 if you choose to pay for a year. Payment is accepted in the form of cash or checks only and is due at the time of your Fitness Consultation

Interns are eligible to join the CWET Shop
12 weeks: $50.00

The C.W.E.T. Shop has brochures at the sign in desk. Please stop by and pick one up.
Walk It Paths

https://collab.ecm.census.gov/div/hrd/intranet/healthunit/Pages/Walk-It-Paths.aspx

Since we first occupied the Census Headquarters Building in 2006, employees have recognized the attractiveness of its long interior Main Street corridor and outside sidewalks as great places to walk. Employees now have roadmaps for their walks at lunch or other times, thanks to four newly designated CENHQ Walk It paths. Walking is a gentle, low-impact exercise that can ease you into a higher level of fitness and health. Walking is a form of exercise accessible to just about everybody. It's safe, simple and doesn't require practice. Walking can help you:

- Improve your blood cholesterol ratios
- Lower your blood pressure
- Reduce your risk of or manage type 2 diabetes
- Manage your weight
- Stay strong and mobile

Walking not only promotes overall health, but a 15 to 30 minute walk can also be a great way to relieve stress. If you're interested in using the walking trails to start a walking program, encourage a friend or two to join you. Don't underestimate the power and accountability the buddy system brings. It not only helps you maintain your resolve to walk, but time passes faster when you can talk to someone, and walking is a great way to make or strengthen friendships.

If you have any question about walking or other ways you can improve your personal health and well-being, contact the Census Health Unit at 301-763-1673. TTY callers, please use the Federal Relay Service at 1-800-877-8339.
**Interior Walking Path**

**Main Street Corridor**

Distance Approximately 1,135 Feet
Walk it 4.65 times = approximately 1 Mile

---

**Blue Pathway**

Distance: Approximately 2,171 Feet
Walk it 2.43 times = approximately 1 Mile
Walk It Paths (Maps)

**RED PATHWAY**

Distance: Approximately 1,503 Feet
Walk it 3.51 times = approximately 1 Mile

**YELLOW PATHWAY**

Distance: Approximately 1,636 Feet
Walk it 3.22 times = approximately 1 Mile
Suitland Federal Child Development Center (SFCDC)

https://collab.ecm.census.gov/div/acsd/intranet/Pages/Childcare/childcare.aspx

Accredited by the National Association for the Education of Young Children

The U.S. Census Bureau, in partnership with the General Services Administration constructed a 7,200 square foot childcare center located between Census Headquarters and the Office of Naval Intelligence.

The SFCDC is currently accepting enrollment applications for infants six weeks of age through pre-school aged children. For further information, you may contact the Child Care Liaison at ACSD.Childcare.Liaison@census.gov or you may call 301-763-3262.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Suitland Federal Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td>4600 Silver Hill Road, Suitland MD, 20746</td>
</tr>
<tr>
<td>Phone:</td>
<td>301-516-2200</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:suitlandfederal@brighthorizons.com">suitlandfederal@brighthorizons.com</a></td>
</tr>
<tr>
<td>Hours:</td>
<td>6:00 a.m. to 6:00 p.m.</td>
</tr>
<tr>
<td>Ages:</td>
<td>Infants (six weeks) through Pre-School</td>
</tr>
<tr>
<td>Emergency Hotline:</td>
<td>1-800-420-1970</td>
</tr>
</tbody>
</table>
CBWRA was organized in 1950 to promote the health and well-being of employees and to provide athletic, social, and other events and programs of an entertaining or educational nature. The annual membership fee is $3.

**Benefits of CBWRA membership**
For just $3, the annual cost of membership, you can participate in the organizations sponsored by the CBWRA.

You can also take advantage of our many discounts:
- Regal and AMC discounted movie tickets
- Theme park tickets through TicketsAtWork (Walt Disney World Resort, Six Flags, Kings Dominion, Busch Gardens, and more)
- Local Goodyear Auto Service Center discount
- Annual citrus fruit sale
- B's Wholesale Club discount membership
- Monumental Sports discounts

**CBWRA clubs**
For more information about each club and becoming a CBWRA member, visit the website listed below.

You can participate in these current CBWRA clubs:
- All Around Town and Beyond
- Bowling - Tenpin
- CBWRA Tennis Club
- Census Chorale
- Census Civility and Business Etiquette Group
- Census Co-Ed Flag Football
- Census Co-Ed Volleyball League
- Census Softball League
- Census Tabletop Gaming Club
- Census Tennis Team
- Chess Club
- Green Mountain People (Census Outdoor Club)
- Mind Body Spirit Group
- Ultimate Frisbee Club

For more information about each club and becoming a member, go to: [https://collab.ecm.census.gov/teamsites/cbwra/intranet/Pages/default.aspx](https://collab.ecm.census.gov/teamsites/cbwra/intranet/Pages/default.aspx)
The Center for Applied Technology (CAT) is a hub for innovation. Do you have a good idea but don’t know who can help make it happen? Do you have a better way of doing something but are not sure how to move forward? Do you know of a new technology or software that can improve your job? If you answered yes to any of these questions, the CAT is here to help you. All Census Bureau employees are welcome by appointment or walk in.

**INNOVATE**

**DEVELOP YOUR IDEAS**

The CAT supports your new or innovative ideas, from identification to incubation to adoption. The CAT also serves as a platform for collaboration, facilitating the exchange of ideas across the Bureau and externally. Explore new technology solutions in the state-of-the-art safe zone lab network environment.

**COLLABORATE**

**CENTERS OF EXCELLENCE**

The CAT collaborates with teams and SMEs from all around the Bureau to develop proof-of-concepts and demonstrate innovative ideas. The CAT can help you connect with others at the Bureau with similar interests and find the skills needed to help advance your idea. We are one of the premier innovation centers in the Census Bureau.

