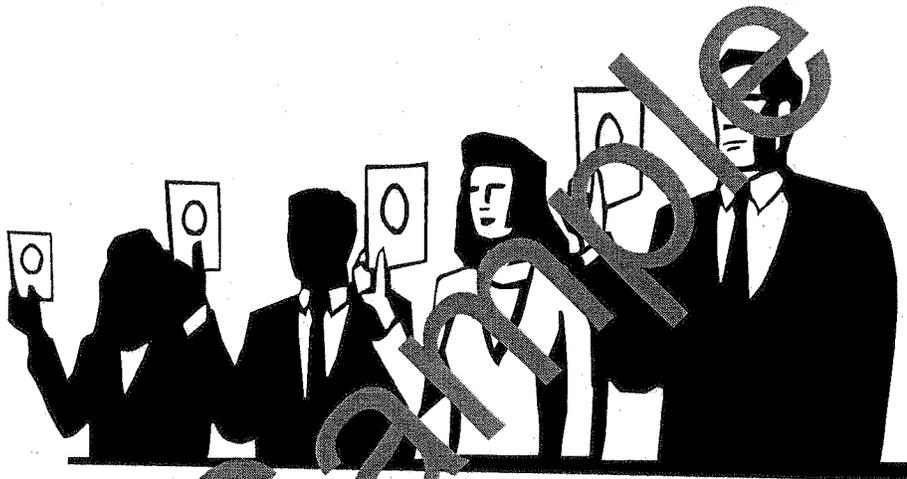


Census Employee Handbook
for Enumerators, Recruiting Assistants, and
Crew Leader Assistants

2010 Census



Make a Difference – Be Counted!

United States[®]
Census
2010



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

This document contains no Title 13 data or Personally Identifiable Information (PII). Examples do not contain real names, real addresses, or other real data.

Sample

Table of Contents

Chapter 1: Census Employment.....	1-1
Topic 1: Vision and Mission Statements	1-1
Topic 2: Organizational Structure Charts	1-2
Chapter 2: You and the Public	2-1
Topic 1: Identification Card.....	2-1
Topic 2: Confidentiality	2-2
Topic 3: False Statements and Information	2-5
Topic 4: Political Activity.....	2-6
Topic 5: Outside Activities and Conflicts of Interest	2-9
Topic 6: Post-Employment Restrictions Under U.S.C. 207	2-11
Topic 7: Summary of Ethics Rules.....	2-12
Chapter 3: Personnel and Payroll.....	3-1
Topic 1: Your Appointment.....	3-1
Topic 2: Your Salary.....	3-5
Topic 3: Your Job Activities and Authorized Hours	3-11
Topic 4: Reimbursable Expenses.....	3-13
Topic 5: How to Complete Your Paper Daily Payroll Form	3-16
Topic 6: Submission of Paper Payroll Documents	3-19
Topic 7: Disallowances and/or Reclaims for Paper Payroll Forms	3-20
Topic 8: Fraudulent Claims Against the United States.....	3-21
Topic 9: Designation of Beneficiary for Unpaid Compensation of Deceased Civilian Employees	3-22
Topic 10: Employment Resolution Contact.....	3-23
Chapter 4: Travel Expenses	4-1
Topic 1: General	4-1
Topic 2: Per Diem Expenses.....	4-2
Topic 3: How To Complete Your Per Diem Expense Record.....	4-4

Chapter 5: Personal Safety and Security.....	5-1
Topic 1: Coverage.....	5-1
Topic 2: Safety.....	5-3
Topic 3: Vehicular Accidents.....	5-6
Topic 4: Personal Injuries.....	5-8
Topic 5: Assaults.....	5-11
Topic 6: Accident/Injury/Property Damage Forms Chart.....	5-13
Topic 7: Liability and Accountability for all Title 13 Materials and Data.....	5-16
Chapter 6: Personal Property and Damage Claims.....	6-1
Topic 1: Claim Information.....	6-1
Topic 2: Permissible Claims.....	6-2
Topic 3: Making A Personal Property Claim.....	6-4
Chapter 7: Employee Relations.....	7-1
Topic 1: Equal Employment Opportunity (EEO).....	7-1
Topic 2: Sexual Harassment.....	7-2
Topic 3: Fraud, Waste, and Abuse.....	7-3
Topic 4: Pursuing Complaints.....	7-4
Topic 5: LCO Administrative Grievance Procedure.....	7-5
Topic 6: Important Contact Information.....	7-7
Appendix A: Forms for Employee Use.....	A-1
Appendix B: Mandatory Administrative Training.....	B-1
Appendix C: 2010 Census Reimbursement Policy for Use of Personal Telephones.....	C-1
Appendix D: Rules and Regulations Governing Federal Property (Weapons Prohibited).....	D-1

Chapter 1: Census Employment

Topic 1: Vision and Mission Statements

The Census Bureau is frequently referred to as the “Fact Finder for the Nation.”

We hire thousands of temporary employees, like you, to collect decennial statistics of population and housing, as well as social and economic data for use by the Federal Government, businesses and industries, and various other public and private organizations. The Census Bureau will be the supplier of choice for social and economic statistics important to the United States, and a leader among statistical agencies of the world.

Census Bureau's Vision

“Quality Data - at the Right Time, for the Best Value”

Quality Data

We will collect accurate and complete data and achieve the highest possible response rate.

At the Right Time

We will guarantee the delivery of data that meets or exceeds our customer's timing needs.

For the Best Value

We will provide the highest quality data for the lowest cost possible through continuous improvement.

Census Bureau's Mission

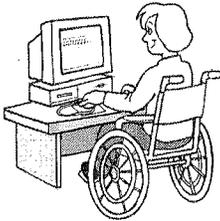
The Census Bureau serves as the leading source of quality data about the Nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided on this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.

Your Mission

As a Census Bureau employee, your mission is to collect data through either personal interviews or telephone interviews. Your participation in this endeavor will play a major role in deciding this great nation's future.



The United States Census Bureau



the supplier of social and economic data,



about its people,



for its people.

Sample

“Quality Data – at the Right Time, for the Best Value”

-- Census Bureau's Vision

Sample

Chapter 2: You and the Public

Topic 1: Identification Card

Wear your official ID card

At the time you were appointed, you were issued an official Census identification card with your signature and the expiration date of your appointment. Wear this card whenever you are working for the Census Bureau.

Emergency Contact Information Card

Added 03/2009

In addition to your Census identification card, you were also issued an Emergency Contact Information Card. This card includes instructions on what to do if Title 13/PII is lost, missing, or stolen (Title 13/PII information collected from the general public which can be a paper form or on a HHC) and important telephone numbers. Keep the card in your possession at all times.

Reporting stolen or lost ID cards

If your ID card is lost or stolen, submit a written statement to your supervisor explaining the facts surrounding the loss and your efforts to recover the card. Your supervisor will arrange for you to receive another ID card.

What to do with your ID card when you separate

When your appointment ends, or if you resign, turn in your ID card to your supervisor along with any remaining work assignments and other census materials and equipment.

Failure to turn in your ID card, and other census materials, can delay receipt of your final paycheck.

Topic 2: Confidentiality

Confidential Information

Your position with the Census Bureau has important responsibilities regarding the confidentiality of data collected. Title 13, United States Code, requires that data from individuals and establishments be used only as statistical totals. This means identification of individuals or establishments must never occur and only sworn Census Bureau employees may examine the information you collect. Do not release any data to persons not employed by the Census Bureau including family members.

The Census Bureau's reputation for nondisclosure of data is a major factor in obtaining respondent cooperation.

Definition: 'census-confidential'

The term 'census-confidential' means all information the Census Bureau collects is legally prohibited from being disclosed, except as statistical totals or otherwise authorized for the protection of the respondent, other than for purposes of national security.

Definition: 'confidentiality'

The Census Bureau's commitment to confidentiality guarantees that all information collected under the authority of Title 13 that would identify a respondent will be held, by law, in strict confidence.

Maintaining confidentiality

Here are a few guidelines to help you maintain a respondents' confidential information:

- Never reveal any personal information (for example, name or address) about a respondent, either orally or by allowing someone to read the questionnaire.
- Notify your supervisor immediately if materials containing census-confidential information are missing, stolen, or destroyed.
- When conducting interviews on the telephone, do not allow unauthorized persons to listen to the conversation.
- You may use a cordless or wireless phone when interviewing only with a respondent's permission before

proceeding, since there is a possibility that the conversation could be picked up by radio or television receivers.

- Do not permit persons other than sworn Census employees to listen to an interview between you and a respondent. If friends or family members who are not included in the survey are present, ask respondents if they wish to be interviewed privately.
- Place census questionnaires and other materials in a locked drawer or brief case in your home if possible; otherwise, keep them in a place that prevents unauthorized persons from looking at the collected data.
- Do not leave census materials in view when in your vehicle. Keep your vehicle locked when unattended.
- Give old or used materials containing census-confidential information to your supervisor or to forward to the office for destruction.
- Do not allow family or friends to accompany you or your staff when performing census activities in the field unless they are sworn Census employees.
- Do not allow non-Census sworn employees (for example, friends or family members) to deliver completed questionnaires to the scheduled drop site.
- Do not give out any addresses that you collect.

Penalty for breaching confidentiality

Whoever publishes or communicates any information, the disclosure of which is prohibited under the provisions of Section 9 of Title 13, and which comes into their possession by reason of being employed by the Census Bureau, shall be fined not more than \$250,000, or imprisoned not more than five years, or both.

Data Stewardship

The U. S. Census Bureau workforce is bound by an ironclad commitment that is backed by federal law: We may not release personally identifiable information. **Data Stewardship** – providing quality data for public good while respecting individual privacy and protecting confidentiality – is the Census Bureau’s core responsibility. It is the formal process we use to care for the public’s information – from the beginning, when they answer a survey, to the end, when we release statistical data products.

The practice of data stewardship assures that the Census Bureau can effectively collect (and customers can use) high quality data

while fully meeting the legal and reporting obligations levied by the Census Act (Title 13), the Privacy Act, and other applicable statutes, including the requirements of governmental and other suppliers of data to the Census Bureau. It also includes meeting higher ethical standards as identified by our privacy principles and other data stewardship best procedures and practices.

Keeping the public's trust is critical to our ability to carry out our mission as the leading source of quality data about the nation's people and economy.

About the use of cordless and cellular telephones

When conducting interviews, you must get permission to use your analog cell phone from the respondent before proceeding because there is an increased risk of interception with this type of signal. Your cell phone should indicate whether the call is analog or digital. If you are unsure, ask your cell phone provider.

Digital cell phones are fine to use since the risk of interception is low due to the type of signal used.

Cordless phones are fine to use since the wireless signal is weak which limits the risk of interception.

About the use of personal e-mail account(s)

Never use your personal e-mail account, such as, your AOL, Yahoo, Hotmail, or any other personal e-mail account to send Title 13 data, which includes information about the addresses you are working with or the information collected from a census respondent.

Never use your personal e-mail account to send Personally Identifiable Information (PII), such as the name and address, name and Social Security number, or other information that could be used to identify another person.

Also, never send e-mail with attachments to your Local Census Office (LCO). These attachments may contain hidden computer viruses that damage census files or create a security risk.

Finally, be aware that if you use your personal e-mail account for work related business, the messages could be used as evidence in an investigation (for example, if a complaint is filed by another employee). The Census Bureau does not require you to use your personal e-mail to do your job and will **NOT** provide reimbursement for your Internet connection or the use of your personal e-mail account.

If you have questions about the definition of Title 13 or PII,

please refer to your supervisor.

Topic 3: False Statements and Information

Help to maintain the quality of collected census data

You are expected to help maintain the quality of census data by following written procedures, asking questions as worded on the questionnaire, and accurately recording responses that are communicated to you.

Penalties for falsifying data and information

If you willfully falsify information collected under Title 13, United States Code, Section 213, you can be found guilty of perjury (fabrication) and may be fined up to \$250,000 and/or imprisoned up to five years.

If it is determined that falsification was intentional, you will be removed from federal service.

Subpoenas

If you receive a subpoena for any census information, or other matters relating to your job, notify your supervisor and the LCO Manager immediately.

Sample

Topic 4: Political Activity

Restrictions on your political activities

Under the 1939 Hatch Act, federal employees, among others, faced significant restrictions on their ability to participate in political activities. Congress amended the Hatch Act in 1993 to permit more political activity by federal employees. With the 1993 amendments, many federal employees are now permitted to take an active part in political management or in political campaigns. The Department of Commerce (DOC), of which the Census Bureau is a part, is covered by the 1993 amendments. Therefore, temporary, part-time, and regularly scheduled Census Bureau employees are covered by provision of the Act and may participate more freely in political activities.

The following 'Do's and Don'ts' provide a brief summary for your review.

Federal Hatch Act Do's

Census Bureau employees covered by the 1993 amendments may:

- be a candidate for public office in nonpartisan (that is, not affiliated with an individual political party) elections. However, if elected, an employee must resign their Census Bureau appointment or decline the elected position.
- register and vote as they choose
- assist in voter registration drives
- express opinions about candidates and issues
- contribute money to political organizations
- attend political fund-raising functions
- attend and be active at political rallies and meetings
- join and be an active member of a political party or club
- sign nominating petitions
- campaign for or against referendum questions, constitutional amendments, municipal ordinances
- campaign for or against candidates in partisan elections
- make campaign speeches for candidates in partisan elections
- distribute campaign literature in partisan elections
- hold office in political clubs or parties

Federal Hatch Act Don'ts

Census employees covered by 1993 amendments **may not**—

- use official authority or influence to interfere with an election
- solicit or discourage political activity of anyone with business before the agency
- solicit or receive political contributions
- be candidates for public office in partisan elections
- engage in political activity while—
 - on duty
 - in a government office
 - wearing an official uniform
 - using a government vehicle
- wear political buttons on duty
- solicit or accept volunteer services from a subordinate for any political purpose

Federal Hatch Act Summary

The 'Do's and Don'ts' listed above are intended to provide an overview of permissible activities and restrictions; the listing is not intended to include all policies relating to employee participation in political activities. While the primary responsibility in the federal government for provision of advisory opinion and enforcement functions relating to the Hatch Act rests with the U.S. Office of Special Counsel (OSC), your first contact for questions should be with the Census Bureau's Employee Relations Branch, 301-763-3701.

All employees are invited to learn more about political activities and Departmental policies by reading an August 1, 1996 memorandum issued by Susan Esserman, Acting General Counsel, subject: Political Activities; Hatch Act Restrictions and Department Policies. It addresses policy concerning holding political meetings in a Government office, use of a government car to travel to political events, political travel, and so forth.

Copies of the memorandum are available, upon request, from the Employee Relations Branch. Employees interested in legal and regulatory citations concerning these issues may refer to:

5 U.S.C. Chapter 73, sub-chapter III, as amended; 5 C.F.R. Part 734, as amended (61 Fed. Reg. 35088 (July 5, 1996); Public Law 103-359, § 501(k), 1994)

More information on political activity and the OSC is available via the internet at:

www.osc.gov

Please remember that it is your responsibility to raise any questions or concerns about permissible political activities to your supervisor, local management, and appropriate offices within the Bureau. Otherwise, if after having received and investigated a complaint of a Hatch Act violation OSC finds violations warranting prosecution, an employee may be removed from a federal position or suspended from duty without pay. Federal employees should be aware that certain political activities may also constitute criminal offenses under Title 18 of the U.S. Code.

Sample

Topic 5: Outside Activities and Conflicts of Interest

Restrictions on your outside activities

You are prohibited from holding outside employment or conducting outside activities that are incompatible with fulfilling your census duties and responsibilities.

- Outside activities must not involve, or appear to involve, a conflict of interest.
- Outside activities must not interfere with or be detrimental to the efficient completion of your duties during the hours you are expected to be available for work.
- Outside employment must not interfere with the completion of your census assignment. Consult with your supervisor on any outside employment or other outside activity matter to ensure it does not raise a question of a conflict of interest.

Conditions that might affect public trust or your job performance

Below are a few conditions and situations that may create confusion in the respondent's mind as to whom you represent and affect the public's trust in the Bureau of the Census or possibly your ability to do your job. (*Other conditions may apply.*)

- Your employment as a law enforcer, tax collector, social worker, or door-to-door salesperson, and so forth, and as a Census Bureau employee might confuse a respondent as to whom you will submit collected census data.
- Outside activities that may cause you to be unavailable for census duties or perhaps reduce the time required to successfully perform your census duties.
- Your use of names or addresses of respondents from lists gathered by the Census Bureau to contact persons solely for the benefit of your outside activities. The use of federal government resources for the purpose of fulfilling duties associated with outside activities is prohibited.

Prohibited activities

You may not accept a fee, compensation, gift, payment of expense, or any thing of monetary value in cases which acceptance may result in, or create the appearance of, a conflict of interest.

You may not participate in any outside activity that might result

in, or create the appearance of:

- using your public office for personal gain,
- giving preferential treatment to any person or organization,
- interfering with government efficiency or economy, or
- adversely affecting the public trust.

Dual federal employment

A person cannot hold two federal positions simultaneously if one is a full-time position, unless there is an agreement in place with that agency. If you are currently employed either full-time or part-time or are soon to be employed at another Federal agency while working at the Census Bureau, you might be regarded as dual federal employment. You must inform your supervisor at the Census Bureau if you are currently employed, or become employed, at another Federal agency.

Informing your office of possible dual federal employment

You must inform your supervisor (or the administrative staff at your Local Census Office) of any other federal agency or postal service where you might be currently working or will soon be working.

Submit a letter to your supervisor that includes--

- Your name, home address, phone number
- Name of federal agency, your position title, and a brief description of job duties and responsibilities.

The letter will be forwarded to the Regional Census Center Administrative Coordinator for review. If it is found that dual federal employment has, or will occur, your appointment may be ended.

Exemption from the dual Federal employment rule

If you work for the United States Postal Service (USPS), you may be exempt from the dual federal employment limitation; however, your regional census center must still approve of this employment.

Prepare a letter detailing your USPS employment including your name and home telephone number, and submit it to your supervisor who will forward it to the administrative staff for review and approval.

Topic 6: Post-Employment Restrictions Under 18 U.S.C. 207

Post-employment restrictions

The law (18 U.S.C. 207) places certain restrictions on the post-employment activities of former federal employees. The penalties for violating the provisions of the law are criminal in nature.

The post-employment restrictions are summarized as follows:

General Restrictions:

1. A lifetime bar from representing any other person before the United States in any particular matter involving specific parties in which you participated personally and substantially as an official.
2. A two-year bar from representing any other person before the United States in any particular matter involving specific parties that was pending under your official responsibility within one year before leaving office.
3. A one-year bar from disclosing nonpublic information regarding an ongoing trade or treaty negotiation.

Special Restrictions:

1. Bar on accepting payments for lobbying/representational activities of others which occurred during the period of your government employment.
2. Limitations on misusing or disclosing nonpublic (for example, Privacy Act) information.
3. Limitations on testifying in court on United States matters.

There are four other general restrictions and five other special restrictions that apply only to senior employees or other exclusive personnel.

These statutory restrictions are fully explained in 18 United States Code, Section 207. If you have any questions, you may write the Assistant General Counsel for Administration, Department of Commerce, or call (202) 482-5387.

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Topic 7: Summary of Ethics Rules

(updated 4/22/09)

Summary of ethics rules

As an employee of the U.S. Department of Commerce, Census Bureau, you are subject to ethics rules and regulations that apply to all federal employees. Please carefully read the following summary of the more important rules. Please refer to Illustration 1 and Illustration 2 for additional guidance.

Maintaining confidentiality of information

You may not disclose or use any information that you have obtained as a Census employee and that has not been released to the public, including any data that you may have collected while doing your government job.

Misuse of government position

You may not use government time, equipment, or your government title for your personal activities. 'Equipment' includes government personal and hand-held computers, laptops, fax machines, photocopiers, stationery, vehicles, and staff.

You may not use your position as a census employee to benefit your friends, relatives, or people with whom you conduct business.

You may not ask an employee of the Department of Commerce to take action on a matter, such as a trade issue or a patent application, for anyone other than yourself. This includes writing a letter, making a telephone call, or meeting in person with a Department of Commerce employee. However, you may contact the Department to obtain information that is made available to the public.

Financial interests

Generally, you may not work on an assignment for the Bureau if it involves a company in which you have a financial interest. Your financial interests also include those of your spouse, minor child/children, general partner, private employer, an organization for which you serve as an officer or director, or a prospective employer.

Gifts

Generally, you may not accept a gift given to you because you are a Government employee. This includes a gift from someone who has any financial interest in the work you are doing, such as a city or county that has an interest in the census count or a company that contracts with your office. There are some exceptions: you may accept gifts of \$20 or less or gifts from relatives and friends.

You may not give a gift to your supervisor or accept a gift from anyone you supervise unless it is for a special occasion (such as, marriage or retirement) or for holidays or birthdays and the gift costs \$10 or less.

Office of the General Counsel

For further advice regarding any of these matters, call the Ethics Division, Office of the Assistant General Counsel for Administration, and ask for an advisor at (202) 482-5384.

If you would like a written ethics opinion, write to:

Assistant General Counsel for Administration
U.S. Department of Commerce
1401 Constitution Avenue, N.W.
Room 5876
Washington, D.C. 20230

Standards of conduct text

The complete text of the government-wide standards of conduct for federal employees is available on the internet. The internet address is www.usoge.gov. Click 'OK' at the bottom of the home page. Select '*Forms, Publications and Other Ethics Documents.*' Then select '*OGE Publications.*'

A copy is available in Appendix D of this handbook.

Illustration 1
Top 10 Ethics Rules For Decennial Census Employees

TOP 10 ETHICS RULES FOR DECENNIAL CENSUS EMPLOYEES

AVOID MISUSING YOUR GOVERNMENT JOB

1. Do not use your official title or Government resources (duty time, computer, e-mail access, information, fax, copier, vehicle) for personal activities.
2. Do not create the appearance that you are using your public office for the private gain of your friends, relatives, private employer, or anyone else.

AVOID SELF-DEALING

3. Do not work on an assignment that will affect your financial interests; your financial interests include your investments as well as those of your spouse and minor children and the financial interests of any organization in which you serve as an officer or board member.
4. Do not work on an assignment in which you are a Census employer (or a prospective employer) has a financial interest, unless authorized by law.

AVOID APPEARANCES OF FAVORITISM

5. Do not work on an assignment if you have a close relationship with one of the parties; you have such a relationship with household and close family members, recent former employers, and organizations in which you are active personally.

AVOID UNDU INFLUENCES

6. Do not accept a gift offered because of your Census position or from someone affected by Census operations, unless an exception applies, such as for (1) gifts of \$20 or less (up to \$75 per year) and (2) gifts from friends and relatives.
7. Do not give a gift to a supervisor or accept a gift from a subordinate, unless it is: (1) for a special occasion or event (e.g., marriage, retirement) or (2) \$10 or less in value.

AVOID DIVIDED LOYALTIES

8. Do not engage in outside activities with non-Federal entities that have matters before your office.
9. Do not engage in political activities while on Government premises or during duty hours.
10. Do not, unless your job requires, contact a Federal official for someone else.

For a copy of the "Standards of Ethical Conduct for Employees of the Executive Branch" go to www.ogc.doc.gov/ethics.html; for ethics advice, contact the Department of Commerce Ethics Law and Programs Division at 202-482-5384 or ethicsdivision@doc.gov.

Illustration 2 General Ethics Principles

GENERAL ETHICS PRINCIPLES

1. *Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.*
2. *Employees shall not hold financial interests that conflict with the conscientious performance of duty.*
3. *Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.*
4. *An employee shall not, except as permitted in ethics regulations, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.*
5. *Employees shall put forth honest effort in the performance of their duties.*
6. *Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.*
7. *Employees shall not use public office for private gain.*
8. *Employees shall act impartially and not give preferential treatment to any private organization or individual.*
9. *Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.*
10. *Employees shall not engage in outside employment activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.*
11. *Employees shall disclose fraud, abuse, and corruption to appropriate authorities.*
12. *Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes—that are imposed by law.*
13. *Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.*
14. *Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in ethics regulations. Whether particular situations create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.*

Prepared by the Ethics Law and Programs Division, Office of the Assistant General
Counsel for Administration, United States Department of Commerce
202-482-5384 – ethicsdivision@doc.gov – April 2, 2009

CONFIDENTIALITY



Shh... *keep all census data confidential!*

Never reveal any information about a respondent, either verbally or by allowing someone to read the questionnaires.

Place confidential materials in a locked area when not in use.

Chapter 3: Personnel and Payroll

Topic 1: Your Appointment

Appointment document

Your appointment document is a Standard Form (SF) 50, Notification of Personnel Action. A SF-50 is produced for most personnel actions that you will experience. The SF-50 provides a chronological record of employment and personnel actions processed. It shows the appointment effective date, hourly rate of pay, your name, and other personnel data about your job. Keep this document and any other SF-50s you receive through the duration of your employment at a single place. It can be used to verify your federal service with the Census Bureau when seeking other federal employment.

Position title/work schedule

Your position title is shown in Item #15 and your work schedule is shown in Item #32 on your SF-50.

Length of appointment

You are appointed to a time-limited, temporary appointment with a specific Not-to-Exceed (NTE) date or expiration date. You may be removed from service with the Census Bureau before this appointment's NTE date if work or funds are no longer available.

The expiration date of your appointment does not guarantee the availability of work or your services. Depending on the availability of the work, your appointment may be extended.

Upon completion of your service, you will receive a SF-50 documenting the date you separated from the Census Bureau.

Benefits

You are not eligible for health or life insurance coverage. You are not eligible to earn or use annual leave or sick leave. If you do not report to work due to illness or a personal matter, it is treated as a 'non-work' day, meaning you will not receive wages for the absence.

Retirement coverage	Your earnings are taxed for and covered by the Medicare Tax Program and the Federal Insurance Contributions Act (<i>Social Security</i>). For each of these taxes, your D-444, Earnings Statement, will identify a specific amount withheld from your gross salary.
Post of duty	Your post of duty (<i>official workstation</i>) is your home. Your workday can begin and end at your home. (<i>As a reminder, keep census information confidential from all persons not employed by the Census Bureau.</i>)
Hours of duty	<p>You must be available as the work occurs. You are expected to work the most productive hours of the day.</p> <p>If you are interviewing, select a time when most residents are home and are able to respond. Experience has shown that the most productive times are usually evenings and weekends.</p> <p>If you work in excess of 7 consecutive hours in any day, you must take an unpaid meal period of 30 minutes.</p>
Updating or correcting your employee information	It is your responsibility to notify the administrative section of the LCO when any part of your information changes or is incorrect. Complete Form D-149, Correction Request Form, found in Appendix A and give it to your supervisor.
Chain of Command	Use the Chain of Command chart to determine the first and second level supervisors for field positions. Then refer to the Authority for Recommendation and Approvals chart on the next page to determine the type of actions they have authority to initiate/approve.

Table 3-1: Chain of Command

	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
Enumerator/ Crew Leader Asst. (CLA)	Crew Leader (CL)	Field Operations Supervisor (FOS)	Assistant Manager for Field Operations (AMFO)/Assistant Manager for Quality Assurance (AMQA)	LCO Manager (LCOM)	Area Manager
Clerk	Office Operations Supervisor (OOS)	AMFO, AMA, AMQA, AMT, AMR	LCO Manager	Area Manager	
Recruiting Asst. (RA)	Assistant Manager for Recruiting (AMR)	LCOM	Area Manager		
Assistant Manager for Technology (AMT)	Local Census Office Manager (LCOM)	Area Manager			

Sample

Table 3-2: Authority for Recommendation and Approvals

	ENUMERATOR	CLA	CLERK	CL	FOS	OOS	AMFO/ AMQA	LCOM	AREA MANAGER
Recommends overtime for approval for one level lower...completes the CD-81				√	√	√	√	√	√
Approves overtime...signs the CD-81							√	√	√
Counseling Documentation regarding Conduct or Performance... Recommends termination for one level lower...completes the D-282				√	√	√	√	√	√
Approves termination for two levels lower...approves and signs the D-282 and completes the D-283							√	√	√
Recommends employment changes including position conversions, promotions and retention for one level lower...completes D-291				√	√	√	√	√	√
Approves staffing changes including two levels lower...approves the D-291					√	√	√	√	√
Signs that the D-291, CD-81, D-282 and D-283 have been reviewed							√	√	√

Topic 2: Your Salary

Hours	<p>You will be paid your regular hourly rate of pay for training and production hours. Training hours include classroom training, related on-the-job training field work you receive from your supervisor, and if applicable, completing self-study assignments at home. Production hours include time spent conducting interviews, canvassing neighborhoods, working on assignments in your home, and other related operational duties or activities not associated with training.</p> <p><i>(See more on this in Topic 3, Your Activities and Authorized Hours, in this chapter.)</i></p>
Pay periods	<p>Pay periods are weekly beginning Sunday and ending the following Saturday.</p>
Pay day	<p>You will receive your first paycheck approximately 11 days after you complete your first week of work. Thereafter, you will be paid each Wednesday for every week or portion of a week you work.</p>
Payroll processing schedule	<p>The payroll section in your office will process all payroll documents received by noon each Wednesday. For example, if you submitted a D-308 for work performed during the weekly pay period beginning Sunday, September 14, 2008, and ending Saturday, September 20, 2008, then you will have access to your paycheck on Wednesday, October 1, 2008.</p> <p>Note: Any payroll forms received after the processing cycle ends will be processed in the next payroll processing cycle.</p>
Form D-308, Daily Pay and Work Record	<p>Your payroll document is a D-308, Daily Pay and Work Record. You must complete a separate D-308 for each day that you work. Fill in the required entries including your name, the date and day, the number and type of hours, and the times of day that you work.</p> <p>If you work on more than one task or job activity in a single day, then you must complete a separate D-308 for each task. For</p>

example, if you work on payroll and on recruiting activities, complete a D-308 for payroll and a second D-308 for recruiting activities.

Submission of your paper payroll form

Submit a completed D-308 to your supervisor for each day you work. Your supervisor will review, certify, and forward your payroll document to the administrative section of your LCO for processing.

Direct deposit of paychecks

By establishing an Electronic Funds Transfer (EFT) or direct deposit, your paycheck is deposited into your checking or savings account at your financial institution (e.g., bank, credit union, etc.). You need not worry that your check was lost in the mail. If you are interested in direct deposit and did not complete a D-1199, Direct Deposit Authorization, at the training session, use the copy located in Appendix A at the back of this Handbook. Complete Section A-D. If you do not have a bank account and will not get one, you must submit a D-260, Waiver Electronic Salary Payment. Incorrect data will cause a delay in receiving your paycheck. Submit the completed D-1199 to your supervisor or mail it directly to the LCO.

Change in your routing or account number

It is your responsibility to notify the administrative section of the LCO when your financial institution notifies you that there is a change in the institution's routing number or your account number. A change to the routing number could be the result of a merger between two financial institutions. If the LCO is not notified timely, there may be a delay in receiving your paycheck.

Paper Checks

If you want a paper check because you are unable to obtain an account from a financial institution, you are required to complete a D-260, Waiver Electronic Salary Payment.

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, all Federal payments, including Federal wages and salaries, paid to current employees are required to be made by EFT.

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 for Federal payments. Generally, anyone who receives civil service wage salary (or represents someone who receives it) is eligible to receive his or her monthly 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 worrying about a check. 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.

Rare circumstances in which a waiver may be granted are as follows:

- Hardship due to a physical or mental disability
- Financial hardship
- Geographic barrier
- Language barrier

Paper checks are mailed to your home address or the mailing address, which you specified on your job application (BC-170D) or D-155, Applicant Data Sheet.

Changing your address

To change your address at any time during your employment, complete D-149, Correction Request and give it to your supervisor. They will submit the form to the LCO. A copy of this form is located in the appendix of this manual.

All subsequent paychecks, earnings statements and human resource documents will be mailed to this new address.

Checks that are lost or undeliverable due to an incorrect mailing address will be returned to the Department of the Treasury for automatic cancellation. A replacement check may take up to six weeks to be reissued. Using direct deposit avoids these situations.

Earnings Statements

For each week that you receive a paycheck you will receive an earnings statement in the mail. This earnings statement shows your total earnings and reimbursements for the weekly pay period as well as the year-to-date totals. These statements are printed in

Jeffersonville, IN and may be received later than your paycheck. An illustration of the D-444, Earnings Statement, is shown on page 3-9.

An error or non-receipt of paycheck and/or earnings statement

If you find an error or do not receive your paycheck and/or earnings statement call your local census office administrative area or the **Personnel and Payroll Hotline at 1-877-233-4776.**

Sample

Illustration 3-1: D-444, Earnings Statement

Dallas Regional Office 8585 North Stemmons Frwy, Suite 800 S Dallas TX 75247-3836		Pay Group: CBI-Casual Temporary Weekly Pay Begin Date: 07/30/2006 Pay End Date: 08/05/2006	Process On-Cycle Check #: 08000000004421 Check Desc: 08/16/2006					
Gomer Pyle 123 Army Drive Austin, TX 72456	Employee ID: 00001792 Department: 3006-Austin Location: Texas - Austin Job Title: Crew Leader Pay Rate: \$16.000000 Hourly	TAX DATA: Federal: Single TX State: Not applicable Marital Status: Single Allowances: 0 Adjl. Pct.: 0 Adjl. Amt.: 0						
HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Mileage	0.445000	30.00	13.35	30.00	13.35	Fed Withholding	46.49	92.98
Overtime	24.000000	1.00	24.00	1.00	24.00	Fed MED/RE	3.91	11.48
Regular	16.000000	24.00	384.00	48.00	732.00	Fed QASD/RE	25.29	49.10
Retro Regular			0.00		36.00			
Total:		84.00	421.35	79.00	805.35		77.69	153.56
OTHER TAXABLE DECISIONS				ADDITIONAL TAXES				
Description	Current	YTD	Description	Current	YTD			
			Travel Advance	100.00				
Total:	0.00	0.00	Total:	75.75	100.00	* Taxable		
GROSS PAYABLE		FED. TAXABLE		TOTAL TAXABLE		TOTAL TAXES		
Current:	421.35	00	77.69	75.75	100.00	267.91		
YTD:	805.35		153.36			531.70		
						NET PAY DISBURSEMENT		
						Check #00000000004421 267.91		
						Total: 267.91		
MESSAGE:								
Dallas Regional Office 8585 North Stemmons Frwy Suite 800 S Dallas TX 75247-3836						Check No. 4421		
GOMER PYLE 123 Army Drive Austin, TX 72456								
Form DX-444, Earnings Statement						United States 2006 Dress Rehearsal		

Income tax deductions

Federal, state, and local (*where applicable*) income taxes will be deducted from your earnings each pay period. The amounts withheld will be based on the number of exemptions you requested on your D-155, Applicant Data Sheet, and if applicable, W-4, Employee's Withholding Allowance Certificate, or W-5, Earned Income Credit Advance Payment Certificate, that you completed on your first day of training.

If you wish to change your non-federal exemptions at any time during your employment, complete a separate Tax Withholding Statement for that state, city, or county. If you want to change your federal exemption status or claim 10 or more exemptions from withholding, you **must** complete a W-4, Withholding Allowance Certificate. Give the completed document(s) to your supervisor to forward to the LCO for processing.

If you are eligible and wish to receive advance payments of the earned income credit, complete a W-5, Earned Income Credit Advance Payment Certificate. The benefit is a reduction in federal income taxes that you pay throughout the year.

Note: Federal tax forms can be obtained from the internet at www.irs.gov.

Requests for overtime hours

The appropriate assistant manager or designee must approve all requests for overtime hours in advance, before you begin working the additional hours. If you work overtime without supervisory approval, you will be subject to termination. Refer to Topic 3 for complete overtime policy.

Non-compensable time

Non-compensable (*unofficial*) time includes lunch breaks, breaks to run personal errands, and any other time not spent conducting official census duties.

If you are on official duty and take a break, do not record this time as paid time on your payroll document. Subtract this time from your total daily hours worked. You are paid only for the hours that you actually work.

Topic 3: Your Job Activities and Authorized Hours

Census Bureau overtime policy for all employees

In order for field employees to be most effective and complete the operation on time, we expect that you will work most days in the pay period. However, you **must not** work more than 40 hours, in any weekly pay period, unless you are specifically authorized to do so in advance. You are expected to complete your assignments without having to work overtime. If you feel that you have more work than you can complete in a 40-hour week, contact your supervisor to discuss the situation. It may be that the work can be redistributed to others within the area.

Working overtime of more than 40 hours in a week is not permitted without written approval from your supervisor. If your supervisor deems it necessary that overtime hours should be authorized, then he or she will seek authorization from the appropriate assistant manager or designee and let you know if you may work the overtime hours.

You may, if you choose, work more than 8 hours in one 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 eight 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. They should be recorded on your D-308 or E-308 as regular time.

You will be instructed to work more than 8 hours in a day, in a situation such as training or the closeout of an operation, where the overtime approval has been received in writing. If so, you will receive the overtime rate of pay for time that you work in excess of eight (8) hours in a day.

If you work more than 40 hours in a week without supervisory approval, you will be subject to termination unless the 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 you are involved in an accident, delayed by an accident or unforeseen road conditions.

You are not allowed to manipulate or move hours. This means you must not work, for example, 42 hours in one week and record only 40 hours on the payroll forms for that week, and then record the remaining two hours on a payroll form during a subsequent

week when you have worked fewer than 40 hours. This is a manipulation of hours and is grounds for termination of employment. If the Bureau finds that a supervisor approves or instructs an employee to manipulate or accumulate hours or otherwise submit incorrect payroll forms, then the supervisor may be terminated. Accumulating hours will not be tolerated. If you become aware of employees accumulating hours or supervisors giving you or other employees instructions to accumulate hours or to work overtime without compensation, you must report the incident immediately to your Field Operations Supervisor or the appropriate assistant manager.

By signing the Temporary Excepted Service Employment Agreement and Overtime Policy Agreement at the time of your hiring you agreed to abide by these regulations.

Job activities and authorized hours

The following chart is a list of the types of hours you may work and when they would be recorded on a D-308.

Table 3-3: Job Activities and Authorized Hours

HOURS	JOB ACTIVITIES	TIME AUTHORIZED
Training	<ul style="list-style-type: none"> • Traveling to and from the training site • Classroom training • On-the-job field training 	Up to 8 hours daily - your supervisor can help you determine your daily hours
Regular	<ul style="list-style-type: none"> • Traveling to and from the office for work-related purposes • Traveling to and from the job assignment area • Completing the assignment • Meeting with your supervisor • Reviewing job assignments with your supervisor • Other related official activities 	Up to 40 hours weekly
Overtime	<ul style="list-style-type: none"> • Hours of work 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 	Only when requested and approved in advance by the appropriate assistant manager or designee. Do not work overtime unless you have received approval from your supervisor. See the beginning of Topic 3 for the complete overtime policy.

Topic 4: Reimbursable Expenses

What are reimbursable expenses?

Reimbursable expenses are those expenses that you incur performing your duties while on official census business and are reimbursed to you by the Census Bureau. Normally, you are provided with writing supplies and paper to do your job. Purchasing any such supplies must be approved by your supervisor before you make the purchase. Keep a copy of any receipts for your records.

What expenses will the Census Bureau reimburse?

The Census Bureau will reimburse you for the following expenses:

- Mileage - all miles you travel in your privately-owned vehicle (*or borrowed vehicle*) from your home to the training site of your job assignment area and the return trip; all miles that you travel while driving within your job assignment area to conduct census activities
- Local bus, trolley car, ferry, or subway fares
- Road, bridge, and tunnel tolls (*toll receipts must be attached to your payroll document*)
- Parking fees if free parking is not available while on official business in the field (*receipts from parking attendants must be attached to your payroll document*); parking fees for metered spaces
- Taxi fare **ONLY** when specifically authorized in advance
- Supervisor-authorized purchases (*attach receipt to your payroll document for items costing more than \$5*)
- Official census duty business related local and long-distance calls made from your home, cellular or public telephone. Reimbursement will occur where those calls results in charges, in excess of existing plans, or excess that was caused by Census related calls. You must attach a detailed phone statement indicating those calls made for Census purposes to receive reimbursement. For more details on the 2010 Census Reimbursement Policy for Use of Personal Telephones, see appendix C of this handbook.

Before hiring an interpreter or facilitator

- Per Diem for meals and lodging expenses when overnight travel is authorized (*if you are authorized per diem, your office will provide you with detailed instructions*)
- Payments to interpreters/facilitators hired to translate interviews with households or assist in group quarters; the hourly rate of pay is equal to that of an enumerator position
- Look for a volunteer within the household or group quarters who speaks the desired language and is willing to translate/assist you.
- Contact your supervisor to arrange for an interpreter/facilitator or perhaps another enumerator who speaks the language to assist you.

As a last resort, find a willing person capable of meeting your needs and pay that person for each hour (or partial hour) of service provided. The hourly rate is equivalent to that of an enumerator. If you are unable to make immediate payment using personal funds, contact your supervisor.

Sample

Special Instructions for Hiring Interpreters
A. Payment by Personal Funds
<ul style="list-style-type: none"> • Prepare a D-477, Contract for Interpreter Services, in its entirety and pay the interpreter on the spot using your own personal funds or funds provided to you by your supervisor.
<ul style="list-style-type: none"> • Give the interpreter the pink copy of the completed D-477 and give the Crew Leader the yellow copy.
<ul style="list-style-type: none"> • If you issued payment using your personal funds and are claiming reimbursement on a D-308, attach the white copy to your D-308.
<ul style="list-style-type: none"> • If your supervisor provided the funds, give him/her the white and yellow copies of the D-477.
B. Payment by Government Funds
<ul style="list-style-type: none"> • If you cannot use your personal funds or funds provided by your supervisor, complete the D-477 in its entirety, and forward the original to the Local Census Office for processing.
<ul style="list-style-type: none"> • Inform the interpreter that payment will be mailed to the address shown on the form within the next 10-12 business days.

Are there any expenses that the Census Bureau will not reimburse?

The Census Bureau will not reimburse you for the following expenses:

- Parking permits or other fees for your official duty station (*home*)
- Fees for the use of rental cars and taxis which are not authorized for the operation in which you work
- Mileage driven while doing personal errands, breaks, and other unofficial time
- Personal phone calls made from home, cellular, or public telephones which are not census-related (See Appendix C)
- Cellular telephone basic service charges (See Appendix C)
- Purchases that your supervisor did not authorize
- Any purchase or expenditure (*even if approved*) costing more than \$5 for which you do not attach a receipt to your payroll document
- Towing charges
- Speeding and/or parking tickets
- Gasoline, oils, antifreeze, tires, vehicle accessories
- Vehicle insurance premiums

Topic 5: How to Complete Your Paper Daily Payroll Form

When to use

Complete a D-308 and submit it to your supervisor for each day you work. An illustration of the D-308, Daily Pay and Work Record, is shown on the next page. Use the instructions below to complete your daily payroll form.

Sample

Illustration 3-2: D-308, Daily Pay and Work Record

Item	Part A – Employee Information
Name	Enter your First Name, Middle Initial and Last Name
Employee ID number	Enter your Employee ID number.
1. Date worked, Day worked, Reclaim	Enter the date and mark an (X) in the box for the corresponding day worked. Mark an (X) in the RECLAIM box if you are reclaiming hours/expenses for a day that has already been paid.
2. Task code, Operation name	Enter the task code and the corresponding operation name that identifies the work you are performing. If you work on 2 or more tasks in one day, prepare a D-308 for each task code.
3. Office code and name	Enter the four-digit office code and the office name.
4. Points of travel	Enter the place to which you drove each day. When driving within a city or county, enter the abbreviation I&A for "in and around." For example, "I&A Fairfax County and return." OR, if you work in more than one assignment area, then enter only the AA numbers.
Item	Part B – Pay Information
1. Hours worked	Enter your daily hours of work (whole or partial hours) using the decimal system. <i>Do not include lunch periods or personal breaks.</i> 15 minutes = .25 30 minutes = .50 45 minutes = .75 a full hour = 1.00 <i>Example: 4 hours and 15 minutes is represented as 4.25</i> <i>4 hours and 00 minutes is represented as 8.00</i>
2. Times of day worked	Enter the actual times of day that you work. <i>Do not include lunch periods or personal breaks. Times of day worked are required on every form submitted for payment. The times recorded here will be matched against the hours recorded, so enter this information accurately to avoid disallowances of hours and delays in receiving a full paycheck.</i>
3. Have you claimed ALL hours worked?	Record any hours you worked but are not claiming for payment. Also include the date(s) the hours were worked and an explanation of why you are not claiming them for payment.
4. Reimbursements	Enter your daily expenses incurred while on official business.
Cases Completed	<i>Do not make entries in this item.</i>
Item	Part C - Certification
Employee's Certification	Enter your signature and date at the time you meet with your supervisor to obtain approval of your work time.
Supervisor's Certification	<i>Do not make entries in this item.</i>

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																																																																																																								
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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.		Supervisor's Certification - I certify that I have reviewed the entries made and they appear to be reasonable and accurate.																																																																																																								
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Topic 6: Submission of Paper Payroll Documents

When to submit payroll documents

Turn in a completed payroll document to your supervisor each day. If you have a document to submit but will not be working the next day, notify your supervisor of your absence and turn in the form the next day you report for work. If you work in rural areas and your supervisor concurs that it is counterproductive to submit a form each day make arrangements with your supervisor to submit documents as soon as possible.

If you do not meet with your supervisor daily, turn in forms for work completed on Friday, Saturday, and Sunday on the following Monday unless special arrangements have been made.

Review and certification of payroll documents

Your supervisor will review all your payroll documents and, if needed, make changes or corrections. Make sure your work justifies the hours you claim.

Each D-308 must include the Crew Leader District (CLD) number. Although, you do not complete this field, you must ensure that your Crew Leader or Field Operations Supervisor (FOS) completes it.

Each payroll document you submit must show your signature and your supervisor's signature, along with the date the document is signed. **Documents will not be processed without the required signatures and date.**

Distribution of payroll documents

Review your payroll form with your supervisor. After your supervisor verifies and signs your payroll document, remove the *employee copy* and give the original to your supervisor. Your supervisor will forward them to the payroll office for payment processing.

Keep your employee copies in a safe place until you receive an earnings statement and paycheck for that pay period. This way, you can compare your copies to your earnings statement. Report any discrepancies to your supervisor.

Topic 7: Disallowances and/or Reclaims for Paper Payroll Forms

General

Occasionally, hours or claims for reimbursement will not be paid for lack of proper explanation or required receipts. A copy of your payroll document, D-308, will be returned to you showing the disallowance. You can reclaim the disallowance and attach any supporting documents by following the steps in Table 3-4.

Table 3-4: Submitting a reclaim

STEP	ACTION
1	Prepare a new D-308 with the same identifying information as shown on the original claim, including the same work day.
2	Put an X in the RECLAIM box.
3	Enter only the information for the hours or expense being reclaimed.
4	Attach any receipts or other required supporting documentation that were not previously submitted.
5	In the Remarks section of the payroll document, enter the phrase "Reclaim of (enter hours, amount, etc.) disallowed in pay period ending (give date) due to (give reason). Correct documentation submitted with this reclaim where applicable."
6	Sign the RECLAIM document and submit it to your supervisor for approval. Keep the employee copy for your records. <i>Forms cannot be processed without the required signatures and date.</i>

Review and certification of RECLAIM payroll documents

Your supervisor will review all of your RECLAIM payroll documents and, if needed, make changes or corrections. Each RECLAIM document you submit must show your signature and your supervisor's signature, along with the date the document is signed. Documents cannot be processed without the required signatures and date.

Distribution of RECLAIM payroll documents

After your supervisor verifies and signs your RECLAIM payroll document, remove the employee copy and return the original to your supervisor. Your supervisor will forward them to the payroll section for processing.

Keep your copy in a safe place until you receive an earnings statement and paycheck for the reclaimed amounts. This way, you can compare your copy to your earnings statement. Report any discrepancies to your supervisor.

Topic 8: Fraudulent Claims Against the United States

Fraudulent claims

Your claims for hours and reimbursement of associated expenses should accurately reflect the time and costs relating to your official duties so that you might avoid any violations or apparent violations of the law.

Your claims may be forfeited if you attempt to defraud the government in connection with any expenses. Fraudulent claims will result in termination of employment.

Additionally, there are criminal provisions under which severe penalties may be imposed if you knowingly present a false, fictitious, or fraudulent claim against the United States.

Sample

Topic 9: Designation of Beneficiary for Unpaid Compensation of Deceased Civilian Employees

Unpaid compensation

The SF-1152, *Designation of Beneficiary*, is used to designate payment of death benefits. It applies to any money due the employee at the time of death, such as unpaid salary. An employee may complete this form during their employment, to change the normal order of payment of death benefits listed on the form. You may obtain this form from your supervisor.

If there is no designated beneficiary living, any unpaid compensation that becomes payable after the death of an employee will be payable to the first person or persons listed below who are alive on the date entitlement to the payment arises.

1. To the widow or widower.
2. If neither of the above, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
3. If none of the above, to the parents in equal shares or the entire amount to the surviving parent.
4. If there be none of the above, to the duly appointed legal representative of the estate of the deceased employee, or if there be none, to the person or persons determined to be entitled thereto under the laws of the domicile of the deceased employee.

You do not need to designate a beneficiary unless you wish to name someone not included above, or in a different order.

Topic 10: Employment Resolution Contact

Reporting employment problems

If you encounter problems of any kind relating to your employment at the Census Bureau, contact your Regional Census Center Managers at 1-877-233-4776.

Sample

Sample

Chapter 4: Travel Expenses

Topic 1: General

General

Most of your census assignments are conducted in or around the area in which you live. However, there may be occasions when you might be asked to travel and stay at least one night to conduct census activities. In these cases, you will be reimbursed for per diem expenses.

Authorization for overnight travel

The Area Manager, and/or the COO Manager, and managers at the Regional Census Center (RCC) must authorize all overnight travel. Proper documentation indicating approval will be given to you. Do not conduct overnight travel without official authorization or reimbursement will not be allowed.

Sample

Topic 2: Per Diem Expenses

Per diem expenses

Per diem is a fixed amount paid under specifically authorized circumstances to cover certain out-of-pocket expenses incurred while on official duty away from home overnight. Per diem expenses include fixed allowances for —

- Meals and incidental costs such as tips and minor costs associated with your stay
- Lodging costs

Authorization of Per diem

Per diem is authorized on a Form 03-2 Travel Order, in advance by your LCO Manager. In the event that you are authorized per diem, your officer will provide you with instructions.

Per diem rate limitations

The General Services Administration sets per diem rates for lodging, meals, and incidentals. Amounts are set according to the cost of living within each state and U.S. territory.

It is your responsibility to locate a lodging facility that is within the limit of the preset amount. The amount you receive is usually enough to cover 100% of your expenses. If lodging costs more than the fixed amount allowed, you must seek authorization from the RCO to cover the excess amount **before** your travel begins. If pre-authorization is not sought, then you may be responsible for the difference.

The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging plus an allowance for meals and incidental expenses (M&IE), the total not to exceed the applicable maximum per diem rate. Travelers receive payment of three quarters or 75% of the applicable M&IE rate on the first and last days of travel. For example, in San Joaquin County where M&IE is \$44 a day, on the first and last day of travel an employee would receive \$33.

The LCO will provide travelers the maximum daily per diem rates allowed for each destination. Do not exceed these amounts. See your supervisor or LCO Manager for specific rates before you make arrangements.

Personal telephone calls

A daily allowance of up to \$5 is provided for personal telephone expenses except on the last day of travel. The LCO Manager must approve expenses exceeding \$5. However, employees are expected to limit phone calls to a reasonable duration and frequency. Approving officials shall have the authority to disallow claims that appear excessive.

Sample

Topic 3: How To Complete Your Per Diem Expense Record

When to use

Complete a D-308A, Per Diem Expense Record, for each authorized overnight trip during which you perform official census duties. An illustration of the D-308A is shown on the next page. Use the instructions below to complete your Per Diem Expense Record.

Item	Action
1. Employee ID	Enter your Employee ID.
2. Name	Print your name.
3. Post of duty	Print the city and state of your local census office.
4. Office code	Enter the 4-digit number that identifies your local census office.
5. GTA number	Leave this space blank.
6. Amount of transportation	Leave this space blank.
7. Date submitted	Enter the date you submit this form to the LCO for reimbursement.
Section 1 - Per Diem Expenses	Complete one line for each day of travel. You must show your daily costs for lodging and meals and incidental expenses by task code. The LCO manager or your immediate supervisor can provide you the maximum per diem rate allowed for each destination. Per diem is not allowed within the limits of your official duty station and when the period of travel is less than 12 hours or less than 50 miles from your post of duty.
Section 2 - Certification Statements	Sign and date the completed Per Diem Expense Record. Obtain supervisory approval and signature.
Distribution	Enter the total per diem claimed on the D-308 under other expenses and put per diem in the remarks box. Attach the white copy of this form to your D-308 and give to your supervisor. Give the white copy and all appropriate receipts to your supervisor to forward to the LCO. Keep the yellow copy for your records.



We're Census bound in 2010!!

Remember All overnight travel must be authorized by the Area Manager and/or the LCO Manager and the Regional Census Center prior to traveling.

Have a safe journey

Chapter 5: Personal Safety and Security

Topic 1: Coverage

General	<p>Your personal safety is of utmost importance to the Census Bureau. We value you as much as the work you do. Without you there would be no census!</p> <p>Always be safety-minded and conscious of your work surroundings. Make sure you heed regulations pertaining to fire hazards, obstructions of view and passageways, and the proper operation of small and large equipment. Census work is not hazardous, but you must observe certain safety precautions, as in any job. All accidents and injuries referred to in this chapter relate to those occurring within the scope of your Federal employment.</p>
Accident and injury coverage	<p>If you sustain bodily injury or are in a vehicular accident while on official census duty, under the Federal Employees Compensation Act you are entitled to immediate first-aid care and full medical care, including hospitalization. There is no cost to you. Additional benefits apply for loss of earning capacity, permanent partial disabilities, permanent total disabilities, and death. This benefit carries with it your responsibility to return to duty as soon as you are released to perform any useful work. If you are not able to immediately return to your regular job, Census may design a temporary special-duty assignment for you. You will receive regular wages and benefits for this temporary assignment.</p>
Assault coverage	<p>Under federal law, you are protected against verbal and bodily assaults and attacks. Title 18 of the United States Code prohibits persons from intimidating or assaulting census employees while conducting census activities in the field.</p>
Legal actions	<p>Public Law 87-258, Title 28 of the United States Code, Section 2679, provides that the Attorney General will defend any civil action brought in any court against any employee of the government for damage to property or for personal injury,</p>

including death, resulting from the operation of any motor vehicle by the employee while acting within the scope of his or her employment, that is, performing official government business.

