Chapter 2: Pre-Appointment and Selection Forms

Introduction

There are several administrative and pre-appointment forms which require review, audit, processing, and maintenance in the administrative area. Each form is listed below with a brief description of its purpose.

Pre-Appointment Forms

Updated 05/10

BC-170D, Census Employment Inquiry

This form is completed by all applicants who are interested in census employment. The applicant answers all applicable questions. The answers are reviewed by the recruiting clerk at the testing session and again by the office clerk in the administrative area for completeness and to determine the applicant's eligibility for federal employment. The BC-170D collects the applicant's personal data, work skills, and availability.

USCIS I-9, Employment Eligibility Verification

This form is completed by the applicant at the time of testing. The applicant must provide proof of identity and employment eligibility. See the Form I-9 in Appendix A for a detailed list of acceptable identity documents that will fulfill this requirement. The recruiting clerk at the testing session must review and verify the applicant document(s) and complete section 2 of the I-9.

***NOTE:** Effective November 2008, the U.S. Passport Card is considered a "List A" document that may be presented at the time of testing to show eligibility verification for work authorized status. (Select "A1," U.S. Passport in DAPPS)*

DD-214, Certificate of Release or Discharge:

If item number 12b on the BC-170D is completed and the box claiming 5-point preference is checked, applicants must submit a copy of their DD-214 with their application in order for the applicant to receive veterans' preference.

SF-15, Application for 10-Point Veteran Preference

If item number 12b on the BC-170D is completed and the box claiming 10-point preference is checked, the applicant must complete and submit an SF-15 along with the appropriate supporting documentation to receive 10-point veterans' preference.

D-229, Pre-Appointment Certification Statement for Selective Service Registration

A male applicant, born after December 31, 1959, must be registered with the Selective Service System (subject to certain exemptions) to be employed by the federal government. The Regional Director (RD) will determine whether the failure of someone who was required to register for the selective service was willful or deliberate. If the RD determined it was, the person should not be hired. The decision of the RD is the final decision. If the applicants in question have had their appeals denied by the RD and would like to talk to someone else, refer applicant to the Decennial Administrative Branch (DAB) staff at (301)763-4899. The DAB staff will affirm with the decision of the RD. Do NOT have the applicants contact OPM.

If the person was never required to register, have them self certify and sign and date the form. After supervisor review, the ineligible status in DAPPS may be updated from ineligible to eligible. Retain this form in the employee WPPF.

Testing Forms

Applicant folders contain the D-267A1, B1, C1, or D1, Field Employee Selection Aid Answer Sheet, and/or the D-270A1/B1, Field Employee Selection Aid for Supervisors Answer Sheet. These test answer sheets are already scored and the test information (for example, test type and test score) transcribed to the for office use only section of the BC-170D. Applicants can take the test more than once. However, only the highest score from the D-267A1, B1, C1, or D1 and/or D-270A1 or B1 will be used for the selection process.

Applicants who take the D-270A or B, will also have to complete a D-270.1, Supervisory Applicant Reference Sheet. After completion, the recruiting clerk will attach this form to the applicant's BC-170D. This form provides work and personal reference information.

Note: Applicants cannot retake the test on the same day.

Selection Forms

D-150, Job Requisition

The Assistant Manager for Recruitment (AMR) completes the form D-150. Using the D-150, the clerk keys the information into DAPPS to generate lists of candidates who meet certain criteria (for example, availability, language skills, availability of transportation, so forth) and live in a predetermined geographic area where they have vacancies.

D-425, Employee Selection Record

This form is computer generated from the Decennial Applicant, Personnel, and Payroll System (DAPPS). The D-425 is a working certificate used to document selections for census jobs. The form lists applicants in order of veterans' preference and descending test score. It also lists experienced employees who have been terminated in good standing within the past year who previously occupied the same type of position identified on the-D-150.

D-425A, Final Employee Selection Record

This shows the final disposition of all applicants and experienced employees that were on the original D-425. The D-425A is a computer-generated form from DAPPS and must be printed before the applicant is hired or the experienced employee is rehired.

Selection Guides

D-269A, Selection Guide for Enumerator

This selection guide is provided for your use in qualifying and selecting applicants for the enumerator positions. This guide is a verbatim script to be read while interviewing applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

D-269B, Selection Guide for Crew Leader

This selection guide is provided for your use in qualifying and selecting applicants for crew leader positions. This guide is a verbatim script to be read while interviewing applicants. This is the only form relevant and appropriate for making the determination for selection and employment

D-269C, Selection Guide for Office Clerk

This selection guide is provided for your use in qualifying and selecting applicants for office clerk positions. This guide is a verbatim script to be read while interviewing applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

D-269D, Selection Guide for Supervisors

This selection guide is provided for your use in qualifying and selecting applicants for supervisory positions. This guide is a verbatim script to be read while interviewing applicants. This is the only form relevant and appropriate for making the determination for selection and employment. The employment reference check must be completed prior to the applicant interview for the Office Operations Supervisor or the Field Operations Supervisor positions.

D-269E, Selection Guide for Recruiting Assistant

This selection guide is provided for the managers' use in qualifying and selecting applicants for recruiting assistant positions. This guide is a verbatim script to be read while the manager interviews the applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

D-269F, Selection Guide for Crew Leader Assistant

This selection guide is provided for the managers' use in qualifying and selecting applicants for crew leader assistant positions. This guide is a verbatim script to be read while interviewing the applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

D-269G, Selection Guide for Enumerator

This selection guide is provided for the managers' use in qualifying and selecting applicants for (Portable Digital Assistant

(PDA) Sampling Observation) enumerator positions. This guide is a verbatim script to be read while interviewing the applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

D-269H, Selection Guide for Partnership Assistant

This selection guide is provided for the managers' use in qualifying and selecting applicants for partnership assistant positions. This guide is a verbatim script to be read while interviewing the applicants. This is the only form relevant and appropriate for making the determination for selection and employment.

Training Forms

D-275, Record of Training

This form is printed after training classes are scheduled for applicants who have accepted job offers. For automated, or non-paper based operations the clerk must make four (4) copies of the D-275 by printing from DAPPS or Xeroxing. If the operation is paper-based, only 3 copies need to be printed. The copies are routed to the following people:

- One copy is filed in the administrative area
- For automated or non-paper based operations, a second copy is provided to the OOS for Support
- Two copies are given to the appropriate assistant manager along with the appointment folders and a packet containing additional appointment forms.

The D-275 is used as the training session to identify the trainees who were/were not present (that is, no-shows).

D-155, Applicant Data Sheet

This form is pre-filled with applicant's personal data from the BC-170D and I-9. It is entered into the Decennial Applicant Personnel and Payroll System (DAPPS) at the time of the application. The D-155 is reviewed for corrections/accuracy at the training session. The selected applicant is required to complete the Tax Data Section at the appointment/training session.

Overview of Selection Process

AMFO fills the D-150, Job Requisition
Specifying the number of positions
Needed by census geography

Clerk generates a D-425, Selection Record, from DAPPS based on hiring requirements. Applicants are listed by veteran preference and in descending test score order.

Clerk conducts telephone interviews starting
With the first person listed and continuing in
descending test score order.

OOS approves all selections and non-selections
Of non-preference eligibles

Clerk:

(1) Updates status of selected applicants in DAPPS.
(2) Assign applicants to a training session and generates a D-275, Record of Training, for the classroom instructor as well as D-155, Applicant Data Sheet, fingerprint labels for each selectee assigned to the training session. FedEx labels are also printed with the applicants' labels.

1 All qualified applicants must first be cleared through CHEC before they can be selected for a position.
2 The non-selection of preference eligibles must be approved by Census HQ.

Chapter 4: Selection

Topic 1: Job Requisition

D-150, Job Requisition
Updated 01/10

The D-150, Job Requisition, lists criteria that must be entered into DAPPS to obtain a list of applicants on the D-425, Selection Record.

The Assistant Managers complete the D-150 and forward it to the Assistant Manager for Administration (AMA). The administrative area generates the selection records in accordance with the criteria specified on the D-150.

Note: Non-citizens will only be considered in situations that require special language or cultural skills that cannot be satisfied from the available pool of citizen applicants in DAPPS. These situations are identified as such on the D-425. The D-425 will display a row of dashes (----). Below the dashes are the list of Non-citizens.

The D-150 is divided into sections that identify the position to be filled and the criteria to be used in selecting applicants for the position(s). An example of a completed D-150 is shown at the end of this topic.

Part A – Position Requirements

1. *Total number to hire (maximum 50 per D-150):* identifies the number of applicants that are needed. This number is used to inform the selection staff, but is not entered into DAPPS.
2. *Class:* indicates whether it is either Decennial or Census Coverage Measurement hiring.
3. *Operation:* indicates the Census data collection phase to be performed, such as Non-Response Follow-up or Address Canvassing.
4. *Position:* identifies the position being filled (such as, Enumerator, Crew Leader Assistant, Crew Leader, Field or Office Operations Supervisor, Clerk, and so forth).
5. *For interviewing purposes:*

   5a. Length of job (weeks or months): This is written on the D-269A-H and used during the applicant interview to inform the applicant how long the work /job will last.

b. *Pay:* This is written on the D-269A-H to inform the applicant of the hourly rate of pay.

Part B – Selection Criteria

1. *Office Code:* identifies the 4-digit LCO requesting the selection record.
2. *FIPS Codes (Federal Information Processing Standards):* specifies the state and county for which the selection record should be generated.
3. *Specific Assignment Area:* identifies at what geographic level the selection record is to be requested, highest level is county, lowest level is block.
4. *CLD (Crew Leader District) Number:* this number is used for assigning newly selected applicants to the appropriate training session.
5. *Availability:* identifies the minimum hours per week or specific days of the week required to complete the assignment.
6. *Language Requirement:* identifies a need for a specific language in the assignment area.
7. *Transportation Type:* identifies when a specific type of transportation is required within the assignment area.
8. *Training date(s):* identifies the training date to be written on the D-269A-H and used during job interviews.
9. *Training time(s):* identifies the training time to be written on D-269A-H and used during job interviews.
10. *Training location:* identifies the location where the training will be given. If the AMFO provided the training information to the clerk prior to the interview, the training information can be recorded on the D-269A-H and given to the applicant at the end of the interview, if selected.

Part C – Additional Criteria

1. *Position Location:* identifies if the position will be located in the office or the field.

2. *a. Test ID:* identifies which test the applicant must have taken, the D-267 (non-supervisory) or the D-270 (supervisory) to be considered for the position listed in Part A. If the applicant took the D-267(S), Spanish Version, then they also need to take the English Proficiency Test and score a letter grade of A/B/C. When the test type is keyed into DAPPS, it must agree with the position. DAPPS will generate an error message if the test type does not agree with the position. See the chart below that shows the test type for each position.

If you take the...	Then you can be considered for.....
D-267 A, B, C, or D D-267 (S) A,B, C, or D	Enumerator Crew Leader Trainee Crew Leader Assistant Partnership Assistant Recruiting Assistant Office Clerk Administrative Assistant CCM Enumerator CCM Crew Leader CCM Crew Leader Assistant
If you take the...	**Then you can be considered for.....**
D-270 A/B and complete the D-270.1	Office Operations Supervisor Field Operations Supervisor Trainee CCM Field Operations Supervisor

   b. Minimum Score: identifies the minimum score of 70 the applicant must have achieved to be eligible for the selection record. However, if enough applicants do not meet the minimum score of 70, the Regional Director can approve a Job Requisition for applicants that score less than 70. For additional guidance, refer to the D-501, Chapter 6.

3. *Skills:* Indicate if personal computer experience is required for the position. Applicants who identified they have personal computer experience on their BC-170D and meet all other criteria will appear on a selection record

when recruiting for skills.

4. *Requirements Search Number:* after the D-150 requirements have been entered and saved in DAPPS, the DAPPS assigns a Search Requirement Number on screen that corresponds to the D-150. That number is written here.

5. *Personnel Status:* managers may request experienced employees only (for example, employees who resigned or were terminated for lack of work or personal reasons within the past year and previously occupied the same type of position identified on the D-150); otherwise, the selection record will include both experienced employees and applicants.

<u>Part D – Requester Information</u>

1. *Requester Name:* this is the name of the manager requesting the selection record.

2. *Date:* the date the requester/manager completes the D-150.

Instructions on completing the D-150 are provided on the reverse side of the form. The administrative area uses the D-150 to generate a list of candidates who meet certain criteria and live in a predetermined geographic area where the 2010 Census has vacancies. Once the clerk keys the Job Requisition data into DAPPS, and runs the D-425, Selection Record, you cannot make any changes to the Job Requisition criteria. The data will be in 'View Only' mode. You can only execute the specified Job Requisition Number once.

D-150, Job Requisition

2010 Census

FORM D-150 (7-15-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

What do I need to hire?

JOB REQUISITION

Part A – POSITION REQUIREMENTS

How many do we need to hire?

How long will the person work? What will their pay be?

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire *(maximum 50 per D-150)*
2. Class – *Mark (X) one*
   - ☐ Decennial
   - ☐ CCM
3. Operation
4. Position – *Mark (X) one*
   - ☐ Clerk
   - ☐ Enumerator
   - ☐ Crew Leader
   - ☐ Crew Leader Asst.
   - ☐ Field Operations Supervisor
   - ☐ Office Operations Supervisor
   - ☐ Recruiting Assistant
5. *For interviewing purposes:*
   - a. Length of job *(weeks or months)*
   - b. Pay $ ______ Per hour

Part B – SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code
   LCO
2. CLD number *(if applicable)*
3. FIPS codes
   State
   County
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)

Where do I need them to work?

▶ ***Complete items 5 – 7 for conditions of employment.***

How many hours do they need to work per week?

5. Availability
   - a. Minimum hours per week
   - b. Weekday work (8 a.m.–4 p.m.)
   - c. Evening work (4 p.m.–9 p.m.)
   - d. Weekend work (Saturday and/or Sunday)
6. Language requirement
7. Transportation type

Do I have any special requirements?

▶ ***Complete items 8 and 9 for conditions of training*** *(if available).*

Where and when is training?

8. Training date(s)
9. Training time
10. Training location

What test type and score do I need?

Part C – ADDITIONAL CRITERIA

Do I need Field or Office Work?

Did I Record the Requirement Search Number?

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location
   - ☐ Field work
   - ☐ Office work
   - ☐ No preference
2. Test
   - a. ID – *Type*
   - b. Minimum score
3. Skills
   - ☐ Computer or Data Entry experience
4. Requirement Search Number
5. Personnel status:
   - ☐ Experienced only

Did I sign and date the request?

Part D – REQUESTER INFORMATION

1. Requester name
2. Date

(SEE BACK FOR INSTRUCTIONS)

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Topic 2: Selection Guidance

D-425, Selection Record

The D-425, Selection Record is a working certificate, listing candidates that meet geographic, availability, and skills criteria by position and are listed in veterans' preference and descending test score order. The D-425 is used with selection guides to document job offer results for census jobs.

Selection records should be open for a reasonable amount of time. The LCO Manager or Assistant Manager for Administration (AMA) determines what a "reasonable" amount of time is based on the work requirements. It is recommended that selection records be open no longer than 3 or 4 days. An applicant's name will appear on only one selection record for the same position.

For example, Test1 Testmcart name appears on a selection record for an Enumerator position. At the same time, her name can appear on another selection record for a Crew Leader. After her applicant/employee ID number an asterisk will print to identify that she is listed on more than one selection record. This will notify the supervisor before beginning interviews. Her status is automatically updated to 'Under Consideration.' Test1's name will not appear on another selection record for an enumerator or crew leader position even though she meets the required criteria, until the Job Offer Results page is updated and completed and the final selection record is run. Refer to the D-581, DAPPS Operating Guide, for procedures to close a selection record.

The manager may limit selection consideration to experienced employees only, applicants only, or a combination of the two. We recommend the selecting official consider former 2010 Census employees before selecting applicants only.

Experienced Employees
Updated 09/2009

Experienced former employees are defined as:

- Employees who separated (resigned/terminated for reasons other than cause) within the past year and who previously occupied the same type of position identified on the D-150, *Job Requisition*.

Managers may limit selection considerations to experienced employees or both experienced and new applicants. Selecting officials should give first consideration to experienced employees.

Note: Selecting officials are not obligated to hire experienced employees before considering new applicants.

The requesting manager prepares a D-150, *Job Requisition*, and forwards it to the Assistant Manager for Administration (AMA) for processing. An Administrative Clerk, following the procedures contained in the D-581, *DAPPS Operating Manual*, generates a D-425, *Selection Record.*

When managers request experienced employees *only*, the list will include employees separated within the past year for reasons other than cause and who previously occupied the **same type of position** they are currently applying for. Experienced employees who are compensable veterans with service-connected disabilities of 30 percent or more, or at least 10 percent, but less than 30 percent will be listed first in score order. All other experienced applicants (10-point disability, 10-point other, 5-point, and non veterans) will be listed after that in score order.

New Applicants

New applicants are defined as Applicants who have a status of Available in DAPPS or previous employees whose separation for reasons other than cause have exceeded one year. New applicants are listed on a selection record in descending test score order with veterans' preference indicated, if applicable.

The first group of applicants includes all 10-point compensable veterans with service-connected disabilities of 30 percent or more, or at least 10 percent but less than 30 percent. These 10-point preference eligibles are **always** placed at the top of the list in order of their converted test scores. For additional information on Veterans' Preference, refer to Chapter 3, Topic 1 of this manual.

The next group of qualified includes applicants with 10-point disability, other 10-point noncompensable veterans, 5-point preference eligibles, and all applicants not claiming veterans' preference. Applicants are ranked in descending test score order. However, at each test score, 10-point eligibles precede 5-point eligibles who, in turn, precede nonpreference eligibles. Refer to Chapter 3 of this manual for additional information on Veterans' Preference.

Preparing D-150C, Selection Record Log

A D-150C, Selection Record Log is maintained in the administrative area of the office for use by personnel clerks. The log identifies the Job Requisition Number, Date Ran, Job

Position, and the clerk working the selection record. After the selection record is closed, the clerk will annotate on the log that DAPPS is updated and the final date the selection record ran.

Preparing D-150C, Selection Record Log

FORM D-150C
(7-30-08)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

SELECTION RECORD LOG
2010 Census

Line No. (a)	Job requisition number (b)	Date run (c)	Position (d)	Assigned to (Clerk name) (e)	DAPPS updated w/status (f)	Date closed (g)
1					☐ Yes ☐ No	
2					☐ Yes ☐ No	
3					☐ Yes ☐ No	
4					☐ Yes ☐ No	
5					☐ Yes ☐ No	
6					☐ Yes ☐ No	
7					☐ Yes ☐ No	
8					☐ Yes ☐ No	
9					☐ Yes ☐ No	
10					☐ Yes ☐ No	
11					☐ Yes ☐ No	
12					☐ Yes ☐ No	
13					☐ Yes ☐ No	
14					☐ Yes ☐ No	
15					☐ Yes ☐ No	

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Selection Guides

Verbatim selection guides are provided for your use in qualifying and selecting applicants. These selection guides provide a verbatim script appropriate for the available position for interviewing an applicant by telephone. Based on the applicant's response, you will mark the answer (Yes or No) in either column A or B. If the applicant responds 'Yes' to all of the questions, you may extend a job offer to the applicant at the end of interview.

However, if there is a questionable answer to any of the questions or if there are any answers with a 'No' in Column B, do not offer a job at this time, and refer to the supervisor. Inform the applicant that his/her application will be reviewed and, if selected, they will be notified within the next 10 working days. The following eight selection guides are available:

D-269A – *Selection Guide for Enumerator Positions*

D-269B – *Selection Guide for Crew Leader Positions*

D-269C – *Selection Guide for Office Clerk Positions*

D-269D – *Selection Guide for Supervisor Positions*

D-269E – *Selection Guide for Recruiting Assistant Positions*

D-269F – *Selection Guide for Crew Leader Assistant Positions*

D-269G – Selection Guide for Enumerator Positions (Portable Digital Assistant (PDA) Sampling Observation

D-269H – Selection Guide for Partnership Assistant Positions

A separate selection guide is used for each applicant that is contacted. The selection clerk must sign and date the bottom of each selection guide after the phone call is completed. All selection guides are then filed with the D-150, *Job Requisition*, D-425, *Selection Record*, and the D-425A, *Final Selection Record.*

For supervisor only positions, (for example, Office Operations Supervisor and Field Operations Supervisor) the selection guide includes a verbatim script for Employment Reference Checks.

To conduct a reference check, refer to the D-270.1, Supervisory Applicant Reference Sheet within the Applicant Folder. Call the most recent or present employer first, then proceed with the personal reference checks if provided.

Using Section III of the D-269D, Selection Guide for Supervisors, document the reference check results. These are the only reference check questions that should be asked.

Prior to the telephone interview, you will be given a D-150, Job Requisition, which contains the selection criteria required for a particular assignment area. In addition, you will receive a D-425, Selection Record and the Applicant Folder for each person listed on the D-425.

The D-269 A-H has blank spaces to prefill information from the

D-150, such as the position title, availability, number of weeks, hourly salary, and, if available, training time and location. Your supervisor will supply you with a list of pay rates for the positions. You need to fill in this information on the appropriate D-269A – H form before you contact the applicant.

Several questions on the D-269s are specific to language skills and type of operation. If a language is specified on the D-425 as a hiring prerequisite for the position, the clerk needs to refer the specific language question to a staff associate, if possible, who can confer with the applicant in the specified language. If no one in the office can speak the language (such as Mandarin Chinese), skip the question. If a question is specific to an operation, and you are not hiring for that operation, skip the question.

A sample D-269A, Selection Guide for the Enumerator position is displayed. All D-269A-H selection guides are in Appendix A.

(b)(2)

[redacted]

FORM D-269A (7-25-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

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Page 2 FORM D-256A (7-25-2007)

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FORM D-266A (7-25-2007) Page 3

(b)(2)

[redacted]

THE CENSUS BUREAU IS AN EQUAL OPPORTUNITY EMPLOYER.

No employment decision is made on the basis of age, race, color, sex, religion, national origin, lawful political affiliation, physical or mental disability, marital status, affiliation with an employee organization, sexual orientation, or other non-merit factor.

Rule of Three

Clerks must apply the 'rule of three' when contacting eligible candidates on the selection record (that is, only the three highest ranking candidates are considered at a time). For example:

1. If the top person on a certificate is a 10-point disabled veteran and the second and third persons are 5-point preference eligibles, the appointing authority may choose any of the three.
2. If the top person on a certificate is a 10-point disabled veteran, the second person is not a preference eligible, and the third is a 5-point preference eligible, the selecting clerk may choose either of the preference eligibles.

How to use the Rule of Three: If one of the top three candidates decline, then select from the next three. For example, you have candidates #1, #2, #3, #4, and #5. You select #2 and he declines. Using the rule of three, your next selection would be from #1, #3, and #4. Veterans' Preference must be taken into consideration in each circumstance. Proceed with this rule of three until all positions have been filled. Below are several possible selection scenarios which illustrate the use of veterans preference and the rule of three.

Example 1:

Rank Order	Applicant score (w/preference points)	Preference
1	85	10 pt compensable
2	90	No
3	90	No
4	80	No

In this instance, the 10-point veteran should be offered the position. If the veteran were to decline the offer, you could consider any of the next three candidates.

Example 2:

Rank Order	Applicant score (w/preference points)	Preference
1	99	No
2	95	5 pt
3	90	No
4	80	No

In this instance, either the 1st or 2nd eligible could be offered the position. The third applicant could only be selected if the veteran declines the job or an objection to the veteran is approved by Headquarters.

Example 3:

Rank Order	Applicant score (w/preference points)	Preference
1	85	10 pt compensable
2	90	5 pt
3	90	No
4	80	No

In this instance, either the 1st (10 point veteran) or 2nd (5 pt veteran) eligible may be offered the position. The third candidate can only be offered the position if both the veterans decline the position or an objection to both veterans is approved by Headquarters.

Example 4:

Rank Order	Applicant score (w/preference points)	Preference
1	85	10 pt compensable
2	90	5 pt
3	90	5 pt
4	80	No

In this instance, any of the three veterans may be offered the position.

(b)(2)

[redacted]

Topic 3: Selecting Applicants

Contacting the Applicant

Clerks in the administrative area will begin offering positions when they have the Job Requisition, Selection Record, Selection Guides, and an Applicant Folder 'with the applicable' forms for each applicant on the Selection Record.

Once you have these tools in hand, begin contacting candidates starting with the first person listed at the top of the selection record in descending test score order. These applicants may be veterans (preference eligibles) with a disability, and every effort must be made to contact and hire them first.

If you are unable to reach an applicant to extend a job offer, attempt to leave a message with a family member or on their answering machine. We recommend you state that they are being considered for employment with the Census Bureau (LCO Name) on Selection Record Number (for example, 000155), and that they need to return the call at (LCO Phone Number), and provide the Selection Record Number, no later than close of business on a specified date. Generally, this will be approximately 2 days or 48 hours from the date/time the message was left to return the call.

Document each attempt to reach an applicant on the D-425, Selection Record, with a notation such as, 'left message on answering machine on June 12, 2008, to return call within 48 hours'. If you are unable to leave a message, then you should attempt to contact the applicant at least two more times.

If you are unable to reach an applicant and unable to leave a message, note the date and time of each failed attempt on the D-425. At least three attempts must be made to contact each applicant. When, attempts to contact applicants are unsuccessful, enter no answer by each date/time.

Making the Selection

When interviewing an applicant, use the appropriate selection guide, D-269A-H for the position being offered. Read the verbatim script and fill in column A or B based on the applicant's response to your questions. If the applicant answers 'yes' to all applicable questions, you may extend a job offer at the end of the interview.

However, if there are any questionable answers to any of the questions or if there are any answers with a 'No' in Column B, do not offer a job at this time, and refer to the supervisor. Inform the applicant that his/her application will be reviewed and, if selected, they will be notified within the next 10 working days.

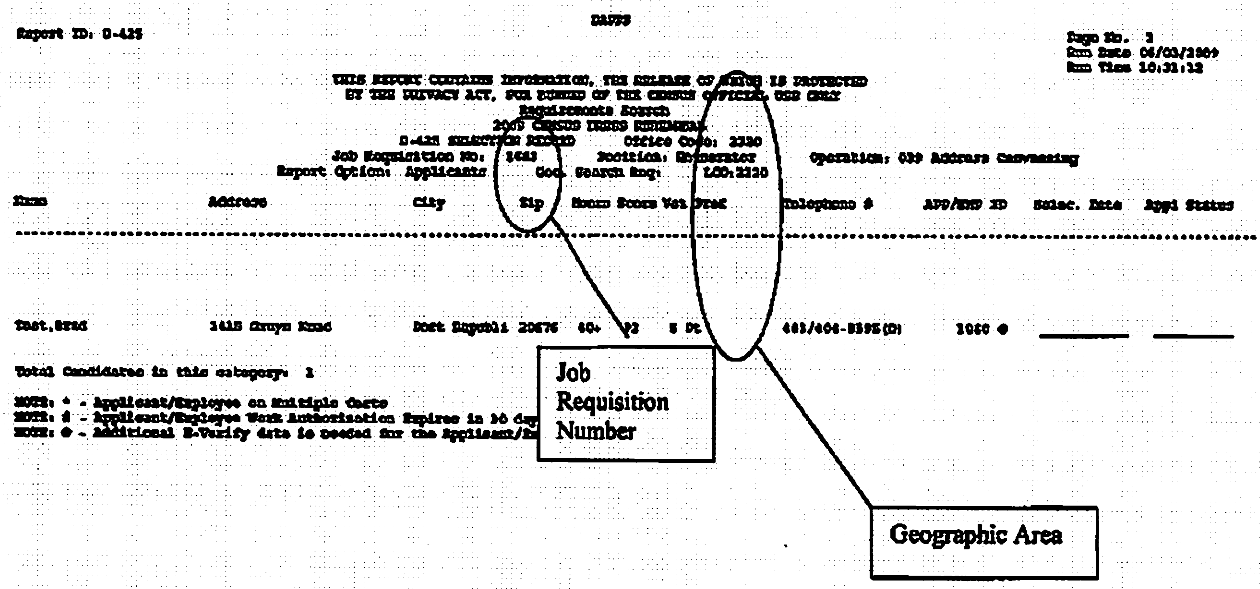
After the phone interview, document the applicant status on the D-425 with one of the following codes:

- Selected (S)
- Offer Refused (OR) and date (identify if the refusal is only for this job offer or for all future job offers)
- Ineligible (I) (Include the appropriate reason) Refer to the chart of Ineligible Reasons, Exhibit 4-1 for a list of Ineligible reasons.

Note: If the applicant is offered a position, but is not available to begin work at this time, and wants to be considered for future operations, document on the D-425 when the applicant can begin working. Make a note for the applicant file and then reset the Availability Date on the Decennial Applicant Data page in DAPPS to the new date provided by the applicant. Refer to the D-581 for processing procedures.

When a job offer is made, and accepted, the applicant should be assigned to a training session from information on the D-150, Job Requisition.

D-425, Selection Record



D-425, Selection Record (Language)

DAPPS

Report ID: D-425

Page No. 3
Run Date 04/18/2008
Run Time 10:01:21

THIS REPORT CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROTECTED
BY THE PRIVACY ACT. FOR BUREAU OF THE CENSUS OFFICIAL USE ONLY
Requirements Search
2008 CENSUS DRESS REHEARSAL
D-425 SELECTION RECORD Office Code: 2413
Job Requisition No: 6966 1 Position: Enumerator Operation: 039 Address Canvassing
Report Option: Applicants Geo. Search Req: LCO:2413

Name	Address	City	Zip	Hours	Score	Vet Pref	Telephone #	APP/EMP ID	Selec. Date	Appl Status
Squarepants,Spongebob	123 Pineapple Grove	Detroit	48213	40+	110	10 Pt < 30%	6179545646(H)	6966	________	________
Jungle,Jim	123 Playground Place	Detroit	48211	40+	85	10 Pt 30%+		6965	________	________
Carasson,Janet	1660 Grays Street	Detroit	48201	40+	103	10 Pt Other	443/404-9292(O)	6969	________	________
Bond,Betsey	2680 White House St	Detroit	48213	40+	87	None	6179990787(H)	6892	________	________
Christmas,Merry	123 Pine Tree Road	Detroit	48211	40+	100	None	6179076403(H)	6891	________	________
Perez,Ray	22673 Grays Road	Detroit	48201	40+	100	None	301/757-4026(H)	6970	________	________
Rosado,Dora	1440 Grays Road	Detroit	48201	40+	90	None	410/546-2974(O)	6967	________	________
Alcance,Cherrie	123 The Mall	Detroit	48211	40+	98	None	6172353225(H)	6890	________	________
Lee,Mimi	3415 Hance Road	Detroit	48201	40+	95	None	410/586-1111(H)	6968	________	________

Total Candidates in this category: 9

NOTE: * - Applicant/Employee on Multiple Certs
NOTE: # - Applicant/Employee Work Authorization Expires in 30 days
NOTE: @ - Additional E-Verify data is needed for the Applicant/Employee

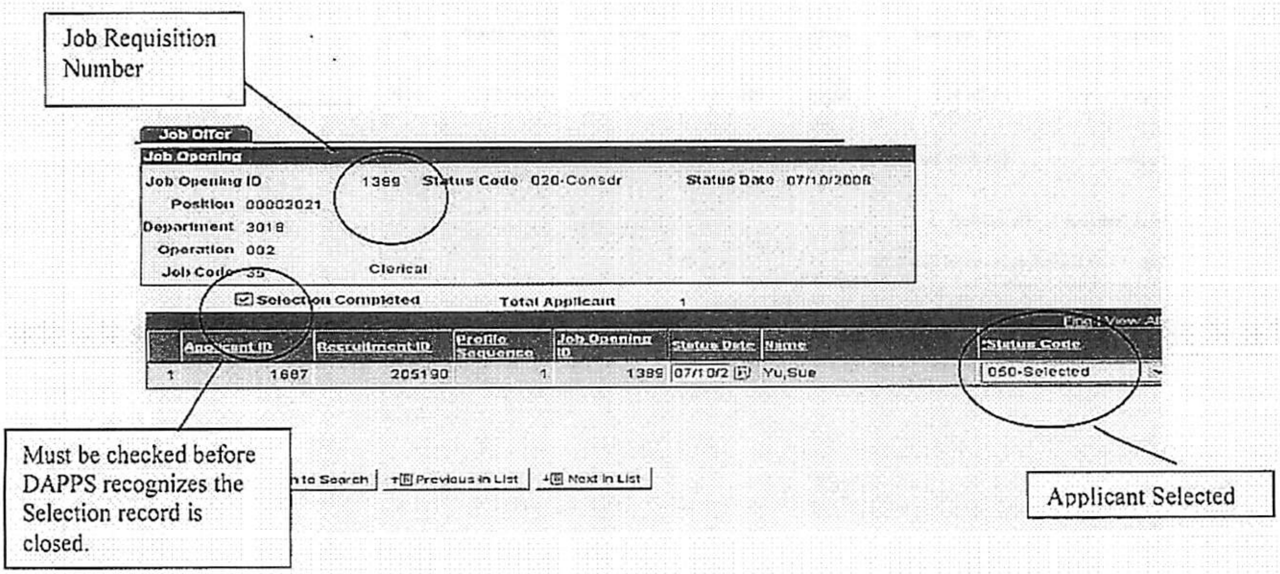
Callbacks

If candidates callback in response to a message they received to extend a job offer, and if the selection record is open, then all efforts should be made to offer them a position. Those that call back after the selection record is closed should be offered employment, if there are still positions that need to be filled. If not, tell them of all attempts made to contact them and state that they will remain in the applicant pool for future positions.

Updating the Job Offer Page in DAPPS

Once the selection is documented on the D-425 and approved by a manager, update the status of all candidates who accepted a job (Selected), refused this job offer or all future job offers (Offer Refused), gave a poor interview, had a poor reference check, or does not meet position qualifications, and those applicants who are not interested (Ineligible). The status of any candidate you were unable to contact, or that was not contacted because the number of positions were filled should remain Available or Experienced.

Use the DAPPS Job Offer Page to indicate the results of the selection. Access the Job Offer Page using the Job Requisition number from the D-425. After you have completed updating your applicant status in DAPPS, check the Selection Completed box, save the Job Offer Results page, and print the D-425A, Final Selection Record. If the Selection Completed box is not checked, DAPPS does not recognize the Selection Record as closed. Processing procedures are provided in the D-581, DAPPS Operating Manual.



D-425A, Final Employee Selection Record

After you have updated, completed, and saved the Job Offer Results Page, print the D-425A, Final Selection Record. The D-425A is similar to the D-425 except that it contains a selection date and applicant status. The D-425A is an official record of the applicants' disposition in DAPPS. Refer to Topic 5: Recordkeeping for disposition of selection forms.