**CAT CAPABILITIES TO HELP YOU**

- A team of technology experts in various disciplines to help turn your idea into a potential solution which can then be further developed.
- The CAT safe zone network connected to the Internet where we can test most software safely without affecting the Census Bureau network.
- Network servers that can be stood up quickly and configured by the CAT as needed for your project.
- Numerous platforms for testing including Windows, Mac, tablets, iPhone, Android, and more.
VISION: BRIDGING CULTURAL INTELLIGENCE DIVIDES AND KNOWLEDGE GAPS, ONE TEAM AT A TIME.

The United States Census Bureau’s Diversity & Inclusion (D&I) Office is committed to fostering diversity and inclusion. We frame inclusion around the one thing that we all have in common; completing the mission and goals of the agency. When cultural inclusion challenges occur in the workplace they inhibit the completion of the mission, and limit the effectiveness of teams, marginalizing employees, negatively impacting collaborative behaviors; and/or, preventing the inclusiveness of Census programs or services.

DIO provides guidance and feedback on Census internal interpretation of diversity inclusion-related policies; as well as, procedures and practices (both written and unwritten) when there appears to be a misalignment between demonstrated behaviors and our agency-specific goals. Additionally, the office provides leadership and support to the Diversity Council and employee Affinity Groups.

We are here to assist you with:

- Communication Skills for Diverse Teams
- Managing Bias
- Cultivating Inclusion
- Strengthening Teams
- Coaching and Facilitation
- Cultural Intelligence Assessments
- Supervisor Training

Diversity & Inclusion Council

The Council consist of 17 members that are located in offices throughout the Bureau. The council members are evenly divided evenly between both Union and Management advocates. The Council works to build an environment where individual talents, differences and experiences are harnessed to foster innovation, support our mission, and strengthen policies, which are fair and equitable for everyone. The Council also oversees all Affinity Groups.

Affinity Groups

Affinity Groups offer opportunities for employees to lead, collaborate, and provide support to agency initiatives. These groups also provide valuable input and assist with developing solutions to diversity and inclusion issues impacting agency employees and the work of the Bureau.

For more information about, the Diversity & Inclusion Office, contact our team:

Phone: (301)763-8311
Email: DIO.diversity.office@census.gov
SharePoint: https://uscensus.sharepoint.com/sites/dio/
What is the Office of the Ombuds?

The Office of the Ombuds is a confidential, independent, informal, and neutral resource available to the U.S. Census Bureau’s federal workforce.

Ombuds increase time and focus on the Census Bureau's mission by assisting senior leaders, managers, supervisors, and staff to:

- Prevent or identify unnecessary distractions in the workplace.
- Explore options, address, and expeditiously resolve individual and organizational matters.

The Office of the Ombuds helps with all types of workplace issues at all levels:

- With individuals.
- Within and across teams.
- Census Bureau wide.

Ombuds do not advocate for any particular individual, but advocate for fair processes and provide feedback on systemic trends.

Professional Standards of Practice

INDEPENDENCE
- The Office of the Ombuds is separate and unaligned with all other Census Bureau offices.
- The Ombuds reports to the Census Bureau’s deputy director.

CONFIDENTIALITY
- Communications are confidential (with limited exceptions).
- No case files are created or maintained with your name or details of your visit.

NEUTRALITY
- Ombuds do not advocate on behalf of any individual (i.e. bargaining and nonbargaining unit employees at all levels) within the agency.
- Ombuds do not advocate for the positions or preferred outcomes of employees, management, external stakeholders, or the Census Bureau.
- Ombuds are impartial and unaligned with other departmental entities or functions.

INFORMALITY
- Ombuds do not speak on behalf of or receive notice on behalf of the Census Bureau.
- Ombuds do not replace existing formal channels and do not serve in any formal investigative, adjudicative, managerial, or oversight capacity.
- Use of the Office of the Ombuds is voluntary, it is not a required step in any formal process, and does not delay time frames or deadlines associated with formal complaint processes.
What Happens When You Visit the Office of the Ombuds?

- Gain additional clarity about concerns.
- Identify multiple options for consideration.
- Explore the pros and cons of preferred options before taking action.
- Feel better equipped to address issues on your own.

Contact the Office of the Ombuds

To help maintain your confidentiality as well as others, please schedule all appointments by phone at 301-763-4824.

Please note: Contacting the Office of the Ombuds does not forestall established timeframes within the Census Bureau’s formal processes, nor does it constitute legal notice to the Census Bureau or official notice to initiate a formal process. At all times when utilizing Ombuds services, bargaining unit employees are unrestricted from contacting their exclusive representative.
Future On
Welcome to Future On.

Our mission at the Census Bureau is to measure America – people, places and economy. We are not only providing reliable, relevant, and timely data, we are providing critical information that is the basis for many policy decisions that affect the daily lives of most Americans. Because our information is so important to the Nation, we need to meet the public’s demands for more open and easily accessible data.

Yet, we have seen and experienced that our jobs have become more difficult due to a number of external factors – budget reductions, declining survey participation rates, the explosive growth of publicly available information, rapidly changing technology, and increasing competition for the best and brightest minds.

In spite of these challenges, we are confident that the Census Bureau can remain a worldwide leader among statistical agencies. Through a series of initiatives, we are responding to these challenges together -- and transforming the way we do business. We can’t change the world, but we can change ourselves in ways that help eliminate the barriers to our continued success.

The Future On website and blog is your hub for information. We'll update you on the status of projects, highlight our successes and together, tackle the hard work needed to take advantage of opportunities for moving ahead.

To succeed, we all need to be involved. Use the discussion board and tell us what program or project you would like to hear more about. Reach out to the change leaders for questions, suggestions or comments, and how we can make this site work for you.