If any legal actions are brought against you for any reasons while acting within the scope of your employment, advise your supervisor immediately.

Sample

Topic 2: Safety

General

If you use your vehicle for official census duty, you must have vehicle insurance that will cover any injuries and damages received and/or caused by you in cases of accidents.

The federal government will not reimburse you for damages to your vehicle and any injuries or damages to vehicles and their occupants caused by you. Before leaving for an assignment, inform a family member or neighbor of the general location of your assignment and the time you expect to arrive home. Do not specify the exact location as this is confidential information.

Safety when walking alone

The following advice is offered by experienced census employees. Most is plain common sense but we sometimes are not conscientious about these details.

- Stay on well-lit streets when walking at night. Avoid walking past dark shadows near buildings, or walking too close to doorways, doorways, and other potential hiding places. If needed, use a flashlight.
- In freezing weather, be alert for 'black ice.' Walk slowly and take small steps.
- If you must carry a handbag, carry it next to your body, with the flap or clasp next to you.
- Be cautious when riding elevators. If you are suspicious of another passenger, wait for the next car.
- Men should carry a wallet in an inside or front vest pocket to avoid pickpockets.
- Avoid walking on uneven, broken, or poorly constructed surfaces or stairs.
- Grasp the handrails along stairways. If one is not provided, proceed with extra caution.
- Wear comfortable walking shoes. These shoes may come in handy should there be a need to run.
- Do not carry valuables, that is, large sums of money, expensive jewelry, and watches.
- When entering a building, allow your eyes to adjust to the indoor lighting before proceeding.
- Stay alert for objects that may pose tripping hazards.
- Be aware of your surroundings at all times.

Safety when traveling in your vehicle

(updated 4/22/09)

Please heed these tips when traveling in your vehicle:

- Never pick up hitchhikers in your vehicle.
- Watch for erratic movements of other cars. **Drive defensively**, yielding to other cars to avoid accidents.
- Check your maps and locations before you start to drive. If necessary, pull to the side of the road and stop your vehicle to check directions.
- Observe speed limits.
- It is **mandatory** to wear a seat belt at all times.
- Keep your doors locked.
- Watch for children, jaywalkers, and pedestrians.
- Keep your vehicle in good operating condition with emphasis on brakes, lights, tires, wiper blades, and belts.
- Park in well-lit parking places at night.
- As you walk toward your vehicle, scan beneath the vehicle for persons waiting to charge out at your ankles. Check the back seat and floor for hidden persons before entering your vehicle.
- If your vehicle stalls, stay inside and hang a brightly colored cloth out the window. If someone stops to assist you, stay in the vehicle and ask the person to phone the police for help.
- If you are being followed, do not drive directly home. Drive to the nearest police or fire station, hospital, or other public place. Do not exit your vehicle until it is visually safe.
- Have your vehicle keys ready before you reach your car. Do not open your purse or distract yourself when walking to your vehicle.
- Maintain a safe distance from the vehicle ahead of you.
- **Do not use cell phones or other such devices while driving. If necessary, pull off of the road entirely, into a parking lot. Do not park on the side of the road.** When the car is in motion, pay 100% attention to your driving.
- Check for other vehicles before backing, turning, or entering an intersection.
- Do not carry valuables in your car; keep your car locked when parked.
- In rural areas, watch for deer, moose and other animals.

- Be alert to brake lights or turn signals beyond the vehicle ahead of you. Anticipate when others will slow down.
- When stopping, leave space between you and the vehicle ahead of you. Should another vehicle rear-end you, this may protect you from hitting the car in front.

Safety from pets and other animals

Although some pets may be friendly, not all are friendly to strangers. If you come into contact with pets or other animals, consider the following tips:

- Obey the signs displayed in respondents' yards. If you observe a "Beware of Dog" sign, take extra precaution.
- When signs are posted, try phoning for an appointment to come back at a later time.
- Many dog bites occur inside respondents' homes. If you encounter a dog inside respondents' homes, ask respondents if they would mind confining the dog to another room during the interview.
- If confronted, leave the animal without making direct eye contact and back away slowly. Be submissive, but do not run. If you run, the animal might try to knock you to the ground and you could be seriously hurt.
- Do not run past a dog. The dog's natural instinct is to chase and catch prey.
- Put something between you and the dog, such as a bag. Do not try to make friends with the dog, pet it, or put your hands or face near it. If the dog does bite you, do not pull away – it will cause a tear and a worse wound; instead, try to make the dog release its hold. Quickly obtain medical attention and report the injury.
- Learn to recognize the warning signs that a dog is about to attack; tail high and stiff, ears up, hair on back standing up, and teeth showing.

Contact your supervisor for instructions if you consider an area too unsafe for you to work in.

Topic 3: Vehicular Accidents

What to do if you are involved in a vehicular accident while working

In case of a vehicular accident while working, do the following:

- If you require medical attention, contact the Administrative Coordinator at the Regional Census Center (toll free 1-877-233-4776) as soon as possible. The Administrative Coordinator will authorize treatment by faxing a form to the attending physician. They will also send you other forms that need to be completed to file a workers' compensation claim. Please be prepared to provide physician information.
- Exchange names, address, and driver license numbers with the other involved party. Do not sign your name on anything. This is to protect you from fraudulent statements prepared by someone else without your knowledge.
- Wait for a law enforcement officer to come on the scene before discussing the accident. It is not wise to make statements or give opinions to someone other than a law enforcement officer.
- Look for witnesses to the accident. Exchange names and addresses with the witnesses. Give each one a SF-94, Statement of Witness, to complete. If a witness is unable to complete the report at the scene, ask that it be completed later and mailed to your home or the LCO. Give the address of the LCO. *(One SF-94 is contained in Appendix A. Copy it as needed. If more than one witness, mail a copy of the form to the witness as soon as feasible. Have the witness mail the completed form to your home or the local census office address.)*
- While waiting for a law enforcement officer to appear on the scene and if serious bodily injury is not sustained, fill out a SF-91, Motor Vehicle Accident Report in its entirety. If you cannot complete it after the accident occurs, then do so as soon as possible so as not to forget the important details. *(One SF-91 is contained in Appendix A. Copy it as needed.)*
- Notify your supervisor of your accident as soon as possible.
- Within 48 hours of the accident, give your supervisor a copy of all completed witness statements, SF-94, and your

accident report, SF-91, and include copies of any citations, tickets, subpoenas, or summonses you might have received as a result of the accident.

- Complete the required accident report forms provided by **your own insurance company** and follow their advice.
- If you receive accident report forms from other insurance companies, contact your insurance company and office to learn of your obligation, if any, in completing them.

Instructions for completing SF-91

Use these instructions to complete SF-91, Motor Vehicle Accident Report.

Items 1-11: Enter information about you and your vehicle. Item 4a would be the LCO address. For Item 6 do not wait for an estimate, that can be submitted later.

Items 12-25: Enter information about the other vehicle involved in the accident. If more than one other vehicle was involved provide the information about that vehicle(s) on a separate sheet of paper or in Section VIII.

Items 26-46: Record information for all injured persons including yourself, if applicable. If more than 2 people were killed/injured provide that information on a separate sheet of paper or in Section VIII. If no pedestrians were involved leave Item 46 blank.

Items 47-52: Enter information regarding the accident. In Items 50 and 51 label the vehicles as shown. Your vehicle is considered the *Federal* vehicle.

Item 53-54: Provide the information for witnesses given a SF-91, Statement of Witness.

Items 63-67: Enter information on property damage. If no property was damaged, leave this section blank.

Items 68-70: Enter the police information

Item 71: Sign and date the form.

Items 72-80: Enter the details of your trip.

Items 81-88: Leave blank. This will be filled out at the RCC.

Extended delay from returning to duty

If you are delayed from returning to duty due to injuries sustained from your accident, it is your responsibility to promptly provide medical documentation specifying in detail the nature of your disability. Contact the Administrative Coordinator to discuss particulars regarding the Workers' Compensation Program.

Topic 4: Personal Injuries

General

If you sustain bodily injury while on official census duty, notify your immediate supervisor and call the toll free number for the Administrative Coordinator at the Regional Census Center (RCC). This number is 1-877-233-4776. They will FedEx the appropriate forms to you. Once you have completed the forms, you will return them to the office. Return the forms to the RCC within 48 hours of completion to ensure timeliness of filing a claim.

It is your responsibility to keep your supervisor informed of the situation and your ability to return to your usual work or a temporary assignment. Please remember that any medical restrictions imposed by your physician must be followed 24/7, not merely during the hours of your Census employment.

Overview of Accident/Injury Process

After the forms have been received at the office, they will verify the information is complete and submit them to Contract Claims Services, Incorporated (CCSI). CCSI is a liaison office that assists employees and supervisors in the workers' compensation process at the Census Bureau. After CCSI has reviewed the information, they will forward the documents to the Department of Labor Office of Workers' Compensation Program (OWCP). At this point the paperwork will be reviewed again and given a claim number. Further information on the claim may come from either CCSI or OWCP. It is important that you answer any correspondence received from these offices.

If you are entitled to Continuation of Pay (COP), this authorization comes from CCSI. During the COP period, if you are offered a temporary assignment that conforms to your medical restrictions, you must accept the assignment or risk losing your eligibility for COP.

Completing accident forms

One of the forms that will be required for any injury is the CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.

You will complete items 1-15. A witness (if available) will fill out section 16. The Supervisor area will be left blank and when it is received at the RCC, the administrative specialist will fill out that portion. Provide the administrative specialist complete information on any third party (other than a respondent) who may have contributed to the accident. If you cannot provide full information immediately, note that the information will be supplied later. You will also receive a receipt letting you know your paperwork was received at the RCC.

Submit any additional documents (i.e. medical bills) to the RCC until you receive notification from OWB. At that point, all correspondence should go directly to them.

Instructions for completing the CA-1

Use these instructions to complete item 1 – 15 on the CA-1.

Item 1: Enter your name

Item 2: Enter your social security number

Item 3: Enter your date of birth

Item 4: Mark the appropriate box

Item 5: Enter your home phone number

Item 6: Leave blank. This is not applicable.

Item 7: Enter your full address

Item 8: Mark the appropriate box

Item 9: Enter the location where the injury occurred

Item 10: Enter the date and time the injury occurred

Item 11: Enter the date you are completing this form

Item 12: Enter your position with the Census Bureau

Item 13: Explain the cause of the injury (what happened?)

Item 14: Describe the injury and identify injured body part

Item 15: Mark Continuation of Regular Pay; Sign and date

If there is a witness, have them:

- Describe what they saw
- Enter name, signature and date
- Enter complete address

If a third party, other than respondent, may have contributed to the accident, attach a note detailing:

- Full name
- Complete address
- Insurance information

Leave the rest of the form blank and return it to the RCC within 48 hours of completion.

Additional Information

If you incur expenses for an on-the-job injury, you **cannot** claim it on your D-308, Daily Pay and Work Record. These expenses will be claimed either on OWC 9-915, *Claim For Medical Reimbursement* or OWC 9-957, *Medical Travel Refund Request* that you will receive from the RCC. This includes payment for prescription and mileage accrued going to and from doctor appointments.

Sample

Topic 5: Assaults

General

An assault of any kind is considered a violation of your civil and human rights. If you sense danger from a respondent and feel threatened to carry on your census duty, leave the scene at once. While you cannot always avoid trouble or protect yourself, there are laws to protect you in the event of an assault.

If you are ...	Then you should ...
Physically injured or Struck or touched in an offensive manner or Verbally threatened or intimidated	<ul style="list-style-type: none"> • Immediately notify the local police and file out a police report • Get emergency medical treatment if necessary. Contact the Administrative Coordinator at the Regional Census Center (toll free 1-877-233-4777) as soon as possible for documents to be filed for injury. • Contact your supervisor to report the incident • Complete the BC-1206, Security Incident Report, detailing the incident. • Forward your completed forms and a copy of the police report (or provide the police report number) to the Regional Census Center.

Completing accident forms

For physical injuries, you will need to complete a CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*. Contact the Administrative Coordinator at the RCC for a copy. Refer to Topic 4 for instructions on completing this form.

A BC-1206, *Security Incident Report*, must be completed by the employee detailing the assault. This form is located in Appendix A. Copy as needed.

The forms need to be returned to the RCC within 48 hours of completion.

**Instructions for
completing the
BC-1206**

- Item 1: Enter the date and time of the incident
- Item 2: Enter the data and time you are completing this form
- Item 3: Enter the complete address where the incident occurred
- Item 4: Enter you name, signature, telephone and region. Leave part e and f blank.
- Item 5: Select assault
- Item 6: Answer yes or no
- Item 7: Provide a detailed description of the incident
- Item 8: Mark all of the appropriate boxes
- Item 9: Enter the police report number and attached or select will follow
- Item 10: Enter all persons involved in the incident
- Leave items 11-14 blank.

**Extended delay from
returning to duty**

If you are delayed from returning to duty due to injuries sustained from your accident, it is your responsibility to promptly provide medical documentation specifying in detail the nature of your disability. Contact the Administrative Coordinator to discuss particulars regarding the Workers Compensation Program.

Topic 6: Accident/Injury/Property Damage Forms Chart

General

Whenever you sustain an injury or loss, or if you cause an injury or loss to someone, you must complete certain forms detailing the nature of the injury or loss. Use the chart below to determine which forms you must complete. The chart also includes the time frame in which you must submit the forms in order to comply with reporting requirements.

Figure 5-1: Preparation and Distribution Chart of Forms Required in Injury and/or Accident Cases

Type of Injury	Forms Required	Prepared By	When Prepared	Remarks
Employee Injury	CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/ Compensation Items 1-15	Injured Employee	Within 48 hours	This form will be mailed to you from the RCC after being notified of the injury. Must be completed by the injured employee or by someone acting on his/her behalf. Must be completed for any accident/injury
	Item 16	Witness (if applicable)	As soon as possible after injury	
	Notice of responsible third party	Injured Employee	As soon as possible after injury	Send later if information isn't immediately available
	Items 17-38 Items a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z	Administrative Specialist in RCC	As soon as possible after injury	
	CD-137, Report of Injury, Illness Accident or Fatality	Administrative Specialist in RCC	Within 48 hours	Must be completed for any accident/injury
	CA-16, Authorization for Treatment - or -	Administrative Specialist in RCC and Physician	As soon as possible but no later than 7 days after injury	This form will be faxed to the physician from the RCC after being notified of the injury. Primarily used to authorize emergency medical treatment for an employee while on official duty.

Type of Injury	Forms Required	Prepared By	When Prepared	Remarks
	CA-20, Attending Physician's Report	Physician	Seven days after injury occurs	This form will be mailed to you from the RCC after being notified of the injury. Physician completes only if a narrative report or a CA-16 has not been completed
Motor Vehicle Accident (without bodily injury)	SF-91, Operator's Report of Motor Vehicle Accident	Operator of Vehicle	Within 48 Hours	This form is located in Appendix A. Must be carried in each vehicle. Must be prepared in entirety.
	SF-94, Statement of Witness	Witness	Within 48 Hours	This form is located in Appendix A.
	CD-137, Report of Injury, Illness Accident or Fatality	Administrative Specialist in RCC	Within 48 Hours	
Motor Vehicle Accident (with bodily injury)	All forms for Motor Vehicle Accident without bodily injury and all Employee Injury forms			
Claims for loss of or damage to employee's personal property	CD-224, Employee Claim for Loss of or Damage to Personal Property CD-137, Report of Injury, Illness Accident or Fatality	Employee	Within 10 days after accident	This form is located in Appendix A. If the personal property must be repaired, submit a bill for the repair cost with the CD-224. (See Chapter 6, Topic 3 for details.)
Claims for loss or damage by third party due to possible negligence or wrongful act by Census employee	SF-95, Claim for Damage, Injury or Death <hr/> CD-224, Employee Claim for Loss of or Damage to Personal Property CD-137, Report of Injury, Illness Accident or Fatality	Claimant	As soon as possible but no later than 2 years after date	SF-95 will be sent to the claimant by the Regional Census Center.

Submission of forms

All forms should be returned to the Regional Census Center within 48 hours of completion. For additional information on a claim filed, contact the Administrative Coordinator toll free at 1-877-233-4776.

Sample

Topic 7: Liability and Accountability for all Title 13 Materials and Data

Overview

As an employee of the U.S. Census Bureau you are assigned materials to use solely to conduct Census work. All of these supplies are property of the federal government and may contain Title 13 (Census Confidential, 13 United States Code (U.S.C.), Section 9) data. It is your responsibility to safeguard these materials from being damaged, stolen or lost. Please carefully read your responsibilities below on this matter.

Protecting confidentiality of information

The Census Bureau informs respondents through a statement on all questionnaires, schedules, and mail-in forms that the data they provide is required by law to be in strict confidence. The Bureau's reputation and the closure of data is a major factor in obtaining the cooperation of respondents. After you have collected confidential survey information from your respondent(s), it is now up to you to protect it from being damaged, stolen or lost. Remember, if items are damaged, stolen or lost because of negligence then you may be liable to reimburse the government for the full cost of the materials.

The criminal code of the United States provides penalties for the theft, embezzlement, conversion of, or willful damage to Government property.

Returning Materials

You must return all census materials when directed by your supervisor, or when you are leaving Census Bureau employment.

Toll Free Number for Reporting Loss/Stolen or Missing Sensitive Information

OMB Memorandum 06-19 requires that all Census employees must call the Decennial Census Computer Incident Response Team (DECENNIAL CIRT) at 1-877-744-1522 within one hour of discovering the incident.

When calling in to report an incident, the following information is crucial:

- Your name, address and phone number.
- Applicant ID
- Location of incident.
- Time of incident.
- Summary of incident and what is lost, missing or stolen.

- Was there any Personally Identifiable Information (PII) or Title 13 on the paper?
- Police Report Number (if available).

What will CIRT do after your call

Decennial CIRT will contact designated LCO (LCOM), RCC (RD, ARCMs, and LSC) and HQ (TMO DOTS, and PII and Security) staff, notifying them of the reported incident.

What to do after calling CIRT

- Call your local police department, file a report and obtain a copy of the police report and police report number.
- Call your supervisor immediately, report what happened and provide the Decennial CIRT incident number and police report number (if available). You and your supervisor should make arrangements for replacing the lost/missing or stolen item.
- Your supervisor who received the notification will report details (including the police report number) up the chain of command, until all parties in the chain are informed. Your supervisor will complete the BC-1206, Security Incident Report, and returns it to the LCO.

Sample

Sample

Chapter 6: Personal Property and Damage Claims

Topic 1: Claim Information

General

While conducting census activities is often a rewarding and pleasant undertaking, it can sometimes be stressful. On rare occasions, you might encounter a ferocious dog or you might suffer damage to a valuable personal item. Whatever the circumstance, you might be eligible to receive reimbursement for losses or damages to personal property.

Legal representation

If court action is brought against you (or your estate) as a result of an accident or other legal proceeding while on official census duty, the Attorney General will defend you in court.

Within three business days, you or your representative must deliver to your LCO Manager through your immediate supervisor all processes and pleadings served on you. In addition, if you receive any processes, proceedings, or advance information regarding the start of a civil suit, immediately advise your LCO Manager by telephone, fax, or visit to the office.

Federal Tort Claims Act

The Federal Tort Claims Act (FTCA) covers employees for liability incurred while using their vehicles on official business. State law governs when an employee is deemed to be "on official business," so FTCA coverage can vary from state to state.

The Census Bureau recommends that employees who use their vehicle for official business comply with all applicable state laws, and carry sufficient insurance to protect themselves in case FTCA coverage is unavailable.

Physical damage insurance

Any damage to your vehicle or other major personal property must be covered by your own physical damage insurance. The insurance is intended to cover expenses resulting from collisions, vandalism, and thefts. Except in very rare circumstances, the Bureau of the Census will not reimburse you for damage to your vehicle.

Topic 2: Permissible Claims

Claim conditions

There are five conditions you must meet to receive reimbursement for loss of or damage to your personal property:

- The loss of or damage to your personal property must have resulted from your official census duty
- You file a claim within 2 years after the incident occurs
- The loss or damage was not caused wholly or partly by your negligent or wrongful act
- Witnesses can verify the loss or damage, or you have other evidence such as a receipt or similar document which proves the value of the property
- It was reasonable for you to have the property on your person at the time of the loss or damage

Special claim consideration

The Census Bureau will consider claims for loss of or damage to personal property in unusual circumstances if a serious inequity would otherwise occur.

Definition: 'personal property'

The term 'personal property' includes the garments, handbags, shoes and other items that you wear while conducting Census Bureau business. It may also include your bicycle or other mode of transportation that does not require a gas or electric motor or vehicle insurance. "Personal property" does not include motorized vehicles for which insurance is required.

Type of events

Certain events can result in a loss of or damage to your personal property. If such an event occurs while on official duty, you may file a claim for reimbursement for any damage or loss.

- Forced evacuation from airports, train or bus stations, or other transportation buildings which result in loss of luggage, damage to clothing, etc., when traveling on official census business
- Exposure to extraordinary risks
- Unpredictable behavior of animals
- Damage or loss of property specifically used for the benefit of the federal government at the direction or

approval of your supervisor

- Theft of personal property (used for official business) for which you can establish its prior existence and that reasonable measures were taken for its security

Items not reimbursed

In certain circumstances, damage or loss of personal property cannot be reimbursed by the Bureau of the Census:

- Theft of items whose prior existence cannot be proven
- Theft of articles of excessive value, or those that can easily be stolen
- Loss of currency or intangible property unless payable under other conditions
- Loss or damage to your vehicle
- Loss or damage that is covered by insurance
- Loss or damage to tattered or unserviceable property
- Loss or damage to property that is owned by the U.S. and for which you are not financially responsible
- Loss or damage to property that you normally use for your own private business or profit
- Repair estimate fees for damaged property which your LCO Manager has not approved in advance of your obtaining the estimate
- Property that is acquired, possessed, or transported in violation of the law

Sample

Topic 3: Making A Personal Property Claim

How to make a personal property claim

Complete a CD-224, Employee Claim for Loss of or Damage to Personal Property, for each qualified occurrence. Other forms may be required for you to complete depending on the nature of the incident.

In cases where an injury also occurred, contact the Administrative Coordinator at the Regional Census Center toll free (1-877-233-4776) for the appropriate forms to file a workers' compensation claim.

Providing evidence

Provide all appropriate supporting documentation as evidence to support your claim. If you cannot provide the proper evidence, prepare a statement indicating why supporting documentation is unavailable or is impractical to obtain.

List of supporting documentation

These items are considered appropriate supporting documentation:

- A statement from one or more witnesses which gives details of the incident
- A statement that the property has been recovered or replaced in kind
- A detailed written estimate of the repair cost that is prepared by a person or company licensed to make such repairs *(If a fee is charged for the estimate, first obtain your LCO Manager's approval for guarantee of fee reimbursement.)*
- Itemized repair bill and/or receipt for repairing damaged property
- Receipts or similar documents proving the value or cost of the original property
- A statement of insurance coverage, including copies of claim papers if you made a claim through your insurance company

Submission of the CD-224 and other required forms

Attach the completed CD-224 (and other required forms) and any supporting documentation to your payroll form and give to your supervisor for submission to the LCO.

Replacement cost

If your claim is approved, you will receive an amount equal to the estimated fair market value of the property at the time and place of your loss.

Repair cost versus replacement cost

If the cost of repairing the property is less than the replacement cost of the property, you will receive an amount equal to the repair cost.

Sample

Sample

Chapter 7: Employee Relations

Topic 1: Equal Employment Opportunity (EEO)

General

The Census Bureau has a long-standing commitment to the principles of Equal Employment Opportunity. The Census Bureau believes in fair and equal treatment of all employees and job applicants. Discrimination of any kind will not be tolerated.

Equal employment opportunity is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, sexual orientation, age, or disability. The Census Bureau will not tolerate any form of discrimination, including sexual harassment. All applicants and employees have a right to freedom from retaliation for filing an EEO complaint, participating in the EEO complaint process, or opposing unlawful discrimination. The EEO complaint process is a legal process designed to safeguard these rights.

The Census Bureau's Policy on 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), 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 Census Bureau who believe that they have been discriminated or retaliated against, may contact an EEO Office within 45 calendar days of the alleged discrimination. For more information, contact:

U.S. Census Bureau
EEO Office

4600 Silver Road

Washington, DC 20233

(301) 763-2500, then select 2 for EEO Program Assistance

(888) 258-8207, then select 2 for EEO Program Assistance

Federal Relay Service (800) 877-0996 Fax (301) 763-4460

Hotline Number: 1-888-258-8207

E-mail: EEO.general.mailbox@census.gov

Topic 2: Sexual Harassment

Recognizing sexual harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when any one of the following occurs—

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of:
 - a) Unreasonably interfering with an individual's work performance;
 - b) Creating an intimidating, hostile, or offensive working environment.

Reporting acts of sexual harassment

Sexual harassment will not be tolerated. If you are being sexually harassed, notify your supervisor. If your supervisor is the one doing the harassing, call the EEO Officer toll free at 1-888-258-8797 to pursue a complaint.

The EEO Bureau will take appropriate action to stop the harassment and prevent its recurrence. This may include disciplinary and adverse action against the offender(s), up to and including removal.

Topic 3: Fraud, Waste, and Abuse

Recognizing fraud, waste, and abuse

Fraud, waste, and abuse of federal government funds and property occur through—

- violations of the Federal law or regulations,
- mismanagement,
- theft,
- abuse of authority, or
- conditions leading to substantial danger to health and safety.

Reporting acts of fraud, waste, and abuse

Report acts of fraud, waste, and abuse to your supervisor or your LCO manager, who should make a reasonable effort to correct these conditions. If these efforts fail, you have a right and obligation to disclose the situation to outside authorities. You are protected by law from reprisal for making any disclosure supported by reasonable evidence.

HOTLINE

Make reports directly to the Department of Commerce, Office of the Inspector General, at 1-800-424-5197, or you may write to:

The Office of the Inspector General
 Department of Commerce
 P.O. Box 612
 Ben Franklin Station
 Washington, DC 20044

Confidentiality

All information you report will be kept confidential. You may remain anonymous if you desire. However, if you do give your name, it will not be disclosed without your prior consent unless absolutely necessary for judicial or administrative proceedings.

Topic 4: Pursuing Complaints

Pursing complaints of discrimination

If you believe you have been discriminated against on any of the above, you may pursue a complaint through the Census Bureau's EEO complaint process. You must contact the EEO office within 45 calendar days from the date of the matter you allege is discriminatory or, in the case of personnel action, within 45 calendar days from the effective date of the action.

The EEO office may be contacted at—

1-888-258-8207 or

1-301-763-2500 or

Federal Relay Service 1-800-877-9997

Sample

Topic 5: LCO Administrative Grievance Procedure

LCO Administrative Grievance Procedure

As a Local Census Office (LCO) employee, you have the right to file a grievance concerning your employment under the LCO Administrative Grievance Procedure. Should you experience concern or dissatisfaction with some aspect of your employment, you should first attempt to resolve the matter by talking with your supervisor. If this does not resolve the problem, you may file a grievance.

You may consult with management regarding any questions or issues you have dealing with the LCO Administrative Grievance Procedure. The LCO Administrative Grievance Intake, D-244, is available in Appendix A of this handbook for your use.

You are considered to have elected the Biennial Administrative Grievance forum at the time you complete, in writing, the D-244, *Administrative Grievance Intake Form*, and present it to your supervisor. If you have already filed an EEO complaint about the same issue, the grievance will be dismissed.

Note: If you separate from the Census Bureau (i.e., Terminate for Lack of Work) you are not entitled to file a complaint using the Administrative Grievance Procedure.

Basic points when filing a grievance

- You must file a grievance with the appropriate LCO assistant manager who supervises your work unit (i.e., Assistant Manager for Administration, Assistant Manager for Recruiting, Assistant Manager for Field Operations, Assistant Manager for Quality Assurance, or Assistant Manager for Technology).
- You must present the grievance in writing on the D-244 within 15 calendar days of the date of the act or occurrence or the date you become aware of the grievable issue. You must complete items 1-8 on the D-244.
- You will have a reasonable amount of official work time to present the grievance. However, you are not entitled to use official work time or the Census Bureau's equipment to prepare the grievance.
- You will receive a final written decision on the D-244 within 15 calendar days after submitting the grievance to the appropriate management official.

Nongrievable matters

Certain matters are not grievable. Please refer to the following items to determine whether your matter is grievable under the LCO Administrative Grievance Procedure—

- a decision which is appealable to the Merit Systems Protection Board or is subject to final administrative review by the Office of Personnel Management or the Equal Employment Opportunity Commission
- published policy or regulations of Field Division, The Census Bureau, or the Department of Commerce
- nonselection for a promotion or the failure to receive a noncompetitive promotion
- the granting of or failure to grant an employee award, or the adoption of or failure to adopt an employee suggestion or invention
- the receipt of or failure to receive an award or quality step increase
- a preliminary warning notice of an action which, if effected, would be covered under the grievance system or excluded from coverage under the first item of this list
- the substance of the critical elements and performance indicators of an employee's position
- any reparation action
- a matter previously grieved by the same employee
- an action taken in response to a formal agreement that was voluntarily entered into by the employee which assigns that employee from one geographical location to another

Topic 6: Important Contact Information

General

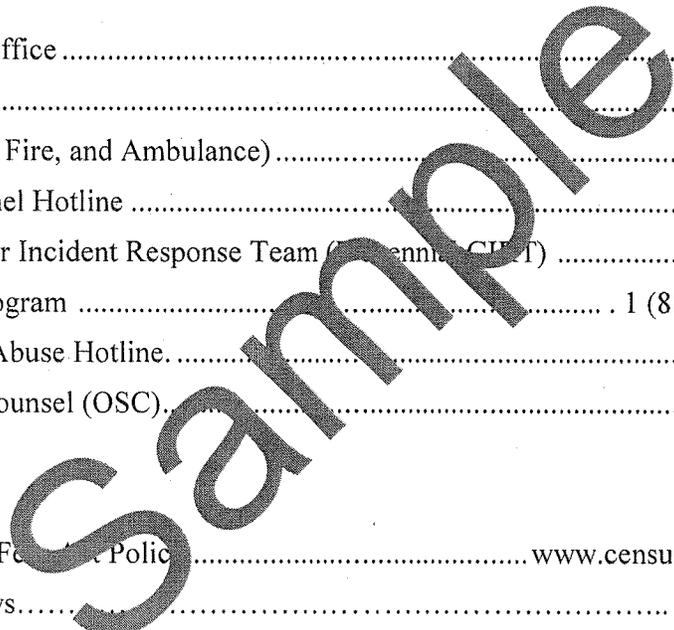
This topic provides a list of phone numbers and Web sites for you. Enter your Local Census Office phone number and your immediate supervisor’s phone number, both of which will be provided to you on your first day of training. Keep this list updated and in an easily accessible place for your reference.

Phone Numbers:

- My Local Census Office _____
- My supervisor _____
- Emergency (Police, Fire, and Ambulance)911
- Payroll and Personnel Hotline1 (877) 233-4776
- Decennial Computer Incident Response Team (Decennial CIRT) 1 (877) 744-1522
- EEO Assistance Program 1 (888) 258-8207, select 2
- Fraud, Waste, and Abuse Hotline.....1 (800) 424-5197
- Office of Special Counsel (OSC).....1 (800) 872-9855

Web sites:

- Census Bureau No Fear Act Policy www.census.gov/eo/no_fear.htm
- Discrimination Laws..... www.census.gov/eo/
- EEO Complaint Process.....www.eeoc.gov
- Whistleblower Acts and Protection Information www.osc.gov



Sample

Appendix A: Forms for Employee Use

Available forms

This appendix contains a set of perforated forms that can be detached for your use. If you need more than one form, make copies at your local copy center and claim reimbursement for those copies on your Form D-308. Attach receipts for copy jobs costing \$5 or more. This appendix includes the following items:

Forms
BC-1206, Security Incident Report
CD-224, Employee Claim for Loss or Damage to Personal Property
D-149, Correction Request
D-244, LCO Administrative Grievance Intake Form
D-308R, Daily Time and Expense Tracking Log
D-477, Contract for Interpreter Services
SF-91, Motor Vehicle Accident Report
SF-94, Statement of Witness
SF-1152, Designation of Beneficiary
D-1199, Direct Deposit Authorization
W-4, Employee's Withholding Allowance Certificate
W-5, Earned Income Credit Advance Payment Certificate
D-449, Emergency Contact Information Card

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Sample

**SECURITY
INCIDENT REPORT**

1. Incident

Date _____ Time _____
 a.m. p.m.

2. Report

Date _____ Time _____
 a.m. p.m.

CENSUS SECURITY OFFICE USE ONLY

Date received - Stamp

3. Complete address where incident happened
(Street, city, State, ZIP Code) OR
(Room/Building) → _____

4. Person completing report →

a. Name			b. Signature		
c. Telephone number	Area code	Number	d. Division or Region	e. Building	f. Room No.

5. Type of incident

- ADP Other - Explain
- Assault
- Theft - Government
- Theft - Personal

6. Was medical attention received?

- Yes
 No

7. Details of incident - If additional pages are needed, mark (X) this box and attach.

8. Who was notified of incident - Mark (X) all boxes that apply

- Police Supervisor Administrative Office
- F.B.I. Census Security Office Other Specify
- Sheriff Division/Region Security Representative
- FPO

9. Police report number (if applicable)

- Attached Will follow

10. Persons involved in incident - Attach additional pages, if necessary.

Codes for column (a): **W** - Witness **V** - Victim or Complainant **O** - Investigated by **M** - Medical personnel

Code (a)	Name (b)	Telephone (c)		Street, city, State, ZIP Code (d)
		Area code	Number	

CENSUS SECURITY OFFICE USE ONLY

11. Disposition of incident - If additional pages are needed, mark (X) this box and attach.

12. Signature of person closing this incident

13. Date incident was closed

14. Incident number → _____

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Sample

EMPLOYEE CLAIM FOR LOSS OF OR DAMAGE TO PERSONAL PROPERTY (P.L. 88-558)

INSTRUCTIONS: Submit in duplicate to Operating Unit Claims Officer. Please type.

NAME OF EMPLOYEE	OPERATING UNIT OR DEPARTMENTAL OFFICE	
<small>NAME AND ADDRESS OF CLAIMANT. If claimant is other than employee, submit names and addresses of all parties in interest. (See DAO 203-22 Section 8)</small>	CITY	AREA CODE AND PHONE NUMBER
	LOCATION OF LOSS OR DAMAGE	
	DATE OF LOSS OR DAMAGE	TOTAL AMOUNT OF CLAIM

DESCRIPTION OF PROPERTY

ITEMIZED LISTING	DATE ACQUIRED	PURCHASE PRICE OR VALUE	VALUE WHEN LOST	ESTIMATED REPAIR COST

CLAIM IS FOR LOSS DAMAGE (Check One) GIVE BRIEF STATEMENT OF CIRCUMSTANCES:

WAS PROPERTY INSURED? IF ANSWER IS "YES," NAME OF INSURER, AMOUNT OF INSURANCE CARRIED, AND RESULTS OF EFFORTS TO COLLECT IT.

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

CRIMINAL PENALTY FOR PRESENTING A FRAUDULENT CLAIM OR MAKING FALSE STATEMENTS: Fine of not more than \$10,000 or imprisonment for not more than 5 years or both. (See 62 Stat. 698, 749; 18 U.S.C. 287, 1001)

CIVIL PENALTY FOR PRESENTING A FRAUDULENT CLAIM: The claimant shall forfeit and pay to the United States the sum of \$2,000, plus double the amount of damages sustained by the United States. (See R.S. Sec. 3490, 5438; 31 U.S.C. 231)

ADMINISTRATIVE PENALTY: Removal from the service.

I make this claim with full knowledge of the penalties for making a false claim, and certify that I am entitled to any payments.

SIGNATURE OF CLAIMANT	IF CLAIMANT IS NOT OWNER, STATE RELATIONSHIP	DATE
-----------------------	--	------

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Sample

**2010
Census**

FORM D-149
(4-7-2008)

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

CORRECTION REQUEST
Decennial Applicant, Personnel, and Payroll System
(DAPPS)

Part A - COMPLETE FOR ALL CHANGES

1. Applicant name (Last, first, middle)	2. Social Security Number
	[] [] [] - [] [] - [] [] [] []

Part B - COMPLETE ITEMS TO BE CHANGED (from BC-170D)

1. Social Security Number	2. Name (Last, first, middle)
[] [] [] - [] [] - [] [] [] []	

3. Date of birth →	4. Sex	5. Telephone
Month: [] [] Day: [] [] Year: [] []	1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	Area code: [] [] Number: [] [] [] [] [] []

6. ADDRESS	
House number	Street name
	Department number
City	County State Code

7. MAILING ADDRESS	
Street address	
City	State ZIP Code

8. Veterans preference	9. Other telephone
1 <input type="checkbox"/> None 2 <input type="checkbox"/> 5 pt. <input type="checkbox"/> DD-214 attached 3 <input type="checkbox"/> 10 pt. 4 <input type="checkbox"/> 10 pt. com. (Less than 30 years) <input type="checkbox"/> SF-15 attached 5 <input type="checkbox"/> 10 pt. com. (30 years or more) 6 <input type="checkbox"/> 10 pt. other	Area code: [] [] Number: [] [] [] [] [] []

Part C - OTHER CHANGES

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Sample

2010
Census

FORM D-149
(4-7-2008)

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

CORRECTION REQUEST

Decennial Applicant, Personnel, and Payroll System
(DAPPS)

Part A - COMPLETE FOR ALL CHANGES

1. Applicant name (Last, first, middle)	2. Social Security Number
	[] [] [] - [] [] [] - [] [] [] []

Part B - COMPLETE ITEMS TO BE CHANGED (from BC-170D)

1. Social Security Number	2. Name (Last, first, middle)			
[] [] [] - [] [] [] - [] [] [] []				
3. Date of birth	4. Sex	5. Telephone		
Month: [] Day: [] Year: [] [] []	1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female	Area code: [] [] Number: [] [] [] [] - [] [] [] []		
6. ADDRESS				
House number	Street name	Apartment number		
City	County	State	Code	
7. MAILING ADDRESS				
Street address				
City			State	ZIP Code
8. Veterans preference	<input type="checkbox"/> None <input type="checkbox"/> 5 pt. <input type="checkbox"/> DD-214 attached <input type="checkbox"/> 10 pt. <input type="checkbox"/> 10 pt. com. (Less than 5 years) <input type="checkbox"/> 10 pt. com. (30% or more) <input type="checkbox"/> 10 pt. other	<input type="checkbox"/> Spouse attached	9. Other telephone	
			Area code: [] []	Number: [] [] [] [] - [] [] [] []

Part C - OTHER CHANGES

U S C E N S U S B U R E A U

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LCO ADMINISTRATIVE GRIEVANCE INTAKE FORM 2010 Census

TO BE COMPLETED BY GRIEVANT (Items 1-8)

1. TO Deciding Official (<i>First, Middle Initial, Last</i>)	2. FROM Grievant (<i>First, Middle Initial, Last</i>)
--	---

3. Subject of Grievance:

4. Date of Incident(s) or Date Grievant Became Aware of Issues Cited in Section 3:

5. Date of Submission of Grievance Intake Form: Month Day Year	6. Date of Grievance Meeting (if different from date of submission): Month Day Year
--	---

7. Relief Requested:

8. Grievant's Signature _____

By signing this form, I certify that the information is true to the best of my knowledge and that I have not filed a complaint on the same issues under another system (e.g., EEO).

LCO ADMINISTRATIVE GRIEVANCE INTAKE FORM 2010 Census

TO BE COMPLETED BY GRIEVANT (Items 1-8)

1. TO

Deciding Official (First, Middle Initial, Last)

2. FROM

Grievant (First, Middle Initial, Last)

3. Subject of Grievance:

4. Date of Incident(s) or Date Grievant Became Aware of Issues Cited Under Section 3:

5. Date of Submission of Grievance Intake Form:

Month Day Year

6. Date of Grievance Meeting (if different from date of submission):

Month Day Year

7. Relief Requested:

8. Grievant's Signature _____

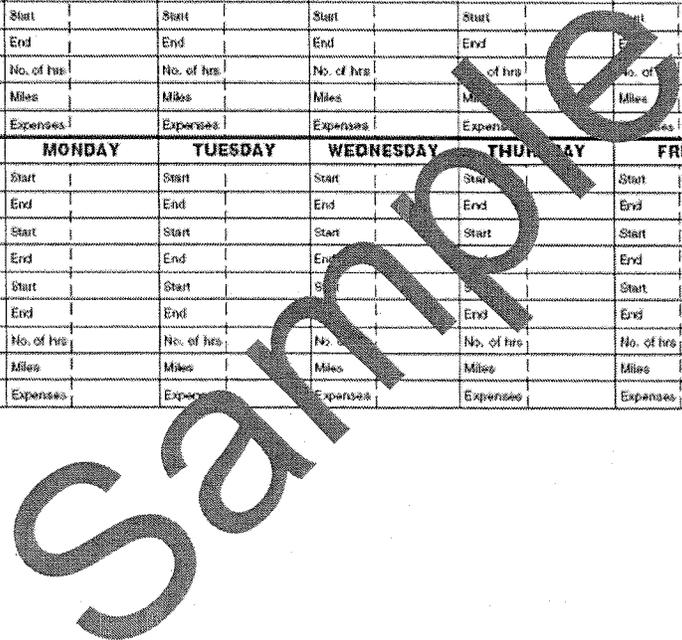
By signing this form, I certify that the information is true to the best of my knowledge and that I have not filed a complaint on the same issues under another system (e.g., EEO).

INSTRUCTIONS

Use this log to track your daily start and end times, work hours, miles, and expenses beginning the first day you start training until the end of operations. **REMEMBER - Do not work overtime without prior approval from your supervisor.**

DAILY TIME AND EXPENSE TRACKING LOG
2010 Census

WEEK 1	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
From	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
To	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
WEEK 2	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
From	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
To	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
WEEK 3	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
From	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
To	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses



WEEK 4		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start							
	End							
From	Start							
	End							
To	Start							
	End							
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
WEEK 5		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start							
	End							
From	Start							
	End							
To	Start							
	End							
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
WEEK 6		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Pay period dates	Start							
	End							
From	Start							
	End							
To	Start							
	End							
	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs	No. of hrs
	Miles	Miles	Miles	Miles	Miles	Miles	Miles	Miles
	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses
NOTES - Use this space for any explanation regarding your reported data.								

Sample

CONTRACT FOR INTERPRETER SERVICES 2010 Census

Date of contract _____

Contract between U.S. Census Bureau and _____
(Name of interpreter)

(Social Security Number - Required)

- I, the undersigned, agree to perform an interpreting service for the U.S. Census Bureau on a (paid/nonpaid) basis.
- Title 13 of the United States Code requires that data collected by the Government from both individuals and establishments must be used only as statistical totals and no identification of individuals or establishments may be made.

I agree that although I am not an employee of the United States Government, I will not disclose, directly or indirectly, any information contained in the statements obtained or prepared by the Government or otherwise coming to me in the course of my service to any person unless authorized to do so by law.

(Signature of interpreter) (Date)

(Address - Number and street)

(City, State and ZIP code)

(Telephone number)

3a. I acknowledge the receipt of \$ _____ as payment in full for interpreter services.

b. I acknowledge _____ hours of work for \$ _____ per hour as payment for services.

I forever release the Government of the United States from any claims, suits, or demands which I or my heirs or representatives may make in connection with this compensation and service.

(Signature of interpreter) (Date)

TO BE COMPLETED BY ENUMERATOR

Name of Enumerator	Number of hours
Interpreter's language	Total amount paid \$
Recommended for future services	<input type="checkbox"/> Yes <input type="checkbox"/> No

This invoice is true and correct to the best of my knowledge. I approve this invoice for full payment.

(Signature of AMFO) (Date)

distribution: WHITE - Payroll/Finance YELLOW - Crew Leader PINK - Interpreter

CENSUSBUREAU

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Sample

CONTRACT FOR INTERPRETER SERVICES 2010 Census

Date of contract _____

Contract between U.S. Census Bureau and _____
(Name of interpreter)

(Social Security Number - Required)

1. I, the undersigned, agree to perform an interpreting service for the U.S. Census Bureau on a (paid/nonpaid) basis.
2. Title 13 of the United States Code requires that data collected by the Government from both individuals and establishments must be used only as statistical totals and no identification of individuals or establishments may be made.

I agree that although I am not an employee of the United States Government, I will not disclose, directly or indirectly, any information contained in the statements obtained or prepared by the Government or otherwise coming to me in the course of my service to any person, unless authorized to do so by law.

(Signature of interpreter) *(Date)*

(Address - Number and street)

(City, State, and ZIP code)

(Telephone number)

3a. I acknowledge the receipt of \$ _____ a payment in full for interpreter services.

b. I acknowledge _____ hours of work at \$ _____ per hour as payment for services.

I forever release the Government of the United States from any claims, suits, or demands which I or my heirs or representatives may make in connection with this compensation and service.

(Signature of interpreter) *(Date)*

TO BE COMPLETED BY ENUMERATOR

Name of Enumerator	Number of hours
Interpreter's language	Total amount paid \$
Recommended for future services <input type="checkbox"/> Yes <input type="checkbox"/> No	

This invoice is true and correct to the best of my knowledge. I approve this invoice for full payment.

(Signature of AMFO) *(Date)*

Copy distribution: **WHITE** - Payroll/Finance **YELLOW** - Crew Leader **PINK** - Interpreter

U S C E N S U S B U R E A U

Sample

MOTOR VEHICLE ACCIDENT REPORT Please read the Privacy Act Statement on Page 3

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled out by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)

12. DRIVER'S NAME (Last, first, middle)		13. SOCIAL SECURITY NO./ TAX IDENTIFICATION NO.		14. DRIVER'S LICENSE NO./STATE/LIMITATIONS	
15a. DRIVER'S WORK ADDRESS				15b. WORK TELEPHONE NUMBER	
16a. DRIVER'S HOME ADDRESS				16b. HOME TELEPHONE NUMBER	
17. DESCRIPTION OF VEHICLE DAMAGE				18. ESTIMATE REPAIR COST	
19. YEAR OF VEHICLE	20. MAKE OF VEHICLE	21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE	
23a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				23b. POLICY NUMBER	
				23c. TELEPHONE NUMBER	
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		25a. OWNER'S NAME(S) (Last, first, middle)		25b. TELEPHONE NUMBER	
26. OWNER'S ADDRESS(ES)					

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)

27. NAME (Last, first, middle)		28. SEX	29. DATE OF BIRTH
30. ADDRESS			
A 31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER (2)		32. IN WHICH VEHICLE	33. LOCATION IN VEHICLE
34. FIRST AID GIVEN BY			
35. TRANSPORTED BY		36. TRANSPORTED TO	
37. NAME (Last, first, middle)		38. SEX	39. DATE OF BIRTH
40. ADDRESS			
B 41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> OTHER (2)		42. IN WHICH VEHICLE	43. LOCATION IN VEHICLE
44. FIRST AID GIVEN BY			
45. TRANSPORTED BY		46. TRANSPORTED TO	
47. Pedestrian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.)
			FROM TO
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)		

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

48. DATE OF ACCIDENT _____ 49. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (Industrial, business, residential, open country, etc.); Road description).

50. TIME OF ACCIDENT
 AM
 PM

51. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicles as 3 and show direction of travel with arrow.

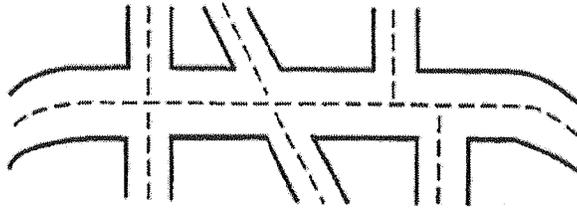
Example → 1 ← 2 ←

b. Use solid line to show path before accident and broken line after the accident.

c. Show pedestrian by → ○ ←

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH



52. POINT OF IMPACT (Check one for each vehicle)

FED	2	AREA
		a. Front
		b. R. Front
		c. L. Front
		d. Rear
		e. R. Rear
		f. L. Rear
		g. R. Side
		h. L. Side

53. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, actual speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (flashing light, stop sign, etc.) Condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.)

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

A	54. NAME (Last, first, middle)	WORK TELEPHONE NUMBER	56. HOME TELEPHONE NUMBER
	57. WORK ADDRESS	58. HOME ADDRESS	
B	59. NAME (Last, first, middle)	WORK TELEPHONE NUMBER	61. HOME TELEPHONE NUMBER
	62. WORK ADDRESS	63. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

64a. NAME OF OWNER (Last, first, middle)	64b. WORK TELEPHONE NUMBER	64c. HOME TELEPHONE NUMBER
64d. WORK ADDRESS	64e. HOME ADDRESS	
65a. NAME OF INSURANCE COMPANY	65b. TELEPHONE NUMBER	65c. POLICY NUMBER
66. ITEM DAMAGED	67. LOCATION OF DAMAGED ITEM	68. ESTIMATED COST

SECTION VII - POLICE INFORMATION

69a. NAME OF POLICE OFFICER	69b. BADGE NUMBER	69c. TELEPHONE NUMBER
70. PRECINCT OR HEADQUARTERS	71a. PERSON CHARGED WITH ACCIDENT	71b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

PRIVACY ACT STATEMENT

The information on this form is subject to the Privacy Act of 1974 (5 U.S.C. section 552a). Authority to collect the information is Title 40 U.S.C. Section 491 and title 31 U.S.C. Section 7701. The information is required by Government agencies to administer motor vehicle programs, including maintaining records on accidents involving privately owned and Federal fleet vehicles, and collecting accident claims resulting from accidents. Federal employees, and employees under contract, will use the information only in the performance of their official duties. Routine uses of the collected information may include disclosures to: appropriate Federal, State, or local agencies or contractors when relevant to civil, criminal, or regulatory investigations or prosecutions; the Office of Personnel Management and the General Accounting Office for program evaluation purposes; a Member of Congress or staff in response to a request for assistance by the individual of record; another Federal agency, including the Departments of Treasury and Justice, or a court under judicial proceedings; agency inspectors General in conducting audits; private insurance and collection agencies (including agencies under contract to Treasury to collect debts) and to other agency finance offices for fiscal management and debt collection. Furnishing the requested information is mandatory, including the Social Security Number or Taxpayer's Identification Number (TIN) for use as a unique identifier to ensure accurate identification of individuals or firms in the system.

SECTION IX - FEDERAL DRIVER CERTIFICATION

I certify that the information on this form (Sections I thru VII) is correct to the best of my knowledge and belief.

72a. NAME AND TITLE OF DRIVER

DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

73. ORIGIN

74. DESTINATION

75. EXACT PURPOSE OF TRIP

76. TRIP BEGAN	DATE	TIME (Include AM or PM)	77. ACCIDENT OCCURRED	DATE	TIME (Include AM or PM)

78. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR
 ORALLY IN WRITING (Explain)

79. WAS THERE ANY DEVIATION FROM DIRECT ROUTE?
 NO YES (Explain)

80. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS?
 YES NO (Explain)

81. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED?
 NO YES (Explain)

82. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY	
	<input type="checkbox"/> YES	b. COMMENTS
	<input type="checkbox"/> NO	

83a. NAME AND TITLE OF SUPERVISOR

83b. SUPERVISOR'S SIGNATURE AND DATE

83c. TELEPHONE NUMBER

Sample

STATEMENT OF WITNESS

(Attach additional sheets if necessary)

1. DID YOU SEE THE ACCIDENT?

2. WHEN DID THE ACCIDENT HAPPEN?

a. TIME

A.M.

b. DATE

P.M.

FORM APPROVED

G.N.O. NUMBER

3000-0116

3. WHERE DID THE ACCIDENT HAPPEN? *(Give street location and city)*

4. TELL IN YOUR OWN WAY HOW THE ACCIDENT HAPPENED

5. WHERE WERE YOU WHEN THE ACCIDENT OCCURRED?

6. WAS ANYONE INJURED, AND IF SO, EXTENT OF INJURY IF KNOWN?

7. DESCRIBE THE APPARENT DAMAGE TO PRIVATE PROPERTY

8. DESCRIBE THE APPARENT DAMAGE TO GOVERNMENT PROPERTY

9. IF TRAFFIC CASE, GIVE APPROXIMATE SPEED OF:

a. GOVERNMENT VEHICLE

Miles per Hr.

b. OTHER VEHICLE

Miles per Hr.

10. GIVE THE NAMES AND ADDRESSES OF ANY OTHER WITNESSES TO THE ACCIDENT *(If known)*

a. NAMES

b. ADDRESSES *(Include ZIP Code)*

11. HOME ADDRESS *(Include ZIP Code)*

12. WITNESS (Print Name)

a. HOME TELEPHONE NO.

WITNESS COMPLETING THIS FORM

Sign Here

b. TODAY'S DATE

13. BUSINESS ADDRESS *(Include ZIP Code)*

TELEPHONE NO.