D-425A Final Selection Record

Updated Selected Status

D1PRR

Report ID: DI-425A

Page No. 2
Run Date 04/10/2007
Run Time 17:15:23

THIS REPORT CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROTECTED
BY THE PRIVACY ACT, FOR BUREAU OF THE CENSUS OFFICIAL USE ONLY
Requirements Search
2008 CENSUS DRESS REHEARSAL
DI-425A FINAL SELECTION RECORD Office Code: 2808
Job Requisition No: 0101621 Position: Clerk Operation: 039 Address Canvassing
Report Option: Applicants Geo. Search Req: ST:37 CNTY:051

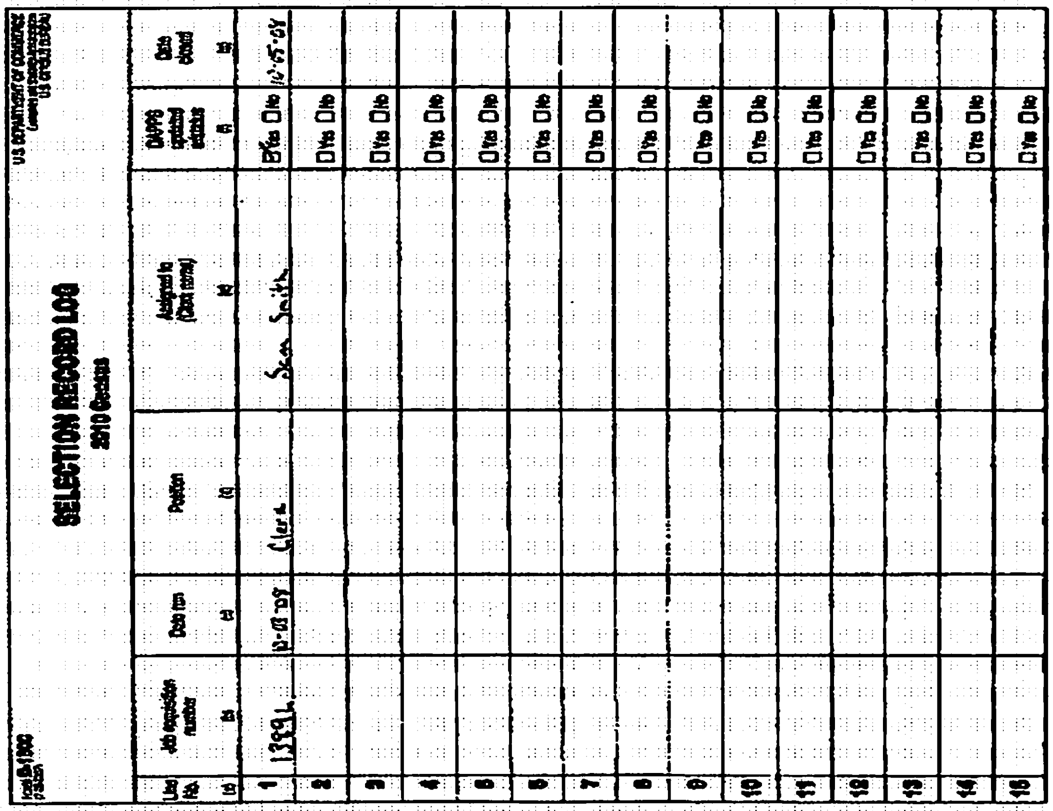
Name	Address	City	Zip	Hours	Score	Vet Pref	Telephone #	APP/EMP ID	Selec. Date	Applicant Status
Jestro,Test6	456 Main St	Fayetteville	28311	40+	130	None	234/567-8310(O) 2345678901(H)	A0001475		Available
Testcart,Test4	Main Street	Fayetteville	28311	40+	100	None	101/111-1111(H) A0001478		10-APR-2007	Selected
Testacar,Test5	11 Main Street	Fayetteville	28311	40+	98	None	111/111-1111(H)	A0001477		Available
Testrea,Test7	123 Main Street	Fayetteville	28311	40+	95	None	123/456-7090(H)	A0001475		Available

Total Candidates in this category: 4

Updating Form D-150C, Selection Record Log

After you have created a final selection record, update D-150C, Selection Record Log by annotating on the log that DAPPS is updated and the final date the selection record was generated or ran.

Updating Form 150C, Selection Record Log



Form D-150C (7/2007) | U.S. DEPARTMENT OF COMMERCE

SELECTION RECORD LOG
2010 Census

Line No.	Job requisition number	Date run	Position	Assigned to (Clerk name)	DAPPS updated status	Date closed
1	1389L	12-03-'08	Clerk	Sean Smith	☒Yes ☐No	12-05-08
2					☐Yes ☐No	
3					☐Yes ☐No	
4					☐Yes ☐No	
5					☐Yes ☐No	
6					☐Yes ☐No	
7					☐Yes ☐No	
8					☐Yes ☐No	
9					☐Yes ☐No	
10					☐Yes ☐No	
11					☐Yes ☐No	
12					☐Yes ☐No	
13					☐Yes ☐No	
14					☐Yes ☐No	
15					☐Yes ☐No	

Training Forms

Selected candidates must be assigned to a training session. There are several training forms used at the training session. The selected candidate must be listed on a D-275, Record of Training and must have a D-155, Applicant Data Sheet in the appointment folder when they attend training. If an applicant shows up for training and his/her name is not on the D-275, do not allow them to stay for training.

D-275, Record of Training

This form is printed after training sessions are scheduled for applicants who have accepted job offers. Once a training session is full or there are no more applicants to add to the training session, the form is saved. Saving the form notifies the Census Hiring and Employment Check Branch to expect fingerprints for all the applicants assigned to the D-275 and allows the attendees to be assigned to an operation in OCE. The form is used at the training session to identify the trainees who were/were not present (i.e., no-shows). Anytime a person is added or deleted to the training session, you must update the D-275, select the save button, and print the form. After the first day of training, the D-275 is returned (for example, hand carry or Federal Express) to the Assistant Manager for Administration (AMA) or Office Operations Supervisor (OOS) in the administrative area. Clerks in the administrative area conduct follow-up telephone calls with all no-shows to determine if they want to be considered for a future position.

- If yes, the supervisor will update their applicant status in DAPPS from Selected to Available. This will make them available for selection provided they meet the selection criteria. If the applicant is not available until a specific time frame, reset the Availability Date on the Decennial Applicant Data page in DAPPS to the new date provided by the applicant. Refer to the D-581 for processing procedures.
- If no, find out if the applicant is refusing all future job offers. For refusal of all future jobs, the supervisor will update their applicant status from Selected to Ineligible and select Not Interested from the Ineligible reasons.

All applicants that are selected and attended training will have their paperwork processed in DAPPS. Once they are hired, they will have an Employee ID.

D-275, Record of Training

Report ID: D-275

DAPPS
RECORD OF TRAINING

Page No. 2
Run Date 07/15/2008
Run Time 15:24:26

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

1. Office name: Austin LCO code: 2306
2. Instructor's Name: ______________ CID number: __________
3. Address of training site: 6201 E. Oltorf Suite 600 Austin
5. Course: Addr Canvassing - Lister Train Session: 0069
7. Facility Name: LCO - Austin, Texas
9. Fingerprint Examiner#1 ____________________
11. Fingerprint Examiner#2 ____________________

4. Date(s): 12-AUG-2008 thru 19-AUG-2008
6. Room: BLDG: ____ Floor: ____
8. Time: 09:00 AM - 04:30 PM
10. Date of Admin Training:
12. Time of class:

LIST OF TRAINEES

Line No.	(a) Name and Address	(b) Appl/Empl ID	(c) Telephone Number	(d) Initial Assign. No	(e) Date Notified	(f) Experi. Emp	(g) Present for Training?	(h) Review Test Score	(i) Remarks	(j) Needs to be Fingerprinted
[redacted]				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes
				_____	_____	X	YES/NO	_____	__________	Yes

Training Forms

D-155, Applicant Data Sheet

The applicant data sheet is a computer-generated form that displays applicant personal data entered in DAPPS from the BC-170D (all information from Forms I-9, and SF-15 and/or DD-214 will be recorded on the BC-170D prior to data entry). At the first day of training, each selected applicant is provided a copy of their D-155 to review personal information (for example, SSN, name, address, and so on), complete tax information, make necessary corrections, and then sign the bottom of the form once they determine the information to be correct.

Any corrections or changes made on the D-155 will be updated in DAPPS when this form, along with the appointment folder, is returned to the AMA or the Office Operations Supervisor in the administrative area. The D-155 is used to process the hire action.

D-155, Applicant Data Sheet

Personal Data

D-155 APPLICANT DATA SHEET

Date Printed: 05/29/2008

-----PERSONAL DATA-----

Correction:

SSN:	713-10-4446	______
Name:	Pqnmuq X Mqxxqk	______
Address:	[redacted]	______
County:		______
Mailing Address:	[redacted]	______
Work(Home)<Other> Phone:		______
Sex:	Female	______
Highest Educ. Lvl:	High School Graduate	______
Date of Birth:	APR 2, 1966	______
Citizenship:	US Citizen	______
Vet's Preference:	No Preference	______
Computer Skill:	Yes	
Language(s):		
Transportation:	Automobile	______
Prior Federal Service:	No	Agency: ______
Federal/Military Retd:	No	Plan: CSRS / CSRS Offset / FERS / Mil.

-----TAX DATA-----

Tax Data

(a)	Tax Authority: Federal (b)	State (c)	Local (d)
Exemption from Withholding:	Yes / No	Yes / No	
Filing Status:	Married / Single	Married / Single Other: ______	
		Resident / Non-Resident	Resident / Non-Resident
Withholding Allowances:	______	______	______
Additional Withholding Amt., $/%:	______	______	______
EIC Certificate Attached:	Yes / No		

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief.
(must be signed in ink)

X______________________
Applicant's Signature and Date Signed

Applicant Signature and Date

OFFICE USE ONLY:

Duty Station Code:	Residence Tax Data	Work Location Tax Data
_ _ _ _ _ _ _ _ _	City: Stockton ______ State: CA ______ County: 077 San Joaquin ______	City: ______ State: ______ County: ______

(b)(2)

[redacted]

(b)(2)

[redacted]

Topic 4: Appointment Folders

Appointment Folders

The appointment folder is a pre-made folder that is hand carried or FedExed to the LCO and will contain all the necessary documents needed for completion at a training session, with the exception of the D-155, *Applicant Data Sheet*.

Preparing Appointment Folders

The OOS will take a pre-made appointment folder and place a D-155 inside. There is no need to label this folder. The session trainer will identify the folder by the D-155 and distribute it to the appropriate trainee.

Each individual appointment folder should contain:

- D-198, *Administrative Responsibilities for all Employees.*
- D-187, *Summary of Ethics Rules*
- D-287, *Post-Employment Restrictions Under 18 U.S.C. 207*
- BC-61, *Appointment Affidavits.*
- D-155, *Applicant Data Sheet.* Applicants should have one pre-filled with their name and personal data.
- D-186 E or F (dependent upon the original appointment or position of the individual), *Temporary Excepted Service Employment Agreement.*
- D-990, *Overtime Policy Agreement For Field Operations Supervisors, Office Operation Supervisors, and Crew Leaders, D-991, Overtime Policy Agreement for Non-Supervisory Decennial Employees, or D-991 (PA), Overtime Policy Agreement for Partnership Assistants.*
- OF-306, *Declaration for Federal Employment*
- CD-415, *Record of Employee's Address and Emergency Information.*
- D-168, *New Employee Data* (rehires may elect to change previously submitted information, if not they need not complete this form).
- D-1199, *Direct Deposit Authorization*, or D-260, *Waiver of Electronic Funds Transfer.*
- *USCIS Form I-9*, (rehires only)

The following forms are provided in the Appointment Folder but are for informational purposes only and should remain with the appointee:

- D-472, *Top 10 Ethics Rules For Decennial Census Employees*
- D-473, *General Ethics Principles*

Attach a copy of the D-275, Record of Training, to the appointment folders and give to the appropriate assistant manager for distribution to the trainer. The following forms will be given to the trainer to be used, if needed:

- Form W-4, *Employee's Withholding Allowance Certificate* (for employees claiming 10 or more or exemptions or exempt)
- Form W-5, *Earned Income Credit Advance Payment Certificate*
- D-260, *Waiver of Electronic Funds Transfer*
- D-1110.1, *Appointee Instructional Guide*

The OOS must ensure that an appointment folder is prepared for each selected applicant listed on the D-275, Record of Training.

For an explanation and/or copy of these forms, refer to the D-1111, Chapter 3.

Topic 5: Recordkeeping

Recordkeeping

The AMA establishes the file system for all applicant-related documentation and selection records.

Applicant Folders

Updated 11/09

- BC-170D, *Census Employment Inquiry.*
- I-9, *Employment Eligibility Verification.*

If applicable,

- D-270.1, *Supervisory Applicant Reference Sheet*
- DD-214, *Certificate of Release or Discharge from Active Duty*
- DD-217, *Discharge Certificate*
- DD-1300, *Report of Casualty*
- SF-15, *Application for 10-point Veteran Preference*
- D-237, *Certification of Voluntary Separation Incentive Payment (VISP) or Buyout*

Filing Applicant Folders is illustrated on the next page.

Note: All selection guides are filed with the D-150, Job Requisition, D-425, Selection Record, and D-425, Final Selection Record.

Selection Records

Attach the D-150, *Job Requisition*, D-425, *Selection Record*, and the D-425A, *Final Selection Record* together, along with any other supporting documentation, such as the D-269 and return to the AMA. The AMA verifies that the records are complete and maintains the files by the Job Requisition number in numerical order.

NOTE: If you have a large number of Selection Records, you may band them together and file them behind the D-150, D-425, and D-425A.

FILING APPLICANT FOLDERS			
POSITION	**DAPPS STATUS**	**DESCRIPTION**	**ACTION**
Office/Field Position	AR = Application Received	Applicant took test but has not cleared the CHEC process.	Place applicant folders in applicant file drawer in alphabetical order.
Field/Office Position	I = Ineligible	Includes the following: Poor Interview; not registered with the Selective Service; Incomplete BC-170D; Does not meet Minimum Age Requirements; Does not meet Position Qualifications; Failure to Respond; Invalid I-9 Proof; *No Test or DVR Certification; Relative in Census Bureau; Offer Refused 3 times; No D-270.1 with supervisory test.	Place applicant folders in the Ineligible file drawer in alphabetical order.
Field/Office Position	Under Review /Pending	The supervisor reviews any questionable answers provided on the BC-170D and/or D-269 A-H for eligibility determination. On the BC-170D, Item J, the supervisor records the disposition based on their findings.	Place applicant folder in the applicant file drawer in alphabetical order.

***Note:** Make sure untested applicants are called to schedule and complete a test.

D-1111
APRIL 2009

LOCAL CENSUS OFFICE PERSONNEL HANDBOOK

U.S. Department of Commerce
Economics and Statistics Administrative
U.S. Census Bureau

Chapter 2: Employment

General

The Local Census Office (LCO) administrative staff is responsible for processing and filing most personnel and administrative documents for LCO office and field employees. The Decennial Applicant, Personnel, and Payroll System (DAPPS) is the system used to process personnel actions.

Personnel Forms

Updated 10/09

Listed below are brief descriptions of the various personnel and administrative forms and their use:

1. **BC-61, Appointment Affidavits** (Appendix A-1) - contains the Oath of Office required by 5 U.S.C. 3331. The oath and affidavits are executed when the applicant is first appointed in the federal government and for each subsequent new appointment. A field employee or a notary public gives them. If a selected applicant objects to swearing/affirming or signing the oath, the appointee may sign a modified Oath of Office, which must be attached to the BC-61.

2. **BC-170D, Census Employment Inquiry Form** (Appendix A-2) - employment application completed by all applicants who are interested in decennial census employment.

3. **BC-1759, Special Sworn Status (SSS)** (Appendix A-7) – this is used for non-Census Bureau personnel who require access to census information and confidential data, and/or are working in Census Bureau space. It contains the Oath of Office required by 5 U.S.C. 3331. The individual is administered the Oath of Office by a Census Bureau employee who has been delegated the authority to administer the Oath of Office. **If a non-employee objects to swearing/affirming or signing the oath, they cannot have access to Census Bureau information and/or confidential data. A contractor who objects cannot work with the Census Bureau.**

4. **BC-1759(D), Special Sworn Status (SSS)**, Use for SSS individuals who are **exempt** from the OSY, Counter-Espionage Branch clearance processing. These SSS individuals are usually the visitor or observers, GAO auditors, Oversight Committee members, and so on.

5. **CD-415, Record of Employee's Address and Emergency Information** (Appendix A-9) - information is used to identify the

person the employee wants notified in case of an emergency.

6. **D-155, Applicant Data Sheet** (Appendix A-10) - computer generated pre-appointment form that displays applicant/selected applicants personal data entered in DAPPS from various personnel documents (for example, BC-170D, I-9, DD-214, and SF-15) some of which are completed at the time of testing. At the appointment and orientation training session, each selected applicant is provided a copy of his/her D-155 to review for updates and changes before the hire or rehire action is processed.

7. **D-168, New Employee Data** (Appendix A-11) - voluntarily completed by the employee at the time of appointment and orientation training. This form combines employee information on the employee's self-identification of ethnicity or race and disability. **The form is destroyed (shredded) by LCO administrative staff after the information is entered into DAPPS.**

8. **D-186, E or F, 2010 Census Employment Agreement, Temporary Excepted Service** – mandatory completion by employee. The D-186 E and F are defined below:

   a. **D-186 E, 2010 Census Employment Agreement, Temporary Excepted Service** (Appendix A-78) for the 2010 Census staff, (guarantees return rights for Regional Office (RO) excepted service employees).
   b. **D-186F, 2010 Census Employment Agreement, Temporary Excepted Service** (Appendix A-13) for the 2010 Census staff (provides no commitment to provide permanent employment).

9. **D-187 Summary of Ethics Rules** (Appendix A-16) - is given to all new appointees. This form summarizes maintaining confidentiality of information, misuse of government position, outside activities and employment restrictions, acceptance of gifts and financial conflicts of interest.

10. **D-198, Administrative Responsibilities for all Employees** (Appendix A-18) - is provided to all employees at the appointment and orientation training session. The form describes the responsibilities of the employee in order for them to be paid correctly and on a timely basis.

11. **D-237, Certification of Voluntary Separation Incentive Payment (VSIP) or 'Buyout'** (Appendix A-19) - applicants who

were employed with the federal government and accepted a voluntary separation incentive payment (VSIP) or 'buyout' within the last five (5) years from effective date of their separation are required to complete this form. The Federal Workforce Restructuring Act of 1994, Public Law 103-226, dated March 30, 1994, requires that a former federal employee who accepted a VSIP or 'buyout' must repay the entire amount of the payment upon re-employment within five (5) years following the effective date of the separation.

12. **D-260, Waiver for Electronic Funds Transfer (EFT)** (Appendix A-20) - employees who do not have access to direct deposit for their federal payments must complete this form. Effective January 1, 1999, the law requires that ALL federal payments be made via EFT, including federal wages and salaries, unless there is an approved waiver.

13. **D-282, Documentation of Conduct and/or Performance Problems** (Appendix A-23) - supervisor/manager must complete this form for each conduct and/or performance action recommended for an employee. Refer to the *D-501*, Chapter 8, for further information.

14. **D-283, Documentation of Termination for Conduct and/or Performance Problems** (Appendix A-25) - completed by supervisor/manager to document the reason(s) for employee termination taken for cause. This form must be completed for each termination action taken for conduct and/or performance reasons for field and office intermittent employees. Refer to the *D-501*, Chapter 8, for further information.

15. **D-287 Post Employment Restrictions** (Appendix A-26) - is given to all new appointees. This form summarizes those duties or activities that are prohibited when employment with the Census Bureau ends.

16. **D-288, Notice of Suspension of Work - DO NOT USE THE D-288 UNTIL FURTHER NOTICE**

17. **D-289 Notice of Withheld Pay Check** (Appendix A-28) – used to notify an employee that they will not receive a paycheck due to an advance received or other liability while employed with the Census Bureau.

18. **D-291, DAPPS Update Form** (Appendix A-29) - used by the office and field supervisors to document changes to an employee's personal data (for example, address change, phone number, name [due to marriage/divorce], and taxes), and as an official request for processing a personnel action. A personnel action requiring a D-291 would include a conversion, extension of appointment, or termination of appointment. The form must be approved, signed, and dated by both a supervisor and an office manager.

19. **D-423, DAPPS Checklist of Forms for New Appointments in the Local Census Office (LCO)** (Appendix A-32 and Appendix A-33) - used to track all personnel paperwork required for new employees.

20. **D-425, Selection Record** (Appendix A-34) – a record which contains a list of applicants that meet the criteria on the Job Requisition.

21. **D-425A, Final Selection Record** (Appendix A-35) - an official record of the applicants' disposition in DAPPS.

22. **D-590 through D-593** - Census employee handbooks for supervisory and non-supervisory field and office staff. Each employee is provided a specific handbook, based on the position to which they are being appointed, at the appointment and orientation training session.

23. **D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders** (Appendix A-37) - This form states the Census Bureau's policy on overtime. Applicants appointed to these positions are required to read and sign this form at the time of appointment and orientation training.

24. **D-991, Overtime Policy Agreement for Recruiting Assistants and Enumerators** (Appendix A-38) - This form states the Census Bureau's policy on overtime. Applicants appointed to a non-supervisory position must read and sign this form at the time of appointment and orientation training.

25. **D-991(PA), Overtime Policy Agreement for Partnership Assistants** (Appendix A-38) - This form states the Census Bureau's policy on overtime. Applicants appointed to a non-

supervisory position must read and sign this form at the time of appointment and orientation training.

26. **D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks** (Appendix A-39) - This form states the Census Bureau's policy on overtime. Applicants appointed to these positions must read and sign this form at the time of appointment and orientation training.

27. **DD-214, Certificate of Release or Discharge from Active Duty** - is an official document from a branch of the Armed Forces of the United States showing periods of performance of active and non-active military service, entrance and separation dates, and the type of discharge/separation. It is used to verify veterans' preference claim.

28. **DD-217, Discharge Certificate** – used to determine veterans' preference.

29. **DD-1300, Report of Casualty** – used to determine veterans' preference.

30. **OF-306, Declaration for Federal Employment** (Appendix A-41) - used to determine a new employee's eligibility for federal employment.

31. **SF-8 Notice to Federal Employee About Unemployment Insurance** (Appendix A-45) - is a form that provides general information on unemployment compensation for unemployed federal workers.

32. **SF-15, Application for 10-point Veterans Preference** - used by veterans or the spouse, widow or natural mother of veterans, claiming 10-point veterans' preference for hiring purposes. The claimant must provide the documentation required to receive the 10 points of preference. (Refer to the reverse side of the SF-15 for acceptable documentation requirements for determining eligibility for this type of preference).

33. **SF-50, Notification of Personnel Action** (Appendix A-46 – A-50) - official form used for documenting all personnel actions processed (for example, new hire/rehire, changes from one position to another, name changes, corrections, resignations, and terminations) during federal civilian employment.

34. **SF-66, Official Personnel Folder (OPF)** - used to maintain employee official documents related to federal civilian employment for each employee in the federal government. The OPFs for LCO employees on an intermittent work schedule will be prepared and maintained at the Regional Census Center (RCC). The OPFs for the LCO managerial staff and administrative assistant will be prepared and maintained at the Human Resources Division (HRD) at headquarters.

35. **SF-1152, Designation of Beneficiary** - used to designate a beneficiary to receive any unpaid compensation or money due at the time of death of the employee. If a form is not completed, money due will be paid in order of precedence, that is: spouse first, then children, parents, siblings, and so on. (Refer to the D-590 through D-593, employee handbooks for additional information).

36. **D-1199, Direct Deposit Authorization** (Appendix A-51) - used to document method of payment of an employee's earnings. Monies are deposited directly into employee's checking/savings account at the financial institution specified by the employee.

37. **Title 13** (Appendix A-52) - is a training module given to all Special Sworn Status (SSS) individuals that are exposed to confidential materials or data of the Census Bureau. The training module is also given to all Census Bureau employees. This is a pledge that all Census Bureau information will be kept confidential. The SSS individual must read the module and sign the attached certificate and keep a copy of this with them at all times during their visit. The original signed copy should be given to the administrative staff in the LCO.

38. **No FEAR ACT Training** (Appendix A-53) No FEAR Act Training is to inform employees of the No FEAR Act and other laws making discrimination and retaliation in the workplace illegal.

39. **Personally Identifiable Information (PII) Training** (Appendix A-54) The Personally Identifiable Information (PII) Training covers the importance of protecting PII and the procedures for reporting missing, lost, or stolen PII.

40. **Information Technology (IT) Security Awareness** (Appendix A-55)

All Census Bureau employees and SSS individuals are required to take IT Security Awareness training annually by fiscal year. **Note:** Only SSS with James Bond IDs and valid Census email accounts are required to complete the training. Examples of individuals not required to complete the training would be maintenance or cleaning people.

41. USCIS Form I-9, Employment Eligibility Verification (Appendix A-56) - documents required as proof of identity (U.S. citizenship or registration with the U.S. Citizenship and Immigration Services of the Department of Homeland Security) and employment eligibility.

42. W-4, Employee's Withholding Allowance Certificate (Appendix A-61) - completed by employee so employer can withhold the correct amount of federal income tax from employee's pay. Employee must complete this form if they are claiming 10 or more exemptions or exemption from withholdings.

43. W-5, Earned Income Credit Advance Payment Certificate or IRS Publication Number 1235, Advance Earned Income Tax Credit includes a Form W-5 (Appendix A-63) - is a tax credit for certain workers who have at least one child who lives with them and whose adjusted gross income is below a certain level. Employees who are eligible for EITC (form includes the eligibility criteria) may receive it either as a federal income tax refund or in advance payments during the year.

Administrative Forms

Listed below are descriptions of miscellaneous personnel and administrative forms and their use:

1. 11-00, Transmittal – use as a cover sheet to document the routing of personnel, payroll, or other forms or materials being sent to the LCO or RCC.

2. D-426, Administrative Record of Returned Documents (Appendix A-36) - completed by the personnel/payroll clerks to document errors or missing information on personnel or payroll forms that must be returned to the employee or their supervisor for a signature or correction. Use as a control log for paperwork in various stages of correction.

Chapter 3: Personnel

General

This chapter provides procedures outlining the responsibility of the personnel clerk for the tasks below:

1. Reviewing completed personnel documents.
2. Returning incomplete documents.
3. Processing a new hire.
4. Processing other personnel actions (such as changes in position/pay rate or updating employee personnel data) in the Decennial Applicant, Personnel and Payroll System (DAPPS).
5. Processing a rehire action.
6. Reviewing and verifying data on the SF-50, Notification of Personnel Action, data (Appendix A-46).
7. Creating and maintaining a Local Census Office (LCO) Working Personnel/Payroll Folder (WPPF) for each new hire from the temporary appointment folder.
8. Sending official documents to the Regional Census Center (RCC) who will create and maintain LCO intermittent employees' Official Personnel Folders (OPF).

Personnel Clerk Responsibilities

As a personnel clerk, it is your responsibility to:

1. Review and verify appointment documents for completeness, accuracy, consistency (name, Social Security Number, and date of birth), and required signatures.
2. Review applications for dual federal employment.
3. Return incomplete documents to employee's supervisor, or to the employee for correction and/or signature(s).
4. Verify the accuracy of processed SF-50, Notification of Personnel Action forms against the employee's completed appointment forms.
5. Distribute SF-50 copies. (Employee, OPF, and Payroll)
6. Send appointment documents to the RCC using the D-423, DAPPS Checklist of Forms for New Appointments in the

Local Census Office (Appendix A-32).

7. Process a variety of personnel actions (for example, hire, rehire, conversion, and separating employees from the federal service).
8. Prepare and maintain LCO employees' Working Personnel/Payroll Folders.
9. Create and maintain a filing system for administrative records/documents.
10. Respond quickly and courteously to employee concerns regarding their personnel actions.

Trainers Responsibility at the Appointment Training Session

On the first day of the appointment and orientation training session, the trainer:

1. Updates the D-275, Record of Training (Appendix A-21), identifying the trainees who were or were not present, in other words, 'no-shows.'
2. Administers the Oath of Office.
3. Assists all trainees with the completion of all required documents.
4. Ensures the trainees insert all completed documents into their appointment folders and returns the appointment folder to the trainer.
5. Collects two sets of fingerprints for all trainees.
6. Provides No FEAR Act Training (Appendix A-64), Title 13 Training (Appendix A-52), Personally Identifiable Information (PII) Training (A-44), and Information Technology (IT) Security Awareness Training (Appendix A-63).
7. Reviews all documents in each appointment folder for legibility, accuracy, required signatures, omitted data, inaccurate documents, and especially for consistency. Each form must show the social security number, name, and date of birth, are listed exactly the same way. For further information, refer to the *D-1110.1, Appointee Instructional Guide.*
8. Upon completion of the class, submit to the appropriate assistant manger who will route to the Assistant Manager for Administration (AMA), a final Record of Training with an updated status for each

attendee.

IMPORTANT: One of the trainer's major responsibilities is to ensure that all appointment folders, including 'no-shows,' and the updated D-275 are returned to the office sometime during the first day of admin training and only after all trainees have taken the Oath of Office and reviewed all appointment documents.

LCO Receipt of Completed Appointment Folders from the Appointment/ Training Session

Using the D-275, the administrative area must make certain all appointment folders and folders for 'no-shows' are returned when the folders are received in the LCO from the training sessions.

An administrative clerk is assigned the task of retrieving the applicant folders, where they have been maintained with the original copy of the D-275, Record of Training. Documents from the appointment folder are removed and placed into the applicant folder so that all documents are now contained within the applicant folder. The applicant folder will now become the WPPF and the now-empty appointment folder can be re-used or discarded, making sure that no documents or personal information is in or on the folder. The OOS or AMA, assigns the WPPF to administrative clerks for review, data entry into DAPPS, and record keeping.

The OOS or AMA must update the training status of each attendee to a training session in order to monitor the status on all hires for each operation.

Selected applicants that did not report to the scheduled appointment training location will be contacted to determine whether the applicant still wants to be considered for a census position. If the person is still interested in working, a supervisor must update their applicant disposition code in DAPPS to 'available' and insert a future availability date, if appropriate. If the person does not want to work in the future, then update their disposition code in DAPPS to 'Offer Refused.'

Do not change the applicant status of any 'selected' person until all appointment folders are accounted, all appointees have been hired, and all 'no-shows' have been contacted in regards to their status.

New Hire Forms Review

Using the D-423, DAPPS Checklist of Forms for New Appointments in the Local Census Office, verify the appointment folder contains all required forms listed on the D-423. For additional guidance, refer to Exhibit 3-1, page 3-19, DAPPS Flowchart for New Hires and Appendix B, Review of Appointment Forms for DAPPS New Hires Job Aid.

A personnel clerk <u>must</u> review all appointment documents in each appointment folder for completeness, accuracy, consistency (name, social security number, date of birth), and required signatures as described below before processing the new hire action in DAPPS.

NOTE: The USCIS I-9, Employment Eligibility Verification (Appendix A-53), and the BC-170D, Census Employment Inquiry (Appendix A-2), were reviewed for employment eligibility requirements at time of testing. However, <u>rehires</u> (former census employees) must complete a new I-9 when re-appointed to a census position. After data entry, I-9 Forms are maintained in a separate file in alphabetical order with all other I-9 Forms of those applicants that have been hired. This file will remain in the LCO until closing and then will be retired according to LCO closeout procedures.

D-155, Applicant Data Sheet (Appendix A-10) - must contain employee signature and date. It must also contain employee's initials if corrections are indicated.

Incorrect Social Security Number, date of birth, or misspelled name - To avoid a delay in the employee's receipt of their paycheck, process the hire action in DAPPS using the incorrect social security, name, and/or date of birth. Then process a 002, Correction (refer to the *D-581, DAPPS Operating Guide* for instructions on processing a correction action).

D-168, New Employee Data (Appendix A-11) - completion of this form is voluntary. If the employee does not complete the information on race, ethnicity, or disability, the session trainer should complete this information. Contact the trainer or employee's immediate supervisor to provide the information to complete Section A. Enter Code 01 in Section B, if not completed.

D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders (Appendix A-35) - Completion of this form is mandatory. It must include the employee's signature, printed full name, signature of the Census Bureau Representative, and the current date.

D-991, Overtime Policy Agreement for Recruiting Assistants and Enumerators (Appendix A-36) - Completion of this form is mandatory. It must include the employee's signature, printed full name, signature of the Census Bureau Representative, and the current date.

D-991 (PA), Overtime Policy Agreement for Partnership Assistants (Appendix A-37) - Completion of this form is mandatory. It must include the employee's signature, printed full name, signature of the Census Bureau Representative, and the current date.

D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks (Appendix A-38) - Completion of this form is mandatory. It must include the employee's signature, printed full name, signature of the Census Bureau Representative, and the current date.

D-1199, Direct Deposit Authorization (Appendix A-48) - completion of this form is mandatory. Complete Section A-D. If the employee does not have a bank account and will not get one, they must submit a D-260, Waiver Electronic Salary Payment.

D-260, Waiver of Electronic Funds Transfer (Appendix A-17) - completion of this form is required if a D-1199, Direct Deposit Authorization, is not submitted. The AMA must sign and date for approval.

BC-61, Appointment Affidavits (Appendix A-1) – completion of this form is mandatory. It must contain signatures of the new employee and census employee delegated authority to administer the Oath of Office (most likely the trainer, or a notary public's raised seal), date the oath was administered, and position to which appointed.

Refer to D-501, *Local Census Office Administrative Manual*, Chapter 8, for the procedure when an appointee objects to signing the BC-61.

OF-306, Declaration for Federal Employment (Appendix A-41 to 43) - completion by employee is mandatory. Review items 9 through 15. If the employee answered "yes" to any of these questions, the employee must provide additional details in item 16 or on an attached sheet of paper. IMMEDIATELY refer the folder to a supervisor or the assistant manager. Answering "yes" to any one of these questions may have an impact on the individual's eligibility for continued employment.

CD-415, Record of Employee's Address and Emergency Information (Appendix A-9) - must be completed. Information is used in those instances when the employee must be contacted at home or to identify the contact person in case of an emergency.

D-186, E or F, 2010 Census Employment Agreement, Temporary Excepted Service – mandatory completion by employee. The D-186 E and F are defined below:

(a) **D-186 E, 2010 Census Employment Agreement, Temporary Excepted Service** (Appendix A-75) for the 2010 Census staff, (guarantees return rights for Regional Office (RO) excepted service employees).

(b) **D-186F, 2010 Census Employment Agreement, Temporary Excepted Service** (Appendix A-78) for the 2010 Census staff (provides no commitment to provide permanent employment).

W-4, Employee's Withholding Allowance Certificate (Appendix A-58) - mandatory completion for employees claiming 10 or more exemptions from withholding. Employee must complete items 1-6 and include their signature and date. If claiming exempt, employee must complete items 1-4 and 7, and include their signature and date.

W-5, Earned Income Credit Advance Payment Certificate (Appendix A-60) - must contain employee name, social security number, signature and completion of ALL questions.

D-1129, Personal Telephone Reimbursement Policy Agreement - (Appendix A-94) - Completion of this form is mandatory. It must include the employee's signature, printed full name, and the current date.

A copy of all administrative forms can be found in Appendix A of this manual.

Return Incomplete Documents for Corrective Action

Use Form D-426, Administrative Record of Returned Document (Appendix A-34), as a control log for returning incomplete personnel or payroll documents to the supervisor for field staff (for example, Enumerators and Crew Leaders) or the employee (office staff only).

NOTE: In some instances where a signature is not required, calling the employee or their supervisor may be the better solution. Document the change by signing your initials and writing the date next to the corrected information. By signing your initials, you are certifying the accuracy of the information.

Documents Required to Process a 'Hire' Personnel Action

Use the completed personnel documents listed below in the appointment folder to enter the required data into DAPPS to create a SF-50, Notification of Personnel Action.

Refer to the D-581, *DAPPS Operating Guide*, for data entry procedures.

1. BC-61, Appointment Affidavits.
2. D-155, Applicant Data Sheet.
3. D-168, New Employee Data.
4. D-1199, Direct Deposit Authorization, or D-260, Waiver of Electronic Funds Transfer.
5. W-4, Employee's Withholding Allowance Payment Certificate, if required.
6. W-5, Earned Income Credit Advance Payment Certificate, if appropriate.
7. CD-415, Record of Employee's Address and Emergency Information.

Effective Dates

The effective date is the month, day, and year a personnel action is processed. No personnel action is effective before the date the manager/supervisor requests the action, unless the action is a death or a resignation.