The Census Bureau succeeds because of YOUR hard work and expertise. Together, we’re transforming our business, because our Future is On us.
Training
Data Stewardship Awareness Training

All Census Bureau employees and persons with Special Sworn Status (SSS) are required to take data stewardship awareness training upon joining the Census Bureau and annually thereafter.

As a Census Bureau employee or person with Special Sworn Status (SSS), you signed a Sworn Oath of Nondisclosure that requires you to accept responsibility for keeping all data confidential. Your sworn statement constitutes a lifetime obligation, which continues even after you leave and are no longer affiliated with the Census Bureau.

Data Stewardship Awareness training teaches new and existing employees and SSS about Census Bureau strict confidentiality standards and how these standards apply to Census Bureau jobs. It is the responsibility of division and office chiefs and SSS sponsors (including contracting officer’s representatives and Census Bureau contacts for SSS) to ensure that their employees/SSS comply with data stewardship awareness training requirements.

You will be required to repeat the training on an annual basis. Your annual training will be found on the Commerce Learning Center (https://doc.csod.com/).

This mandatory course combines the Title 13 and IT Security Awareness training courses.

Sworn for Life to Protect Confidentiality
The U.S. Census Bureau Oath of Nondisclosure

I will not disclose any information contained in the schedules, lists, or statements obtained for or prepared by the Bureau of the Census to any person or persons either during or after employment.

(Under federal law, the penalty for unlawful disclosure is a fine of not more than $250,000 or imprisonment for not more than 5 years, or both.)
Title 26 Awareness

All Census Bureau employees and persons with Special Sworn Status (SSS) must complete annual training on safeguarding and protecting federal tax information (FTI, or Title 26 data).

This requirement flows from Internal Revenue Service (IRS) Publication 1075, Tax Publication 1075 requires that agencies using FTI train personnel on agency policy and procedures for safeguarding IRS information.

You will be required to repeat the training on an annual basis, within one year of the anniversary of the last Title 26 awareness training completion date. Your annual training will be found on the Commerce Learning Center (https://doc.csod.com/).

New Employee Safety Training

The New Employee Safety Training is mandatory for all employees new to Census Bureau Headquarters. Many times, new employees are overwhelmed beginning a new job, and health and safety are not at the top of their list of subjects with which to become familiar. The ACSD Health and Safety Branch (HSB) is making this easy and efficient for new employees and their supervisors.

All new employees hired since January 2017 are required to take the New Employee Safety Training on the Commerce Learning Center (CLC). The Health and Safety Branch strongly recommends that supervisors encourage employees hired prior to January 2017 to also take the training. New Employee Safety Training is also available to any headquarters employee who wants to refresh their knowledge of safety and emergency response procedures.

The desktop training is 30 minutes and covers the following:
- Evacuation
- Assembly Areas
- Shelter-In-Place
- Lockdown
- Dialing for emergencies
- What to do if you are injured on the job.

New employee Safety Training is tracked in CLC and supervisors are responsible for ensuring that each new employee takes the New Employee Safety Training within three weeks of their entry-of-duty (EOD).

If you have questions about this message, please contact the Health and Safety Branch at 301-763-3711 or use the Federal Relay Service at 1-800-877-8339.
No Fear Act Briefing

On May 15, 2002, President Bush signed legislation called the No FEAR Act (Notification and Federal Anti-Discrimination and Retaliation Act of 2002). This act, which took effect on October 1, 2003, makes Federal agencies individually accountable for violations of anti-discrimination and whistleblower protection laws.

The No Fear Act Briefing will inform you of the No FEAR Act and other laws making discrimination and retaliation in the workplace illegal. In addition, you'll find out who to contact if you have additional questions.

Why do I need to take this briefing?

Per Title II of the No FEAR Act, each agency is required to complete the initial briefing for all employees by December 17, 2006, and every 2 years thereafter. In addition, the briefing is essential for you as a federal employee to better understand your rights.

You can complete the No Fear Act Briefing on the Commerce Learning Center (CLC).

WebTA Training

This course provides the necessary steps on how employees enter, validate and affirm the accuracy of their time and attendance (T&A) information using the webTA System.

This training is mandatory for all employees whose time is processed through the webTA System. When taking this online training course, you are required to access all of the Job Aids referenced in the training and will be held responsible for knowing the information contained in the Job Aids, as well as the information presented in the main text of the training.

You can complete the WebTA training on the Commerce Learning Center.

WebTA Job Aids can be found at:

https://collab.ecm.census.gov/div/hrd/intranet/InformationSystemBranch/webta/Pages/DocumentationAndTraining.aspx
The Department of Commerce (DOC) Active Shooter Training was created to bring information and awareness to all our employees. This course explains the RUN-HIDE-FIGHT philosophy and includes other practical information on what you should do during an active shooter event. The training was designed to make us aware of active shooter situations and how to prevent, prepare for, and respond. The online course is available within the Commerce Learning Center (CLC) and takes approximately 30 minutes to complete. Training will be required on an annual basis.

The training course may be accessed via the CLC at http://doc.csod.com.
Enterprise Services Training (Human Resources)

Enterprise Services provides Payroll and Benefits (P&B) services, such as: updating direct deposit account information, updating tax withholdings, managing automatic payroll allotments (e.g. payroll deductions for union dues or child support payments), benefits enrollment, and Federal Employees Group Life Insurance (FEGLI) enrollment. We also provide Personnel Action Request (PAR), or SF-52, processing services. Common PARs include: promotions, reassignments, realignments, and awards. The Enterprise Services Contact Center is available to support you with HR and other Enterprise Services related inquiries.

Enterprise Services training is offered on the Commerce Learning Center (CLC) to help you navigate the Enterprise Services Portal.