14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:

1. Number Federal vehicle as 1--other vehicle as 2--additional vehicle as 3, and show direction of travel by arrow

(Example: → 1 ← 2 ←)

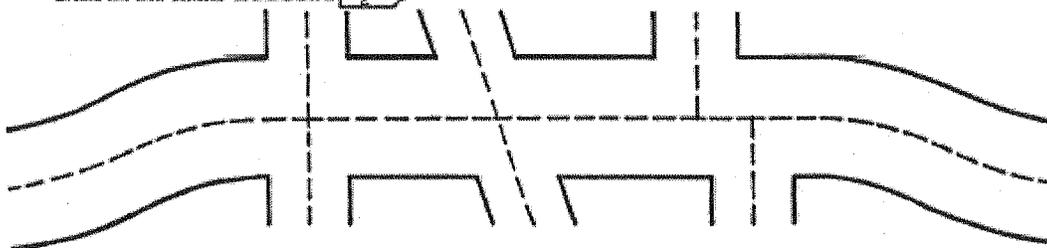
2. Use solid line to show path before accident
Broken line after accident

3. Show pedestrian by → ○

4. Show railroad by + + + + +

5. Give names or numbers of streets or highways

6. Indicate north by arrow in this circle ○



FILE REFERENCE:

This office has been notified that you witnessed an accident which occurred

it will be helpful if you will, as far as possible, the questions on the other side of this letter. Please read the Privacy Act Statement below.

Your courtesy in complying with this request will be appreciated. An addressed envelope, which requires no postage, is enclosed for your convenience in replying.

Sincerely

Enclosure

Use by the public is voluntary. In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as it is the first step in the Government's investigation of a motor vehicle accident. The principal purposes for which the information is intended to be used are to provide necessary data for use by legal counsel in legal actions resulting from the accident, and to provide accident information/statistics for use in analyzing accident causes and developing methods of reducing accidents. Routine use of the information may be by Federal, State or local governments or agencies, when relevant to civil, criminal, or regulatory investigations or prosecution.

Designation of Beneficiary

Unpaid Compensation of Deceased Civilian Employee

Important:
Read all instructions before
filling in this form

Name (Last, first, middle)				Date of birth (mm, dd, yyyy)		Social Security Number	
Department or agency in which presently employed (or former department or agency):							
Department or agency		Bureau		Division		Location (City, state and ZIP code)	

I, the employee named above, canceling any and all previous Designations of Beneficiary heretofore made by me, do now designate the beneficiary or beneficiaries named below to receive any unpaid compensation due and payable after my death. I understand that this Designation of Beneficiary relates solely to money due as defined in 5 U.S.C. 5581, 5582, 5583, and in no way will affect the disposition of any benefit which may become payable under the Retirement or Group Life Insurance Acts applicable to my Government service. I further understand that this Designation of Beneficiary will remain in full force and effect until (1) I expressly change or revoke it in writing, (2) I transfer to another agency, or (3) I am reemployed by the same or another department or agency of the Government.

First name, middle initial, and last name of each beneficiary	Address (including ZIP code) of each beneficiary	Relationship	Share to be paid to each beneficiary
Date of designation (mm, dd, yyyy)		Your signature	
			Total = 0.00 %

We, the undersigned, certify that this statement was signed in our presence.

Signature of witness	Number and street	City, state and ZIP code
Signature of witness	Number and street	City, state and ZIP code

Receiving agency certification

I have reviewed this designation and certify that the designated shares total 100% and that no witnesses are designated as beneficiaries.

Date received	Signature	Date
---------------	-----------	------

Type or print your return address to insure return

IMPORTANT NOTICE – ORDER OF PRECEDENCE

If there is no designated beneficiary alive at the time of your death, any unpaid compensation owed you (that becomes payable after you die) will be paid to the first person or persons in the order listed below who are alive on the date that entitlement to the payment occurs.

1. To your widow or widower.
2. If neither of the above, to your child or children in equal shares. The share of any deceased child is distributed to the descendants of that child.
3. If none of the above, to your parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the duly appointed legal representative of your estate. If there is none, to the person or persons entitled under the laws of the State or other domicile where you lived.

You do not need to designate a beneficiary unless you want to name some person or persons not listed above or you want the payment to be made in a different order.

INSTRUCTIONS

1. The examples on the back of the first page of this form may be helpful to you in filling out this form.
2. Except for signatures, you should type or print all entries in ink (typing is preferred). You should use this form for any designation of beneficiary or beneficiaries. The form must be signed and witnessed.
3. The form should be free of erasures or alterations to avoid a possible legal contest after your death.
4. You do not need to fill out a new form when your name or address changes or when the name or address of your beneficiary changes.
5. You must complete the form in duplicate and file it with your employing agency. To be valid, your agency must receive the completed form prior to your death. The duplicate will be annotated and returned to you as evidence that the original was received and filed with your agency. We suggest that you file the duplicate with your important papers.
6. You can cancel any prior Designation of Beneficiary form without naming a new beneficiary by completing a new form and inserting "Cancel prior designations" in the space provided for the name of the beneficiary. This will change the payment to the order of payment described under "Order of Precedence."
7. This designation remains valid unless (a) you change or revoke it, (b) you transfer to another agency, or (c) you leave and then are reemployed by the Federal Government. If you are covered by (b) or (c), you must fill out a new form if you want to change the order of payment described under "Order of Precedence."

NOTE: If this form is not available, any designation, change, or cancellation of beneficiary that is witnessed and filed according to these instructions will be valid.

This form is not to be confused with Standard Form 2008, Designation of Beneficiary, Civil Service Retirement System, Standard Form 223, Designation of Beneficiary, Federal Employees' Group Life Insurance Program, or Standard Form 3100, Designation of Beneficiary, Federal Employees Retirement System.

Privacy Act Statement

Solicitation of this information is authorized by the Code of Federal Regulations, Part 178, Subpart B. The information you furnish will be used to determine the amount, validity, and the person(s) entitled to the unpaid compensation of a deceased Federal employee. The information may be shared and is subject to verification, via paper, electronic media, or through the use of computer matching programs to obtain information necessary for determination of entitlement under this program or to report income for tax purposes. It may also be shared and verified, as noted above, with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Public Law 104-134 (April 26, 1996) requires that any person doing business with the Federal government furnish a Social Security Number or tax identification number. This is an amendment to title 31, Section 7701. Failure to furnish the requested information may delay or make it impossible for us to determine eligibility of payments.

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				
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	

Section B - YOUR FINANCIAL INSTITUTION			
1. Name of Financial Institution (Your bank or credit union)			
2. Street address			
3. City	State	Zip Code	4. Telephone number - Include area code

Section C - YOUR ACCOUNT	
1. Type of Account - Mark (X) below	2. Account number
<input type="checkbox"/> Checking <input type="checkbox"/> Saving	Financial Institution Routing number - MUST BE 9-DIGIT NUMBER

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.	
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.

Sample

Form W-4 (2009)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2009 expires February 16, 2010. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 819, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or

dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2009. See Pub. 919, especially if your earnings exceed \$30,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records)

A Enter "1" for yourself if no one else can claim you as a dependent. A _____

B Enter "1" if: B _____

- You are single and have only one job; or
- You are married, have only one job, and your spouse does not work; or
- Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.

C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C _____

D Enter number of dependents (other than your spouse) you can claim on your tax return. D _____

E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above). E _____

F Enter "1" if you have at least \$1,800 of child or dependent care expenses for which you plan to claim a credit. F _____

(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. G _____

- If your total income will be less than \$61,000 (\$92,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children.
- If your total income will be between \$61,000 and \$90,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children.

H Add lines A through G and enter total here. (Note. It may be different from the number of exemptions you claim on your tax return.) H _____

For accuracy, complete all worksheets that apply. If you plan to itemize deductions or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.

- If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$60,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If either of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		2009
1 Type or print your first name and middle initial. Last name		2 Your social security number.		
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____		
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____		
7 I claim exemption from withholding for 2009, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here. ▶ 7 _____				
Under penalty of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (Form is not valid unless you sign it.) ▶		Date ▶		
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)	10 Employer identification number (EIN)	

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions, claim certain credits, adjustments to income, or an additional standard deduction.

- Enter an estimate of your 2009 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions. (For 2009, you may have to reduce your itemized deductions if your income is over \$168,800 (\$83,400 if married filing separately). See *Worksheet 2* in Pub. 919 for details.) 1 \$ _____
- Enter:

\$11,400 if married filing jointly or qualifying widow(er)	2	\$ _____
\$ 8,350 if head of household		\$ _____
\$ 5,700 if single or married filing separately		\$ _____
- Subtract line 2 from line 1. If zero or less, enter "-0-". 3 \$ _____
- Enter an estimate of your 2009 adjustments to income and any additional standard deduction. (Pub. 919) 4 \$ _____
- Add lines 3 and 4 and enter the total. (Include any amount for credits from *Worksheet 8* in Pub. 919.) 5 \$ _____
- Enter an estimate of your 2009 nonwage income (such as dividends or interest) 6 \$ _____
- Subtract line 6 from line 5. If zero or less, enter "-0-". 7 \$ _____
- Divide the amount on line 7 by \$3,500 and enter the result here. Drop any fraction 8 _____
- Enter the number from the **Personal Allowances Worksheet**, line H, page 1 9 _____
- Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1 _____

Two-Earners/Multiple Jobs Worksheet (See Two earners or multiple jobs on page 1)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____
- Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. However, if you are married filing jointly and wages from the highest paying job are \$50,000 or less, do not enter more than "3." 2 _____
- If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here. If zero, enter "-0-" and on Form W-4, line 5, page 1. Do not use the rest of this worksheet 3 _____

Note. If line 1 is less than line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4-9 below to calculate the additional withholding amount necessary to avoid a year-end tax bill.

- Enter the number from line 2 of this worksheet 4 _____
- Enter the number from line 1 of this worksheet 5 _____
- Subtract line 5 from line 4 6 _____
- Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
- Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
- Divide line 8 by the number of pay periods remaining in 2009. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2008. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1

Table 2

Married Filing Jointly		Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$4,500	0	\$0 - \$6,000	0	\$0 - \$85,000	\$650	\$0 - \$35,000	\$650
4,501 - 9,000	1	6,001 - 12,000	1	85,001 - 120,000	910	35,001 - 60,000	910
9,001 - 18,000	2	12,001 - 19,000	2	120,001 - 185,000	1,020	60,001 - 165,000	1,020
18,001 - 22,500	3	19,001 - 26,000	3	185,001 - 330,000	1,200	165,001 - 370,000	1,200
22,501 - 26,000	4	26,001 - 35,000	4	330,001 and over	1,280	370,001 and over	1,280
26,001 - 32,000	5	35,001 - 50,000	5				
32,001 - 38,000	6	50,001 - 65,000	6				
38,001 - 46,000	7	65,001 - 80,000	7				
46,001 - 55,000	8	80,001 - 90,000	8				
55,001 - 60,000	9	90,001 - 120,000	9				
60,001 - 65,000	10	120,001 and over	10				
65,001 - 75,000	11						
75,001 - 95,000	12						
95,001 - 165,000	13						
165,001 - 120,000	14						
120,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. The Internal Revenue Code requires this information under sections 3402(f)(2)(A) and 6109 and their regulations. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may also subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws, and using it in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Caution – Change to Form W-5, Earned Income Credit Advance Payment Certificate (Rev. January 2009) and Formulario W-5(SP), Certificado del Pago por Adelantado del Credito por Ingreso del Trabajo (Rev. January 2009)

The American Recovery and Reinvestment Act of 2009 (P.L. 111-5) increased the earned income credit for joint filers and for taxpayers with 3 or more qualifying children. This affects the 2009 Form W-5 and 2009 Formulario W-5(SP) because it increases the amount of adjusted gross income you can have and still receive the advance earned income credit if you are married filing jointly.

The paper and online versions of the form will not be revised, but the Act affects the instructions as follows.

On page 1, in item 3 under *Who is Eligible To Get Advance EIC Payments*, the AGI amount of \$38,583 for married filing jointly should be replaced with \$40,463.

On page 2 of Form W-5 and page 3 of Formulario W-5(SP), question 3 should read:

3. Do you expect that your 2009 earned income and AGI will each be less than \$40,463 (\$40,463 if married filing jointly) if you expect to have 1 qualifying child, \$40,295 (\$45,295 if married filing jointly) if you expect to have 2 qualifying children, \$43,279 (\$48,279 if married filing jointly) if you expect to have 3 or more qualifying children?

On page 2 of Form W-5 and page 3 of Formulario W-5(SP) under the "Yes" answer to question 3, the AGI amount of \$38,583 for married filing jointly should be replaced with \$40,463.

Sample

Sample

2009 Form W-5

(Rev. January 2009)



Department of the Treasury
Internal Revenue Service

Instructions

What's New

Definition of qualifying child revised

The following changes have been made to the definition of a qualifying child.

- Your qualifying child must be younger than you.
- A child cannot be your qualifying child if he or she files a joint return, unless the return was filed only as a claim for refund.
- If the parents of a child can claim the child as a qualifying child but no parent so claims the child, no one else can claim the child as a qualifying child unless that person's AGI is higher than the highest AGI of any parent of the child.

Purpose of Form

Use Form W-5 if you are eligible to get part of the earned income credit (EIC) in advance with your pay and choose to do so. See *Who Is Eligible To Get Advance EIC Payments?* below. The amount you can get in advance generally depends on your wages. If you are married, the amount of your advance EIC payments also depends on whether your spouse has filed a Form W-5 with his or her employer. However, your employer cannot give you more than \$1,826 throughout 2009 with your pay. You will get the rest of any EIC you are entitled to when you file your tax return and claim the EIC.

If you do not choose to get advance payments, you can still claim the EIC on your 2009 tax return.

What Is the EIC?

The EIC is a credit for certain workers. It reduces the tax you owe. It may give you a refund even if you do not owe tax.

Who Is Eligible To Get Advance EIC Payments?

You are eligible to get advance EIC payments if all the following apply.

1. You (and your spouse, if filing a joint return) have a valid social security number (SSN) issued by the Social Security Administration. For more information on valid SSNs, see Pub. 596, Earned Income Credit (EIC).
2. You expect to have at least one qualifying child and to be able to claim the credit using that child. If you do not expect to have a qualifying child, you may still be eligible for the EIC, but you cannot receive advance EIC payments. See *Who Is a Qualifying Child?* on page 3.
3. You expect that your 2009 earned income and adjusted gross income (AGI) will each be less than \$35,463 (\$38,583 if you expect to file a joint return for 2009). Include your spouse's income if you plan to file a joint return. As used on this form, earned income does not include amounts inmates in penal institutions are paid for their work, amounts received as a pension or annuity from a nonqualified deferred compensation plan or a nongovernmental section 457 plan, or nontaxable earned income.
4. You expect to be able to claim the EIC for 2009. To find out if you may be able to claim the EIC, answer the questions on page 2.

How To Get Advance EIC Payments

If you are eligible to get advance EIC payments, fill in the 2009 Form W-5 at the bottom of this page. Then, detach it and give it to your employer. If you get advance payments, you must file a 2009 Form 1040 or 1040A income tax return.

You may have only one Form W-5 in effect at one time. If you and your spouse are both employed, you should file separate Form W-5s.

This Form W-5 expires on December 31, 2009. If you are eligible to get advance EIC payments for 2010, you must file a new Form W-5 next year.

- You may be able to get a larger credit when you file your 2009 return. For details, see *Additional Credit* on page 3.

(continued on page 3)

Give both parts to your employer; keep the top part for your records.

Detach here

Form **W-5**

(Rev. January 2009)
Department of the Treasury
Internal Revenue Service

Earned Income Credit Advance Payment Certificate

OMB No. 1545-0074

- ▶ Use the current year's certificate only.
- ▶ Give this certificate to your employer.
- ▶ This certificate expires on December 31, 2009.

2009

Print or type your full name

Your social security number

Note. If you get advance payments of the earned income credit for 2009, you must file a 2009 federal income tax return. To get advance payments, you must have a qualifying child and your filing status must be any status **except** married filing a separate return.

- 1 I expect to have a qualifying child and be able to claim the earned income credit for 2009 using that child. I do not have another Form W-5 in effect with any other current employer, and I choose to get advance EIC payments. . . . Yes No
- 2 Check the box that shows your expected filing status for 2009:
 Single, head of household, or qualifying widow(er) Married filing jointly
- 3 If you are married, does your spouse have a Form W-5 in effect for 2009 with any employer? Yes No

Under penalties of perjury, I declare that the information I have furnished above is, to the best of my knowledge, true, correct, and complete.

Signature ▶

Date ▶

Questions To See if You May Be Able To Claim the EIC for 2009



You **cannot** claim the EIC if you file either Form 2555 or Form 2555-EZ (relating to foreign earned income) for 2009. You also **cannot** claim the EIC if you are a nonresident alien for any part of 2009 unless you are married to a U.S. citizen or resident, file a joint return, and elect to be taxed as a resident alien for all of 2009.

- 1 Do you expect to have a qualifying child? Read *Who is a Qualifying Child?* on page 3 before you answer this question. If the child is married, be sure you also read *Married child* on page 3.
 - No.  You may be able to claim the EIC but you **cannot** get advance EIC payments.
 - Yes. *Continue.*

 If the child meets the conditions to be a qualifying child for both you and another person, see *Qualifying child of more than one person* on page 3.
- 2 Do you expect your 2009 filing status to be married filing a separate return?
 - Yes.  You **cannot** claim the EIC.
 - No. *Continue.*

 **TIP** If you expect to file a joint return for 2009, include your spouse's income when answering questions 3 and 4.
- 3 Do you expect that your 2009 earned income and AGI will each be less than: \$35,483 (\$38,583 if married filing jointly) if you expect to have 1 qualifying child; \$40,295 (\$43,415 if married filing jointly) if you expect to have 2 or more qualifying children?
 - No.  You **cannot** claim the EIC.
 - Yes. *Continue.* But remember, you **cannot** get advance EIC payments if you expect your 2009 earned income or AGI will be \$35,483 or more (\$38,583 or more if married filing jointly).
- 4 Do you expect that your 2009 investment income will be more than 100% for most people, investment income is the total of their taxable interest, ordinary dividends, capital gain distributions, and tax-exempt interest. However, if you plan to file a 2009 Form 1040, see the 2008 Form 1040 instructions to figure your investment income.
 - Yes.  You **cannot** claim the EIC.
 - No. *Continue.*
- 5 Do you expect that you, or your spouse if filing a joint return, will be a qualifying child of another person for 2009?
 - Yes. You **cannot** claim the EIC.
 - No. You may be able to claim the EIC.

Who Is a Qualifying Child?

A qualifying child is any child who meets all three of the following conditions.

1. The child is your:

Son, daughter, stepchild, eligible foster child, brother, sister, half brother, half sister, stepbrother, stepsister, or a descendant of any of them (for example, your grandchild, niece, or nephew).

Note. An adopted child is always treated as your own child. An adopted child includes a child lawfully placed with you for legal adoption. An eligible foster child is any child placed with you by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.

2. The child is younger than you and, at the end of 2009, the child is under age 19, or under age 24 and a student, or any age and permanently and totally disabled. A student is a child who during any 5 months of 2009 (a) was enrolled as a full-time student at a school or (b) took a full-time, on-farm training course given by a school or a state, county, or local government agency. A school includes a technical, trade, or mechanical school. It does not include an on-the-job training course, correspondence school, or Internet school.

3. The child lives with you in the United States for over half of 2009. But you do not have to meet this condition if (a) the child was born or died during the year and your home was this child's home for the entire time he or she was alive in 2009, or (b) the child is presumed by law enforcement authorities to have been kidnapped by someone who is not a family member and the child lived with you for over half of the part of the year before he or she was kidnapped.

Note. Temporary absences, such as for school, vacation, medical care, or detention in a juvenile facility, count as time lived at home. Members of the military on extended active duty outside the United States are considered to be living in the United States.

Married child. A child who is married at the end of 2009 is a qualifying child only if:

1. You may claim him or her as your dependent, or
2. You are the custodial parent and would be able to claim the child as your dependent, but the noncustodial parent claims the child as a dependent because:

- a. You signed Form 8332, Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent, or a similar statement, agreeing not to claim the child for 2009, or
- b. You have a pre-1985 divorce decree or separation agreement that allows the noncustodial parent to claim the child, and he or she gives at least \$600 for the child's support in 2009.

Other rules may apply. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information on children of divorced or separated parents.

Qualifying child of more than one person. If a child meets the conditions to be a qualifying child of more than one person, only one person may treat that child as a qualifying child for 2009. If you and someone else have the same qualifying child, you and the other person(s) can decide which of you, if otherwise eligible, will take all of the following tax benefits based on the qualifying child: the child's dependency exemption, the child tax credit, head of household filing status, the credit for child and dependent care expenses, the exclusion for dependent care benefits, and the EIC. The other person cannot take any of the six tax benefits unless he or she has a different qualifying child.

If you and the other person cannot agree and more than one person claims the EIC or other benefits listed above using the same child, the tie-breaker rule applies. See Pub. 596, Earned Income Credit, Table 2. When More Than One Person Files a Return Claiming the Same Qualifying Child (Tie-Breaker Rule) and the instructions for Form 1040 or 1040A.



Caution. A qualifying child whom you use to claim the EIC must have a valid social security number unless he or she is born and dies in 2009.

What if My Situation Changes?

If your situation changes after you give Form W-5 to your employer, you will probably need to file a new Form W-5. For example, you must file a new Form W-5 if any of the following applies for 2009.

- You no longer expect to have a qualifying child. Check "No" on line 1 of your new Form W-5.
- You no longer expect to be able to claim the EIC for 2009. Check "No" on line 1 of your new Form W-5.
- You no longer want advance payments. Check "No" on line 1 of your new Form W-5.
- Your spouse files Form W-5 with his or her employer. Check "Yes" on line 3 of your new Form W-5.

Note. If you get advance EIC payments and find you are not eligible for the EIC, you must pay back the payments when you file your 2009 federal income tax return.

Additional Information

How To Claim the EIC

If you are eligible, claim the EIC on your 2009 tax return. See your 2009 tax return instructions for details.

Additional Credit

You may be able to claim a larger credit when you file your 2009 Form 1040 or Form 1040A because your employer cannot give you more than \$1,826 throughout the year with your pay. You may also be able to claim a larger credit if you have more than one qualifying child, but you must file your 2009 tax return to claim an additional credit.

Privacy Act and Paperwork Reduction Act Notice. We ask for information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3507 and 6109 and their regulations require you to provide the information requested on Form W-5 and to give it to your employer if you want advance payment of the EIC. As provided by law, we may give the information to the Department of Justice and other federal agencies. In addition, we may give it to cities, states, and the District of Columbia so they may carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. Failure to provide the requested information may prevent your employer from processing this form; providing false information may subject you to penalties.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For the estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Sample

FORM D-449 (1-9-2008) U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU EMERGENCY CONTACT INFORMATION CARD 2010 Census	A. LCO No.	
	B. Applicant ID	
	C. FOSD	
	D. CLD	
What to do if Title 13/PII is lost, missing, or stolen		
<p>▶ Paper document(s) with Title 13/PII is lost, missing, or stolen:</p> <ol style="list-style-type: none"> 1. Immediately contact the Decennial (CIRT) (Computer Incident Response Team) at 1-877-744-1522 within one hour. 2. Contact your supervisor immediately after calling Decennial CIRT. <p>▶ Electronic equipment (HHC or laptop) with Title 13/PII is lost, missing, or stolen:</p> <ol style="list-style-type: none"> 1. Immediately contact the Decennial CIRT at 1-877-744-1522 within one hour. 2. Contact the local police to file a report and obtain the police report number. 3. Contact your supervisor immediately after making the first two calls. 		

U S C E N S U S B U R E A U

Important Telephone Numbers	
LCO Main office	_____
Help Desk	1-888-505-2010 toll free
Payroll/Personnel Issues	1-877-33-4115 (after contacting LCO)
Supervisor's Number	_____
For your HHC malfunctions	
<ol style="list-style-type: none"> 1. Contact your supervisor. If your supervisor is unable to help, then 2. Call the Help Desk. 	

Sample

Appendix B: Mandatory Administrative Training

Module 1

No FEAR Act Training

This training will inform you of the No FEAR Act and other laws making discrimination and reprisal in the workplace illegal.

At the end of this training, you should:

- Understand the basic terms of the No FEAR Act.
- Know what Antidiscrimination and Whistleblower Protection Laws protect you.
- Understand how to file a complaint alleging discrimination, reprisal, or a violation of the Whistleblower Protection Laws.

What is the No FEAR Act?

Congress passed the Notification and Federal Employee Antidiscrimination and Retaliation Act, referred to as the No FEAR Act, on May 15, 2002.

The Act requires that "...Federal agencies be accountable for violations of antidiscrimination and whistleblower protection laws."

Federal agencies must:

- Repay the Treasury Judgment Fund for payments made in federal district court cases involving violations of discrimination and whistleblower laws,
- Post information on its public website relating to complaints of discrimination and annually report to Congress, and
- Train and notify employees on their rights and protections under the antidiscrimination and whistleblower laws.

What are Antidiscrimination Laws?

As a federal employee, you are protected from illegal discrimination in employment matters based on your race, color, religion, sex, national origin, age, and disability.

Equal employment opportunity cannot be denied to any person because of their racial group or perceived racial group, race-linked characteristics, for example, hair texture, color, or facial features, or because they are married to, or linked with someone of a certain race or color. Title VII (seven) also prohibits employment decisions based on stereotypes and beliefs about abilities, traits, or the performance of individuals of certain racial groups.

National origin discrimination means treating someone less favorably because they come from a particular place, because of their ethnicity or accent, unless the accent materially interferes with job performance, or because it is believed they have a particular ethnic background. National origin discrimination also means treating

someone less favorably at work because of marriage or other association with someone of a particular nationality.

The Antidiscrimination Laws protect you from discrimination concerning the terms and conditions of your employment.

Here is a list of some of the employment matters covered:

- Hiring, promotion, pay, leave, awards, assignments, training, suspensions, and terminations;
- Requests for reasonable accommodation for religious reasons or for reasons based on disability;
- Harassment or creation of a hostile work environment based on race, color, religion, sex, national origin, disability, or age, and 40 years and older, is also covered.

Title VII of the 1964 Civil Rights Act, as amended, protects employees from employment discrimination based on sex, race, color, national origin, or religion. Sexual harassment and pregnancy discrimination are considered forms of sex discrimination and are prohibited by Title VII.

An employer cannot refuse to hire a pregnant woman because of her pregnancy, because of a pregnancy-related condition, or because of the prejudices of co-workers, clients, or customers.

In addition to protection against discrimination because of religion, Title VII also establishes the agency's duty to provide reasonable accommodation for an employee's religious beliefs unless doing so would impose an undue hardship on the employer.

The Age Discrimination in Employment Act, ADEA, of 1967 prohibits discrimination against federal employees who are 40 years of age or older.

The Act protects older employees from employment actions based on stereotypes or stigmas associated with age.

The Rehabilitation Act of 1973 prohibits employment discrimination against qualified federal employees with disabilities. In addition, agencies must provide reasonable accommodation for a qualified employee or applicant with a disability unless the accommodation provides undue hardship on the Agency.

The nondiscrimination standards of Title I (one) of the Americans with Disabilities Act apply to federal sector employees under section 501 of the Rehabilitation Act, as amended, and it is carrying out the rules and regulations.

A qualified individual with a disability means an individual with a disability who satisfies the required skill, experience, education and other job-related requirements of the position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

A 'disability' is a physical or mental impairment that substantially limits a major life activity, such as breathing, walking, seeing, hearing, or performing manual tasks.

The terms 'disability' and 'qualified individual with a disability' do not include individuals currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

Drug means a controlled substance, as defined in schedules I (one) through V (five) of section 202 of the Controlled Substances Act, 21 U.S.C. (United States Code) 812.

However, the terms disability and qualified individual with a disability may not exclude an individual who:

- Has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of drugs; or,
- Is participating in a supervised rehabilitation program and is no longer engaging in such use; or
- Is **erroneously** regarded as engaging in such use, but is **not** engaging in such use.

A temporary or short-term illness is not a disability.

You must be qualified for your position.

If you cannot perform the essential functions of the job, with or without reasonable accommodation, you are not qualified.

A reasonable accommodation is an adjustment to the work situation or environment to enable you to perform your job, as long as it is not an undue hardship to the agency.

The accommodation does not have to be the exact item requested by the employee. It does have to be a reasonable, effective accommodation.

The agency has no duty to change performance standards or to get rid of essential functions of your position as a reasonable accommodation.

Employers may not ask job applicants about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination, but only if the examination is required for all employees entering in similar jobs. Medical examinations of employees must be job-related and consistent with the employer's business needs.

The Equal Pay Act of 1963 prohibits federal agencies from paying employees of one sex lower wages than those of the opposite sex for performing substantially equal work.

The Antidiscrimination laws also protect you from reprisal for exercising your rights under those Acts.

Protected activities may include filing a complaint of discrimination, requesting reasonable accommodation, giving evidence or testimony to an investigator or in a hearing, or complaining about or protesting perceived discrimination against you or another employee.

If you believe discrimination has occurred, you must contact an EEO counselor within 45 calendar days of the date of the matter alleged to be discriminatory or, in the case of personnel action, within 45 calendar days of the effective date of the action, or when you first became aware of the alleged discrimination. If you believe that you have been victimized by discrimination or retaliated against for participating in the EEO process, contact an EEO counselor at (301) 763-2853 or 1 (800) 872-6096.

A counselor will try to resolve the complaint.

If the complaint is not resolved, you will be provided a Notice of Right to File a Complaint. You must file within 15 calendar days from receipt of the notice.

You are entitled to a reasonable amount of official time to prepare and present your complaint.

While there is no set time, official time is normally granted in terms of hours, not days.

You are also entitled to official time to meet with a counselor, an investigator, or to participate in the hearing.

While discrimination based on sexual orientation is not covered under the No FEAR Act, you should be aware that the Department addresses these complaints under DAO (Departmental Administrative Orders) 215–11, which it states:

“Federal law makes it illegal to discriminate against federal employees because of their marital status or political affiliation or to retaliate against employees for exercising their rights.”

If you believe discrimination has occurred on one of these basis, you may file a written complaint with the U.S. Office of Special Counsel. You may also pursue such a complaint through the administrative grievance system, DAO 202-771, or the negotiated grievance procedures, if applicable.

What is a manager or supervisor required to do?

They should:

- Base work place decisions on merit principles.
- Treat all employees fairly and equitably.
- Provide reasonable accommodation to qualified individuals with disabilities.
- Disclose medical information only to officials with a need to know.
- Keep medical information separate from personnel files.

- Provide a reasonable amount of official time to an employee who requests time to work on an EEO complaint.
- Cooperate with an EEO counselor or EEO investigator. Failure to do so may result in disciplinary action.
- Make sure employees are not subjected to a hostile work environment because of their race, color, religion, national origin, age, sex, or disability.
- Act on all complaints of harassment.

Whistleblower Protection Laws:

A federal employee with authority to take, direct others to take, recommend or approve any personnel action, must not use that authority to take or fail to take, or threaten to take, or fail to take, any personnel action against an employee or applicant because of disclosure of information by that individual that is reasonably believed to evidence:

- Violations of law, rule or regulation;
- Gross mismanagement;
- Gross waste of funds;
- An abuse of authority; or
- A substantial and specific danger to public health or safety.

Employees may not disclose information if the law specifically prohibits disclosure or if the information is required under Executive Order to be protected from disclosure in the interest of national security.

A federal agency cannot retaliate against an employee or applicant because that individual exercises their rights under the Whistleblower Protection Act.

5 U.S.C § 2302(b)(8) prohibits retaliation against an employee or applicant for making a protected disclosure.

How do you file a Whistleblower Protection Complaint?

If the personnel action is within the Merit System Protection Board's, MSPB for short, jurisdiction, the appellant may file a complaint with the Office of the Special Counsel, or OSC for short, before filing an appeal with the MSPB, or may choose to go directly to MSPB with an appeal.

If the appellant chooses to go directly to the MSPB, the appeal must be filed no later than 30 days after the effective date of the action being appealed, or 30 days after receipt of the agency's decision, whichever is later.

If a stay request has been filed with the MSPB without prior filing of an appeal, the appeal must be filed within 30 days after the date the appellant received the order ruling on the stay request.

If the personnel action does **not** fall under the MSPB jurisdiction, the appellant must first file a complaint with the OSC before filing an appeal with the MSPB.

A complaint may be filed with OSC by using Form OSC-11, Complaint of Possible Prohibited Personnel Practice or other Prohibited Activity.

Form OSC-11 can be obtained by contacting the Office of Special Counsel (OSC) Complaints Examining Unit.

After the OSC complaint process is exhausted, the appellant may file an appeal with the MSPB:

- No later than 65 days after the date that OSC's written notification was issued terminating the investigation; or
- If notification was received more than 60 days after the date of issuance, the MSPB appeal must be filed within 60 days after the date OSC's notification was received; or
- If OSC has not notified the appellant that it will seek corrective action within 120 days of the filing date, the appellant may file an MSPB appeal at any time after the 120 day period expires.

This concludes No FEAR Act Training. This module provided you basic information on the No FEAR Act, information on how Antidiscrimination Whistleblower Act and Protection laws protect you, and how to file a complaint.

Where do you go for more information?

- For questions about the Discrimination Laws, contact your EEO Officer or visit the U.S. Census Bureau Web site at: www.census.gov/eo/. Additional

Information is available at the Department of Commerce Web site:

www.osec.doc.gov/ocr/

- For a detailed explanation of the EEO complaint process visit:
www.osec.doc.gov/ocr/eeoprocess.html, or
www.access.gpo.gov/nara/cfr/waisidx_03/29cfr1614_03.html, or
www.eeoc.gov.
- Information regarding the Whistleblower Act and Protections can be obtained from your local HR Office, or visit www.osec.doc.gov.
- To view Census Bureau's No FEAR Act Notice, go to:
www.osec.doc.gov/ocr/nofearcensus.html

Please complete the No FEAR Act Certification on page B-61. Remember to hand all certificates to your supervisor.

Module 2

Personally Identifiable Information (PII)

PII is any information about an individual maintained by an agency that includes, but is not limited to, education, financial transactions, medical history, criminal, or employment history information, which can be used to distinguish or trace an individual's identity. This information would be things like their name, social security number, or other similar information.

Many of the paper forms and reports used in your census activities will contain PII. Also be aware that electronic media such as personal computers, hand-held computers, and laptops may contain PII, in addition to containing confidential Title 13 data.

Reporting the loss of government documents or electronic media with PII is required for protection against identity theft. Our reporting procedure policy requires you to report ALL incidents involving any loss or suspected loss of PII within one hour of discovering the loss or suspected loss.

Here are some rules and guidelines to safeguard the PII of all persons for whom the Census Bureau maintains records:

Here is a list of things that you should not do.

- Do not leave PII or Title 13 documents or other media in plain view inside your car.

- Do not allow any PII or Title 13 data to be left unattended in a public place.
- Do not disclose any PII or Title 13 data to any individual. This includes other employees that do not have a need to know this information.

Here are some things that you should do:

- Lock PII and Title 13 documents and other media in your car trunk when working in the field.
- Make sure that all PII and Title 13 material is out of plain sight of others.
- Maintain all PII and Title 13 materials in locked drawers, briefcases, or other secure areas, even at home.
- Make sure you have approval from your supervisor if a member of the media wants to talk to you.
- Follow the need-to-know rule at all times. Always check with your supervisor if there is any question about who or what others can view.

Reporting lost, stolen, or disclosed PII.

The reporting procedures require all employees to report all incidents involving PII that is lost, stolen, or disclosed to an unauthorized person, within one hour of discovering the information has been compromised. This includes both paper and electronic PII. Do not distinguish between a suspected incident and a confirmed loss of PII.

When you are calling to report a loss or incident, be prepared to provide the following information:

- Name of person who experienced the loss.
- Location where the loss occurred. You can use the Census Bureau Region or the geographic location.
- Time of the incident.
- Summary of the incident.
- What PII material is involved.
- The number of persons or addresses affected by the loss, if known.

If paper documents are lost, missing, or stolen, immediately contact the Decennial Computer Incident Response Team (Decennial CIRT) at 1 (877) 744-1522 within one hour of the incident. The Decennial CIRT is available 24 hours a day, 7 days a week. Then immediately contact your supervisor.

If electronic media is lost, missing, or stolen, immediately contact the Decennial CIRT at 1 (877) 744-1522. After this phone call is complete, contact the local police to file a report and obtain the police report number. Then immediately contact your supervisor.

If the incident requires someone to have medical attention, call 911 before any other phone call.

The Census Bureau is committed to protecting the privacy of all persons and your cooperation in protecting PII and reporting any PII incident will play a vital role in ensuring that PII is properly protected.

This concludes Module 2 on Personally Identifiable Information Training. This training provided you basic information on what PII is, a list of do's and don'ts in regards to protecting PII, and how to report lost or stolen PII.

Please complete the Personally Identifiable Certification on page B-62. Remember to hand all certificates to your supervisor after completion of all four training modules.

Sample

Module 3

TITLE 13—CONFIDENTIALITY TRAINING FOR U.S. CENSUS BUREAU TEMPORARY EMPLOYEES

As an employee of the U.S. Census Bureau, there are some important information you need to know regarding confidentiality of Title 13 data.

What is meant by confidentiality?

In essence, confidentiality means not divulging any of the data that is census confidential, including the data we collect, to anyone who is not sworn to maintain census confidentiality and who does not have a business need to know. Any information that could be used to identify a respondent in a specific Census Bureau survey is considered confidential. This includes respondents' names, addresses, partial or complete questionnaires, and any information that would link a household, business, or respondent with a specific survey.

Every day thousands of Census Bureau employees handle census confidential materials, and confidentiality is one of the most important parts of their job. The Census Bureau is very serious about its pledge of confidentiality. It is required by law, and is the basis for the public's trusts in us to protect their privacy. And that's the major reason why we're the most successful data-collection agency in the world.

What is Title 13 of the U.S. Code?

Title 13 of the U.S. Code legally protects confidentiality of information that is collected from respondents. The U.S. Code is a consolidation and codification by subject matter of the general and permanent laws of the United States. The Office of the Law Revision Counsel of the U.S. House of Representatives prepares and publishes the U.S. Code. Certain titles of the Code have been enacted into positive law. Title 13 is the positive law that governs the U.S. Census Bureau.

Title 13 stipulates that information gathered by the Census Bureau can only be used for statistical purposes, not for any use against an individual by any government agency. In addition, the Census Bureau cannot publish or disclose to the public a person's name or address if it can be associated with specific data. Under federal law, the penalty for unlawful disclosure is a fine of not more than \$250,000 or imprisonment for not more than five years, or both. Confidentiality is not just a Census Bureau standard of behavior—it's guaranteed by law.

How Title 13 affects every Census Bureau worker

To begin with, every employee is required to sign an oath of nondisclosure. In plain terms, it is a pledge that you will keep all Census Bureau information confidential. It means that you cannot disclose any information you obtain as a U.S. Census Bureau employee to any person (including your family members). Your sworn statement constitutes a lifetime obligation, continuing even after you leave Census Bureau employment.

In addition to Title 13, the Census Bureau also collects data as a service to other agencies. These reimbursable surveys can be conducted under Title 15. Title 15 is the legal authority of the Department of Commerce, of which the Census Bureau is a part. It permits the Secretary of Commerce to conduct special studies for other organizations. Under Title 15, identifiable data are returned to the sponsoring agency, because they are subject to the sponsoring agency's legislation and confidentiality requirements—not those of Title 13. For example, the National Crime and Victimization Survey is conducted for the Bureau of Justice Statistics under Title 42. We must meet those restrictions too.

Another law, which you need to be familiar with is Title 5, which is also known as the Privacy Act. The Privacy Act protects your employment and benefit records. It also requires us to tell our census and survey respondents the authority for collecting the data, whether participation is mandatory or voluntary, why the information is being collected, and what the data will be used for.

To protect respondents' rights, the Census Bureau has established a data stewardship program based on four privacy principles. You can find these on the back cover of the brochure that was handed out to you at the beginning of this training. They are:

1. Principle of Mission Necessity

The Census Bureau will only collect information that is necessary for meeting the Census Bureau's mission and legal requirements.

2. Principle of Informed Consent

The Census Bureau will ensure that participants in data collection activities are informed about the purpose and planned statistical uses of the information collection.

3. Principle of Respectful Treatment of Respondents

The Census Bureau will be considerate of respondents' time and desire for privacy and will respect their rights as research participants.

4. Principle of Confidentiality

The Census Bureau will ensure that confidentiality protections are included in its procedures to collect, process, and release data.

How does the Census Bureau protect Census confidential data?

The Census Bureau protects Census confidential data in three ways. They are:

1. Technological safeguards

The Census Bureau uses specific technological safeguards to ensure that computer systems protect Census confidential data. These safeguards include state-of-the-art computer systems and programs that are set up to ensure that a respondent's information is protected from unauthorized access.

2. Statistical data protection

Before their release, data products are reviewed to ensure the data meet guidelines set by the Census Bureau's Disclosure Review Board and that it is safe to release them.

3. **Restricted access**

Access to Title 13 information is limited to those who are sworn to protect. Title 13 confidential data includes Census Bureau employees and special sworn status individuals. Guidelines must be followed to ensure that unauthorized people do not see or use Title 13 data, even your friends and family members. Restricted access also includes restrictions on all other government entities. Under Title 13, only those who have sworn to protect the data may see them. No other person, any department, bureau, agency or office of the government can obtain Census confidential data from the Census Bureau.

Employee responsibility for protecting Census confidential data

We have been discussing the legal requirements—what you are prohibited from doing and what the penalties are for violating those requirements. Now, let's look at the practical application of the Pledge of Confidentiality. As a Census Bureau employee, there are many instances within the scope of your daily job activities when you must keep data confidential. We will address some guidelines for safeguarding written information, oral information, and information on the computer.

How do I safeguard written information?

There are a number of ways in which you can take precautions to ensure that any written information you're working with is kept safe. They are:

1. Keep Census confidential information in a secure location that prevents unauthorized access. If you must leave, lock up the census confidential information or, if you happen to be working out in the field, then lock the census confidential information in the trunk of your car.
2. Make sure you follow the proper procedures for storing and archiving Census confidential data. The Census Bureau Security Office is responsible for the Census Bureau's security program, including the handling of Census confidential data. In that capacity, the Census Security Office will provide security recommendations and guidelines, including reviewing procedures for compliance with regulations.
3. Ensure that only specifically authorized persons remove data from the premises or otherwise access the information you have collected.
4. Never leave paper documents and printouts containing Title 13 data unattended or unsecured. Make sure that you lock them up when they are not being used.
5. Keep census confidential data out of the view of others. For example, cover up any materials you have on your desk or workspace at all times especially when unauthorized persons come by.
6. Make sure that you follow the appropriate procedures for disposing of paper documents and printouts, magnetic media, and electronic files of any census confidential data that you no longer need. The disposition of all census

confidential data will be in accordance with the *Policy and Procedures Manual*; Chapter K-3: Records Management; Chapter S-3: Physical Security; and Chapter S-5: Information Technology Security.

7. The Census Bureau also has an anti-browsing policy. It says that you may not search or look through any Census confidential data files or records for other than work related purposes. In other words, you cannot look up information reported by someone you know or a famous person, just out of curiosity.

How do I safeguard oral information?

Now, let's discuss some safeguards for protecting census confidential oral information. They are:

1. Share census confidential information only with those individuals who are sworn to uphold Title 13 and who have a business need to know.
2. If you are working in the field conducting interviews, there are specific guidelines for the use of cell phones. Generally, if the respondent indicates that you may conduct the interview using a cell phone, then you can go ahead and conduct the interview. In addition, you and/or the respondent may use a cordless phone to conduct interviews.
3. Do not reveal to neighbors or other unauthorized people information about the fact that a specific household has been selected for a particular survey.

How do I safeguard information on my computer?

During your day-to-day activities, you may be using either a personal computer or a Census Bureau-issued laptop or hand-held computer. A couple of practical techniques that the Census Bureau uses to protect census confidential data that may be stored on your computer include:

1. All Census Bureau computers, including laptops and hand-held computers, have software loaded on them that automatically encrypts or protects your data as the computer saves it.
2. In addition, all Census Bureau computers require the use of passwords, which must be changed on a regular basis. Be sure not to ever share your password or use it in a manner where others can access it.

So, what else should you do to protect your computer and safeguard the data?

Well, some other things include:

1. Always store electronic files in a secure location when they are not being used. For example, use a password to prevent anyone from accessing these files. Or, if you're working on something on your computer, exit the file or close the laptop cover, so no one can see the data.
2. If you are using a Census Bureau-issued laptop or hand-held computer, always store it in a secure location when you are not using it. For example, secure your hand-held computer by locking it out of view in the truck of your car.
3. Install or load only authorized software on your computer. Do not install any software on your computer unless it is downloaded from the Census Bureau

server or your supervisor has given you instructions and approval to do so. This will help prevent viruses that could damage your files.

4. When changing your password, create one that is hard to guess and protect it. Easy to guess passwords are the simplest way for a hacker to gain access to any computer. Also, do not choose a password that has a personal meaning, and do not write your password down.

A little bit of care can go a long way in keeping with the Census Bureau's guidelines for maintaining confidentiality. Take pride in your job, and be part of the Census Bureau's proud tradition of keeping the sources of information it collects confidential.

This concludes Module 3 on Title 13 Confidentiality Training. This training provided you basic information on the meaning of Title 13 and Confidentiality and how to safeguard written and oral information, as well as protecting information that is stored on your computer.

Please complete the Title 13 Certification on page B-63. Remember to hand all certificates to your supervisor after completion of all four training modules.

Module 4

Information Technology (IT) Security Awareness Training

As this is a generalized training, there are repeated references to contacting the Help Desk at Census Bureau Headquarters. All Local Census Office staff and Regional Census Center staff should immediately report any security or technical issues to your supervisor and the technical support staff in your office.

The topics covered in this training are:

- Why Are IT Security Policies Important?
- Securing Your Workstation
- Use of IT Resources
- Your Responsibilities
- Knowledge Check

Before you are given access to a U.S. Census Bureau computer system, and each year thereafter as a refresher, you must complete an IT security awareness course. This course is to ensure that you are aware of how to use your IT system in a proper and secure manner.

The purpose of this course is to ensure that you are aware of how to use your IT system in a proper and secure manner and to ensure that you know how to protect your computer from security threats. After completing the course, you will

understand why IT security policies are important and you will know how to protect against security threats. You will also learn about risks, threats, vulnerabilities, countermeasures, how to protect sensitive information, how to secure your workstations, proper use of IT resources, incident response, and your responsibilities.

Note: The term ‘sensitive information’ used in this course refers to census confidential information, federal tax information, and Privacy Act information.

Why is IT Security policies important?

There are many federal laws and regulations mandating IT security. While provisions of the Privacy Act - Title 5, Title 13, Title 15, and Title 26 of the U.S. Code provide laws to **protect data**, IT security laws and policies are designed to **safeguard the IT systems** that collect, process, and maintain these data.

Implementing IT security policies is essential to prevent thieves and terrorists from conducting their activities. In addition, implementing IT security policies helps the Census Bureau achieve its mission of data stewardship—to provide quality data for public good while respecting individual privacy and protecting confidentiality of the data.

IT Security Program Policies:

In addition to the many federal laws and regulations mandating IT Security, the Census Bureau also has specific policies and procedures related to IT security including:

- IT Security Program Policies (http://cww2.census.gov/it/itso/docs/ITSecurityProgramPolicy_2006.pdf), provides guidance on the implementation of IT security programs within the Census Bureau.
- U.S. Department of Commerce IT Security Program Policy and Minimum Implementation Standards (<http://www.osec.doc.gov/cio/ITSIT/DOC-IT-Security-Program-Policy.htm>), provides guidance on the implementation of IT security programs within DOC.

Goals of IT Security:

The goal of IT security is to protect IT systems and resources while maintaining confidentiality, integrity, and availability of information.

Confidentiality is the protection of information from unauthorized disclosure.

Integrity is the ability to protect information, data, or transmissions from unauthorized, uncontrolled, or accidental alterations.

Availability is the ability to access information when necessary.

As you go through this course, note the use of the terms confidentiality, integrity, and availability.

Vulnerabilities, Threats, and Countermeasures:

A **vulnerability** is a flaw or weakness that may allow harm to occur to an IT system. Vulnerabilities exist in hardware, software, people and the environment. Vulnerabilities are exploited by threats.

A **threat** is any activity with the potential to cause harm, whether deliberate or unintentional, for example, hackers or malicious code.

A **countermeasure** is any action, device, procedure or technique to detect, oppose, or regulate a threat or vulnerability, for example, password protected screen savers.

Internal threats VS External threats

An **internal threat** is any instance of a user misusing resources, running malicious code, or attempting to gain unauthorized access to an application. Examples include any of the following actions performed by a Census Bureau employee:

- Unauthorized use of another user's account
- Unauthorized use of system privileges
- Execution of malicious code that destroys data
- User errors that destroy data

An **external threat** is any instance of an unauthorized person attempting to gain access to systems or cause a disruption of service. Examples include any of the following actions performed by someone outside of the Census Bureau:

- Disruption or denial of service attacks
- Execution of malicious code that destroys data

Threat: Hackers

A **hacker** is someone who uses their technical skills to gain unauthorized access to a system for financial gain, the challenge, and so forth. Although external attacks get most of the attention from the media, internal threats occur more often and can be more damaging.

Threat: Malicious Code

Malicious code is harmful code. Examples follow:

- A **virus** is self-replicating code that operates and spreads by modifying or damaging executable files and data. Viruses are most frequently transmitted through e-mail attachments. Viruses can also be transmitted by using infected diskettes or downloading malicious software (intentionally or unintentionally) from the Internet.
- A **worm** is self-replicating code that is self-contained, (that is, capable of operating without modifying any software). Worms are transmitted by scanning a large number of systems for vulnerabilities. Once the worm has found a system that has a vulnerability that it can exploit, the worm exploits the vulnerability, attacks the system with a virus or other malicious code, and scans for more systems to attack.

- **Trojan Horse** programs are hostile programs masquerading as valid programs or utilities. Trojan Horse programs are often designed to trick users into copying and executing them.
- A **Back Door** is a tool installed after a compromise to give an attacker easier access to the compromised system around any security mechanisms that are in place.

Securing Your Workstation:

You can secure your workstation by following these security measures:

- Do report occurrences of malicious code attacks to the Decennial Computer Incident Response Team (Decennial CERT) at 1 (877) 744-1522.
- Do not disable your OfficeScan virus scanner. Contact the Customer Help Center at (301) 763-3133 if you receive a message saying your virus signatures are out of date.
- Do delete spam, chain, and other junk e-mail without forwarding or opening attachments.
- Do follow your program area rules for downloading files from unknown or suspicious sources.
- Do scan attachments, a floppy disk (or other removable media) from an unknown source for viruses before using it or opening it.

- Do use password-protected screen savers and lock your workstation when it is unattended.

Threat: Social Engineering

Social engineering is a threat from non-technical or low-technology means - such as lies, impersonation, and tricks - used to attack or gain access to computer systems. For example, an individual calls you claiming to be from the Help Desk or claiming to be your supervisor asking for your password because they need to add a new version of software to your system after work hours. The story will often be quite plausible and offer reasons for violating policy. In a recent audit at the Internal Revenue Service, 30 percent of employees were easily convinced to give their passwords to auditors performing a social engineering attack.

Here are a few tips to prevent social engineering:

- Do not give out passwords to anyone.
- Do not give out personal information over the phone.
- Do not let individuals watch you type in your password (also known as shoulder surfing).
- Do not let individuals without proper identification follow you into the office (also known as piggy backing).

Countermeasure: Strong Passwords

While it is tempting to use the same passwords for multiple systems and to choose passwords from words that personally mean something to us, easy-to-guess user passwords have been shown to be one of the easiest ways that hackers can gain ‘authorized’ access to a system. Currently, measures are being implemented to ensure the use of strong passwords.

The following practices must be followed when creating a password:

- Passwords must be created and changed every 90 days. The system will prompt you.
- Passwords must consist of at least eight non-blank characters.
- At least one alphabet letter must be used.
- At least one number must be used.
- At least one special character (\$,*,&) must be used.
- No more than 6 consecutive characters (AAAAAA) may appear in the password, and then, only once.

Passwords must not include any of the following:

- Vendor/manufacturer default passwords
- Names (for example, system user name, family name)
- Words found in dictionaries spelled backwards or forwards
- Addresses or birthdays

Note: The special character @ should not be used.

Countermeasure: Password Hints and Tips:

Your user ID and password are your access to Census Bureau IT systems. You are responsible for protecting your password. Protect yourself and the Census Bureau by doing the following:

- Do not share individual passwords with anyone. If you suspect your password has been compromised, change your password immediately.
- Do not set applications to remember your password the next time you visit the application.
- Do use strategies such as substitution to make a strong password that you can remember.
- Do not use your Census Bureau passwords for any account passwords on systems outside of the Census Bureau (for example, do not use the same password for any accounts you might use on Internet Web sites).

Countermeasure: Locking Your Workstation

If you step away from your desk and someone sits down and types a derogatory message to your boss, you may be held accountable because you are logged-in.

Protect yourself and the Census Bureau by using the password-protected screen saver and by manually locking your workstation while unattended. Locking your

workstation and using screen savers helps safeguard sensitive information that resides on workstations and/or servers and reduces the possibility of unauthorized users gaining access to sensitive information by simply sitting down at a computer that is unattended. By default, the system screen saver automatically locks your workstation automatically after 15 minutes of idle time. Locking your workstation is also required by Census Bureau policy. When you leave your desk, you can manually lock your workstation to secure it from unauthorized use. This will not disrupt any work you are performing on your computer.

Please note that you are not authorized to download or install screen savers on Census Bureau computer systems. Please select one of the screen savers already provided on your workstation.

To lock and unlock your workstation:

1. To lock your workstation, press CTRL+ALT+DEL (simultaneously).
2. Click Lock Workstation.

1. To unlock your workstation, press CTRL+ALT+DEL (simultaneously).
2. Enter your password. Your password is your workstation password.
3. Click OK.