New hires/rehires - use the date the Oath of Office was administered on the BC-61, Appointment Affidavits, as the effective date of the new hire or rehire action.

Subsequent personnel actions - use the date listed in item #5 on the approved Form D-291, DAPPS Update Form (Appendix A-26).

However, when processing a termination action, use the first day of the pay week that the employee does not have any D-308, Daily Work and Pay Record, forms submitted as the effective date. For example, if the employee's last day worked is Sunday, January 4th, 2009. This will ensure that all D-308s for this employee are processed on time.

Determining an Employee's Duty Station Code

The duty station code is a 9-digit code that represents the official city, county, and state in which the employee works. If the employee is assigned to a:

Field Position – Employees that are working in the field (Field Operations Supervisor, Crew Leader, CLA, and Enumerator) will have their home address be their duty station. DAPPS will assign a 9-digit code that reflects their home address.

Office Position – The duty station of all office staff (Clerks and Office Operations Supervisors) will be the city, county, and state, of the office. When processing hire and rehire actions for office staff in DAPPS, the duty station will automatically default to the 9-digit code of the office's location.
Note: The duty station of Recruiting Assistants is at the discretion of the RD.

It is very important that the duty station code is correct because the duty station code, position, and office code assigned to an employee determines the employee's appropriate pay rate and is used to determine the state, federal, and where appropriate, local tax withholding rates.

A change in an employee's duty station may be the result of a change in their home address or from processing a conversion action from a field position to an office position or vice versa.

IMPORTANT NOTE: Anytime a personnel action moves an employee to another state or to a different city or county, within the boundaries of the office, that levies an income tax, provide the employee any local tax forms for the new location.

Changes to a New Employee Home Address in DAPPS

If the new field employee (Enumerator, Crew Leader, Crew Leader Assistant or Field Operations Supervisor position) indicates a change to their home address **ONLY**, a data change will need to be processed to correct the home address. The new employee reviews the **D-155** at the appointment/training session and makes the necessary correction(s) to their existing city, county, or state home address.

- Process the Hire/Rehire personnel action in DAPPS using the existing address.
- Process a Data Change personnel action to the hire/rehire action to change the employee's duty station code. (Item #1 on the SF-50)

- Make changes to the home address by accessing the mailing address link from the Personnel Data tab.
- DAPPS corrects the home address on both the Personnel and Applicant Data pages.

If the new home address is out of the LCO boundaries, the applicant geography data will be updated in DAPPS. Employees who are re-geocoded and are now out of the LCO boundaries may complete their work assignment. However, once they are terminated for any reason, they will not appear on selection records for future consideration in that LCO.

Note: Any change(s) made to an applicant or employee home address is subject to the DAPPS automatic geography interfaces.

Using Form D-291 to Initiate a Request to Process an SF-50

The employee's supervisor uses the D-291, DAPPS Update Form, to initiate a request for a personnel action.

The D-291 is a three-part form used as an official request to process a personnel action (for example, conversions, extension of appointments, expiration of appointments, terminations, resignations, or name change due to marriage/divorce) that generates an SF-50 for LCO field and office intermittent staff only. The D-291 is also used to document:

1. Corrections to the spelling of an employee's name, social security number, date of birth, or veterans' preference.
2. Updates to employee personal data (for example, home/mailing address, phone number, or taxes).

Note: Personal data changes do not require two signatures on the D-291 for processing. Only a supervisor needs to sign the D-291 to authorize personal data changes, such as, telephone number or changes to tax status.

Personnel Actions a Supervisor Can Request
Updated 11/09

A supervisor can initiate the following types of requests for a personnel action for an employee:

1. Conversion from one position to another within the LCO boundaries.
2. Extension of appointments.
3. Terminations for expiration of appointment; lack of work; and/or performance and conduct problems.
4. A Mass Change Lite Reassignment action used only when

reassigning and employee from one LCO to another LCO to complete and operation. A Mass Change Lite Reassignment allows the employee to retain the highest pay rate of the two LCOs.

SF-50, Notification of Personnel Action

The SF-50, Notification of Personnel Action, is a computerized document that is used to provide a chronological record of federal employment, record the personnel actions processed, and to notify an employee of the action.

The three-part SF-50 includes the Employee, OPF, and Payroll copies. In DAPPS, the SF-50 is printed on demand. Refer to Appendix A-35, SF-50, Notification of Personnel Action, for an example of a hire action SF-50.

Review of the SF-50, Notification of Personnel Action

Updated 10/09

Verify the items on the SF-50 against the original input document(s) to ensure the action and the data was processed correctly. Refer to Appendix B, Job Aid for Reviewing and Verifying SF-50, Notification of Personnel Action

1. **New hires** (Appendix A-46)- validate each SF-50 against the original data entered on the BC-170D, Census Employment Inquiry; BC-61, Appointment Affidavits; D-155, Applicant Data Sheet; and if applicable, DD-214, Certificate of Release or Discharge from Active Duty, or DD-217, Discharge Certificate, or DD-1300, Report of Casualty, or SF-15, Claim for 10-Point Veteran Preference. The SF-50 effective date and the BC-61 appointment date **must** be the same.

Note: Process a 002 Correction personnel action to the SF-50 for omitted or incorrect data (name, social security number, or date of birth). Process a cancellation action if the action taken is erroneous and is incorrect (for example, wrong effective date or mistakenly hired). Refer to the D-581, *DAPPS Operating Manual* for guidance on how to process a correction or cancellation personnel action.

Note: If you cancel a Hire Action, to process it correctly, start at the hire screen again. Refer to the *D-581, DAPPS Operating Manual,* Topic 3 for procedures.

2. **Subsequent personnel actions** - validate each SF-50 against the D-291, DAPPS Update Form, and any other form(s) required to process the action. Refer to Appendix A-47, A-48, A-49, and A-50, for examples of an SF-50 for a Conversion, Termination for unacceptable performance, Extension of Appointment, and

Resignation personnel actions.

Required Signatures on the SF-50, Notification of Personnel Action

The SF-50 is an electronic form produced and printed from the DAPPS personnel system that is signed by the RD electronically. The RD's name and title must appear in block #50, Signature/Authentication and Title of Approving Official.

Creating the Working Personnel/Payroll Folder (WPPF)

Updated 10/2009

The Assistant Manager for Administration in the LCO is responsible for establishing a WPPF for each employee. Documents from the appointment folder, completed at operation training, are to be removed and placed into the applicant folder so that all documents are now contained within the applicant folder. The applicant folder will now become the WPPF and the now-empty appointment folder can be re-used or discarded, making sure that no documents or personnel information is in or on the folder. File WPPFs alphabetically, by last name, in a locking file cabinet.

Use this folder created by the administrative staff to maintain all payroll copies of the SF-50, Notification of Personnel Action, and other personnel/payroll related documents such as, the D-308, Daily Pay and Work Record submitted daily by DAPPS employees, in chronological order. The LCO WPPF will serve as a reference folder when answering personnel/payroll related questions from the employee and their supervisor. This folder should be maintained in the LCO and should be safeguarded by keeping them in a locked file cabinet or room in or near the administrative area.

LCO Working Payroll/personnel Folder Filing Instructions Maintained in the LCO: (File documents in chronological order)

- CD-415, Record of Employee's Address and Emergency Information (white copy)
- SF-50, Notification of Personnel Action – Payroll Copy (attach copy of D-291)
- D-1199, Direct Deposit Sign-Up OR D-260, **Waiver of Electronic Funds Transfer**
- W-4, Employee's Withholding Allowance Certificate (if applicable)
- W-5, Earned Income Credit Advance Payment Certificate (if applicable)
- D-155, Applicant Data Sheet

- D-308, Daily Pay and Work Record (for each day submitted)
- D-289, Notice of Withheld Pay Check (if applicable)
- D-291 DAPPS Update Form (attach to appropriate SF-50B)
- D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders (if applicable)
- D-991, Overtime Policy Agreement for Recruiting Assistants and Enumerators (if applicable)
- D-991(PA), Overtime Policy Agreement for Partnership Assistants
- D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks
- D-1129, Personal Telephone Reimbursement Policy Agreement for 2010 Census Staff

Remaining Documents

The D-168, New Employee Data, is shredded after data entry into DAPPS. The Form I-9, Employment Eligibility Verification, is filed separately with all other I-9s. The employee copy of the SF-50 is given to the employee thru the supervisory chain, or sent in the mail. Use regular mail when sending the SF-50 to the employee, all other documents with PII material is double wrapped and shipped by FedEx. The remaining documents from the appointment folder and the applicant folder are sent to the RCC, with a Form 11-100, Transmittal, as a cover sheet and become the employee's OPF.

D-308, Daily Work and Pay Record

The D-308, Daily Work and Pay Record (Appendix A-30), forms are filed in the WPPF in chronological order with the newest on top.

Official Personnel Folder (OPF)

An SF-66, Official Personnel Folder (OPF), is established for each federal employee.

The OPF contains the official records and documents pertaining to the individual's employment with the federal government.

The OPFs, for all LCO office and field intermittent employees will be prepared and maintained at the RCC for the duration of their employment. It is the RCCs responsibility for ensuring the OPFs are prepared, maintained, and retired, appropriately.

The personnel documents for managers, assistant managers, and administrative assistants, for National Finance Center employees will be kept in the OPF at Headquarters (HQ), HRD. The RCC will forward the documents using Form 11-100, Transmittal, to HQ.

Processing Other Personnel Actions

The four types of personnel actions most frequently processed are hires, rehires, conversions, and terminations. Other personnel actions in DAPPS that produce an SF-50 include resignations, name changes, extension of appointments, deaths, and corrections. Refer to Exhibit 3-3, Personnel Definitions and Exhibit 3-4, DAPPS Personnel Action Decision Logic Table for more detailed information.

Exhibit 3-3, Personnel Definitions, provides the name and a brief explanation of each type of personnel action processed in DAPPS and personnel terms frequently used.

Exhibit 3-4, DAPPS Personnel Action Decision Logic Table, was designed to assist the manager or supervisor in deciding the appropriate personnel action required to accomplish the task. The first two columns list the conditions to be considered, and the third column lists the personnel action you will select in DAPPS. The fourth column shows the Nature of Action and Nature of Action Code. The fifth column shows the Legal Authority and Legal Authority Code. The sixth column shows whether a SF-50 is produced because of the selection.

Processing Changes to or Updating Employee Data

Certain changes to data elements that do not appear on the SF-50, such as: home or residence mailing address, phone number, and changes to tax exemptions are required changes to update the DAPPS system. These actions do not produce an SF-50, but are documented in the database. A Form D-291 with the required signatures must be submitted before processing a change to update employee personal data in DAPPS.

Note: A manager's signature is not required to process a change in an employee's personal data such as, telephone number or federal, state, or local tax exemptions; however, a supervisor's signature is required.

Processing the Same Personnel Action With the Same Effective Date

When processing a personnel action for multiple employees (for example, conversion to another position, extending the NTE date on appointment documents or termination for lack of work) using

for Multiple Employees

the same effective date, the supervisor should complete one D-291 and attach a list that contains the names and employee ID numbers of all employees affected.

After the personnel actions have been processed in DAPPS:

1. Photocopy the Employee Personnel/Payroll File copy of the D-291 and the list containing the names and employee IDs for each employee.
2. Staple a copy of the D-291 and a copy of the sanitized list and file in chronological order in each employee's Working Personnel/Payroll Folder.

Note: For reasons of privacy, clerks sanitize by removing (using white out or a black/blue marking pen) the Employee ID number, name and any other identifying information, of other employees on the attached list before filing a photocopy of the D-291 with the attached list in each employee's WPPF.

Documents Required to Process a Rehire Personnel Action

Listed below are the personnel documents required to process a rehire action in DAPPS.

Form D-155, Applicant Data Sheet.

BC-61, Appointment Affidavits.

Form I-9, Employment Eligibility Verification.

NOTE: Effective November 2008, the U.S. Passport Card is considered a "List A" document that may be presented at the time of testing to show eligibility verification for work authorized status. (Select "A1," U.S. Passport in DAPPS).

Form D-186F, 2010 Census Employment Agreement, Temporary Excepted Service.

Form D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders, **Form D-991,** Overtime Policy Agreement for Recruiting Assistants and Enumerators, **Form D-991 (PA),** Overtime Policy Agreement for Partnership Assistants or **Form D-992,** Overtime Policy Agreement for Office Operations Supervisors and Clerks.

OF-306, Declaration for Federal Employment

CD-415, Record of Employee's Address and Emergency Information.

D-1199, Direct Deposit Authorization, or D-260, Waiver of Electronic Funds Transfer.

And, if applicable, the

D-168, New Employee Data.

W-4, Employee's Withholding Allowance Certificate (for employees claiming exempt status or more than 10 exemptions).

W-5, Earned Income Tax Credit.

Review of the Appointment Forms for a Rehire

Review all forms for consistency, accuracy, and completeness. Refer to Appendix B, Review of Appointment Forms Job Aid for DAPPS New Hires for procedural guidance or the *D-1110.1, Appointee Instructional Guide.*

Processing a Rehire Personnel Action

Process a 'rehire' (Nature of Action code 171 Excepted Appointment NTE) for former 2010 Census employees who have resigned or were terminated for lack of work or expiration of appointment, and are being rehired.

The SF-50, Notification of Personnel Action

The SF-50 is an 'electronic form' produced and printed from the automated DAPPS personnel system that is signed either electronically or by the RD. The RD's name and title must appear in block #50, Signature/Authentication and Title of Approving Official.

Review of the SF-50, Notification of Personnel Action

Verify the items on the SF-50 against the original input document(s) to ensure the action and the data were processed correctly. Refer to Appendix B, Verification of SF-50, Notification of Personnel Action for procedural guidance.

Note: Process a 002 Correction personnel action to the SF-50 for omitted or incorrect data (for example, name, social security number or date of birth). Process a cancellation action if the action taken is erroneous and is incorrect (for example, wrong effective date or mistakenly hired). Refer to the *D-581, DAPPS Operating Manual* for guidance on how to process a correction or cancellation personnel action.

Note: If you cancel a Rehire Action, the applicant will automatically go back to the hire screen. Refer to the *D-581, DAPPS Operating Manual* for procedures.

Updating the Training Status of Attendees

It will be necessary to update the Training Status of each appointee in DAPPS upon completion of the class or notification that the class was cancelled. Each appointee will be given one of the following options based on information provided from the returned D-275.

- Attending - Attended first day of training and took the Oath of Office
- Dropped - Did not complete the entire training
- No Show - Did not appear at training

After the status of all appointees has been updated in DAPPS, you will be able to produce a D-275A, Training Class Status Report (Appendix A-22) that will provide the following information:

- Course Name
- Session Number
- Start Date
- Facility
- The number of attending, completed, dropped and no shows

Updating the Training Session Status

After the training session is completed, or when you are notified that the class was canceled, you must update the status of the training session in DAPPS. This is only done after you have updated the training status of each enrollee in DAPPS. The status of the training session will remain 'active' in DAPPS until you either 'cancel' or 'complete' the training.

Special Sworn Status

Individuals with Special Sworn Status (SSS) are defined as non-Census Bureau personnel who require access to census information or confidential data, and are working in Census Bureau space. Individuals with SSS are paid by a third party, and are not considered employees for pay or other purposes (for example, researchers, private industry personnel, individuals from other Government agencies working on special projects sponsored by the Census Bureau). They could also be janitors, building inspectors, building maintenance staff, construction workers, electricians, or copy machine repair people. These individuals' salary and related job expenses are actually paid by the company that hired them and contracted them to perform a service in a LCO.

Census confidentiality must be preserved. Therefore, no person(s) may begin work, or be allowed access to sensitive data, until they have completed Parts A and B, and been appointed and administered (by a Census Bureau employee who has been delegated the authority to administer the Oath, or a notary public) the Affidavit of Nondisclosure in Part C of the BC-1759, Special Sworn Status (Appendix A-7). While individuals with SSS are not considered Census Bureau Employees, they ARE required to complete the BC-1759, accompanied by Title 13 Training, and are required to clear the Census Hiring Employment Check (CHEC). However, they are not required to complete any pre-appointment documents, take a written test, or have any personal data entered into the DAPPS. The following individuals are exempt from the CHEC process only: Volunteers, Tribal Liaisons, Advisory Committee Members, Local Update of Census Addresses (LUCA), state/local officials, UNISYS computer support personnel, Oversight Committee Members, Congressional Oversight Committee and Subcommittee Members, and General Accounting Office Auditors.

Processing Form BC-1759, Special Sworn Status (SSS)

All individuals with SSS must complete the BC-1759, Special Sworn Status (non-disclosure affidavit), prior to entrance on duty or initiation of work. Designated Census Employees (that is, those employees who have been delegated authority to administer the affidavit of nondisclosure, in writing by the RD) or a notary public can administer the Title 13 Affidavit of Non-disclosure. The Title 13 Training however, must be completed upon the SSS individual's first visit to a Census Office. If a notary administers the affidavit, a raised seal must appear on the BC-1759.

Authority to administer the affidavits is delegated to the RD. The RD may re-delegate this authority, in writing, to a census employee when necessary.

Review the BC-1759 for completeness using the following procedures before sending the form to the RCC for processing. Instructions for Completing the BC-1759, SSS:

Part A: Completed by the special sworn/contractor.

Part B: Signed by the special sworn/contractor in the presence of a witness. The witness should be the designated census employee or a notary public.

Note: Signature for Part B of the BC-1759 is required. Individuals working as contractors or volunteers are not paid employees of the U. S. Census Bureau. Contractors are paid through a contractual agreement with the Bureau's procurement office or sponsoring division.

Part C: Signed by the special sworn/contractor in the presence of an employee authorized to administer the affidavit of nondisclosure or a notary public.

Note: Special sworn contractors who refuse to sign Part C will not be allowed to work at the Census Bureau.

Part D: Signed by the authorized Contracting Officer Technical Representative (COTR), Regional Director, or his designee.

Note: Part D must be completed before the Security Office will initiate any action on the security processing or issuance of a Census ID. The authorized signature in Part D indicates that the COTR or RD is responsible for the actions of the special sworn/contractor.

Contractors with SSS:

All contractors with special sworn status must complete a pre-appointment eligibility/security screening process prior to beginning work with the Census Bureau. A minimum of two weeks notice must be given to the Office of Security, Counter-Espionage Branch to initiate the pre-appointment investigative process. The initial pre-appointment check will be based on a fingerprint check with the FBI. Favorable results will be obtained within three to five working days. Fingerprint checks resulting in the identification of a criminal record will require additional investigation and can take up to 14 days to resolve.

1. Contractors requiring access for less than 14 days will not require a pre-appointment check. These individuals will be issued a daily visitor pass and MUST be escorted by a census employee while on census facilitates or census designated areas.
2. Contractors who require access longer than 14 days, but less than one year will be required to complete the Office of Federal Investigations Form 86-C, BC-1759, OF-306, and be fingerprinted (two sets) for a Special Agreement Check (SAC).

3. Assignments for a year or longer will require a National Agency Check and Inquiry (NACI). The completion of the SF-85, OF-306, BC-1759 and fingerprints (two sets) will be required for processing

Any questions regarding contractor/Special Sworn Status processing should be directed to your regional office.

Procedure for Renewing SSS

To renew contractor and SSS status to individuals, the COTR or Sponsor should complete and sign a Validation and Request for Contractor/Special Sworn Status Individual Renewal memorandum. The memorandum must be submitted to the Office of Security (OSY), Counter-Espionage Branch, Room 2J440, in advance of the individual's SSS expiration date.

Upon verification of individual records in OSY, the renewed SSS and approved access will be granted, provided investigation requirements are met. If a new or updated investigation is required, one will be initiated at that time.

A copy of the Validation and Request for Contractor/Special Sworn Status Individual Renewal memorandum is included in the Appendix of this manual.

EXHIBIT 3-1
Flowchart for New Hires

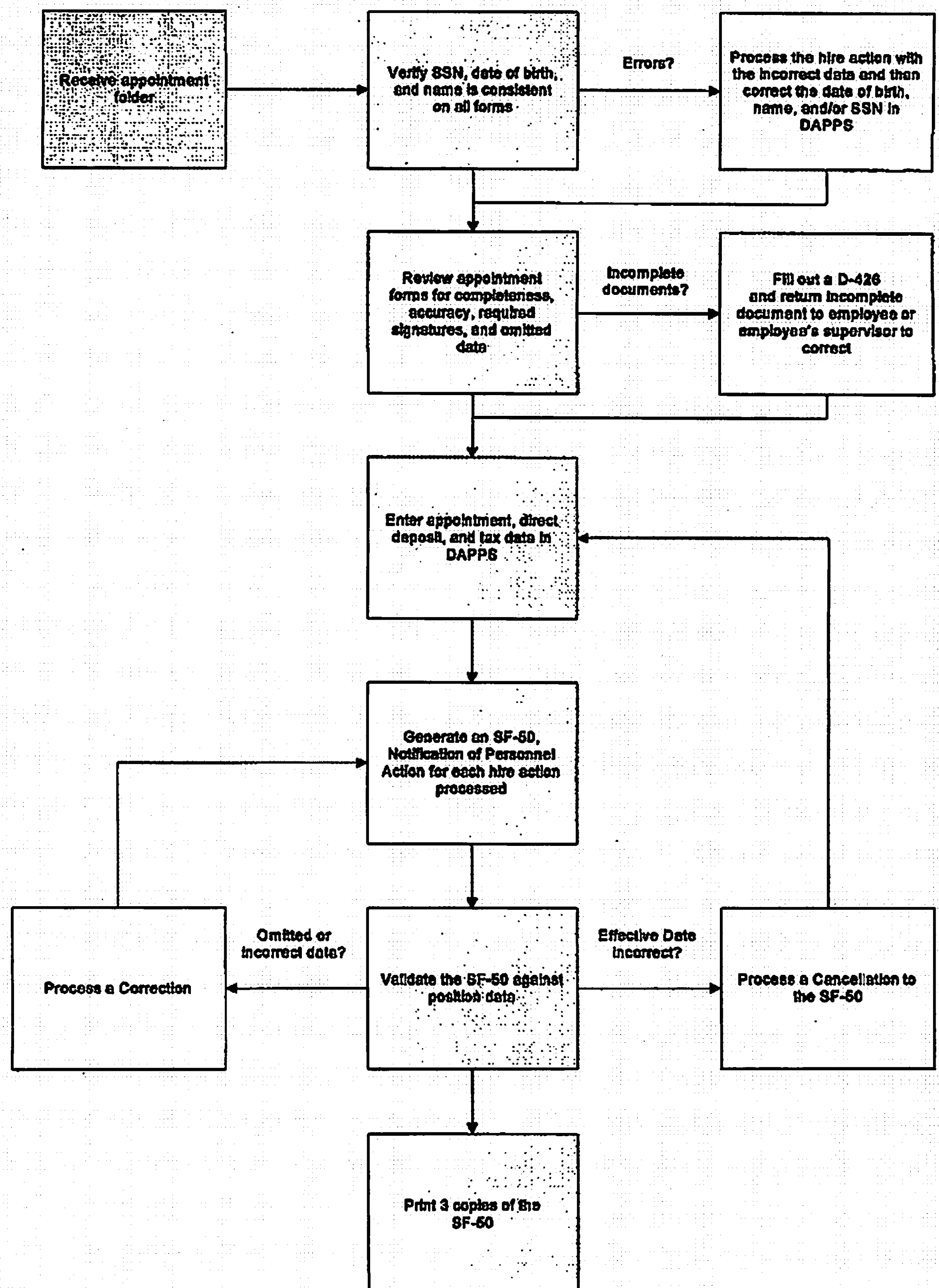

Receive appointment folder
Verify SSN, date of birth, and name is consistent on all forms
Errors?
Process the hire action with the incorrect data and then correct the date of birth, name, and/or SSN in DAPPS
Review appointment forms for completeness, accuracy, required signatures, and omitted data
Incomplete documents?
Fill out a D-426 and return incomplete document to employee or employee's supervisor to correct
Enter appointment, direct deposit, and tax data in DAPPS
Generate an SF-50, Notification of Personnel Action for each hire action processed
Omitted or incorrect data?
Process a Correction
Validate the SF-50 against position data
Effective Date incorrect?
Process a Cancellation to the SF-50
Print 3 copies of the SF-50

EXHIBIT 3-2
Flowchart for Rehires

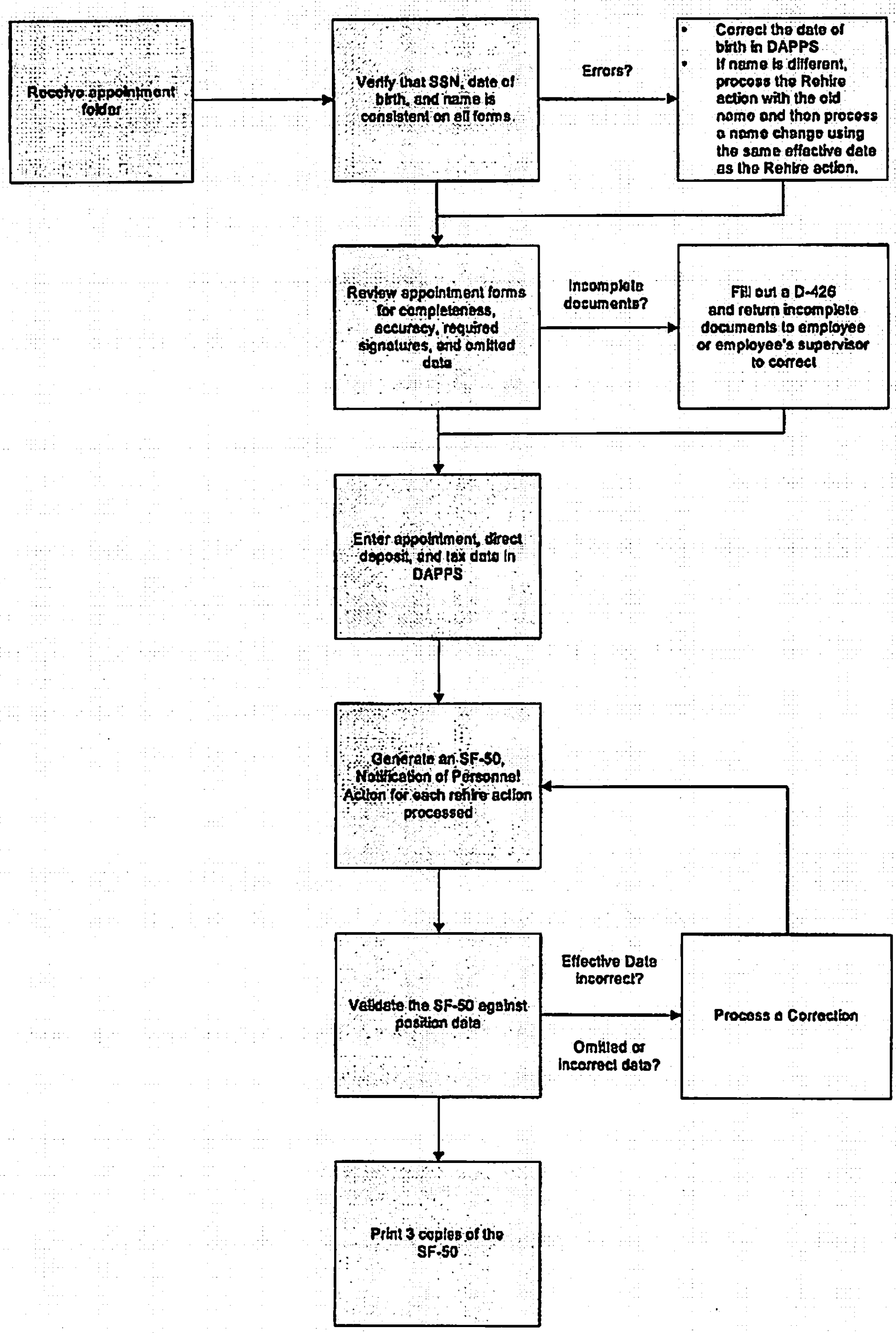


EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 1 of 7

#	Name	Description
1	**Cancellation**	Cancel or rescind any earlier personnel action applied to the database. Only supervisors may process a cancellation action. **Note:** Must use cancellation procedures when NOA or legal authority is incorrect, or if the personnel action should not have been processed.
2	**Conversion to Excepted Appointment NTE**	The changing of an employee from one position and/or hourly pay rate to another, or changes on employee's duty station resulted from a change of home address or office location.
3	**Mass Conversion (Pay Rate Increase/Decrease)**	Process is generated by Field, Headquarters. The Mass Conversion personnel action generates an SF-50, Notification of Personnel Action (for example, Conversion to Exc Appt NTE) for each employee assigned to a position within a specific office that has received approval for a pay rate increase or decrease. The LCO/RCC is provided a list of employee IDs affected by the change. Using the list the LCO/RCC will print the SF-50, Notification of Personnel Action, for each employee identified on the list, or process a conversion personnel action for those employees in which automatic conversions were not successful due to future dated personnel actions in the employee's record.
4	**Correction**	Correct a data element(s) or to add omitted data displayed on the SF-50, Notification of Personnel Action, to an earlier personnel action applied to the database.
5	**Death**	Process a 'death' personnel action when an employee dies. The effective date is the date the death occurs.
6	**Excepted Service Employment Agreement**	The Excepted Service Employment Agreement identifies the terms and conditions of an employee's appointment. The two most commonly used for LCO appointments are the D-186E and D-186F. All new hires and rehired employees are required to sign the appropriate form.

EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 2 of 7

#	Name	Description
7	**Direct Deposit/Electronic Fund Transfer**	A method of payment to allow the employee's weekly salary deposited directly into their checking or savings account at the financial institution of their choice. **Note:** All employee's must complete either a D-1199, Direct Deposit Authorization, or a D-260, Waiver of Electronic Funds Transfer.
8	**Disciplinary/ Adverse Action Folder (DAAF)**	A separate file that contains documents/materials, usually a D-282 and D-283, by employee name for performance and/or conduct actions.
9	**Waiver of Electronic Funds Transfer (EFT)**	Effective January 1, 1999, the law requires ALL Federal Payments be made via EFT, including Federal wages and salaries. If an employee is unable to comply with this law, they must complete Form D-260, Waiver of Electronic Funds Transfer, and have it certified by the Assistant Manager for Administration.
10	**Effective Date**	The date the personnel action is effective. For a new hire or rehire action, it is the date the Oath of Office is administered, which is usually during the first day of training. For most other personnel actions, except terminations and resignations, use the date entered on the D-291, DAPPS Update Form as the effective date. **Note:** The effective date cannot be prior to the date the manager approves a request for a personnel action unless the action is a death, resignation, or a correction/cancellation.

EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 3 of 7

#	Name	Description
11	**Experienced Employees**	Refers to former 2010 Census intermittent employees who have separated from the Census Bureau within the past year due to lack of work or personal request (for example, resignation). **Note:** If a former employee meets the criteria identified on a D-150, Job Requisition (for example, previously occupied the same position or lower in the field supervisor change), their name should appear on the 'Experienced List' of a D-425, Selection Record.
12	**Expiration of Appointment**	Conclusion of an appointment, or release from census appointment Effective date must be greater than or prior to the Not-To-Exceed (NTE) date of the appointment.
13	**Extension of Not-to-Exceed (NTE)**	Extend an appointment past the original NTE date, using increments of 6 to 8 weeks depending on length of the operation.
14	**Intermittent Work Schedule**	Employee works on a irregular basis for which there is not a prearranged scheduled tour of duty. All LCO field and office staff (except for the LCO administrative assistant and managerial staff) are assigned to an intermittent work schedule.
15	**Disability Codes**	Codes used for self-identification of physical or mental impairment(s). **Note:** Submission of the information is voluntary. However, it is a requirement that we collect it for statistical purposes in accordance with the Office of Personnel Management (OPM) requirements. Because the employee's status may be subject to change, they can submit a completed D-168 at anytime during employment. Refer to Chapter 8 of the D-581, *DAPPS Operating Guide* for procedures to update an employee's disability code.

EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 4 of 7

#	Name	Description
16	**Name Change (Data Change)**	Change in name resulting from marriage or court action, such as a divorce or legal name change. **Note:** Do not use this procedure to correct the spelling of a name, refer to the Correction procedures in Chapter 8 of the D-581, *DAPPS Operating Guide.*
17	**Nature of Action (NOA)**	Each personnel process has a nature of action and description that explains the action that is occurring (such as appointment, conversion, termination, and so forth).
18	**Nature of Action Code (NOAC)**	Each nature of action has a unique numerical code that identifies, for statistical and data processing purposes, that particular personnel action.
19	**New Hire**	An employee selected and appointed to a specific position for the first time with the Census Bureau.
20	**Not-to-Exceed (NTE) Dates**	A new appointment, rehire, extension of an appointment, or a conversion personnel action must have a not-to-exceed (NTE) date. For example, the effective date of the appointment is 05/01/10, and using 8 weeks as the length of the operation, the NTE date is 07/01/10.
21	**Personal Data Change**	Changes an employee's personal data in the DAPPS database such as: home/mailing address or telephone number. **Note:** Processing this information does not produce a SF-50, Notification of Personnel Action.

EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 5 of 7

#	Name	Description
22	**Position Description**	A position description (PD) is a narrative statement of specific duties and responsibilities of a particular position to which the employee is assigned. Available to employee upon request.
23	**Race/National Origin Identification**	Self-identification of ethnicity and race. **Note:** Submission of this information is voluntary. However, it is a requirement that we collect it for statistical purposes in accordance with Office of Personnel Management (OPM) requirements. Employees can submit a completed D-168 anytime during employment. Refer to Chapter 8 of the D-581, *DAPPS Operating Guide*, for procedures to change an employee's ethnicity or race.
24	**Rehire**	Former DAPPS intermittent employees who were separated (resigned, terminated for lack of work, or expiration of appointment) and are rehired for additional assignments.
25	**Resignation**	A reason for processing a termination personnel action. **Note:** When a resignation is made orally, try to obtain written confirmation of the resignation from the employee. Encourage the employee to submit their resignation in writing. If this is not possible, ask the person to whom the resignation request was made to prepare a short note (employee's name, employee ID, date employee called, who he/she talked to and reason for resignation). Make a copy of the note for the employee's personnel/payroll folder and send the original copy to the RCC.

EXHIBIT 3-3
PERSONNEL DEFINITIONS
Page 6 of 7

#	Name	Description
26	**SF-50, Notification of Personnel Action**	A three-part official document (OPF-Official Personnel Folder, Employee and Payroll copies) that provides a chronological record of Federal employment, records the personnel actions processed, and notifies the employee of the action. **Note:** Each employee must receive their 'Employee-copy' and the RCC must receive the 'OPF-copy' for every personnel action processed.
27	**Special Sworn Status (SSS)**	Individuals with Special Sworn Status (SSS) are defined as non-Census Bureau personnel who require access to census information or confidential data, and/or are working in Census Bureau space. Individuals with SSS are paid by a third party. These individuals may be janitors, building inspectors, building maintenance staff, construction workers, electricians, copy machine repair people, security guards, and so forth.
28	**Tax Information**	The total number of allowances or withholdings an employee is claiming to determine the amount of money withheld from his/her weekly paycheck for federal income tax (W-4) and/or eligibility for Earned Income Tax Credit and Advanced Earned Income Credit (W-5).
29	**Termination - Lack of Work**	Employee's appointment is terminated because no other work is available.
30	**Termination - Conduct**	Generally results from actions involving conduct on the job, for example: falsification of census data, failing to follow procedures and directives, or creating a disturbance in the office or on the premises of a respondent/client.
31	**Termination - Performance**	Generally resulting from actions involving performance of duties on the job, for example: inability to meet minimum standards of performance, or poor or less than satisfactory performance.