**Enterprise Services Payroll and Benefits (P&B) – Employee’s Role**
This Web-Based Training (WBT) provides critical information about the services available to Department of Commerce employees through Enterprise Services. The course gives an overview of Enterprise Services and goes over how to access and navigate the Enterprise Services Portal to submit Payroll and Benefits requests. This training also provides guidance on how to submit an Incident through the portal, in case you experience difficulties with the portal’s functionality. In addition, the course guides you on how to find support and answers to your Payroll and Benefits questions via the portal.

**Enterprise Services Payroll and Benefits (P&B) – Manager’s Role**
This Web-Based Training (WBT) provides essential information on Enterprise Services delivery of manager-specific services. It is recommended to be a supplement to the Enterprise Services Payroll and Benefits (P&B) Employee’s Role WBT. The course covers how you can navigate to the Enterprise Services Portal to submit Payroll and Benefits requests on behalf of your employees, as well as how to submit requests through HRConnect, starting from the portal. At the end of this training, you should also know how to find support on the portal for any issues related to manager-specific processes.

**Enterprise Services Personnel Action Request, Payroll, and Benefits (PP&B) – Manager’s Role**
This Web-Based Training (WBT) provides essential information on Enterprise Services delivery of manager-specific services, and details on Enterprise Services' guidelines for managers to submit Personnel Action Requests (PARs). The course covers how you can navigate to the Enterprise Services Portal to submit Payroll and Benefits requests on behalf of your employees, as well as how to use Manager-Self Service (MSS) to submit PAR requests through HRConnect, starting from the portal. At the end of this training, you should also know how to find support on the portal for any issues related to manager-specific processes.

The training course may be accessed via the CLC at http://doc.csod.com.
Level 1: Management Development for Initial Supervisory Appointments (56 hours)
Supervisory codes 2, 4, or 5 regardless of grade level including temporary promotions of 1 year and beyond.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Training</th>
</tr>
</thead>
</table>
| 27 hours- within 3 months of appointment | -Human Resources Management (HRM): 4 days/ 24 hours  
 -(CLC) webTA for Census Supervisors: 1 hour  
 -(CLC) Telework Fundamentals for Managers: 1 hour  
 -(CLC) Prohibited Personnel Practices/Whistleblower Protection Training: 1 hour  
 -All assigned mandatory training |
| Newly appointed supervisors, managers, and executives coded 2, 4 or 5; including, those new to the Census Bureau must complete these 27 hours of training within the first 3 months of their appointment, regardless of their grade level (GS). |
| 29 hours – within 1 year of appointment | -Interaction Management (IM): 2 days/ 12 hours  
 -Legal Update Seminar (LUS): 2 hours  
 -(CLC) The Plain Writing Act: 1 hour  
 -(CLC) Management of People: Employee Engagement: 1.25 hours  
 -(CLC) Building Trust Incrementally: 6 minutes  
 -(CLC) Designing a Customer Service Strategy: 30 minutes  
 -(CLC) Leadership Essentials: Leading Innovation: 1 hour  
 -(CLC) Leadership Essentials: Motivating Employees: 1 hour  
 -(CLC) Leadership Essentials: Communication Vision: 1 hour  
 -(CLC) Leadership Essentials: Leading with Emotional Intelligence: 1 hour  
 -(CLC) Developing Employees through Delegation: 15 minutes  
 -(CLC) Establishing Team Goals and Responsibilities, and Using Feedback Effectively: 30 minutes  
 -(CLC) Using Conflict to an Organization s Advantage: 6 minutes  
 -(CLC) Organizational Budgeting Activities and the Master Budget: 1 hour  
 -(CLC) Preventing Problem Performance: 1 hour  
 -(CLC) Facing Challenges as a First Time |
| Newly appointed supervisors, managers, and executives; including, those new to the Census Bureau must complete these 29 hours of training within the first year of their appointment, regardless of their grade level (GS). |
Management: 19 minutes
-(CLC) Preparing and Implementing a Business Plan: 30 minutes
-(CLC) Bullying and Violence in the Workplace: 30 minutes
-(CLC) Promoting a Substance-free Workplace: 30 minutes
-(CLC) Uniformed Services Employment and Reemployment Rights: 1 hour
-(CLC) Veteran Employment Training for Hiring Managers: 1 hour
-(CLC) A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities: 1 hour
All assigned mandatory training

Level 2: Refresher Management Development for GS 14 & under (20 hours)
GS 14 & under Supervisory codes 2, 4, or 5

<table>
<thead>
<tr>
<th>Hours</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hours</td>
<td>The classes don’t follow any particular order.</td>
</tr>
<tr>
<td></td>
<td>CLC= Commerce Learning Center</td>
</tr>
<tr>
<td></td>
<td>-Legal Update Seminar: 2 hours</td>
</tr>
<tr>
<td></td>
<td>-Training available:</td>
</tr>
<tr>
<td></td>
<td>-under Leaders Lead and Management Development programs</td>
</tr>
<tr>
<td></td>
<td>-any other training approved by the Talent Development &amp; Management Programs Branch (TDMPB) (e.g. CLC, outside of the Census Bureau request approval at least 4 weeks before the external class starts).</td>
</tr>
<tr>
<td></td>
<td>-Training addressing the following ECQs:</td>
</tr>
<tr>
<td></td>
<td>-Leading People</td>
</tr>
<tr>
<td></td>
<td>-Leading Change</td>
</tr>
<tr>
<td></td>
<td>-Building Coalitions</td>
</tr>
<tr>
<td></td>
<td>-Business Acumen</td>
</tr>
<tr>
<td></td>
<td>-Results Driven</td>
</tr>
<tr>
<td></td>
<td>-All assigned mandatory training</td>
</tr>
</tbody>
</table>