Note: On Linux workstations, use 'Lock Screen' on the task bar to lock and unlock the workstation. Do not press CTR+ALT+DEL simultaneously on Linux workstations as it may cause the system to reboot.

Census Confidential Information:

When you were hired to work for the Census Bureau, you signed a Sworn Affidavit of Nondisclosure. This means you acknowledge responsibility for data stewardship, to protect Census confidential information from disclosure. Data stewardship is an important part of the Census Bureau's mission because improper use or disclosure of census confidential information could adversely affect the Census Bureau's ability to serve as the leading source of quality data about the nation's people and economy. This also means you must protect census confidential information residing on your computer, on removable media, and on printouts you possess.

You can protect yourself and the Census Bureau by following these safeguards:

- Encrypt Census confidential information before transmitting it electronically via e-mail.
- Never e-mail Title-restricted data under any circumstances.
- Never leave paper copies, magnetic media, or electronic files containing Census confidential information unattended or unsecured. Keep them locked-up when not in use.

- Keep data out of the view of others. For example, cover up the materials, exit the file, or close the laptop cover.
- Always store electronic files in a secure location.
- Always store your laptop, tapes, and CD's in a secure location. For example, lock these resources in the trunk of your car, your desk, or file cabinet when not in use.
- Follow proper procedures for disposing of paper copies, data on magnetic media, and electronic files.

Risk:

Some say "The only secure computer is one that's unplugged, locked in a safe, and buried 20 feet under the ground in a secret location." The purpose of the IT security program is to secure the Census Bureau computer systems, network, data communications, and storage to the extent possible by means of mitigating risks. Risk analysis gauges the probability of a given threat being exploited. Risk analysis also estimates the impact of losing data and the financial impact (cost) of restoring lost data.

Risk = Vulnerability x Threat x Impact

Cyber Security Incidents:

A cyber security incident broadly refers to malicious technical activity resulting in:

- Loss of data confidentiality
- Disruption of data or system integrity
- Disruption or denial of availability

Examples include:

- Intrusions (for example, unauthorized modifications or unknown files or tools, or unusual activity like after-hours log-ins by unauthorized personnel)
- Denial of Service (for example, not having access to a system, or not being able to receive e-mail because someone has locked up your account by sending you lots of large files)
- Malicious code (for example, viruses, worms)

What Do You Do If You Suspect an Incident?

If you are aware of an IT security incident including the loss of personally identifiable information, you must contact the Decennial Computer Incident Response Team (Decennial CIRT) immediately by e-mail (Decennial.CIRT@census.gov) or phone 1 (877) 744-1522. You must report the actual or suspected loss of Personally Identifiable Information (PII) within one hour of discovery. A 24-hour, toll-free phone 1 (877) 744-1522 is available.

Note: PII is any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, and so forth., including any other personal information which is linked or linkable to an individual. PII is a subset of Title-restricted data.

When reporting any IT security incident, please provide the following information:

- Name of individual involved in incident
- Location of incident
- Time of incident
- Summary of incident
- Identification of lost or disclosed personally identifiable information (PII)
- Scope or extent of loss or disclosure

Note: Don't send e-mail from a computer that may be infected with malicious code!

Use of U.S. Census Bureau IT Resources:

The use of Census Bureau IT resources such as the Internet and e-mail are tools provided to accomplish the mission of the Census Bureau. When you log-in, a Census legal notice displays stating "YOU HAVE ACCESSED A UNITED STATES GOVERNMENT COMPUTER SYSTEM. USE OF THIS COMPUTER WITHOUT AUTHORIZATION OR FOR PURPOSES FOR WHICH AUTHORIZATION HAS NOT BEEN EXTENDED IS A VIOLATION OF FEDERAL LAW AND CAN BE PUNISHED WITH FINE OR IMPRISONMENT (Public Law 99-474). REPORT SUSPECTED VIOLATION TO YOUR DIVISION SECURITY OFFICER." By accessing a Census Bureau IT resource, users acknowledge that their activities may be monitored for compliance with IT security policies at any time.

Limited personal use by employees during non-duty time is considered an 'authorized use' of government property as the term is used in the Census Policy on Employee Use of the Internet.

During business hours, employees may use Census Bureau-provided Internet access and related computer resources for unofficial purposes only if they are on non-duty time or have received prior approval from your supervisor.

Outside of business hours, employees may use Census Bureau-provided Internet access and related computer resources for unofficial purposes only if they are on non-duty time; however, prior approval from your supervisor is not required.

IT Resources: - Don'ts

Do not use Census Bureau IT resources for the following:

- Commercial purposes or in support of 'for-profit' activities or for any other outside employment or business activity.
- Outside fund-raising activity, endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
- A staging ground or platform to gain unauthorized access to other systems.
- Storing, processing, or distributing proprietary, or sensitive information, on a computer or network not explicitly approved for such processing, storage, or distribution.
- Accessing, creating, downloading, viewing, storing, copying, processing, displaying, or transmitting 'Adult' or sexually-oriented materials or pictures.
- Materials that are illegal, inappropriate, or offensive to fellow employees or the public or any material that may be construed as harassment or as defamatory.
- Materials related to gambling, illegal weapons, terrorist activities, and any other illegal activities.

IT Resources – Removable Media

In light of the challenge of controlling and accounting for removable media, removable media may not be used to store PII under any circumstances.

Removable media includes devices such as:

- Optical media (CDs, DVDs)
- Removable media (floppy disks, ZIP drives, hard disks)
- Hard drives (portable drives, external drives)
- Flash drives (USB drives) also known as ThumbDrives
- Laptops
- Paper printouts

If necessary, USB flash drives encrypted according to government standards and supplied by the IT Directorate, may be used for sensitive information only if authorized by management. For electronic copies, the sensitive data or the media/device on which the data is stored must be encrypted. Be sure to keep sensitive data separate, labeled properly, and stored securely. Immediately upon finishing with the data or the media/device, securely erase, shred, or use burn bags for secure disposal.

IT Resources – Laptops

Government owned laptops may be loaned to Census Bureau personnel if authorized and approved. All Census Bureau personnel handling or using laptop computers are expected to adhere to the laptop policies that include:

- Do not allow unauthorized individuals to use the laptop.
- As much as possible, limit physical access to the laptop.
Store the laptop in a locked container or room when not in use to ensure it is out of sight and inaccessible to potential thieves.
- Use a nondescript carrying-case when traveling to avoid unwanted attention.
- Transport information and information backups in separate carrying cases.
- Lock the laptop when it is not in use or when unattended.
- Log out or shut down at the end of each work session.
- Do not share passwords with anyone.
- Do not store passwords on the laptop in plain text.
- Scan all incoming and outgoing media for viruses.
- Do not maintain any expectations of privacy for data stored on, processed by, or accessed by the laptop.

IT Resources – Acceptable E-mail Use

Acceptable e-mail activities conform to the purpose, goals, and mission of the Census Bureau and to each employee's job duties and/or responsibilities. Examples of acceptable use include:

- Job related communications.
- Communications for professional development or to maintain job knowledge or skills.
- Communications with other agencies in support of ongoing projects, subject to access restrictions on sensitive information, providing document delivery or transferring working documents/drafts for comment.
- Research and information gathering in support of advisory, standards, analysis, and professional development activities related to the employee's duties.

Census Bureau personnel should take into consideration the following when utilizing the e-mail system (either through workstation software or via remote access):

- Consider all messages sent over the Census Bureau computer and communications as Census Bureau property (there should be no expectation of privacy associated with information sent through Census Bureau systems).

- Do not send sensitive data of any kind in the text of e-mail (all data must be encrypted and sent as an attachment).
- Do not e-mail title-restricted data for the purposes of telework.
- Lock the terminal, log-out of the session, or use a password protected screen saver when leaving the computer while still in the e-mail system.
- Do not send illegal transmissions (respect copyright laws).
- Follow established retention (archiving) policies.
- Consent to monitoring and review activities.

IT Resources – E-mail Attachments

Do not open suspicious e-mail attachments. Nearly all viruses propagate from a familiar address. Malicious code might be distributed in amusing or enticing programs. Always scan attachments for viruses. Examples of suspicious e-mail attachments include attachments with files extensions .scr, .exe, .bat, .com.

To scan a file for viruses:

1. Be sure your virus definitions are up-to-date if you are not using government-furnished equipment. If you are using government-furnished equipment, your virus definitions should be updated automatically.
2. Save the file to your hard disk.

3. Scan the file using Office Scan. To scan a file, right-click the OfficeScan icon in the System Tray located on the lower right corner of your desktop.
4. Click 'Office Scan' Main.
5. Browse to and select the specific file to be scanned.
6. Click the Scan Drives button. Once the scan is complete, click OK.
7. Then, click the Scan Results tab and review the results.
8. If the file is virus clean, open the file.
9. If the file contains a virus, immediately contact the Customer Help Center at (301) 763-3333.

If you scan a file and detect a virus, immediately contact the Customer Help Center at (301) 763-3333.

Also, contact the Decennial IRT at 1 (877) 744-1522 to report the security incidents.

For additional information on viruses and the procedures for preventing, detecting, and recovering, refer to Virus Central (http://cww2.census.gov/it/itso/itso_virus.asp) on the IT Intranet Site.

IT Resources – Auto-Forwarding and Auto-Replies:

Auto-forwarding allows you to have e-mail sent to a Census Bureau mailbox and automatically forwarded, via rule, macro, or script, to another account. Auto-forwarding potentially creates a serious operational risk to confidentiality obligations. Auto-forwarding to another destination outside the Census Bureau network is prohibited.

Auto-replies are usually used when staff is out of the office or on vacation to notify people of their absence. Auto-replies or out-of-office settings are permitted.

IT Resources – Internet Hints and Tips

Be aware that Internet transmissions may be monitored, intercepted, and modified. When using the Internet, protect yourself and the Census Bureau by taking measures to ensure sensitive information is protected from unauthorized disclosure and is not transmitted across the Internet without permission and an appropriate level of security and encryption. Be aware that the census.gov address is recorded by every Web site visited and may thus do the following:

- Create the presumption that a Census Bureau employee is using government resources for non-government activities on government time.
- Create the incorrect presumption that the user speaks with authority for the Census Bureau regardless of the presence of any disclaimer.

Visit Census Policy on Employee Use of the Internet

(http://cww2.census.gov/it/itso/docs/Census_Policy_on_Internet_Use.doc) to find out more about Census Policy on employee use of the Internet.

IT Resources – Internet Don'ts

Protect yourself and the Census Bureau. Do not use your Internet access to perform any of the following activities:

- Do not send sensitive information via e-mail unless it is an encrypted attachment.
- Do not post Census Bureau or other DOC information to external newsgroups, bulletin boards, or other public forums without authority from Census Bureau management.
- Do not access sites with continuous data streams (for example, audio or video, such as Pointcast) unless specifically authorized.
- Do not access or participate in Internet Relay Chat sessions or use Instant Messenger programs. Lotus SameTime is the only Instant Messenger program authorized for use at the Census Bureau.
- Do not obtain software in violation of the appropriate vendor's patent, copyrights, trade secret, or license agreement.
- Do not allow any unauthorized person to access a Census Bureau or DOC-owned system for the purpose of Internet access.

- Do not download shareware/freeware software or executable programs unless authorized by Census Bureau management as part of your normal job function.
- Do not access sites known for hacker attacks or hacker activity. Hacker sites are configured to capture information from the browser and put Trojan Horse programs on browser systems.

IT Resources – Telework:

The Census Bureau is recognized for its Telework program. This program allows people to work away from the office without government furnished computer equipment. If you obtained approval to Telework, please protect your work and the Census Bureau by scanning your work files using updated anti-virus software. Employees who carry electronic files between work and an alternate site (including any files/disks that are used in a home or personal computer) are responsible for running the virus check on any files before storing and accessing them from a work station connected to the Headquarters Local Area Network.

If you are unsure how to perform any of the above functions, contact the Customer Help Center at (301) 763-3333 or click Telework Manual (PDF) (http://cww.hrd.census.gov/hrd/Telework/telework_policy.pdf) to access the official Telework policy.

Teleworkers working from telecenters or who choose to use a home computer or personal equipment will be allowed dial-up and remote e-mail access via the web, consistent with existing IT policy and procedures that include restrictions about e-

mail usage. Specifically, no Title-restricted data may be transmitted from the office to a teleworker's home, telecenter, or unrestricted website or FTP site. Nor may any Title-restricted data be removed from the office or accessed outside the firewall.

IT Resources – Protection of Remote/Off-Site Information:

Sensitive information also needs to be protected from remote access or transfer/storage off-site in an unauthorized manner. In order to compensate for the lack of physical security controls when information is accessed remotely, or transferred or stored off-site, Census must take steps to ensure sensitive agency information is protected. The following is a list of actions that should be taken to protect information from being removed or accessed from outside the Census Bureau.

1. Encrypt all data on mobile computers/devices that carry agency data unless the data is determined to be non-sensitive, in writing, by your Deputy Secretary or an individual they designate in writing;
2. Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining access;
3. Use a 'time-out' function for remote access and mobile devices requiring user re-authentication after 30 minutes of inactivity.

IT Resources – Wireless Devices:

Wireless devices are more vulnerable due to their portability. Wireless devices include Personal Digital Assistants (PDA) and Portable Electronic Devices (PED), such as Palm Pilots, cellular telephones, interactive television, and laptops. At this time, the only wireless devices approved for use at the Census Bureau are Blackberry devices issued by the Telecommunications Office (TCO). When using wireless devices, protect yourself and the Census Bureau by doing the following:

- Apply the same safeguards to your wireless device as you do to your workstation (for example, use strong passwords and updated virus protection).
- Do not connect your personally-owned wireless devices to Census Bureau networks.
- Disable infrared ports and cameras.

IT Resources – Backup

A backup is a copy of a file or program that is stored separately from the original. Backups are the key to recovering from system failure, loss of data, and attacks.

Protect yourself and the Census Bureau by doing the following:

- Back up important files regularly. If you have an important file that you have made a lot of changes to since your last backup, then back up again!
- Save files to a network drive, if available. Network drives are backed up nightly. All mission-critical or business-essential files must be stored

securely on network drives. Contact the Customer Help Center at (301) 763-3333 if you do not have a home or personal network drive.

- Store backups in a secure location. If you work with sensitive information, backups must be encrypted or stored in a secure location (for example, locked office space or container). Contact the Customer Help Center at (301) 763-3333 if you need assistance.

IT Resources – Peer-To-Peer Technology:

At the current time, commercial Peer-to-Peer (P2P) applications, Instant Messaging, and file sharing programs are not authorized for use at the Census Bureau. The risk of compromise to systems containing sensitive information through the census firewall is too high for Census to authorize this, unless by written authorization granted by the Chief Information Officer through the Chief, Information Technology Security Office.

P2P technology refers to any software or system that allows individual users of the Internet to connect (directly through the Internet) to each other to transfer or exchange computer files. Department of Commerce Information Technology Policy and Guidance provides more details about the P2P policy.

IT Resources – Media Sanitization and Disposition:

Before any Census Bureau-owned or managed system containing computer media is transferred, surplus, or donated, it will be purged by an acceptable media sanitization method. It is the responsibility of all Census Bureau users and contractor employees to be aware of and adhere to our data storage and disposal

policies as explained in section 3.7.6 and 3.7.7 of the Census Bureau IT Security Program Policies (PDF)

(http://cww2.census.gov/it/itso/docs/ITSecurityProgramPolicy_2006.pdf).

Contact the Customer Help Center at (301) 763-3333 for assistance with proper sanitization procedures and for disposal of any computer equipment or media (for example, floppy disks, hard drives, CD-ROMS, or any other electronic storage media currently or previously containing sensitive information).

Your Responsibilities:

You are responsible for helping protect the Census Bureau IT systems. To protect yourself and the Census Bureau, please remember to follow these simple security procedures and report security problems.

- Limit physical and logical access to your PC by locking your desktop and door.
- Log-out and turn off the PC when not in use.
- Avoid storing Census confidential data or any other sensitive data protected by law on the PC..
- Prevent unauthorized software from being installed on your PC.
- Scan all incoming and outgoing diskettes for viruses.
- Label and store diskettes securely when not in use.

- Prior to reuse, overwrite all magnetic media containing sensitive information a minimum of three times with a commercial disk utility program (if unable to overwrite, degauss using a commercial degausser).
- Use a CD Shredder to dispose of magnetic media.
- Lock your workstation and use screen savers to protect sensitive information from being displayed whenever your PC is unattended for short periods of time.

Accountability and Security Controls:

You are responsible and may be held accountable for any actions associated with your User ID. So, please remember not to share your password with others and change your password periodically. Also, lock your workstation and use a password-protected screen saver to protect yourself. The Census Bureau has also implemented various physical and technical security controls to prevent common IT security problems, including but not limited to, automatic removal of e-mail attachments with viruses.

Want To Know More About IT Security?

The following resources are available to answer your IT Security questions:

- If you suspect an IT security incident, contact the Decennial Computer Incident Response Team at 1 (877) 744-1522.

- If you have questions about computer security policies, contact the IT Security Office at 301-763-2862.
- For technical support, contact the Customer Help Center at 301-763-3333.
- Begin the Knowledge Check quiz and obtain your completion certificate.

Knowledge Check:

Knowledge Check Questions:

1. Internet and e-mail transmissions may be monitored, intercepted, and modified. True or False?
2. Which of the following IT security policies protect you and Census Bureau IT resources from security incidents? Select more than one.
 - A. Automatic removal of all e-mail attachments.
 - B. Policies about providing passwords over the phone.
 - C. Automatic removal of suspicious e-mail attachments that might contain viruses.
 - D. Procedures for reporting software problems.
3. If you think your computer may be infected with malicious code, normal e-mail use is encouraged. True or False?
4. You receive an e-mail with an attachment from a college friend whom you have not heard from in a year. After scanning the attachment with OfficeScan, a virus is

detected. This _____ should be reported to the Decennial CIRT. Select only one.

- A. External threat
- B. Vulnerability
- C. Countermeasure

5. If you step away from your desk and someone sits down and types a derogatory message to your boss, you may be held accountable because you are logged-in.

True or False?

6. The following are required by laws or regulations. Select more than one.

- A. Users of government IT systems are required to have appropriate security training.
- B. Sensitive information must be protected from unauthorized access.
- C. Security incidents must be reported to the Decennial CIRT at 1 (877) 744-1522.

7. Social engineering pertains to the use of non-technical methods to gain unauthorized access to a computer system. True or False?

8. You receive an e-mail with a suspicious attachment from a stranger. What should you do? Select more than one.

- A. Not open the e-mail or the attachment.
- B. Report receiving a suspicious e-mail.
- C. Pass it on to some one else to open first.

9. A computer security incident is any event whereby some aspect of computer security could be threatened: loss of data confidentiality, disruption of data or system integrity, or disruption or denial of availability. True or False?

10. It is tempting to use the same passwords for multiple systems, and to choose passwords from words that personally mean something to us. However, easy-to-guess user passwords have been shown to be one of the easiest ways that hackers can gain 'authorized' access to a system. True or False?

KNOWLEDGE CHECK QUESTIONS AND ANSWERS

1. Internet and e-mail transmissions may be monitored, intercepted, and modified. True or False?

True is correct. Computer use may be monitored when necessary to assure compliance to Census Bureau IT policies. True is correct. Computer use may be monitored when necessary to assure compliance to Census Bureau IT policies.

2. Which of the following IT security policies protect you and Census Bureau IT resources from security incidents? Select more than one.

- A. Automatic removal of all e-mail attachments.
- B. Policies about providing passwords over the phone.
- C. Automatic removal of suspicious e-mail attachments that might contain viruses.
- D. Procedures for reporting software problems.

B, C, and D is correct. IT Security policies about providing passwords, automatic removal of suspicious e-mail attachments, and procedures for reporting software problems protect you and Census Bureau IT resources from security incidents.

3. If you think your computer may be infected with malicious code, normal e-mail use is encouraged. True or False?

False is correct. Do not send e-mail from a computer that may be infected with a virus!

4. You receive an e-mail with an attachment from a college friend whom you have not heard from in a year. After scanning the attachment with OfficeScan, a virus is detected. This _____ should be reported to the Decennial CIRT at 1 (877) 744-1522. Select only one.

- A. External threat
- B. Vulnerability
- C. Countermeasure

A is correct. This is an external threat. Report all virus attacks to the Decennial CIRT at 1 (877) 744-1522.

5. If you step away from your desk and someone sits down and types a derogatory message to your boss, you may be held accountable because you are logged-in. True or False?

True is correct. You will likely be held accountable for any actions associated with your User ID. Lock your workstation and use password protected screen savers.

6. The following are required by laws or regulations. Select more than one.

- A. Users of government IT systems are required to have appropriate security training.
- B. Sensitive information must be protected from unauthorized access.
- C. Security incidents must be reported to the Decennial CIRT at 1 (877) 744-1522.

A, B, and C is correct. Users of government IT systems are required to have security training, confidential information must be protected, and security incidents must be reported to the Decennial CIRT at 1 (877) 744-1522.

7. Social engineering pertains to the use of non-technical methods to gain unauthorized access to a computer system. True or False?

True is correct. Social engineering is a threat from non-technical or low-technology means - such as lies, impersonation, and tricks - used to attack or gain access to computer systems.

8. You receive an e-mail with a suspicious attachment from a stranger. What should you do? Select more than one.

- A. Not open the e-mail or the attachment.
- B. Report receiving a suspicious e-mail.
- C. Pass it on to some one else to open first.

A and B is correct. E-mails from unknown sources or e-mails with suspicious attachments should not be opened and should be reported to the Decennial CIRT at 1 (877) 744-1522.

9. A computer security incident is any event whereby some aspect of computer security could be threatened: loss of data confidentiality, disruption of data or system integrity, or disruption or denial of availability. True or False?

True is correct. A computer security incident is any event whereby some aspect of computer security could be threatened: loss of data confidentiality, disruption of data or system integrity, or disruption or denial of availability.

10. It is tempting to use the same passwords for multiple systems, and to choose passwords from words that personally mean something to you. However, easy-to-guess user passwords have been shown to be one of the easiest ways that hackers can gain 'authorized' access to a system. True or False?

True is correct. Easy-to-guess user passwords have been shown to be one of the easiest ways that hackers can gain "authorized" access to a system.

Validation:

Congratulations and thank you! You have just completed the Census Bureau's IT Security Awareness Training! Please complete the Certificate of Completion and give it to your supervisor.

This concludes Module 4 on Information Security Awareness Training. Please turn to the next page and complete the Information Security Awareness Certification. Remember to hand all certificates to your supervisor after completion of all four training modules.

Personally Identifiable Information (PII) Training Certification

I certify that I have been trained on, and fully understand, the policies and procedures on Personally Identifiable Information.

I will comply with the requirements for notifying the LCO, my supervisor or the Decennial Computer Incident Response Team (Decennial CIRT) within one hour of discovering any incident involving the loss, or suspected loss of PII. This includes any paper copies or electronic media.

Print Name

Signature

Date

Printed Name and Title of Census Bureau Representative

Signature of Census Bureau Representative

Sample

Title 13 Completion Certification

“(Employee’s full name) has completed the Title 13 training and understands that when working with Census Confidential data, you must follow specific confidentiality standards as required by Title 13, U.S.C., Section 9. (Employee’s name) understands that penalties of up to \$250, 000 in fines and 5 years in prison may be imposed for unauthorized or unlawful disclosure of Title 13 confidential information.”

Employee’s Signature and Date

Supervisor’s Signature and Date

(Employee’s Full Name (Print))

Supervisor’s Full Name (Print)

Sample

Certificate of Completion U.S. Census Bureau's IT Security Awareness Training for FY09

Your Name: _____

Your Division: _____

**completed the
2009 FY IT Security Awareness Training**

Via Text Only Printable Transcript

On

Date: _____

Appendix C: 2010 Census Reimbursement Policy for Use of Personal Telephones

September 26, 2008

2010 CENSUS

ADMINISTRATIVE MEMORANDUM SERIES FOR DECENNIAL NO.08-72

FIELD IMPLEMENTATION MEMORANDUM SERIES NO. 08-196

MEMORANDUM FOR All Regional Directors

From: Brian Monaghan /s/ Sneha Desai for
Chief, Field Division

Subject: 2010 Census Reimbursement Policy for Use of Personal
Telephones

Action: Implement the policy and procedures immediately.

This memorandum provides guidance on implementing a reimbursement policy for Regional Census Center (RCC) and Local Census Office (LCO) staff use of personal telephones for business purposes. Additionally, it provides the Personal Telephone Reimbursement Policy Agreement to be signed by LCO employees at the operational training sessions and RCC employees as they are hired.

Policy

Effective immediately, for the 2010 Census, the Census Bureau will reimburse employees for official census duty business related local and long-distance calls made from their home, cellular, or a public telephone. Reimbursement will occur where those calls result in charges, in excess of existing plans, or excess that was caused by Census related calls. The Census Bureau will not reimburse charges for personal phone calls, phones or basic telephone service charges.

Additionally, the Census Bureau is establishing a cap for reimbursement of \$240/month. No matter what the calculation for reimbursement equals (see examples below for calculating reimbursement) the maximum amount an employee can receive for reimbursement each month is \$240.

Procedure (LCO or RCC employees)

Claims for reimbursement must be submitted by the employees, approved by their respective supervisor and processed in the LCO Administrative area (LCO employees) or RCC Administrative area (RCC employees) utilizing the following steps:

1. The **employee** must submit a claim for reimbursement for the telephone charges on a pay and work record form accompanied by an itemized telephone bill. If the employee does not usually receive an itemized telephone bill, the employee will have to contact the telephone carrier to obtain an itemized bill.
 - a) For LCO employees using the E-308, Electronic Pay and Work Record, the total business related telephone charges should be entered on the E-308 Expense Screen, in the Communications section.
For LCO employees using the D-308, Daily Pay and Work Record, the total business related telephone charges should be entered into Item 4, Reimbursements, in the Telephone section.
 - b) For RCC employees, using the BC-27, Time, Attendance, and Cost Report, the total business related telephone charges should be entered in Item 7, Reimbursements, under column Communication.

Additionally, the employee must:

- i. Make a copy of the itemized telephone bill.
- ii. Circle or check (highlighted bills do not show up when they are copied or faxed) all of the official business related calls (with their related charges and minutes used) on the copy of the telephone bill.
- iii. If the business related charges are for a home or public phone, they should be tracked and included in the reimbursement amount claimed.
- iv. If the charges claimed are for cell phone usage (versus home or public phone), the employee will only be reimbursed for the minutes of calls made for official business only. However, an employee is only eligible for reimbursement if he/she goes over the monthly minutes allocated in their plan. Since business minutes used within the plan allowance may be the reason for going over the monthly minutes allocated in the plan, the employee can use those business minutes in calculating the reimbursement. To calculate the amount the employee will be reimbursed for any one month, perform the following steps.
 1. Determine the total number of minutes (business and personal) that the employee was charged over the minutes allocated in the plan. This is X.

2. Determine the total number of business related minutes the employee used. Include the business minutes used that are within the monthly allowance of the plan and over the plan. This is Y.
 3. Determine which is the lesser amount between X and Y.
 4. Multiply the lesser amount (X or Y) times the overage rate. For example, the overage rate may be 40 cents per minute. The overage rate will be shown on the itemized bill.
- v. For example, an employee pays \$39.95 per month for an allowance of 300 minutes in their plan. The cell phone provider also charges .40 per minute whenever the employee exceeds the 300 minutes in the plan.

Example 1:

Minutes Used This Month	400
Total Minutes in Plan	300
Minutes Over Plan	100 (X)
Minutes for all Business Related Calls (in plan and over plan)	280 (Y)

Rule: Reimburse the lesser amount between X and Y. So, in this example, Over Minutes are Less than Business Minutes. We would reimburse the 100 Over Minutes Times the Over Minute Charge Per Minute.

100 Minutes X .40 = \$40.00 reimbursement.

Example 2:

Minutes Used This Month	400
Total Minutes in Plan	300
Minutes Over Plan	100 (X)
Minutes for all Business Related Calls (in plan and over plan)	80 (Y)

Rule: Reimburse the lesser amount between X and Y. So, in this example, Business Minutes are less than Over minutes. We would reimburse the 80 Business Minutes Times the Over Minute Charge Per Minute.

80 Minutes X .40 = \$32 reimbursement.

Example 3:

Minutes Used This Month	1400
Total Minutes in Plan	600
Minutes Over Plan	800 (X)

Minutes for all Business
Related Calls (in plan and over plan) 680 (Y)

Rule: Reimburse the lesser amount between X and Y. So, in this example, Business Minutes are less than Over minutes. We would reimburse the 680 Business Minutes Times the Over Minute Charge Per Minute.

680 Minutes X .40 = \$272 reimbursement. **HOWEVER**, since the cap on reimbursement is **\$240/month**, the employee would only receive \$240.

- vi. Provide the circled or checked telephone bill to their supervisor for review and approval.
 - vii. Next the employee would enter the amount the Bureau will reimburse the employee into the appropriate section of the D-308 or BC-27 (LCO employees) or BC-27 (RCC employees), and attach a copy of the itemized bill of the calls made on official business.
2. The **supervisor** must approve the D-308/E-308 (LCO employee) or BC-27 (RCC employee) via the signature process and submit the itemized telephone bill to the respective LCO or RCC administrative staff for further review and processing.
 3. The administrative area will review the telephone bill and substantiate that the circle or checked itemized bill documents the claimed reimbursement.
 4. If the administrative area has questions on any of the circled or checked charges, they will contact the employee directly before processing the claim.

Employees with "PrePaid" Wireless Plans

Sometimes employees have pay-as-you-go "prepaid" wireless plans, where an employee buys a phone and service then can prepay for air time which equates to a certain amount of minutes. The most popular prepaid plan is administered by Tracfone, although Verizon, Sprint and the other carriers offer prepaid plans as well. When the prepaid minutes are used up, the phone ceases to work. In the case of prepaid plans, the employee must follow all of the reimbursement procedures identified above (itemized bill, checking/circling business related calls, adding up all official business call minutes, supervisory approval...). The Census Bureau will reimburse employees with prepaid plans for the Minutes of all Business Related Calls TIMES the Cost Per Minute. Under no circumstances does the Census Bureau pay for the phone or service. Reimbursement for pre paid wireless plans is also capped at \$240/month.

For example, an employee pays \$99.99 for 400 minutes. This averages 25 cents per minute, (\$99.99/400).

Example 1

Minutes for all Business

Related Calls for this Month 280

We would reimburse the 280 Business Minutes Times the Cost Per Minute.
280 Minutes X .25 = \$70 reimbursement.

Personal Telephone Reimbursement Policy

For LCO employees, during the operational training sessions, employees will learn about the Census Bureau's Personal Telephone Reimbursement Policy. The employee will sign Form D-1129, Personal Telephone Reimbursement Policy Agreement For 2010 Census Staff (Attachment 1).

For RCC employees, when the employee is hired, the employee will learn about the Census Bureau's Personal Telephone Reimbursement Policy. The employee will sign Form D-1129, Personal Telephone Reimbursement Policy Agreement For 2010 Census Staff (Attachment 1).

The employee's signature on the form acknowledges his or her understanding of the Census Bureau Personal Telephone Reimbursement Policy.

References

The Telephone Reimbursement Policy and Procedures can be referenced in the Employee Handbooks as well as the D-520, RCC Administrative Manual and D-501, Local Census Office Manual.

If you have any further questions, please contact your local census office administrative area.

Attachment

Attachment

Form D-1129
10-16-2009

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

**PERSONAL TELEPHONE REIMBURSEMENT POLICY
AGREEMENT FOR 2010 CENSUS STAFF
2010 Census**

NOTICE

Please read this statement and the one-page attachment 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 acknowledging your understanding of the policy.

POLICY

As stated in your **Census Employee Handbook**, Chapter 3, Topic 4: Reimbursable Expenses

The Census Bureau will reimburse you for official census duty business related local and long-distance calls made from your home, cellular, or a public telephone in excess of your existing plan or excess that was caused by Census-related calls. The Census Bureau will not reimburse you for personal phone calls.

STATEMENT OF UNDERSTANDING

I understand that I can claim reimbursement for official Census business related telephone calls made from my personal phone that exceed my standard or basic service or business related telephone calls made from a prepaid wireless plan. The Census Bureau will not reimburse me for charges not covered by my basic service plan. The Census Bureau will not pay for the basic service plan itself, or any charges that I make to my basic service plan. Additionally, the Census Bureau has established a CAP for reimbursement of \$240/month. Use of my personal phone for Census business related calls is voluntary.

I agree to submit an itemized copy of my telephone bill that verifies the total of reimbursable expenses that I report on my personal form.

CERTIFICATION

I have read, fully understand, and agree to the procedures regarding approval for telephone reimbursement. I understand that failure to follow the policy and procedures will result in my reimbursement claim not being processed or paid. Falsification of charges is grounds for removal.

Signature of employee	Date
Full name of employee - Please print.	

USCENSUSBUREAU

USE OF PERSONAL CELL PHONES

1. When practical, use your personal land line for making business related calls. This will reduce the number of minutes used against your cell phone plan.
2. When having to use your cell phone, use during evenings and weekends when plans provide free minutes; it is advantageous to you and the Census Bureau. The same applies to within plan calls (e.g., Verizon to Verizon, or Sprint to Sprint).
3. For the LCO Field staff, cell phone use should be limited to setting up or confirming the daily meetings. Long conversations should be saved for when the parties meet in person.
4. The Census Bureau does not pay for roaming charges.
5. The Census Bureau does not pay for the phone, service plan, any additional devices (e.g., car chargers or the like) or additional services like text messaging, pictures, ring tones, screen savers, web access, call transfers, or the like.
6. Under no circumstances should you use your cell phone when driving a car without a hands-free device in place and operational. Without a hands-free device, you should find a safe place to park then make your call. You should never text while driving.
7. If the charges claimed are for cell phone usage (versus home or public phone) the employee will only be reimbursed for the minutes of calls made for official business only. However, an employee is only eligible for reimbursement if he/she goes over the monthly minutes allocated in their plan. Since business minutes used within the plan allowance may be the reason for going over the monthly minutes allocated in the plan, the employee can use those business minutes in calculating the reimbursement.
To calculate the amount the employee will be reimbursed for any one month, perform the following steps.
 - a. Determine the total number of minutes (business and personal) that the employee was charged over the minutes allocated in the plan. This is X.
 - b. Determine the total number of business related minutes the employee used. Include the business minutes used that are within the monthly allowance of the plan and over the plan. This is Y.
 - c. Determine which is the lesser amount between X and Y.
 - d. Multiply the lesser amount (or Y) times the overage rate. For example, the overage rate may be 40 cents per minute. The overage rate will be shown on the itemized bill.
8. There are specific procedures for claiming reimbursement of business related calls that are in excess of the service plan. They require (among other things):
 - a. An itemized bill, including itemizing every business related call
 - b. Addition of all the minutes related to business calls
 - c. Comparison of Minutes used this month to Total Minutes allocated in the Plan to Total Minutes of Business Related Calls
 - d. Supervisory review and signatory approval of the claimed reimbursement
 - e. Claim totals in the appropriate area of the signed and approved Work Record or Cost Report with a copy of the itemized bill attached
9. There are similar procedures for reimbursing employees for business related calls made on a pre-paid wireless plan.
10. The Census Bureau has the right to limit the monthly amount of reimbursement (capped at \$240) for business related calls, based on funding limitations.

Rules and Regulations Governing Conduct on Federal Property

November, 2005

Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C

Applicability (41 CFR 102-74.365). The rules in this subpart apply to all property under the authority of GSA and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post this notice in the Appendix to 41 CFR at each public entrance to each Federal facility.

Inspection (41 CFR 102-74.370). Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons entering in, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon the other end.

Admission to Property (41 CFR 102-74.375). Federal agencies must:

- (a) Except as otherwise permitted, close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working hours use of buildings or portions thereof for activities authorized by subpart D of this part, Federal agencies must not close the property for affected portions thereof to the public.
- (b) Close property to the public during working hours only when situations require this action to ensure the orderly conduct of Government business. The designated official under the Contingency Emergency Program may make such decisions only after consultation with the buildings manager and the highest ranking representative of the law enforcement organization responsible for protection of the property or the area. This designated official is defined in Sec. 102-71.20 of the chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement by the occupant agency, officials, and:
- (c) When property is a portion thereof is closed to the public, notified admission to the property or the affected portion to authorized persons who must register upon entry to the property and must, when requested, display Government or other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Possession of Property (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

- (a) Illegally disposing of rubbish on property;
- (b) Vandalism, defacing or damaging property;
- (c) Smuggling property;
- (d) Creating any hazard on property to persons or property;
- (e) Throwing articles of any kind from or onto a building upon public, maritime or any part of Federal property.

Compliance with Signs and Directions (41 CFR 102-74.385). Persons in and on property must at all times comply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances (41 CFR 102-74.390). All persons entering

in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on property that:

- (a) Creates loud or unusual noise or a nuisance;
- (b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots;
- (c) Offends or impedes or disrupts the private interests of official duties by Government employees; or
- (d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling (41 CFR 102-74.395). Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Floodph-Sheppard Act (50 U.S.C. 107 (a)(5)), all persons entering in or on Federal property are prohibited from:

- (1) Participating in games for money or other personal property;
 - (2) Operating gambling devices;
 - (3) Conducting a lottery or pool; or
 - (4) Selling or purchasing numbers tickets.
- (b) This provision is not intended to prohibit prize drawings for personal property of observation permitted functions on Federal property, provided that the game or drawing does not constitute gambling per se. Gambling per se means a game of chance where the participant risks something of value for the chance to gain or win a prize.

Narcotics and Other Drugs (41 CFR 102-74.400). Except in cases where the drug is being used as prescribed by a licensed physician, all persons entering in or on Federal property are prohibited from:

- (a) Using under the influence, using or possessing any narcotic, drug, hallucinogen, marijuana, or any other controlled substance;
- (b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, any drug, hallucinogen, marijuana, barbiturates, or other narcotics.

Alcoholic Beverages (41 CFR 102-74.405). Except where the head of the responsible agency or his or her designee has issued an order allowing for the

consumption of alcoholic beverages, all persons entering in or on Federal property are prohibited from being under the influence of or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of any conditions granted to Federal employees, contract workers, or other personnel of the law enforcement organization, or other authorized officials responsible for the security of the property.

Selling, Buying, and Debt Collection (41 CFR 102-74.410). All persons entering in or on Federal property are

prohibited from soliciting alms (including money and non-monetary items) for commercial or political purposes; selling merchandise of all kinds; displaying or distributing commercial advertising; or collecting private debts, except for:

- (a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 150, entitled "Collection of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations," and sponsored or approved by the occupant agencies;
- (b) Concessions or personal notices posted by employees on authorized bulletin boards;
- (c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Pub. L. 95-451);
- (d) Lease, or to agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under 40 U.S.C. 561(b). Public areas of GSA-controlled property may be used for other activities in accordance with subpart D of this part;
- (e) Collection of non-monetary items that are not approved by the occupant agencies; and
- (f) Governmental activities sponsored by recognized Federal employee associations and on-site employee centers.

Posting and Distributing Materials (41 CFR 102-74.415). All persons entering in or on Federal property are prohibited from:

- (a) Distributing free samples of products, services, or securities in Federal buildings, as measured by Section 102 of Public Law 101-505, or in any other Federal building;
- (b) Posting or distributing materials such as pamphlets, handbills, or leaflets on bulletin boards, elevators, GSA-controlled property, except as authorized in Sec. 102-74.420, or when those displays are conducted in part of a Government building and:

(1) Contributing to such as a strike, handbills or leaflets, or any other part of authorized

activities. This prohibition does not apply to the posting of such materials in a public area under this section must first obtain a permit from the building manager as specified in subpart D of this part. Any such person or organization must distribute materials only in accordance with the provisions of subpart D of this part. Failure to comply with these provisions is a violation of these regulations.

Photographs for News, Advertising, or Commercial Purposes (41 CFR 102-74.420). Except where security regulations, rules, orders, or directives apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of:

- (a) Spaces occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Spaces occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
- (c) Building entrances, lobbies, foyers, pavilions, or auditoriums for news purposes.

Dogs and Other Animals (41 CFR 102-74.425). No person may bring dogs or other animals on Federal property for other than official purposes; however, a disabled person may bring

a seeing eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Breastfeeding (41 CFR 102-74.430). Public Law 108-103, Section 609, Division F, Title VI (January 23, 2004), provides that a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Vehicle and Pedestrian Traffic (41 CFR 102-74.435). All vehicles drivers entering or while on Federal property:

- (a) Must drive in a careful and safe manner at all times;
- (b) Must comply with the signals and directions of Federal police officers or other authorized individuals;
- (c) Must comply with all posted traffic signs;
- (d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as these regulations;
- (e) Must be prohibited from blocking entrances, driveways, walkways, or other areas, or the roadway; and
- (f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking in unauthorized locations of its location reserved for other purposes, parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives (41 CFR 102-74.438). No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Weapons (41 CFR 102-74.440). Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 893. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Non-discrimination (41 CFR 102-74.445). Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and facilities provided on the property.

Penalties (41 CFR 102-74.450). A person found guilty of violating any rule or regulation in this subpart while on any property under the charge and control of GSA shall be fined under title 18 of the United States Code, imprisoned for not more than 90 days, or both.

Impact on Other Laws or Regulations (41 CFR 102-74.455) No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated (40 U.S.C. 1211(f)).

WARNING WEAPONS PROHIBITED

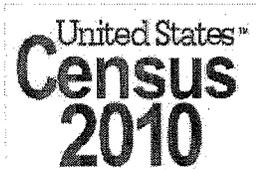
Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by Title 18, United States Code, Section 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

D-547.2
July 2009

**2010 Census
Nonresponse Follow-up
(NRFU)**

Enumerator Workbook

Sample



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

This document contains no Title 13 data or Personally Identifiable Information (PII). Examples do not contain real names, real addresses, or other real data.

Notes and Comments



Lined area for notes and comments, consisting of 20 horizontal lines.

Sample

Notes and Comments



Sample

TRAINING LESSONS	
CHAPTER	TITLE
Chapter A	Appointment and Orientation
Chapter B	Non-Supervisory Payroll
Chapter C	Introduction to Nonresponse Followup
Chapter D	Fingerprinting
Chapter E	Using AA Binders and Census Maps
Chapter F	Completing the D-1(E), <i>Enumerator Questionnaire</i> , for an Occupied Housing Unit
Chapter G	Completing the EQ for a Vacant-Regular Unit
Chapter H	Completing the EQ to Delete a Unit
Chapter I	Completing the D-1(E) Supplement, <i>Enumerator Continuation Questionnaire</i>
Chapter J	Common Interviewing Situations
Chapter K	Usual Home Elsewhere, In-Movers, and Address Housing Units
Chapter L	Apartment Mix-Ups and Questionnaire Misdeliveries
Chapter M	Safety
Chapter N	Equal Employment Opportunity (EEO) and Diversity
Chapter O	Prepare for Field Work
	Field Work
Chapter P	Review of Field Work
Chapter Q	Completing a Telephone Interview
Chapter R	Meeting with Your Crew Leader
Chapter S	Review of the NRFU Interviewing Process
Chapter T	Question and Answer Session
Chapter U	Final Review Exercise and Evaluation of Training

Test Your Knowledge

Exercise 1: Review of Training Day 1

Fill in the blank space with the correct answer. This exercise is designed to give you practice using the D-547, *NRFU Enumerator Manual*; the D-547.1, *NRFU Enumerator Quick Reference Guide*; and, the D-590, *Census Employee Handbook For Enumerators, Recruiting Assistants, and Crew Leader Assistants*. On the line provided, write in the source and corresponding page(s) where you find the answer.

Example:

NRFU is the operation in which the enumerator conducts a followup interview because a census questionnaire was not received by the Census Bureau. NRFU stands for Nonresponse Followup.

Source and corresponding page? Manual Appendix, page A-2

1. _____ locate and visit the addresses from _____ the Census Bureau did not receive questionnaires, in order to determine the status of each address on Census Day, and to complete the census questionnaire for each of these addresses.

Source and corresponding page(s)? _____

2. The _____ is the form you fill out to report the number of hours you worked and the number of miles you drove for the previous day in order to be paid.

Source and corresponding page(s)? _____

3. _____ guarantees the confidentiality of census information for 72 years after its collection and establishes penalties for disclosing this information.

Source and corresponding page(s)? _____

4. A knowledgeable household member from whom you may obtain an interview is called a _____.

Source and corresponding page(s)? _____

5. PII is an abbreviation for confidential information that can be linked to the respondent. PII stands for _____.

Source and corresponding page(s)? _____

6. _____ is April 1, 2010. This date is the reference date to determine census data collection for NRFU.

Source and corresponding page(s)? _____

7. A _____ trains and supervises enumerators.

Source and corresponding page(s)? _____

8. _____ are places where people live. These can include houses, mobile homes, trailers, or a group of rooms that are **separate** living quarters.

Source and corresponding page(s)? _____

SPECIAL NOTICE

**INFORMATION CONTAINED IN THIS
ADDRESS BINDER IS CONFIDENTIAL**

**ALL ENTRIES YOU MAKE IN THIS ADDRESS BINDER
MUST BE LEGIBLE, COMPLETE AND ACCURATE**

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

2010 CENSUS

D-101A

QUALITY ASSURANCE REVIEW	
<p style="text-align: center;">Section A - ENUMERATOR QUESTIONNAIRE REVIEW</p> <ol style="list-style-type: none"> 1. Are Questions S1 through S5 filled, following the proper skip instructions? 2. For occupied units, does the number of names listed in Question 1 equal the number of persons entered in Question S5? 3. Are Questions 2 through 7 filled for each person listed in Question 1? 4. Are Questions H1 and H2 completed? 5. Is Question H3 completed for added questionnaires? 6. Are the 'Respondent Information' and 'Interview Summary' sections filled correctly? 7. If the interview was conducted with a proxy respondent, did the enumerator enter the 'Address of proxy' in Question R1? 8. Does the number of people in 'Item C' in the 'Interview Summary' section match the number of people listed in Question 1? 9. Are the enumerator's signature, Applicant ID number, and the date the questionnaire was completed entered in the 'Certification' section of the questionnaire? 	<p style="text-align: center;">Section B - ADDRESS BINDER REVIEW</p> <p>Is the enumerator -</p> <ol style="list-style-type: none"> 1. Entering the appropriate status code ('O', 'V', or 'D' in Column 1 for all completed addresses?) 2. Entering the date the interview was completed on the D-103.1, Address List, for all completed addresses? <p style="text-align: center;">Section C - NOTES</p>
CERTIFICATION STATEMENTS	
<p style="text-align: center;">ENUMERATOR</p>	<p>I certify that this information is true and correct to the best of my knowledge, and that I completed the Address Binder according to instructions.</p>
<p>Print name:</p>	<p>Signature:</p>
<p>Print name:</p>	<p>Date:</p>
<p style="text-align: center;">CREW LEADER</p>	<p>I certify that I have reviewed the Address Binder and all accompanying documents, and that the work has been completed satisfactorily according to instructions.</p>
<p>Print name:</p>	<p>Signature:</p>
<p>Print name:</p>	<p>Date:</p>

Sample

ADDRESS LIST
OPERATION: NONRESPONSE FOLLOWUP
2010 CENSUS

Create Date/Time: 04/20/2010 8:40 A.M.
 Print Date/Time: 04/21/2010 10:40 A.M.
 Page 1 of 3

This listing contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is protected by the Privacy Act of 1974.
 OMB No. 0607-0919-C, Approval Expires 12/31/2011.

D-103.1 (NRFU)
 RCC/LCO: 3599-Metropolis/3520-Centerville
 ST/COU: 54/101 TX/Anycounty
 TRACT: 010300 AA: 32-1001

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

LINE NO.	STATUS	DATE	CASE ID	BLOCK NO.	MAP SPOT NO.	HOUSE NO.	STREET NAME/PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1			NLQS	19998			CLIFF DR.		12345		
2	XXXXXX	XXXXXX	10100145769201	19998	1	1214	CLIFF DR.		12345		
3	Z	XXXXXX	10100145773242	19998	2	235	CLUBHOUSE DR		12345		
4			10100145799967	19998	3		FAIRVIEW DR		12345	ROUTE 4 BOX 954	
5			10100145729287	19998	4	3011	FAIRVIEW DR		12345		
6	XXXXXX	XXXXXX	10100145731044	19998	5	2828	HORSE CREEK RD	APT. 1	12345		WHITE, SUSAN
7			10100145732201	19998	5	2828	HORSE CREEK RD	APT.	12345		
8	XXXXXX	XXXXXX	10100145732234	19998	5	2828	HORSE CREEK RD	APT. 3	12345		DOE, JOHN
9			10100145732398	19998	5	2828	HORSE CREEK RD	APT. 4	12345		
10			10100145732458	19998	5	2828	HORSE CREEK RD	APT. 5	12345		
11	XXXXXX	XXXXXX	10100145763567	19998	5	2828	HORSE CREEK RD	APT. 6	12345		SMITH, JANE
12	XXXXXX	XXXXXX	10100145734722	19998	5	2828	HORSE CREEK RD	APT. 7	12345		JONES, JOHN

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 OMB No. 0607-0919-C. Approval Expires 12/31/2011.

D-103.1 (NRFU)

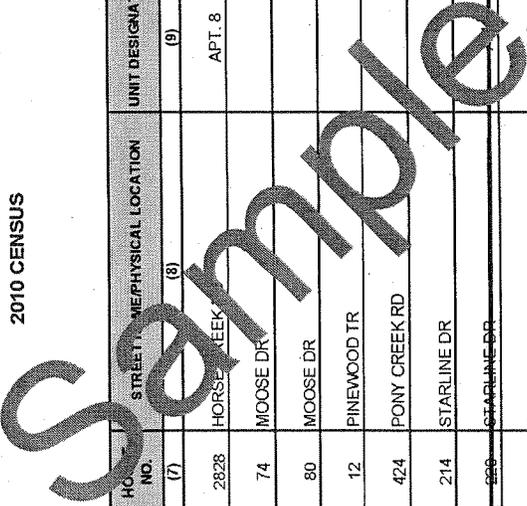
U.S. DEPARTMENT OF COMMERCE
 Economics and Statistics Administration
 U. S. Census Bureau

ADDRESS LIST
 OPERATION: NONRESPONSE FOLLOWUP
 2010 CENSUS

RCC/LCO: 3599-Metropolis/3520-Centerville
 ST/COU: 54/101 TX/Anycounty
 TRACT: 010300 AA: 32-1001

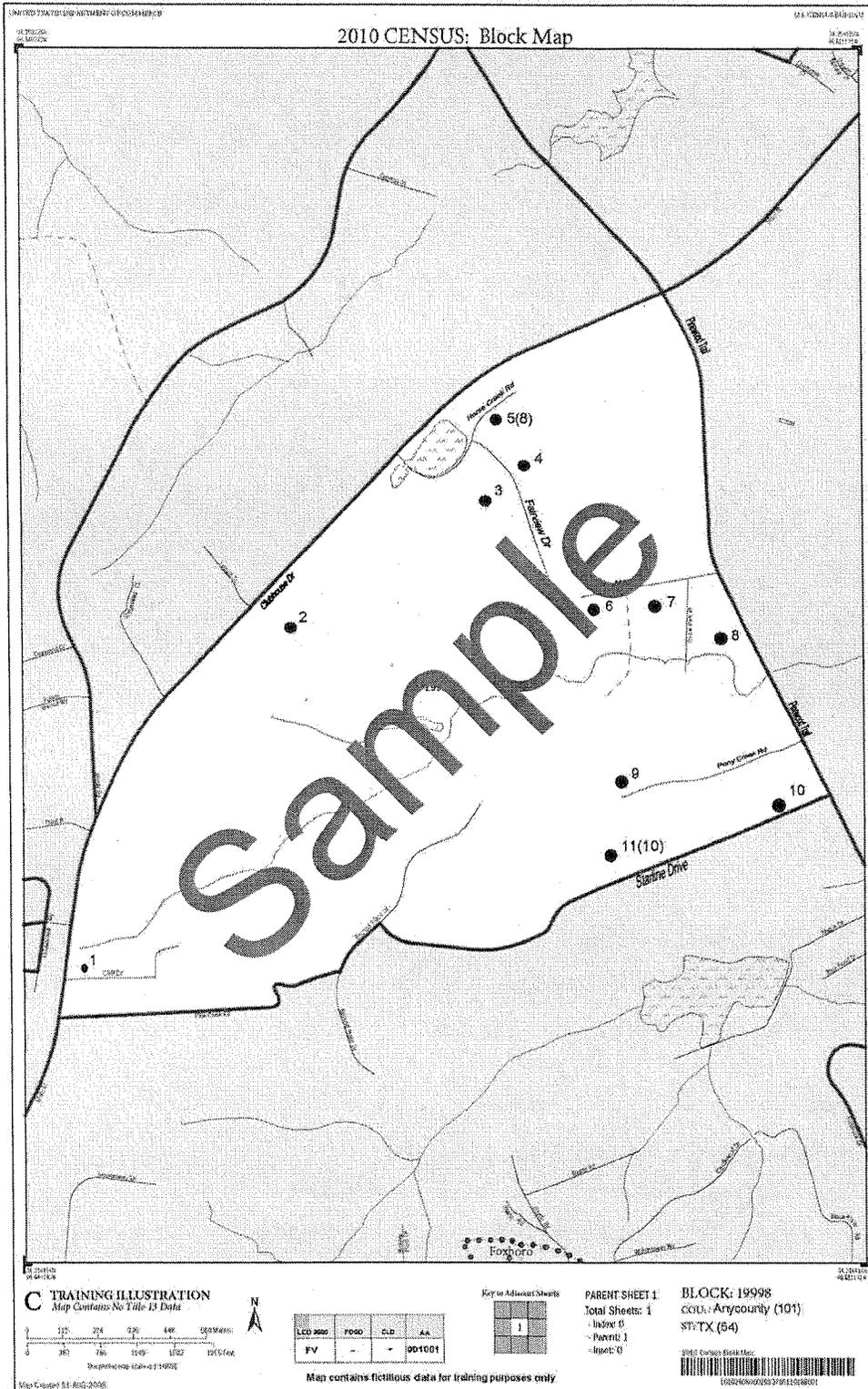
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 Print Date/Time: 04/21/2010 10:40 A.M.