EXHIBIT 3-3
PERSONNEL DEFINITION
Page 7 of 7

#	Name	Description
32	**Veterans' Preference** *Updated 10/09*	Employee's category of entitlement to preference in the federal service based on active military service that was terminated honorably. By law, veterans who are disabled or who served on active duty in the United States Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non-veterans in the federal civil service hiring process. **Note:** Applicant must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or DD-217, Discharge Certificate, or DD-1300, Report of Casualty, or SF-15, Application for 10-Point Veterans' Preference, (if applicable) or some other official document (as described on the reverse side of the SF-15).

EXHIBIT 3-4
DAPPS PERSONNEL ACTION DECISION LOGIC TABLE
Page 1 of 3

DAPPS
Personnel Actions
Decision Logic Table
(Refer to the *D-581 DAPPS Operating Guide*, Chapter 4, for processing instructions)

If	And	Then Select the following in DAPPS	Nature of Action (NOA) NOA Code	Legal Authority and Legal Authority Code	Produces SF-50
New Employee	Employee has **NEVER** worked for your LCO	Hire	171 - Excepted Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes
New Employee	Employee **HAS** previously worked for your LCO	Rehire	171 - Excepted Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes
Employees has reached their Not-to-Exceed (NTE) of appointment	Manager wants to extend appointment	Extension of Appointment NTE	760 - Extension of Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes
Employees has reached their Not-to-Exceed (NTE) of appointment	Manager does NOT want to extend appointment	Termination Expiration of Appointment	355 - Termination Expiration of Appt.	None	Yes
Employee's name is misspelled	Name was originally entered incorrectly (for example, spelling, missing an initial, or suffix)	Correction	002 - Correction	None	Yes
Employee's name needs to be changed	Change is due to marriage, divorce, or similar circumstances	Data Change	780 - Name Change	CGM - 5 USC 552(e)(5)	Yes
Employee is currently assigned to a field position (Enumerator, FOS, Crew Leader) and moves to a new residence; therefore, employee's new home address will be his/her new duty station	New address is within the boundaries of the same LCO	Conversion to Excepted Appt NTE	571 - Conversion to Excepted Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes
Employee is assigned to a new position (for example, from an Enumerator to Crew Leader; from a FOS to Crew Leader, from an Enumerator to clerk, and so forth)		Conversion to Excepted Appt NTE	571 - Conversion to Excepted Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes

EXHIBIT 3-4
DAPPS PERSONNEL ACTION DECISION LOGIC TABLE
Page 2 of 3

DAPPS
Personnel Action
Decision Logic Table
(Refer to the *D-581, DAPPS Operating Guide* for processing instructions)

If	And	Then Select the following in DAPPS	Nature of Action (NOA) NOA Code	Legal Authority and Legal Authority Code	Produces SF-50
Employee's pay rate in current position has increased/decreased	Action CAN NOT be processed at HQ through the Mass Conversion Process because of another personnel action with a greater effective date.	Conversion to Excepted Appt NTE	571 - Conversion to Excepted Appt NTE	W9R - Sch A 213.3102(i)(3)	Yes
A personnel action was processed that should never have been processed		Cancellation	001 - Cancellation	ATM - 5 U.S.C. 302	Yes
A personnel action (including a hire/rehire) was processed with an incorrect effective date		Cancellation	001 - Cancellation	ATM - 5 U.S.C. 302	Yes
A personnel action was processed that contains incorrect or omitted data	The incorrect information is displayed on the SF-50, Notification of Personnel Action (for example, 4-digit office code, duty station code, or date of birth)	Correction	002 - Correction	None	Yes
Employee's personal data must be corrected or updated	The incorrect information is NOT displayed on the SF-50 (for example, address and phone numbers)	HR Processing/ Data Change - Name Misspelled - Change in Address - Change in Phone No.	None	None	No
Employee's tax data must be corrected or updated	Employee submitted W-4 or W5	Compensate Employees Maintain Payroll Data Use Employee Tax Data	None	None	No
Employee dies		HR Processing/ Termination	350 - Death	None	Yes
Employee resigns		HR Processing/ Termination	317 - Resignation	RPM - Reg 715.202	Yes
Employee is terminated due to lack of work	There is no other work available (lack of work)	HR Processing/ Termination	357 - Termination -LOW	UYM - Sch A 213.3102(i)(3)	Yes

EXHIBIT 3-4
DAPPS PERSONNEL ACTION DECISION LOGIC TABLE
Page 3 of 3

DAPPS Personnel Action Decision Logic Table (Refer to the *D-581, DAPPS Operating Guide* for processing instructions)					
If	And	Then Select the following in DAPPS	Nature of Action (NOA) NOA Code	Legal Authority and Legal Authority Code	Produces SF-50
Employee is separated	The reason is:				
	Less than satisfactory performance	HR Processing/ Termination	357 - Termination	ZLK - Sch A 213.3102(i)(3)	Yes
	Unsatisfactory conduct	HR Processing/ Termination	357 - Termination	ZLJ - Sch A 213.3102(i)(3)	Yes
Employee refuses an assignment		HR Processing/ Termination	357 - Termination	ZLJ - Sch A 213.3102(i)(3)	Yes
Employee wishes to change Disability Code	Has submitted the change on the D-168, New Employee Data	HR Processing/ Data Change	900	None	No
Employee wishes to change Ethnicity or Race Code	Has submitted the change on the D-168, New Employee Data	HR Processing/ Data Change	901	None	No
Employee wishes to change Gender		HR Processing/ Data Change	902	6BC, Employee Request	No

D-508.5
July 2009

Text Version of the Getting Your Staff Hired and Paid Computer-Based Training (CBT)

U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau

Hiring Your Staff Module

Welcome

Welcome to the Getting Your Staff Hired and Paid training. This document is a paper version of the Getting Your Staff Hired and Paid computer-based training (CBT).

It's very important that the hiring process be carried out accurately and correctly so that new employees can quickly begin working on census operations and get their paychecks on time!

Hundreds of thousands of people are hired to conduct the census. To accomplish this massive task, prospective employees are recruited, tested, interviewed, and then selected and offered jobs if they meet the qualifications.

This training will focus on the importance of the timely processing of hiring actions, which will play a key role in getting your staff paid.

Topics

The topics discussed in this module are:

- Overview of the recruiting, selection, and hiring processes
- Stages on the road to employment
- Steps in the hiring process:
  - Step 1: Assemble and transfer materials
  - Step 2: Verify selection and distribute appointment documents
  - Step 3: Administer the Oath of Office
  - Step 4: Fingerprint trainees
  - Step 5: Deliver the training
  - Step 6: Ensure all documents are completed
  - Step 7: Ensure documents are transferred to the LCO within 24 hours
  - Step 8: Issue materials
- Pay rates for training
- Release or extend employee's appointment at the not-to-exceed (NTE) date

Figure 1, Model showing the progression from recruiting to selection to the hiring phase

Overview of the Recruiting, Selection, and Hiring Processes

Recruit: AMR and staff. The Assistant Manager for Recruiting (AMR) and his or her staff oversee the recruiting and testing of applicants for all census operations.

Select: AMA and staff. The Assistant Manager for Administration (AMA) and his or her staff process applications, make initial job offers, and provide supervisors with the required employment documents for selectees/trainees to complete. More information about the selection process is provided in the CBT, Selecting Your Staff.

Hire: All LCO management and supervisory staff. All Local Census Office (LCO) management and supervisory staff have responsibilities in the hiring process. This module focuses on these responsibilities and processes.

Stages on the Road to Employment

As a person moves from the recruit, select, and hire stages, their status moves from applicant to selectee/trainee, to employee.

- An applicant has completed all the application forms but has not yet been offered a job with the Census Bureau.

  More information about the recruiting and application process can be found in the D-517 series of recruiting modules provided to the AMR and his or her staff.

- A selectee/trainee has been offered a job with the Census Bureau. This person must be present at the training site for the start of the training session to take the oath of office and complete the necessary appointment documents in order to become an employee.

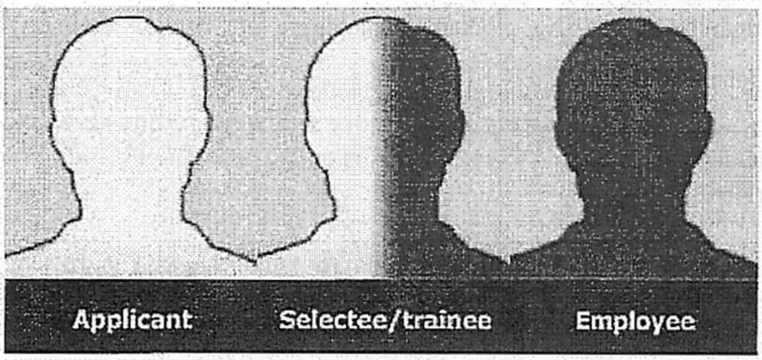
  More information about the roles, responsibilities, and procedures for selection is contained in:

  - Selecting Your Staff CBT
  - AMA Job-Specific Training
  - D-501, LCO Administrative Manual
  - D-581, DAPPS Operating Manual.

- A selectee/trainee becomes an employee of the Census Bureau after he or she takes the oath of office. In order to be paid, all the required appointment documents must be processed completely and correctly in the Decennial Applicant, Personnel, and Payroll System (DAPPS).

Information about the payroll process can be found in the D-501, LCO Administrative Manual and D-581, DAPPS Operating Manual. Refer to the Selecting Your Staff CBT for information on the selection process.

Figure 2 Model showing the three phases



Steps in the Hiring Process

The hiring process begins for nonmanagerial positions when a person walks through the door to take the Oath of Office and receives training.

Eight steps must occur to ensure this process occurs. In order to ensure this process occurs, eight steps can be grouped into four key activities.

To review the steps and key activities click on the following link: Steps and Key Activities in the Hiring Process

This module provides details about your responsibilities for each of these steps. However, keep in mind that they all occur within a very short timeframe and some tasks occur concurrently.

The hiring process covered in this CBT applies only to intermittent staff hired within the Decennial Applicant, Personnel, and Payroll System (DAPPS). It does not apply to the process the Regional Census Center (RCC) used to hire you, your fellow LCO management team members, or your administrative assistant.

Table 1, Steps in the Hiring Process

Step	Description	Key Activity
Step #1	Assemble and transfer appointment documents, the trainer and trainee kits, and assignment materials to the training site.	Prepare to hire and train selectees/trainees by collecting, transferring, and transporting the necessary appointment documents and materials to the training site.
Step #2	Verify that the people who show up for appointment and training have been offered a job with the Census Bureau by comparing their information with the information in the appointment documents.	Ensure that the people who arrive at the training site have been selected for employment with the Census Bureau by referring to the D-275, Record of Training.
Step #3	Administer the Oath of Office to all selectees/ trainees and ensure they understand that: • Taking the Oath is a lifetime commitment. • Anyone who refuses to swear/affirm or sign the Oath, or modified Oath, should be asked to leave immediately and a Census Bureau representative will contact them.	Use the training guides to administer the Oath of Office.
Step #4	At training, the applicants will be sworn as census employees, and as a second security measure, fingerprinted. • Those who are not fingerprinted will not be allowed to complete their training. • Those who do not pass the fingerprint screening will be released. However, staff can begin working before the fingerprinting results come back. During the process, two sets of fingerprints are captured on fingerprint cards. These cards are shipped, via Federal Express, to the National Processing Center.	Annotate the Record of Training, D-275, to indicate which applicants were fingerprinted and which were not—either as refusals or no-shows.
Step #5	Deliver the training to the selectee/trainee using trainer kit, which includes all the materials necessary to conduct the training, such as scripts for the trainers, necessary reference manuals, training supplies (e.g., pens, pencils, markers), and identification cards for employees.	Use the training guides to deliver the training, which includes providing instruction to the appointees on completing the necessary documents
Step #6	Ensure all appointment documents are completed correctly and accurately by reviewing them for consistency (e.g., spelling of name, date of birth, and Social Security number), legibility, and required signatures and dates.	Complete the necessary administrative tasks to ensure the employees are able to work and get paid.
Step #7	Ensure that documents are transferred to the administrative area of the LCO within 24 hours.	

Step	Description	Key Activity
Step #8	Issue all equipment, materials, and identification necessary for the employees to begin working the next day.	

Step 1: Assemble and Transfer Materials

Hiring thousands of employees requires the handling of thousands of documents. Gathering them, getting them to the appropriate person, and then getting the completed documents back to the LCO in a very short period of time is a challenge.

The goal of the hiring process is to get selectees/trainees appointed and hired so they will be on the payroll during the training and ready to begin their work assignments immediately after their training ends. To meet the goal of paying employees within 11 days after the end of the current pay period, there must be coordination and a well-structured workflow among the various functional areas in the LCO. There must also be coordination between the assistant managers and the trainer.

In order to begin the hiring process when the selectee/trainee walks in the door for training, materials must be assembled and transferred from the LCO to the training site. These materials include:

- Appointment documents for each selectee/trainee. These administrative documents, or forms, must be completed by selectees/trainees in order for them to be hired. Folders of appointment documents are prepared in advance and each LCO will request a specified number.

- Trainer and trainee kits. Trainer kits include all the materials necessary to conduct the training, such as scripts for the trainers; manuals for reference; training supplies (e.g., pens, note pads); and other materials, including identification badges to issue to employees. Trainee kits include all the materials the selectee/trainee will need for training and to do their jobs, including workbooks and manuals.

- Assignment materials. Individual assignments, about a week's worth of work for an enumerator, are called Assignment Areas (AAs) and include paper maps, address lists, and questionnaires. As part of their assignment materials, enumerators will also receive an additional supply kit with materials they will need on the job, such as pens, pencils, Privacy Act notices to give respondents, and other related work materials.

- Fingerprinting kits. All selected applicants must be fingerprinted at the beginning of the training session. Therefore, the trainer will need enough supplies to fingerprint all trainees. Two sets of fingerprints are required for each trainee, collected by two different employees. Each fingerprinting kit has enough supplies to get two sets of prints from 50 people.

Training Responsibilities

Typically, for field operations:

- The AMFO or AMQA trains Field Operations Supervisors (FOSs).
- FOSs train Crew Leaders.
- Crew Leaders train Crew Leader Assistants, and enumerators.

For office positions, most training is done on the job, not in a formal training session.

- Office Operations Supervisors (OOSs) receive on-the-job training (OJT) from the assistant manager who will supervise them.
- Clerks receive OJT from the OOS who will supervise them or by the appropriate assistant manager.
- Group Quarters Supervisors (GQSs) receive OJT from the AMFO.
- Recruiting Assistants (RAs) receive formal training and OJT from the AMR.
- OOSs and clerks in the Recruiting area attend formal training sessions and also receive OJT.

Example of Quantities

To get an idea of the quantities of documents and materials that need to be assembled and transferred for enumerator training, consider the following scenario. The numbers are an approximation, actual ratios will be provided in Just-In-Time Operational Training sessions.

Assume that for the Nonresponse Followup (NRFU) operation, there is an average of 18 selectees/trainees at each of 64 training sites spread out over eight counties for one LCO.

- This means there are 1,152 selectees/trainees in the LCO for the startup of this one operation.
- For this operation, each selectee/trainee will need the following:

- A set of materials for training (a trainee kit).
- An appointment folder with all the required administrative paperwork.
- An actual work assignment, used to practice what they have learned in training.
- A supply kit with work-related materials.

- Therefore, LCO managers must coordinate the transfer of more than 4,600 kits and sets of documents to the correct training sites.

- Then the completed appointment documents must be transferred back to the LCO within 24 hours.

Responsibilities for Gathering and Transferring Materials

Because of the volume of materials and the complexities of getting them to the right place at the right time, responsibilities must be coordinated. Keep in mind that a primary responsibility is protecting Title 13 data and the Personally Identifiable Information (PII) of new hires according to the Privacy Act.

It is very important to protect all confidential information, including Title 13 data and the personally identifiable information (PII) of employees, applicants, and even the public who responds to the census, however, it is permissible to share information among assistant managers on a need to know basis. For example, the AMQA and AMFO can discuss specific information about new hires when it relates to the requirements of the operation.

The AMA and/or the OOS for Personnel/Payroll is responsible for:

- Assembling for each training site, the D-275, Record of Training (a list of the persons offered jobs and told to report to a specific training session) and associated appointment folders.

- Handing off to the responsible assistant manager the D-275 and appointment folders after selection is complete and before training is scheduled to begin.

- Processing updated D-275s and appointment documents returned from training sites and returning incomplete documents to the responsible assistant manager the same day or the following day.

The responsible assistant managers, (those that submitted the selection request and are supervising the training process) must:

- Gather kits for the trainer and trainees, and fingerprinting kits.

- Gather assignment materials and/or supplies.
- Transfer materials to the training sites.
- Return completed appointment documents and updated D-275s to the LCO for processing the same day they are completed in training or the next morning.
- Get any incomplete appointment documents back out to the training sites for completion the same day or the next morning and getting them back to the LCO the same day or the next morning.

Testimonial

Mike DeFrank, a Census 2000 AMA:

The first day of Enumerator training is really kind of like the kick off of a football game and there is a buzz in the office and you have all of this information that you've disseminated through these entry on duty packets that have gone out to the field in a variety of locations, that classroom trainers or session trainers are getting their people to fill out, this was their first day as a Census employee. You're waiting for those packets to come back.

Step 2: Verify Selection and Distribute Appointment Documents

After all the necessary materials are transferred to the training sites, the trainer must:

- Use the D-275, Record of Training, to verify that persons present for training were actually selected. Only persons selected and told to report to the training session will appear on the D-275 and have a corresponding appointment folder.
- Ask each person present to verify that he or she has the D-155, Applicant Data Sheet, in his or her appointment folder and that it is pre-filled with the correct information.

If a person's name does not appear on the D-275 and the trainer is unable to contact the LCO to determine if the person was indeed selected for employment, the person must leave the training session immediately. A person who has not gone through the proper selection process cannot attend training or be paid.

Step 3: Administer the Oath of Office

After verifying the selectee's/trainee's status and distributing the appointment documents, the trainer or another authorized person begins the training by administering the Oath of Office.

The Oath must be administered to all new selectees/trainees on their first day of duty, immediately before any other action is initiated.

Instructions for administering the Oath are provided to all supervisors and trainers.

- The Oath of Office is detailed on Form BC-61, Appointment Affidavits. The selectee/trainee must swear or affirm to Sections A through D of the form, even though only Sections A and D are read aloud as selectees/trainees are administered the Oath in training. Selectees/trainees sign the BC-61 to show that they have sworn or affirmed to Sections A through D.

- Detailed instructions and a script for administering the Oath of Office are provided in the verbatim training guide (Chapter A, Appointment and Orientation) used by the classroom trainer. In addition, the verbatim training guide provides information concerning selectees/trainees who refuse to sign the Oath of Office. If a selectee/trainee refuses to sign, even with modification and/or clarification because of religious beliefs, he or she must be asked to immediately leave the training session and cannot be appointed or paid. Managers and supervisors in the LCO who are processing selectees/trainees for office positions should read aloud Sections A and D of the Oath directly from the BC-61.

It is the responsibility of All Census Bureau employees to understand that:

- Taking the Oath is a lifetime commitment.

- Anyone who refuses to swear/affirm or sign even the modified version of the Oath should be asked to leave immediately and told that a Census Bureau employee will contact them.

Authorized Individuals

An individual must be authorized in writing by the head of the Agency to administer the Oath of Office to new employees. The authority expires upon the termination of an employee's employment or a change in his or her assignment. This written authority is continued in the position description for the authorized employee and has been delegated by the Regional Director (RD) to the employees occupying the following LCO positions:

- LCOM
- AMA
- AMFO
- AMQA
- AMR
- AMT
- OOS

- GQS
- FOS
- Crew Leader
- Crew Leader Assistant

Oath Example

Selectee/trainee: I, Sally Jones, do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

Check Your Understanding #1

Read the question and select the appropriate response. The answer is shown on the next page.

Who is responsible for transferring the updated D-275, Record of Training, and the completed appointment documents from the training site back to the LCO?

A. The AMFO and/or AMQA
B. The trainer
C. The selectee/trainee
D. The AMA

Check Your Understanding #2

Read the question and select the appropriate response. The answer is shown on the next page.

If a selectee/trainee refuses to sign, even with clarification and/or modification in which he or she affirms but does not swear under God because of religious beliefs, the trainer should:

A. Contact the LCO immediately
B. Ask the selectee/trainee to sign the BC-61
C. Ask the selectee/trainee to sign a release form
D. Ask the selectee/trainee to leave the training

Check Your Understanding #3

Read the question and select the appropriate response. The answer is shown on the next page.

Who is responsible for assembling the D-275, Record of Training, and associated appointment folders for each training site?

A. The AMFO and/or AMQA
B. The trainer
C. The selectee/trainee
D. The AMA

Answer Key for Check Your Understanding Items 1 through 3

Check Your Understanding #1

Who is responsible for transferring the updated D-275, Record of Training, and the completed appointment documents from the training site back to the LCO?

The correct answer is B, the trainer. The trainer is responsible for transferring the updated D-275 and the completed appointment documents from the training site back to the LCO. However, the assistant manager overseeing the trainer conducting the training is ultimately responsible for making sure this gets done.

Check Your Understanding #2

If a selectee/trainee refuses to sign, even with clarification and/or modification in which he or she affirms but does not swear under God because of religious beliefs, the trainer should:

The correct answer is D, Ask the selectee/trainee to leave the training. Anyone who refuses to swear/affirm or sign the Oath, as it is written or modified, cannot be a Census Bureau employee and must be asked to leave the training.

Check Your Understanding #3

Who is responsible for assembling the D-275, Record of Training, and associated appointment folders for each training site?

The correct answer is D, The AMA. The AMA and/or his or her staff assemble the D-275, Record of Training, and associated appointment folders for each training site.

Progress Check

We have covered the first three steps of the hiring process and will now move on to the last five:

The topics discussed in this module include:

- ✓ Overview of the recruiting, selection, and hiring processes
- ✓ Stages on the road to employment
- ✓ Steps in the hiring process
  - ✓ Step 1: Assemble and transfer materials
  - ✓ Step 2: Verify selection and distribute appointment documents
  - ✓ Step 3: Administer the Oath of Office
  - – Step 4: Fingerprint trainees
  - – Step 5: Deliver the training
  - – Step 6: Ensure all documents are completed
  - – Step 7: Ensure documents are transferred to the LCO within 24 hours
  - – Step 8: Issue materials
- Pay rates for training
- Release or extend employee's appointment at the not-to-exceed (NTE) date

Step 4: Fingerprint Employees

At training, the applicants will be sworn in as census employees, and as a second security measure, fingerprinted. Those who do not pass the fingerprint screening will be released. However, staff can begin working before the fingerprinting results come back.

The Census Bureau conducts suitability and security screening on all temporary Census employees. Traditionally, during a decennial census, temporary census employees have only been subject to a name-check screening prior to selection and hiring. For 2010, however, we are now using fingerprints as part of the screening process—in keeping with our commitment to ensure safety and protect privacy.

Fingerprinting is now a necessary part of your employment and your staffs' employment with the Census Bureau. Those who are not fingerprinted will not be allowed to complete their training.

As with most census training, the tiered approach is used for fingerprinting as well:

- The AMFO collects fingerprints for the FOSs, FOSs train and collect fingerprints for the Crew Leaders, and Crew Leaders train and collect fingerprints for the CLAs.

- The AMR collects fingerprints for the OOSs for Recruiting and Recruiting Assistants.

- The AMA collects fingerprints for the OOSs.

During the process, two sets of fingerprints, collected by two different employees, are captured on fingerprint cards. These cards are shipped, via Federal Express, to the National Processing Center.

In addition to the other appointment documents, the administrative staff at the LCO must track the fingerprint process.

The administrative staff at the LCO will receive an annotated Record of Training, D-275, showing which applicants were fingerprinted and which were not—either as refusals or no-shows.

One tool that administrative staff can use to help them track appointment documents is the Training Record Control Log (TRCL). The TRCL is a spreadsheet that allows administrative staff to track training session details, including things like:

- Reconciling appointment folders for each training session.

- Tracking the Federal Express packages with fingerprint cards sent to Headquarters for each training session.

Step 5: Deliver the Training

Generally, employees are hired on the first day of their training session. The training is designed to provide them with the information necessary to do the job for which they are being hired.

Trainers are provided with a kit that includes all the materials necessary to conduct the training, such as a verbatim training guide, reference manuals, identification badges for employees, and training supplies (e.g., pens, note pads, markers).

Trainers use the verbatim training guide to administer the Oath of Office and instruct the new appointees in completing the necessary appointment documents. Once the forms are completed, the trainer continues to use the training guide to deliver training.

Depending on the position, the training may take up to a week. During this time, other steps in the hiring process continue.

Step 6: Ensure All Documents Are Completed

Filling in all the information on the forms completely and accurately ensures you will be hired and paid on time. Without the necessary forms on record, you cannot be employed by the Census Bureau.

The trainer must ensure that all appointment documents are completed correctly and accurately. The accurate completion of these documents is critical to ensuring that the employees are paid on time.

If the appointment documents are not completed and transferred to the Administrative area of the LCO within 24 hours, the employee may not be paid or may receive his or her paycheck late.

The Census Bureau's goal is to pay the hundreds of thousands of employees 11 days after the end of the pay period the employee began working in.

Appointment Documents

The trainer is responsible for making sure all documents are readily available, completed, and submitted as appropriate, to the Administrative area in the LCO the first day of training. The forms that must be completed by all selectees/trainees in order to be hired include the:

- D-198, Administrative Responsibilities for all Employees.
- BC-61, Appointment Affidavits.
- D-155, Applicant Data Sheet (computer-generated, pre-filled form with the selectee's/trainee's name and personal data).
- D-186 E, F, or I (depending on the original appointment or position of the individual), Temporary Excepted Service Employment Agreement.
- D-990, Overtime Policy Agreement for Field Operations Supervisors, Office Operations Supervisors, and Crew Leaders; D-991, Overtime Policy Agreement for Non-Supervisory Decennial Employees; D-991(PA), Overtime Policy Agreement for Partnership Assistants; D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks; or D-993, Overtime Policy Agreement for LCO Managers.
- OF-306, Declaration for Federal Employment.
- CD-415, Record of Employee's Address and Emergency Information.
- D-168, New Employee Data.
- D-1199, Direct Deposit Authorization.
- D-260, Waiver Electronic Funds Transfer.
- W4, Employee's Withholding Allowance Certificate
- W5, Advanced Earned Income Tax Credit (if applicable).

It is critical that all the appointment documents are completed, returned to the LCO immediately, and entered into DAPPS.

However, there are five especially critical appointment documents. If these five documents are not complete and correct, an employee cannot be paid.

D-155, Applicant Data Sheet

The form D-155, Applicant Data Sheet, is pre-filled with information given by the applicant during the application process. The selectee/trainee must verify that the information is correct, or correct it, and then sign the form. The trainer must ensure the form is signed.

D-168, New Employee Data

The form D-168 New Employee Data, records self-identified information concerning ethnicity, race and handicaps. The information is entered into DAPPS but kept confidential.

BC-61, Appointment Affidavits

The form BC-61, Appointment Affidavits, is the sworn statement that lists the four critical elements by which the selectee/trainee agrees to abide.

- Section A is the Oath of Office whereby the selectee/trainee swears to uphold the Constitution of the United States and faithfully discharge the duties of the office.
- Section B is an affidavit that the selectee/trainee is not participating in any strike against the Government and will not participate while an employee.
- Section C is an affidavit that the selectee/trainee has not paid for consideration to be hired to this position.
- Section D is an affidavit stating the disclosure regulations and penalties.

On the bottom of the form is space for the selectee/trainee to sign and date his or her agreement to the affidavits. In addition, the trainer or supervisor, acting as a designated officer, must fill in his or her name and position, the city and state of the LCO, and the date. This form must be completed in full, and the date entered on the form must coincide with the date of the employee's first day of work. If this does not happen, then the hiring process cannot proceed and the employee cannot be paid.

D-186 E, F, or I Temporary Excepted Service Employment Agreement

The form D-186 E, F, or I Temporary Excepted Service Employment Agreement, explains the employment agreement in detail, including the:

- Temporary nature of the position not to exceed 1 year.
- Anticipated work schedule.
- Minimal benefits.

The selectee/trainee must sign and date this form in order for the hiring process to proceed.

D-990, D-991, D-991(PA), D-992, D-993 Overtime Policy Agreements

- The form D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders, details the overtime policy for these supervisory positions.
- The form D-991, Overtime Policy Agreement for Recruiting Assistants and Enumerators, explains the policy for nonsupervisory personnel.
- The form D-991(PA), Overtime Policy Agreement for Partnership Assistants, explains the policy for this position.
- The form D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks, details the overtime policy for these positions.
- The form D-993, Overtime Policy Agreement for LCO Managers, explains the policy for the managers in the LCO.

All four forms clearly state the penalties for not adhering to the overtime policy. At the bottom of each form is space for signatures certifying that the policy has been read and understood. The selectee/trainee and the trainer or supervisor must sign the form. For additional information about the census overtime policy, refer to the Managing Overtime: Applying the Census Overtime Policy CBT.

Review Appointment Documents

During breaks in the training and over lunch, the trainer (or the appointing official) must:

- Ensure that the selectee/trainee have completed all the required forms. The trainer must make an effort to obtain missing or incomplete information on the first day of training so that the employee can be paid on time.

- Check the documents for consistency (e.g., spelling of name, date of birth, and same Social Security number entered on each form), legibility, and the required signatures and dates.

- Return appointment documents to the selectees/trainees for correction or signature, if necessary. The trainer and the selectee/trainee will have to determine the most effective and efficient means of obtaining the information if it is not readily available (e.g., via a telephone call or fax).

- Make arrangements for the appointment folders to be returned to the LCO on the first day of training. More information about this responsibility is presented on the next screen.

Step 7: Transfer Documents to the LCO

It is important for all trainers, supervisors, and managers not to underestimate the importance, or sometimes the complexity, of transferring all the appointment documents back to the Administrative area of the LCO as quickly as possible.

Once the appointment documents are completed, trainers, supervisors, and managers *must* arrange to transfer them to the Administrative area in the LCO during the first day of the training session, which is the employee's first day of work, or within 24 hours.

The method used to transfer the documents to the office depends on the location of the training site. For example:

- For relatively close locations, the documents should be hand-carried to the LCO by the trainer or an LCO staff member can pick them up.

- For more distant or remote locations, the AMFO and/or AMQA must make arrangements to use an overnight delivery service, a Census Bureau staff member acting as a courier, or other available means to expedite the transfer.

- The AMFO and/or AMQA must ensure that the appointment documents are quickly routed to the AMA for processing once they reach the LCO.

Appointment documents must be completed and returned to the administrative area of the LCO as quickly as possible. If all appointment documents are completed, transferred to the LCO, and processed within a day, employees will be paid within 11 days after the end of the current pay period. This is the goal.

If the forms are not transferred to the office quickly, the employee's paycheck will be delayed. This is especially critical for enumerators in the field that have work-related transportation expenses, such as filling their gas tanks so they can go out to the field and knock on doors. If we do not pay them, they will not work.

AMA's Responsibilities

The influx of thousands of appointment documents into the LCO after the first day of enumerator training presents significant challenges for the AMA and his or her staff. It is the AMA's responsibility to establish processes that ensure the documents are:

- Routed to the proper persons in the administrative area for processing.
- Reviewed for legibility, consistency, and completeness.
- If necessary, quickly returned to the appropriate assistant manager for return to the field to obtain any incomplete and/or incorrect information before the training session ends.
- Keyed into DAPPS.
- Filed properly.

Step 8: Issue Materials

When employees leave the training session, they must be able to begin work immediately. This includes not only having the paperwork completed, but also having the necessary equipment and materials.

As the last step in the hiring process, the trainer issues all equipment, materials, paperwork, and identification necessary for the employees to begin work at the end of the training session.

This requires a large, coordinated effort on the part of LCO assistant managers as well as the trainers. These efforts may include:

- Transporting the appropriate assignment materials (including supply kits) to the training site so they are available at the end of training.
- Tracking who has received what materials.
- Creating contingency plans in case of problems.
- Maintaining all required tracking information in the LCO.

The logistical details for each field operation are different in terms of what assignment materials are provided to staff, when they receive the supply kits, and the way in which the tracking of assignments and equipment is carried out. LCO managers will receive more information on these logistical details in later training and in other written materials.

Training Pay Rates

As you've learned, the hiring process takes place during training. Applicants selected as Field Operations Supervisors (FOSs) (production or quality control (QC)) and Crew Leaders (production or QC) will attend training specifically targeted to their position. They will take their Oath of Office and complete their appointment paperwork to become employees. However, it is important to understand that there are specified training pay rates while these employees are attending their training.

- Production and QC FOSs will be hired as FOS Trainees, with a pay rate equal to that of a production or QC Crew Leader.

- Production and QC Crew Leaders will be hired as Crew Leader Trainees, with a pay rate equal to that of a production or QC Enumerator.

Managers must complete a D-291, DAPPS Update Form, for each production or QC FOS and Crew Leader trainee who completes training. Each person who completes training will either be officially moved into another position or released. Specifically, each person will either:

- Be promoted to the position for which they trained,
- Fill another budgeted position at a lower level than which they trained, or
- Be released.

Extra Crew Leaders and FOSs that are not officially budgeted in the Staffing Authorization cannot be retained. Consult your Administrative memoranda for additional details.

Release or Extend Appointment at Not-to-Exceed Date

Intermittent employees are appointed on a time-limited, temporary basis with a specific not-to-exceed (NTE) date. However, employees may be released prior to the NTE date because of operational needs or conduct/performance problems.

The AMA will periodically provide supervisors with a list of employees whose NTE dates are about to expire. The immediate supervisor should:

- Prepare a D-291, DAPPS Update Form, to request a separation (i.e., termination, expiration of appointment, lack of work, or conduct/performance problems).

- Prepare a D-282, Documentation of Conduct and/or Performance Problems, if the employee's work conduct or performance is not acceptable.

- Prepare a D-283, Documentation of Termination for Performance and/or Conduct Problems, which must be attached to the D-282 for all recommendations to terminate employees from census employment for performance and/or conduct problems.

- Collect all census materials and equipment.

Refer to the D-501, LCO Administrative Manual, for more detailed information. You will also receive more information on handling conduct and performance problems in a separate computer-based training module.

D-291, DAPPS Update Form

When employees complete their assignments and supervisors determine that their services are no longer required, the appropriate supervisor or manager must complete a D-291, DAPPS Update Form, for each employee being released.

- Completing the D-291 is the initial step in the administrative processing of termination actions.

- The supervisor should not wait to submit the D-291. He or she should submit it as soon as it is determined that the employee has no more work to do or at least 2 weeks before the NTE date. Employees' names begin appearing on a NTE Ticker Report 30 days prior to the expiration of the appointment. Ideally, the D-291 is submitted at least 7 days prior to the NTE date.

- The supervisor must submit the completed D-291 to the next highest level manager to approve and sign.

- Detailed information on completing and processing the D-291 can be found in the D-501, LCO Administrative Manual, and D-581, DAPPS Operating Manual.

- If the employee is expected to work longer than the NTE date, the supervisor must submit a D-291 to extend the appointment; otherwise the employee cannot be paid.

D-282, Documentation of Conduct and/or Performance Problems

It is imperative that performance and conduct problems are documented and dealt with immediately. Repercussions from dealing ineffectively with these issues can impact hiring and operation success.

Allowing NTEs to expire for employees who are not doing good work creates problems. These employees will be eligible for rehire for the next operation if there is no documentation that their work was unacceptable. Problem employees whose performance or conduct has not been satisfactory should be notified that their work is unacceptable, and it should be documented on the D-282. The problem employee should be terminated for cause, if applicable, using a D-283, Documentation of Termination for Performance or Conduct Issues.