Experienced supervisors and managers GS 14 & under coded 2, 4, or 5 must complete 20 hours of training per fiscal year (FY), including: a 1-day Human Resources Management (HRM) Refresher and the (CLC) Prohibited Personnel Practices/Whistleblower Protection Training every 3 years from the date he/she last completed the training. Completing Legal Update Seminar every FY continuous to be a mandatory requirement.
### Level 3: Refresher Management Development for Senior Managers & Executives (15 hours)
**GS 15 & SES  Supervisory codes 2, 4, or 5**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 hours</td>
<td>Senior managers and executives GS 15 &amp; SES coded 2, 4, or 5 <em>must</em> complete 15 hours of training per fiscal year, including: a 1-day Human Resources Management (HRM) Refresher and the (CLC) Prohibited Personnel Practices/Whistleblower Protections Training courses every 3 years from the date he/she last completed the training. Completing Legal Update Seminar every FY continuous to be a mandatory requirement.</td>
</tr>
<tr>
<td>-Legal Update Seminar: 2 hours</td>
<td></td>
</tr>
<tr>
<td>-Training available:</td>
<td></td>
</tr>
<tr>
<td>-under Leaders Lead and Management Development programs</td>
<td></td>
</tr>
<tr>
<td>-any other training approved by the Talent Development &amp; Management Programs Branch (TDMPB) (e.g. CLC, outside of the Census Bureau request approval at least 4 weeks before the external class starts).</td>
<td></td>
</tr>
<tr>
<td>-Training addressing the following ECQs:</td>
<td></td>
</tr>
<tr>
<td>-Leading People</td>
<td></td>
</tr>
<tr>
<td>-Leading Change</td>
<td></td>
</tr>
<tr>
<td>-Building Coalitions</td>
<td></td>
</tr>
<tr>
<td>-Business Acumen</td>
<td></td>
</tr>
<tr>
<td>-Results Driven</td>
<td></td>
</tr>
<tr>
<td>-All assigned mandatory training</td>
<td></td>
</tr>
</tbody>
</table>

---

### Level 4: Management Development for Temporary Promotions (11 hours)
**Supervisory codes 2, 4, or 5  regardless of grade level**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 hours – within 2 weeks of appointment</td>
<td>Temporary supervisors, managers, and executives coded 2, 4, or 5 <em>promotions up to 1 year, must</em> complete 9 hours of online training, regardless of their grade level.</td>
</tr>
<tr>
<td>- (CLC) webTA for Census Supervisors: 1 hour</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Telework Fundamentals for Managers: 1 hour</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Effectively Directing and Delegating as a Manager: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Facing the Management Challenges of Difficult Behavior and Diverse Teams: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Establishing Team Goals and Responsibilities, and Using Feedback Effectively: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Leveraging Emotional Intelligence: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Encouraging Team Communication and Collaboration: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Handling Team Conflict: 30 minutes</td>
<td></td>
</tr>
<tr>
<td>- (CLC) Preventing Problem Performance: 1 hour</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 hours Legal Update Seminar – within 1 year of appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newly appointed supervisors, managers, and executives; including, those new to the Census Bureau must complete the Legal Update Seminar within the first year of their appointment, regardless of their grade level (GS).</td>
</tr>
</tbody>
</table>

| -Legal Update Seminar (LUS): 2 hours |

If you are coded 5, you **must** complete the required training/level if your duties include supervising 25% or more of your time.

Mandated by Department of Commerce (DOC). Please wait for DOC's email before completing.
All mandatory training, and other great courses, are available via the CLC to all Census employees and Special Sworn Status (SSS) individuals that have a valid Census Bureauames Bond ID and Census Bureau email address. Approximately three weeks after being hired, individuals are incorporated into all processing systems and they can then log in to the CLC. Detailed instructions for accessing this system are located at the Census Learning Center (CLC).

Completion of the training is tracked automatically using the CLC, updating the Education and Training Management System Plus (ETMIS) record in the Commerce Business System (CBS). No further action is required by the Manager/COR.

**LMS Access Instructions for Launching the Mandated Training**

Follow the steps below to access the CLC:

1. Open Internet Explorer or Mozilla Firefox.
2. Navigate to CLC.
   a) On the Census Central Home Page, hovering your mouse over the Training sub-title will display a drop-down box.
   b) Select Commerce Learning Center (CLC) ([https://doc.csod.com](https://doc.csod.com)).
3. On the CLC Home Page, you can view news and announcement, your transcript, and assigned training.
   a) You can also search for training and view your training in progress.
4. If you are unable to gain access to the CLC, please contact HRD's Talent Development & Management Programs Branch at 301-763-2348 or [hrd.lms@census.gov](mailto:hrd.lms@census.gov).
The Talent Development & Management Programs Branch (TDMPB) is the primary training provider for the Census Bureau. It governs all training, both competency-based and information technology-based, as mandated by the Government Employees Training Act, the Government Performance and Results Act, and the OPM Training Policy Handbook. TDMPB meets the Census Bureau's training requirements, the challenges of succession planning, professional development, IT training, leadership development, and management development by providing up-to-date interpersonal and technical competency-based programs. TDMPB also provides training consultation services to a Bureau-wide customer base including individual divisions, professionals, leaders, managers, supervisors, and executives.

TDMPB Mission
The Talent Development & Management Programs Branch supports an effective continuous learning environment. Our training programs support the strategic and operational business needs of the Agency while developing the personal goals of the employees, thereby producing a high-performing workforce.

TDMPB Programs
The Talent Development & Management Programs Branch assists individuals and groups with meeting their continuous learning and development goals. We provide the following training programs:

- Professional Development Program
- Team Lead Program
- Management Development Program
- Leader's Lead Program
- IDP Workshops
- Career Resource Center
- Retirement Planning & Financial Literacy
- Web-based, E-learning Courses
- Technical Competency & Off-site
- SAS Online, On-site & Off-site
- Oracle On-site & Off-site
- Courses for Linux, MS Office, and the Internet
- Specialized IT Training Topics Customized Upon Request

Registering for Classes
To register for on-site courses, use CBS/ETMIS or contact your Admin Office.