Page 2 of 3



LINE NO.	STATUS	DATE	CASE ID	BLOCK NO.	MAP SPOT NO.	HO. NO.	STREET NAME/PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
13	XXXXXX	XXXXXX	10100145763867	19998	5	2828	HORSE CREEK	APT. 8	12345		JAMES, SUJE
14			10100145763215	19998	6	74	MOOSE DR		12345		
15	XXXXXX	XXXXXX	10100145769201	19998	7	80	MOOSE DR		12345		
16			10100145767238	19998	8	12	PINEWOOD TR		12345		
17			10100145768268	19998	9	424	PONY CREEK RD		12345		
18			10100145791384	19998	10	214	STARLINE DR		12345		
19			10100145792994	19998	11	220	STARLINE DR		12345		
20	XXXXXX	XXXXXX	10100145792165	19998	11	220	STARLINE DR	A-2	12345		JAY, RICK
21			10100145792256	19998	11	220	STARLINE DR	A-3	12345		
22			10100145792924	19998	11	220	STARLINE DR	A-4	12345		
23	XXXXXX	XXXXXX	10100145792367	19998	11	220	STARLINE DR	A-5	12345		THOMAS, IRMA
24			10100145792386	19998	11	220	STARLINE DR	B-1	12345		

Census Block Map



Test Your Knowledge

Exercise 2: Using Census Maps and the D-103.1, *Address List*

EXERCISE 2	
Question	Answer
1. What is the purpose of the census block map?	
2. What is a map spot? What does it mean if there is a number in parenthesis next to a map spot number?	
3. Look at the D-103.1, <i>Address List</i> , on pages 11 - 13. What map spot numbers are in your NRFU assignment?	
4. Look at the D-103.1, <i>Address List</i> , on page 11. How many NRFU addresses are located at Fairview Drive?	
5. What are the three indicators on the D-103.1, <i>Address List</i> , that a case is not a NRFU address?	
6. After completing the D-1(E), <i>Enumeration Questionnaire</i> , for a NRFU address, what columns do you complete on the D-103.1, <i>Address List</i> ?	
7. What are the three codes that you enter on the D-103.1, <i>Address List</i> , in Column 2, 'Status,' and what does each code mean?	

Review Exercise

Address Labels for Practice Interview Cases

1)

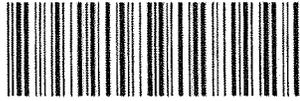
 AA:
32-1001

CENSUS ID: 32-10100 1457 292 87

LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00004

3011 FAIRVIEW DR
CENTERVILLE, TX 12345

2)

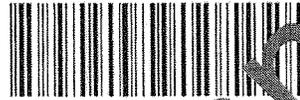
 AA:
32-1001

CENSUS ID: 32-10100 1457 322 01

LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00001

2828 HORSE CREEK RD APT. 2
CENTERVILLE, TX 12345

3)

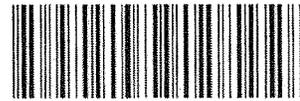
 AA:
32-1001

CENSUS ID: 32-10100 1457 632 15

LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00006

74 MOOSE DR
CENTERVILLE, TX 12345

4)

 AA:
32-1001

CENSUS ID: 32-10100 1457 672 38

LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00008

12 PINWOOD TR
CENTERVILLE, TX 12345

Address Labels for Practice Interview Cases (continued)

5)

		AA: 32-1001			
CENSUS ID: 32-10100 1457 682 68					
LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00009
424 PONY CREEK RD CENTERVILLE, TX 12345					

6)

		AA: 32-1001			
CENSUS ID: 32-10100 1457 913 84					
LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00009
214 STARLINE DR CENTERVILLE, TX 12345					

7)

		AA: 32-1001			
CENSUS ID: 32-10100 1457 922 56					
LCO	STATE	COUNTY	TRACT	BLOCK	MAPSPOT
3520	54	101	010300	19998	00011
220 STARLINE DR CENTERVILLE, TX 12345					

Apartment Mix-Up

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 OMB No. 0607-0919-C, Approval Expires 12/31/2011.

D-103.1 (NRFU)

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

ADDRESS LIST
 OPERATION: NONRESPONSE FOLLOWUP
 2010 CENSUS

RCC/LCO: 3599-Metropolis/3520-Centerville
 ST/COU: 54/101 TX/Anycounty
 TRACT: 010300 AA: 32-1001

Create Date/Time: 04/20/2010 8:40 A.M.
 Print Date/Time: 04/21/2010 10:40 A.M.
 Page 1 of 1

LINE NO.	STATUS	DATE	CASE ID	BLOCK NO.	MAP SPOT NO.	HOUSE NO.	TREE	PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1			10100145745303	19994	1	312	CAREY LN		APT. A	12345		
2			10100145753242	19994	1	312	CAREY LN		APT. B	12345		
3			10100145753246	19994	1	312	CAREY LN		APT. C	12345		
4	XXXXXX	XXXXXX	10100145753300	19994	1	312	CAREY LN		APT. D	12345		BURNS, HENRY
5	XXXXXX	XXXXXX	10100145831268	19994	1	312	CAREY LN		APT. E	12345		DAVIS, WILLIAM
6			10100145832201	19994	1	312	CAREY LN		APT. F	12345		
7	XXXXXX	XXXXXX	10100145833231	19994	1	312	CAREY LN		APT. G	12345		JONES, DAVID
8			10100145863215	19994	1	312	CAREY LN		APT. H	12345		
9	XXXXXX	XXXXXX	10100145869201	19994	1	312	CAREY LN		APT. I	12345		DOE, ROBERT
10			10100145867238	19994	1	312	CAREY LN		APT. J	12345		
11	XXXXXX	XXXXXX	10100145868268	19994	1	312	CAREY LN		APT. K	12345		SMITH, ANN
12	XXXXXX	XXXXXX	10100145868275	19994	1	312	CAREY LN		APT. L	12345		RAY, MARY

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D-103.1 (NRFU)

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

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OPERATION: NONRESPONSE FOLLOWUP
2010 CENSUS

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ST/COU: 54/101 TX/Anycounty
TRACT: 010300 AA: 32-1001

Create Date/Time: 04/20/2010 8:40 A.M.
Print Date/Time: 04/21/2010 10:40 A.M.
Page 1 of 3

LINE NO.	STATUS	DATE	CASE ID	BLOCK NO.	MAP SPOT NO.	HOU. NO.	STREET NAME	PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	
1			NLOS	19998			LIVING QUARTERS					
2	XXXXXX	XXXXXX	10100145769201	19998	1	1214	CLIFF DR			12345		
3	Z	XXXXXX	10100145773242	19998	2	235	CLUBHOUSE DR			12345		
4			10100145773242	19998	3		FAIRVIEW DR			12345	ROUTE 1 BOX 954	
5	O	05/15/10	10100145729287	19998	4	3011	FAIRVIEW DR			12345		
6	XXXXXX	XXXXXX	10100145731044	19998	5	2828	HORSE CREEK RD		APT. 1	12345		WHITE, SUSAN
7	V	05/15/10	10100145732201	19998	5	2828	HORSE CREEK RD		APT. 2	12345		
8	XXXXXX	XXXXXX	10100145732234	19998	5	2828	HORSE CREEK RD		APT. 3	12345		DOE, JOHN
9			10100145732398	19998	5	2828	HORSE CREEK RD		APT. 4	12345		
10			10100145732458	19998	5	2828	HORSE CREEK RD		APT. 5	12345		
11	XXXXXX	XXXXXX	10100145753567	19998	5	2828	HORSE CREEK RD		APT. 6	12345		SMITH, JANE
12	XXXXXX	XXXXXX	10100145734722	19998	5	2828	HORSE CREEK RD		APT. 7	12345		JONES, JOHN

D-103.1 (NRFU)
 This listing contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is protected by the Privacy Act of 1974.
 OMB No. 0607-0919.C. Approval Expires 12/31/2011.

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

ADDRESS LIST
OPERATION: NONRESPONSE FOLLOWUP
2010 CENSUS

RCC/LCO: 3599-Metropolis/3520-Centerville
 ST/COU: 54/101 TX/Anycounty
 TRACT: 010300 AA: 32-1001

Create Date/Time: 04/20/2010 8:40 A.M.
 Print Date/Time: 04/21/2010 10:40 A.M.
 Page 2 of 3

LINE NO.	STA TUS	DATE	Case ID	BLOCK NO.	MAP SPOT NO.	HO. NO.	STREET NAME/PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
13	XXXXXX	XXXXXX	10100145763867	19998	5	2828	HORSE CREEK RD	APT. 8	12345		JAMES, SUE
14	D	05/15/10	10100145763215	19998	6	74	MOOSE DR		12345		
15	XXXXXX	XXXXXX	10100145769201	19998	7	80	MOOSE DR		12345		
16	O	05/15/10	10100145767238	19998	8	12	PINEWOOD TR		12345		
17	O	05/15/10	10100145768268	19998	9	424	PONY CREEK RD		12345		
18	V	05/15/10	10100145791384	19998	10	214	STARLINE DR		12345		
19			10100145769004	19998	14	630	STARLINE DR		12345		
20	XXXXXX	XXXXXX	10100145792165	19998	11	220	STARLINE DR	A-2	12345		JAY, RICK
21	O	05/15/10	10100145792256	19998	11	220	STARLINE DR	A-3	12345		
22			10100145769024	19998	14	630	STARLINE DR	A-4	12345		
23	XXXXXX	XXXXXX	10100145792367	19998	11	220	STARLINE DR	A-5	12345		THOMAS, IRMA
24			10100145792386	19998	11	220	STARLINE DR	B-1	12345		

Test Your Knowledge

NRFU Training Final Review Exercise

Read the questions below. There are four possible answers for each question. Choose one correct answer from the four possible answers and circle the letter for that answer on the answer sheet. This is an open-book exercise. If unsure of the answer, use your training materials, especially the D-547, *NRFU Enumerator Manual*.

1. If you make a personal visit to a household and no one is home, where will you record the date and time of your attempt?
 - a. In the 'Notes' section of the D-1(E), *Enumerator Questionnaire*.
 - b. In the 'Record of Contact' section of the D-1(E), *Enumerator Questionnaire*.
 - c. In the 'Status' and 'Date' sections of the D-103.1, *Address List*.
 - d. In the 'Statement' section of the D-225, *INFO-COMM*.

2. When will you use a D-1(E), *Enumerator Questionnaire*, that does **not** have an address label on it?
 - a. When you run out of labeled EQs.
 - b. When adding a housing unit that is not on the Address List.
 - c. When completing an interview at a housing unit with more than five household members.
 - d. None of the above.

3. On your initial visit to a NRFU address, you find that no one is home, but the house appears to be occupied. What should you do?
 - a. Look for a proxy respondent to conduct an interview.
 - b. Leave Form D-26, *Notes of Visit*, and complete the 'Record of Visit' section of your EQ.
 - c. Both a and b.
 - d. None of the above.

4. If the respondent is unsure who to report as a household member, what resources do you have to help the respondent determine whom to include?
 - a. The general residence rule from Question S5 on the EQ.
 - b. List A on the D-1(F), 'WHO TO COUNT ON APRIL 1st.'
 - c. Appendix D: Household Residency Rules in the D-547, *NRFU Enumerator Manual*.
 - d. All of the above.

5. PII data are:
 - a. Personally Identifiable Information – information that could be used to specifically identify an individual.
 - b. Partial Information Interview – data from an incomplete interview.
 - c. Proxy Involved Interview – data from an interview conducted with a proxy.
 - d. None of the above.

NRFU Training Final Review Exercise (continued)

6. Why is giving the D-1(F), *Information Sheet*, to all NRFU respondents required by law?
 - a. Because it contains lists of acceptable answers to questions on the EQ.
 - b. Because it encourages respondents' participation in the 2010 Census.
 - c. Because it contains the 'Confidentiality Notice' that you are required by law to provide to all respondents and it explains to them why they must provide the requested information.
 - d. Because it tells the respondents you visited them when they were not at home.

7. The basic household residency rule says to count people where:
 - a. They are registered to vote and are legal residents.
 - b. They want to be counted.
 - c. They sometimes stay.
 - d. They live and sleep most of the time.

8. The front page of the EQ asks "**Are there any continuation forms for this address?**" What do you mark in this section for a housing unit with eight people?
 - a. Mark 'Yes,' then enter '01' for the 'Number of forms.'
 - b. Mark 'No,' then enter '00' for the 'Number of forms.'
 - c. Mark 'Yes,' then enter '02' for the 'Number of forms.'
 - d. Do not make an entry for this question.

9. For Question 1 of the EQ, a respondent refuses to give the names of the people in the household. What do you do?
 - a. Leave the 'Name' answer field blank.
 - b. Print 'REF' in the Name answer fields for each person in the house.
 - c. Print 'Person 1,' 'Person 2,' and so on for each person in the Name answer fields.
 - d. Leave the Name answer field blank, and print 'REF - Person 1' in the white space below Question 1 at the bottom of the EQ.

10. For Question 4 of the EQ, a respondent does not know the exact day that his roommate was born. What do you do?
 - a. Print 'DK' in the 'Day' answer field.
 - b. Leave the 'Day' answer field blank and print 'DK' in the white space below Question 4 at the bottom of the EQ.
 - c. Leave the 'Day' answer field blank and print 'DK' in the blue space next to the answer field.
 - d. Leave the Day answer field blank and explain in the 'Notes' section of the EQ.

11. For Question 6 of the EQ, how many races can you accept for each person?
 - a. One.
 - b. Three.
 - c. Twelve.
 - d. Unlimited.

NRFU Training Final Review Exercise (continued)

12. For Question 6 of the EQ, what do you do when a respondent answers with a race that is not on the EQ?
- Place an 'X' in the 'Some other race' box and print the response in the bottom row of boxes.
 - Place an 'X' in the 'Some other race' box and print the response in the 'Notes' field on the EQ.
 - Place an 'X' in the 'Some other race' box only.
 - Mark the race (or races) you think is correct.
13. For Question 6 of the EQ, what do you do when a respondent states that his or her race is 'Hispanic'?
- Mark a box based on your observation of the respondent's race.
 - Leave the question blank.
 - Show the respondent List D again and repeat Question 6.
 - Insist that the respondent must give you a race that is not a Hispanic origin.
14. For Question 7 of the EQ, when asking the respondent if household member sometimes lives or stays elsewhere, do you read the answer choices to the respondent?
- Yes, read them for each person on the roster.
 - Yes, read them for Person 1, and read them again for the other roster members if needed.
 - No, it's unnecessary to read them all.
 - Don't ask Question 7 if you know the answer from the previous answers the respondent gave you.
15. For Question H1 on the EQ, a respondent answers 'Yes' to the 'Babies' category and gives the name 'Mary Jones.' Where would you print the name 'Mary Jones' on the EQ?
- In the first available row under Question 1 on the inside of the EQ.
 - In the first available name boxes below Question H1.
 - In both Question 1 and Question H1 name boxes.
 - Only in the 'Notes' section.
16. While asking Question 7 on the EQ, the respondent mentions that she and her husband have a vacation home they visit one weekend each month. She also says that her husband is in the Navy Reserves and is in Inactive Duty Training at the naval base two days each month. What answer best describes how you would mark the EQ for Question 7?
- Mark 'At a seasonal or second residence' for both the husband and wife, and also mark 'In the military' for the husband only.
 - Mark 'At a seasonal or second residence' for both the husband and the wife.
 - Mark 'For another reason' for the husband only.
 - Mark 'No' for both.

NRFU Training Final Review Exercise (continued)

17. For a vacant NRFU house where there's a 'For Sale' sign in the yard, how do you select an answer for Item B?
- Select 'For Sale Only' without asking, since there's a 'For Sale' sign in the yard.
 - Ask the question as worded, read all the answer categories to the respondent, and mark the answer the respondent gives you.
 - Ask the respondent 'Was the house for sale on April 1, 2010?' Do not read the other answer choices.
 - Ask the respondent the current status of the house.
18. You are considering whether to add a basement apartment that is **not** on the D-103.1, *Address List*. Which of the choices below would be a reason to add the basement apartment?
- The apartment appears to be a separate housing unit.
 - The occupant lives separately from the occupants of the main house, but he does not have direct access to his apartment.
 - The occupant lives separately from the occupants of the main house and has direct access to his apartment.
 - All of the above.
19. To be considered a housing unit, an unoccupied structure must have _____.
- Direct access and availability.
 - Separateness and livability.
 - Not open to the elements, intended for residential occupancy, and direct access.
 - Availability and livability.
20. If on Census Day the NRFU address was demolished, what answers would you select for Item A and Item C of the 'Interview Summary'?
- 'Vacant/regular' for Item A and '00' for Item C.
 - 'Demolished/burned out/cannot locate' for Item A and '98' for Item C.
 - 'Demolished/burned out/cannot locate' for Item A and '00' for Item C.
 - 'Nonresidential' for Item A and '98' for Item C.
21. How should you end the interview if the respondent refuses to be interviewed right after you introduce yourself?
- Inform the respondent that you will not leave until the interview is conducted.
 - Inform the respondent that you will ask her neighbors to provide information about her household.
 - Enter the month, day, time, and 'RE' for Refusal for the outcome of the interview attempt in the 'Record of Contact' section of the EQ; and discuss this case with your Crew Leader at the daily meeting.
 - Tell the respondent the 2010 Census is mandated by law, and she **must** cooperate with you or go to jail.

NRFU Training Final Review Exercise (continued)

22. What should you do if **none** of the household members at a NRFU address speak English and you don't recognize their language?
- Give the household a D-26, *Notice of Visit*.
 - Document the situation on Form D-225, *INFO-COMM*, and submit it to your Crew Leader during your next meeting.
 - Locate an English-speaking proxy to complete an EQ for the household.
 - Use the D-3309, *Language Identification Flashcard*, so the respondent can identify the language spoken in the household.
23. The first attempt to contact a NRFU address must be made in person, and the maximum number of personal visits per address is _____.
- 3
 - 4
 - 5
 - 6
24. What two-digit code do you print in Item C for a NRFU address that was an empty mobile home spot on April 1, 2010?
- 49
 - 99
 - 98
 - 00
25. A NRFU respondent must be at least _____ years old.
- 10
 - 15
 - 16
 - 18
26. Who could you use as a proxy respondent for a vacant housing unit, assuming the person has knowledge of its Census Day status?
- Neighbor.
 - Real estate agent.
 - Landlord.
 - All of the above.
27. If you make a personal visit to a NRFU address and the respondent hands you a completed questionnaire in the return envelope, what do you do?
- Accept the questionnaire as complete and thank the respondent.
 - Explain to the respondent that you need to interview him now.
 - Complete a D-225, *INFO-COMM*, to attach to the questionnaire the respondent gave to you.
 - All of the above.

NRFU Training Final Review Exercise (continued)

28. Which of the following reasons is **not** a valid reason for **deleting** an address?
- The address was nonresidential on Census Day.
 - The address is a duplicate of another address.
 - The address is a Group Quarters.
 - The address burned down on March 20, 2010 and has not been rebuilt.
29. Which statement best describes the Census Bureau's overtime policy?
- An enumerator may **not** work more than 40 hours a week without prior written approval from the Local Census Office.
 - An enumerator may work overtime if he or she thinks it's necessary.
 - Overtime hours are not entered on the D-308. A written explanation is sufficient.
 - When completing the D-308, it's acceptable to carry over hours into the next day of work if your Crew Leader approves.
30. If, on your initial visit to a NRFU address, the housing unit appears to be vacant, you should:
- Make two more personal visits to the address before trying to find a knowledgeable respondent.
 - Complete the EQ as vacant because you can see that the housing unit is obviously vacant.
 - Try to find a neighbor or other person with knowledge of the unit's Census Day status.
 - Leave a D-26, *Notice of Visit*, in the mailbox, but call the utility company to see if the electricity is on.

NRFU Training Final Review Exercise Answer Sheet

Name: _____

CLD: _____

Directions: Tear out this page very carefully. Circle the best answer below from the Final Review Exercise.

ANSWER SHEET

1. a b c d

11. a b c d

21. a b c d

2. a b c d

12. a b c d

22. a b c d

3. a b c d

13. a b c d

23. a b c d

4. a b c d

14. a b c d

24. a b c d

5. a b c d

15. a b c d

25. a b c d

6. a b c d

16. a b c d

26. a b c d

7. a b c d

17. a b c d

27. a b c d

8. a b c d

18. a b c d

28. a b c d

9. a b c d

19. a b c d

29. a b c d

10. a b c d

20. a b c d

30. a b c d

D-547
July 2009

**2010 Census
Nonresponse Followup
(NRFU)**

Enumerator Manual

Sample

United States™
**Census
2010**



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

This document contains no Title 13 data or Personally Identifiable Information (PII). Examples do not contain real names, real addresses, or other real data.

Contact Names and Phone Numbers

Job Title	Name	Phone Number
Crew Leader CLD Number		
Crew Leader Assistant (CLA)		
Crew Leader Assistant (CLA)		
Field Operations Supervisor (FOS) – <i>(supervises CL)</i>		
LCO Asst. Mgr. for Field Ops (AMFO) – <i>(supervises FOS)</i>		
LCO Code _____		
LCO Name		
LCO Asst. Manager of Administration (AMA)		
Regional Census Center (RCC)		
Decennial CIRT		1-877-744-1522
My Applicant ID No		My Operation Code: 32 My Task Code: 032

Where and When to Meet with My CL or CLA *(and other notes)*

Sample

Table of Contents

<u>Chapter/Topic</u>	<u>Page</u>
Chapter 1: Introduction to Nonresponse Followup	1-1
Topic 1: Overview of the U.S. Census Bureau	1-1
Topic 2: Nonresponse Followup (NRFU).....	1-3
Topic 3: Your Responsibilities as a NRFU Enumerator.....	1-6
Topic 4: Who's Who in NRFU	1-9
Chapter 2: Payroll	2-1
Topic 1: The D-308, <i>Daily Pay and Work Record</i>	2-1
Topic 2: Payroll Key Concepts	2-5
Chapter 3: Preparing for Work	3-1
Topic 1: Plan Your Day's Work	3-1
Topic 2: Assemble the Necessary Materials	3-2
Chapter 4: The NRFU Assignment Area (AA) Binder.....	4-1
Topic 1: Overview of the AA Binder	4-1
Topic 2: Using the Pages within the AA Binder.....	4-3
Topic 3: Using Census Maps to Locate Addresses.....	4-11
Chapter 5: The Enumerator Questionnaire	5-1
Topic 1: Introduction	5-1
Topic 2: How to Make Entries on the Questionnaire	5-4
Topic 3: Completing the D-1(E), <i>Enumerator Questionnaire</i>	5-9
Topic 4: Completing the D-1(E)SUPP, <i>Enumerator Continuation Questionnaire</i>	5-39
Chapter 6: Interview Situations	6-1
Topic 1: No One Home.....	6-1
Topic 2: Handling Refusals and Reluctant Respondents.....	6-4
Topic 3: Language Problems	6-7
Topic 4: Respondent Mailed the Questionnaire.....	6-9

Topic 5: Respondent Hands You a Completed Questionnaire	6-10
Topic 6: Adding Housing Units.....	6-11
Topic 7: In-Movers	6-15
Topic 8: Whole Household Usual Home Elsewhere (WHUHE).....	6-18
Topic 9: Questionnaire Misdelivery/Apartment Mix-ups.....	6-20
Topic 10: Conducting the Interview by Telephone.	6-22
Topic 11: Gated Communities, Locked Buildings and Other Access Problems.	6-25
Chapter 7: Working with Your Crew Leader	7-1
Topic 1: Your Crew Leader’s Responsibilities.....	7-1
Topic 2: Daily Meetings with Your Crew Leader	7-3
Chapter 8: Census Related Issues	8-1
Topic 1: Equal Employment Opportunity (EEO).....	8-1
Topic 2: Safety	8-2
Topic 3: Confidentiality and Data Stewardship.....	8-7
Topic 4: Restrictions on Political Activities.....	8-12
Appendix A: Abbreviations	A-1
Appendix B: Census Forms for 2000.....	B-1
Appendix C: Assignment Area (AA) Binder Contents.....	C-1
Appendix D: Household Privacy Rules.....	D-1
Glossary	Glossary-1

Chapter 1: Introduction to Nonresponse Followup

Topic 1: Overview of the U.S. Census Bureau

Overview

This topic provides an overview of the U.S. Census Bureau. It explains why we take the census every ten years. It also tells how we use census data and about other census operations.

U.S. Census Bureau Mission Statement

The Census Bureau serves as the leading source of quality data about the nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided in this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.

The Decennial Census

Article I, Section 2 of the United States Constitution mandates that a census of the population be taken every ten years, and it is, therefore, called the 'Decennial Census.' This mandate is implemented by various acts of Congress as described in Title 13 of the U.S. Code. In addition to the population count, the authority to collect other information, such as demographic and housing data, is also grounded in the Constitution and described in Title 13.

The **constitutional reason** for conducting the census every ten years is to determine the congressional representation of each state in the U.S. Congress. The results of the census are used for many purposes in addition to determining congressional representation. Policy makers, data analysts, planners, and the public use census data. Tribal, state, federal, and local governments use census data to assess the quality of services and effectiveness of programs. Nongovernmental organizations use the data to develop and analyze programs. Businesses use census data to forecast future demand for products and determine whether they are employing a representative workforce. Analysts use census data to determine how communities are growing and changing.

The first census was conducted in 1790, and the 2010 Census will be the 23rd decennial enumeration in an unbroken chain that our nation has undertaken.

From determining how many seats each state shall have in the U.S. House of Representatives to providing the data used by communities, businesses, and Americans everywhere, **the decennial census is the cornerstone of our knowledge about our country.**

Other Census Bureau Operations

In addition to the decennial census, the Census Bureau conducts surveys on behalf of various federal, state, and local government agencies on topics such as unemployment, income, crime, health, and housing. Within the Census Bureau, these are called 'demographic surveys' and they have been conducted since 1902. Because these ongoing surveys take place throughout the duration of the 2010 Census, respondents may ask you about other census representatives contacting them.

Sample

Topic 2: Nonresponse Followup (NRFU)

Overview

This topic explains how households receive their 2010 Census questionnaires and why the Census Bureau conducts Nonresponse Followup (NRFU).

Mailback Questionnaires

The United States Postal Service (USPS) delivered census questionnaires to most addresses. In addition, in some areas, census questionnaires were delivered to housing units by census workers.

A letter of explanation was included with each questionnaire. This letter asked the occupant to complete the census questionnaire and mail it back to the Census Bureau in the pre-paid return envelope that was included with the census questionnaire.

Questionnaires Not Mailed Back

Most households that receive census questionnaires return them by mail. However, there will be several million addresses from which no mail return will be received. This could be because the address is vacant, no longer exists, or the occupants have not completed the form. The nonresponding addresses are visited by NRFU enumerators who determine the status of each address in their assignment on Census Day and complete a questionnaire for each address, whether it was occupied, vacant, or did not exist on Census Day. We **must** account for every followup address.

What is 'Census Day?'

The Census Bureau sets a reference date, called 'Census Day,' for collecting information. Census Day for the 2010 Census is April 1, 2010. **It is critical that all data collected be based on the status of the address on Census Day, April 1, 2010.**

NRFU Enumerator's Job

The job of the NRFU enumerator is to locate and visit the addresses from which the Census Bureau did not receive questionnaires, in order to determine the status of each address on Census Day, and to complete the D-1(E), *Enumerator Questionnaire*, or EQ for short, for each of these addresses.

Understanding the definition of a housing unit (HU) is an important NRFU enumerator responsibility because we must determine whether the address was an HU on Census Day, and, if so, whether it was occupied or vacant on April 1, 2010. If the address was not an HU on Census Day, we find out why, and conduct an interview with a person who is knowledgeable about the reason the address was not an HU on April 1, 2010.

Housing Unit Definition

A housing unit is a living quarters in which the occupants:

- Have **direct access** to their living quarters from the outside of the building or through a common hall, **and**
- Live **separately** from other occupants in the building.

Both of these conditions must be met for a living quarters to be classified as an HU. An HU is defined as a house, townhouse, apartment, mobile home, trailer, group of rooms, or a single room with direct access that is occupied as separate living quarters, or, if vacant, is intended for occupancy as separate living quarters.

Occupied Address

If a NRFU address is determined to be a housing unit that was occupied on Census Day, the NRFU enumerator conducts an interview with a household member to obtain information about the people living there on Census Day, and about the housing unit itself.

If a household member refuses to be interviewed or cannot be contacted after the NRFU enumerator has made the required number of visits or telephone calls, the enumerator must locate a knowledgeable nonhousehold respondent (called 'proxy') to obtain information about the address as of Census Day. A proxy can be any adult, age 15 and over, who has Census Day knowledge of the NRFU address.

Vacant Address

If the NRFU address is determined to be a housing unit that was vacant on Census Day, the NRFU enumerator completes a questionnaire for the unit by interviewing a proxy respondent who is knowledgeable about the address.

Not a Housing Unit on Census Day

If the NRFU address is determined to have been demolished, or was otherwise not a housing unit on Census Day, the enumerator completes the questionnaire to delete the unit. Because a deleted unit no longer qualifies as an HU, it is removed from the census master address file and will not be eligible for the next decennial. Before the enumerator can classify a NRFU address as a 'delete,' he or she must confirm the Census Day status of the address with a proxy respondent, meaning an adult who is knowledgeable about the address.

Empty Mobile Home Site

Mobile home sites on which no mobile home existed on Census Day are treated in one of two ways:

- If the site is within a mobile home park, the enumerator must confirm that no mobile home/trailer was on the site on Census Day. In this situation, the enumerator marks the Census Day status of the unit as **'Empty mobile home/trailer site.'**
- If the site is outside of a mobile home park, such as beside a housing unit, the enumerator marks the unit's Census Day status as **'demolished/burned out/cannot locate,'** after confirming with a proxy who is knowledgeable about the address.

Sample

Topic 3: Your Responsibilities as a NRFU Enumerator

What does a NRFU Enumerator do?

The NRFU Enumerator locates the NRFU addresses listed on the D-103.1, *Address List*, in the Assignment Area (AA) binder, determines the status of each address on Census Day, conducts interviews based on Census Day status, and records the information provided by the respondent on the D-1(E), *Enumerator Questionnaire*, or EQ for short.

Census Day Status

Information collected for an **occupied** address on Census Day consists of the population count and demographic information of the people who lived or stayed there at that time. If the address was **vacant or not a housing unit** on April 1, 2010, the enumerator interviews a person who is knowledgeable about it. **The NRFU enumerator must complete an EQ for every NRFU case in his or her assignment, whether the address was occupied, vacant, or not a housing unit on Census Day.**

Typical day

As an enumerator, your typical day includes:

- Preparing and planning your work for that day.
- Using your census block maps to plan an efficient travel route for that day.
- Assembling your materials to make sure you have everything you need to do your job, including the labeled questionnaires sorted in the order you plan to visit the addresses.
- Making a personal visit for the initial contact at each NRFU address.
- Verifying that the address is located within the block on the census block map.
- Determining the status of the address on Census Day, April 1, 2010.
- Identifying yourself to each respondent by displaying your Census ID badge, giving the respondent a D-1(F), *Information Sheet*, and allowing time for the respondent to read the 'Confidentiality Notice.'

- Completing the assigned D-1(E), *Enumerator Questionnaire*, at every NRFU address based upon the Census Day status of the address.
- Leaving a D-26, *Notice of Visit*, or NV for short, if no one is home.
- Entering the date and status code on the D-103.1, *Address List*, after completing the assigned questionnaire.
- Meeting daily with your Crew Leader (CL) or Crew Leader Assistant (CLA) to report your progress, turn in your completed work, and turn in your D-308, *Daily Pay and Work Record*, for the previous day.

Performance Standards

In order to collect the most accurate data possible on schedule, the Census Bureau sets performance and progress standards for all of its employees. Your CL monitors your work and conducts on-the-job training when necessary. However, failure to meet performance and progress standards can result in the termination of your employment.

Performance standards are based on the quality of your work and, for NRFU enumerators, specifically include:

- Locating the correct NRFU addresses in your assignment.
- Determining the correct Census Day status of the addresses in your assignment.
- Collecting complete and accurate data based on the Census Day status of the addresses in your assignment.
- Filling in the questionnaires as instructed.
- Keeping your confidential materials safe.
- Reporting to your Crew Leader as directed.

Data Falsification

Data falsification is intentionally and deliberately entering wrong information. There may be times when the work is not progressing well, even though you want to do a good job. You must **not submit falsified work under any circumstances.**

If you willfully falsify information collected under Title 13, United States Code, Section 213, you can be found guilty of perjury (fabrication) and may be fined up to \$250,000 and/or imprisoned up to five years. You may be removed from federal service and prohibited from future federal employment.

**General Courtesies
While Conducting
NRFU**

You should always be friendly and courteous to each person you interview. While working for the Census Bureau, you are representing the U.S. government. Some examples of general courtesies to be followed **on the job** are:

- Always wear your ID badge **when working** and show it to everyone you contact in an **official** capacity.
- Be courteous and polite with respondents.
- Use appropriate language.
- Do not park in front of driveways, in driveways, or otherwise block respondents' vehicles.
- Do not park in reserved parking spaces.
- Do not knock on doors after dark or in the early morning hours.
- Dress appropriately for the area in which you are working.
- Do not eat, chew gum, or smoke while conducting interviews, or when talking to a respondent.

Sample

Topic 4: Who's Who in NRFU

NRFU Staff

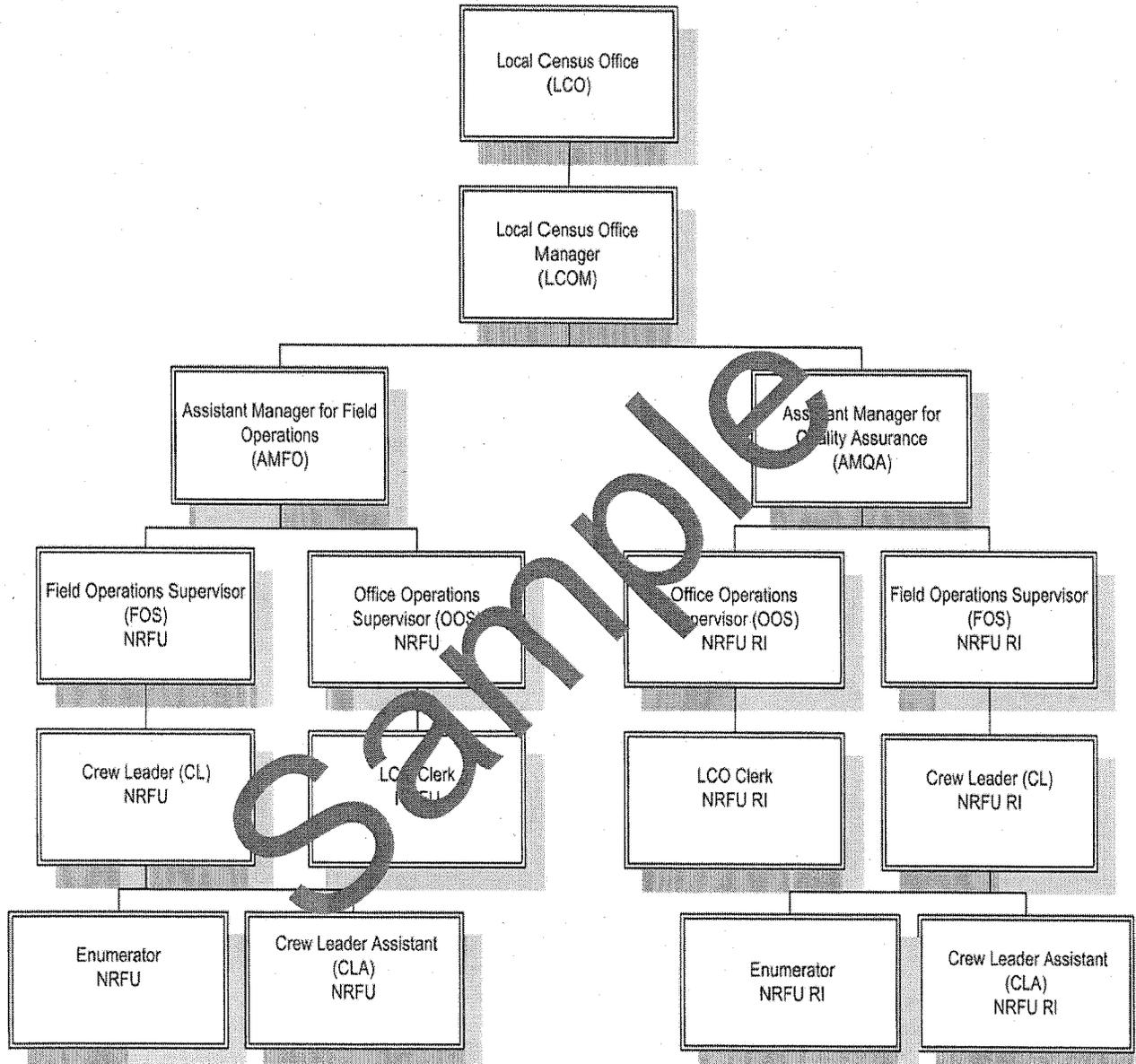
The NRFU staff is a very large and diverse group of people whose major task is to obtain information for approximately 47 million housing units within a very short time period. The Census Bureau hires upwards of 650,000 people across the country to accomplish this job. In fact, the workforce brought together to conduct NRFU is the largest peacetime workforce assembled at one time.

Organizational Structure of the Local Census Office (LCO) NRFU Staff

The NRFU enumerator is the foundation of the many people who comprise the NRFU staff. This means that your job as a NRFU enumerator is critical to the success of the 2010 Census. NRFU staff report to Local Census Offices (LCOs), which are temporary census offices in key geographic locations. Figure 1-1 on page 1-10 is the organization chart of the NRFU staff within the LCO.

Sample

Figure 1-1: Organization Chart of the Local Census Office NRFU Staff



**Local Census Office
(LCO)**

The Local Census Office (LCO) is a temporary field office established to oversee decennial operations in specific geographic areas. For the 2010 Census, there are 494 LCOs. Each LCO is managed by the Local Census Office Manager (LCOM) who reports to the Regional Census Center (RCC) that is responsible for its geographic area. The LCOM supervises five assistant managers with responsibilities over specific areas. The Assistant Manager for Field Operations (AMFO) is responsible for all data collection activities and the Assistant Manager for Quality Assurance (AMQA) is responsible for all quality assurance/reinterview activities. The AMFO and AMQA supervise separate office staff and field staff for their operations and provide support to them. Some of the other duties performed by LCO staff are recruiting and hiring field staff, processing payrolls, and managing the performance and progress of the operations.

**Field Operations
Supervisor (FOS)**

The Field Operations Supervisor (FOS) is responsible for overseeing NRFU field activities in his or her assigned Field Operations Supervisor District (FOSD). There are several Crew Leader Districts (CLDs) in each FOSD. The FOS reports to the Assistant Manager for Field Operations (AMFO).

Crew Leader (CL)

The Crew Leader (CL) is responsible for the work performed in his or her Crew Leader District (CLD). The CLD consists of one or two Crew Leader Assistants (CLAs) and several enumerators. The CL reports to the FOS. The CL trains and supervises the CLAs and enumerators. The CL is responsible for:

- Training CLAs and enumerators.
- Making assignments and reassignments for CLAs and enumerators.
- Conducting initial observations of enumerators.
- Meeting with CLAs and enumerators on a daily basis when possible.
- Monitoring performance and progress of CLAs and enumerators.
- Reviewing work performed by CLAs and enumerators for accuracy and timeliness.
- Providing feedback to enumerators and CLAs.

- Reviewing and certifying payrolls for CLAs and enumerators.
- Ensuring that completed work is delivered to the LCO daily as instructed by the FOS.

Crew Leader Assistant (CLA)

The Crew Leader Assistant (CLA) performs duties as assigned by the CL and reports directly to the CL. The CLA attends an enumerator training class. During training, the CL designates two enumerator trainees to be CLAs. CLAs perform many of the same tasks as the CL, with the major exceptions being making assignments and certifying payroll forms.

Enumerator

The enumerator is the person who is in direct contact with the public, and, therefore, is often considered the 'face' of the Census Bureau to the public. The enumerator reports to the CL. A brief summary of your job duties is listed in Topic 3 of this chapter.

Sample

Chapter 2: Payroll

Topic 1: The D-308, *Daily Pay and Work Record*

Overview

This topic provides instructions for filling out the D-308, *Daily Pay and Work Record*.

Note: Additional information about the D-308 is contained in Chapter 3 of the D-590, *Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

General Instructions

Complete a D-308, *Daily Pay and Work Record*, for each day you work, and follow the general guidelines below.

- Complete the D-308 after you finish work for the day.
- Use a blue or black ink ballpoint pen when completing the D-308.
- Be certain all your entries are accurate, legible, and complete.
- Give the completed D-308 to your Crew Leader or CLA, as appropriate, at your next scheduled daily meeting.
- Keep the 'Employee Copy' for your records.

How to Complete the D-308

Table 2-1 on pages 2-2 and 2-3 identifies the information you need to enter on your daily payroll form.

Example of the D-308

Figure 2-1 on page 2-4 shows an example of the D-308, *Daily Pay and Work Record*, which has been reviewed and certified by the Crew Leader.

Table 2-1: Completing the D-308, Daily Pay and Work Record

PART A – EMPLOYEE INFORMATION	
ITEM	
Employee ID	Enter your Applicant ID.
Name	Enter your name.
1. Date worked, day worked, Reclaim	Enter the date and place an (X) in the box for the corresponding day worked. Place an (X) in the Reclaim box if you are reclaiming hours or expenses for a day that has already been paid.
2. Task code and Operation name	Enter 032 for the task code and NRFU for the operation name.
3. Office Code and Office name	Enter the four-digit office code and the office name.
4. Points of travel	Enter the places to which you drove each day. When driving within a city or county, use the abbreviation 'I & A for 'in and around.' For example, 'I & A Smith County' or 'I & A AA 1036.' Your first travel segment always starts from your home and your last travel segment always ends at your home.
PART B – PAY INFORMATION	
ITEM	
1. Hours worked	During the classroom training, enter hours on the 'Training' line. When you are performing actual work, enter hours on the 'Regular' line. This includes the field work you complete during the training period. Enter your daily hours of work (whole or partial hours) using the decimal system. Do not include lunch periods or personal breaks. 15 minutes = .25; 30 minutes = .50; 45 minutes = .75; 1 hour = 1.00. For example, 5.75 represents 5 ¾ hours.
2. Times of day worked	Enter the actual times of day that you worked. Do not include lunch breaks or personal breaks. The times of day worked are required on every D-308 submitted for payment. Make sure the individual times of day worked match the total number of hours worked.
3. Have you claimed ALL hours worked?	Record any hours you worked, but are not claiming for payment. Also, include the date(s) the hours were worked and an explanation why you are not claiming them for payment. Note: This item is rarely, if ever, completed. Consult with your Crew Leader before making any entries in this part of the D-308.
4. Reimbursements	Enter your daily expenses incurred while on official business. Record the number of miles you drove as well as telephone and other expenses, if applicable. Official miles include miles from and to your home for training or while you are doing work. Other expenses include, but are not limited to, toll fees and public transportation fares.

Table 2-1: Completing the D-308, Daily Pay and Work Record (continued)

ITEM	PART C – CERTIFICATION
Cases Completed	Your CL will enter the CLD number in the 'CLD number' section. Be sure this is done, but leave all other items blank in this section.
Employee's Certification	Sign and date the form. Submit the form at your next scheduled meeting with your Crew Leader or CLA.
Supervisor's Certification	Do not make entries in this item. Your Crew Leader signs here.

Sample

Figure 2-1: D-308, Daily Pay and Work Record

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 JANE			MI L	Employee ID 295630	
Last Name DOE					
Month Day Year 05 13 2010					
1. Date worked 05 13 2010 Day worked - Mark (X) <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> RECLAIM - Mark (X) this box <input type="checkbox"/>					
2. Task code 032		Operation name NRFU		Remarks	
3. Office code 3520		Office name Centerville			
4. Points of travel					
From		To		From	
HOME		TRACLD			
TRACLD		HOME			
Part B - PAY INFORMATION					
1. Hours worked		FOR OFFICE USE ONLY		2. Time of day worked - Do not include breaks.	
Regular 5.75				START 1:00 FINISH 2:30	
Training				<input checked="" type="checkbox"/> am <input checked="" type="checkbox"/> pm	
Night Differential (6 pm-6 am)				3:00 <input checked="" type="checkbox"/> am <input checked="" type="checkbox"/> pm	
Overtime				<input type="checkbox"/> am <input type="checkbox"/> pm	
Night Differential/Overtime (6 pm-6 am)				<input type="checkbox"/> am <input type="checkbox"/> pm	
Total 5				<input type="checkbox"/> am <input type="checkbox"/> 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 for payment.				Cases Completed (Filled by supervisor) CLD number 0106 Cases submitted Cases accepted	
4. Reimbursements				Other - Specify in Remarks and attach receipts where required.	
Miles driven 35		Telephone \$		\$	
FOR OFFICE USE ONLY		\$		\$	
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.			Supervisor's Certification - I certify that I have reviewed the entries made and they appear to be reasonable and accurate.		
Signature Jane L. Doe		Date 5/13/2010	Signature William Bennett		Date 5/14/2010
FOR OFFICE USE ONLY		Audited by (Initial and date)	Remarks		
Copy distribution: ORIGINAL - Payroll COPY - Employee					
USCENSUSBUREAU					

Topic 2: Payroll Key Concepts

Overview

This topic reviews some of the key concepts you need to remember about payroll. Its purpose is to serve as a quick and handy reference for you when you have payroll questions. For detailed information on payroll, refer to Chapter 3 of the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

Your Appointment

You are appointed to a time-limited, temporary appointment with a Not-to-Exceed (NTE) date of eight weeks from the day you are appointed. **You may be released from service with the Census Bureau before your appointment's NTE date if work or funds are no longer available.** The expiration date of your appointment does not guarantee that you will work for the entire eight week period of appointment. However, if work and funds are available and if you are performing according to Census Bureau standards, your appointment may be extended.

Pay Periods and Pay Day

Pay periods are weekly, beginning Sunday and ending the following Saturday. You receive your first paycheck approximately 11 days after your first week of work. Thereafter, you are paid each Wednesday for every week or portion of a week you work.

Note: If you miss an entire week of work, you receive your paycheck on the second Wednesday after the week you resume working.

Overtime Policy

In order to complete your work on time, we expect that you will work most days in the pay period. You must not work more than 40 hours in a weekly pay period. You are expected to complete your work without having to work overtime. If you feel that you have more work than you can complete in a 40 hour work week, discuss the situation with your CL. Your CL may be able to redistribute your work to others in your crew. You may work overtime **only** if you have written approval from your supervisor.

You may, if you choose, work more than eight hours in one day, as long as you do not work more than 40 hours in a work week. However, if your supervisor has not ordered you to work more than eight hours in a day and additional time has not been approved with advance written permission, you are paid at your regular rate of pay.

If you are instructed to work more than eight hours in a day, for example for training class, the overtime approval has been received in writing. When this happens, you receive the overtime rate of pay for the time that you worked in excess of eight hours in a day.

Manipulation of Hours

You are not allowed to manipulate or move hours. This means that you must not work, for example, 42 hours in one week and record only 40 hours on your payroll forms for that week, and then record the remaining two hours on a payroll form during a subsequent work week where you have worked less than 40 hours. This is manipulation of hours and is grounds for termination of employment. If the Census Bureau finds that a supervisor has approved or instructed an employee to manipulate hours, the supervisor's employment is also subject to termination.

Manipulation of hours (also called 'accumulation' or 'banking' of hours) is not tolerated.

Types of Hours

Part B – Pay Information' on the D-308, *Daily Pay and Work Record*, lists five types of hours that can be claimed: 'Regular,' 'Training,' 'Night Differential,' 'Overtime,' and 'Night Differential Overtime.' Most of your hours are recorded as 'Regular' hours when you are enumerating in the field.

During training, you charge your hours worked to 'Training,' and your instructor assists you in completing your D-308s during your training period. However, the amount of time you work doing 'live field work' during the training week must be recorded as 'Regular' hours.

Also, during training, you may be instructed to work overtime. If so, your instructor tells you that you have advance written permission to work overtime and assists you in completing your payroll form. You are not allowed to work 'Night Differential' and 'Night Differential Overtime' hours.

Note: See Table 3-3, *Job Activities and Authorized Hours*, in Chapter 3, Topic 3, in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for detailed information on types of hours.

Reimbursable Expenses

Although the Census Bureau provides you with the materials you need to perform your job as an enumerator, you may incur 'reimbursable expenses' **while you are on official census business**. Reimbursable expenses include:

- All the miles you travel in your privately owned, rented, or borrowed vehicle.
- Local bus, trolley car, ferry, or subway fares.
- Road, bridge, and tunnel tolls, with receipts attached to your payroll forms if over \$1.00.
- Parking fees if free parking is not available (receipts must be attached to your payroll forms if over \$5.00).
- Taxi fare **only** when specifically authorized in writing in advance by your supervisor.
- Supervisor authorized purchases (attach receipts of more than \$5.00 to your payroll forms).
- Local and long-distance calls made from your home, cellular, or public telephones.
- Per diem for meals and lodging expenses when overnight travel is authorized.
- Payments to interpreters hired to translate interviews with households.

Note: All reimbursable expenses are census authorized expenses, as listed above, that you incur while you are on official census business. If you are unsure as to whether an expense qualifies as reimbursable, refer to Chapter 3, Topic 4 in the D-590.

Payroll Hotline

If you encounter any problems relating to your payroll, you may call the payroll hotline at 1-877-233-4776 for assistance.

Sample

Chapter 3: Preparing for Work

Topic 1: Plan Your Day's Work

Overview

To be a successful Nonresponse Followup (NRFU) enumerator, you should be ready for work each day. Advance preparation for your day's work is a must! You have an important job to do, and sometimes you may think that you have too much to do. However, you can prepare yourself and complete all your tasks if you systematically break them into smaller pieces.

Basic Steps to Plan Your Day's Work

Begin your day by using the following basic steps to prepare for work before you leave your home:

- Check the D-103.1, *Address List*, in your Assignment Area (AA) binder to determine which addresses to contact today.
- Review the census block maps to plan an efficient route of travel for the addresses you plan to visit today.
- Make sure you have a labeled D-1(E), *Enumerator Questionnaire*, or EQ, for each NRFU address that you plan to visit today in your AA binder **and** that you have sorted them in the order in which you plan to contact the addresses. Pack your census shoulder bag with the materials you need to perform your job. See page 3-2 for list of materials.
- Make sure you have the materials you need for today.
- Sharpen your black No. 2 pencils and make sure you have erasers.
- Dress appropriately for the area in which you plan to work, being mindful of your appearance and the overall impression you present.
- Remember to wear your census identification badge with the D-449, *Emergency Contact Information Card*, attached.
- Place the BC-1 199, *Official Business Sign*, in your vehicle window, if you are driving.
- Smile and be confident. You are ready to work!

Topic 2: Assemble the Necessary Materials

Overview

Pack the materials you need for today's work in the census shoulder bag that you received in your trainee kit. Most enumerators travel from home to their AAs by personal vehicle; however, in metropolitan areas, enumerators may use public transportation. This topic lists the materials you need to have with you in order of importance and weight.

Materials You Need to Carry to the Door

In addition to wearing your Census ID (with the D-449, *Emergency Contact Information Card* attached), and carrying your AA binder, which contains your D-103.1, *Address List*, census block maps, and labeled En, you need to pack the following materials in your census shoulder bag to carry to the door:

The Asterisk (*) Means You Need to Carry Sufficient Multiple Quantities Each Day

- D-547.1, *NRFU Enumerator Quick Reference Guide*
- D-1(F), *Information Sheet**
- D-1(F)(S), *Spanish Information Sheet**
- D-26, *Notice of Visit**
- D-309, *Language Identification Flashcard*
- Sharpened black No. 2 pencils, erasers, and pencil sharpener
- D-1(E), *Enumerator Questionnaires* (blank)*
- D-1(E)SUPP, *Enumerator Continuation Questionnaire**
- D-225, *INFO-COMM**
- D-1(E)(Job Aid)(S), *Enumerator Job Aid*

Note: See description of each form in Appendix B, *Census Forms for 2010*.

Materials You Need to Keep in Your Vehicle

If you are driving to your AA to conduct personal interviews, you should keep the following materials in your vehicle. You may need them, but it is not necessary to carry them to the door.

- BC-1199, *Official Business Sign/Employee*
- D-308, *Daily Pay and Work Record*
- D-547, *NRFU Enumerator Manual*
- D-590, *Census Employee Handbook*

Note: See description of each form in Appendix B, *Census Forms for 2010*.

What About Public Transportation and Materials?

All materials are important, but some are heavier than others. Clearly, you do not need the BC-1199, *Official Business Sign/Employee*, if you are using public transportation to travel to your AA. Pack your center shoulder bag with the materials you use most. Your D-547, *NRFU Enumerator Manual*, contains all the information you need to know in order to do your job well. You **should** carry it with you at all times. The D-547.1, *NRFU Enumerator Quick Reference Guide*, summarizes the most important, and most often needed, information contained in the D-547. If you are using public transportation and find your center shoulder bag overloaded with materials (for example, you have packed two AA binders), the D-547.1 may be used in lieu of the D-547, but **only** when absolutely necessary.

Getting Additional Materials

Your Crew Leader (CL) has bulk supplies of the materials you use in the field. When you run low on any materials, tell your CL about the materials you need at your daily meeting.