Refer to the Managing Performance and Conduct Problems CBT for more detailed information.

D-283, Documentation of Termination for Performance and/or Conduct Problems

The third mandatory form that must be completed when releasing an employee from census employment is the D-283, Documentation of Termination for Performance and/or Conduct Problems.

- The D-283 is completed in the LCO by the LCOM or appropriate assistant manager to end an employee's appointment.
- The D-283 must be attached to the D-282 for all recommendations to terminate employees from census employment for performance and/or conduct problems. The information on the D-282 substantiates the action documented on the D-283.
- After the D-283 is completed and approved by the LCOM or his or her designee, the first-line supervisor may deliver the oral termination of employment notice to the employee.

Collecting Materials

Upon the release of an employee from census employment, the supervisor must:

- Collect all Government property (e.g., any electronic equipment assigned to the employee, employee identification card, all used and unused census forms, questionnaires, maps) from the employee.
- Collect any remaining completed census work (including job applications and testing materials that RAs may have) and payroll forms from the employee.

- Ask the employee to complete and turn in his or her final D-308, Daily Pay and Work Record. The supervisor must enter the employee's last workday in the Remarks box, certify the D-308, and forward it to the administrative staff for processing.

- Forward all collected census and Government materials to the LCO.

Check Your Understanding #4

Read the question and select the appropriate response. The correct answer is shown on the next page.

In order for the employees to be paid on time, the appointment documents must be returned to the Administrative area of the LCO:

A. Within the first week of employment
B. Within 48 hours after the end of training
C. During the first day of the training session or within 24 hours
D. As soon as all information can be collected, verified, and entered onto the forms

Check Your Understanding #5

Read the question and select the appropriate response. The correct answer is shown on the next page.

Who is responsible for verifying the appointment documents for completeness and accuracy (e.g., spelling of name, date of birth, and same Social Security number entered on each form), legibility, and required signatures and dates before they leave the training site?

A. The trainer or appointing official
B. The AMA and his or her staff
C. The appointee and his or her training partner

Answer Key for Check Your Understanding Items 4 and 5

Check Your Understanding #4

In order for the employees to be paid on time, the appointment documents must be returned to the Administrative area of the LCO:

The correct answer is C, During the first day of the training session or within 24 hours. The appointment documents must be returned to the LCO Administrative area during the first day of the training session or within 24 hours for the employee to be paid on time.

Check Your Understanding #5

Who is responsible for verifying the appointment documents for completeness and accuracy (e.g., spelling of name, date of birth, and same Social Security number entered on each form), legibility, and required signatures and dates before they leave the training site?

The correct answer is A, The trainer or appointing official. The trainer or appointing official is responsible for verifying the appointment documents for completeness and accuracy (spelling of name and date of birth), legibility, and required signatures and dates before they leave the training site. Form D-1110.1A is a tool to assist the trainer in completing the appointment documents.

Key Points

- The goals of the hiring process are to:
  - Enable employees to work immediately after the training ends.
  - Pay employees within 11 days after the end of the current pay period.
- Because of the volume of materials needed for training and the complexities of getting all the materials to the right place at the right time, responsibilities must be coordinated and clearly understood.
- Appointment documents must be completed and returned to the Administrative area of the LCO by the close of the first day of the training session, which is the employee's first day of work, or within 24 hours.
- It is the responsibility of all census employees to understand that:
  - Taking the Oath is a lifetime commitment.
  - Anyone who refuses to swear/affirm or sign the Oath cannot be a Census Bureau employee.
  - Anyone who refuses to be fingerprinted cannot be a Census Bureau employee.

Paying Your Staff Module

Introduction

One of the first things an employee wants to know is, "When and how will I get paid?" This module answers that question and also explains:

- The relationship between the types of appointments (i.e., mixed tour and intermittent) and payroll.
- The steps for collecting, reviewing, and certifying the D-308, Daily Pay and Work Record.

Types of Appointments: Mixed Tour

An employee's type of appointment, whether mixed tour or intermittent, affects how and when he or she gets paid. It's important to understand the distinctions between the types of appointments, the hours of work, and allowable expenses.

All LCO management positions and the administrative assistant position have mixed-tour appointments. LCO management positions with a mixed-tour appointment include:

- LCO Manager (LCOM)
- All assistant managers

Mixed-tour employees:

- Usually work-full time and have predetermined hours of work. Employees appointed to a mixed-tour position are expected to work 40 hours per week. However, depending on the needs of the operation and the most efficient working times, they may be required to work more or less than 40 hours.
- Are paid a fixed salary biweekly through the National Finance Center (NFC) system and earn sick and annual leave. For mixed-tour appointments, the biweekly pay period begins Sunday at 12:01 a.m. and ends at midnight on the second Saturday. Employees receive authorized reimbursements in their normal paycheck.
- Record their hours worked and leave taken on a BC-27, Time, Attendance and Cost Report.
- Are assigned to the office as their official duty station.

Types of Appointments: Intermittent

All nonmanagerial LCO positions (except the administrative assistant) work under an intermittent appointment. Intermittent employees:

- Usually work less than full-time with irregular hours.
- Are paid by the hour and receive their paycheck weekly through the Decennial Applicant, Personnel, and Payroll System (DAPPS).
- Receive no benefits.
- Submit their pay and expense requests on D-308, Daily Pay and Work Record.

Employees with an intermittent appointment may have either the office or their home assigned as their official duty station, based on the position to which they are appointed. This CBT will focus on the payroll process for Intermittent employees paid through DAPPS.

Office Location

Intermittent employees who are assigned to the office as their official duty station may hold the following positions:

- Group Quarters Supervisor (GQS). The GQS position is similar to the FOS position for the Group Quarters operations.
- Office Operations Supervisor (OOS).
- Clerks.

The assistant manager for whom they work, after consulting with the LCOM, usually establishes their work schedule. For example:

- An office clerk is assigned to key data into DAPPS during the 4 p.m. to midnight shift.
- An OOS is assigned to supervise office operations during the 8 a.m. to 5 p.m. shift.

Home Location

Intermittent employees who are assigned their home as their official duty station may hold the following positions:

- Field Operations Supervisor (FOS)
- Recruiting Assistant (RA)
- Crew Leader (CL) or Crew Leader Assistant (CLA)
- Enumerator/lister

Their work schedules are irregular and depend on the position and the operational needs. For example:

- An RA may attend community events in the evenings during the week or on weekends.

- An enumerator may work in the field all day Saturday and Sunday.

- A Crew Leader may work a few hours in the morning making assignments and then meets with his or her enumerators later in the day.

Collecting, Reviewing, and Certifying Payroll Documents

First-line supervisors are primarily responsible for handling (i.e., collecting, reviewing, and certifying) the D-308s, Daily Pay and Work Records. Managers must be aware of these procedures and processes in order to provide guidance and support. The tasks involved in handling the D-308s include:

- Step 1: Collect the D-308s
- Step 2: Review the D-308s
  - Review hours worked
  - Review allowable expenses
  - Review task codes
- Step 3: Record and/or review the D-308C
- Step 4: Certify and submit the D-308s for processing
- Other payroll processes
- Report lost or missing paychecks
- Withhold paychecks

These steps refer to the procedures for paying staff once they complete training and begin working in the field. The next screen addresses processes for the D-308s while field staff are in training.

Coding Training Time on the D-308s

The AMFO, AMQA, AMA, and FOS must ensure that Crew Leaders and Enumerators are correctly completing their D-308s, Daily Pay and Work Records, while they are attending training. Crew Leaders and Enumerators will complete D-308s, Daily Pay and Work Records, by noting the hours spent in training (Training) and completing production work (Regular). The production work begins either at the end of training, when Enumerators and Crew Leader receive assignments, or during their training when they practice what they learned by completing work using live materials.

The hours allocated to Training include:

- Commute time and mileage to class.
- Classroom time, including fingerprinting.

- The paid 15-minute break(s) that occur as part of the classroom time.

The Regular hours (non-training time) include activities related to conducting the operation, such as:

- Travel to and from the AA.
- Canvassing and conducting interviews.
- The daily meetings, including travel time for the meeting.

Some operational Enumerator training includes a live field practice activity near the end of the training session. On this day, trainees will note the hours spent in training (Training hours) and the hours spent completing the live field practice (Regular hours).

Testimonial

Dennis Johnson, an Assistant Regional Census Manager in 2000:

People won't work long unless they get paid and get paid correctly and so it's very critical to make sure that that side of the operation is working smoothly, that people are being appointed properly so that they're in the payroll system, that they are getting their hours recorded properly, that everyone is doing the approvals that they need to complete and make sure people are getting that first check, that's a real key ingredient.

Step 1: Collect Payroll Requests

Field Operations Supervisors and Crew Leaders must collect, review, and certify the D-308, Daily Pay and Work Records during daily meetings with their staff. They must also make sure that information is entered concerning cases completed. This information is recorded in the Cases Completed section of the D-308.

Cases completed information, as well as hours worked and expenses, is used to create cost and progress reports in the Operations Control System (OCS).

Operations Control System (OCS)

The OCS is an automated system that contains workloads, schedules, and assignment information.

- The main function of the OCS is to assign and track work for field operations.

- The OCS also captures and provides timely data necessary for the effective management of the LCO and its operations.

- The OCS allows LCO staff to print cost, progress, and quality indicator reports or view them on the screen.

- The accuracy of the management report data is dependent on the entries made on the D-308s and other assignment tracking information.

- It is essential that entries in the Cases Completed section of the paper D-308 payroll forms be accurate and timely because management decisions are based on this information.

- Details on progress and cost reporting procedures are described fully in each operational manual.

Information to help you understand the data in the reports is contained in the D-219, Using Management Reports.

Step 2: Review the D-308, Daily Pay and Work Record

Supervisors must review the D-308, Daily Pay and Work Record for legibility, completeness, and accuracy. They also must verify, on the D-308, that the proper task code was used and determine if the claims for hours, miles, and other expenses are reasonable for the work that was performed. Accuracy involves verifying that:

- The work was performed during the hours claimed.
- All days are accounted for in the pay period.
- The hours and expenses are allowable.
- The correct task code was used.
- The hours are totaled correctly.

Review Hours Worked

Supervisors must review and approve, or in some cases disapprove, the number of hours recorded as worked on the D-308. Allowable work hours include time spent:

- Completing work assignments.
- Reviewing work assignments.
- Meeting and discussing work with supervisors.
- Training in the classroom and/or on the job.

In addition, for employees whose official duty station is their home, hours spent traveling to the assignment area (AA), LCO, training site, or other meeting location are allowable hours.

Intermittent employees whose official duty station is their home are expected to work the most productive hours for the particular census operation being conducted. Often, this means late afternoon and evening hours during the week and daytime hours on Saturdays and Sundays. In many cases, they must do their work when they are most likely to catch people at home.

Refer to the D-501, LCO Administrative Manual, for additional information.

Review Allowable Expenses

Supervisors must review employees' expense claims to ensure that the expenses are allowable and the necessary forms and receipts accompany the D-308, Daily Pay and Work Records.

Different expenses are allowed for employees whose official duty station is the office than for those whose official duty station is their home.

Only employees whose home is their official duty station:

- Are paid mileage for travel to the office, other work location, or training site.
- May claim expenses for official telephone calls.
- May regularly claim other expenses, such as parking, tolls or supplies, if approved by their supervisor.

For some expenses, documentation and proof is required. Refer to the D-501, LCO Administrative Manual, for additional information.

Review Task Codes

An important part of fiscal control is the ability to identify the cost of each operation within a project. This is accomplished by assigning individual task code numbers to the operations within a project.

Supervisors and managers must inform employees of the task codes to use and record on their payroll forms.

All supervisors, managers, and clerks reviewing payroll forms must check each payroll document to ensure the correct task code is recorded and the name of the operation coincides with the task code. Since operation costs and progress are attributed to the task codes entered on the D-308, entering a wrong task code results in understating the cost and progress of one operation and overstating another. For this reason, LCOMs should ensure that the appropriate supervisors and field staff know the correct task codes.

If an intermittent employee works on two or more operations in one day, he or she must submit a separate payroll form for each operation, thus using two or more task codes.

- Only one task code can be recorded on a single Form D-308.

- Typically, intermittent office and field employees will use only one or two task codes for all their work during the 2010 Census.

For more information, refer to the Modeling and Analysis Branch, Budget Memo Series, and to Regional Census Center (RCC) memorandums.

Table 1, Sample Task Codes for the 2010 Census*

Task Code	Name	Description
Office Codes		
002	Payroll/ Personnel	Report all hours used by office staff during the review, audit, and keying of payroll and appointment forms; in addition, report all hours used by clerks for selection activities, including training hours and travel costs.
003	Recruiting	Report all hours used and miles traveled by Recruiting Assistants for Office Operations Supervisors and recruiting clerks. These staff members recruit, test, and work recruiting telephone lines to answer questions and schedule tests. (Note: The Assistant Manager for Recruiting charges to task code 004 - Office Management Work.)
Field Codes		
032	Nonresponse Followup (NRFU)	Report all hours used and miles traveled by enumerators, Crew Leaders, Crew Leader Assistants, and Field Operations Supervisors for the followup of nonrespondent households, including training hours and travel costs but not Reinterview work.
039	Address Canvassing (AC)	Report all hours used and miles traveled by listers, Crew Leaders, Crew Leader Assistants, and Field Operations Supervisors for the Address Canvassing operation, including training hours and travel costs.

***Note:** This is not a complete list of task codes. The official codes and any updates will be provided through memorandum.

Errors and Discrepancies

If the first-line supervisor finds errors or discrepancies in the hours worked or expenses, the first-line supervisor must immediately notify the next higher level supervisor in person, by phone, or D-225, INFO-COMM, and document it on the D-282, Documentation of Conduct and/or Performance Problems. Refer to the Handling Conduct and Performance Problems CBT.

If the first-line supervisor finds errors or discrepancies in the Task Codes or other information not related to the hours worked, the D-308 should be returned to the employee for correction and resubmitted.

Read each of the following scenarios and select the appropriate response. The answers are shown on the next page.

Check Your Understanding #1

Hugh E., an enumerator working on a field operation, left his home at 3 p.m., drove 30 minutes to his AA and then worked until 6 p.m. He took a 1-hour break to eat dinner and meet friends. Then he worked again for another 1.5 hours, drove another 30 minutes home, returning there at 9 p.m. How many hours would be allowable on his D-308?

A. 4 hours
B. 5 hours
C. 6 hours
D. 7 hours

Check Your Understanding #2

Barbara F., a Recruiting Assistant whose official duty station is her home, drove 25 miles back and forth to attend a 6-hour training class in the LCO. Would mileage be an allowable expense?

A. Yes
B. No

Check Your Understanding #3

Albert T., a clerk in the LCO, was asked to report for training. He drove 30 minutes to the LCO to attend the 8-hour training class and then drove another 30 minutes home. How many hours would be allowable on his D-308?

A. 7 hours
B. 8 hours
C. 9 hours
D. 10 hours

Check Your Understanding #4

Betsy's weekly payroll was approved for:

- 27 hours of regular time pay
- Mileage to and from her home
- Telephone calls made to households

What is her appointment status?

A. Mixed-tour appointee whose official duty station is the office
B. Mixed-tour appointee whose official duty station is her home
C. Intermittent appointee whose official duty station is the office
D. Intermittent appointee whose official duty station is her home

Answer Key for Check Your Understanding Items 1 through 4

Check Your Understanding #1

Hugh E., an enumerator working on a field operation, left his home at 3 p.m., drove 30 minutes to his AA and then worked until 6 p.m. He took a 1-hour break to eat dinner and meet friends. Then he worked again for another 1.5 hours, drove another 30 minutes home, returning there at 9 p.m. How many hours would be allowable on his D-308?

The correct answer is B. The employee is allowed to charge the 5 hours he actually worked, including the time spent driving to and from the work site. He cannot charge the hour spent having dinner.

Check Your Understanding #2

Barbara F., a Recruiting Assistant whose official duty station is her home, drove 25 miles back and forth to attend a 6-hour training class in the LCO. Would mileage be an allowable expense?

The correct answer is A. Because she is assigned to her home as her duty station, Barbara is allowed to request reimbursement for travel expenses if the mileage is entered on her D-308.

Check Your Understanding #3

Albert T., a clerk in the LCO, was asked to report for training. He drove 30 minutes to the LCO to attend the 8-hour training class and then drove another 30 minutes home. How many hours would be allowable on his D-308?

The correct answer is B. This clerk's duty station is the LCO and is only entitled for the 8 hours in training. Therefore, payment for travel time is not allowed.

Check Your Understanding #4

Betsy's weekly payroll was approved for:

- 27 hours of regular time pay
- Mileage to and from her home
- Telephone calls made to households

What is her appointment status?

The correct answer is D. Because Betsy is allowed to be paid for mileage to and from her home and to charge for telephone calls, her home must be her official duty station. She must also be an intermittent employee because she worked less than 40 hours. Mixed-tour appointees work 40 hours per week.

Review and Transition

Now that you have an understanding of collecting and reviewing payroll requests, let's look at certifying and submitting payroll requests.

This module covers the following topics:

- ✓ Step 1: Collect payroll requests
- ✓ Step 2: Review the D-308
  - ✓ Review hours worked
  - ✓ Review allowable expenses
  - ✓ Review task codes
- Step 3: Record and/or review the D-308C
- Step 4: Certify and submit the payroll for processing
- Other payroll processes
  - Report lost or missing paychecks
  - Withhold paychecks

Step 3: Record and/or Review the D-308C

Crew Leaders and FOSs are required to track each employee's daily hours on the D-308C, Daily Hours Tracking Form. Doing so helps field supervisors keep track of their employee's weekly cumulative hours so they do not violate the overtime policy by working over 40 hours in a pay period without prior authorization from managers.

Supervisors of employees submitting D-308s are required to record the total hours their employees work each day on a D-308C, Daily Hours Tracking Form, for each weekly pay period and forward a copy to the AMA.

Refer to the D-501, LCO Administrative Manual, and the CBT Managing Overtime: Applying the Census Overtime Policy, for detailed information.

The purpose of tracking the daily hours is to ensure that employees do not work overtime hours without first obtaining approval, either in writing or verbally, from the RCC Area Manager or designated manager.

- Recording, reviewing, and tracking work hours on the D-308C reminds supervisors daily that employees should not work more than 40 hours each pay period.

- Supervisors must alert employees whose total work hours are approaching the maximum 40-hour limit for the pay period so the employees can alter their work schedules as needed.

Refer to the Managing Overtime: Applying the Census Overtime Policy CBT for more information on the Census Bureau's overtime policy.

Overtime Policy

Overtime is hours worked beyond 8 in a day or 40 in a week that have been ordered and approved in writing by the appropriate assistant manager or designee.

Field employees may, if they choose, work more than 8 hours in 1 day so long as they do not work more than 40 hours in a week. However, if their supervisor has not ordered them to work more than 8 hours in a day and the additional time has not been approved in writing, they will be paid at the regular rate of pay for those hours.

Office employees are not allowed to work more than 8 hours in 1 day without pre-approved overtime.

If employees work more than 40 hours in a week without supervisory approval, they will be subject to termination of employment unless overtime was caused by "unavoidable circumstances." Unavoidable circumstances are defined as unforeseeable circumstances beyond the employee's control. They include, but are not limited to, weather-related problems such as a blizzard, flood, hurricane, etc. Traffic is not considered an "unavoidable circumstance" unless an employee is involved in an accident or delayed by an accident or unforeseen road conditions.

Employees are not permitted to accumulate hours. This means they must not work, for example, 42 hours in 1 week and record only 40 hours on the payroll forms for that week, and then record the remaining 2 hours on a payroll form during a subsequent week, when they have worked fewer than 40 hours. This is a manipulation of hours and is grounds for termination of employment.

Step 4: Certify and Submit the Payroll for Processing

To certify a D-308, Daily Pay and Work Record, the employee and supervisor must sign and date the form after it has been reviewed.

- By signing, the employee and supervisor are certifying that all the information is complete and accurate to the best of their knowledge.

- The D-308 cannot be processed if both signatures are not present.

After the D-308 is reviewed and certified by the supervisor, it is:

- Keyed into DAPPS.
- Submitted for payment.

Refer to the D-581, DAPPS Operating Manual and/or the D-501, LCO Administrative Manual for more information.

Other Payroll Processes: Reporting Lost or Missing Paychecks

All supervisors and managers should be aware of additional payroll processes and should know where to find more information concerning each of them. If employees are not being paid on time, they will not work or will quit.

It is critical to follow up on a report of a lost or missing paycheck as soon as possible.

Once a supervisor becomes aware of the situation, he or she should:

- Notify the AMA so that he or she can follow up in DAPPS and/or with the RCC as appropriate.
- Tell intermittent employees to call the nationwide payroll hotline for directions.

Supervisors should refer intermittent employees to the nationwide payroll hotline (1-877-233-4776) if they have questions or problems regarding their pay. The hotline provides assistance to decennial intermittent employees who have payroll problems or need help with administrative issues.

The general guidelines for reporting a lost or missing paycheck vary depending on whether the paycheck is mailed to the employee's home or directly deposited into a bank account:

- Employees whose paycheck is mailed to their home address should not report a missing payment until the Monday following the normal Wednesday payday in order to allow for mail delays.
- Employees whose paycheck is deposited directly into their bank account should not report it missing until the day after normal posting. They should check with the bank to verify the routing and account numbers.

Refer to the D-501, LCO Administrative Manual, for more information.

Testimonials

Mike DeFrank, a Census 2000 Assistant Manager for Administration:

There is always going to be people or things that have dropped through the cracks, people are going to be calling you from payrolls from a week ago saying you know, I didn't get paid for this.

Viola Lewis-Willis, a Census 2000 Regional Census Center Administrative Specialist:

When the employees identify that there is a problem with their payroll, you absolutely must address that problem. You have to get in touch with the appropriate pay personnel and assure that you resolve it, follow up with the employee. Make sure they get the money because in the end if you don't, it becomes a bigger issue for the Census Bureau. No problem is too small to follow up on if an employee does not understand.

Other Payroll Processes: Withholding Paychecks

The final paycheck may be withheld from an employee who is terminated and has not repaid monies owed or returned census materials or equipment. To request that the final paycheck be withheld, the supervisor should:

- Complete a D-289, Notice of Withheld Pay Check, which notifies the employee that he or she will not receive a paycheck because of an advance received or other liability (e.g., not returning equipment) while employed with the Census Bureau.

- Process the employee's final payroll as usual but ask the RCC to collect the money owed or hold the check, if possible. If a balance is due, ask the RCC to issue the employee a letter of indebtedness.

Consult with the AMA, LCOM, and/or RCC for additional guidance.

Check Your Understanding #5

Determine whether each statement is true or false and select the appropriate box. The answers are shown on the next page.

Statement	True	False
The employee and his or her immediate supervisor certify the D-308, Daily Pay and Work Record, by signing and dating it, thereby signifying that all the information is complete and accurate to the best of their knowledge.		
Intermittent employees should report a lost or missing paycheck to the RCC Area Manager or the RCC administrative area.		
The final paycheck may be withheld from an employee who is terminated from employment and who has not repaid monies owed or returned census materials or equipment.		

Answer Key for Item #5

Statement	True	False	Feedback
The employee and his or her immediate supervisor certify the D-308, Daily Pay and Work Record, by signing and dating it, thereby signifying that all the information is complete and accurate to the best of their knowledge.	X		The employee's and supervisor's signatures on the D-308 certify that all the information is complete and accurate to the best of their knowledge.
Intermittent employees should report a lost or missing paycheck to the RCC Area Manager or the RCC administrative area.		X	Intermittent employees should call the nationwide payroll hotline for assistance.
The final paycheck may be withheld from an employee who is terminated from employment and who has not repaid monies owed or returned census materials or equipment.	X		The final paycheck may be withheld from an employee who is terminated from employment and who has not repaid monies owed or returned census materials or equipment.

Key Points

- How and when employees get paid depends on their type of appointment. Mixed-tour employees usually work full-time, have predetermined hours of work, and are paid biweekly through the National Finance Center. This CBT reviewed payroll for intermittent employees. These employees usually work less than full-time, have irregular work hours, and are paid weekly through DAPPS.

- The first-line supervisor is responsible for collecting D-308, Daily Pay and Work Records.

- The first-line supervisor is responsible for reviewing the D-308 to ensure the accuracy of the hours worked, expenses claimed, and task codes charged.

- Supervisors and managers use the D-308C to track the hours their employees have worked so that unauthorized overtime can be avoided.

- Once the D-308s have been reviewed and certified, they are submitted for payment.

- Additional payroll processes that supervisors and managers should be aware of include:

  – Reporting lost or missing paychecks.
  – Withholding paychecks.

Getting Your Staff Hired and Paid CBT Acronyms

AA	Assignment Area
AMA	Assistant Manager for Administration
AMFO	Assistant Manager for Field Operations
AMQA	Assistant Manager for Quality Assurance
AMR	Assistant Manager for Recruiting
AMT	Assistant Manager for Technology
CBT	computer-based training
CL	Crew Leader
CLA	crew leader assistant
DAPPS	Decennial Applicant, Personnel, and Payroll System
FOS	Field Operations Supervisor
GQS	Group Quarters Supervisor
LCO	Local Census Office
LCOM	Local Census Office Manager
NFC	National Finance Center
NRFU	Nonresponse Followup
NTE	not-to-exceed
OOS	Office Operations Supervisor
OJT	on-the-job training
OCS	Operations Control System
PII	Personally Identifiable Information
RA	Recruiting Assistant
RCC	Regional Census Center
RD	Regional Director

Steps in the Hiring Process for Nonmanagerial Positions Job Aid

Step	Description	Key Activity
Step #1	Assemble and transfer appointment documents, the trainer and trainee kits, and assignment materials to the training site.	Prepare to hire and train selectees/trainees by collecting, transferring, and transporting the necessary appointment documents and materials to the training site.
Step #2	Verify that the people who show up for appointment and training have been offered a job with the Census Bureau by comparing their information with the information in the appointment documents.	Ensure that the people who arrive at the training site have been selected for employment with the Census Bureau by referring to the D-275, Record of Training.
Step #3	Administer the Oath of Office to all selectees/ trainees and ensure they understand that: • Taking the Oath is a lifetime commitment. • Anyone who refuses to swear/affirm or sign the Oath, or modified Oath, should be asked to leave immediately and a Census Bureau representative will contact them.	Use the training guides to administer the Oath of Office.
Step #4	At training, the applicants will be sworn as census employees, and as a second security measure, fingerprinted. • Those who are not fingerprinted will not be allowed to complete their training. • Those who do not pass the fingerprint screening will be released. However, staff can begin working before the fingerprinting results come back. During the process, two sets of fingerprints are captured on fingerprint cards. These cards are shipped, via Federal Express, to the National Processing Center or to the Census Hiring and Employment Check Branch at Headquarters.	Annotate the Record of Training, D-275, to indicate which applicants were fingerprinted and which were not—either as refusals or no-shows.

<table>
<tr><th>Step</th><th>Description</th><th>Key Activity</th></tr>
<tr><td>Step #5</td><td>Deliver the training to the selectee/trainee using trainer kit, which includes all the materials necessary to conduct the training, such as scripts for the trainers, necessary reference manuals, training supplies (e.g., pens, pencils, markers), and identification cards for employees.</td><td>Use the training guides to deliver the training, which includes providing instruction to the appointees on completing the necessary documents</td></tr>
<tr><td>Step #6</td><td>Ensure all appointment documents are completed correctly and accurately by reviewing them for consistency (e.g., spelling of name, date of birth, and Social Security number), legibility, and required signatures and dates.</td><td rowspan="3">Complete the necessary administrative tasks to ensure the employees are able to work and get paid.</td></tr>
<tr><td>Step #7</td><td>Ensure that documents are transferred to the administrative area of the LCO within 24 hours.</td></tr>
<tr><td>Step #8</td><td>Issue all equipment, materials, and identification necessary for the employees to begin working the next day.</td></tr>
</table>

Steps in the Payroll Process Job Aid

Step	Description
Step 1	Collect payroll documents and cases completed information for employees that submit their payroll requests on a paper D-308, Daily Pay and Work Record.
Step 2	Review payroll documents to ensure: • The work was performed during the hours claimed. • All days are accounted for in the pay period. • The hours and expenses are allowable. • The correct task code was used. • Hours worked are totaled correctly.
Step 3	Record and/or review the hours worked on the D-308C to ensure that the employees do not violate the overtime policy by working more than 40 hours in the pay period without prior authorization from managers.
Step 4	Certify the D-308 by signing and dating it and then submit to the next higher level supervisor for approval and processing.
Lost or Missing Paychecks	Intermittent employees should be referred to the nationwide payroll hotline **(1-877-233-4776)** for information concerning a lost or missing paycheck.
Withhold Final Paychecks	The final paychecks may be withheld from employees who are terminated and have not repaid monies owed or returned census materials or equipment by completing a D-289, Notice of Withheld Pay Check.

D-155, Applicant Data Sheet

U.S. Department of Commerce Bureau of the Census
United States 2010 Census

Note: This report **DOES NOT** contain information protected by the Privacy Act of 1974. However, actual D-155, Applicant Data Sheets will contain Privacy Act protected information and will be for Official Use Only.

DX-155 APPLICANT DATA SHEET — Date Printed: 10/11/2007

-----PERSONAL DATA-----

		Correction:
SSN:	111-11-1112	______
Name:	Alpha Doe	______
Address:	101 Maple Street Stockton, CA 99997	______
County:	San Joaquin	______
Mailing Address:		______
Work(Home)<Other> Phone:	(991/555-1234)	______
Sex:	Male	______
Highest Educ. Lvl:	Not Indicated/No HS Diploma	______
Date of Birth:	JAN 4, 1959	______
Citizenship:	US Citizen	______
Vet's Preference:	10 Point 30%+ Comp	______
Computer Skill:		
Language(s):		
Transportation:		
Prior Federal Service:	No	Agency: ______
Federal/Military Retd:	No	Plan: CSRS / CSRS Offset / FERS / Mil

Must be verified and/or corrected by the employee.

-----TAX DATA-----

(a)	Tax Authority: Federal (b)	State (c)	Local (d)
Exemption from Withholding:	Yes / No	Yes / No	
Filing Status:	Married / Single	Married / Single Other: ______	
		Resident / Non-Resident	Resident / Non-Resident
Withholding Allowances:	______	______	______
Additional Withholding Amt., $/%:	______	______	______
EIC Certificate Attached:	Yes / No		

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief.
(must be signed in ink)

X ______________________
Applicant's Signature and Date Signed

Must be signed and dated by the employee.

OFFICE USE ONLY:

Duty Station Code:	Residence Tax Data	Work Location Tax Data
_ _ _ _ _ _ _ _ _ _	City: Stockton ______ State: CA ______ County: 077 San Joaquin ______	City: ______ State: ______ County: ______

FORM D-275 (3/2008)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

RECORD OF TRAINING
2010 Census

1. Office name		LCO Code
2. Instructor's name		CLD number
3. Address of training site	4. Date	Time a.m. p.m.

5. Training for – *Mark (X) one*
- ☐ Crew leader
- ☐ Enumerator
- ☐ Other – *Specify*
- ☐ Office: non-supervisory
- ☐ Office: supervisory

6. Operation name

7. LIST OF TRAINEES

Line No.	TRAINEE: Name and address (a)	TRAINEE: Applicant/Employee ID (b)	TRAINEE: Telephone number (c)	Initial assignment number (d)	Date notified (e)	Experienced employee Mark (X) (f)	Present for training (g) Yes	Present for training (g) No	Review test score (h)	Remarks (i)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Copy distribution: BEFORE TRAINING – WHITE/YELLOW – Trainer AFTER TRAINING – WHITE – Office YELLOW – Supervisor

USCENSUSBUREAU

FORM D-308 (07-30-2008)

DAILY PAY AND WORK RECORD
2010 CENSUS

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Part A – EMPLOYEE INFORMATION

First Name | MI | Employee ID

Last Name

1. Date worked . . Month Day Year

Day worked – *Mark (X)* . . . . . . ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

If RECLAIM – *Mark (X) this box.* → ☐

2. Task code . . . **Operation name** . .

3. Office code . . **Office name** . . . . .

Remarks

4. Points of travel

From	To	From	To

Part B – PAY INFORMATION

1. Hours worked *(.00, .25, .50, .75)* FOR OFFICE USE ONLY

		FOR OFFICE USE ONLY
Regular	.	.
Training.	.	.
Night Differential (6 pm–6 am)	.	.
Overtime.	.	.
Night Differential/ Overtime (6 pm–6 am)	.	.
Total	.	.

2. Times of day worked – *Do not include breaks.*

	START *(:00, :15, :30, :45)*		FINISH *(:00, :15, :30, :45)*	
a.	:	☐ am ☐ pm	:	☐ am ☐ pm
b.	:	☐ am ☐ pm	:	☐ am ☐ pm
c.	:	☐ am ☐ pm	:	☐ am ☐ pm
d.	:	☐ am ☐ pm	:	☐ am ☐ pm
e.	:	☐ am ☐ pm	:	☐ am ☐ pm

3. Have you claimed ALL hours worked? *If not – Please list number of hours, date(s) hours were worked, and an explanation of why you are not claiming them for payment.*

Cases Completed *(Filled by supervisor)*
CLD number
Cases submitted
Cases accepted

4. Reimbursements

Miles driven | Telephone $. | Other – *Specify in Remarks and attach receipts where required.* $.

FOR OFFICE USE ONLY | $. | $.

3081

Part C – CERTIFICATION

Privacy Act Notice – All information furnished will be treated in accordance with the Privacy Act of 1974. No information will be released except as authorized by the Act.

Employee's Certification – Under penalty of fine and/or imprisonment, I certify that the information on this form is true and correct to the best of my knowledge.

Signature	Date

Supervisor's Certification – I certify that I have reviewed the entries made and they appear to be reasonable and accurate.