For more information about TDMPB and their programs, please visit
https://collab.ecm.census.gov/div/hrd/WDB/SitePages/Home.aspx,
https://collab.ecm.census.gov/div/hrd/intranet/CTC/Pages/Computer-Related-Training.aspx,
or call 301-763-2348
Census Corporate University (CCU) degree, certificate, and citation programs, and ad-hoc development activities are designed to support, enhance, and develop Census core competencies, and provide staff opportunities to develop and prepare for both their current and future roles and responsibilities.

CCU programs and development activities, specifically:

- Build Census core competencies
- Offer continuous learning opportunities
- Provide Census specific academic and development activities
- Enhance employee marketability, both internally and externally

**Project Management**
The Project Management program builds in such practices as project planning, scope, risk management, scheduling, cost control, project leadership, contract negotiations, and more. The Masters Certificate in Project Management and the Master's Certificate in Project Management with a Concentration in Information Technology each consist of seven courses that are aligned with the Project Management Institute's Project Management Body of Knowledge (PMBOK). The two Citation programs, Associate Citation in Project Management and Associate Citation in Information Technology Project Management, each consist of three of the core project management courses.

**Project Management Bootcamp**
The Census Corporate University (CCU) offers an intensive five-day PMP Bootcamp to prepare qualified professionals to sit for the PMP certification exam. Unlike other classes, the Bootcamp's goal is to prepare employees to take the PMP exam, not just to complete the course. The Project Management Professional (PMP) certification is a globally recognized credential that the Project Management Institute (PMI) awards to candidates who successfully complete the PMP application process and exam. The certification demonstrates that an individual has the experience, education and competency to lead and direct projects.

**Business Analysis**
The Business Analysis Master's Certificate and Associate Citation Programs build the skills necessary to elicit, analyze, communicate, validate, and document accurate requirements for organizational
processes, policies, and information systems. Individuals taking this program will learn to apply the competencies and best practices of business analysis in realistic situations, giving individuals the knowledge they will need to better determine project requirements.

**Joint Program In Survey Methodology (JPSM)**

The PSM graduate degrees—Master's and PhD in Survey Methodology—offer specialized professional credentials in this field through the University of Maryland College Park. PSM also offers Graduate Certificate Programs in Intermediate Survey Methodology and in Survey Statistics that require 18 credits each. Two Citation programs require one graduate course and eight non-credit short courses.

**Mentoring Program**

Mentoring is a professional development program that lays the foundation for building the next generation of Census Bureau leaders and technical experts. The Census Bureau Mentoring program is designed to help employees develop skills and obtain knowledge for success in their specific work environments. The program helps prepare participants to take on the challenges presented in the changing business world. The Census Bureau Mentoring Program leverages the experiences of its professionals and management employees, calling upon them to share their skills and knowledge as they motivate, teach, and build relationships with program mentees.

**Leadership & Management**

The Census Corporate University in partnership with the University of Maryland University College offers a Graduate Certificate in Leadership and Management. The certificate is a 12 credit-hour online program consisting of competency-based courses designed to specifically develop the leadership and management capabilities of Census employees. These credits count toward the Census Management Development Program annual hours requirements for supervisors.

**Statistics & Quantitative Methods**

This certificate is designed to enhance individual employee statistical and analytical skills valued by the Census Bureau. The certificate requires completion of 10 online or on-campus courses (30 semester credit hours) and supports the competency-based requirements for the Bureau's Statistician and Statistical Assistant series. These 30 accredited hours may be applied to undergraduate degree programs at UMUC or other academic institutions.

**Business & Administrative Studies**

This 30-credit undergraduate certificate is designed to build employee knowledge and skills for positions in administrative occupations and to develop key competencies needed for successful performance in the Bureau. These competencies are particularly important for employees working in administrative-related positions where there is a need for a wide range of knowledge and skills and those seeking to enhance their capabilities and future work.

For more information about CCU and their programs, please visit [https://collab.ecm.census.gov/div/hrd/WDB/CensusCorporateUniversity/Program-Applications/Pages/Home.aspx](https://collab.ecm.census.gov/div/hrd/WDB/CensusCorporateUniversity/Program-Applications/Pages/Home.aspx), or call 301-763-8163.
**Directorate and other Headquarters Training Programs**

**Acquisition Training**
Acquisition Division's Training for COR/Task Manager

For more information, please visit  
[https://collab.ecm.census.gov/div/acq/intranet/Pages/COR-Task-Manager.aspx](https://collab.ecm.census.gov/div/acq/intranet/Pages/COR-Task-Manager.aspx)

**CBS Training**
Training provided by ASD to support the Commerce Business System (CBS) applications.

For more information, please visit  
[https://collab.ecm.census.gov/div/hrd/intranet/WD/iteducationalservices/Pages/CBS-Training.aspx](https://collab.ecm.census.gov/div/hrd/intranet/WD/iteducationalservices/Pages/CBS-Training.aspx)

**Equal Employment Opportunity (EEO) Training**
For more information, please visit  
[https://collab.ecm.census.gov/div/eeo/intranetold/Pages/EEO-Training.aspx](https://collab.ecm.census.gov/div/eeo/intranetold/Pages/EEO-Training.aspx)

or

[https://collab.ecm.census.gov/div/eeo/intranet/Pages/default.aspx](https://collab.ecm.census.gov/div/eeo/intranet/Pages/default.aspx)

**Demo-U**
The corporate university of the Demographic Directorate. The goal of Demo U. is to improve the competencies, adaptability, and retention of Demographic Directorate employees through a program of continual learning that provides unique training directly applicable to the Demographic Directorate

For more information, please visit  
[https://collab.ecm.census.gov/dir/addp/intranet/demo-u/Pages/default.aspx](https://collab.ecm.census.gov/dir/addp/intranet/demo-u/Pages/default.aspx)

**Econ-U**
Course curriculum for survey statisticians and program analysts in the Economic directorate.

For more information, please visit  
[https://collab.ecm.census.gov/dir/adep/cross-division-projects/econu/SitePages/Home.aspx](https://collab.ecm.census.gov/dir/adep/cross-division-projects/econu/SitePages/Home.aspx)
Field Training & Career Development
Providing effective and quality education, training, and development programs that enable all Field Directorate personnel to effectively perform those functions required to maintain the Field Directorate's leadership role in data collection.