Sample

Chapter 4: The NRFU Assignment Area (AA) Binder

Topic 1: Overview of the AA Binder

Overview

The Assignment Area (AA) binder is a legal size (8 ½" X 14"), three ring, black notebook. Its main purpose is to provide you with a list of the addresses in your Nonresponse Followup (NRFU) assignment, and the materials and census block maps you need in order to locate the correct addresses in your NRFU assignment.

Contents of the AA Binder

The contents are placed in your AA binder in the following order:

- D-101A, *Special Notice Page*
- D-103, *Cover Page/Quality Assurance Review Page*
- D-114, *Block Listing*
- D-103, *Address List*
- D-103A, *Add Page for Housing Units*
- Map Envelope – Contains census block maps, census block locator maps, and a map legend

Appendix C, *Assignment Area Binder Contents*, contains examples of these forms.

Note: Envelope(s) containing labeled D-1(E), *Enumerator Questionnaires*, or EQs, are placed in the binder, but are not considered part of the binder contents.

Confidential Information

Because the AA binder contains names and addresses that can identify individuals, as well as maps that pinpoint where their addresses are located, you are responsible for guarding the AA binder(s) in your possession. This means that you keep the AA binder with you at all times when you are working, you do not allow anyone except an authorized sworn Census employee with a need-to-know to review its contents, and you lock it in a secure location when you are not working. Chapter 8 of this manual explains the importance of confidentiality in further detail.

The AA Binder Outer Cover

In the unlikely event you misplace your AA binder, the D-103, *Cover Page*, has instructions to the person who finds the binder to call a toll-free number. Someone from the Local Census Office (LCO) will make arrangements to pick it up.

Remember, the contents in the AA binder contain Title 13 and Personally Identifiable Information, or PII. Therefore, it is **your responsibility to always keep your AA binder in a secure location.**

Writing Surface

In addition to helping you locate the correct addresses in your NRFU assignment, the AA binder serves another purpose. As you stand and interview respondents, you use the AA binder as the writing surface for the EQs you are completing.

Sample

Topic 2: Using the Pages within the AA Binder

Overview

This topic explains how to use the pages within the AA binder. Illustrations of the pages within the AA binder are shown in Appendix C of this manual.

D-101A, *Special Notice Page*

The D-101A, *Special Notice Page*, is the first page you see when you open your AA binder. It contains a statement of confidentiality in bold letters that should remind you to safeguard the binder. It also instructs you to make all entries clear and readable.

D-103, *Cover Page/Quality Assurance Review Page*

The D-103, *Cover Page/Quality Assurance Review Page*, is a two-sided page. The front side contains the Cover Page. The reverse side contains the Quality Assurance Review Page.

Cover Page

The Cover page is divided into two formally numbered sections and a 'Notice to Finder' section at the bottom of the page.

1. 'Identification' – LCO clerks affix a preprinted label with geographical information about the AA, including the AA number, State code, County code, and so forth in this section. The barcode on the label also contains the same geographical information, and is used by the LCO clerks to check the AA binder out to the field and back in from the field.

2. 'Assignment Information' – This is the section in which the Crew Leader (CL) records information about the CL's name, address, and telephone number, as well as the same information about the enumerator to whom the AA binder is assigned. This section also has space for the CL to enter the date the binder was assigned to the enumerator and the date the enumerator returned it.

The bottom of the Cover Page contains a 'Notice to the Finder' to call a toll free number so that someone from the LCO can make arrangements to pick up the binder.

**Quality Assurance
Review Page**

The Quality Assurance Review Page consists of four sections.

Section A - Enumerator Questionnaire Review, provides the enumerator and the Crew Leader with a list of questionnaire review items. Enumerators should use this list to edit their questionnaires before turning them in to the Crew Leader.

Section B – Address Binder Review, provides a checklist for the CL to use when you have finished and returned the AA binder to the CL. However, **you** can also use Section B as a reminder of how to work with the binder.

Section C – Notes, provides space for you or the CL to jot down information when necessary. Section C should be a very convenient place for you to make notes when you are in a hurry.

Certification Specifications, has two statements. The first statement is for the enumerator to read and sign. By signing the first statement, you are certifying that you completed all the pages in the AA binder according to instructions. The second statement is for the CL to read and sign. By signing the second statement the CL is certifying that he or she reviewed the binder to ensure that you completed your work satisfactorily, according to instructions.

D-114, Block Listing

The D-114, *Block Listing*, provides a listing of the block numbers within your AA. The block numbers are listed in ascending (low to high) numeric order. An AA may consist of one block or multiple blocks. Use the D-114 to make sure your AA binder contains census block locator maps and census block maps for all the blocks that comprise your AA.

Note: Not all blocks contain living quarters, so you may have blocks listed on the D-114, *Block Listing*, that have no addresses.

D-103.1, Address List

The D-103.1, *Address List*, is a report that lists **all** the addresses within the AA, both addresses from which the occupants mailed back their original questionnaires to the Census Bureau **and** addresses from which no original questionnaires were received by the Census Bureau. The D-103.1 for each AA should be relatively large as a result.

**Item by Item
Description of the
D-103.1, Address List**

Refer to Appendix C at the back of this manual as you review the D-103.1, *Address List*, item by item.

The Header Information

The first line at the top of each page informs you that the D-103.1, *Address List*, contains Title 13 and PII, both of which are protected by the Privacy Act of 1974. See Chapter 8, Topic 3, in this manual for information on Title 13 and PII. You may also refer to the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information on Title 13 and PII. The remaining information in the header identifies the report by form number and name, and the geographic location of the addresses in the following order: RCC/LCO, ST/COU, TRACT, A.

It also tells you when the report was printed.

Column (1), Line No.

Every line on the D-103.1, *Address List*, has a line number. This includes lines for blocks that have no living quarters (NLQ) in them. The lines are numbered in sequential order, beginning with line number one on the first page of the Address List and ending with the last address (or NLQ, if applicable) on the last page of the Address List.

Column (2), Status

The status column helps you determine if the case is in NRFU.

- If the Status column for an address is filled with either 'XXXXXX' or 'Z,' the Census Bureau received the original questionnaire from the occupants at the address, and the address is not a NRFU case.
- If an entire row has been 'lined-out' by hand, the address is not a NRFU case. The Census Bureau received the lined-out cases after the AA binder was assembled, and before it was assigned to the field. LCO clerks 'lined-out' those addresses and removed the EQs before the binder was checked out to the field.

Note: 'Z' indicates Group Quarters (GQ), which are enumerated in another decennial operation.

- The addresses listed on the address list pages have been designated as part of the Nonresponse Followup workload in previous Census operations. Therefore, you cannot

delete any NRFU address because you think it is a Group Quarters. You can only delete a NRFU address for the reasons listed on the Enumerator Questionnaire. If the address exists and was occupied on Census Day, enumerate the occupants using as many continuation forms as necessary to include all of the Census Day occupants.

- Column (3), Date** If the Status column is blank, then the Date column is blank. As described above in the 'Status Column' subtopic, the case is a NRFU case. If the Date Column contains 'XXXXXX' or is part of a row that has been 'lined-out' by hand, the address is not in NRFU.
- Column (4), Case ID** All addresses on the D-103.1 have a 14-digit Case ID. This number uniquely identifies each address. The Case ID is also referred to as the Census ID.
- Note:* If a block does not contain living quarters, 'NLQs' is printed in column (4) on the line for this block.
- Column (5), Block No.** All addresses on the D-103.1 have a five-digit Block Number.
- Note:* Not all blocks contain housing units. If you have a block in your AA that does not contain any housing units, 'NLQs' is printed in column (4) and 'No Living Quarters' is printed in column (5).
- Column (6), Map Spot No.** Most addresses have map spot numbers. A number will appear in this column when there is a corresponding circle symbol on the census block map, indicating the location of the address. If the map spot number has a number in parentheses next to it, this represents a multi-unit residence, such as an apartment building or a mobile home park.
- Note:* Addresses without a map spot will appear at the top of the D-103.1, *Address List*, within the block. Housing units on any military installation will not have a map spot.
- Column (7), House No.** The house number is part of the basic street address.

Column (8), Street Name/Physical Location

This column contains a street or road name, or a physical description of the housing unit.

Note: If a block does not contain living quarters, 'No Living Quarters' is printed in column (8) on the line for this block.

Column (9), Unit Designation

A unit designation is entered in this column when the basic address, as indicated in columns (7) and (8), is the basic address for a multi-unit location, such as an apartment building or a mobile home park. Unit designations may be 'Apt. A,' 'Unit 6,' 'Site 15,' and so forth.

Column (10), Zip

This column allows space for the five-digit zip code of the addresses in the AA. It does not allow space for the four-digit extension number.

Column (11), Mailing Address

This column is filled only when the mailing address is different from the address listed in the Street Name/Physical Location.

Column (12), Occupant Name

A name may be displayed in this space. If so, it indicates the name of the person who lives at a multi-unit address, such as an apartment building or mobile home park, and returned his or her census questionnaire by mail. These names may be helpful in apartment mix-up and questionnaire misdelivery situations. Apartment mix-ups and questionnaire misdeliveries are explained in Chapter 6, Topic 9, of this manual.

Note: If there is no entry in this field, you may enter any information that you think will help you in your assignment.

Filling In the D-103, Address List, for NRFU Addresses

You must make entries on the D-103.1 based on the Census Day status of the NRFU addresses and the date you complete the D-1(E), *Enumerator Questionnaire*, for each NRFU address. In order to make entries, you need to know:

- How to determine the Census Day status of a NRFU address.
- The definition of a Housing Unit (HU).
- The definition of separate living quarters.

**How to Determine the
Census Day Status of the
NRFU Address**

You must verify that the NRFU address is located in the designated census block and, if so, determine whether it was a housing unit (HU) on Census Day. If the address was an HU, determine if it was occupied or vacant on Census Day. If the address was not an HU, determine why it was not an HU on Census Day by following the questions on the questionnaire.

**Definition of a Housing
Unit**

Housing units are places where people live. This includes houses, townhouses, apartments, mobile homes or trailers, single rooms, or a group of rooms that are occupied as separate living quarters, or, if vacant, intended for occupancy as separate living quarters. The word 'separate' means the occupants have direct access to their housing unit from the outside of a building or through a common hall.

**When and How to Make
Correct Status Entries**

When you complete the enumeration of an address, you enter the status in the 'Status' column. Correct entries are:

- An entry of '**O**' means the address was **occupied** on Census Day.
- An entry of '**V**' means the address was **vacant** on Census Day.
- An entry of '**D**' means the address did not exist as a housing unit on Census Day and that you are '**deleting**' it.

More information about determining the status of an address on Census Day is located in Chapter 5, Topic 3, in this manual.

Note: In addition, you must always fill in the date you completed the questionnaire in the 'Date' column.

**D-103.A, Add Page for
Housing Units**

The D-103.A, *Add Page for Housing Units*, is similar in design to the D-103.1, *Address List*. However, the D-103.A, *Add Page for Housing Units*, is a blank page. You fill it in if you discover an additional housing unit located in your AA, while interviewing at a NRFU address. Chapter 6, Topic 6 explains why and how to add housing units.

**Item by Item
Description of the
D-103.A, Add Page for
Housing Units**

Refer to Appendix C at the back of this manual as you review the D-103.A, *Add Page for Housing Units*, item by item.

The Header Information

The first line at the top of each page informs you that the D-103.A, *Add Page for Housing Units*, contains Title 13 and PII, both of which are protected by the Privacy Act of 1974. See Chapter 8, Topic 3, in this manual for information on Title 13 and PII. You may also refer to the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information on Title 13 and PII. The remaining information in the header identifies the report by form number and name, and the geographic location of the addresses in the following order: RCC/LCO, ST/COU, TRACT, AA.

Column (1), Line No.

Refer to the D-103.1, *Address List*, to find the last number listed. Use the next number in the numeric sequence from the Address List on the first line on the D-103.A, *Add Page for Housing Units*. If you add more than one housing unit in your AA, continue the numeric sequence that you began with on the first line of the Add Page.

As an example, the D-103.1, *Address List*, has 80 addresses listed. You discover two additional units while interviewing at a NRFU address in your AA. Use number 81 for the first additional unit you enter on the Add Page and use number 82 for the second additional unit you enter on the Add Page.

**Columns (2) and (3),
Status and Date**

After you complete the interview at an additional unit, enter the status code ('O,' 'V,' or 'D') and date of the interview in columns (2) and (3), respectively. The 'Status' and 'Date' columns on the D-103.A, *Add Page for Housing Units*, are completed exactly as you complete them on the D-103.1, *Address List*.

**Column (4), Office Use
Only**

Make no entries in this column. It will be completed by clerks in the LCO.

Columns (5) and (6)

Use the geographic information from the D-103.1, *Address List*, to fill in columns (5) and (6) when you add an additional unit.

Note: Because additional units are ones you find in your assignment area, the geographic information you collect on any blank questionnaires that you complete for in-mover and Whole Household Usual Home Elsewhere (WHUHE) households is not

entered on the D-103.A, *Add Page for Housing Units*. An easy way to remember not to enter in-movers and WHUHEs is that they are not part of your AA, and the geographic information needed for the Add Page in columns (5) and (6) is not available for them. Chapter 6, Topics 7 and 8, respectively, explain in-movers and WHUHEs.

Columns (7) through (12)

Fill in the information for the additional housing unit(s). You should have printed this information in Questions H3 and R1 on the D-1(E), *Enumerator Questionnaire*, during the interview for the additional housing unit(s).

Map Envelope

The envelope includes the census block locator map, the census block map, and the map legend. The contents of the map envelope are described in this chapter, Topic 3, on the next page.

Labeled EQs

Labeled EQs for NRFU cases are placed in an envelope inside the AA Binder and are not considered part of the AA Binder.

Sample

Topic 3: Using Census Maps to Locate Addresses

Overview

The map envelope in your AA Binder contains a census block map for each block in the AA, census block locator map(s), and a map legend. You use these maps to determine the location of your AA and plan an efficient route of travel to make personal visits to conduct your work. Once there, use your census maps to ensure that you have located the correct block for the addresses in your assignment.

Census Block Locator Map

The census block locator map helps you determine the location of the block where your assignment is located and ways to get there. The block is a small shaded area, usually in the center of the page, within a large white area with roads and landmarks that help you pinpoint the exact location of the block.

Census Block Map

The purpose of the block map is to verify that the NRFU address is located in the census block as is listed on the D-103.1, *Address List*. The block map shows the census block where your assignment is located and features such as rivers, streams, streets or roads, and other features that clearly define the census block. It also shows map spots and map-spot numbers that identify the addresses that are in the AA.

Map Legend

The map legend shows symbols and other information to help you understand the census maps. These include:

- Street or road types (including interstate, U.S. and state highways; secondary streets or roads; other streets or roads, and trails).
- Water features (including streams, rivers, and lakes).
- Other features (including railroads, pipelines, and so on).
- Boundaries (including state, county, and incorporated places; American Indian reservations; and minor civil divisions in selected states).
- Landmarks (including airports, campgrounds, schools, cemeteries, hospitals, and parks).

Sample

Chapter 5: The Enumerator Questionnaire

Topic 1: Introduction

Overview

The purpose of this chapter is to provide you with an item-by-item description of the D-1(E), *Enumerator Questionnaire*, or EQ for short, because you must complete the EQ for all addresses in your Nonresponse Followup (NRFU) assignment. Since you may need to use a continuation questionnaire for some interviews, this chapter also provides information on the D-1(E)SUPP, *Enumerator Continuation Questionnaire*.

Match the Questionnaires with the Address List

When you receive your assignment, it is very important that you check to make sure each address label on the D-1(E), *Enumerator Questionnaire*, matches the information on the D-103.1, *Address List*, in your AA binder. You need to do this each time you receive a new AA binder. Before beginning your work in the field, verify:

- The address on each EQ label matches the address on the Address List.
- The block number(s) on the block map(s) matches the block number(s) on the Address List.
- The Unit ID (Case ID), LCO, State, County, Tract, Block, and AA on the EQ labels match the same information on the Address List.

Note: If you have an address on your Address List without a matching EQ or if you have a labeled questionnaire that is not assigned to you, contact your Crew Leader (CL) or Crew Leader Assistant (CLA) immediately.

Census Day Status

The EQ contains questions to establish the status of the NRFU address on Census Day, April 1, 2010. If the address was a housing unit (HU) that was occupied on Census Day, you obtain the population count of the household, ask six demographic questions about each household member, two questions to determine that each person is counted at the correct location, and

one question about housing ownership, that is, if the occupants own or rent the housing unit, or occupy it without payment of rent.

If the address was vacant or was not an HU on Census Day, you obtain an interview from someone who is knowledgeable about the address.

Whom to Interview

You must interview an adult who is a household (HH) member of the NRFU address or, in certain situations, an adult nonhousehold member (proxy) who is knowledgeable about the NRFU address. An adult is someone who is 15 years old or older.

Address Was Occupied on Census Day

When you complete a questionnaire for an address that was occupied on Census Day, you interview an adult HH member. If you determine the HH members will be absent during the entire NRFU enumeration period or, if you have exhausted all allowed attempts, you may interview a nonhousehold member who is knowledgeable about the occupants at the address.

Address Was Vacant, Not a Housing Unit, or Was an Empty Mobile Home Site on Census Day

If you determine the NRFU address was vacant, was not an HU, or was an empty mobile home park site on Census Day, complete an interview for the address with a person who is knowledgeable about the address. If you are enumerating at an address that has multiple units, such as an apartment building, or at a mobile home park, you should find someone who has knowledge about **all** the units or sites in order to obtain interviews for **all** units or sites that were vacant or were not HUs on Census Day.

Proxy Respondents

Proxy respondents are adult nonhousehold members of a NRFU address who have knowledge about the Census Day status of the NRFU address. Examples include neighbors, rental agents, or building managers.

Callback Attempts

You must make your first attempt to contact the addresses in your assignment in person. At the time of your first visit, you will probably be able to determine by sight if an address is a housing unit and, if so, whether it is occupied or vacant.

If you find an occupied HU, and the occupants are home, you should conduct the interview. If the occupants are not at home, try to get their name, telephone number, and the best time to find them at home from someone who may know this information, such as a neighbor or landlord.

You may make callbacks by telephone if you get the information you need from someone who knows the occupants of an address in your assignment. Chapter 6, Topic 1, of this manual provides you with callback details for households that are not home when you attempt to contact them.

You may make callback attempts, by telephone or in person, in any order that you think will work best. **However, the first attempt must be made in person, and the maximum number of personal visits per address is three.** Vary the times of contact, so that you can try to find people home. For example, if no one is at home on a weekday morning, try on a weekday evening or on the weekend.

You may make at most three personal visits to a NRFU address. If, after the third personal attempt, you are unable to get an interview from the residents of the HU, and you have no telephone number, conduct an interview with a proxy respondent.

If you learn at any time that all HH members of a followup unit are away for an extended period of time and are not expected to return during the NRFU operation, then conduct an interview with a proxy respondent to complete the questionnaire.

Refer to the 'Record of Contact' section on the EQ to determine the number of contacts you may make to each NRFU address in your assignment. Most EQs allow for six attempts; however, you will have a few questionnaires in your assignment that allow for four or five attempts. Topic 3 in this chapter provides the details you need to know about making and recording contact attempts. **You may not exceed the allowed number of contact attempts.**

Personal Visits

When you make personal visits, the respondents may ask you to come inside to conduct the interview. You are allowed to do so when invited; however, **always use your best judgment and keep your personal safety in mind.**

Topic 2: How to Make Entries on the Questionnaire

Overview

The purpose of this topic is to ensure that you complete each questionnaire using the proper procedures. Because the data on the questionnaires are captured by optical scanning equipment, handling the questionnaire, as well as filling it in so that the letters and numbers are readable and within the boxes, are equally important.

Handle the Questionnaire Carefully

Since you use the AA binder as your writing surface in most interviews, you have the challenge of writing on a document that is much larger than its writing surface. The EQ is a tri-fold document. The two permanent creases in the EQ are the only folds that the optical scanning equipment are designed to handle. **For this reason, use only existing folds. Do not make any new folds.**

Fill Out the Questionnaire Neatly

Neatness Counts! The Census Bureau keys in specific items from each questionnaire to turn the information you record on the questionnaire into electronic data that are tabulated by computers.

To ensure that the information you record on each questionnaire is accurate, follow these rules in completing the questionnaire form.

Use Black No. 2 Pencil

Use only the pencils provided in your materials or another black No. 2 lead pencil to fill out the questionnaires.

Do not use an ink pen or colored pencil.

Recommended Handwriting

Your handwriting has to be carefully 'printed' to conform to the requirements of the optical scanners. An 'A' that you print on the questionnaire must look like an 'A' to the optical scanning equipment. Another person looking at your 'A' might recognize it immediately as an 'A,' but the optical scanners will not be able to do so if the letter is not printed correctly according to specifications.

Erase Entries

If you make a mistake, erase it completely. **Do not** cross it out.

If you accidentally make a stray mark on the questionnaire, erase the mark completely. Make entries only in the designated boxes and spaces, with the exception that you may enter comments in the white space along the bottom margin and around a row of answer boxes for a 'write-in' answer in which the wording is too long. See Figure 5-2 on page 5-8 for an example of 'write-in' answers.

'Don't Know' or 'Refused' Answers

If a respondent does not know the answer or refuses to answer the question, do the following:

- Go to the bottom white margin under the 'Question' column.
- Write the person number that the note is about and enter 'DK' for 'Don't Know,' or 'REL' for 'Refused.'
- Do not write in any boxed area of the questionnaire.

See Figure 5-1 for an example of how to enter 'Don't Know' or 'Refused' answers.

Figure 5-1: Entering 'DK' for Date of Birth for Person 3

band or wife	<input type="checkbox"/> Son-in-law	<input type="checkbox"/> Male	Age on	
ogical son or daugh	daughter-in-law	<input type="checkbox"/> Female	April 1, 2010	
pted son or daught	Other relative		DATE OF BIRTH	
erson or stepdaught	Other guardian		Month	
her or sister	Housemate		Day	
er or mother	or roommate		Year of birth	
ndchild	Unmarried partner			
ent-in-law	Other nonrelative			

Person # 3DK
DATE OF BIRTH

Print Responses in the Areas Provided

In addition to printing neatly, you must also print your responses in the areas provided on the questionnaires. However, for boxes in which you print words, you may continue printing around the 'write-in' area. See an example of printing around the 'write-in' area in Figure 5-2 on page 5-8.

Fill Check Boxes

When you fill a check box, follow these rules:

- Enter response in the white boxes on the questionnaire forms.
 - Mark boxes with an 'X' rather than a check mark or some other type of mark.
 - Keep the 'X' within the segmented lines of the box. **Do not** print your 'X' near or let it extend into the box for another answer.

Fill-In Boxes

When you complete a fill-in box, follow these rules:

- Print responses within each white box.
- Print only one letter or number within each segmented space in the box.

If there is not enough room for the response, continue printing around the 'write-in' area.

See Figure 5-2 for an illustration of completing check boxes and fill-in boxes.

Sample

Figure 5-2: Completing Check Boxes and Fill-In Boxes

This is the **correct** way to fill in the questionnaire.

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race.
What is (Name's) race?
Read if necessary:
Examples of other Asian groups include Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input checked="" type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe? <input checked="" type="checkbox"/>
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian — What is that group? <input checked="" type="checkbox"/>
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander — What is that group? <input checked="" type="checkbox"/>
<input type="checkbox"/> Some other race — What is that group? →			

SPANISH AMERICAN INDIAN

This is the **wrong** way to fill in the questionnaire. Print; do not write on the questionnaire.

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race.
What is (Name's) race?
Read if necessary:
Examples of other Asian groups include Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input checked="" type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe? <input checked="" type="checkbox"/>
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian — What is that group? <input checked="" type="checkbox"/>
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander — What is that group? <input checked="" type="checkbox"/>
<input type="checkbox"/> Some other race — What is that group? →			

Spanish American Indian

Topic 3: Completing the D-1 (E), *Enumerator Questionnaire*

Begin the Interview

If this is your first contact, introduce yourself, verify that you are at the correct address, show your census ID badge, and provide a D-1(F), *Information Sheet*, to the respondent.

If you have contacted this respondent before, as in the case of a callback, before you begin, you must reintroduce yourself and provide a D-1(F), *Information Sheet*, to the respondent again.

The D-1(F), *Information Sheet*, contains the 'Confidentiality Notice.' If you are conducting a telephone interview, you must read the Confidentiality Notice to the respondent.

Note: Chapter 6, of this manual covers telephone interviewing.

Fill Out the Questionnaire

This topic provides you with an explanation of each item on the D-1(E), *Enumerator Questionnaire*, or EQ for short. Text in the EQ is written specifically to help you know which questions to ask, when to ask them, and how to ask them.

Writing Conventions

You can see examples of each writing convention on the first page of the EQ. Look specifically at questions S1 and S3. For example:

- **Bold text** - read exactly as worded to the respondent.
- *Italic text*-- reminders for you, do not read them to the respondent.
- *(Text in Parenthesis)* - if it is in italics, it is a reminder for you.
- **(Text in Parenthesis)** - if it is in bold, then you should choose the best of several options to read to the respondent.

example, if there are two continuation forms used for an interview, enter '02' in the 'Number of forms' box. Refer to Topic 4 of this chapter for information about the continuation form.

Record of Contact

RECORD OF CONTACT														
Type	Mo	Day	Time	Outcome	Type	Mo	Day	Time	Outcome	Type	Mo	Day	Time	Outcome
<input checked="" type="checkbox"/> Personal	05	24	09:05	<input checked="" type="checkbox"/> a.m. NV	<input type="checkbox"/> Personal					<input type="checkbox"/> Telephone				
<input checked="" type="checkbox"/> Personal	05	25	03:00	<input checked="" type="checkbox"/> p.m. CI	<input type="checkbox"/> Personal					<input type="checkbox"/> Telephone				
<input type="checkbox"/> Personal					<input type="checkbox"/> Personal					<input type="checkbox"/> Telephone				
<input type="checkbox"/> Telephone					<input type="checkbox"/> Telephone					<input type="checkbox"/> Telephone				

OUTCOME CODES: NV = Left Notice of Visit NC = No Contact RE = Referred to USAID Conducted Interview OT = Other

Use the 'Record of Contact' section at both the beginning and the end of an interview. Use it as a planning tool for contacting NRFU addresses by reviewing the information it contains to determine when and how to make callbacks. After you complete a contact attempt, including the final attempt in which you conduct the interview, fill in the information about the attempt in the 'Record of Contact' section after you finish making entries on the back page of the Enumerator Questionnaire.

How to Complete the 'Record of Contact' Section

You must complete the 'Record of Contact' section on the front of the questionnaire every time you visit or telephone a NRFU address.

- Put an 'X' in the appropriate box for the type of contact you make, with the exception of the first contact, which is marked for you since it must **always** be made in person.
- Enter the two-digit month and two-digit day of the contact; for example, May 3rd is '05' for month and '03' for day.
- Enter the time of the contact, using two digits for the hour and two digits for the minutes; for example, '6:05' is '06' for the hour and '05' for the minutes.
- Enter the appropriate two-letter outcome code.

Outcome Codes

You must record each contact attempt you make to visit or telephone a NRFU address in your assignment using one of the following outcome codes:

- 'NV = Left Notice of Visit' means you made a personal visit and no one answered the door, so you left a Form D-26, *Notice of Visit*, to inform the occupants of your visit. Then, enter information about the visit, if it would be helpful to you or to another enumerator, in the 'Notes' section of the EQ. See Chapter 6, Topic 1 for more information about the NV form.
- 'NC = No Contact' means you were unable to contact the respondent **and** could not leave an 'NV.' An example is no one answered the telephone when you made a callback. Document the situation in the 'Notes' section of the EQ.
- 'RE = REfusal' means the respondent refused to give you an interview. **Always** document the situation in the 'Notes' section of the EQ and talk with your Crew Leader at your next daily meeting about refusals and how to convert them into interviews. See Chapter 6, Topic 2 to learn about refusal situations.
- 'CI = Conducted Interview' is the outcome code you will obtain for most of the cases assigned to you. 'CI' means you completed an interview for a NRFU address.
- 'OT = Other' is used for any other situation that is not described above, such as a safety issue, a language problem, a quarantined area, and so forth. Always document the situation in the 'Notes' section of the EQ for the 'OT' outcome code and talk about it with your CL at your daily meeting.

Number of Contact Attempts

Most Enumerator Questionnaires allow for six contact attempts. However, occasionally you may find a questionnaire that allows only four or five attempts.

Final Attempt

When you make the final attempt, you must enter a final outcome code. If you have been unable to contact a resident of an occupied housing unit, obtain the information about the Census Day status of the unit from a proxy respondent.

Note: There are four final outcome codes, 'CI = Conducted Interview,' 'NC = No Contact,' 'RE = Refusal,' and 'OT = Other.'

Questions S1 - S5

Begin your interview with questions S1-S5, the introduction section. It includes the interview questions you must ask each respondent for the NRFU address.

When interviewing an occupant of a housing unit **in person**, you must ask all questions exactly as worded. Each of these questions were carefully written and tested to gather accurate data from each household in the United States.

However, an interview with a proxy respondent will usually take place at a different location than the NRFU address. This means you will need to change the way you ask the first few questions on the EQ so that they will make sense.

Suggested Wording for a Proxy Interview

When you are interviewing a proxy respondent, you must try to ask all questions as closely to the original wording as possible.

In Question S1, after introducing yourself, and showing your Census ID, you can say something like, "I have a few questions about (NRFU Address). Do you think you can help me?"

If the proxy respondent agrees, go to Question S2 and complete the interview by rewording the questions to substitute the actual address or another phrase like, 'that address' or 'that house' when referring to the NRFU address.

Question S1

S1. Hello, I'm (Name) from the U.S. Census Bureau.
(Show ID). Is this (Address)?

Yes - Continue with question S2.

No - Ask: Can you tell me where to find (Address)?
END INTERVIEW.

As you read the question, insert your name. Always wear your Census ID and show it to the respondent.

IF YES...	IF NO...
<p>Put an 'X' in the 'Yes' box and continue with S2.</p>	<p>Put an 'X' in the 'No' box and ask: Can you tell me where to find (Address)? END INTERVIEW</p> <p>If the respondent cannot give you directions, go back and check your census block map to verify that you are in the correct census block. If you are still uncertain, look for someone familiar with the area to help you. Do not show the address listing sheet or any census maps to anyone who is helping you (Title 13 and PII). If you are still unable to find the address, tell your Crew Leader.</p>

Question S2

S2. Please complete a Census questionnaire for this address. It should take about 10 minutes. (Hand respondent an Information Sheet.) The first part explains that your answers are confidential. I'll refer to the other parts later. Did you or anyone in this household live or stay here on April 1, 2010?

Yes - Continue with question S3.

No - Skip to question S4.

The D-1 (F), *Information Sheet* contains the 'Confidentiality' Notice and four additional lists that contain information to help the respondent answer questions about household members. **You must provide every respondent with an Information Sheet and allow time for the respondent to read it.**

IF YES...	IF NO...
<p>Put an 'X' in the 'Yes' box and continue with Question S3.</p>	<p>Put an 'X' in the 'No' box and skip to Question S4.</p>

Question S3

S3. Does someone usually live at this (house/apartment/mobile home), or is this a vacation or seasonal home?

- Usually lives here - *Skip to question S5.*
- Vacation or seasonal home or held for occasional use -- *Skip to "Respondent Information" on back page.*

This question is designed to determine whether the housing unit is a usual residence or is occupied only seasonally. If the address is used as a secondary or vacation home, the occupants should be counted at the other residence where they live most of the time.

If someone usually lives here...	...it is a vacation or seasonal home or held for occasional use...
<p>Put an 'X' in the 'Usually lives here' box and skip to S5.</p>	<p>Put an 'X' in the 'Vacation or seasonal home or held for occasional use' box.</p> <p>Skip to the 'Respondent Information' section on the back page. Complete items R1, R2, and R3, as appropriate.</p> <p>Complete the Interview Summary:</p> <ul style="list-style-type: none"> • Under Item A, 'Unit Status on April 1, 2010,' place an 'X' in the third box for 'Vacant - usual home elsewhere.' • If the Unit Status in Item A is 'Vacant - regular' or 'Vacant - usual home elsewhere,' you must ask Item B to the respondent and print an 'X' in the box for the answer. • Under Item C, enter '00' since the house was vacant on April 1, 2010. • Complete 'Certification' section.

Question S4

S4. (Only ask if no household member lived here on April 1.)
On April 1, was this unit vacant, or occupied by a different household?

Vacant - Skip to "Respondent Information" on back page.

Occupied by a different household - Using a knowledgeable respondent, complete this questionnaire for the Census Day household.

Not a housing unit - Skip to "Respondent Information" on back page.

This question is designed to determine the status of the address on Census Day if no member of the current household lived there.

IF VACANT...	IF OCCUPIED BY A DIFFERENT HOUSEHOLD...	IF NOT A HOUSING UNIT ...
Put an 'X' in the 'Vacant' box and skip to the 'Respondent Information' on the back page to complete the remainder of the questionnaire.	Put an 'X' in the 'Occupied by a different household' box and find a proxy respondent to complete this questionnaire for the Census Day household.	Put an 'X' in the 'Not a housing unit' box and skip to the 'Respondent Information' on the back page to complete the remainder of the questionnaire.

Question S5

S5. We need to count people where they live and sleep most of the time.

Please look at list A. It contains examples of people who should and should not be counted at this place.

Based on these examples, how many people were living or staying in this (house/apartment/mobile home) on April 1?

= Number of people

Allow the respondent time to review List A on the D-1(F), *Information Sheet*, and then enter the number of household members on April 1, 2010.

Note: If there are more than five people living in this unit, use a D-1(E)SUPP, *Enumerator Continuation Questionnaire*, since Column 1 asks for the names of all the persons in the household. Have these forms readily available, so there is no disruption while you look for additional materials, and continue listing HH members in Column 1 on the continuation form. See Topic 4 in this chapter on when and how to use continuation forms.

Complete Columns 1-7

If there is an entry in item S5 (*meaning the unit was occupied on Census Day*), ask the questions in Columns 1 through 7 for each person living at this address. **Complete each column for all household members before moving to the next column.**

Column 1: Name

1. Let's make a list of all those people who start with the name of an owner or renter who was living here on April 1. Otherwise, start with any adult living here.

Person 1

First Name MI

Last Name

Column 1 is where the name of each person living in the household on April 1, 2010 is entered.

- Be sure to list one of the persons living here who owns or rents the home as Person 1. If there is no such person in the Census Day household, list any adult household member as Person 1.
- Print each person's first name, middle initial ('MI'), and last name in the boxes marked Person 1, Person 2, and so on.
- Print all the names before moving on to Column 2. If more than five names are given, you must fill out a D-1(E)SUPP, *Enumerator Continuation Questionnaire*. See Topic 4 in this chapter for instructions on using continuation forms.
- Do not enter anything but names in Column 1. If the respondent refuses to give names, enter 'REF – Person 1,' 'REF – Person 2,' in the white space on the bottom border.

After completing the interview and leaving the respondent, enter information in the 'Notes' section about the refusal of names.

- If the respondent is insistent in refusing to provide names, try to obtain the rest of the data about each person.

Note: If there is more than one person living at this address, you must ask the questions for each person. If the respondent answers for each household member without hesitation, continue.

Column 2: Relationship

2. Please look at list B on the Information Sheet. How is (Name) related to (Read name of Person 1)?

Mark ONE box.

Person 1

<input type="checkbox"/> Husband or wife	<input type="checkbox"/> Son-in-law or daughter-in-law
<input type="checkbox"/> Biological son or daughter	<input type="checkbox"/> Other relative
<input type="checkbox"/> Adopted son or daughter	<input type="checkbox"/> Roomer or boarder
<input type="checkbox"/> Stepson or stepdaughter	<input type="checkbox"/> Housemate or roommate
<input type="checkbox"/> Brother or sister	<input type="checkbox"/> Unmarried partner
<input type="checkbox"/> Father or mother	<input type="checkbox"/> Other nonrelative
<input type="checkbox"/> Grandchild	
<input type="checkbox"/> Parent-in-law	

Show the respondent List B on the D-1(F), *Information Sheet*, which lists various types of relationships. Column 2 is where the relationship of each household member to Person 1 is listed. For example:

- If Jane Johnson is listed as Person 1 and she is the respondent, ask “**How is (Name) related to you?**”
- If Jane Johnson is listed as Person 1 and she is not the respondent, ask the respondent “**How are you related to Jane Johnson?**” Then ask the respondent the question as worded for all other HH members.
- Put an ‘X’ in the appropriate box indicating each person’s relationship to Person 1.

When asking the question, insert the name of the person you are asking about from the list of household members in Column 1.

Column 3: Sex

3. Is (Name)
male or
female?
Mark ONE box.

Male
 Female

Column 3 is where the sex of each household member is listed. Respondent and household members' sex may seem obvious but **it needs to be asked or verified for everyone** in the household to ensure accurate data collection.

**Column 4: Age and Date
of Birth**

What is (Name's) age on
April 1, 2010? What is
(Name's) date of birth?
Please report babies as age 0.
If the child is less than 1
year old.
Print numbers in boxes.

Age on
April 1, 2010

DATE OF BIRTH

Month

Day

Year of birth

Column 4 is where each household member's age on **Census Day, April 1, 2010**, and date of birth are listed. Make entries in Column 4 as follows:

- Write the person's age **in years** in the 'Age on April 1, 2010' box. If the respondent is unsure of the person's exact age, ask for his or her best guess.
- Print the ages of babies as:
 - '00' if less than 12 months;
 - '01' if 12 to 23 months; and
 - '02' if 24 months

- Print the person's date of birth (Month, Day, and Year of Birth) in the boxes provided. Use two digits for the month and day, and four digits for the year.

Note: Only write numbers in the 'write-in' boxes. For example, if the date of birth is July 17, 1983, enter '07,' '17,' and '1983.'

Column 5: Hispanic, Latino, or Spanish Origin

5. Please look at List C. Is (Name) of Hispanic, Latino, or Spanish origin?
Read if necessary:
Examples of another Hispanic, Latino, or Spanish origin include Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

<input type="checkbox"/>	No, not of Hispanic, Latino, or Spanish origin
<input type="checkbox"/>	Yes, Mexican, Mexican American, Chicano
<input type="checkbox"/>	Yes, Puerto Rican
<input type="checkbox"/>	Yes, Cuban
<input type="checkbox"/>	Yes, another Hispanic, Latino, or Spanish origin - What is that origin?

Column 5 is where each person is asked about his or her Hispanic, Latino, or Spanish origin. Many people assume the question is asking about the race of the household member, but it is not. It is only asking if each person is of Hispanic, Latino or Spanish origin.

- Allow the respondent time to refer to List C.
- Put an 'X' in only one box for each person. **Do not encourage** more than one response, but enter more than one response if offered.

It is necessary to read this question for everyone in the household. If the person's origin group is not one of the listed categories, put an 'X' in the 'Yes, another Hispanic, Latino, or Spanish origin' box and print the origin response in the row of boxes under 'What is that origin?'

People of Hispanic, Latino, or Spanish origin are those who trace their origin or descent to Mexico, Puerto Rico, Cuba, the Spanish-speaking countries of Central or South America, and other Spanish cultures. Origin can be considered as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

Column 6: Race

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race. What is (Name's) race?
Read if necessary.
Examples of other Asian groups include Himong, Laotian, Thai, Pakistani, Cambodian, and so on.
Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe? <input type="checkbox"/>
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian — What is that group? <input type="checkbox"/>
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Pacific Islander — What is that group? <input type="checkbox"/>
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	
<input type="checkbox"/> Some other race — What is that group? <input type="checkbox"/>			

Column 6 is where data are collected about each household member's race.

Ask this question of all persons on the roster. Do not make assumptions. The responses to the race question are based on self-identification, and should not be interpreted as being scientific or genetic in nature. Enter the response given to you by the respondent.

This is a multiple-choice question and a respondent can choose more than one race. Print an 'X' in each box for each race the respondent selects.

If the respondent identifies with both an ethnicity and a racial group, such as 'Puerto Rican' and 'White,' 'Cuban' and 'Black,' or 'Mexican' and 'Korean,' mark only the appropriate boxes for all the groups provided. Record the additional responses that are not included on the EQ in the appropriate available 'write-in' lines.

Additional Information

Some of the responses ask for additional information. The procedures for collecting additional information for the three rows of write-in boxes are as follows:

Top Row of Write-In Boxes

When a respondent selects, 'American Indian or Alaska Native' as an answer, place an 'X' in the box beside that race and then ask, **What is the name of the enrolled or principal tribe?** Print the response in the **top row of boxes.**

Note: If the answer is too long to print in the spaces provided, continue printing near the 'write-in' area. See Figure 5-2 on page 5-8 for an example.

**Middle Row of Write-In
Boxes**

The middle row of spaces is used when a respondent selects **either** 'Other Asian' or 'Other Pacific Islander.' The 'Other Asian' arrow points down to the 'write-in' area and the 'Other Pacific Islander' arrow points up to the 'write-in' area. Place an 'X' in the box beside the answer and then ask, **What is that group?** Print the response in the **middle row of boxes.**

Note: If the answer is too long to print in the spaces provided, continue printing near the 'write-in' area. See Figure 5-2 on page 5-8 for an example.

**Bottom Row of Write-In
Boxes**

The bottom row of spaces is used when a respondent selects 'Some other race.' Place an 'X' in the box beside 'Some other race,' and then ask, **What is that group?** Print the response in the **bottom row of boxes.**

Note: If the answer is too long to print in the spaces provided, continue printing near the 'write-in' area. See Figure 5-2 on page 5-8 for an example.

Hispanic Origin

If the respondent states his or her race is 'Hispanic' or provides a specific Hispanic ethnicity you should:

Ask the respondent to refer to List D on the D-1(F), Information Sheet, and ask if there is a group or groups listed in which the respondent identifies.

- Then ask the question again, exactly as worded "**Please look at List D and choose one or more races. For this census, Hispanic origin is not a race. What is (Name's) race?**"
- Explain that race and Hispanic origin are two distinct concepts, and people of Hispanic origin may be of any race.
- If the respondent asks for clarification, explain that race and Hispanic origin are two distinct concepts, and people of Hispanic origin may be of any race.

If the respondent again answers 'Hispanic' or provides a specific Hispanic ethnicity, you should place an 'X' in the 'Some other race' box and print the response in the bottom row of boxes.

Explanation of the Race Categories

The following are examples for each category and are not all inclusive:

'White'

The category 'White' refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who identify as 'White' or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

'Black, African American, or Negro'

The category 'Black, African American, or Negro' refers to a person having origins in any of the Black racial groups of Africa. It includes people who identify as 'Black, African American, or Negro,' or report entries such as Afro-American, Kenyan, Nigerian, or Haitian.

'American Indian or Alaska Native'

The category 'American Indian or Alaska Native' refers to 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. This category includes people who identify as 'American Indian or Alaska Native,' or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, Canadian Indian, French American Indian, or Spanish American Indian.

'Asian'

The boxes for 'Asian Indian,' 'Chinese,' 'Filipino,' 'Korean,' 'Japanese,' 'Vietnamese,' and 'Other Asian' are part of a larger category of 'Asian.' 'Asian' refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, Malaysia, Pakistan, and Thailand.

'Native Hawaiian or Other Pacific Islander'

The boxes for 'Native Hawaiian,' 'Guamanian or Chamorro,' 'Samoan,' and 'Other Pacific Islander' are part of a larger category of 'Native Hawaiian or Other Pacific Islander.' 'Native Hawaiian or Other Pacific Islander' refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, such as Tahiti or the Mariana Islands.

'Some other race'

The category 'Some other race' includes all other responses not included in the race categories described above. Respondents identifying as multiracial, mixed, interracial, or a Hispanic, Latino, or Spanish group (for example, Mexican, Puerto Rican, Cuban, or Spanish) are included in this category.

Column 7

7. Does (Name) sometimes live or stay somewhere else for any of these reasons? -
Read response categories.
Mark all reasons that apply.

In college housing
 In the military
 At a seasonal second residence
 For child custody
 In jail or prison
 In a nursing home
 For another reason
 No

Column 7 is designed to verify whether a household member sometimes lives or stays at another address. This question allows you to check more than one choice for each person.

Mark an 'X' in each box for all the circumstances that apply to each person. Each time the respondent reports another place, mark the form accordingly. Do not try to judge whether the person stays there most of the time. If there are no other places where a person lives or stays, mark an 'X' in the 'No' box.

After reading all of the choices on the list for the first household member, it is not necessary to read the choices again, unless the respondent seems unclear about the choices.

Places Where People May Sometimes Live or Stay

Refer to the following list. It explains the meaning of each choice listed in Column 7.

College

Sometimes people live or stay somewhere else for college. These other places could be:

- On-campus or off-campus housing.
- Universities or community colleges.

- In the United States or outside the United States.

This question does not apply to individuals away at boarding schools.

Military

Sometimes people live or stay somewhere else for military service. These other places could be:

- For the reserves, national guard, or coast guard.
- For active duty, deployment, being stationed temporarily away, or being aboard ship.
- In military barracks or dormitories.
- In military disciplinary barracks or jail.
- In military treatment facilities such as military hospitals and medical centers with injured active duty military personnel assigned to beds in the facility.

This question does not apply to individuals staying at a Veterans Affairs hospital.

Seasonal or Second Residence

Sometimes people live or stay somewhere else because they have a seasonal or second residence. A person can live at two or more residences during a week, month, or year, such as:

- 'Snow birds' who have a residence in a warm climate and a residence in a cold climate.
- People who have a second residence for work.

Child Custody

Sometimes people live or stay somewhere else because of child custody arrangements, either formal or informal.

Jail or Prison

Sometimes people live or stay somewhere else because they are incarcerated. These other places could be:

- City or county jails.
- Work farms or camps.
- Other municipal confinement facilities.
- Correctional facilities for adults, including prisons, federal detention centers, and halfway houses operated for correctional purposes.

People should be included if they were incarcerated for any reason on Census Day, even if it was for only that one day.

Nursing Home

Sometimes people live or stay somewhere else because they need some type of care. These other places could be:

- Facilities that provide 24 hour/seven days per week skilled nursing care.
- Facilities that provide care for better living, such as serving meals and administering medications, but not skilled nursing care.

Another Reason

Sometimes people live or stay somewhere else for another reason not listed above. 'Another reason' could be:

- When someone is in a residential school for people with disabilities on April 1, 2010.
- When someone stays at another residence to care for an ill friend or relative.

Question H1

H1. We do not want to miss any people who might have been staying here on April 1. Were there any additional people that you didn't mention, for example:

Babies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foster children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other relatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roommates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other nonrelatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How about anyone else staying here on April 1 who had no permanent place to live? Yes No

If in any category, ask: What is that person's name?

First Name	Last Name
<input type="text"/>	<input type="text"/>
Anyone else?	
First Name	Last Name
<input type="text"/>	<input type="text"/>

Do not list any people recorded for this question on the inside pages or on a continuation form.

Question H1 asks about additional people who were living in the household on Census Day but were not included on the roster. If the respondent answers 'yes' to any of the questions, print the names of **up to two** people in the boxes. **Do not** go back and add them to the questionnaire because the household may be contacted in a later census operation to clarify the household information.

Question H2

H2. Do you or does someone in this household own this (house/apartment/mobile home) with a mortgage or loan, including home equity loans; own it free and clear; rent it; or occupy it without having to pay rent?

Own with a mortgage or loan (including home equity loans)

Own free and clear (without a mortgage or loan)

Rent

Occupy without payment of rent

Question H2 gathers information needed to classify occupied units as either owner occupied or renter occupied.

'Own with a mortgage or loan (including home equity loans)'

Mark this answer when the housing unit has a mortgage or loan held against it. The housing unit must be owner-occupied, meaning the owner or co-owner must live in the unit. Include units being bought on land contract or contract to purchase, deed of trust, trust deed, purchase agreement, and units built on leased land if the unit is mortgaged. Also include mobile homes with installment loans and units that have reverse mortgages.

A mortgage is a type of loan secured by real estate. With a mortgage, the borrower has title to the property while the lender has only a claim against the property if the borrower fails to make the required payments.

A deed of trust or trust deed is used in some areas instead of a mortgage and involves a third party, known as the trustee. The trustee has technical title to the property. Trust deeds, trusts, mortgages, bonds, and vendor's liens are types of deeds of trust.

With a contract to purchase, the original owner has title to the property, while the borrower has the right to occupy or otherwise use the property so long as he or she makes the required payments. Types of debt such as land contracts, contracts for deeds, and assumption agreements can be considered as contracts to purchase.

With a reverse mortgage, an elderly or disabled owner receives monthly payments from the equity in his or her housing unit. The owner may, but does not necessarily have to, exhaust all the equity in his or her housing unit in a reverse mortgage situation. If the owner decides to sell the property or dies, the amount of money received from the reverse mortgage (along with any fees and interest charges that apply to the reverse mortgage) has to be returned to the lender. If equity remains after repayment to the lender, the owner or the owner's heirs receive the balance of the equity.

**'Owned free and clear
(without a mortgage or
loan)'**

Mark this answer when the housing unit does not have a mortgage or loan held against it. The housing unit must be owner-occupied, meaning the owner or co-owner must live in the unit. Include units for which there is no mortgage or other debt on the housing unit, and for units that are built on leased land but are owned outright.

'Rent'

Mark this answer when:

- Rent is paid or contracted for, even if people who are not members of the household pay the rent.
- Rent is paid for by a federal, state, or local government agency.
- The unit is a rented condominium.
- The unit has a 'continuing care' contract, sometimes called 'life care,' meaning the contract requires that shelter and services be provided.

**'Occupy without payment
of rent'**

Mark this answer when the housing unit is not owned or being bought by a member of the household, or when it is not being rented or contracted for by a member of the household. Examples of housing units that are occupied without payment of rent include:

- A friend or relative of the occupant owns the housing unit and does not require the occupant to pay rent.
- A house or apartment is provided as part of wages or salary, such as a parsonage, military housing, and so forth.

**Question H3 – Address
Information**

H3. If there is not an address label affixed, or if the address label includes only a location description, ask –
What is the address of this unit?

House number	Street name or rural route address	
<input type="text"/>	<input type="text"/>	
Apartment number		
<input type="text"/>	<input type="text"/>	
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to Respondent Information on back page.

Question H3 is completed only in specific circumstances. It must be completed for all **added** housing units, or if the current address information is **incomplete** (for example, only a physical description). You must also update the D-103.1, *Address List*, or the D-103.A, *Add Page For Housing Units*, as appropriate, in the AA binder with the new information.

Notes

The 'Notes' section is designed for you to print information about the NRFU address that would be specific and helpful to you or another enumerator who is working on the case. Notes should be brief due to space limitations and should be used only to provide any information an enumerator or reviewer may need to know.

You must print notes in capital letters, just as you are to print all other written entries on the EUC. Examples of appropriate notes include:

- DO NOT RING DOOR BELL. KNOCK LOUDLY.
- LARGE SIGN IN FRONT FENCE NOT DANGEROUS.
- LARGE DOG INSIDE FENCE DANGEROUS. HONK HORN.
- FRONT STEP SLOPES. BE CAREFUL.
- MAIL BOX NAIL IS LOOSE. BE CAREFUL.

Notes about a respondent being a nice person or having a beautiful pet are not appropriate and should not be printed in the 'Notes' section.

In some situations, the 'Notes' section is not where you would document information about a case. See page 7-4 for information about writing notes on the D-225, *INFO-COMM*.

Complete the Back Page

You must always complete the three sections on the **back page** of the questionnaire.

Questions R1-R3

RESPONDENT INFORMATION

R1. (Ask or verify) What is your name?
First Name _____ M
Last Name _____
Address of proxy _____

R2. What is your phone number and best time to call?
Area Code _____ Number _____
 Day Evening Either

R3. Respondent Type –
 Household member – Lived here on April 1, 2010
 Household member – Moved in after April 1, 2010
 Neighbor or other proxy

To complete the 'Respondent Information' section, you must ask or enter the following:

R1 "What is your name?"

Print the first name, middle initial, and last name of the person who provided the questionnaire information. This person may or may not be listed in Column 1 as part of the household. **If the respondent is a non-household member (proxy), ask for the proxy's address.** This information is useful if we need to verify information. If the proxy refuses to provide a name, enter a note in the 'Notes' section explaining the situation.

Note: Remember, the respondent is the person with whom you conduct the interview, and that person may not live at the NRFU address.

R2 "What is your phone number and the best time to call?"

Write down the respondent's telephone number, including the area code, and mark the box for the best time to call (Day, Evening, Either). Explain to the respondent that we only use this number in case we need to verify information.

R3 Put an 'X' in the box that indicates if the respondent is:

- Household member – Lived here on April 1, 2010
- Household member – Moved in after April 1, 2010
- Neighbor or other proxy

**Complete the Interview
Summary Section**

Once you have completed the portion of the questionnaire based on the answers provided by the respondent, you must complete the 'Interview Summary' section. If you do not need to obtain more information from the respondent, such as the reason a housing unit was vacant on Census Day, you can thank the respondent and leave before completing this section. **It is extremely important that you complete this section accurately.**

Following are instructions for completing each part of the Interview Summary:

**Item A, Unit Status on
April 1, 2010**

You may mark only one Unit Status that describes the address as of April 1, 2010.

If you mark any of the categories from 'Demolished/burned out/cannot locate' through 'Duplicate,' the addresses will be deleted from the census Master Address File (MAF), with the exception of empty mobile home/trailer sites. Empty mobile home/trailer sites remain on file because there is the expectation they will be occupied again in the future.

The list below explains the categories for 'Demolished/burned out/cannot locate' through 'Duplicate.'

- **Demolished:** When you find from a knowledgeable respondent that the NRFU address identifies a location where a housing unit once existed, but it has now been destroyed, you must first confirm the Census Day status of the unit with a person who has knowledge about the address. If the person confirms that the address was demolished on Census Day, classify the unit as demolished on Census Day by marking the 'Demolished/burned out/cannot locate' category in Item A.