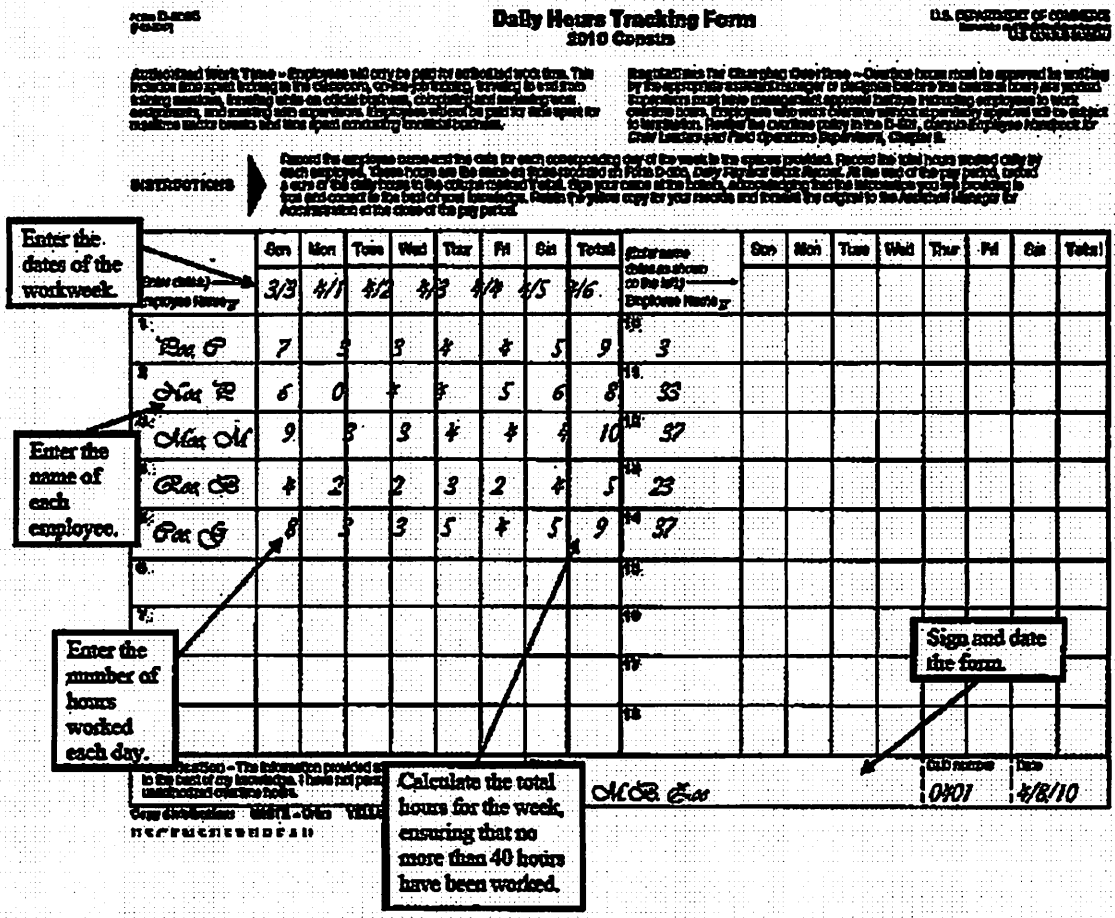
Signature	Date

FOR OFFICE USE ONLY | Audited by *(Initial and date)* | Remarks

Copy distribution: **ORIGINAL** – Payroll **COPY** – Employee

USCENSUSBUREAU

D-308C, Daily Hours Tracking Form



Review of Appointment Forms for DAPPS New Hires Job Aid
D-1111, Appendix B
Page 1 of 3

Instructions: Review each appointment form listed below for completeness, accuracy, required signatures, omitted data and especially for consistency (for example, on each form the social security number, name, and date of birth are listed exactly the same).

Form Number and Title	Forms Review Procedures	
BC-170D, Census Employment Inquiry *Note: BC-170D is reviewed in detail for employment eligibility at time of testing.*	Section A. Location	Must include 4-digit LCO office number.
	Section G. I 9 Code	Must contain numerals. If List A is completed, no entries are required in Lists B and C. If List B is completed, then List C also must be completed.
	Item 9	Must be 18 years of age or older.
	Item 10	If "no" review the completed I-9 (see I-9 review procedures below).
	Item 12	For males only: must be registered with the Selective Service System if date of birth is after 12/31/1959. Or applicant folder must contain a copy of the written decision from the Regional Director adjudicating the applicants failure to register for Selective Service.
	Item 11	If 11a is marked "yes", 11b must be completed. If employee is claiming 5-point preference he/she must provide a copy of his/her DD-214, Report of Transfer or Discharge or other proof. Note: Discharged for anything other than honorable or general, employee is ineligible for employment. If claiming 10-point preference or higher, employee must provide a completed SF-15, Application for 10-Point Veterans Preference. (Refer to Chapter 2 of the D-1110 for reviewing and verifying procedures.)
	Item 30	If item 30 contains explanations and/or details, review questions #1-29 and item 15 of the OF-306 and then IMMEDIATELY notify your supervisor or office manager for an employment determination.
I-9, Employment Eligibility Verification *Note: I-9 is reviewed in detail for employment eligibility at time of testing.*	Section 1	All items must be complete, including employee's signature and date. Notify supervisor immediately if the temporary work visa has expired or will expire on or after September 1, 2010.
	Section 2	Completed and signed by Census Bureau's testing official to certify the authenticity of the required proof of employment eligibility and identity. Testing official must record the document title, issuing authority, document number, expiration date, if any and the date employment begins. If List A is completed, nothing is required in Lists B and C. If List A is blank, then List B and C must be completed. Review for expiration dates.

Review of Appointment Forms for DAPPS New Hires Job Aid
D-1111, Appendix B
Page 2 of 3

Form Number and Title	Forms Review Procedures
D-155, Applicant Data Sheet	Must contain employee signature, date, and initials if corrections are indicated. Employee must complete the Tax Data section unless they have submitted a W-4, Employee's Withholding Allowance Certificate.
BC-61, Appointment Affidavits	Must contain date oath was administered, position title, and signatures of employee and Census Bureau's training official (or census employee delegated the authority to administer the oath of office).
OF-306, Declaration for Federal Employment	All items must be completed and include signatures of employee and Census Bureau's training official (or census employee delegated the authority to administer the oath of office). If the employee answered "yes" to questions 9-15 he/she must provide details in item 16, or on an attached sheet of paper. If the employee has answered 'yes' to questions 9, 10, or 11, contact your supervisor immediately. ALSO, review questions 25-29 and item 30 of the BC-170D, Census Employment Inquiry, then IMMEDIATELY refer the folder to the office supervisor or manager for an employment eligibility determination.
D-168, New Employee Data	Completion by employee is voluntary. However, completion of Section A and B is mandatory for DAPPS data entry.
	Section A: If blank, contact training official or employee's immediate supervisor for data required.
	Section B: If blank, **enter code 01** (I do not wish to identify my disability) in the appropriate box.
D-990, D-991, D-991(PA), D-992, or D-993 Overtime Policy Agreement	• Completion by employee is mandatory. • Must contain signature and full name of employee. • Must contain signature of Census Bureau representative.
D-186 E,F, or I, Excepted Service Employment Agreement	Must contain signature and date of employee and Census Bureau's training official (or census employee delegated the authority to administer the Oath of Office). Form must be submitted in its entirety. **Note: Most LCO employees will complete the D-186 E or F, as appropriate.**
D-260, Waiver Electronic Salary Payment	• Mandatory completion if D-1199A is not submitted. • Must contain signatures and dates of employee and Assistant Manager for Administration.
CD-415, Record of Employee's Address and Emergency Information	• Must contain employee's name, signature, SSN, home and office addresses, home and telephone numbers. • Must also contain name, address, relationship (for example, mother or sister.) home/work telephone numbers, of individual employee wants notified in case of emergency.

Review of Appointment Forms for DAPPS New Hires Job Aid
D-1111, Appendix B
Page 3 of 3

Form Number and Title		Forms Review Procedures
D-1199A, Direct Deposit Authorization	Section 1	Must be completed by employee: – Item A, must contain employee name, address and telephone number – Item B, not required – Item C, must contain employee's SSN – Item D, must check either *checking or savings* – Item E, must contain employee's account number – Item F, type of payment must be checked – Item G, not required
	Section 2	Must contain Census Bureau and employee's office address.
	Section 3	The employee must complete or contact their financial institution for information. **Distribute copies accordingly**
W-4, Employee's Withholding Allowance Certificate		• Must complete items 1-5, and if applicable 6. Must contain employee signature and date. • If claiming exempt, employee must complete items 1-4 and 7 and include his/her signature and date. • If claiming 10 or more exemptions, employee must complete items 1-5, and if applicable 6, in addition to signing and dating the form.
W-5, Earned Income Credit Advance Payment Certificate		Must contain employee's name, SSN, signature, and completion of all questions.
D-237, Certification of Voluntary Separation Incentive Payment (VSIP) or "Buyout" *Note: D-237 is completed at time of testing.*		• If item 2 is checked, review items 19 and 30 on the BC-170D. If item 19 is marked "yes", item 30 must contain details. • Employee must provide a copy of the separation SF-50, Notification of Personnel Action, and a copy of the VSIP or "buyout" SF-50 from their previous Federal employer.

U. S. Census Bureau D-1110.1

Appointee Instructional Guide

Field Division
2010 *Pre-Appointment Forms Instructional Guide*

U.S. DEPARTMENT OF COMMERCE
ECONOMICS AND STATISTICS ADMINISTRATION
U.S. CENSUS BUREAU

This document does not contain any Title 13 data or other Personally Identifiable Information. All data are Fictitious and any resemblance to actual data is coincidental.

Table of Contents

Documents in the Appointment Folder to be returned to the Assistant Manager for Administration in the LCO

The following forms are provided in the Appointment Folder but are for informational purposes only and should remain with the appointee:

- **D-187, Summary of Ethics Rules**
- **D-198, What You Must Do to Get Your Paycheck On Time Administrative Responsibilities For All Employees**
- **D-287, Post Employment Restrictions Under 18 U.S.C. 207**

***This form is provided in the Appointment Folders of those appointees that are rehires.**

****This form is not provided in the Appointment Folder but will be available in the Trainer Kit sent to each training session.**

BC-61, Appointment Affidavits

All Shaded Areas MUST Be Completed by Appointee

Enter Enumerator, CL, CLA or FOS

Enter Month/Day/Year Oath of Office is taken

APPOINTMENT AFFIDAVITS

ENUMERATOR (Position to which appointed) 10/01/06 (Date of appointment)

Commerce (Department or agency) Census (Bureau) STOCKTON, CA (Place of employment)

LCO name and state

Employee's name

I, MARY JANE DOE, do solemnly swear (or affirm) that –

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

B. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.

C. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.

D. AFFIDAVIT 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 title 13, U.S.C. section 214, the penalty for unlawful disclosure is a fine of not more than $250,000 or imprisonment for not more than 5 y…

Month

Mary Jane Doe (Signature of appointee)

Appointee's signature is required

Date

Subscribed and sworn (or affirmed) before me this 1st day of OCTOBER A.D. 20 06

Name of city

at STOCKTON (City) CALIFORNIA (State)

Last two digits of year

[SEAL]

Signature & Title of Session Trainer

Co… of t… of t…

John Smith (Signature of officer)

CREW LEADER (Title)

NOTE – The oath … administered by a person specified in 5 U.S.C. 2903. The words "So help me God" in the oath and the word "swear" wherever it appears above should be stricken out when the appointee elects to affirm rather than swear to the affidavits; only these words may be stricken and only when the appointee elects to affirm the affidavits.

OF-306, Declaration for Federal Employment

All Shaded Areas MUST Be Completed by Employee

Form Approved OMB No. 3206-0182

GENERAL INFORMATION

Enter data

1. FULL NAME (*First, middle, last*) MARY JANE DOE
2. SOCIAL SECURITY NUMBER ♦ 111-22-3333

Enter data

3. PLACE OF BIRTH (*Include city and state or country*) ♦ LOS ANGELES, CA
4. DATE OF BIRTH (MM/DD/YYYY) ♦ 07/04/1956

Enter data

Enter data

5. OTHER NAMES EVER USED (*For example, maiden name, nickname, etc*)
♦
♦
6. PHONE NUMBERS (*Include area codes*)
Day ♦ 209-555-1212
Night ♦ 209-555-1214

Enter data

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

7a. Are you a male born after December 31, 1959? ☐ YES ☑ ~~NO If "NO" skip 7b and 7c. If "YES" go to 7b.~~

Enter data

7b. Have you registered with the Selective Service System? ☐ YES ☐ NO If "NO" go to 7c.

7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? ☐ YES *Provide information below* ☑ NO

If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

Enter data

Branch	From (MM/YYYY)	To (MM/YYYY)	Type of Discharge

Background Information

If answer is "yes" to any Question from 9 thru 14, provide specifics pertaining to question in the continuation space No. 16.

For all questions, provide all additional requested information under item ... ts. The circumstances of each event you list will be considered. However, in most cases you can still be considered ...

For questions 9,10, and 11, your answers should include convictions resulting ... nolo contendere (no contest), but omit (1) traffic fines of $300 or less, (2) any violation of law committed before your 16th birth... committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conv... Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged u...

	YES	NO
9. During the last 10 years, have you been convicted, been imprisoned, be... (includes felonies, firearms or explosives violations, misdemeanors, and ... *to provide the date, explanation of the violation, place of occurrence, an... of the police department or court involved.*	☐	☑
10. Have you been convicted by a military court-martial in the past 10 years? *(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.*	☐	☑
11. Are you now under charges for any violation of law? *If "YES," u... explanation of the violation, place of occurrence, and the name and address of th... court involved.*	☐	☑
12. During the last 5 years, have you been fired from any job for an... after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.*	☐	☑
13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.*	☐	☑

Questions 9 thru 13 must be answered.

U.S. Office of Personnel Management
5 U.S.C. 1302, 3301, 3304, 3328 & 8716
NSN 7540-01-368-7775
Optional Form 306
Revised January 2001
Previous editions obsolete and unusable

OF-306, Declaration for Federal Employment, continued

All Shaded Areas MUST Be Completed by Employee

Form Approved: OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) If ... provide the *relative's name, relationship, and the department, agency, or branch of the Ar...* — YES ☐ NO ☑

Questions 14 and 15 must be answered.

15. Do you receive, or have you ever applied for, retirement pay, pension, or othe... military, Federal civilian, or District of Columbia Government service? — YES ☐ NO ☑

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to ide... attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed *(these questions are specific to your position and your agency is authorized to ask them).*

Details on "yes" responses to Questions 9 thru 15 are provided here.

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: ____________ (Sign in ink) Date ________

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

17b. Appointee's Signature: Mary Jan Doe (Sign in ink) Date 10/1/06

Signature and date

18. Appointee (Only respond if you have been employed by the Federal Government before): Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance? — YES ☐ NO ☐ Do Not Know ☐

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled. — YES ☐ NO ☐ Do Not Know ☐

U.S. Office of Personnel Management — 5 U.S.C. 1302, 3301, 3304, 3328 & 8716 — NSN 7540-01-368-7775 — Optional Form 306, Revised January 2001, Previous editions obsolete and unusable

Print Form | Save Form | Clear Form

D-1199 Direct Deposit Authorization

All sections MUST Be Completed by Employee

Form D-1199
(2-15-2008)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

DIRECT DEPOSIT AUTHORIZATION
2010 Census

Please deposit my Federal payment(s) through Electronic Funds Transfer directly into the account indicated below. I have verified with my financial institution and confirmed that the following information is correct.

Section A – PERSONAL INFORMATION

Enter data

1. Employee name *(Last, first, middle initial)* | 2. Social Security number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

3. Street address

4. City | State | Zip Code | 5. Telephone number – *Include area code*

Sections A and B MUST be fully answered!

Section B – YOUR FINANCIAL INSTITUTION

1. Name of Financial Institution *(Your bank or credit union)*

Enter data

2. Street address

3. City | State | Zip Code | 4. Telephone number – *Include area code*

Check the box for which type of account

Section C – YOUR ACCOUNT

Enter the account number

1. Type of Account – *Mark (X) below*

☐ Checking ☐ Saving

2. Account number

3. Financial Institution Routing number – *MUST BE 9-DIGIT NUMBER*

Nine-digit number, please verify

Note: Call your financial institution for the routing number, or refer to the lower left-hand corner of your check. We cannot pay by Direct Deposit without a routing number.

Section D – EMPLOYEE CERTIFICATION

I certify that I am entitled to the payment identified above, and that I have read and understand the form. In signing this form, I authorized my payment to be sent to the financial institution named above to be deposited to the designated account.

Signature and date

Employee Signature | Date

PLEASE READ THIS CAREFULLY

All information on this form, including the Social Security number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and will be used to process payroll data to your financial institution. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

USCENSUSBUREAU

D-186 E, F, or I, 2010 Census Employment Agreement

VII. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

U.S. Department of Commerce, U.S. Census Bureau, policy prohibits discrimination against any employee or applicant for employment based on **race, color, religion, sex (including sexual harassment), national origin, age (40 years and older), mental or physical disability,** or **sexual orientation. Retaliation** based upon participation in the equal employment opportunity (EEO) process is also prohibited. These policies are and will continue to be strictly enforced.

Employees or applicants for employment with the U.S. Census Bureau who believe that they have been discriminated or retaliated against may contact an EEO Counselor. To preserve your rights under the law, you must contact the EEO Office within **45 CALENDAR DAYS of the alleged discrimination.** For more information, contact

U.S. Census Bureau
EEO Office
4600 Silver Hill Rd
Washington, DC 20233
301-763-2853, then select 2 for EEO Program Assistance
1-800-872-6096, then select 2 for EEO Program Assistance
TTD call 301-457-2540
Fax 301-457-1160

VIII. CERTIFICATION

I have read, fully understand, and agree to the conditions for employment stated in this agreement and I accept this position.

Session trainer completes this information when auditing this form

Employee's signature

Enter data

Test2 Testdef — Employee's Signature
04/11/2008 — Date

Employee's printed name

TEST2 TESTDEF — Printed or Typed Name *(enter full name)*

Test1 Testdef — Signature, Census Bureau Representative
04/11/2008 — Date

TEST1 TESTDEF CREW LEADER — Printed or Typed Representative's Name and Title
(XXX) XXX-XXXX — Telephone

THIS DOCUMENT WILL BECOME A PERMANENT RECORD IN YOUR OFFICIAL PERSONNEL FOLDER.

Page 3

Note to Administrative Staff: DO NOT HIRE IF EMPLOYEE SIGNATURE IS ABSENT

Note to Administrative Staff: If Session Trainer signature is absent, complete the hire action and return form to AMFO for completion

D-168: New Employee Data

All Shaded Areas MUST Be Completed by Employee

FORM **D-168**

U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

NEW EMPLOYEE DATA
2010 Decennial Census

U.S. Office of Personnel Management Guide to Personnel Data Standards	**ETHNICITY AND RACE IDENTIFICATION** *Please read the Privacy Act Statement and Instructions before completing form.*		
Name *(Last, First, Middle initial)*	Social Security Number	Birthdate Month	Year
TESTDOE, TESTA	XXX-XX-XXXX		
Agency Use Only			

Enter data

Enter data

Enter data

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the federal government. It is also used by the U.S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Section A – ETHNICITY AND RACE IDENTIFICATION

Specific Instructions ▶ The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

1. Are you Hispanic or Latino? *(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)*

☒ Yes ☐ No

2. Racial category – *Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Mark (X) as many as apply.*

Questions 1 and 2 MUST be answered

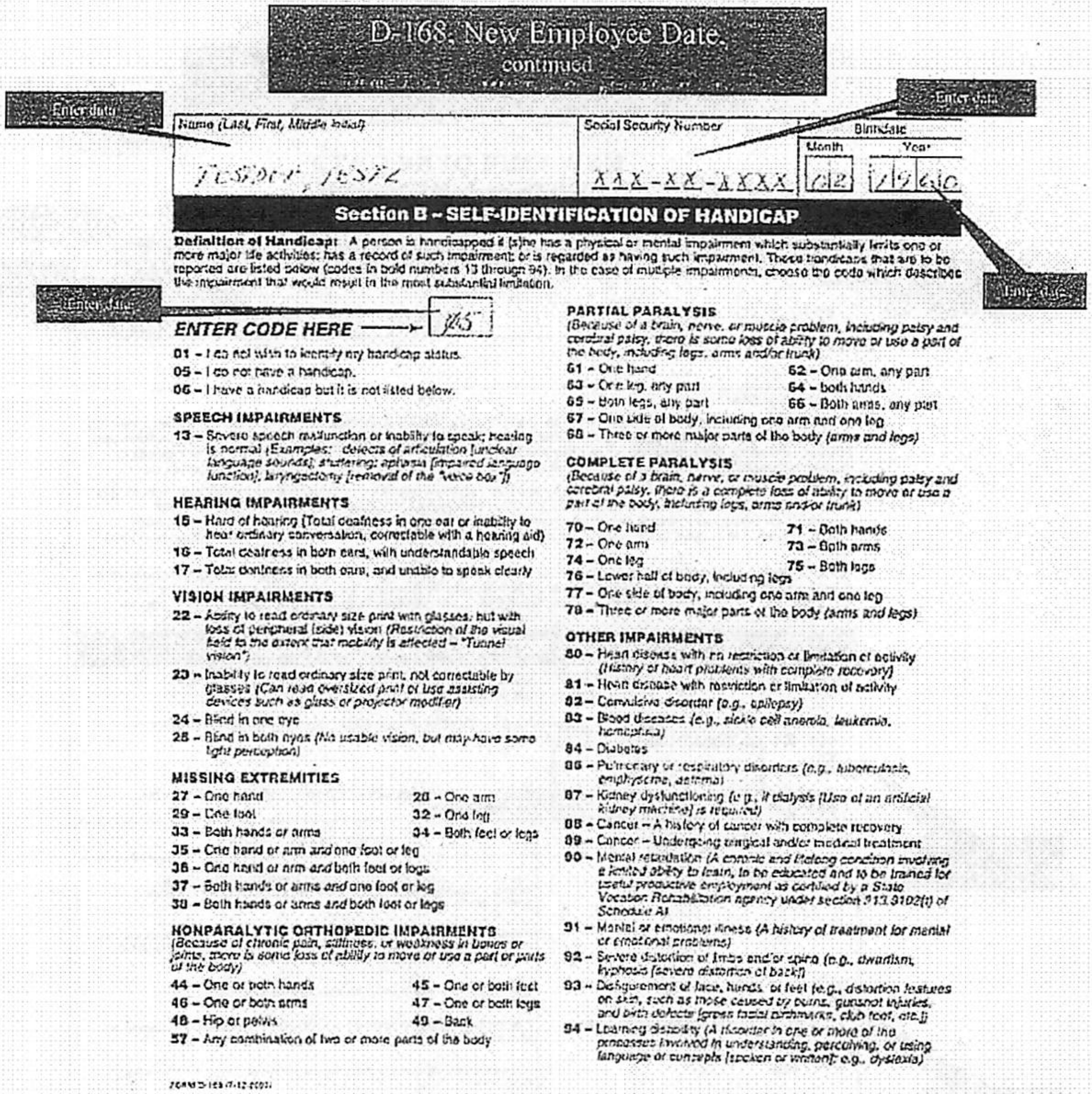
RACIAL CATEGORY *Mark (X) all apply*	DEFINITION OF CATEGORY
☐ A – American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
☐ B – Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
☒ C – Black or African American	A person having origins in any of the black racial groups of Africa.
☐ D – Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ E – White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

question 2, place X ALL that apply

↓ *Before continuing with section B, tear off here and hand to employee.* ↓

TO THE EMPLOYEE Self-identification of handicap status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.

USCENSUSBUREAU



D-168: New Employee Date, continued

Enter data

Name (Last, First, Middle Initial): TESTPAY, TEST2

Social Security Number: XXX-XX-XXXX

Birthdate: Month 02 Year 1960

Section B – SELF-IDENTIFICATION OF HANDICAP

Definition of Handicap: A person is handicapped if (s)he has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that are to be reported are listed below (codes in bold numbers 13 through 94). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.

Enter data

ENTER CODE HERE → 05

01 – I do not wish to identify my handicap status.
05 – I do not have a handicap.
06 – I have a handicap but it is not listed below.

SPEECH IMPAIRMENTS

13 – Severe speech malfunction or inability to speak; hearing is normal *(Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"])*

HEARING IMPAIRMENTS

15 – Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)
16 – Total deafness in both ears, with understandable speech
17 – Total deafness in both ears, and unable to speak clearly

VISION IMPAIRMENTS

22 – Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision *(Restriction of the visual field to the extent that mobility is affected – "Tunnel vision")*
23 – Inability to read ordinary size print, not correctable by glasses *(Can read oversized print or use assisting devices such as glass or projector modifier)*
24 – Blind in one eye
25 – Blind in both eyes *(No usable vision, but may have some light perception)*

MISSING EXTREMITIES

27 – One hand
28 – One arm
29 – One foot
32 – One leg
33 – Both hands or arms
34 – Both feet or legs
35 – One hand or arm *and* one foot or leg
36 – One hand or arm *and* both feet or legs
37 – Both hands or arms *and* one foot or leg
38 – Both hands or arms *and* both feet or legs

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS
(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body)

44 – One or both hands
45 – One or both feet
46 – One or both arms
47 – One or both legs
48 – Hip or pelvis
49 – Back
57 – Any combination of two or more parts of the body

FORM D-168 (7-12-2001)

Enter data

PARTIAL PARALYSIS
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms and/or trunk)

61 – One hand
62 – One arm, any part
63 – One leg, any part
64 – Both hands
65 – Both legs, any part
66 – Both arms, any part
67 – One side of body, including one arm and one leg
68 – Three or more major parts of the body *(arms and legs)*

COMPLETE PARALYSIS
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms and/or trunk)

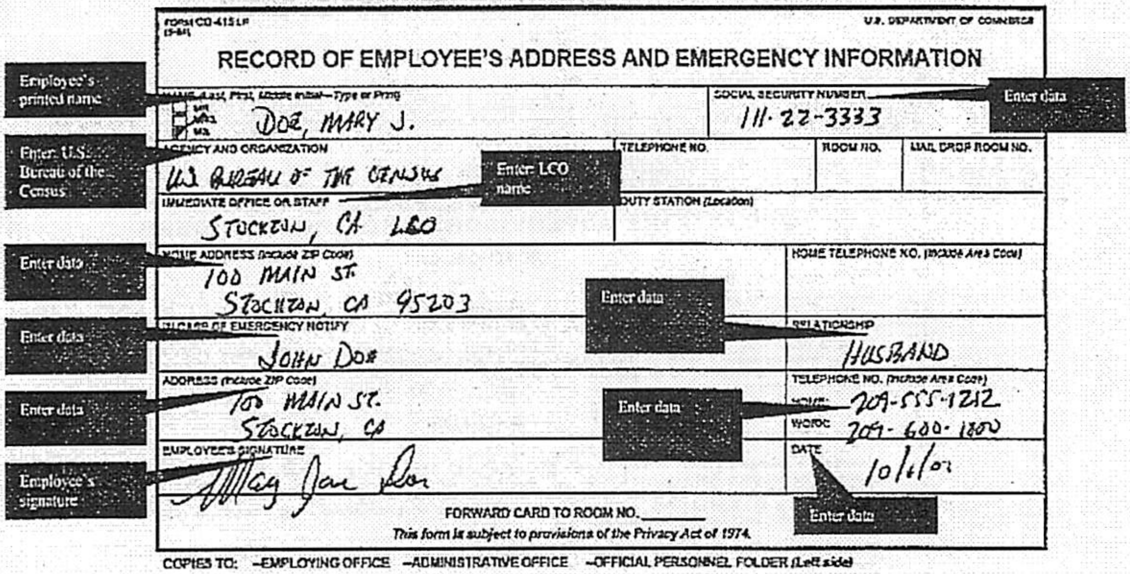
70 – One hand
71 – Both hands
72 – One arm
73 – Both arms
74 – One leg
75 – Both legs
76 – Lower half of body, including legs
77 – One side of body, including one arm and one leg
78 – Three or more major parts of the body *(arms and legs)*

OTHER IMPAIRMENTS

80 – Heart disease with no restriction or limitation of activity *(History of heart problems with complete recovery)*
81 – Heart disease with restriction or limitation of activity
82 – Convulsive disorder *(e.g., epilepsy)*
83 – Blood diseases *(e.g., sickle cell anemia, leukemia, hemophilia)*
84 – Diabetes
86 – Pulmonary or respiratory disorders *(e.g., tuberculosis, emphysema, asthma)*
87 – Kidney dysfunctioning *(e.g., if dialysis [Use of an artificial kidney machine] is required)*
88 – Cancer – A history of cancer with complete recovery
89 – Cancer – Undergoing surgical and/or medical treatment
90 – Mental retardation *(A chronic and lifelong condition involving a limited ability to learn, to be educated and to be trained for useful productive employment as certified by a State Vocation Rehabilitation agency under section 213.3102(t) of Schedule A)*
91 – Mental or emotional illness *(A history of treatment for mental or emotional problems)*
92 – Severe distortion of limbs and/or spine *(e.g., dwarfism, kyphosis [severe distortion of back])*
93 – Disfigurement of face, hands, or feet *(e.g., distortion features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])*
94 – Learning disability *(A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia)*

CD-415, Record of Employee's Address and Emergency Information

All Shaded Areas MUST Be Completed by Employee.



FORM CD-415 LP (5-84) — U.S. DEPARTMENT OF COMMERCE

RECORD OF EMPLOYEE'S ADDRESS AND EMERGENCY INFORMATION

NAME (Last, First, Middle initial—Type or Print): MR / MRS / MS — DOE, MARY J.

SOCIAL SECURITY NUMBER: 111-22-3333

AGENCY AND ORGANIZATION: US BUREAU OF THE CENSUS

TELEPHONE NO. | ROOM NO. | MAIL DROP ROOM NO.

IMMEDIATE OFFICE OR STAFF: STOCKTON, CA LCO

DUTY STATION (Location)

HOME ADDRESS (Include ZIP Code): 100 MAIN ST. STOCKTON, CA 95203

HOME TELEPHONE NO. (Include Area Code)

PERSON TO NOTIFY IN CASE OF EMERGENCY: JOHN DOE

RELATIONSHIP: HUSBAND

ADDRESS (Include ZIP Code): 100 MAIN ST. STOCKTON, CA

TELEPHONE NO. (Include Area Code): HOME 209-555-1212 WORK 209-600-1800

EMPLOYEE'S SIGNATURE

DATE: 10/1/07

FORWARD CARD TO ROOM NO.______

This form is subject to provisions of the Privacy Act of 1974.

COPIES TO: —EMPLOYING OFFICE —ADMINISTRATIVE OFFICE —OFFICIAL PERSONNEL FOLDER (Left side)

D-990, Overtime Policy Agreement for Field Operations Supervisors and Crew Leaders

All Shaded Areas MUST Be Completed by Employee

FORM D-990 (7-30-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

OVERTIME POLICY AGREEMENT FOR FIELD OPERATIONS SUPERVISORS AND CREW LEADERS

2010 Census

NOTICE

Please read this statement carefully and discuss any questions you may have with a member of the management staff or designee of the Census Bureau before signing it and accepting a position as an employee of the Census Bureau.

POLICY

Overtime is defined as hours of work that are ordered and approved in advance by the appropriate assistant manager or designee that exceeds 8 hours in a day or 40 hours in a week (Sunday through Saturday). You are not allowed to work more than 40 hours weekly. This work time includes preparing assignments, completing assignments in the field or office, and traveling to and from your assignment area. It is grounds for termination if you exceed this limit without advance approval.

You may, if you choose, work more than 8 hours in a day so long as you do not work more than 40 hours in a week. However, if your supervisor has not ordered you to work more than 8 hours in a day and the additional time has not been approved in writing, you will be paid at your regular rate of pay for those hours.

You are not allowed to manipulate or accumulate hours, for example, working 42 hours in one week but reporting the excess hours during a subsequent week in which you've worked less than 40 hours.

In compliance with the Fair Labor Standards Act (FLSA), the Census Bureau has set rules and procedures for monitoring and compensating overtime hours worked. As a supervisor, you cannot request an employee to work overtime hours without compensation. If you are aware of employees who work more than 40 hours in a week and the overtime hours were not approved in advance by the appropriate assistant manager or designee, you have essentially permitted the employee to work the overtime. As result, the employee will be compensated for the unauthorized time worked and all those involved, including supervisors and crew leaders, will be subject to removal from employment. In your job, you have been given tools to help you monitor the weekly hours of your staff.

STATEMENT OF UNDERSTANDING

I understand that overtime hours must be approved by the appropriate assistant manager or designee before I can work more than 40 hours in a week (Sunday through Saturday). I understand that the accumulation of hours (working 42 hours in one week but reporting the excess hours during a subsequent week) will not be tolerated and is grounds for termination from employment. I agree to record my exact hours and reimbursable expenses on my payroll form for each day that I work and submit that form to my supervisor.

CERTIFICATION

I have read, fully understand and agree to the procedures regarding approval for overtime as stated above. I understand that failure to follow the policy and procedures is grounds for termination from employment.

Employee's signature

Signature of employee | Date

Enter date

Employee's printed name

Full name of employee – *Please print.*

Signature of Census Bureau Representative | Date

Session Trainer provides signature and date

USCENSUSBUREAU

D-991, Overtime Policy Agreement for Recruiting Assistants and Enumerators

All Shaded Areas MUST be Completed by Employee

FORM D-991
(7-26-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

OVERTIME POLICY AGREEMENT FOR RECRUITING ASSISTANTS AND ENUMERATORS
2010 Census

NOTICE

Please read this statement carefully and discuss any questions you may have with a member of the management staff or designee of the Census Bureau before signing it and accepting a position as an employee of the Census Bureau.

POLICY

As stated in your ***Census Employee Handbook*** (D-590), Chapter 3, Topic 3, Your Job Activities and Authorized Hours:

> *All requests for overtime hours* ***must*** *be approved in advance by the appropriate assistant manager or designee* ***before*** *you begin working the additional hours.*

Overtime is defined as hours of work that are ordered and approved in advance by the appropriate assistant manager or designee that exceeds 8 hours in a day or 40 hours in a week (Sunday through Saturday). You are not allowed to work more than 40 hours weekly. This work time includes preparing assignments, completing assignments in the field or office, and traveling to and from your assignment area. It is grounds for termination if you exceed this limit without advance approval.

You may, if you choose, work more than 8 hours in a day so long as you do not work more than 40 hours in a week. However, if your supervisor has not ordered you to work more than 8 hours in a day and the additional time has not been approved in writing, you will be paid at your regular rate of pay for those hours.

You are not allowed to manipulate or accumulate hours. For example, working 42 hours in one week but reporting the excess hours during a subsequent week in which you do not work 40 hours.

STATEMENT OF UNDERSTANDING

I understand that overtime hours must be approved by the appropriate assistant manager or designee before I can work more than 40 hours in a week (Sunday through Saturday). I understand that the accumulation of hours (working 42 hours in one week but reporting the excess hours during a subsequent week) will not be tolerated and is grounds for termination from employment. I agree to record my exact hours and reimbursable expenses on my payroll form for each day that I work and submit that form to my supervisor.

CERTIFICATION

I have read, fully understand, and agree to the procedures regarding approval for overtime as stated above. I understand that failure to follow the policy and procedures is grounds for termination from employment.

Signature of employee	Date
Full name of employee – *Please print.*	
Signature of Census Bureau Representative	Date

Employee's signature

Enter date

Employee's printed name

Session Trainer provides signature and date

USCENSUSBUREAU

D-992, Overtime Policy Agreement for Office Operations Supervisors and Clerks

All Shaded Areas MUST be Completed by Employee

FORM D-992
(7-09-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

OVERTIME POLICY AGREEMENT FOR OFFICE OPERATIONS SUPERVISORS AND CLERKS

2010 Census

NOTICE

Please read this statement carefully and discuss any questions you may have with a member of the management staff or designee of the Census Bureau before signing it and accepting a position as an employee of the Census Bureau.

POLICY

As stated in your ***Census Employee Handbook*** (D-592 or D-593), Chapter 3, Topic 2:

> *The appropriate assistant manager or designee must approve all requests for overtime in advance, before you begin working the additional hours.*

Overtime is defined as hours of work that are ordered and approved in advance by the appropriate assistant manager or designee that exceeds 8 hours in a day or 40 hours in a week (Sunday through Saturday).

As an office employee, you will be assigned a work schedule by your supervisor. You are expected to work those hours. This schedule will be no more than 8 hours in a day. You are not allowed to work more than 8 hours in a day. If overtime is necessary, the appropriate assistant manager will approve the overtime hours before you begin working. If you work overtime without supervisory approval, you will be subject to termination.

For supervisors: You are required to certify timesheets. This means verifying the hours were accurately recorded. It is also your responsibility to keep track of the weekly hours for your staff, making sure they don't work more than 8 hours a day or 40 hours a week.

STATEMENT OF UNDERSTANDING

I understand that overtime hours must be approved by the appropriate assistant manager or designee before I can work more than 8 hours in a day or 40 hours in a week (Sunday through Saturday). I understand that the accumulation of hours (working 42 hours in one week but reporting the excess hours during a subsequent week) will not be tolerated and is grounds for termination from employment. I agree to record my exact hours and reimbursable expenses on my payroll form for each day that I work and submit that form to my supervisor.

CERTIFICATION

I have read, fully understand, and agree to the procedures regarding approval for overtime as stated above. I understand that failure to follow the policy and procedures is grounds for termination from employment.