For more information, please visit
https://collab.ecm.census.gov/div/FTCDO/intranet/Pages/default.aspx
Frequently Asked Questions (FAQs) for Training


How do I sign up for training classes?
You must first obtain supervisory approval to attend the training class. If you have a Commerce Business System (CBS) account, go to Education and Training Management Information System Plus (ETMIS+) AutoTrain and sign-up for the class. If you do not have a CBS account, ask your Administrative Office or your office’s CBS Coordinator to sign you up for the class.

How do I cancel my enrollment in a class?

Classes without pre-work: You must submit your cancellation request via email to the appropriate program manager at least 2 weeks prior to the start date of the class. If you miss the 2-week deadline but you find a replacement for your slot, you will receive a withdrew status in your training history. If this is the case, email the program manager your replacement’s name.

- If you miss the 2-week deadline and can't find a replacement for your slot, you will receive a no show status in your training history.
- If you do not request your cancellation to the appropriate program manager and do not show up to class, you will receive a no-show status in your training history.

Classes with pre-work: You must submit your cancellation request via email to the appropriate program manager at least 1 month prior to the start date of the class.

- If you miss the 1 month deadline, you will receive a no show status in your training history.
- If you do not request your cancellation to the appropriate program manager and don’t show up to class, you will receive a no-show status in your training history.

After your second no show within the calendar year, we will notify your supervisor immediately and you won’t be allowed to register for another class within the next 3 months.

When taking classes outside the Census Bureau, please abide by that training vendor’s cancellation policy. Cancellation after the deadline may require you to find a replacement, and may result in nonrefundable charges to your Division.
**How do I obtain a copy of my training history?**
A copy of your training history may be obtained from Commerce Business System (CBS) Education and Training Management Information System Plus (ETMIS+) or the Census Human Resource Information System (CHRIS).

**How do I request changes to the record of my training history?**
The request to modify information on the training history record must be submitted in writing to the Talent Development & Management Programs Branch (TDMPB) located in HRD (2 244-2 246).

To update completion statuses on the training history, please provide TDMPB with a copy of the certificate of completion or transcript. The certificate for completion must be signed by the company that conducts the training, list the title of the course, and the date of completion.

**What are my responsibilities related to training opportunities?**
You are responsible for your own development, successfully completing and applying authorized training, and fulfilling continued service agreements for college classes (if applicable). You should be actively involved in learning new methods and procedures that you can apply to your job, sharing knowledge with peers, and enhancing overall productivity.

Additional responsibilities include discussing training opportunities with your supervisor and assisting your agency in identifying training needed to improve individual and organizational performance and identifying methods to meet those needs.

**What is an IDP and am I required to have one?**
An individual development plan (IDP) is a statement of your long-and short-term career goals in conjunction with the Bureau of the Census mission and workforce goals. You and your supervisor select training and other developmental opportunities that will enhance and/or improve your ability to work at increasingly more difficult or complex levels in your field of expertise.

Your supervisor will advise you as to whether an IDP is required. If it is not required, it is still a good idea for you to maintain one so you can request appropriate training and assist your supervisor in explaining your training requests. Contact the Career Resource Center on 301-763-2962 for information on the schedule for offering IDP Workshops or to schedule a session with the certified Career Counselor.
How do I receive funding for college classes?

Per OPM Training Policy Handbook, an agency may pay or reimburse the costs of academic degree training from appropriated or other available funds if such training:

- Meets an identified agency training need;
- Resolves an identified agency staffing problem;
- Accomplished goals in the strategic plan of the agency; or
- Is part of a planned, systemic, and coordinated agency employee development program linked to accomplishing the strategic goals of the agency.

The class has to be from an accredited college or university that is a nationally recognized body in accordance with Department of Education guidelines.
New Employee Checklist
## New Employee Checklist