Note: Do not classify a unit with a 'To Be Demolished' sign posted as demolished. Select the category that best describes the unit. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**

- **Burned Out:** When you find from a knowledgeable respondent that the NRFU address identifies a housing unit that was destroyed by fire on or before Census Day, but has not yet been demolished, classify the unit as burned out by marking the 'Demolished/burned out/cannot locate' category in Item A. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**
- **Cannot Locate:** Sometimes you may not be able to locate a NRFU address. For example, you may be interviewing in a hard to enumerate area that contains small multi-units or other unusual types of residences, or the address is now different due to recent '911' changes. When you cannot locate the NRFU address, and you have exhausted all sources to help you find it, classify the unit as cannot locate by marking the 'Demolished/burned out/cannot locate' category in Item A.
- **Nonresidential:** When you find that the NRFU address is a commercial or business establishment, check with a person who has knowledge about the address to determine if it was a commercial or business establishment and/or occupied on Census Day. If it was a commercial or business establishment that was not occupied as a housing unit on Census Day, classify the unit as 'Nonresidential' in Item A. For example, a private residence may be converted to business use as an insurance agency. In rural areas, living quarters may be converted for storage of farm machinery or supplies. **However, if you find that it was occupied as living quarters on Census Day, complete an interview with the occupants.**

- **Empty mobile home/trailer site:** When you find that the NRFU address is an empty site in a mobile home/trailer park, and that site is intended for future occupancy, classify the empty site as an 'Empty mobile home/trailer site' in Item A.
- **Uninhabitable (open to elements, condemned, under construction):** When you find that the NRFU address is open to the elements (for example, an old housing unit that is decaying from neglect), condemned (posted evidence such as a sign saying 'To Be Comdemned'), or under construction (no walls or frame are present), and you determine from a person who has knowledge about the unit on Census day that it was not occupied on Census Day, classify it as 'Uninhabitable (open to elements, condemned, under construction)' in Item A. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**
- **Duplicate:** If you have two forms for one NRFU address, and you determine both forms are for the same NRFU address, use only one of the EQs to conduct the interview. Mark the 'Duplicate' box in 'Item A' for the other form, and then print the case ID number from the label of the EQ on which you conducted the interview in the boxes below the 'Duplicate' box.

Item B, Vacant Units If the Unit Status in Item A is 'Vacant – regular' or 'Vacant – usual home elsewhere,' you **must ask** the question in Item B, **"Which category best describes this vacant unit as of April 1, 2010?"** to the respondent and print an 'X' in the box for the answer. Do not make a predetermination of the vacancy status. You must **read** the categories listed in Item B and allow the respondent to choose the most appropriate vacancy status category.

Vacancy status categories are:

- **For rent:** Mark this category when the respondent tells you the unit is for rent only, or for rent and for sale at the same time. Do not depend on signs posted on the property. A 'For Sale' sign does not always mean that the unit is not also for rent. You must verify this with the real estate agent or the owner of the vacant unit. If the unit is also for rent, mark the 'For rent' category rather than the 'For sale only' category.
- **Rented, not occupied:** This category includes units where any money has been paid or agreed upon, but the renter has not yet moved in.
- **For sale only:** This category includes units being offered for sale only, including units in cooperatives and condominium projects if the individual units are offered 'For sale only'.
- **Sold, not occupied:** This category includes units that have been recently sold, but the new owner has not yet moved in.
- **For seasonal, recreational or occasional use:** Mark this category for vacant units that are used in certain seasons, or for weekend or other occasional use throughout the year. Seasonal units include those used for summer or winter sports or recreation, such as beach cottages or hunting cabins. Seasonal units may also include quarters for such workers as herders and loggers. Interval ownership units, sometimes called shared ownership or time-sharing condominiums, are also included.
- **For migrant workers:** This category is for vacant units intended for occupancy by migratory workers employed in farm work during the crop season.
- **Other vacant:** Mark this category for vacant units that do not fall into the other classifications. For example, this category includes vacant units held for the settlement of an

estate; held off the market for personal reasons of the owner, such as the owner has not yet decided whether the unit will be torn down, or the owner is remodeling or repairing the unit and will not make it available for sale and/or for rent until the work is completed; held for the occupancy of a caretaker or janitor; temporarily used for storage of excess furniture; and vacant units where renters have moved out during the month although they paid the rent through the end of the month.

Item C, Number of People

Item C must have a two-digit entry.

- If Item A is marked 'Occupied,' the entry in Item C is either the actual count of people who are listed on the EQ, which falls in the range of '01' through '49' or 'POP unknown', which is '99.'
- If Item A is marked 'Vacant - regular' or 'Vacant - usual home elsewhere,' the entry in Item C is '00.'
- If Item A is marked with any of the remaining choices (from 'Demolished/burned out/cannot locate' through 'Duplicate'), the entry in Item C is '98.'

Item D, Language

Select only one of the choices. If you conducted the interview in a language other than English or Spanish, mark an 'X' in the 'Other' box and print the code from the D-3309, *Language Identification Flashcard*, in the spaces to the right. If the language is not mentioned on the language flashcard, mark 'Other,' make no entry in the spaces to the right, and print the name of the language in the 'Notes' section of the EQ.

Items E and F

Items E and F are **only** marked in situations where you create an added case for locations where the household lived on Census Day. These situations are described in Chapter 6, Topics 7 and 8. **Do not fill in these boxes on a questionnaire unless it is the specific type of added case described in Chapter 6.**

Item G

Do not make any entries in Item G.

Item H Item H is marked when the people living at the NRFU address refuse to provide the information to complete the questionnaire, and you are unable to obtain information about the household from a proxy. You mark Item A, 'Unit Status on April 1, 2010, as 'Occupied,' and enter '99' in Item C since you have no information about the household. If you are able to determine the number of people in the household, enter it in Item C, but still mark an 'X' in Item H because you cannot collect data about the people who live at the address.

Item I Item I is marked as a last resort, only when all attempts at collecting household data have been made and you cannot complete the interview with a household member or a proxy respondent. Your Crew Leader will authorize the use of 'Closeout Procedures.' If you are authorized to follow these procedures, mark an 'X' in Item I, indicating that no more data are available.

Items J, K, L, and M Do not make any entries in Items J, K, L, and M.

Conclude the Interview Before you leave, briefly review the questionnaire and continuation forms (if used) to be sure you completed all sections and *thank the respondent* for cooperating.

Complete the 'Certification' Section

The image shows a certification form with the following fields and instructions:

- CERTIFICATION** (Section Header)
- Text: "I certify that the entries I have made on this questionnaire are true and correct to the best of my knowledge."
- Enumerator's signature**: A large rectangular text box.
- Employee ID**: A rectangular text box.
- Crew Leader's initials**: A rectangular text box.
- CLD number**: A rectangular text box.
- Month** and **Day**: Two separate small boxes for date entry.

You must certify that the entries you have made on the questionnaire are true, correct, and complete to the best of your knowledge by completing the certification section on the back of the questionnaire.

- Sign your name in the space marked 'Enumerator's signature.'

- Enter your Applicant ID in the 'Employee ID' space. Your Crew Leader provides this number to you during your classroom training.
- Enter the date you completed the EQ in the 'Month' and 'Day' boxes.
- The Crew Leader or CLA will review all your questionnaires for correctness and legibility.
- After the CL or CLA reviews your EQs, he or she initials, enters the CLD number.
- If necessary, the questionnaire will be returned to you for corrections.

Conclusion

Because this topic provides an item-by-item description of the D-1(E), *Enumerator Questionnaire*, and the 'Certification' section is the last section on the EQ, this topic is concluded.

Sample

Topic 4: Completing the D-1(E)SUPP, *Enumerator Continuation Questionnaire*

When to Use Continuation Forms

If there are more than five household (HH) members, complete a D-1(E)SUPP, *Enumerator Continuation Questionnaire*, for the additional people in the HH. Each continuation form accommodates five additional people.

Keep a continuation form readily available so you can move quickly and easily from the D-1(E), *Enumerator Questionnaire*, or EQ, to the continuation form when there are more than five HH members. The continuation form contains Columns 1 through 7 for you to enter information about each HH member and is identical to the corresponding section on the EQ.

How to Fill In the Continuation Form During the Interview

If one or more continuation forms are required, list all HH members in Column 1 on the EQ, followed by Column 1 on the continuation form(s). After you have listed everyone, ask the questions in Columns 2 through 7 for the five HH members listed on the first form, which is the EQ. Then ask the questions in Columns 2 through 7 for the HH members listed on the next form, which is the first continuation form. If you have more than one continuation form, follow the same procedure. Ask the questions in Columns 2 through 7 for the HH members listed on each form before continuing to the next form.

When you have obtained all household member information, complete the interview by continuing with question H1 on the EQ.

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United States
**Census
2010**

**ENUMERATOR CONTINUATION
QUESTIONNAIRE**

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

TRANSCRIBE UNIT ID FROM THE LABEL ON D-1(E) OR D-15 QUESTIONNAIRE

Unit ID REP

LCC State County Tract Block AA Map Spot

Form of form(s)

How to Fill In the Continuation Form After the Interview is Completed

When you complete the interview, copy the information from the printed label on the EQ, to all continuation forms.

- If you use only **one** continuation form, write form '01' of '01' form(s) in the top right corner of the front page of the continuation form. If you use **two** continuation forms, mark the first form '01' of '02' and the second form '02' of '02.'
- On the front page of the original EQ, put an 'X' in the 'Yes' box for the question, 'Are there any continuation forms for this address?' Also, write the **number of continuation forms** in the fill-in box.

Note: Keep all continuation forms and questionnaires together for each case. **Place continuation form(s) inside the original EQ.**

Chapter 6: Interview Situations

Topic 1: No One Home

Overview

Even when you plan your visits for times when people are most likely to be home, finding no one home is to be expected. In most cases, addresses in your assignment will be for occupied housing units. When no one is home, it is probably because the household members are out of the house temporarily (for work, school, vacation, and so forth) and not because the unit is vacant.

Procedures to Follow When No One Is Home

The first visit to a Nonresponse Follow-up (NRFU) address is to confirm that the address exists within the census block and whether it represents a housing unit. If it does, you must determine whether it is occupied or vacant. If it appears that a housing unit is occupied, but no one answers the door or if you are told by a knowledgeable person that the housing unit is occupied, follow these procedures:

- Fill out and leave a D-26 *Notice of Visit*.
- Try to get the occupant's name, telephone number, and best time to call from a knowledgeable person. Do not interview a knowledgeable person for an occupied address unless the occupants are absent and not expected to return by the end of NRFU or you have made the required attempts and have not been able to find the occupants there.
- Record any contact information you obtain in the 'Notes' section of the D-1(E), *Enumerator Questionnaire*, or EQ for short.
- Fill in the 'Record of Contact' section of the EQ by recording the outcome of your visit as 'NV'.
- If you obtain the occupant's telephone number, attempt to contact the household up to three times by telephone, if possible, before making a return personal visit.
- Make up to two additional visits to the address at different times of the day.
- If, after the allowed number of attempts or after your third personal visit, you are unable to contact an occupant of the housing unit, find a person with knowledge about the housing unit and its occupants to act as a proxy respondent, and obtain as much information as possible to complete the EQ.

D-26, Notice of Visit

The D-26, *Notice of Visit*, tells the occupant that you visited the address, the reason you visited, and that you plan to visit again. Leave the D-26 only on the first visit. Never leave more than one at a time. The D-26, *Notice of Visit* explains that information collected by the Census Bureau is confidential. Space is provided at the bottom of the form for you to print information the occupant can use to contact you or your LCO by telephone. The D-26 is a single page, two-sided document, with one side printed in English and the other side in Spanish. Figure 6-1 is an illustration of the English and Spanish versions of the D-26, *Notice of Visit*.

Figure 6-1: D-26, Notice of Visit

English Version (Left):

United States Census 2010 NOTICE OF VISIT

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

Dear Resident:
SORRY I MISSED YOU.

The Census Bureau is conducting the 2010 Census. I stopped by today to complete a census interview for your household, but you were not home. Please telephone me to discuss when we can complete this interview -- it generally takes about 10 minutes. Otherwise, I'll stop back in the next day or two.

Your answers are confidential. This means the Census Bureau cannot give out information that identifies you or your household. Federal law protects the confidentiality of your answers (Title 13, United States Code, Sections 9 and 214).

It's important to count everyone in the census.

Thank you.

My name is -- (Print) _____

I can be reached at --
Area Code () -- _____

The best time to call is --> From _____ a.m. To _____ a.m.
p.m. p.m.

CENSUS OFFICE INFORMATION	ENUMERATOR USE ONLY		
Office name and phone number	LCO No.	ID No.	
	OP Code	CLD No.	AA No.
	Map Spot No.	Block No.	

FORM D-26 (4-18-2009)
U.S. CENSUS BUREAU

Spanish Version (Right):

Estimado residente:
Lamento no haberlo encontrado.

La Oficina del Censo está llevando a cabo el Censo del 2010. Lo visite hoy para completar una entrevista del censo para su hogar, pero usted no se encontraba en casa. Por favor, llámeme por teléfono para acordar cuándo podemos completar esta entrevista. Por lo general, la entrevista toma aproximadamente 10 minutos. Si no, volveré a visitarlo dentro de uno o dos días.

Sus respuestas son confidenciales. Esto significa que la Oficina del Censo no puede divulgar información que lo identifique a usted o su hogar. La ley federal protege la confidencialidad de sus respuestas (sección 9 y 214 del título 13 del Código de los Estados Unidos).

Es importante que contemos a todos en el censo.

Gracias.

Mi nombre es -- _____

Se puede comunicarse conmigo llamando al -- _____

La mejor hora para llamar es --> De _____ a.m. A _____ a.m.
p.m. p.m.

CENSUS OFFICE INFORMATION	ENUMERATOR USE ONLY		
Office name and phone number	LCO No.	ID No.	
	OP Code	CLD No.	AA No.
	Map Spot No.	Block No.	

FORM D-26 (4-18-2009)
U.S. CENSUS BUREAU

Where to Leave the D-26

Slip the D-26 under the outside door if possible. **Do not** leave it where someone from the street could see that the housing unit is vacant or no one is home. Do not open the storm door or other doors in order to leave the form on an inside door. Try to wedge it in the crack of the outer door so that the wind cannot blow it away.

Never place a D-26 or any other form in the occupant's mailbox. It is against the law to open someone's mailbox.

Contact a Knowledgeable Person for Information About the Occupant

If no household member is present, look around for a nearby person who might be able to provide information about the best time to contact the household members. Ask the person for the occupant's name, telephone number, and a good time to find the household at home. A person who knows about the household could be a neighbor, building manager, maintenance person, and so forth.

Do not look inside the mailbox to try to get the occupant's name and never look into windows.

What If the Entire Household Is Away During the NRFU Operation?

Interviewing a proxy respondent to obtain data about household members is permissible after you make the allowed number of attempts and personal visits to interview the household. However, if at any time you learn from a person who knows about the Census Day status of the housing unit that the entire household will be away for the duration of the NRFU operation, you may obtain a proxy interview from that person at that time. There is no point in making repeated callbacks when you know no one will be at home.

Topic 2: Handling Refusals and Reluctant Respondents

Overview

Most of the people you interview will be cooperative. However, there are people who object to participating in the census. The purpose of this topic is to provide you with information to help you handle refusals and reluctant respondents.

Be Positive and Professional

When people are not cooperative, it is important that you maintain a positive and professional attitude. The best way to handle people who do not want to cooperate is to be prepared for the questions they ask and the objections they raise. Remain calm, do not threaten or antagonize the respondent, try to find out the reason for the refusal, and do not take the refusal personally.

Common Reasons for Refusals and Reluctance to Answer

People who resist or refuse often have the same reasons for being reluctant to participate in the census. Frequent objections include:

- 'I don't have time to answer your questions.'
- 'These questions are none of the government's business.'
- 'I'm concerned about identity theft.'
- 'You're wasting my time and taxpayer dollars.'

How to Handle Common Objections

There are several things you can do to answer common objections and persuade a reluctant respondent to cooperate.

- Anticipate and know the answers to common questions.
Be prepared with the proper credentials and materials to explain your reason for asking census questions.
- Know the laws that govern the census, and the laws that protect the respondent's privacy and the confidentiality of their data.
Show the respondent the section of the D-1F, *Information Sheet*, that provides information about their rights and the confidentiality laws that protect their privacy.
- Be able to explain the benefits the census provides for the nation, state and local government, businesses, and individuals.
- Although every census question is important, let the respondent know a question he or she finds objectionable can be skipped. It is better to get as much information as possible rather than nothing at all. You will usually find that, once you start the interview, the respondent will answer all the questions.

'I do not have time.'

You should tell the respondent that the census questionnaire only takes a few minutes to complete and that everyone's participation is vital because it provides the needed information to our government for apportioning seats in the U.S. House of Representatives and allocating funds for each state.

'These questions are none of your business.'

You should tell the respondent that each question has an important purpose. Many questions are required by different laws to help Congress make informed decisions. Suggest that you get started, and if you ask a question that the respondent does not want to answer, you can perhaps skip that question if you cannot explain it to the respondent's satisfaction.

'What about identity theft?'

You should hand the D-1 (*Confidentiality Information Sheet*), to the respondent. It contains information about confidentiality and the laws that pertain to the census. Explain that all answers are protected by confidentiality laws. No other government agency can see census data, and all census data are kept confidential for 72 years.

'You are wasting time and money!'

You should tell the respondent that the first census of the United States was taken in 1790 to determine each state's representation in the U.S. House of Representatives. The U. S. Constitution mandates that a census of our country be taken every ten years for this reason. The 2010 Census is the nation's 23rd census. In addition to its original purpose, the census provides statistics to governments, businesses, and local organizations for planning purposes. For example, census data are used to plan and fund childcare centers, road construction, libraries, hospitals, and nursing homes.

It Is the Law

Never be 'heavy-handed' in telling a person he or she has to participate; however, you may say, as a last resort, that the 2010 Census is mandated by the U.S. Constitution and participation is required by law.

Absolute Refusals

Despite your best efforts, a respondent may not agree to participate in the census. If this happens to you, thank the respondent for his or her time, and leave. As soon as you leave, be sure to record any helpful information about the refusal in the 'Notes' section of the EQ while it is still fresh in your mind.

Since an EQ has to be completed for each NRFU address, you **may** try to find a person who has knowledge about the housing unit on Census Day to be a proxy respondent for the housing unit at which the occupant refused. However, it may be difficult, awkward, and perhaps dangerous for you to try to find a proxy respondent in a situation where the household absolutely refused. You would probably ask a neighbor who lives nearby and could perhaps be friends with the occupants of the refusing household.

If you feel uncomfortable in asking a potential proxy about the housing unit, or if you feel threatened in any way, **do not** try to find a proxy respondent.

You **must** tell your Crew Leader about all refusal cases. Your CL may reassign the case to another enumerator, so the notes you provide are extremely important to someone who tries to get an interview from a household that refused to give you an interview.

Follow Up on a Refusal

Your CL may ask you to follow up on a refusal case. If so, you, like the original enumerator, may be unable to obtain the respondent's cooperation. If so, proceed as follows:

- Obtain as much information as possible about the household from a nonhousehold member who has knowledge about the housing unit on Census Day.
- Notify your CL at your next meeting that you could not persuade the respondent to participate.

Topic 3: Language Problems

When You Have a Language Problem

If the respondent speaks a language other than English, and you do not speak that language, try any one of the following techniques to either conduct an interview or determine the respondent's language:

- If you do not recognize the language, use the D-3309, *Language Identification Flashcard*, and motion for the respondent to point to the language he or she speaks.
- Try to determine if another household member can act as an interpreter and, if so, conduct the interview. The household interpreter can be less than 15 years of age as long as the respondent is an adult who is 15 years of age or older.
- If you are unable to find an interpreter in the household, the respondent may be able to find a neighbor who can interpret. Because the household's responses are confidential, you must get the household member's permission to use a non-household member as an interpreter. Be sure to record the language in which the interview was conducted in Item D of the 'Interview Summary' section of the EQ.
- If all the previous techniques fail, report the language problem to your supervisor and enter the appropriate information in the 'Notes' section of the EQ, being sure to include the information about the language spoken by the household, if you were able to determine it.

Interview in Spanish

If the household member speaks Spanish, and you are bilingual in Spanish and English, then read the questions as they appear on the D-1(E)(Job Aid)(S), *Enumerator Job Aid*. Mark the respondent's answers on the labeled D-(1E) *Enumerator Questionnaire* which is printed in **English**. In Item D of the 'Interview Summary' section of the D-1(E), *Enumerator Questionnaire* mark the 'Spanish' box to indicate that you conducted the interview in Spanish.

Sign Language

If you determine that the respondent communicates in sign language, there are several options for completing the interview, based on the respondent's preference.

- The respondent can read the questionnaire and communicate the answers to the enumerator in writing. The enumerator can then enter the information on the EQ.

- Another person can help the respondent complete the EQ.
- The respondent can request that an interpreter who is proficient in Sign Language be provided to help conduct the interview. If this happens, tell your CL immediately so the proper assistance can be obtained.

**How to Complete
Item D on the
Enumerator
Questionnaire**

Mark the appropriate box, 'English,' 'Spanish,' or 'Other.' If the interview is conducted in a language other than English or Spanish, place an 'X' in the box for 'Other,' and use the D-3309, *Language Identification Flashcard*, to identify the two-digit code for the language. Enter the two-digit code for that language in the space provided.

If the language is not listed on the D-3309, *Language Identification Flashcard*, place an 'X' in the box for 'Other.' Make no other entries. Print the language in the 'Notes' section of the EQ.

Sample

Topic 4: Respondent Mailed the Questionnaire

Overview

Respondents may tell you that they mailed back the questionnaire to the Census Bureau. However, it is possible the questionnaire was lost in the mail, or was not received by the Census Bureau before NRFU began. Please follow the procedures below if a respondent states the questionnaire was returned by mail.

Single Family House

If the respondent says he or she already returned the questionnaire, and the housing unit is a **single family house**:

Apologize for any inconvenience and ask if he or she will provide the information to you again now in the follow-up operation began before their questionnaire could be registered as having been received, and we must have a questionnaire for each address.

Multi-Unit or Mobile Home Park Address

If the respondent says he or she already returned the questionnaire and the housing unit is a multi-unit or mobile home park address, refer to Topic 9 in this manual that describes how to handle apartment mix-ups or misdeliveries.

Sample

Topic 5: Respondent Hands You a Completed Questionnaire

Overview

If the household received and completed the paper questionnaire and wants to give it to you, follow the steps described in Table 6-1 below:

Table 6-1: The Respondent Hands You a Completed EQ

STEP	ACTION
1.	Thank the respondent, and then proceed according to Step 2, 3, 4, or 5. Note: Do not end the interview while obtaining person information, such as household members' name, age, and race. If you have gotten this far into the interview, try to complete the interview now.
2.	If the questionnaire is in the return envelope addressed to the Census Bureau , accept the questionnaire as complete.
3.	If the questionnaire is still in the original envelope addressed to the household , and the original envelope is unopened, explain to the respondent that you must complete a questionnaire for each address and it will only take a few minutes. Tell the respondent that if he or she gives you the information, you do not need the original questionnaire and it can be destroyed.
4.	If the questionnaire is not in an envelope , review the questionnaire for any entries. If the household has made one or more entries , accept the questionnaire as complete. Note: If the questionnaire envelope is missing, the LCO has extra envelopes for mailing the forms.
5.	If the questionnaire is not in an envelope , review the questionnaire for any entries. If the questionnaire is blank , explain to the respondent that you have to complete a questionnaire for each address and it will only take a few minutes. Tell the respondent that if he or she gives you the information, you do not need the original questionnaire and it can be destroyed.
6.	Even if you accept the paper questionnaire , explain to the respondent that you must complete an interview for the household on your (the NRFU) questionnaire. If the respondent says 'no,' mark Item A of the 'Interview Summary' section of the EQ as 'Occupied' and place an 'X' in Item H, <i>REF</i> , for 'refusal.' If you are able to obtain the population of the household, enter the number in Item C in the 'Interview Summary' section of the EQ. If you cannot obtain the population of the household, enter '99' in Item C.
7.	If you accept the paper questionnaire from the respondent, complete a D-225, <i>INFO-COMM</i> , and attach it to the paper questionnaire. Give both the NRFU EQ and the respondent's paper questionnaire to your CL or CLA at your next daily meeting.
8.	Thank the respondent again and leave.

Topic 6: Adding Housing Units

Overview

Although your job as a NRFU enumerator does not include looking for housing units that are missing from the D-103.1, *Address List*, it is possible to discover an additional housing unit while interviewing at a NRFU address. This topic helps you determine if an additional housing unit exists and, if so, how to enumerate it.

When You Think You Found an Additional Unit

Often, the additional housing unit shares the same basic street address (for example, '115 Main Street') as the NRFU housing unit, but the address is slightly different (for example, '115 Main Street, Apt. A' or '115 Main Street, Basement Apartment'). First, review the Address List to ensure the separate unit is on the list. If it is not on the list, probe to determine if the unit should be added as an additional housing unit before you complete the EQ for the original NRFU address.

Verify That The Housing Unit Is 'Separate'

Your first step is to verify that it qualifies as a separate housing unit. Separate means the occupant(s) or intended occupant(s) must:

- Live separately from other occupants of any other unit at the NRFU address, and
- Be able to enter their living quarters without going through someone else's house or apartment.

Ask the respondent: 'Do the occupants of the additional unit live separately from everyone else at this address?' See Table 6-2 on the page 6-12 for guidance.

Table 6-2: How to Determine a Housing Unit Is Separate

IF...	THEN...
The occupants live separately from the occupants of any other unit, ask whether they have direct access to their living quarters.	If they have direct access, the place is a separate housing unit.
	If they do not have direct access, the space is not a separate unit. Do not add it as a housing unit. Combine the occupants with the NRFU household.
The occupants do not live separately	The place is not a separate housing unit. Do not add it. Include the occupants with the NRFU household.

Table 6-3 describes situations where you do not conduct interviews or complete questionnaires because these places *do not qualify as housing units*.

Table 6-3: Places that Are Not Housing Units

DO NOT ENUMERATE...	IF...
Tents, boats, railroad cars, and other similar places	<ul style="list-style-type: none"> • Vacant • Used only for business • Used only for extra sleeping space or vacations
Trailers and mobile homes	<ul style="list-style-type: none"> • Used only for business purposes • Used only for extra sleeping space • For sale or rent on dealer's lot • Not intended for occupancy where they stand

How to Enumerate a Separate Additional Housing Unit

If the occupants live separately from anyone else, and their living quarters has direct access, you must:

- First, complete the questionnaire for the original NRFU address.
- Take out a blank questionnaire from your supply.
- Interview at the additional housing unit using the blank questionnaire.

How to Interview Using the *Blank* Questionnaire

Using a **blank** questionnaire, conduct an interview about the additional housing unit. Conduct the interview as follows:

- Introduce yourself, if the interview is conducted with a person other than the original respondent.
- Determine the housing unit status on Census Day.
- Complete the questionnaire as you have been instructed, according to Census Bureau procedures.
- Print the complete address, including any apartment designation or location description, for the additional housing unit **in question H3 on the EQ**.
- Thank the respondent and leave.

The form contains the following fields and sections:

- Unit ID:** A small box followed by a long horizontal box.
- LCO:** A horizontal box.
- State:** A small box.
- County:** A horizontal box.
- Tract:** A horizontal box.
- Block:** A horizontal box.
- AA:** A horizontal box.
- Map Spot:** A horizontal box.
- APPLY LABEL HERE:** A large arrow pointing to a large blank rectangular area.
- Are there any continuation forms for this address?:** A section with two checkboxes: Yes → Number of forms [] and No.

After You Complete the Interview

After leaving the property, complete the following information on the unlabeled questionnaire, above the space marked 'Apply Label Here:'

- The two-digit operation code (32)
- The four-digit LCO number
- The two-digit State number
- The three-digit County number
- The six-digit Tract number
- The five-digit Block number
- The six-digit AA number (example:321001)
- The Map Spot number

Copy this information from the original EQ, the D-103.1, *Address List*, or the census block map.

Note: Do not enter the address of the added HU in the space where you enter the geographic information described above. You should enter the address of the added HU in Question H3 on the EQ during the interview.

**Fill Out the D-103.A,
Add Page for Housing
Units**

Each AA binder contains some blank D-103.A, *Add Page For Housing Units*, directly following the D-103.1, *Address List*. Complete the D-103.A as follows:

- Look at the number for the last line used on the D-103.1, *Address List*, in the AA binder and print the next sequential number on the first line in Column (1). Continue the sequential series of numbers as you add addresses on each line.
- Print status code for the interview ('C,' 'V,' or 'D') in Column (2).
- Print date the interview was completed in Column (3).
- Leave Column (4) blank.
- Print block number in Column (5). The block number is obtained from the census block map where the added housing unit is located.
- Leave Column (6) blank.
- Print house number in Column (7).
- Print the street name or the physical location/description (if no street name) in Column (8).
- Print the unit designation (if applicable) in Column (9).
- Print the five-digit zip code in Column (10).
- Print the mailing address (if different from the basic street address) in Column (11).
- Print the name of the occupant or the proxy respondent in Column (12).

See Appendix C for an illustration of the D-103.A, *Add Page for Housing Units*.

Topic 7: In-Movers

Overview

When you learn that the household members occupying the NRFU address moved in **after** Census Day, the housing unit is considered occupied by **'in-movers.'** In-movers are residents who moved into their home **after** Census Day, meaning they did not live at the NRFU address on April 1, 2010. Your job is to find out the Census Day status of the NRFU address, which is now the address of the in-movers. You are to complete the labeled EQ for the NRFU address based on its Census Day status.

Complete the Labeled NRFU EQ

You must always complete the labeled questionnaire for the NRFU address, based on its Census Day status (occupied, vacant, or other).

How Do You Know the Occupants of the NRFU Housing Unit Are In-Movers?

When the NRFU address is an occupied housing unit, always begin by asking an adult household member Question S1, which is the question where you introduce yourself and verify that you have located the correct address. Then read Question S2. If the person with whom you are speaking answers 'no' to S2, you have just learned that you are speaking to an in-mover. If the answer to Question S2 is 'no,' you are instructed to skip to question S4.

The In-Movers May Be Able to Help You Complete the NRFU EQ

If the answer to Question S4 is 'Vacant' or 'Not a housing unit,' follow the rest of the skip instructions on the questionnaire and complete the interview with the current resident of the NRFU address.

If the answer to Question S4 is 'Occupied by a different household,' ask the following question:

Do you know the information about the Census Day occupants of this address? Census Day was April 1, 2010.

Refer to Table 6-4 on the next page for a summary of working with in-movers to complete the NRFU questionnaire.

Table 6-4: In-Mover Summary Table

IF THE IN-MOVERS KNOW THE CENSUS DAY STATUS OF THE NRFU ADDRESS, THEN...	IF THE IN-MOVERS DO NOT KNOW THE CENSUS DAY STATUS OF THE NRFU ADDRESS, THEN...
<ol style="list-style-type: none"> 1. Complete the labeled EQ for the NRFU address with the current residents answering questions for the Census Day status of the housing unit. 2. Then, ask the current residents if they completed a questionnaire for where they lived on April 1, 2010. 3. If they tell you they did complete a census questionnaire for their previous address, thank them and leave. 4. If they tell you they did not complete a census questionnaire or, are not sure, ask them to allow you to complete a questionnaire to be sure they are included in the census. Follow the instructions in the subtopic on the next page labeled 'If You Complete a Blank Questionnaire for an In-Mover Household.' 	<ol style="list-style-type: none"> 1. Ask the current residents if they can direct you to anyone who might know the Census Day status of the NRFU address. 2. If so, thank them and make a note of this information in the 'Notes' section of the EQ so you can find that person when you leave the NRFU address 3. Then, ask the current residents if they completed a questionnaire for where they lived on April 1, 2010. 4. If they tell you they did complete a census questionnaire for their previous address, thank them and leave. 5. If they tell you they did not complete a census questionnaire or are not sure, ask them to allow you to complete a questionnaire for them to be sure they are included in the census. Follow the instructions in the subtopic on the next page labeled 'If You Complete a Blank Questionnaire for an In-Mover Household.' 6. When you complete their interview, thank them and leave. 7. After you leave, as instructed in either '4' or '6' above, immediately find a knowledgeable proxy respondent and complete the labeled EQ for the NRFU address based on its Census Day status.

Sample

Completing the Labeled EQ for the NRFU Address

Generally, you complete the labeled EQ for a NRFU address currently occupied by in-movers with a proxy respondent. Proxy respondents are persons who did not live in the NRFU address on Census Day, but have knowledge of the Census Day status of the NRFU address, and include in-movers, neighbors, apartment managers, and so forth. When you obtain the interview from a proxy, always fill in Question R1 with the respondent's address, even if the respondent is an in-mover and the address is the same as the NRFU address.

If You Complete a Blank Questionnaire for an In-Mover Household

If the in-movers did not complete a census form for their Census Day residence, or if they are unsure, ask them to complete a questionnaire with you now. Using a **blank** EQ, follow the guidelines below:

- Remember you are conducting an interview for a housing unit that is **not** located at **this** NRFU address.
- Leave the 'Label' section on the first page of the EQ blank.
- Print the complete address, including any apartment designation, for their Census Day residence in Question H3 on the blank EQ.
- In addition, ask them if they know the name of the **county** where they lived on Census Day and, if they provide it to you, print it in the 'Notes' section of the EQ.
- Mark an 'X' in Item F, 'MOV,' in addition to completing Items A through D (as appropriate) in the 'Interview Summary' section of the EQ.
- Do not list their previous housing unit on the D-103.A, *Add Page for Housing Units*, since it is not considered to be an 'added' unit. See Topic 6 of this chapter for information on adding housing units.

SAMPLE

Topic 8: Whole Household Usual Home Elsewhere (WHUHE)

Overview

When you learn that **everyone in the household** at the NRFU address has a usual home elsewhere, you are at a housing unit the Census Bureau calls 'Whole Household Usual Home Elsewhere (WHUHE).'

Complete the Labeled NRFU EQ

You must always complete the labeled questionnaire for the NRFU address, based on its Census Day status.

How Do You Know the NRFU Housing Unit Is Occupied by a WHUHE?

When the NRFU address is an occupied housing unit, always begin by asking an adult household member Question S1, which is the question where you introduce yourself and verify that you have located the correct address. Then read Question S2. If the person with whom you are speaking answers 'yes' to S2, continue by asking S3. If the answer to Question S3 is 'Vacation or seasonal home or held for occasional use,' you have just learned that you are at a housing unit in which all the household members have a usual home elsewhere (UHE). The Census Bureau refers to this housing unit situation as a 'Whole Household Usual Home Elsewhere.'

How to Complete the Labeled EQ for the WHUHE

Once you have determined in Question S3 that the NRFU address is a vacation or seasonal home, follow the skip instruction that tells you to 'Skip to the "Respondent Information" on back page' to continue to complete the labeled questionnaire.

Questions R1 – R3

Be sure to get all the information for the respondent in Questions R1 through R3. This includes the address where the respondent usually lives.

Interview Summary, Item A

When the answer to Question S3 is 'Vacation or seasonal home or held for occasional use,' **always** mark 'Vacant – usual home elsewhere' in Item A of the 'Interview Summary' section.

**Interview Summary,
Item B**

Even though the status is 'Vacant - UHE,' never assume you know the answer to Item B of the 'Interview Summary' section. **Always ask the question, 'Which category best describes this vacant unit as of April 1, 2010?' and read each category to the respondent.** Accept the answer the respondent provides to you. Never suggest a category in Item B to the respondent.

**Interview Summary,
Item C**

Always enter '00' for vacant units, whether the status is 'Vacant - regular' or 'Vacant - usual home elsewhere.'

**Interview Summary,
Item D**

Mark an 'X' in the box for the language in which the interview was conducted.

**After You Complete
the NRFU EQ for the
WHUHE**

Because we do not want to miss contacting anyone in the census, when you complete the interview on the labeled EQ, ask the respondent if his or her household completed a census form based on the Census Day status of their UHE. If the answer is 'yes,' thank the respondent and leave. If the respondent did not complete a form for his or her Census Day residence, or is unsure, ask the respondent to complete a questionnaire with you now.

**If You Complete a
Blank Questionnaire
for a WHUHE**

Using a blank EQ, follow the guidelines below:

- Remember you are conducting an interview for a housing unit that is **not** located at **this** NRFU address.
- Leave the 'Label' section on the first page of the EQ blank.
- Print the complete address, including any apartment designation, for their Census Day residence in Question H3 on the blank EQ.
- In addition, ask them if they know the name of the **county** where they lived on Census Day and, if they provide it to you, print it in the 'Notes' section of the EQ.
- Mark an 'X' in Item E, 'UHE,' in addition to completing Items A through D in the 'Interview Summary' section of the EQ.
- **Do not** list their previous housing unit on the D-103.A, *Add Page for Housing Units*, since it is not considered to be an 'added' unit. See Topic 6 for information on adding housing units.

Topic 9: Questionnaire Misdelivery/Apartment Mix-ups

Overview

Questionnaire misdelivery is a situation in which one or more households in an apartment building or mobile home park receives and returns a questionnaire intended for another housing unit within the same building or mobile home park.

Housing Units in Multi-Unit Structures or Mobile Home Parks

Sometimes questionnaires are delivered to the wrong address, and a household occupant may complete the questionnaire not realizing that the form he or she completed does not represent his or her housing unit designation. Misdeliveries and mix-ups happen most often in large multi-unit apartment buildings and multi-unit mobile home parks. As in all other types of enumeration, the names of respondents who filled out and mailed back census questionnaires for addresses in the types of buildings are Column 10, Occupant Name, of the D-103.1, *Address List*.

The Respondent Says the Questionnaire Was Mailed Back

If the respondent says the census questionnaire for the household was mailed back, ask the respondent for the name of the person who filled out the form. You will look for the name on the D-103.1, *Address List*, in your Assignment Area (AA) binder.

The *Address List* contains all the addresses in the AA, including those that returned the questionnaire by mail. Look for the basic street address and then look down the list of names beside each unit designation. If you see the respondent's name by another unit designation, thank the respondent and indicate that you or another enumerator may call back. Then, go to the unit where the respondent's name appears. Interview at that unit as if it is the address on your list.

Example of a Simple Apartment Mix-Up

For example, assume the respondent in Apartment A at 312 Carey Lane told you his name was Henry Burns and that he returned the questionnaire by mail. After checking your address list, you see his name on the line beside Apartment D. After thanking him, you go to Apartment D and begin the interview by substituting Apartment D for the original Apartment A. You will complete the labeled questionnaire for Apartment A based on the census day status of Apartment D. Do not make any corrections to the label.

If Apartment D was occupied, you will mark through Mr. Burns' name on the Address List for Apartment D and print the occupant's name there. Then you will print 'Henry Burns' beside the line for Apartment A.

Document the Misdelivery/Mix-Up in the Notes Section of the EQ

In some large apartment buildings or mobile home parks, it may be necessary to continue the process more than once to get an interview for a unit where you cannot find the respondent's name.

Be sure to document that an apartment mix-up occurred in the 'Notes' section of the EQ in case another enumerator makes a followup visit to the unit.

Difficult Misdelivery/Mix-Up Situations

In some misdelivery or mix-up situations, you may need the help of your Crew Leader. If this happens, document the situation on a D-225, *INFO-COMM*, and discuss the problem with your CL at your next meeting. Refer to page 7-5 in this manual for information about the D-225, *INFO-COMM*.

Your CL has procedures that can unravel difficult misdelivery situations. Your CL can obtain an up-to-date report from the LCO for your area. This report lists all the questionnaires received by the Census Bureau from respondents in multi-unit buildings or mobile home parks who tell you they mailed back their questionnaires.

Sample

Topic 10: Conducting the Interview by Telephone

Overview

When you visit a NRFU address that appears to be occupied, you leave a D-26, *Notice of Visit*, if you are unable to find anyone at home. The Notice of Visit form provides the occupant with a way to contact you by telephone. In addition, you may find out the telephone number of an occupant who is not home at the time of your visit from someone who knows the occupant. As a result, you may conduct interviews by telephone, if the respondent agrees.

The Use of Cellular and Cordless Telephones

Generally, if the respondent indicates that you may conduct the interview using a cell phone, you may go ahead and conduct the interview by using your cell phone. In addition, you may use a cordless telephone to conduct an interview.

Job Aid for Telephone Interviews

Because the way you introduce yourself and begin the interview will be different in a phone call rather than a personal visit, you may have to modify the wording in some of the introductory questions on the D-1. Also, because you cannot provide the D-1(F) *Information Sheet*, to a respondent with whom you are conducting a telephone interview, you must read the confidentiality notice and each list (A, B, C, and D) to the respondent. A script entitled 'Job Aid for Completing the questionnaire in a Telephone Interview' begins on page 6-23. It will assist you when you conduct an interview by telephone.

Job Aid for Completing the Questionnaire in a Telephone Interview

In most instances, you complete the D-1(E), *Enumerator Questionnaire*, (EQ) while making a personal visit to the NRFU address or to a proxy. However, there may be times when the respondent contacts you after you left a D-26, *Notice of Visit*, and is willing to complete the EQ by telephone, or you may call the respondent if you have been able to obtain a telephone number after your first personal visit. This job aid provides instructions for modifying the questions on the EQ to ensure that you ask the right questions and provide the respondent with information about confidentiality, as required by law.

Since you are not in the presence of the respondent where you give the respondent a copy of the D-1(F), *Information Sheet*, you must read the information about confidentiality and you must read the information from Lists A, B, C and D at the appropriate time during the interview.

Modify the language on your labeled EQ for Questions **S1**, **S2**, and **S3** with the following text scripted for a telephone interview.

- S1.** Hello. I'm (Name) from the US Census Bureau. I'm trying to reach someone who lives at (address). Is this (address)?

Yes - Continue with question S2 below. (Also, place an 'x' in the 'Yes' box on the labeled EQ.)

No - Thank the respondent and END INTERVIEW. You must make a personal visit to the address. Use the census block map to confirm you are at the right location.

- S2.** I need to complete a census questionnaire for this address. It should take about 10 minutes, if you agree to completing it by telephone. Or, I can schedule a personal visit if you prefer. (If respondent wants a personal visit, make the arrangements to visit and thank the respondent. If the respondent agrees to the telephone interview, continue with the following text.)

Before I begin, I need to let you know your answers are confidential and protected by law under Titles 13 and 44 of the United States Code. Your answers will only be used for statistical purposes, and for no other purpose, and are only seen by people sworn to uphold confidentiality and with a need to know. As allowed by law, your census data become public after 72 years. The same laws that provide your privacy require that you provide the information.

Did you or anyone in your household live or stay at (address) on April 1, 2010?

Yes - Continue with question S3 below. (Also, place an 'x' in the box on the labeled EQ).

No - Skip to question S4 on the EQ. (Place an 'x' in the box on the labeled EQ and continue with the questions on the labeled EQ)

S3 Does someone usually live at your housing unit, or is it a vacation or seasonal home?

Usually lives here - *Skip to question S5 on the labeled EQ.*

Vacation or seasonal home or held for occasional use - *Skip to "Respondent Information" on the back page (and continue with the 'Respondent Information' section on the back of the EQ).*

*Continue the interview using the labeled EQ by asking the questions as worded with the exception of telling the respondent to look at the lists on the D-1(F), Information Sheet. Instead, **you must read all of the possible answers on the lists** at the appropriate place in the interview.*

Sample

Topic 11: Gated Communities, Locked Buildings or Other Access Problems

Overview

You may have trouble getting to your NRFU addresses for a variety of reasons. You may not be able to control some situations, such as weather conditions, floods, or a bridge that is impassable. However, sometimes you have difficulty because someone or something denies access to you. The purpose of this topic is to help you gain access to places where you can overcome the denial, such as gated communities or locked buildings.

Steps to Follow When Access is Restricted

Locate a manager or other knowledgeable person who can provide access to the building. Provide that person with the following information:

- Census data are used for statistical purposes only.
- Respondent rights are protected by federal law.
- Give the person a copy of Form D-1(F), *Information Sheet*, which contains the Confidentiality Notice, and explain our commitment to protecting each individual's confidentiality.
- Census Bureau employees swear an oath for life to keep all information collected confidential, and face strong penalties if they violate their oath (\$250,000 and/or up to five years in prison).
- The Census is important! It determines each state's representation in the U.S. House of Representatives and helps the Federal government determine how to allocate Federal funds.
- The decennial count of people and housing is mandated by the U.S. Constitution.
- As a last resort, tell them access to the housing units in their building or community is mandatory.

If You Are Refused Access

If you are refused access, document the situation on a D-225, *INFO-COMM*, and discuss the problem with your Crew Leader at your next meeting. Your CL may provide you with a letter of explaining that access to the community is mandatory and have you followup with your contact, or your CL may contact the building or ask the LCO managers for assistance.

Sample

Chapter 7: Working with Your Crew Leader

Topic 1: Your Crew Leader's Responsibilities

The Crew Leader is Your Supervisor

The Crew Leader (CL) is your direct supervisor and is responsible for all work performed in his or her Crew Leader District (CLD). The Crew Leader supervises a 'crew' that consists of enumerators and, in most CLDs, two Crew Leader Assistants (CLAs). The CL may designate the CLA to perform some CL duties, so at times you may meet with a CLA, rather than with your CL.

The Crew Leader is Your Trainer

The CL trains you to do your job, and is responsible for your overall performance. Starting with your first day on the job in your initial training class to observing you in the field as you begin interviewing, and helping you complete your work, your CL has the responsibility of ensuring that you are well trained and understand your job.

The Crew Leader is Your Observer

Your CL observes you to ensure that you understand what you learned in class and that you are performing your duties properly. For each interview you complete during the observation, your CL provides immediate feedback after you leave the respondent. If your CL feels that you need additional training in order to perform your work correctly, he or she may conduct a second observation with you.

During the initial observation, your CL ensures that you understand how to:

- Plan your day's work, including having all necessary materials and an efficient route of travel.
- Work in the correct block and at the correct address.
- Show ID and hand the respondent D-1(F), *Information Sheet*.
- Determine the status of the household on Census Day, April 1, 2010.

- Read the D-1(E), *Enumerator Questionnaire*, or EQ, as worded.
- Complete the interview and all appropriate sections on the EQ.
- Use the D-1(E)SUPP, *Enumerator Continuation Questionnaire*, if there are more than five people in the household.

**On-the-Job Training
(OJT)**

Your CL trains you continuously while you are employed as a Nonresponse Followup (NRFU) enumerator. If you do not understand a concept, have any problems in the field, make errors on your work, or ask for help, your CL may conduct on-the-job (OJT) training with you. OJT can include an additional observation, or it may simply be a review of a training concept.

**Your Crew Leader
Monitors Your
Performance**

The way your CL monitors your performance is by meeting with you daily (see Topic 2 of this chapter). However, your CL's primary responsibility is to ensure that your work is accurate, meets the quality standards of the Census Bureau, and is being done on time.

Quality Assurance

The Census Bureau is committed to producing accurate data by insisting that all employees follow the procedures and rules developed for the Nonresponse Followup operation. Your CL and employees in the Local Census Office will review your work. A sample of all work completed by NRFU enumerators is selected for random reinterview. A separate staff will recontact NRFU respondents to verify the accuracy of work. In addition, your CL can select supplemental cases for reinterview if he or she believes an enumerator is turning in work that needs to have a more thorough examination than a CL and LCO edit. Reinterview helps determine if an enumerator does not understand a procedure or concept; however, the most important reason is suspicion of falsification. Never cut corners in order to complete assignments.

The Census Bureau has zero tolerance for falsification.

Topic 2: Daily Meetings with Your Crew Leader

Overview

This topic helps you prepare for daily meetings with your Crew Leader. Keep in mind that the CL may designate the CLA to meet with you, so you may not meet with the same person each time.

Daily Meetings

You meet with your CL every day you work, at an agreed-upon time and place. The purpose of daily meetings is for you to turn in your work and your previous day's payroll form and to discuss problems you are encountering that might be affecting your work performance. Your CL schedules the time and place for the meetings.

What to Take to the Meeting

Take the following materials with you to your daily meeting:

- Completed D-1(*Enumerator Questionnaires*), and, any D-1(*EX UPP, Enumerator Continuation Questionnaires*).
- Completed D-308, *Daily Pay and Work Record*, for the previous day.
- Binders.
- Any completed questionnaires given to you by respondents.
- Any Form D-225, *INFO-COMMs* you have completed.
- A list of any questions you may have concerning your work, your payroll, or any other issues that pertain to your assignment.

What to Expect

During your daily meetings, your CL:

- Reviews and collects completed questionnaires and any continuation forms.
- Reviews and collects your completed payroll form for the previous day worked (See Chapter 2 for the D-308).
- Reviews AA Binders and collects completed ones.
- Assigns new work.

- Reviews and collects any completed INFO-COMMs.
- Reviews and collects any questionnaires from respondents that they failed to mail back to the Census Bureau.
- Discusses with you your work progress and your work plans, including how you plan your route of travel, callbacks, and so forth.
- Answers any questions you have concerning your work, including: procedures, respondents, safety, and payroll.

D-225, INFO-COMM

Although most notes you write are about your cases and should be written on the enumerator questionnaire, you may use the D-225, *INFO-COMM*, to document situations that need special attention, such as unsafe areas, threatening respondents, and locked buildings or gated communities, and so forth. You should discuss these situations with your CL. Figure 7-1 on page 7-5 is an example of an INFO-COMM completed by an enumerator.

Your Work Performance

Your CL receives reports on your work performance from the LCO. Daily meetings allow the opportunity for your CL to review and discuss your work performance, based on these reports. Work performance includes your productivity, which means the hours and miles you claim on your payroll is compared to the amount of work you have completed, and should fall within the guidelines established for your CLD.

Figure 7-1: D-225, INFO-COMM

FORM D-225 (9-16-2009) U.S. DEPARTMENT OF COMMERCE Economic and Statistics Administration U.S. CENSUS BUREAU INFO - COMM Information Communication 2010 Census	a. TO (Receiver): John Smith		b. FROM (Sender): Jane Doe		
	c. LCO code: 0000		d. RCC: ANYTOWN		e. Operation: NRFU
	f. Position title: ENUMERATOR		g. CLD No./Other: 0101		h. Date: 5/14/2010
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE				
i. AA: 00-0000		j. Block:	k. Map spot:	l. Case ID number/line number:	
m. Address or description (include city name and ZIP Code): See back of copy 3 for instructions.					
Section I STATEMENT (Answer required): <input type="checkbox"/> Yes <input type="checkbox"/> No					
Mark (X) appropriate box(es) and provide explanation. <input type="checkbox"/> Unable to contact <input type="checkbox"/> Refusal <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Other - Explain below <input checked="" type="checkbox"/> Inaccessible <input type="checkbox"/> Other Living Quarters <input type="checkbox"/> Procedural question <input type="checkbox"/> Picked up paper questionnaire <input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Payroll question					
Explanation: A barge struck part of the bridge shutting it down to traffic until a safety inspection can be done. The entire AA is inaccessible at this time.					
Section II ANSWER AND DISTRIBUTION					
Answered or acknowledged by				Date	

Copy distribution: Copies 1 and 2 - Receiver Copy 3 - Sender

Sample

Chapter 8: Census Related Issues

Topic 1: Equal Employment Opportunity (EEO)

Census Bureau Commitment to EEO

The Bureau of the Census has a long-standing commitment to the principles of Equal Employment Opportunity (EEO). The Census Bureau believes in fair and equal treatment of all employees and job applicants.

What is EEO?

EEO is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, disability, age, marital status or political affiliation. The EEO complaint process is an administrative process designed to safeguard these rights. All applicants and employees have a right to freedom from retaliation for filing an EEO complaint, participating in the EEO complaint process, or opposing unlawful discrimination.

Sample

Topic 2: Safety

Introduction

This topic gives an overview of safety practices you should follow. It also tells you what to do in case of an accident or other incident.

Refer to Chapter 5 in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information about personal safety while working for the Census Bureau.

Personal Security

Your personal safety is of the utmost importance to the Census Bureau. We value each employee and appreciate the work you do. You are the reason we can complete our important census work. To maximize your personal safety:

- Be aware of your surroundings at all times.
- Do not carry valuables or large sums of money with you.
- Carry your handbag, if you must bring it with you, across your shoulder with the clasp next to your body.
- Carry your wallet in an inside or front pocket.
- Stay on well-lit streets at night. Avoid walking past dark shadows near buildings or too close to doorways and other potential hiding places. If needed, use a flashlight. Wear comfortable shoes, in case you need to run.
- Avoid walking on uneven, broken or poorly constructed surfaces or stairs.
- In freezing weather, watch out for 'black ice.'
- Do not try to make entries on your forms or maps while you are walking.
- Stay alert for objects that pose tripping hazards.
- Grasp the handrails on stairways.
- When entering a building, pause and let your eyes adjust to the indoor lighting before going in any further.
- Always report anything suspicious to your supervisor.

Driving Safety and Seat Belt Use

You should always be prepared for work. Advance planning should prevent you from confusion and distraction while you are driving, and as a result, should allow you to pay 100% attention to your driving and road safety. The following list provides suggestions to help you stay safe while you are driving.

- Never attempt to review census materials while you are driving.
- If you need to check any census materials, including maps, on the way, pull off the road to a safe location such as a well-lit parking lot and turn on your hazard lights.
- Do not talk on a cell phone while driving. Pull off the road to a safe location such as a well-lit parking lot before using a cell phone.
- Follow all local motor vehicle laws while driving, including following posted speed limits, turning on your vehicle's lights in bad weather, using turn signals, and so forth.
- **Always wear your seat belt.** Executive Order 13043 requires all federal employees traveling on official business in a vehicle with seat belts to have their seat belt properly fastened whenever the vehicle is in motion.
- Drive defensively, always being alert to the movements of other drivers.
- When stopping, leave space between you and the vehicle ahead of you. If another vehicle 'rear-ends' your vehicle, this could prevent you from hitting the vehicle in front of you.
- Do not try to drive on impassable roads.
- Do not try to drive in bad weather.
- Never pick up hitchhikers.
- Keep your doors locked at all times.
- Do not travel roads posted with 'No Trespassing' signs. Instead, attempt to find a knowledgeable person who can provide access or information about housing units.