Employee's signature

Signature of employee | Date

Enter date

Full name of employee – *Please print.*

Employee's printed name

Signature of Census Bureau Representative | Date

Session Trainer provides signature and date

USCENSUSBUREAU

I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 06/30/08
Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

These items in Section 1 Must be completed

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
- ☐ A citizen or national of the United States
- ☐ A lawful permanent resident (Alien #) A ____
- ☐ An alien authorized to work until ____ (Alien # or Admission #) ____

Employee's Signature | Date (month/day/year)

Preparer and/or Translator Certification. *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature | Print Name
Address (Street Name and Number, City, State, Zip Code) | Date (month/day/year)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

	List A	OR	List B	AND	List C
Document title:					
Issuing authority:					
Document #:					
Expiration Date (if any):					
Document #:					
Expiration Date (if any):					

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____ and that to the best of my knowledge the employee is eligible to work in the United States. (State ...

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) | B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization ... the document that establishes current employment eligibility.

Document Title: | Expiration Date (if any):

I attest, under penalty of perjury, that to the best ... work in the United States, and if the employee presented document(s), the document(s) I have examined ...

Signature of Employer or Authorized Representative | Date (month/day/year)

Session Trainer certifies employment eligibility documents

Form I-9 (Rev. 06/05/07)N

D-155, Applicant Data Shhet

All Shaded Areas MUST Be Completed by Employee

Review all information in the PERSONAL DATA section. Any incorrect information must be crossed out.

D-155 APPLICANT DATA SHEET Date Printed: 04/10/2007

-----PERSONAL DATA----- Correction:

SSN: 311-11-1111
Name: Test2 Testdef
Address: Test Street
Stockton, CA 95203
County: San Joaquin
Mailing Address:
Work(Home)<Other> Phone: (111/111-1111)
Sex: Female
Highest Educ. Lvl: Bachelor Degree
Date of Birth: FEB 2, 1960
Citizenship: US Citizen
Vet's Preference: No Preference
Computer Skill:
Language(s):
Transportation:
Prior Federal Service: No Agency: ____________
Federal/Military Retd: No Plan: CSRS / CSRS Offset / FERS / Mil.

Enter correct information in the appropriate line.

-----TAX DATA-----

Complete all items for Federal, State, and Local taxes

(a)	Tax Authority: Federal (b)	State (c)	Local (d)
Exemption from Withholding:	Yes / No	Yes / No	
Filing Status:	Married / Single	Married / Single Other: ______	
		Resident / Non-Resident	Resident / Non-Resident
Withholding Allowances:	____	____	____
Additional Withholding Amt., $/%:	____	____	____
EIC Certificate Attached:	Yes / No		

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief.
(must be signed in ink)

X________________________
Applicant's Signature and Date Signed

Applicant signature and date.

OFFICE USE ONLY:		
Duty Station Code: _ _ _ _ _ _ _ _ _	Residence Tax Data City: Stockton ______ State: CA ______ County: 077 San Joaquin ______	Work Location Tax Data City: ______ State: ______ County: ______

D-260, Waiver Electronic Salary Payment

All Shaded Areas MUST Be Completed by Employee

WAIVER OF ELECTRONIC FUNDS TRANSFER
2010 Census

On April 26, 1996, the President signed into law legislation mandating the use of Electronic Funds Transfer (EFT) for Federal payments. Specifically, the Debt Collection Improvement Act of 1996 requires that, beginning July 26, 1996, all new employees receive their Federal wages and salaries via EFT. Effective January 2, 1999, the law further requires that all Federal payments be made by EFT, including Federal wages and salaries paid to current employees.

To address the concern of recipients of Federal payments that do not have a bank account, the U.S. Department of the Treasury designed the Electronic Transfer Account (ETA) for individuals to receive their Federal payments electronically. ETA is a low-cost account for recipients of Federal payments. Generally, anyone who receives civil service wage salary (or represents someone who receives it) is eligible to receive his or her payments electronically through an ETA. This federally insured account lets you enjoy the safety, security, and convenience of electronic payments – even if you do not have a checking or savings account right now. Once you open your ETA, instead of getting a check in the mail, your payment will be deposited into your ETA through Direct Deposit – on time, every time. There is no check to worry about. You can take money out of your ETA the same day it goes into your account. ETA is located nationwide. You can locate an ETA provider in your area by visiting www.eta-find.gov.

A waiver of the EFT requirement is granted in rare circumstances. *Please mark (X) one or more of the boxes below in which the circumstance is applicable to you:*

CERTIFICATION

Employee enters printed name here.

I would like to request a waiver of the EFT requirement because –

- ☐ it would impose a hardship due to a physical or mental disability.
- ☐ it would impose a financial hardship.
- ☐ of a geographic barrier.
- ☐ of a language barrier.

Print name

I, ______________________________, attest that the circumstance(s) marked above is true and I hereby request a waiver of the EFT requirement of the Debt Collection Improvement Act.

Signature	Date

Employee signs here.

Employee dates here.

LOCAL CENSUS OFFICE APPROVAL

Signature of Assistant Manager for Administration	Date

AMA approves by signing and dating

FORM D-260

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

USCENSUSBUREAU

United States Census 2010

CBT Completion Certificate

Please complete this page and provide it to your Area Manager or supervisor as verification of completion of the paper version of this CBT.

Name: ______________________________

LCO Name: ______________________________

Position: ______________________________

Completed Getting Your Staff Hired and Paid on

Date: ______________________________

Your Signature: ______________________________

D-508.2
June 2009

Text Version of the Selecting Your Staff Computer-Based Training (CBT)

United States Census 2010

U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau

For training or illustrative purposes only. This document contains no Title 13 data or personally identifiable information (PII). Examples do not contain real names, real addresses, or other real data.

Selecting Your Staff Module Overview

Welcome

Welcome to the Selecting Your Staff training. This document is a paper version of the Selecting Your Staff computer-based training (CBT).

This training provides you with an overall understanding of key concepts related to the staff selection process and contains five modules:

- Introduction to the Selection Process
- Selection Preparation Phase
- Selecting Staff
- Completing the D-150, Job Requisition
- Post-Selection Phase

Introduction to the Selection Process Module

Welcome

For the 2010 Decennial Census, your Local Census Office (LCO) area includes hundreds of thousands of households. Counting the people living in these households will be an enormous undertaking for which hundreds of temporary employees must be recruited, selected, hired, and trained.

The process used to fill nonmanagement positions for the LCO is called the selection process and all LCO managers play a role.

This module introduces you to the selection process and your role in it. The other modules focus on the steps of the process. After completing this computer-based training (CBT), you will understand how critical it is for all LCO managers to work together in the selection process to ensure that every LCO's workforce is robust enough to meet census goals.

Topics

This module covers the following topics:

- What is selection?
- The selection process: The big picture.
- Stages in the road to employment.
- Roles of the LCO Manager (LCOM) and assistant managers in the selection process.

Learning about these topics will help you gain an understanding of the selection process and the positions that will be filled through it. You'll also learn about your management roles in the process and understand the importance of planning for and effectively implementing the selection process.

What Is Selection?

Selection:

- Is the process used to fill nonmanagement positions for the LCO. The selection process covered in this document applies only to intermittent staff hired within the Decennial Applicant, Personnel, and Payroll System (DAPPS). It does not apply to the process the Regional Census Center (RCC) used to hire you, your fellow LCO management team members, or your administrative assistant.

- Requires coordination and planning among managers in the LCO.

- Involves contacting, interviewing, and offering positions to eligible applicants.

- Is an ongoing process that begins before your office opens and continues through the start of the last operation. Before the LCO opens it is likely that hired Recruiting Assistants (RAs) have already been working in the LCO area because the Assistant Manager for Recruiting (AMR) must hit the ground running when the office opens. RAs will begin to work under the AMR once he or she is trained.

The Selection Process: The Big Picture

The LCO management staff are responsible for filling a tremendous number of temporary positions to keep the LCO and field activities running smoothly. Selection is a process that relies heavily on the use of the D-150, Job Requisition form. You'll learn more about this form and how to complete it as you progress through the modules.

Within the selection process, a person passes through three stages between the time he or she is initially recruited by the Census Bureau until he or she is actually hired and on the payroll as a census employee.

- Selection preparation activities include: recruiting; offering employment testing; processing applicant data and test scores in DAPPS; geocoding applicants to state, county, and tract; determining employment eligibility; and planning for selection.

- Selection activities include processing D-150s, Job Requisitions (also known as selection requests); conducting telephone interviews; making job offers; updating DAPPS; and assigning selectees/trainees to training sessions. The D-150 is the foundation of the selection process because it is the form used by managers to request the selection of staff for office and field positions.

- Post-selection activities include instructing selectees/trainees on how to complete their appointment documents during training and processing those appointment documents by entering information in DAPPS.

A person passes through three stages between the time he or she is initially recruited by the Census Bureau until he or she is actually hired and on the payroll as a census employee.

Three Stages of Employment

The following table explains the three stages.

Table 1, Three Phases of Selection

Phase	Stage	Explanation
Selection Preparation	Applicant	An applicant has completed all the application forms but has not yet been offered a job with the Census Bureau. More information about the recruiting and application process can be found in the D-517 series of recruiting modules provided to the AMR and his or her staff.
Selection	Selectee/ Trainee	This is a person who has been offered a job with the Census Bureau. This person must be present at the training site for the start of the training session to take the Oath of Office and complete the necessary appointment documents in order to become an employee. More information about the roles, responsibilities, and procedures for selection is contained in the Assistant Manager for Administration Job-Specific Operational Lifecycle Training; D-501, LCO Administrative Manual; and D-581, DAPPS Operating Manual.
Post-selection	Employee	A selectee/trainee becomes an employee of the Census Bureau after he or she takes the Oath of Office. In order to be paid, all the required appointment documents must be processed completely and correctly in DAPPS. Information about the payroll process can be found in the D-501, LCO Administrative Manual, and the second module of the Getting Your Staff Hired and Paid CBT.

Management Responsibilities in the Selection Process

The LCOM and assistant managers all play roles in the activities that take place before, during, and after selection.

In addition to managing all LCO activities and operations, the LCOM's primary responsibility is to oversee the coordination of handoffs among the assistant managers during the selection preparation, selection, and post-selection phases.

- The LCOM manages all LCO activities and operations, ensuring that work is completed on schedule and according to established procedures and quality standards.

- During times of peak employee selection, the LCOM oversees the coordination of handoffs (i.e., activities which require the passing of information among the assistant managers).

Most tasks related to preparing for selection fall under the functional areas of both the Assistant Manager for Recruiting (AMR) and Assistant Manager for Administration (AMA).

- The AMR oversees the recruiting and testing of job applicants in the LCO area. He or she is responsible for maintaining a pool of applicants from which the AMA's staff can fill positions in a timely manner. When he or she needs staff for recruiting activities, the AMR also submits D-150s, Job Requisitions and training site information to the AMA.

- The AMA manages and monitors all office administrative functions such as data entry for applicants, selection and other personnel actions, payroll, supply management, and shipping and receiving. The AMA receives D-150s, Job Requisitions, from all other managers and completes a D-150 when he or she needs office staff for administrative activities. The AMA oversees the selection staff that interview applicants over the phone and make job offers. He or she is also responsible for providing a D-275, Record of Training, to the manager who submitted the D-150.

Most selection tasks fall under the AMA's functional area only, with input from all managers, including the Assistant Managers for Field Operations and Quality Assurance (AMFO and AMQA) and the Assistant Manager for Technology (AMT).

- The AMFO manages and monitors all field production data collection operations. The AMQA manages and monitors all field quality control operations. Both managers are responsible for requesting selection for their field staff and office workers.

- The AMFO and AMQA must complete D-150s, Job Requisitions, and submit them to the AMA. They must also submit training site information on their D-150s so that the AMA's staff can inform the selected individuals where and when to report for training.

- When the AMT needs staff for technical support activities, the AMT submits D-150, Job Requisitions, to the AMA.

Management Responsibilities: Handoffs

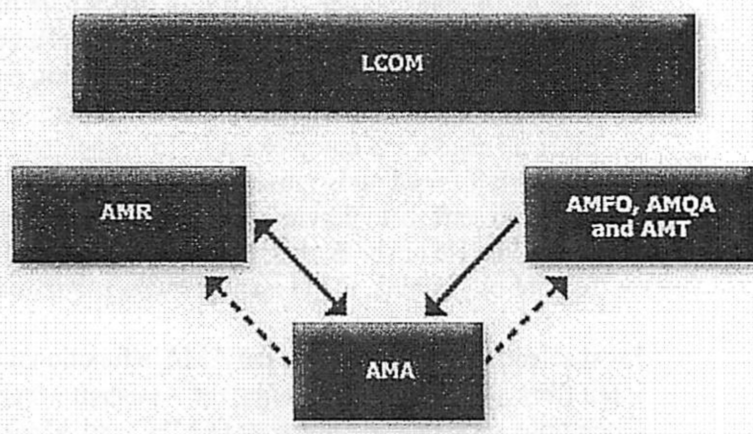
The LCOM is responsible for overseeing the many handoffs that occur among the LCO assistant managers. For example:

- The AMR recruits applicants and then provides the data to the AMA for processing into DAPPS so that selection activities can occur.

- When they need staff, all LCO managers, especially the AMFO and AMQA, must identify their selection needs and submit completed D-150s along with training site information, to the AMA.

- The AMA is responsible for compiling the necessary paperwork for the training sessions and providing it to the appropriate assistant manager once individuals have been selected.

Figure 1, Model Showing the Handoffs among the LCOM, AMR, AMA, AMT, and AMFO and AMQA



Testimonial

Sari Anderson, Census 2000 Area Manager:

It's a lot of handoffs between people, one manager has to know what the other one is doing. Area managers have to know the advice that their technical counterparts in the Regional Census Center are giving to their LCOs so they don't counteract that basically. The same thing has to happen in the LCOs, the assistant managers and the Local Census Office Manager have to work as a team in order to create the handoffs between those areas so that everyone knows what's going on.

Check Your Understanding 1

Read the question and select the appropriate response. The answer is shown on the next page.

Which assistant manager is responsible for the following activities?

- Receiving D-150s, Job Requisitions, from other managers
- Providing D-275s, Records of Training, which list selected individuals who will attend each training session, to the managers submitting D-150s
- Managing and monitoring office administrative functions (e.g., data entry for applicants, selection and personnel actions, payroll, and shipping and receiving)
- Overseeing the staff that interview applicants over the phone and make job offers

A. AMA
B. AMR
C. AMFO/AMQA
D. AMT

Answer - Check Your Understanding 1

Which assistant manager is responsible for the following activities?

- Receiving D-150s, Job Requisitions, from other managers
- Providing D-275s, Records of Training, which list selected individuals who will attend each training session, to the managers submitting D-150s
- Managing and monitoring office administrative functions (e.g., data entry for applicants, selection and personnel actions, payroll, and shipping and receiving)
- Overseeing the staff that interview applicants over the phone and make job offers

The correct answer is A, the AMA.

Key Points

- Selection is the process used to fill nonmanagement positions for the LCO; that is, the process applies only to staff hired using DAPPS.

- Within selection, there are three phases:
  selection preparation, selection and post-selection. Most selection preparation tasks fall under the functional areas of both the AMR and AMA, while most selection tasks fall under the AMA's functional area.

- The AMR and his or her staff oversee the recruiting and testing of applicants for all census operations.

- The AMA and his or her staff process applications, make the initial job offer, and provide the manager who made the selection request with the required appointment documents for selectees/trainees to complete in order to become employees.

- In addition to managing all LCO activities and operations, the LCOM's primary responsibility is to oversee the coordination of handoffs among the assistant managers during the selection phases.

The Selection Preparation Phase Module

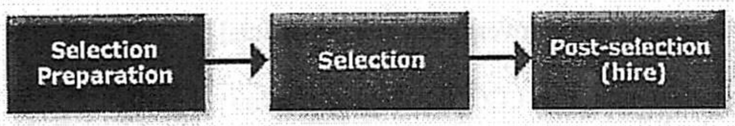
Welcome

Now that you understand the three phases of the selection process and the responsibilities of the managers, you'll learn about the activities and steps that take place during these phases.

This module provides more information about the activities and steps that take place when preparing for selection and focuses primarily with recruiting tasks. This module also provides tips for how the AMA and AMR can avoid bottlenecks during recruiting activities.

The other modules provide detailed information about the five-step selection process and post-selection activities.

Figure 2, Model of the Three Phases with the Selection Preparation Phase Highlighted



Selection Preparation Recruiting Tasks

The AMR and AMA have critical roles in the recruiting tasks. If the tasks are not completed in a timely manner or bottlenecks are allowed to occur, the ability of the LCO to select and hire enough staff to complete operations on time is in jeopardy. This in turn jeopardizes the entire operational schedule. As you've heard before, not finishing on time is not an option.

Selection preparation recruiting activities must continuously fill the eligible applicant pool for office and field positions, even as earlier applicants become selectees/trainees.

Selection preparation recruiting activities include the following:

- The AMR and his or her staff recruits thousands of potential employees and gives employment tests.
- The AMR provides application materials, test results, and other documentation to the AMA for entry into the Decennial Applicant, Personnel, and Payroll System (DAPPS).
- The AMA and his or her staff process the information in DAPPS to determine the applicants' employment eligibility. The AMA's staff return incomplete applications to the AMR for completion.
- Identify applicants within the geographic boundaries of that LCO area, using geocodes.

It is critical that these handoffs occur smoothly and efficiently.

DAPPS

Clerks enter applicants' application data and employment test scores into DAPPS. The system determines the applicants' eligibility for employment based on a number of requirements and considerations, including:

- Veterans' preference
- Citizenship
- Age
- Nepotism
- The Dual Compensation Act
- Retired Federal annuitants
- Debarment by the Office of Personnel Management (OPM)
- Debarment of applicants not registered with the Selective Service System
- State, local, or tribal government elected officials

Geocodes

In hiring personnel for an LCO, the Census Bureau primarily considers qualified applicants who live within the geographic boundaries of that LCO area.

Therefore, it is important to accurately establish the specific location of each applicant's home address, and to determine whether that applicant's residence is within the LCO boundary. This is done by determining the geocode for an address, then checking that geocode against a list of geocodes for that area.

Geocoding refers to the process of assigning geographic codes. For example, a geocoded address can consist of:

- A two-digit state code; for example, California is 06, and North Carolina is 37.

- A three-digit county code; for example, San Joaquin county is 077.

- A four-, five-, or six-digit Census Tract code; for example 0297 or 0309.03.

- A four-, or five-digit block number code; for example, 11605.

The type of geocode assigned to an address differs depending on the type of address.

- In areas with city-style addresses (addresses with house numbers and street names) geocodes will have a state, county, tract, and block code.

- In areas without city-style addresses, such as some rural delivery areas, geocodes only include state, county, and tract (block is not used.)

Employment Eligibility

(b)(2) [redacted]

Avoiding Bottlenecks in Recruiting Tasks

There is the potential for bottlenecks to occur in the handoffs between the AMA and AMR during the recruiting activities. They must be resolved quickly so the processes can continue to flow.

To avoid bottlenecks and quickly resolve those that occur:

- The AMR must be proactive about getting completed applicant materials from Recruiting Assistants (RAs) to the LCO for processing.

- The AMA must also be vigilant about processing those materials once they are received. This may include scheduling extra shifts for clerks to key applicant materials and moving resources during peak times (e.g., assigning more clerks to a task).

Recruiting activities are considered complete when applicants' data are entered and saved in DAPPS. No subsequent selection or hiring steps can occur until this happens, which is why clearing bottlenecks is so important.

The AMR and AMA will receive further training on these tasks.

Testimonial

Viola Lewis-Willis, Census 2000 Regional Census Center Administrative Specialist:

(b)(2) [redacted]

to get the proper paperwork completed in the right timeframe in order to select the staff on time. If you don't prepare and work with the other managers then you'll get behind in the selection process and you won't be able to meet the deadlines that are established for you to select enough staff. It is very important that you are proactive. It's important that you keep abreast of the operations as an Assistant Manager for Administration because if you're not abreast of the operations you won't know when to expect the selection forms and it will creep up on you and then you won't have the adequate staffing to meet the goals that have been established for you.

Key Points

- The AMR and his or her staff recruit thousands of potential employees; give the employment test; and provide applications, test results, and other documentation to the AMA for entry into DAPPS.
- The AMA and his or her staff process the applicant forms in DAPPS.
- Recruiting activities are considered complete when applicants' data are entered in DAPPS. No subsequent selection or hiring steps can occur until this happens, which is why clearing bottlenecks is so important.

Selecting Staff Module

Welcome

This module focuses on helping you understand the activities and steps of the selection process, which can begin once applicant information has been entered into DAPPS. Gaining an understanding of the handoffs that occur among the LCO managers is very important because each manager depends on information or input from the others.

Figure 3, Model of the Three Phases with the Selection Phase Highlighted

Topics

This module covers the:

- Handoffs that occur among managers
- Tools for selection
- Five steps of the selection process, which are:
  - Step 1: Submit a D-150, Job Requisition
  - Step 2: Generate a D-425, Selection Record
  - Step 3: Conduct telephone interviews
  - Step 4: Assign selected applicants to training
  - Step 5: Update DAPPS applicant data and status codes

Selection Steps Overview

The selection process is time-critical, paperwork-intensive, and on occasion, time-consuming. It requires close coordination and constant communication among the LCO management team, all of whom play a role in ensuring that the workforce meets all goals and deadlines.

The 2010 Census operational timeline is highly inflexible. Maintaining an adequate staff to meet the demands of the schedule and produce accurate results is an enormous challenge for the LCO management team.

Selection is an ongoing, systematic process that takes time and close coordination among all LCO managers.

Like the selection preparation phase, communication and coordination among managers are important to ensuring your LCO has the full, trained staff it needs to carry out the operations and activities. During the five steps of the selection phase, the assistant manager submit completed D-150s, to the AMA for processing.

The AMA and his or her staff attempt to fulfill these requests and continue to communicate with the other managers regarding recruiting needs.

Tools for Selection Activities—How Do You Know the Number of Applicants to Select?

How do you know the number of applicants to select? The LCO management staff must work as a team when identifying selection needs. Because starting a field operation that is understaffed makes it almost impossible to finish, the pressure is on to meet selection goals.

- Managers receive a staffing authorization from their Area Manager, which provides information about the number of employees they are expected to select for each field operation and for related office activities. The staffing authorization is the main document that LCO managers use to plan for selection. The numbers on the staffing authorization cannot be met unless the Recruiting staff have filled the pipeline with qualified applicants.

- In conjunction with the staffing authorization, managers use operational timelines and schedules to determine the timing of selection, training, and the activities or operations themselves.

- Although the staffing authorization lists the number of employees for each position the LCO is authorized to hire, the LCO also receives selection goals for major operations such as Update Leave (UL) and Nonresponse Followup (NRFU) from the RCC. These selection goals give the LCO managers targets for the number of enumerators that need to be selected by certain dates. Having these goals set ensures that the overall selection goals are met since the selection process takes time given the high numbers of people being hired for the large operations.

You must continue to assess your selection needs even after you initially achieve your numbers. Turnover and low production may require you to continue selection efforts.

The next module provides details on recording your selection needs on the D-150.

Selection Step 1: Submit a D-150, Job Requisition

The LCO management staff use the D-150 to request selection of new staff for positions reporting to them. Managers must complete a separate D-150 for each type of position and submit completed D-150s to the AMA for processing.

- The D-150 allows managers to select clerks, enumerators/listers, Crew Leaders, Crew Leader Assistants (CLAs), Field Operations Supervisors (FOSs), Office Operations Supervisors (OOSs), and Recruiting Assistants (RAs). Group Quarters Supervisors (GQSs) are also selected using this form by checking the box for FOS.

- Currently, managers can use the D-150 to request the selection of up to 100 individuals (50 new and 50 experienced) for a position. If you wish to use various selection criteria (e.g., language skills, hours of availability to work), you need to complete a separate D-150 for those specific cases.

- The next module, Completing the D-150, Job Requisition, provides more information about completing the form.

However, managers should always consider if existing personnel can be shifted from one area to another before looking to select new staff.

- For example, when recruiting nears completion for a large operation, recruiting clerks may be shifted to the Administration area in order to fill applicant data entry and selection positions. Likewise, the AMFO or AMQA may shift enumerators from an operation that is just ending to one that is getting ready to start up. In these cases, managers do not need to fill out D-150s. D-150s are only used to select new staff or re-select staff who were previously let go (e.g., because the project they were working on was completed).

- You will learn more about shifting personnel during your job-specific and just-in-time classroom training.

Managers use the D-150 to specify the type and number of positions to be filled, the geographic area (e.g., state, county, census tract, census block, or ZIP code) in which coverage is needed, and any special selection criteria (e.g., language capability).

The following table lists the positions hired by each manager.

Table 2, Positions Hired by Each Assistant Manager

Manager	Positions Hired
AMFO	• Group Quarters Supervisor (GQS) • Office Operations Supervisor (OOS) for Field Operations • Field Operations Supervisor (FOS) • Crew Leader • Crew Leader Assistants (CLAs) • Enumerators • Clerks
AMQA	• Office Operations Supervisor (OOS) for Quality Assurance (QA) • Field Operations Supervisor (FOS) • Crew Leader • Crew Leader Assistants (CLAs) • Enumerators • Clerks
AMA	• OOSs for Payroll and Personnel • Clerks for Payroll and Personnel
AMR	• Recruiting Assistants (RAs) • OOS for Recruiting (OOSR) • Clerks
AMT	• OOS

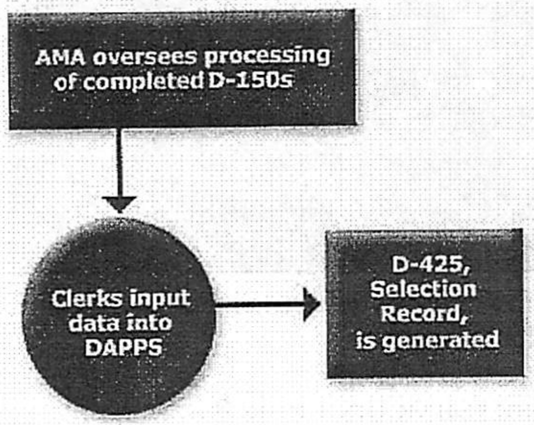
Selection Step 2: Generate a D-425, Selection Record

Under the supervision of the AMA, administrative clerks enter the information specified on the D-150s into DAPPS. The form D-425, Selection Record, (also called a selection certificate or cert) is generated.

(b)(2) [redacted]

Written justification must include all related personnel paperwork and information or evidence that clearly shows that the preference-eligible applicant is not qualified for the position. Poor reference checks and/or being fired from a job are not sufficient reasons for passing over a preference-eligible candidate.

Figure 4, Model of the Step 2 Process



Veterans' Preference

(b)(2) [redacted]

Selection Step 3: Conduct Telephone Interviews

As set forth by the Office of Personnel Management (OPM), clerks must apply the rule of three in order to comply with Veterans' Preference regulations. To do this, they must:

- Consider only the three highest ranking candidates at a time. All 10-point veterans' preference-eligible applicants appear at the top of the list.

- Consider applicants according to score order if there are no applicants with 10-point veterans' preference on the list.

(b)(2)

[redacted]

Following is an example of an interview being conducted by a clerk using the Selection Guide for Enumerators.

Example of an Interview for the Enumerator Position

Clerk: Hello, I'm Carol Wisor with the U.S. Census Bureau. May I please speak to Maurice Preston?

Applicant: This is Maurice.

Clerk: Mr. Preston, you filled out an application for census work on the 2010 Census. Are you still interested and available in working with us?

Applicant: Yes.

Clerk: Local residents are needed as paid enumerators to receive assignments which involve locating and listing households and conducting interviews with respondents, explaining the purpose of the census, asking questions as worded on census forms, and recording data on forms. Enumerators canvass an assignment area looking for every place where a person lives or could live. An enumerator may be assigned to follow up on coverage problems to determine if designated households, persons, or geographic areas were counted in the census and counted correctly. You'll be working in and around your home county when possible. All census information will be kept confidential. The job will last about 8 weeks. We would like you to work at least 20 hours a week. You would be paid $11.50 per hour and 50.5 cents per mile driven for official business. One of the duties is to ask personal questions. Are you willing to ask these types of questions?

Applicant: Sure, OK.

Clerk: The job may require you to work some evenings, and weekends - Saturday and/or Sunday - in order to contact persons who are not at home during the day. Are you available to work during these hours?

Applicant. I'm pretty open, so I should be able to.

Clerk: If selected, you'll be trained on this census operation and on your particular duties. Are you able to attend a 3-day training class from 9 to 5?

Applicant: Sure. I don't have anything going on.

Clerk: How did you find out about job opportunities with the Census Bureau?

Applicant: I saw a poster in the library.

Clerk: Where would you suggest that we publicize our job announcements in order to attract sufficient applicants for census work?

Applicant: I think the library was a good idea. I think I saw posters at most of the main stores in town and in the entrance to the community center. Although I haven't seen one, you probably already advertised in our local papers. I think that would cover your bases.

Clerk: This job requires traveling from housing unit to housing unit, carrying materials, driving at night and in bad weather, and working in all kinds of neighborhoods with all kinds of people. Finally, not all units are easily accessible to complete this work, such as multi-level units without elevators. Is this acceptable to you?

Applicant: Sure, I know the neighborhoods well and I like people.

Clerk: If chosen, you must provide your own transportation or use public transportation where available. Can you do this reliably?

Applicant: Sure.

Clerk: I have explained to you the job of an enumerator. Are you still interested in the position?

Applicant: Yes. I'm sure I can do the work.

Clerk: These are all the questions I have. Do you have any for me?

Applicant: When will I know if I got the job?
Clerk: First, please give me a few minutes to look over your application once again to see if there are any missed items.

Selection Step 4: Assign Selected Applicants to Training

After a selection clerk "works through" a D-425, he or she generates a D-275, Record of Training, which lists applicants who accepted job offers and were assigned to a training session. There is a separate D-275 for each training session as identified on the submitted D-150s.

At this point, the AMA is responsible for providing a D-275 and corresponding appointment folders for selectees/trainees to the manager who submitted the D-150.

- An appointment folder contains the forms and documents that a selectee for a field position must complete and sign so his or her personnel actions and payroll can be processed and he or she can be hired. The same forms and documents are used for office positions.

- The Getting Your Staff Hired and Paid CBT describes the documents contained in the appointment folder.

The D-275 and appointment folders are then given to the manager who made the selection request, and later transferred to the trainer.

Selection Step 5: Update DAPPS Applicant Data and Status Codes

Throughout the process, from selection preparation recruiting activities to selection and post-selection training, administration clerks update applicant data and the DAPPS assigns status codes. These codes are essential to generating accurate D-425s and appear on reports generated by DAPPS. The D-506, LCO Manager's Handbook, also contains the codes and their definitions.

In addition, when employees are either removed from their roles or reassigned to other positions, assistant managers, supervisors and/or crew leaders must submit a D-291, DAPPS Update Form, to the AMA for entry into DAPPS. Once the D-291 is processed, the employee's status code is updated.

As the LCO moves through the selection process, managers can use reports generated by DAPPS to determine the status of the selection and hiring process. For example, the D-424H, Selected Applicants by Position, report shows the number of applicants selected by position (e.g., OOS, FOS, Crew Leader, CLA, RA, clerk, and enumerator).

Managers can compare the numbers on this report with the selection numbers provided in the staffing authorization and/or by the RCC to determine if selection goals are on target.

Additional information on DAPPS and applicant/employee data is available in the D-501, LCO Administrative Manual.

Status Codes

As clerks update data in DAPPS, the following status codes are assigned to the applicant/employee records. When managers review reports from DAPPS, they may see these codes:

- AR, application received. This status code is assigned when an applicant's job application information, test type, and score are first keyed into DAPPS.

- UR, under Census Hiring and Employment Check (CHEC) review. An applicant is given this status code when his or her information is being screened in the applicant security check by the FBI.

- A, available. Applicants in this category will appear on Selection Records when they meet the qualifications identified on the D-150.

- S, selected. Selectees/trainees are assigned this status when a job offer has been made and they have accepted. They will remain in this category after they officially become employees.

- I, ineligible. Applicants fall into this category when it has been determined that they do not qualify for census employment or when they refuse a job offer three times.

- E, experienced employee. Applicants fall into this category when they have worked for the LCO on a previous operation and have been terminated from employment because the operation or task ended. Managers may request a D-425 with only experienced applicants if they want to rehire experienced persons for another operation or task.

- OR, offer refused. Applicants are put into this category if they refuse an offer of employment or refuse a job offer on three occasions.

- W, working. This code indicates employees who are currently working.

- T, terminated. This code designates former employees who were terminated from employment for cause and prohibits them being coded as experienced, which would make them be eligible to be rehired.

Testimonial

Linda Clark, Census 2000 Area Manager:

It's important to start a field operation fully staffed because we know we're going to lose people along the way and even though recruiting does accommodate this fact, people are always being added to the applicant pool. We like to get as many people trained for the operation as we can at the very beginning so that replacement training is kept to a minimum.

Key Points

- The selection process consists of five primary steps:
  - All managers who need to hire staff complete a D-150 and submit it to the AMA for processing.
  - DAPPS generates a D-425, Selection Record.
  - Selection clerks must apply selection rules and use a verbatim script when interviewing applicants.
  - When making job offers, clerks assign selected applicants to training.
  - Throughout the process, DAPPS applicant data and status codes are updated and appear on management records.
- As in the selection preparation phase, communication and coordination among managers during the selection phase is important to ensuring your LCO has the full, trained staff it needs to carry out the operations and activities. During the selection phase the assistant managers submit completed D-150s to the AMA for processing. The AMA and his or her staff attempt to fill these requests and continue to communicate with the other managers regarding recruiting needs.

More details on employee selection can be found in the D-506, LCO Manager's Handbook, and the D-501, LCO Administrative Manual. The AMA will learn more about the specifics of the selection activities in additional training sessions.

Completing the D-150, Job Requisition Module

Welcome

Correctly completing the D-150 and submitting it to the AMA in a timely manner will ensure that you have sufficient staff in place to meet your operational timelines.

The census operations timeline demands that a sufficient number of employees be in place to meet strict and inflexible operations deadlines. The selection process takes time - exactly how much depends on the number of employees needed and the pool of available qualified applicants. Getting the best results from a D-150, Job Requisition, requires accuracy and completeness as well as timing.

This module walks through how to complete the D-150 to get the best selection results by focusing on:

- Planning activities that will help you correctly complete your D-150s.
- The layout of the D-150, with emphasis on determining efficient geography criteria to apply to selections.
- Examples of and practice in completing D-150s for typical situations you will encounter.

Planning to Complete Your D-150s

As you can imagine, selection takes time. When you're hiring hundreds of staff at once, it pays to have a planned and organized approach and to start on time, or slightly ahead of time, to ensure a full staff when operations begin. Planning activities are a very important part of the overall selection process because of the demands and complexities involved in selecting large numbers of applicants.

As soon as LCO managers have the staffing authorization, they can begin planning. Because they select the largest volume of staff, it is critical that the AMFO and AMQA are adequately prepared for selection. The AMA's significant role makes it just as critical for him or her to be prepared. This is the only way to ensure a smooth selection process. The following are some tips for the AMFO and AMQA to consider. The next screen provides tips for the AMA.

- Prior to each operation, identify your staff needs using the staffing authorization and plan when you need to complete the D-150s and provide them to the AMA's staff. Several operations may need to be staffed in a very short timeframe. Look for groups of operations that occur in close timeframes to one another (e.g., NRFU, NRFU

Reinterview, and NRFU Vacant Delete Check) and consider submitting D-150s for these operations at the same time.