### First 30 Days of Employment

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parking and Transportation</strong></td>
<td>If parking at HQ, contact your administrative office or the Parking Program</td>
</tr>
<tr>
<td></td>
<td>Office to request a parking pass.</td>
</tr>
<tr>
<td></td>
<td>If riding Metro, contact the Transit Office to apply for Transportation</td>
</tr>
<tr>
<td></td>
<td>Subsidy.</td>
</tr>
<tr>
<td><strong>Note:</strong> You can only choose one option at a time.</td>
<td></td>
</tr>
<tr>
<td><strong>Designation of Beneficiary</strong></td>
<td>Complete SF-2823 (Designation of Beneficiary-FEGLI) Form and SF-3102</td>
</tr>
<tr>
<td></td>
<td>(Designation of Beneficiary-FERS) form</td>
</tr>
<tr>
<td></td>
<td>Submit forms to Enterprise Services Portal.</td>
</tr>
<tr>
<td></td>
<td><a href="https://enterpriseservices.service-now.com/es">https://enterpriseservices.service-now.com/es</a></td>
</tr>
<tr>
<td><strong>Director’s Blog</strong></td>
<td>Visit the Director’s Blog <a href="http://cww.stage.census.gov/directors_blog/">http://cww.stage.census.gov/directors_blog/</a></td>
</tr>
<tr>
<td><strong>Life Insurance</strong></td>
<td>Enroll in the Federal Employees’ Group Life Insurance (FEGLI) program.</td>
</tr>
<tr>
<td></td>
<td>Complete SF-2817 (Life Insurance Election Form - FEGLI)</td>
</tr>
<tr>
<td></td>
<td>Submit form to Enterprise Services Portal.</td>
</tr>
<tr>
<td></td>
<td><a href="https://enterpriseservices.service-now.com/es">https://enterpriseservices.service-now.com/es</a></td>
</tr>
<tr>
<td><strong>WebTA</strong></td>
<td>Meet with your branch’s timekeeper to create your WebTA account and to be</td>
</tr>
<tr>
<td></td>
<td>shown the how to use the system.</td>
</tr>
<tr>
<td><strong>Project Server</strong></td>
<td>Talk to your supervisor about your project server.</td>
</tr>
<tr>
<td><strong>Mandated Training</strong></td>
<td>Complete Web T&amp;A training</td>
</tr>
<tr>
<td></td>
<td>Complete Title 26 training</td>
</tr>
<tr>
<td></td>
<td>Complete No Fear Act training.</td>
</tr>
<tr>
<td></td>
<td>Complete Business Ethics training.</td>
</tr>
<tr>
<td></td>
<td>Complete New Employee Safety training</td>
</tr>
<tr>
<td><strong>Enterprise Services</strong></td>
<td>Complete Enterprise Services training on the CLC to become better familiar</td>
</tr>
<tr>
<td></td>
<td>with the Enterprise Services Portal.</td>
</tr>
<tr>
<td></td>
<td>Enterprise Services Payroll and Benefits (P&amp;B) Employee’s Role</td>
</tr>
<tr>
<td></td>
<td>Enterprise Services Payroll and Benefits (P&amp;B) Manager’s Role</td>
</tr>
<tr>
<td></td>
<td>Enterprise Services Personal Action Request, Payroll and Benefits (PP&amp;B)-</td>
</tr>
<tr>
<td></td>
<td>Manager’s Role</td>
</tr>
</tbody>
</table>

### First 60 Days of Employment

<table>
<thead>
<tr>
<th>Task</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Health Benefits</strong></td>
<td>Enroll in the Federal Employees Health Benefits program. Complete SF-2809</td>
</tr>
<tr>
<td></td>
<td>(Health Benefits Form).</td>
</tr>
<tr>
<td></td>
<td>Submit form to Enterprise Services Portal.</td>
</tr>
<tr>
<td></td>
<td><a href="https://enterpriseservices.service-now.com/es">https://enterpriseservices.service-now.com/es</a></td>
</tr>
</tbody>
</table>
**CHRIS**

- Update your Emergency Contact information.
- Update your Personnel information (if needed).
- Update Education information (if needed).

**My EPP**

- Sign Up for My Employee Personal Page ([https://www.nfc.usda.gov/epps/](https://www.nfc.usda.gov/epps/)) to view pay stubs, W-4s, W-2s; and make changes to payroll and tax information.

**Life Insurance**

- Enroll in the Federal Employees’ Group Life Insurance (FEGLI) program.
- Complete SF-2817 (Life Insurance Election Form - FEGLI)/Submit form to Enterprise Services Portal. ([https://enterpriseservices.service-now.com/es](https://enterpriseservices.service-now.com/es))

**Future On**

- Visit Future On ([https://intranet.ecm.census.gov/sites/v2/futureon/Pages/default.aspx](https://intranet.ecm.census.gov/sites/v2/futureon/Pages/default.aspx))

---

**First 120 Days of Employment & Beyond**

**TSP**

- Enroll in the Thrift Savings Plan. Complete TSP-1 (Thrift Savings Plan Election Form)
  - Submit form to Enterprise Services Portal. ([https://enterpriseservices.service-now.com/es](https://enterpriseservices.service-now.com/es))

- Complete the TSP-3 (Designation of Beneficiary Form)
  - Submit form **Directly** to TSP.

**Individual Development Plan (IDP)**

- Meet with your supervisor for advice on creating your IDP
- Enroll in designated IDP Class or meet with the Career Resources Center Career Coach.
- Explore training opportunities offered by the Bureau. Visit the Census Training Center SharePoint page. ([https://collab.ecm.census.gov/div/hrd/intranet/CTC/Pages/CensusTrainingCenter.aspx](https://collab.ecm.census.gov/div/hrd/intranet/CTC/Pages/CensusTrainingCenter.aspx))

**Union Affiliation**

- Check out the Census Bureau’s Union office (AFGE Local 2782)
  - [http://www.afge-local2782.org/default.htm](http://www.afge-local2782.org/default.htm)

**Affinity Groups**

- Check out the Census Bureau’s Affinity Groups
  - [https://collab.ecm.census.gov/teamsites/CAG/intranet/Pages/default.aspx](https://collab.ecm.census.gov/teamsites/CAG/intranet/Pages/default.aspx)

**C.W.E.T. Shop (Gym)**

- Check out the Census Bureau’s Gym
<table>
<thead>
<tr>
<th>Library</th>
<th>Check out the Census Bureau's Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Census Bureau Welfare &amp; Recreation Association (CBWRA)</td>
<td>Check out the CBWRA site</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/teamsites/cbwra/intranet/Pages/default.aspx">https://collab.ecm.census.gov/teamsites/cbwra/intranet/Pages/default.aspx</a></td>
</tr>
<tr>
<td>Visit New Employee Resources SharePoint Page</td>
<td>Receive updates, access New Employee Orientation manual and videos, stay connected to new information pertaining to new employees.</td>
</tr>
<tr>
<td></td>
<td><a href="https://collab.ecm.census.gov/div/hrd/WDB/newemployeeresources/SitePages/Home.aspx">https://collab.ecm.census.gov/div/hrd/WDB/newemployeeresources/SitePages/Home.aspx</a></td>
</tr>
</tbody>
</table>