- A rule of thumb is to provide the AMA with your D-150s at least 4 weeks before the selectees need to attend training. Even though the quality control operations usually begin 1 week after the production operations, the AMQA should consider submitting D-150s at the same time as the AMFO. Doing so will allow both operations to have an equal mix of employees in terms of test scores and geographic location of the applicants being selected.

  - For example, if the AMFO were to submit D-150s for the selection of enumerators, all the Selection Records run by the AMA's staff would contain applicants with the highest test scores. If the AMQA were to submit D-150s for the selection of quality control enumerators a few days later with the same or similar criteria, the applicants with the highest test scores appearing on the AMFO's Selection Records would not appear on the AMQA's Selection Records (assuming the AMFO's Selection Records are still being used for selection). The AMQA's Selection Records would contain enumerators who are qualified, but who have lower scores than the ones appearing on the AMFO's Selection Records.

    To avoid this situation, the AMFO and AMQA should submit requests for selection at the same point in time and the AMA should make sure that the Selection Records are run so that those with similar criteria are sometimes run first for the AMFO and sometimes run first for the AMQA.

Because there are always people who quit or are not present for training, beginning operations understaffed is a critical mistake that will put you behind schedule. Make sure to turn in your D-150s in plenty of time to get qualified applicants selected and assigned to training, and to recover if there are any issues with the process.

Planning to Complete Your D-150s: AMA

Even before the D-150s from the AMFO and AMQA begin pouring in, the AMA should implement some planning to ensure the selection process goes smoothly.

- Consider hiring some selection clerks early so they can be trained and familiar with their responsibilities. This will help the selection process flow more smoothly since some people will already be trained and understand the process.

- Ensure the AMFO and AMQA are submitting their completed D-150s in plenty of time for your staff to complete the selections. Consider working out a mutual schedule with the AMFO and AMQA so that everyone knows when the D-150s are due for positions and operations.

- Make sure that Selection Records are closed in DAPPS as soon as possible after selection is completed so that the applicants not selected can be returned to the pool to be pulled up on other Selection Records. If the Selection Record is not closed in 10 days, DAPPS will automatically close the Record.

Planning to Complete Your D-150s

Before completing the D-150s, determine the following about your Local Census Office (LCO) area:

- Staffing needs. For example; positions and numbers needed as identified on the staffing authorization, workload, and Regional Census Center (RCC) guidance.

- Geographic characteristics of the LCO (e.g., rural or urban) and other considerations. Consider if there are gated communities or hard-to-enumerate areas (e.g., those with high illiteracy rates or language needs.) The AMR may need to focus recruiting efforts in these areas to ensure a selection of staff who can enumerate effectively.

- Transportation requirements for traveling in the LCO and its boundaries (e.g., Will a boat be needed to reach islands? Will four-wheel drive or snowmobiles be needed?).

- Special considerations for areas with specific language needs. The AMR may need to recruit persons speaking these languages.

Additionally, you must also gather information about training dates, times, and locations so that you can include that information on the D-150. The AMA and staff cannot begin selecting applicants without this training information indicated on the form. Locating the sites will take planning and time.

Layout of the D-150

The D-150 is composed of the following four parts. Each part will be discussed in detail.

- Part A – Position Requirements, which gathers information about the type of position.

-

- Part B – Selection Criteria, which requires careful planning based on the geography of the LCO and other conditions of employment.
- Part C – Additional Criteria, which is completed by the AMA.
- Part D – Requester Information, which must include a name and the date.

Part A – Position Requirements

Part A, Position Requirements gathers information about the type of position you need to select. The most important consideration is the amount of time for which you'll need the employee to be available for the position or operation. Complete this section by identifying the type of position you need to fill and for how long the employee needs to be available to work. Key points regarding this section are:

- Currently, managers can use the D-150 to request the selection of up to 100 individuals for a position because a D-425, Selection Record, prints up to 100 names, designating up to 50 new applicants and 50 experienced persons, if available. Experienced persons are those who have separated (i.e., resigned or have been terminated from employment for reasons other than cause) within the past year and who previously occupied the same type of position identified on the D-150, Job Requisition.
- Unless you are part of the Census Coverage Measurement (CCM) staff, always mark "decennial." The AMA will receive D-150s from CCM managers for their operations.
- Enter the operation (e.g., NRFU) on which the selectees will work, if appropriate.
- Mark the one position that applies to this D-150. You can only select one type of position per D-150.
- When considering length of employment, think in terms of each operation. Most employees are released at the end of each operation; only a few are carried over. For example, this box should not indicate a time longer than 8 weeks.
- The pay rate for each position is provided on memos and staffing authorizations.

Part B – Selection Criteria, Items 1-4

Use your knowledge of the area and how people commute to complete Part B of the form. Base your entries on the type of position and the geography of your LCO area. Completing this section correctly will help you select individuals from the most efficient geographic locations within your LCO. For example:

- When hiring for office positions, geography criteria should reflect the commuting area of the LCO. For example, if your LCO covers 15 counties, you want to select people for office positions (e.g., Office Operations Supervisor (OOS), clerks) who live in the counties or tracts within commuting distance to the LCO and not in the counties hundreds of miles from the LCO.

- If you are selecting for field positions (e.g., enumerators, Crew Leaders, Crew Leader Assistants (CLAs), and Field Office Supervisors (FOSs)), use the geography categories to select staff from the locations in which they will be working.

You will need to submit several D-150s for field positions to ensure that crew leader districts (CLDs) will be adequately staffed.

Part B – Selection Criteria, Items 5-10

To complete Part B, think about when you need the staff member to work. For example:

- Group Quarters Validation (GQV) and Update Leave (UL) enumerators should work during the day when they can see the housing units and physical surroundings.

- NRFU enumerators should work nights and weekends when people are home to interview.

- Most office personnel should work daytime hours. If you are running evening shifts, make sure to include the appropriate information to indicate evening work hours are required.

Consider the characteristics of your LCO, including languages spoken and terrain.

Finally, training Items 8 through 10 must be completed so that the AMA's staff can provide the information to selected individuals. The date, time, and location must be included for all field positions on each D-150 turned in to the AMA. The LCO is the training location for office positions.

Parts C and D

The AMA completes Part C, Additional Criteria, and will receive additional training on how to do so. The manager completing the form must remember to enter his or her name and the date in Part D. Key points about this part are:

- The test type in item 2a is based on whether the position being selected is supervisory or nonsupervisory. Crew Leaders are team leaders and are NOT considered supervisors.
- The default minimum score in item 2b is 70. Regional Directors (RDs) can approve setting a lower minimum score. However, raising the minimum score will likely lower the number of individuals certified.
- If item 5 is marked, only experienced staff will be listed on the D-425. If it is not marked, the D-425 will list both experienced and new staff.

You must enter your name and the date in Part D, Requester Information.

D-150 Practice Overview

The next several pages contain scenarios that ask you to identify strategies for completing the D-150, Job Requisition. The purpose of these scenarios are to introduce you to considerations when using geographic and availability criteria.

Because the AMFO and AMQA must consider geography when making most selections, they will receive additional practice during their job-specific training on using maps to identify areas from where to select applicants for field work.

For the AMA, AMR, and AMT, geography is less of a consideration other than trying to have office staff live close to the office.

Make sure to review each scenario and suggested answers. Remember that these scenarios are just **examples**; the actual geography, staffing needs, and pay rates will vary across LCOs.

D-150 Example #1: Selecting Enumerators Using CLD Criteria

[redacted]

(b)(2)

[redacted]

(b)(2)

Key Points

[redacted]

(b)(2)

[redacted]

(b)(2)

[redacted]

Completing the D-150, Job Requisition Module, Scenario 1 (screen 11)

2010 Census

FORM D-150 U.S. DEPARTMENT OF COMMERCE

JOB REQUISITION

Part A – POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled must complete the following position requirements.

1. Total number to hire (maximum 50 per D-150): 5
2. Class – Mark (X) one: [X] Decennial [ ] CCM
3. Operation: NRFU
4. Position – Mark (X) one: [ ] Clerk [X] Enumerator [ ] Crew Leader [ ] Crew Leader Asst. [ ] Field Operations Supervisor [ ] Office Operations Supervisor [ ] Recruiting Assistant
5. For interviewing purposes:
   a. Length of job (weeks or months): 2-4 weeks
   b. Pay: $ 13.75 Per hour

Part B – SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code: LCO 2808
2. CLD number (if applicable): 0204
3. FIPS codes: State ____ County ____
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)

▶ Complete items 5 – 7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 20
   b. Weekday work (8 a.m.–4 p.m.): ____
   c. Evening work (4 p.m.–8 p.m.): 10
   d. Weekend work (Saturday and/or Sunday): 10
6. Language requirement: ____
7. Transportation type: ____

▶ Complete items 8 – 10 for conditions of training (if available).

8. Training date(s): 6/3/10 - 6/7/10
9. Training time: 9:00 a.m.
10. Training location: Belltrail Elementary, 2104 Green Ave, Mortonville, AL

Part C – ADDITIONAL CRITERIA

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location: [X] Field work [ ] Office work [ ] No preference
2. Test
   a. D – Type: D-267
   b. Minimum score: 70
3. Skills: [ ] Computer or Data Entry experience
4. Requirement Search Number: ____
5. Personnel status: [ ] Experienced only

Part D – REQUESTER INFORMATION

1. Requester name: Karen Kunkle
2. Date: 5/24/10

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 2 (screen 12)

2010 Census

FORM D-150 (7-25-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

JOB REQUISITION

Part A – POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire *(maximum 50 per D-150)*: 15
2. Class – *Mark (X) one*
   - [X] Decennial
   - [ ] CCM
3. Operation: NRFU
4. Position – *Mark (X) one*
   - [ ] Clerk
   - [X] Enumerator
   - [ ] Crew Leader
   - [ ] Crew Leader Asst.
   - [ ] Field Operations Supervisor
   - [ ] Office Operations Supervisor
   - [ ] Recruiting Assistant
5. *For interviewing purposes:*
   a. Length of job *(weeks or months)*: 6-8 weeks
   b. Pay: $ 13.75 Per hour

Part B – SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code — LCO 2808
2. CLD number *(if applicable)*:
3. FIPS codes — State: 37; County: 051
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)
15		

▶ *Complete items 5 – 7 for conditions of employment.*

5. Availability
   a. Minimum hours per week: 20
   b. Weekday work (8 a.m.–4 p.m.):
   c. Evening work (4 p.m.–9 p.m.):
   d. Weekend work (Saturday and/or Sunday):
6. Language requirement:
7. Transportation type:

▶ *Complete items 8 and 9 for conditions of training (if available).*

8. Training date(s): 5/3/10 - 5/7/10
9. Training time: 8:30 a.m.
10. Training location: Cumberland Co Library, 300 Maiden Ln., Fayetteville

Part C – ADDITIONAL CRITERIA

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location
   - [X] Field work
   - [ ] Office work
   - [ ] No preference
2. Test
   a. ID – *Type*: D-267
   b. Minimum score: 70
3. Skills
   - [ ] Computer or Data Entry experience
4. Requirement Search Number:
5. Personnel status:
   - [ ] Experienced only

Part D – REQUESTER INFORMATION

1. Requester name: Karen Kunkle
2. Date: 4/10/10

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 2 (screen 12)

2010 Census — **JOB REQUISITION**

U.S. DEPARTMENT OF COMMERCE

Part A - POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire (maximum 50 per D-150): 5
2. Class — Mark (X) one: [X] Decennial [ ] CCM
3. Operation: NRFU
4. Position — Mark (X) one: [ ] Clerk [X] Enumerator [ ] Crew Leader [ ] Crew Leader Asst. [ ] Field Operations Supervisor [ ] Office Operations Supervisor [ ] Recruiting Assistant
5. For interviewing purposes:
   a. Length of job (weeks or months): 6-8 weeks
   b. Pay: $ 13.75 Per hour

Part B - SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code — LCO 2808
2. CLD number (if applicable): ______
3. FIPS codes — State 37; County 051
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)
16.02		
17		

▶ Complete items 5 – 7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 20
   b. Weekday work (8 a.m.–4 p.m.): ______
   c. Evening work (4 p.m.–8 p.m.): ______
   d. Weekend work (Saturday and/or Sunday): ______
6. Language requirement: ______
7. Transportation type: ______

▶ Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 5/3/10 - 5/7/10
9. Training time: 8:30 a.m.
10. Training location: Cumberland Co Library, 300 Maiden Ln., Fayetteville

Part C - ADDITIONAL CRITERIA

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location: [X] Field work [ ] Office work [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 70
3. Skills: [ ] Computer or Data Entry experience
4. Requirement Search Number: ______
5. Personnel status: [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Karen Kunkle 2. Date: 4/10/10

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 3 (screen 13)

2010 Census

FORM D-150 (7-2-2007)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

JOB REQUISITION

Part A - POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire (maximum 20 per D-150): 2

2. Class — Mark (X) one
- [X] Decennial
- [ ] CCM

3. Operation: NRFU

4. Position — Mark (X) one
- [ ] Clerk
- [X] Enumerator
- [X] Crew Leader
- [ ] Crew Leader Asst.
- [ ] Field Operations Supervisor
- [ ] Office Operations Supervisor
- [ ] Recruiting Assistant

5. For interviewing purposes:
a. Length of job (weeks or months): 6-8 weeks
b. Pay: $13.75 Per hour

Part B - SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code: LCO 2808

2. CLD number (if applicable):

3. FIPS codes
State: 37
County: 051

4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)
	9101	

▶ Complete items 5 - 7 for conditions of employment.

5. Availability
a. Minimum hours per week: 20
b. Weekday work (8 a.m.–4 p.m.)
c. Evening work (4 p.m.–9 p.m.)
d. Weekend work (Saturday and/or Sunday)

6. Language requirement

7. Transportation type

▶ Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 5/3/10 - 5/7/10

9. Training time: 8:30 a.m.

10. Training location: Spring Community Center 100 Branch Ave. Fayetteville

Part C - ADDITIONAL CRITERIA

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location
- [X] Field work
- [ ] Office work
- [ ] No preference

2. Test
a. ID – Type: D-267
b. Minimum score: 70

3. Skills
- [ ] Computer or Data Entry experience

4. Requirement Search Number

5. Personnel status:
- [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Karen Kunkle

2. Date: 4/10/10

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 4 (screen 14)

2010 Census

Form D-150

U.S. DEPARTMENT OF COMMERCE [illegible]

JOB REQUISITION

Part A – POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire (maximum 50 per D-150): 1
2. Class – Mark (X) one
   - [X] Decennial
   - [ ] CCM
3. Operation: UL QC
4. Position – Mark (X) one
   - [ ] Clerk
   - [ ] Enumerator
   - [X] Crew Leader
   - [ ] Crew Leader Asst.
   - [ ] Field Operations Supervisor
   - [ ] Office Operations Supervisor
   - [ ] Recruiting Assistant
5. For interviewing purposes:
   a. Length of job (weeks or months): 6-8 weeks
   b. Pay: $15.25 Per hour

Part B – SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code: LCO 2808
2. CLD number (if applicable): ______
3. FIPS codes
   State: 37
   County: 051
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)
9705		

▶ Complete items 5 – 7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 40
   b. Weekday work (8 a.m.–4 p.m.): ______
   c. Evening work (4 p.m.–8 p.m.): ______
   d. Weekend work (Saturday and/or Sunday): ______
6. Language requirement: ______
7. Transportation type: 4-wheel drive

▶ Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 2/15/10 - 2/19/10
9. Training time: 9:00 a.m.
10. Training location: Sandhill Library, 412 Oak Street, Rockingham

Part C – ADDITIONAL CRITERIA

Assistant Manager for Administration also must complete the following additional criteria.

1. Position location
   - [X] Field work
   - [ ] Office work
   - [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 90
3. Skills
   - [ ] Computer or Data Entry experience
4. Requirement Search Number: ______
5. Personnel status:
   - [ ] Experienced only

Part D – REQUESTER INFORMATION

1. Requester name: Karen Kunkle
2. Date: 1/1/10

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 5 (screen 15)

2010 Census

Form D-150

U.S. DEPARTMENT OF COMMERCE

JOB REQUISITION

Part A - POSITION REQUIREMENTS

1. Total number to hire (maximum 60 per D-150): 1
2. Class: [X] Decennial [ ] GCN
3. Operation
4. Position: [ ] Clerk [ ] Enumerator [ ] Crew Leader [ ] Crew Leader Assistant [ ] Field Operations Supervisor [X] Office Operations Supervisor [ ] Recruiting Assistant
5. For interviewing purposes:
   a. Length of job (weeks or months): 10-12 weeks
   b. Pay: $ 14.25 Per hour

Part B - SELECTION CRITERIA

1. Office code: LCO 2808
2. CLD number (if applicable):
3. FIPS codes: State 37; County 051
4. Special assignment area:

Tract(s)	Block No.(s)	ZIP Code(s)

Complete items 5–7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 40
   b. Weekday work (8 a.m.–4 p.m.)
   c. Evening work (4 p.m.–8 p.m.)
   d. Weekend work (Saturday and/or Sunday)
6. Language requirement
7. Transportation type

Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 10/2/09
9. Training time: 8:30 a.m.
10. Training location: LCO

Part C - ADDITIONAL CRITERIA

1. Position location: [ ] Field work [X] Office work [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 80
3. Skills: [ ] Computer or Data Entry experience
4. Requirement Search Number
5. Personnel status: [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Adam Apple
2. Date: 9/12/09

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 5 (screen 15)

2010 Census Form D-480 — U.S. DEPARTMENT OF COMMERCE

JOB REQUISITION

Part A - POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire (maximum 80 per D-480): 1
2. a. Class — Mark (X) one
   - [X] Decennial
   - [ ] CCM
3. Operation: ______
4. Position — Mark (X) one
   - [ ] Clerk
   - [ ] Enumerator
   - [ ] Crew Leader
   - [ ] Crew Leader Asst.
   - [ ] Field Operations Supervisor
   - [X] Office Operations Supervisor
   - [ ] Recruiting Assistant
5. For interviewing purposes:
   a. Length of job (weeks or months): 10-12 weeks
   b. Pay: $ 14.25 Per hour

Part B - SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code — LCO 2808
2. CLD number (if applicable): ______
3. FIPS codes — State 37; County 051
4. Specific assignment area

Tract(s)	Block No(s)	ZIP Code(s)

▶ Complete items 5 – 7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 40
   b. Weekday work (8 a.m.–4 p.m.): 0
   c. Evening work (4 p.m.–9 p.m.): 30
   d. Weekend work (Saturday and/or Sunday): 8
6. Language requirement: ______
7. Transportation type: ______

▶ Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 10/2/09
9. Training time: 8:30 a.m.
10. Training location: LCO

Part C - ADDITIONAL CRITERIA

Assistant Manager for Administration area must complete the following additional criteria.

1. Position location
   - [ ] Field work
   - [X] Office work
   - [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 80
3. Skills
   - [ ] Computer or Data Entry experience
4. Requirement Search Number: ______
5. Personnel status:
   - [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Adam Apple
2. Date: 9/12/09

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 6 (screen 16)

2010 Census — **JOB REQUISITION**

U.S. DEPARTMENT OF COMMERCE

Part A - POSITION REQUIREMENTS

1. Total number to hire (maximum 50 per D-150): 1
2. a. Class — Mark (X) one: [X] Decennial [ ] CGM
   b. Operation:
4. Position — Mark (X) one: [ ] Clerk [ ] Enumerator [ ] Crew Leader [ ] Crew Leader Asst. [ ] Field Operations Supervisor [ ] Office Operations Supervisor [X] Recruiting Assistant
5. a. Length of job (weeks or months): 2-3 months
   b. Pay: $15.25 Per hour

Part B - SELECTION CRITERIA

1. Office code: LCO 2808
2. CLD number (if applicable):
3. FIPS codes — State: 37; County: 123
4. Specific assignment area:

Tract(s)	Block No(s).	ZIP Code(s)
43		
44		
45		
46		
47		

▶ Complete items 5 – 7 for conditions of employment.

5. Availability
   a. Minimum hours per week: 30
   b. Weekday work (8 a.m.–4 p.m.): 20
   c. Evening work (4 p.m.–9 p.m.): 10
   d. Weekend work (Saturday and/or Sunday): 10
6. Language requirement:
7. Transportation type:

▶ Complete items 8 and 9 for conditions of training (if available).

8. Training date(s): 10/02/09 - 10/06/09
9. Training time: 8:30 a.m.
10. Training location: LCO

Part C - ADDITIONAL CRITERIA

1. Position location: [X] Field work [ ] Office work [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 80
3. Skills: [ ] Computer or Data Entry experience
4. Requirement Search Number:
5. Personnel status: [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Adam Apple
2. Date: 9/1/09

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 6 (screen 16)

2010 Census

FORM D-150

U.S. DEPARTMENT OF COMMERCE

JOB REQUISITION

Part A - POSITION REQUIREMENTS

The Assistant Manager or Supervisor of the position to be filled, must complete the following position requirements.

1. Total number to hire (maximum 50 per D-150): 1
2. Class — Mark (X) one
   - [x] Decennial
   - [ ] CCM
3. Operation: ____
4. Position — Mark (X) one
   - [ ] Clerk
   - [ ] Enumerator
   - [ ] Crew Leader
   - [ ] Crew Leader Asst.
   - [ ] Field Operations Supervisor
   - [ ] Office Operations Supervisor
   - [x] Recruiting Assistant
5. For informational purposes
   a. Length of job (weeks or months): 2-3 months
   b. Pay: $15.25 Per hour

Part B - SELECTION CRITERIA

The Assistant Manager or Supervisor must complete the following selection criteria.

1. Office code — LCO: 2808
2. CLD number (if applicable): ____
3. FIPS codes — State: 37; County: 123
4. Specific assignment area

Tract(s)	Block No.(s)	ZIP Code(s)
20		
21		
22		
23		
24		

▶ *Complete items 5 - 7 for conditions of employment.*

5. Availability
   a. Minimum hours per week: 30
   b. Weekday work (8 a.m.–4 p.m.): 20
   c. Evening work (4 p.m.–9 p.m.): 10
   d. Weekend work (Saturday and/or Sunday): 10
6. Language requirement: ____
7. Transportation type: ____

▶ *Complete items 8 and 9 for conditions of training (if available).*

8. Training date(s): 10/02/09 - 10/06/09
9. Training time: 8:30 a.m.
10. Training location: LCO

Part C - ADDITIONAL CRITERIA

Assistant Manager for Administration and must complete the following additional criteria.

1. Position location
   - [x] Field work
   - [ ] Office work
   - [ ] No preference
2. Test
   a. ID – Type: D-267
   b. Minimum score: 80
3. Skills
   - [ ] Computer or Data Entry experience
4. Requirement Search Number: ____
5. Personnel status:
   - [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Adam Apple
2. Date: 9/1/09

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

Completing the D-150, Job Requisition Module, Scenario 6 (screen 16)

2010 Census — Form D-150 — U.S. DEPARTMENT OF COMMERCE, Bureau of the Census

JOB REQUISITION

Part A - POSITION REQUIREMENTS

1. Total number to hire (maximum 60 per D-150): 1
2. Class — Mark (X) one: [X] Temporary [ ] CCU
3. Operation: ______
4. Position — Mark (X) one: [ ] Clerk [ ] Enumerator [ ] Crew Leader [ ] Crew Leader Assistant [ ] Field Operations Supervisor [ ] Office Operations Supervisor [X] Recruiting Assistant
5. a. Length of job (weeks or months): 2-3 months
   b. Pay: $15.25 Per hour

Part B - SELECTION CRITERIA

1. Office code: LCO 2808
2. CLD number (if applicable): ______
3. FIPS codes: State 37; County 123
4. Specific assignment area:

Tract(s)	Block list(s)	ZIP Code(s)
14		
15		

► Complete items 5–7 for each type of employment.

5. Availability
   a. Minimum hours per week: 30
   b. Weekday work (8 a.m.–4 p.m.): 20
   c. Evening work (4 p.m.–8 p.m.): 10
   d. Weekend work (Saturday and/or Sunday): 10
6. Language requirement: Spanish
7. Transportation type: ______

► Complete items 8 and 9 for each type of training (if applicable).

8. Training date(s): 10/02/09 - 10/06/09
9. Training time: 8:30 a.m.
10. Training location: LCO

Part C - ADDITIONAL CRITERIA

1. Position location: [X] Field work [ ] Office work [ ] No preference
2. Test: a. ID - Type: D-267 b. Minimum score: 70
3. Skills: [ ] Computer or Data Entry experience
4. Requirement Search Number: ______
5. Personnel status: [ ] Experienced only

Part D - REQUESTER INFORMATION

1. Requester name: Adam Apple 2. Date: 9/1/09

(SEE BACK FOR INSTRUCTIONS)

USCENSUSBUREAU

The Post-Selection Phase Module

Welcome

The final phase in the selection process is the post-selection phase in which the selectees are hired as employees.

This module provides a short overview of the post-selection phase, which corresponds with the hiring and payroll processes. The Getting Your Staff Hired and Paid CBT provides detailed information on the hiring process.

Post-Selection Tasks

Selection of an applicant is considered complete when he or she accepts an offer during a telephone interview and his or her status is updated in the Decennial Applicant, Personnel, and Payroll System (DAPPS). However, applicants are not considered hired until they:

- Are sworn in as Census Bureau employees.
- Have been fingerprinted.
- Complete the employment paperwork in their appointment folder.

In addition, their paperwork must be returned to the AMA and their DAPPS records updated before they are added to the payroll system. You will learn more about these activities in the Getting Your Staff Hired and Paid CBT.

Post-Selection Handoffs

It's important to understand that the assistant managers must continue to work together to ensure that the hiring activities run smoothly.

Several handoffs must occur during the transition from the selection process to the hiring and pay processes.

- Once the applicants are interviewed, selected, and assigned to a training session, the AMA provides the AMT, AMR, AMFO, or AMQA with a D-275, Record of Training, for each training session. The D-275 lists selected applicants by scheduled training session.

- The AMA also provides the manager requesting the selection with the appointment folders containing documents that selectees/trainees must complete to become employees. These appointment folders are completed early during the first day of training so the AMA can ensure that the appointment paperwork is processed in DAPPS within 24 hours.

- Finally, once all these materials are gathered, the manager making the selection request must provide them to the trainers.

Key Points

- Selection of an applicant is considered complete when he or she accepts an offer during the telephone interview and his or her status is updated in DAPPS. However, applicants are not considered hired until they attend training, are sworn in as Census Bureau employees, and complete the employment paperwork in their appointment folder.
- The AMA plays a key role in the transition from the selection process to the hiring and pay processes by providing managers with D-275s and the appointment folders.

The Getting Your Staff Hired and Paid CBT provides detailed information about the hiring process.

The Selecting Your Staff CBT Acronyms

AMA	Assistant Manager for Administration
AMFO	Assistant Manager for Field Operations
AMQA	Assistant Manager for Quality Assurance
AMR	Assistant Manager for Recruiting
AMT	Assistant Manager for Technology
CBT	computer-based training
CHEC	Census Hiring and Employment Check
CLA	Crew Leader Assistant
DAPPS	Decennial Applicant, Personnel, and Payroll System
FIPS	Federal Information Processing Standard
FOS	Field Operations Supervisor
GQS	Group Quarters Supervisor
LCO	Local Census Office
LCOM	Local Census Office Manager
NRFU	Nonresponse Followup
OOS	Office Operations Supervisor
OOSR	OOS for Recruiting
OPM	Office of Personnel Management
PII	personally identifiable information
RA	Recruiting Assistant
RCC	Regional Census Center
RD	Regional Director

Job Aid: Completing the D-150, Job Requisition

Planning to Complete Your D-150s

Any assistant manager requesting staff should provide the Assistant Manager for Administration (AMA) with completed D-150s at least 4 weeks before the selectees need to attend training.

When hiring field staff for the quality control operations, the AMQA should consider submitting D-150s at the same time as the AMFO. Doing so will allow both operations to have an equal mix of employees in terms of the test scores and geographic location of the applicants being selected. Additionally, consider the larger picture of when selection for other operations begins. Several operations may need to be staffed in a very short timeframe. Look for groups of operations that occur in close timeframes to one another and consider submitting D-150s for these operations at the same time. To plan effectively to complete the D-150s, determine the following about your Local Census Office (LCO) area:

- ☐ Staffing needs (that is, positions and numbers needed as identified on the staffing authorization and Regional Census Center (RCC) guidance) and workload.
- ☐ Geographic characteristics of the LCO (for example, rural or urban) and the population centers. Consider if there are gated communities or hard-to-enumerate areas (for example, those with high illiteracy rates or language needs) because staff who live in these areas (for example, blocks or tracts) may be needed to enumerate them. The AMR may need to recruit in these areas to ensure the selection of staff who can effectively enumerate these areas.
- ☐ Transportation requirements for traveling in the LCO, if any (for example, Will a boat be needed to reach islands? Will four-wheel drive or snowmobiles be needed?). This requirement should be used rarely.
- ☐ Special considerations for areas with specific language needs. The AMR may need to recruit persons speaking these languages.

You must also gather information about training sites so that you can include that information on the D-150. The AMA and staff cannot begin selecting applicants without the training information indicated on the form.

- ☐ Training sites secured for day and evening training sessions.

Additionally, consider the larger picture of when you need to complete the D-150s and provide them to the AMA for the next operation. Several operations may need to be staffed in a very short timeframe.

Job Aid: Completing the D-150, Job Requisition (continued)

The assistant manager or supervisor of the position to be filled must complete the following position requirements.

Part A Item	Completion Tips
1. Total number to hire	Managers can use the D-150 to request the selection of up to 100 individuals (50 new and 50 experienced) for a position. If you wish to use various selection criteria (for example, specific geographic area, language skills, hours of availability to work), you need to complete a separate D-150 for those specific cases. Communicate with the other managers regarding their needs. Consider combining requests for the same LCO positions onto one D-150. For example, if the AMFO and AMQA both need to hire an Office Operations Supervisor (OOS), they could complete one D-150 for two OOSs since the OOSs are based in the office and geography is not a consideration.
2. Class	Unless you are part of the Census Coverage Measurement (CCM) staff, always mark "decennial." The AMA will receive D-150s from CCM managers for their operations.
3. Operation	This is a required field. For office staff, indicate the LCO.
4. Position	Select the position for which you are hiring. Complete a D-150 for each position if you need multiple positions filled.
5. a. Length of job b. Pay	When considering length of employment, think in terms of each operation. Most employees are released at the end of each operation; only a few are carried over. For example, this box should not indicate a time period longer than 8 weeks. The pay rate for each position is provided on memos and staffing authorizations.

The assistant manager or supervisor must complete the following selection criteria.

Part B Item	Completion Tips
1. Office code	Always fill in the four-digit LCO code in item 1. If you are selecting staff in an urban area, then you may opt to use only the LCO code.
2. CLD number	Most operations allow you to select applicants by CLD. Use this criterion when you do not need to hire from a specific area within the CLD

Job Aid: Completing the D-150, Job Requisition (continued)

PART B ITEM	COMPLETION TIPS
3. FIPS code	Using the census maps, enter the Federal Information Processing Standards (FIPS) codes (geocodes) for the state and county if you wish to select an applicant from a specific county covered by the LCO. This approach is useful in rural areas where LCOs span several counties. You can identify only one county per D-150. To select individuals from other counties, complete another D-150. Item 3 must be completed if you are using additional geography criteria in item 4.
4. Specific assignment area	Use this section when hiring field personnel to ensure the most efficient coverage of areas of your LCO. Determine if you should hire at the tract, block number, or ZIP code level. You can use only one criterion (for example, you cannot use tract and block number). However, if you use tract, block number, or ZIP code criteria, you must complete item 3. If a Crew Leader District (CLD) covers one county, you may be able to use the tract or county level. For example, if there are four counties in the CLD and you need 18 people, you would complete a D-150 requesting four or five people for each county. Be careful when using ZIP codes because they cross CLD boundaries; tracts and blocks do not. Requesting applicants by tract or block number can be very useful for selecting people in specific neighborhoods with special needs. For example, use the block level to select individuals living in gated communities or areas with special language needs. Use your maps (for example, tract maps, a CLD or FOSD map, or ZIP code maps) and reports from the Operations Control System (OCS) that list the Zip Codes and other geographic information for each Assignment Area (AA). For some field operations you will receive a CLD- or FOSD-to-tract relationship list. This list will show all the tracts within a CLD or FOSD. These lists can also be helpful during selection.
5. Availability	When staff are initially hired, request that they work as many hours as possible. However, all your staff members are intermittent, meaning they may not be able to work 40 hours per week. You can request a search for applicants who indicated they can work 40 hours per week. If a search yields only a few candidates, consider lowering the number in item 5a to 35 or 30 hours per week or less. For some positions, you must have staff who are available for up to 40 hours a pay period. For example, supervisory (that is, the OOS and Field Operations Supervisor (FOS)) and Crew Leader staff should be available to work up to 40 hours.

Job Aid: Completing the D-150, Job Requisition (continued)

Part B Item	Completion Tips
5. Availability (continued)	Consider the type of position for which you are hiring and indicate the required weekday and evening hours in items 5b and 5c. For example: • Update Leave (UL) and Group Quarters Validation (GQV) enumerators should work during the day when they can see the housing units and physical surroundings. • NRFU enumerators should work nights and weekends when people are home to interview. • Most office personnel should work daytime hours. If you are running evening shifts, make sure to include the appropriate information to indicate evening work hours are required. • Each entry in item 5 is independent of the others; the amounts do not need to add up. The Just-In-Time Operational Training that you will receive for each field operation will give you information that will help you make this sort of determination.
6. Language requirement	Make an entry in item 6 only when you have a special language requirement. Typically, you may complete a D-150 to request one or two people with language skills. For example, you may want an office clerk who speaks Spanish to handle Spanish-speaking callers to the LCO. If you have a high non-English speaking concentration of people in your LCO, you may hire one or two enumerators with the necessary skills for a short period of time to enumerate this area.
7. Transportation type	Consider transportation requirements in rural areas or areas with water. For example, a boat may be needed to reach people on islands in lakes. Four-wheel drive vehicles or all-terrain vehicles (ATVs) may be needed to reach individuals living in off-road areas. Because the verbatim selection script asks applicants if they have reliable transportation, you do not need to include automobile as a transportation type requirement.
8. Training date(s) 9. Training time 10. Training location	Items 8 through 10 must be completed so that the AMA's staff can provide the information to selected individuals. The date, time, and location must be included for all field positions. The LCO is the training location for office positions.

Job Aid: Completing the D-150, Job Requisition (continued)

The AMA must complete the following additional criteria.

Part C Item	Completion Tips
1. Position location	Identify if the person selected will be based in the office or the field or if he or she will have duties in both locations (no preference).
2. Test	The test type in item 2a is based on whether the position being selected is supervisory or nonsupervisory. Crew Leader positions are NOT considered supervisory. The default minimum score in item 2b is 70, however, you can enter a higher score to start with. This is similar to the hours per week item. If the AMA is not able to select enough staff using a higher test score, you can keep lowering the required test score, until you get to 70. In order to go below a 70, you must contact your Area Manager. The RCC Regional Director (RD) can approve setting a lower minimum score.
3. Requirement Search Number	This computer-generated number must be entered by the clerk after completing the Job Requirements Panel in DAPPS.
4. Personnel status	If item 5 is marked, only experienced staff will be listed on the D-425. If it is not marked, the D-425 will list both experienced and inexperienced applicants.

You must enter your name and the date in Part D, item 1, Requester name.

United States
Census
2010

CBT Completion Certificate

Please complete this page and provide it to your Area Manager or supervisor as verification of completion of the paper version of this CBT.

Name: ______________________________

LCO Name: ______________________________

Position: ______________________________

Completed Selecting Your Staff on

Date: ______________________________

Your Signature: ______________________________