- Watch out for deer, moose, or other animals in rural areas.

Being Cautious with Animals

Beware of dogs and other animals. Adhere to posted warning signs about animals. Never assume an animal will not bite, even if the owner is present. If confronted by a dog, do not run; instead, face the dog without making direct eye contact and back away slowly.

If you are bitten by an animal:

- Seek medical attention immediately for treatment and advice on receiving a rabies shot.
- Report the bite to the local health department or police department.
- Report the incident to your supervisor.

Follow the instructions under the section 'Bodily-Injury Accidents.'

Assaults and/or Threatening Situations

Always keep your safety in mind and be aware of your surroundings.

Do not enter buildings that are condemned, being torn down, or otherwise unsafe.

- Do not enter locked buildings or gates without permission.
- If you are threatened while working, leave the area immediately. Discuss the matter with your Crew Leader before making further attempts to contact a respondent.
- An assault or serious threat of any kind on census employees is a rare occurrence. However, if you are the victim of an assault, leave the area immediately and get medical attention, if needed. Then, call the police and notify your Crew Leader (CL).

What to do in Case of an Accident and/or Injury

Get emergency treatment at the nearest doctor's office or hospital, if necessary. All census employees are covered under the Federal Employees' Compensation Act (FECA) in case they have an accident and/or are injured on official business.

Contact the Administrative Coordinator at the Regional Census Center (RCC) using the toll free number '1-877-233-4776' as soon as possible after the incident. Then, notify your CL.

The RCC will send you the appropriate forms to complete.

Insurance Coverage

If you use your vehicle for official census duty, you must have insurance that covers any injuries and damages you receive and/or cause in an accident.

You are reimbursed for automobile expenses by the mile while on official business. The mileage rates considered high enough to cover insurance and operating expenses.

Remember that as a Census Bureau employee, you are covered by FECA. If you are injured while performing your official census duties, you are entitled to immediate first-aid care and full medical care, including hospitalization.

Bodily-Injury Accidents

If you sustain any major or minor injuries while on official census duty:

- Get emergency treatment from a nearby medical facility.
- As soon as possible, report the injury to your supervisor.
- Fill out a Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- Assist the supervisor in completing a Form CD-137, *Report of Injury, Illness, Accident or Fatality*.

Accident or Injury Forms

If you have any questions about the forms you need to fill out, refer to Chapter 5 of the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*. It details which forms are necessary depending on the type of accident and/or injury. Copies of the forms are in the appendix of the handbook. Keep this handbook with you at all times.

**Vehicular Non-Injury
Accidents**

If you have a non-injury automobile accident while working, do the following:

- Exchange information with the other involved party.
- Wait for a law officer to arrive before discussing the accident.
- Look for witnesses to the accident. If applicable, have witnesses fill out an SF-94, *Statement of Witness*.
- Fill out an SF-91, *Motor Vehicle Accident Report*.
- Notify your supervisor of your accident as soon as possible.

Sample

Topic 3: Confidentiality and Data Stewardship

Census Confidentiality

One of your most important duties as a NRFU enumerator is to protect Personally Identifiable Information (PII) and Title 13 data from disclosure to unauthorized persons.

You must not reveal census information to anyone who is not a sworn Census Bureau employee who has a need to know.

Title 13

Title 13 of the United States Code is the law that guarantees the confidentiality of census information for 72 years. It also establishes penalties for employees if they disclose confidential census information. The Census Bureau cannot share responses, addresses, or personal information with any individual or establishment, including government and law enforcement agencies.

Examples of NRFU materials that contain Title 13 information are the

- D-105, *Address List*
- D-103.A, *Add Page for Housing Units* (when you add a housing unit)
- Census block maps that contain map spots
Labeled D-1(E), *Enumerator Questionnaire*

Title 13 says that information the Census Bureau gathers can be used for statistical purposes only. It cannot be used against an individual by any government agency. The Census Bureau cannot publish or disclose a person's name or address to the public if it can be associated with specific data.

As a Census Bureau employee, you are responsible for protecting the data we collect. In order to have access to the Title 13 protected data, you signed a Sworn Affidavit of Nondisclosure when you were hired. This obligates you to keep all Title 13 data confidential. This responsibility does not end when your census employment ends. It is for the rest of your life.

An employee who discloses confidential information can be fined as much as \$250,000 or imprisoned for up to five years, or both.

Confidentiality is not just a Census Bureau standard of behavior - it is guaranteed by law.

PII Data

PII data include any information that could be used to specifically identify an individual. In the context of the decennial census, PII includes a person's name, age, address, and telephone number. In a broader sense, it includes information about a person's personal finances, medical history, and so forth.

Some examples of PII data include:

- Completed census questionnaires.
- Names on address lists.
- Census rosters that contain names and addresses of employees.

The Census Bureau views the protection of PII as a top priority and, for this reason, maintains a high level of public trust.

In addition to protecting information about census respondents, the Census Bureau is also obliged to protect information about its employees.

Reporting Loss of Title 13 or PII

When you are calling to report a loss or suspected incident, be prepared to provide the following information:

- Name, address, and telephone number of the person who experienced the loss.
- Location where the loss occurred. You can use the Census Bureau Region or the geographic location.
- Time of the incident.
- Summary of the incident.
- The PII or Title 13 material that has been lost or suspected to be lost, stolen, or disclosed.
- The number of persons or addresses affected by the loss, if known.

Decennial Computer Incident Response Team (Decennial CIRT)

If paper documents containing Title 13 or PII information are lost, missing, or stolen, contact the Decennial Computer Incident Response Team, or Decennial CIRT for short, at **1-877-744-1522** within one hour of the occurrence. The Decennial CIRT is staffed 24 hours a day, seven days a week. Contact your supervisor immediately after calling Decennial CIRT. Remember, the reporting procedure **and** all the phone numbers you need are on the D-449, *Emergency Contact Information Card*, which is behind your ID badge.

If the incident requires someone to have medical attention, call '911' before making any other phone call.

Data Stewardship

The Census Bureau workforce is bound by an ironclad commitment that is backed by federal law. We may not release Title 13 or PII data.

Data stewardship means providing quality data for public good while protecting individual privacy and confidentiality. This is the Census Bureau's core responsibility.

Practicing data stewardship enables the Census Bureau to collect high quality data while complying with the Title 13, the Privacy Act, and other laws and requirements that apply to the census.

Keeping the public trust is critical to our ability to carry out our mission as the leading source of quality data about the nation's people and economy.

Ways to Maintain Confidentiality as a Data Steward

You must maintain the confidentiality of all census information. Follow these safe practices:

- Store census materials out of view, whether at home, in a public place, or in your vehicle. Always lock your vehicle if you must leave census materials in it.
- Do not put census materials on top of a vehicle or beside it when opening the door of the vehicle.
- Never leave forms containing Title 13 or PII unattended or unsecured.
- Never put Title 13 or PII in a written message.

- Be careful when discussing Title 13 and PII with other Census Bureau employees in public places. Make sure no one else can hear you.
- Return anything containing Title 13 and PII to your Crew Leader when you no longer have a use for it or you have completed your work for the Census Bureau.
- Do not share Title 13 or PII with another sworn employee who does not have a business need to know.
- Always ask your Crew Leader if you are not sure whether something is considered sensitive information.
- Be able to explain why the Census Bureau collects information and how it is used.
- Remember that when you take the confidentiality oath, you are sworn for life.

Public Participation

Confidentiality of data makes the public more likely to participate in the census because they know the Census Bureau does not release any personal information.

Privacy Act of 1974

The Privacy Act of 1974 requires that each federal agency advise people of their rights when collecting information from them. Specifically, a person must know:

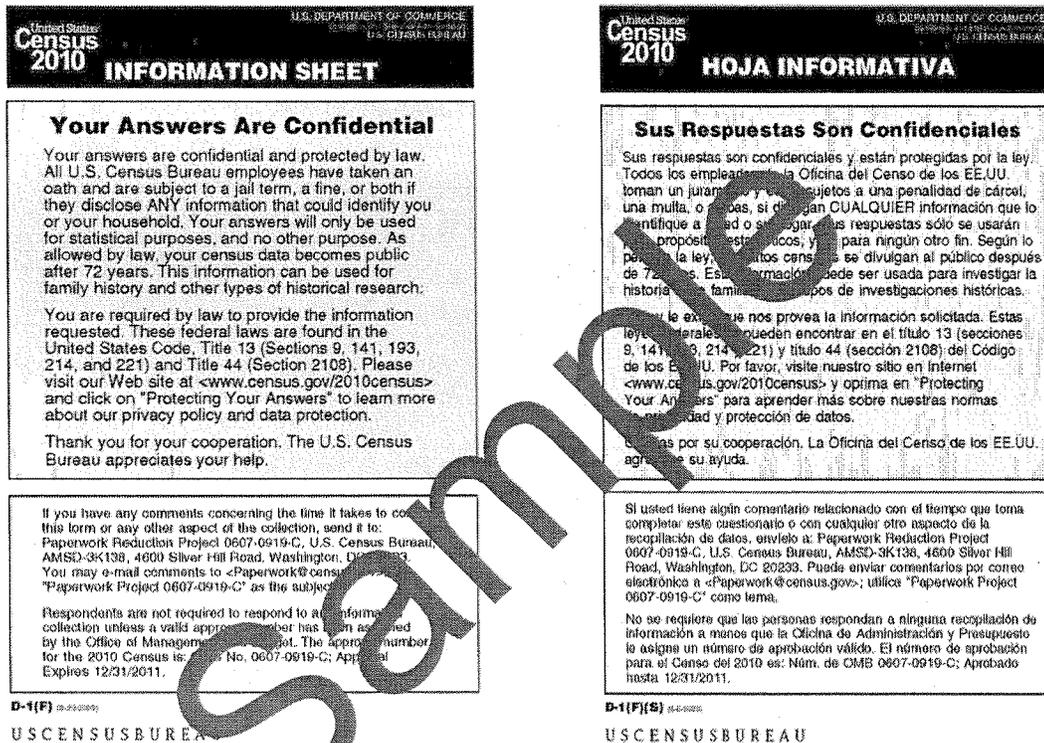
- Under what law the information is being collected.
- How the information is used.
- Whether an answer to a question is mandatory.
- The consequences of not answering a question.

D-1(F), *Information Sheet*, and the Confidentiality Notice

The D-1(F), *Information Sheet*, contains the 'Confidentiality Notice' required by the Privacy Act of 1974. Census field staff **are required by law** to give an Information Sheet to each person from whom they request census-related information. The D-1(F) also contains the flashcard lists for determining occupancy, relationship, Hispanic origin, and race.

There is a separate D-1(F) in Spanish. Both versions of the 'Confidentiality Notice' section of the D-1(F), *Information Sheet*, are shown in Figure 8-1 that follows.

Figure 8-1: D-1(F), *Information Sheet*



Topic 4: Restrictions On Political Activities

Restrictions on the Political Activities of Federal Employees

While you are working for the Census Bureau, you are covered by the Hatch Act, which restricts certain political activities of federal employees. The following are examples of activities that are allowed or are prohibited under the Hatch Act.

Activities Allowed by the Hatch Act

Census employees may participate in the following activities during non-duty hours:

- Register and vote as they choose.
- Contribute money to political organizations.
- Attend political fund-raising functions.
- Attend and be active at political rallies and meetings.

Activities Prohibited by the Hatch Act

Census employees are prohibited from:

- Engaging in political activity while on duty.
- Engaging in political activity in a government office.
- Engaging in political activity while wearing an official uniform.
- Engaging in political activity while using a government vehicle.
- Soliciting or receiving political contributions.
- Wearing political buttons or displaying political bumper stickers on their vehicles while on duty.

Note: Employees may display a partisan political sign or sticker (such as a bumper sticker) on a privately owned (or rented) vehicle, as long as the vehicle is not used for official government work. The employee must remove or cover up any such sign or sticker on their vehicle during the period in which the vehicle is used for official government work (for example, while the employee is on duty). Employees **may** display a partisan political sign or sticker **from a past partisan campaign after the election**, so long as the person named on the sign or sticker is not currently running in a partisan political campaign.

How Does the Hatch Act Affect You?

It is your responsibility to speak with your CL about permissible political activities. Federal employees should know that certain political activities may also constitute criminal offenses under Title 18 of the U.S. Code.

For more information on the Hatch Act, refer to Chapter 2 in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

Sample

Sample

Appendix A: Abbreviations

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
BSA	Basic Street Address
CI	Conducted Interview
CIRT	Computer Incident Response Team
CL	Crew Leader
CLA	Crew Leader Assistant
CLD	Crew Leader District
CO	Closest
COU	County
DAPPS	Decennial Applicant, Personnel, and Payroll System
DK	Don't Know
EEO	Equal Employment Opportunity
EQ	Enumerator Questionnaire
FLD	Field
FOS	Field Operations Supervisor
FOSD	Field Operations Supervisor District
GQ	Group Quarters

HH	Household
HU	Housing Unit
ID	Identification
INFO-COMM	Information Communications
LCO	Local Census Office
LCOM	Local Census Office Manager
LQ	Living Quarters
MOV	In-Mover
NC	No Contact
NRFU	Nonresponse Followup
NV	Notice of Visit
NTE	Not-to-Exceed
OCS	Operational Control System
OJT	On-the-Job Training
OOS	Office Operations Supervisor
OT	Other (Outcome code on EQ)
OT	Overtime
PII	Personally Identifiable Information
QA	Quality Assurance
RCC	Regional Census Center
RE	Refusal (Outcome Code on EQ)
REF	Refused (Write in bottom margin when respondent refuses)
SP	Spanish
ST	State

UHE

Usual Home Elsewhere

WHUHE

Whole Household Usual Home Elsewhere

Sample

Sample

Appendix B: Census Forms for 2010

Census Employee Handbook for Enumerators, Recruiting Assistants and Crew Leader Assistants, D-590

A reference document for use by enumerators, Recruiting Assistants, and Crew Leaders Assistants that contains information about personnel, payroll, employee relations, and safety issues.

Census Employee Handbook for Field Operations Supervisors and Crew Leaders, D-591

A reference document for use by Field Operations Supervisors and Crew Leaders that contains information about personnel, payroll, employee relations, and safety issues.

Daily Pay and Work Record, D-308

A two-page, pressure-sensitive payroll form completed by field employees for each day worked on census business. The payroll form is a record of the hours worked on census business and reimbursable expenses. Employees must certify that the information entered on the form is correct to the best of their knowledge. A separate form is required whenever more than one task code is used.

Emergency Contact Information Card, D-449

A card worn on behind the enumerator's identification badge on a neck lanyard. It contains the procedures to follow if census materials containing Title 13 or PII data in the enumerator's possession are lost, misplaced or stolen.

Enumerator Continuation Questionnaire, D-1(E)SUPP

The form used by enumerators to collect person data for households with more than five members.

Enumerator Questionnaire, D-1(E)

The form used by enumerators to collect information about NRFU addresses.

INFO-COMM, D-225

A form used by enumerators and other field staff to document situations that are not specific to the EQ, such as dangerous areas and large-scale apartment mix-ups.

Information Sheet, D-1(F)

A form that enumerators give to all respondents from whom information is requested. The Information Sheet contains the 'Confidentiality Notice,' which the Census Bureau is required by law to give to all respondents. In addition, the Information Sheet contains lists that provide respondents with choices for the questions on household residency, relationship to the reference person, Hispanic origin, and race. This form is available in both English and Spanish.

**Language Identification
Flashcard, D-3309**

A document that contains statements in 59 languages which is designed for enumerators show to respondents who speak a language other than English or Spanish. A respondent can scan the flashcard and point to the language he or she speaks. The enumerator can then tell the Crew Leader to provide an interpreter who speaks the respondent's language, if the interview cannot be obtained in any other way or if the respondent requests an interpreter.

**NRFU Enumerator Manual,
D-547**

A reference document for use by NRFU enumerators that contains information about Nonresponse Followup procedures, forms, processes, and concepts. It is the primary source of subject-matter information for NRFU.

**NRFU Enumerator Quick
Reference Guide, D-547.1**

A one-page reference document for use by NRFU enumerators that contains the most important information about Nonresponse Followup procedures, forms, processes, and concepts. It is designed for enumerators use in the field when they need information in a hurry. It is used in addition to the D-547, *NRFU Enumerator Manual*.

Notice of Visit, D-26

A form for use by enumerators when they cannot find anyone at home at an occupied housing unit. The Notice of Visit tells occupants that an enumerator visited them and will be returning to gather census data. It also provides occupants with information about the enumerator and/or the LCO so they can contact the enumerator and/or the LCO if they have questions or are willing to be interviewed by telephone.

**Official Business
Sign/Employee, BC-1199**

A sign for census field employees to place on the dashboard of their vehicles when they are using their vehicles for official census business. The sign should be visibly displayed in the windshield of vehicles, so the public can tell that the driver is representing the Census Bureau on official census business. However, the sign should be placed in a position that does not block the vision of the driver.

**Enumerator Job Aid,
D-1(E)Job Aid(S)**

A form that contains a verbatim Spanish translation of the English Enumerator Questionnaire with enumerator instructions printed in English. It is designed for use by enumerators who speak Spanish well enough to conduct the interview in Spanish with a Spanish-speaking respondent.

Sample

Sample

Appendix C: *Assignment Area (AA) Binder Contents*

Sample

SPECIAL NOTICE

**INFORMATION CONTAINED IN THIS
ADDRESS BINDER IS CONFIDENTIAL**

**ALL ENTRIES YOU MAKE IN THIS ADDRESS BINDER
MUST BE LEGIBLE, COMPLETE, AND ACCURATE**

D-101A

2010 CENSUS

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

BOOK OF BOOKS

D-103 (NRFU)

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

1. IDENTIFICATION

ASSIGNMENT AREA BINDER COVER PAGE

2010 CENSUS

NOTICE- This binder contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is prohibited by the Privacy Act of 1974. It may be seen only by people sworn to uphold census confidentiality and with a need-to-know. It may be used only for statistical purposes. OMB NO. 0606-0191-C. Approves 12/31/2011.

2. ASSIGNMENT INFORMATION

Name	CLD Code	Address	Telephone number	Date assigned	Date returned
a. Crew Leader					
b. Initial assignment NRFU enumerator					
c. Reassignment NRFU enumerator					
d. Reassignment NRFU enumerator					

NOTICE TO FINDER - THIS ADDRESS BINDER IS THE PROPERTY OF THE UNITED STATES GOVERNMENT. CALL THE TOLL FREE TELEPHONE NUMBER BELOW AND ARRANGEMENTS WILL BE MADE TO PICK IT UP.

TOLL FREE TELEPHONE NUMBER _____

LOCAL CENSUS OFFICE LOCATION: _____

APPLY AA BINDER LABEL HERE

QUALITY ASSURANCE REVIEW	
<p style="text-align: center;">Section A - ENUMERATOR QUESTIONNAIRE REVIEW</p> <ol style="list-style-type: none"> Are Questions S1 through S5 filled, following the proper skip instruction? For occupied units, does the number of names listed in Question S6 equal the number of persons entered in Question S5? Are Questions 2 through 7 filled for each person listed in Question 1? Are Questions H1 and H2 completed? Is Question H3 completed for added questionnaires? Are the 'Respondent Information' and 'Interview Summary' sections filled correctly? If the interview was conducted with a proxy respondent, did the enumerator enter the 'Address of proxy' in Question R1? Does the number of people in 'Item C' in the 'Interview Summary' section match the number of people listed in Question 1? Are the enumerator's signature, Applicant ID number, and the date the questionnaire was completed entered in the 'Certification' section of the questionnaire? 	<p style="text-align: center;">Section B - ADDRESS BINDER REVIEW</p> <p>Is the enumerator -</p> <ol style="list-style-type: none"> Entering the appropriate status code ('O', 'V', or 'D' in Column 1 for all completed addresses?) Entering the date the interview was completed on the D-103.1, Address List, for all completed addresses? <p style="text-align: center;">Section C - NOTES</p>
CERTIFICATION STATEMENTS	
<p>ENUMERATOR</p> <p>Print name: _____</p>	<p>I certify that this information is true and correct to the best of my knowledge, and that I completed the Address Binder according to instructions.</p> <p>Signature: _____</p> <p>Date: _____</p>
<p>CREW LEADER</p> <p>Print name: _____</p>	<p>I certify that I have reviewed the Address Binder and all accompanying documents, and that the work has been completed satisfactorily according to instructions.</p> <p>Signature: _____</p> <p>Date: _____</p>

<p>D-114 (NRFU)</p> <p style="text-align: right;"> U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU </p>										
<p>BLOCK LISTING</p> <p>OPERATION: NONRESPONSE FOLLOWUP</p> <p>2010 CENSUS</p>										
<p>RCC: 3599/Metropolis</p> <p>LCO/AA: 3520-Centerville/32-1001</p> <p>ST/COU: 54/101 TX/Anycounty</p>										
<p>Create Date/Time 05/01/2010 9:00 A.M.</p> <p>Print Date/Time 005/01/2010 9:30 A.M.</p> <p>Page 1 of 1</p>										
<p>Blocks</p>										
(1) 19996	(2) 19998									

Sample

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

ADDRESS LIST
OPERATION: NONRESPONSE FOLLOWUP
2010 CENSUS

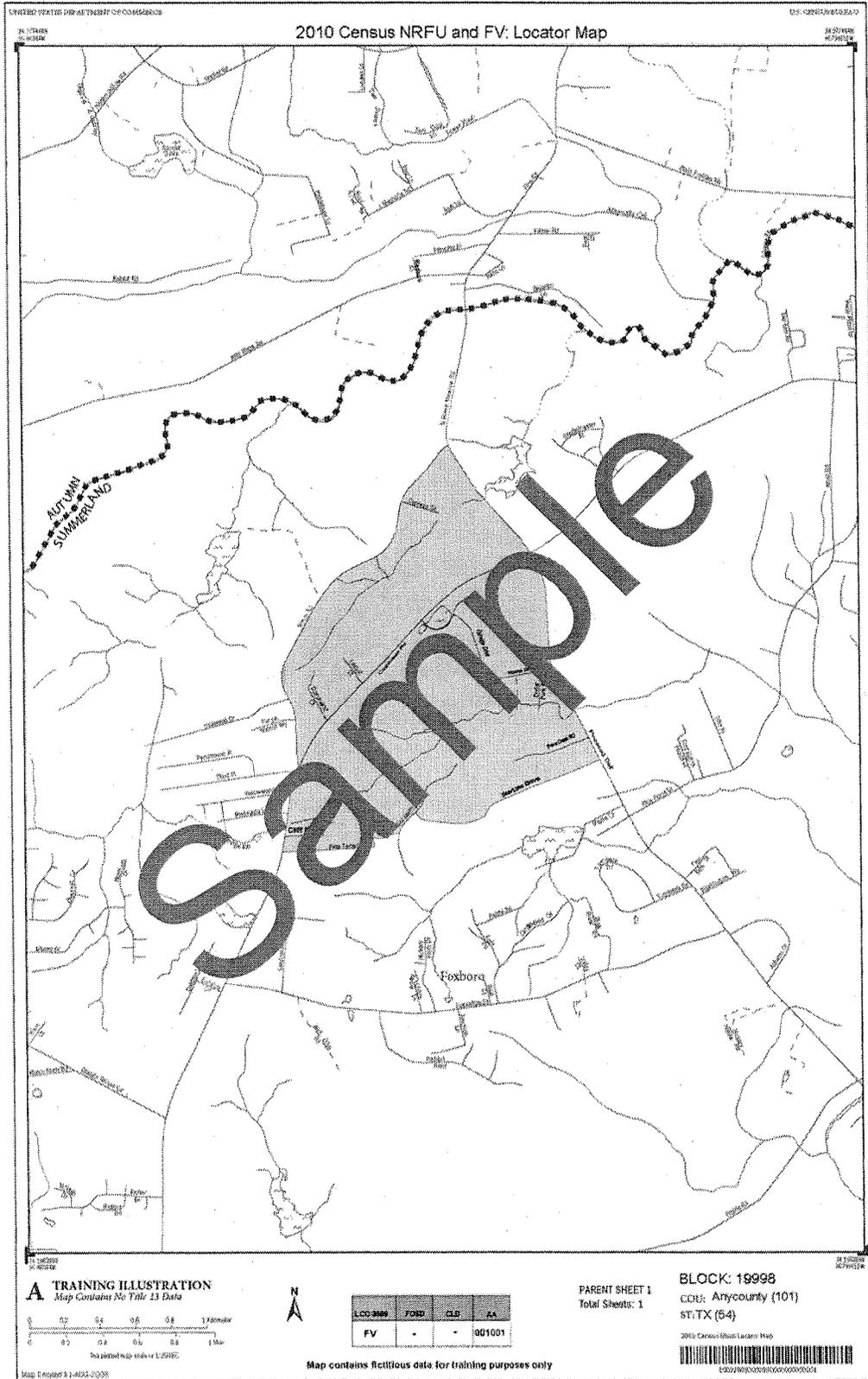
Create Date/Time: 04/20/2010 8:40 A.M.
Print Date/Time: 04/21/2010 10:40 A.M.
Page 1 of 3

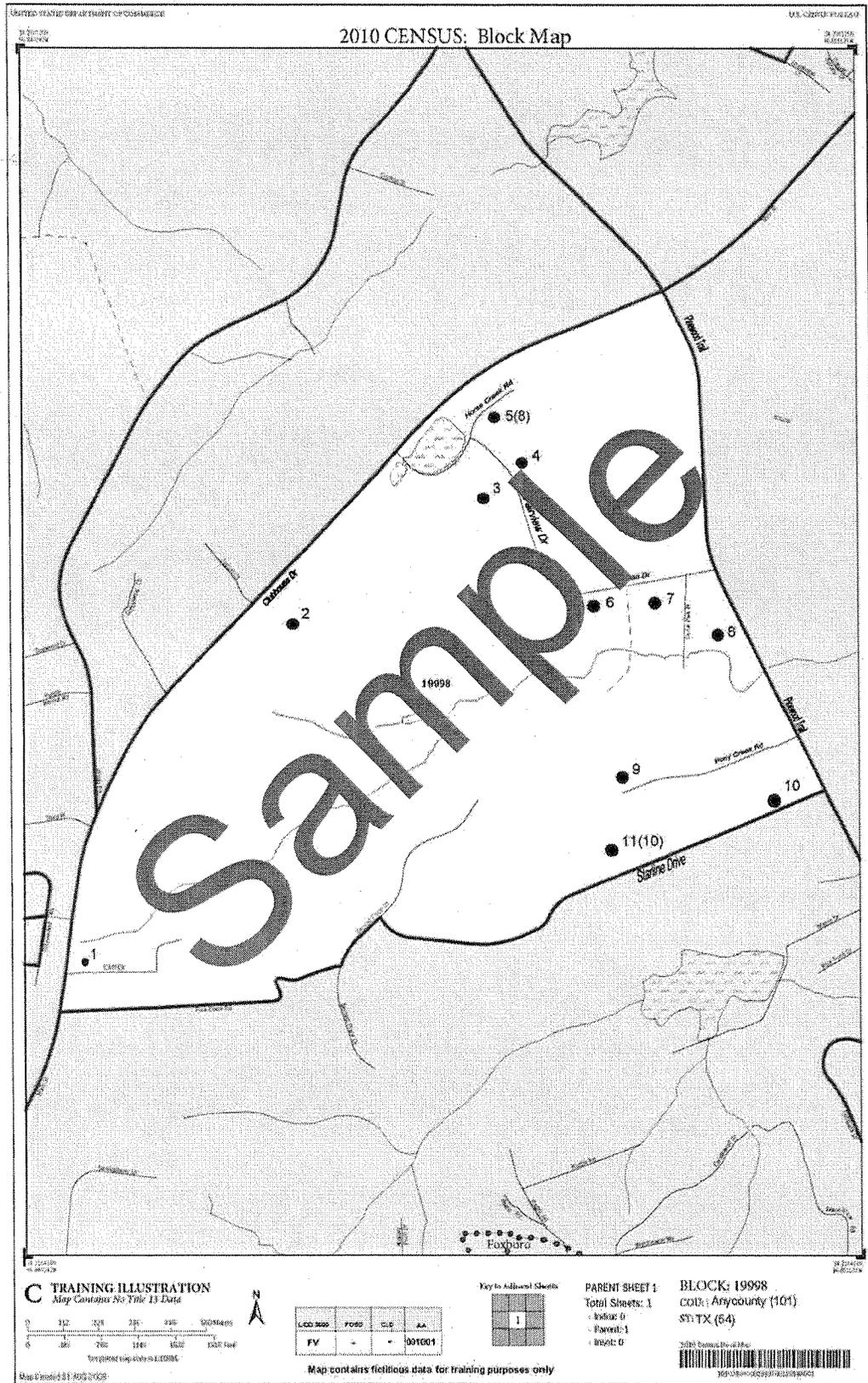
This listing contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is protected by the Privacy Act of 1974
OMB No. 0607-0919-C, Approval Expires 12/31/2011.

D-103.1 (NRFU)

RCC/CO: 3599-Metropolis/3520-Centerville
ST/COU: 54/01 TX/Anycounty
TRACT: 010300 AA: 32-1001

LINE NO.	STATUS	DATE	CASE ID	BLOCK NO.	MAP SPOT NO.	H.O.	STR. NAME/PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1			NLOs	19998			APARTMENT LIVING QUARTERS				
2	XXXXXX	XXXXXX	10100145769201	19998	1	1214	CLIFF DR		12345		
3	Z	XXXXXX	10100145773242	19998	2	235	CLUBHOUSE DR		12345		
4			10100145769201	19998	3		FAIRMEN DR		12345	ROUTE 1 BOX 994	
5			10100145729287	19998	4	3011	FAIRVIEW DR		12345		
6	XXXXXX	XXXXXX	10100145731044	19998	5	2828	HORSE CREEK RD	APT. 1	12345		WHITE, SUSAN
7			10100145732201	19998	5	2828	HORSE CREEK RD	APT. 2	12345		
8	XXXXXX	XXXXXX	10100145732234	19998	5	2828	HORSE CREEK RD	APT. 3	12345		DOE, JOHN
9			10100145732388	19998	5	2828	HORSE CREEK RD	APT. 4	12345		
10			10100145732458	19998	5	2828	HORSE CREEK RD	APT. 5	12345		
11	XXXXXX	XXXXXX	10100145753567	19998	5	2828	HORSE CREEK RD	APT. 6	12345		SMITH, JANE
12	XXXXXX	XXXXXX	10100145734722	19998	5	2828	HORSE CREEK RD	APT. 7	12345		JONES, JOHN





Appendix D: Household Residency Rules

Who to Count

Count people at their usual residence, which is the place where they live and sleep most of the time, with a few exceptions. People who do not have a usual residence, or cannot determine a usual residence, should be counted where they are on Census Day.

Include people on the D-1(E) *Enumerator Questionnaire*, (or EQ for short) who:

- Live or stay at the address on the EQ most of the time.
- Stayed at the address on the EQ on April 1, 2010 and had no permanent place to live.
- Stay at the address on the EQ more time than any other place they might live or stay.

If the respondent is still unsure whether to include someone on his or her EQ, please read the section on 'Special Living Situations' below for more help. This information is organized by headings that describe types of people and situations to help you find the particular situation about which the respondent has questions.

Special Living Situations

Follow the rules below that apply to a variety of special living situations.

Births and Deaths

Do not include on the EQ:

- Babies born after April 1, 2010.
- People who die before April 1, 2010.

Do include on the EQ:

- Babies born on or before April 1, 2010.
- People who die on or after April 1, 2010.

Correctional Facilities

Do not include on the EQ:

- People in correctional residential facilities on April 1, 2010.
- People in federal detention centers on April 1, 2010.

- People in federal and state prisons on April 1, 2010.
- People in local jails and other municipal confinement facilities on April 1, 2010.
- People in military disciplinary barracks and jails on April 1, 2010.
- People in correctional facilities intended for juveniles on April 1, 2010.

People in these places will be counted at the facility.

Foreign Citizens

Do not include on the EQ:

- Citizens of foreign countries visiting the United States, such as on a vacation or business trip.

Do include on the EQ:

- Citizens of foreign countries living in the United States, so long as they are living and sleeping most of the time at the United States address on the EQ.
- Citizens of foreign countries living in the United States, who are members of the diplomatic community, so long as they are living and sleeping most of the time at the United States address on the EQ. That could be the embassy, consulate, United Nations facility, or other residences where diplomats live. However, they have the right to refuse to provide any or all information.
- Foreign students living in the United States while attending college in the U.S., so long as they live and sleep most of the time at the address on the EQ.

Group Homes

Do not include on the EQ:

- People staying in group homes on April 1, 2010.

Do include on the EQ:

- People staying away in religious group quarters, so long as they live and sleep most of the time at the address on the EQ.
- People staying away in workers group living quarters and Job Corps Centers, so long as they live and sleep most of the time at the address on the EQ.

Healthcare Facilities

Do not include on the EQ:

- People in hospitals on April 1, 2010 who have no usual home elsewhere.
- People in mental or psychiatric hospitals on April 1, 2010.
- People in psychiatric units for long-term non-acute care in other hospitals on April 1, 2010.
- People in nursing facilities or skilled nursing facilities on April 1, 2010.
- Juveniles in residential treatment centers (non-correctional) on April 1, 2010.
- People in military treatment facilities on April 1, 2010 with assigned active duty patients.

Do include on the EQ:

- People staying away in a hospital, so long as they live and sleep most of the time at the address on the EQ.
- People staying away in in-patient hospice facilities, so long as they live and sleep most of the time at the address on the EQ.
- Adults staying away in residential treatment centers (non-correctional), so long as they live and sleep most of the time at the address on the EQ.
- Patients staying away in Veterans Affairs hospitals, except psychiatric units, so long as they live and sleep most of the time at the address on the EQ.
- Newborn babies staying away in a hospital, so long as they will live and sleep most of the time at the address on the EQ.

Merchant Marine

Do not include on the EQ:

- Crews of United States flag maritime or merchant vessels, who on April 1, 2010, were:
 - Docked in a foreign port.
 - Sailing from one foreign port to another foreign port.
 - Sailing from a U.S. port to a foreign port.
 - Sailing from a foreign port to a U.S. port.
- Crews of United States flag maritime or merchant vessels who live and sleep most of the time on the vessel.

Do include on the EQ:

- Crews of United States flag maritime or merchant vessels docked on April 1, 2010 in a U.S. port or sailing from one U.S. port to another U.S. port, so long as they live and sleep most of the time at the onshore address on the EQ.
- Crews of U.S. flag maritime or merchant vessels engaged in U.S. inland waterway transportation on April 1, 2010, so long as they live and sleep most of the time at the onshore address on the EQ.

Military

Do not include on the EQ:

- United States military personnel living in barracks.
- United States military personnel, and dependents living with them, who live on or off a military installation outside the United States.
- United States military personnel on U.S. military vessels with a homeport outside the U.S.
- United States military personnel on U.S. military vessels with a U.S. homeport if they live and sleep most of the time on the vessel.
- People on military vessels if they live and sleep most of the time on the military vessel.
- A person in military disciplinary barracks and jails.
- A person in military treatment facilities on April 1, 2010 with active duty patients assigned to the hospital.
- All other people living in military quarters.

Do include on the EQ:

- United States military personnel living on an installation or off an installation and **not** in barracks in the U.S., so long as they live and sleep most of the time at the address on the EQ.
- United States military personnel on U.S. military vessels with a U.S. homeport, so long as they live and sleep most of the time at the onshore U.S. address on the EQ.
- People on military vessels, so long as they live and sleep most of the time at the onshore U.S. address on the EQ.
- Patients in general or Veterans Affairs hospitals, except psychiatric units, on April 1, 2010, so long as they live and sleep most of the time at the address on the EQ.

- Newborn babies still in a Veterans Affairs hospital on April 1, 2010.

More Than One Residence

People may live in multiple places for several reasons. For example, they might live away from home while working to be closer to work. They might live at two or more residences during the month, week or year (i.e., those who travel seasonally). And, sometimes children live in more than one place due to shared custody or other arrangements.

Do include these types of people on the EQ:

- People who stay at the address on the EQ more than anywhere else.
- People staying at the address on the EQ on April 1, 2010, and their time is equally divided between other places they might stay.

Movers

Do not include on the EQ:

- People who moved out of the residence around April 1, 2010 and who are already listed on a census form for another residence.

Do include on the EQ:

- People who moved out of the residence around April 1, 2010 and who are **not** already listed on a census form for another residence.

Nonrelatives

Include everyone on the EQ who lives and sleeps most of the time at the address on the EQ, even if they are **not** related to anyone living there.

Do include on the EQ:

- Roomers or boarders.
- Housemates or roommates.
- Unmarried partners.
- Foster children or foster adults.
- Live-in employees, such as caregivers or domestic workers.

**Shelters and Outdoor
Locations**

Do not include on the EQ:

- People in domestic violence shelters on April 1, 2010.
- People staying in emergency and transitional shelters with sleeping facilities for people experiencing homelessness on April 1, 2010.
- People at targeted nonsheltered outdoor locations.

Do include on the EQ:

- People who live and sleep most of the time at the address on the EQ, even if they sometimes visit soup kitchens or regularly scheduled mobile food vans.
- People in living quarters for victims of natural disasters, so long as they live and sleep most of the time at the address on the EQ.

Students

Do not include on the EQ:

- College students if they do **not** live and sleep most of the time at the parental home, even if they return to the parental home while on break or vacation.
- College students living at and attending college outside the United States.
- People staying in residential schools for people with disabilities on April 1, 2010.

Do include on the EQ:

- College students if they are living and sleeping most of the time at the parental home.
- Boarding school students living away from their parental home while attending boarding school below the college level, including Bureau of Indian Affairs boarding schools.
- Foreign students living and sleeping most of the time in the United States while attending college.

Transitory Locations

Transitory locations include recreational vehicle (RV) parks, campgrounds, hotels and motels including those on military sites, hostels, marinas, racetracks, circuses, and carnivals.

Do include on the EQ:

- People who sometimes stay at transitory locations if they live and sleep at the address on the EQ most of the time.
- People who stay at the address on the EQ more than anywhere else.
- People staying at the address on the EQ on April 1, 2010, and their time is equally divided between other places they might stay.

**United States Citizens
Outside the United States**

Do not include on the EQ

- U.S. citizens living outside the United States.

Visitors and Travelers

Do not include on the EQ

- People visiting on April 1, 2010 who will return to their usual residence.

Do include on the EQ:

- People temporarily away from their usual residence on April 1, 2010, (such as on a vacation or business trip, visiting, or traveling outside the U.S.), so long as they live and sleep most of the time at the address on the EQ.
- People temporarily away from the address on the EQ on April 1, 2010 working elsewhere without a usual residence there (for example, truck driver or traveling salesperson), so long as they live and sleep most of the time at the address on the EQ.

Sample

Glossary

- Additional Housing Unit** A housing unit an enumerator discovers while interviewing at a NRFU address that is not listed on the D-103.1, *Address List*, in the AA binder.
- Adult** For the decennial, an adult is a person who is at least 15 years old.
- Assignment Area (AA)** A geographic area established for data collection purposes, usually consisting of housing units in close proximity to each other in one or more blocks of a neighborhood.
- Assignment Area Number** A number that identifies a specific AA on forms. The AA number for NRFU is a four digit number that begins with the NRFU operation code, '32', and a hyphen. An example is '32-1001.'
- Assignment Area Binder** A legal size (8 1/2" x 14") three ring, black notebook that contains a complete listing of the addresses for all known housing units in an AA. Each AA Binder contains the following:
- Assignment Area Binder Contents**
 - D-101A, *Special Notice Page***, is the first page in the AA binder and contains a statement that the contents of the binder are confidential.
 - D-103, *Cover Page/Quality Assurance Review Page***, is a two-sided page. The Cover Page is used to record the AA number, the Crew Leader's name, and the enumerator's name. The Quality Assurance Review Page contains the checklists the enumerator, CL, CLA, and LCO staff use to review the questionnaires and the binder contents as they are completed by enumerators.
 - D-114, *Block Listing***, provides a listing of the block numbers within the AA.

D-103.1, *Address List*, contains the addresses of all known housing units in the AA.

D-103.A, *Add Page for Housing Units*, is used by the enumerator to list additional living quarters discovered in the AA.

Map Envelope

The map envelope contains census block locator maps, census block maps, and a map legend.

Assistant Manager for Administration (AMA)

The AMA oversees and is responsible for the administrative area in the LCO, which includes personnel and payroll activities.

Assistant Manager for Field Operations (AMFO)

The AMFO oversees and is responsible for planning, managing, and monitoring all field data collection production operations, which include NRFU. The AMFO directly supervises the FOS and the DOS for field operations.

Assistant Manager for Quality Assurance (AMQA)

The AMQA oversees and is responsible for planning, managing, and monitoring all field quality assurance operations. The AMQA directly supervises the FOS and the DOS for field quality assurance operations.

Assistant Manager for Technology (AMT)

The AMT oversees and is responsible for managing and monitoring the computer system and other technological systems in the LCO.

Basic Street Address (BSA)

The house number and street name portion of an address that does not include a unit designation. An example is '11 Main Street.' When a building uses a fractional number or letter, the fraction or letter is part of the BSA. Examples are '120½ Main St.' and '505A Market Street.'

- Callback Attempts** After the enumerator's first personal visit attempt to obtain information at a NRFU address, the enumerator may make two callback attempts in person or, depending on the number of contacts allowed in the 'Record of Contact' section on the EQ, between one to three (usually three) telephone callback attempts.
- Census Block** A geographic area bounded on all sides by visible features, such as roads, railroad tracks, or rivers; or by invisible features, such as county lines, city limits, political boundaries, or property lines.
- Census Block Map** A map that shows the details within the census block in which an AA is located. It is a large white area that shows all the roads and housing units (designated by map spots) that are located within the block.
- Census Block Locator Map** The census block locator map helps determine the location of a block and ways to get there. The block is a small shaded area, usually in the center of the page, within a large white area with roads and landmarks that help pinpoint the exact location of the block.
- Census Block Number** A five-digit number that identifies a specific block on census maps and forms.
- Census Day** The reference date for collection of census data. For the 2010 Census, Census Day is April 1, 2010.
- Confidential Data** All existing and newly collected address and personal data (including map spots) contained in Census Bureau materials are considered to be confidential data and are protected under Title 13 United States Code (U.S.C.). Confidential data must be maintained in secured, locked areas. Only persons who have taken the Oath of Office or have special sworn status, with a need to know, are allowed access to confidential data.

Confidentiality	Not divulging any of the data that is census confidential, including the data we collect, to anyone who is not sworn to maintain census confidentiality or who does not have a business need to know. Confidentiality is required by law, and is the basis for the public's trust that the Census Bureau protects their privacy.
Confidentiality Notice	The section on the D-1(F), <i>Information Sheet</i> , that is titled 'Your Answers Are Confidential,' which, by law, must be provided to all respondents, either as a handout when personal contact is made or read by the enumerator during a telephone interview.
Crew Leader (CL)	A Census Bureau employee who supervises enumerators and Crew Leader Assistants (CLAs). The CL reports directly to the FOS.
Crew Leader Assistant (CLA)	A Census Bureau employee who assists the Crew Leader by performing delegated tasks from the CL. The CLA reports directly to the Crew Leader.
Crew Leader District (CLD)	A geographic area assigned to a Crew Leader.
Data Stewardship	Providing quality data for the public good while protecting individual privacy and confidentiality is the Census Bureau's core responsibility.
Decennial Census	Article I, Section 2 of the United States Constitution mandates that a census of the population be taken every ten years, and it is, therefore, called the 'Decennial Census.' The constitutional reason for conducting the census every ten years is to determine the congressional representation of each state in the U.S. Congress. However, the results of the census are used for many purposes in addition to determining congressional representation.

Demographic Surveys	Surveys the Census Bureau conducts on an ongoing basis, between and during censuses, on behalf of various federal, state, and local government agencies.
Direct Access	An entrance to living quarters directly from the outside of the building or through a common hall.
Enumeration	The process of gathering census information and recording the information on census forms.
Enumerator	A Census Bureau employee who interviews people to get information for the census. The enumerator reports directly to the Crew Leader.
Equal Employment Opportunity (EEO)	EEO is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, disability, age, marital status, or political affiliation. The EEO complaint process is an administrative process designed to safeguard these rights. All applicants and employees have a right to freedom from retaliation for filing an EEO complaint, participating in the EEO complaint process, or opposing unlawful discrimination.
Falsification	The deliberate act of entering false information on census forms, including EQs and payroll forms. Falsification is not tolerated by the Census Bureau and is grounds for immediate termination of employment.
Field Operations Supervisor (FOS)	A Census Bureau employee who supervises Crew Leaders. The FOS reports directly to the AMFO.
Gated Community	A community composed of houses, duplexes, townhouses, and/or apartment buildings that has a secured gate, fence, or other barrier to limit access to nonresidents.

Hatch Act	The law that regulates federal employee's participation in political activities.
Household (HH)	A person or group of people who occupy a housing unit as their usual place of residence.
Housing Unit (HU)	Housing units are places where people live, such as houses, townhouses, apartments, mobile homes or trailers, single rooms, or a group of rooms that are occupied as separate living quarters or, if vacant, are intended for occupancy as a separate living quarters.
Identification Badge	Commonly called the ID badge, is used to identify all census employees and must be worn at all times when they are working on official census business.
In-Movers	Household occupants who moved into the NRFU address after Census Day, April 1, 2010.
Local Census Office (LCO)	A temporary office established for decennial data collection purposes. LCO staff manage and support census field operations.
Local Census Office Manager (LCOM)	A Census Bureau employee who has overall responsibility for the quality and progress of all field and office operations in a single Local Census Office (LCO). The LCOM directs census activities for the LCO area, and monitors the progress and costs of operations to ensure they are on schedule, within budget, and meet data quality standards. The LCOM supervises the AMA, the AMFO, the AMQA, and the AMT.
Manipulation of Hours	Moving hours from one pay period to another in order not to be paid overtime. Also called moving, accumulating, or banking hours, manipulation of hours means the employee knowingly submitted a false payroll. Manipulation of hours is not tolerated and is grounds for termination of employment.

Map Feature	Any part of the landscape portrayed on a map as a point, a line, or an area, including invisible boundaries of legal entities, such as city limits or county lines.
Map Legend	A single sheet of paper that shows the symbols used on census maps and gives a brief description for each one. A map legend is placed in the map envelope in each AA binder.
Map Spot	A circle symbol on the census block map with a number. It identifies the location of residential addresses on the census block map.
Map Spot Number	The number assigned to each map spot on the census block map. If the map spot number has a number within parentheses beside it, the map spot represents a multi-unit structure or mobile home park.
Mobile Home/Trailer Park	A group of mobile homes/trailers or sites occupied or intended for occupancy at a single location.
Mobile Home/Trailer Site	A mobile home/trailer site is a location in a mobile home/trailer park that is occupied by or intended for occupancy by mobile homes and trailers.
Multi-Unit Building	A building that contains two or more housing units at the same basic street address.
Nonresponse Followup (NRFU)	Nonresponse Followup is the field operation in which enumerators visit the addresses for which the Census Bureau did not receive completed census questionnaires by mail.
Not-to-Exceed Date (NTE)	The expiration date of a decennial employee's appointment, which is eight weeks from the date the decennial employee began working for the Census Bureau.

Observation	Enumerators are observed by a CL or by a CLA after initial training, usually during the first week of field work, to ensure they understand and correctly follow census rules and procedures.
On-the-Job Training (OJT)	Additional training after initial training class for enumerators who do not understand a concept or procedure, make errors on their work, have problems in the field, or ask for help.
Outcome Code	The code the enumerator prints in the 'Record of Contact' section of the EQ every time an attempt is made to contact someone about a NRFU address.
Overtime	Hours of work that exceed 40 hours in a workweek. Overtime must be approved in advance and in writing by the appropriate supervisor at the DFO.
Pay Period	A weekly period, beginning with Sunday and ending on the following Saturday.
Payroll Hotline	Toll-free number decennial employees call for personnel and payroll problems. It is 1-877-233-4776.
Personally Identifiable Information (PII)	Any information about an individual maintained by an agency that includes, but is not limited to, education, financial transactions, medical history, criminal history, or employment history information, which can be used to distinguish or trace an individual's identity.
Privacy Act of 1974	The law that requires each federal agency to advise people of their rights when collecting information from them.

Proxy	A nonhousehold member of a NRFU address who has knowledge about the Census Day status of the address, and its occupants, if the address was an occupied housing unit on Census Day, with whom you conduct the interview for that address. Any eligible respondent must be at least 15 years old.
Quality Assurance (QA)	The process of reviewing work to ensure that accurate data is collected, and that census rules and procedures are being followed. The main purpose of QA is to detect and deter falsification of data, and is one of the CL's primary responsibilities.
Reference Person	Person 1 in Question 1 on the form, who is usually an adult household member who is one of the owners or renters of the housing unit.
Reimbursable Expenses	Expenses that employees incur performing their duties while on official census business for which they receive repayment. Examples include mileage, tolls, and telephone calls that result in charges. Purchase of items for reimbursement must have supervisory approval in advance of the purchase.
Respondent	The person who answers questions about the NRFU address.
Separate Living Quarters	Living quarters in which one or more occupants live separately from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants.

Title 13 of the United States Code (U.S.C.)

Title 13 of the U.S.C. is the positive law that governs the Census Bureau. Title 13 stipulates that information gathered by the Census Bureau can only be used for statistical purposes, not for any use against and individual by any government agency.

Unit Designation

A designation for each living quarters in a multi-unit building or mobile home park. Examples are: 'Apartment A,' 'Unit 302,' and so forth. Sometimes a description is used as a designation. An example is: 'Basement Apartment.'

Vacant – Regular

A housing unit that is intended for year-round occupancy and was not occupied on Census Day.

Vacant – Usual Home Elsewhere

A housing unit that is intended to be occupied for seasonal or occasional use only. It may be occupied by persons with a usual residence elsewhere at the time of the NRFU enumerators contact.

Whole Household – Usual Home Elsewhere (WHUHE)

Everyone in the household at the NRFU address has a usual home elsewhere.

Writing Conventions

Writing styles that the enumerator uses to print information in fill-in boxes, or that helps the enumerator determine how to read and administer the EQ.

FORM **D-225**
(6-16-2008)

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

INFO - COMM
Information Communication
2010 Census

a. TO (Receiver):		b. FROM (Sender):	
--------------------------	--	--------------------------	--

c. LCO code	d. RCC	e. Operation	
--------------------	---------------	---------------------	--

f. Position title	g. CLD No./Other	h. Date	
--------------------------	-------------------------	----------------	--

IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE

i. AA	j. Block	k. Map spot	l. Case ID number/Line number
--------------	-----------------	--------------------	--------------------------------------

See back of copy 3 for instructions.

m. Address or description (include city name and ZIP Code)

Section I STATEMENT (Answer required): Yes No

Mark (X) appropriate box(es) and provide explanation.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Unable to contact | <input type="checkbox"/> Refusal | <input type="checkbox"/> Unsafe to enumerate | <input type="checkbox"/> Other - Explain below |
| <input type="checkbox"/> Inaccessible | <input type="checkbox"/> Other Living Quarters | <input type="checkbox"/> Procedural question | |
| <input type="checkbox"/> Picked up paper questionnaire | <input type="checkbox"/> Geography/Map problem | <input type="checkbox"/> Payroll question | |

Explanation: _____

Section II ANSWER AND DISTRIBUTION

Answered or acknowledged by	Date
-----------------------------	------

Copy distribution: Copies 1 and 2 - Receiver Copy 3 - Sender

USCENSUSBUREAU

INSTRUCTIONS

The INFO-COMM is a tool for communication between Census field and office staff. It can be originated by either field or office staff to report problems, or request information that affects work. Examples of situations where an INFO-COMM can be used include:

- Closed or impassable roads
- Locked buildings or gated communities for which access cannot be gained
- Procedural or payroll issues

Be brief and clear when writing the message. Route the message through the appropriate supervisor(s).

Heading

Complete each box from a-h.

Complete as much information as it applies to the situation for boxes a-h.

Section I – STATEMENT (Answer required): Yes No

If the INFO-COMM does not require a reply or action, mark (X) "No" in the Section I title. For inquiries needing a reply or action, mark (X) "Yes."

Mark (X) in the appropriate box if the situation being reported corresponds to one of the listed boxes. If more than one box applies, mark (X) in all boxes that apply. If the situation does not correspond to one of those listed, mark (X) in the box for "Other" and explain the problem in the space provided. Send/Give copies 1 and 2 to your supervisor/office for delivery to the receiver and keep the third copy as directed by your supervisor.

In the explanation section describe the problem briefly. Include recommendations, if any, on how you believe the problem should be handled and attach forms, maps, notes, etc., pertinent to the message or inquiry.

Section II – ANSWER AND DISTRIBUTION

If you receive the INFO-COMM and you're a staff member of a LCO, Processing Office, or Headquarters, take the following actions:

1. Enter reply, if required, in Section II, and return the answer to the sender.
2. File a copy for office records.

Note: If an INFO-COMM must be forwarded for an answer, note on the INFO-COMM to whom sent and the date. Make a copy for your files.

If you receive the INFO-COMM and you're a member of the field staff (Enumerator, Lister, Crew Leader, Crew Leader Assistant, or Field Operations Supervisor), take the following actions:

1. Enter reply, if required, in Section II.
2. Retain a copy.
3. Send/Give the answer to the person who originated the INFO-COMM, through your supervisor.

JOB AID FOR COMPLETING THE QUESTIONNAIRE IN A TELEPHONE INTERVIEW

In most instances, you complete the D-1(E), *Enumerator Questionnaire*, (EQ), while making a personal visit to the NRFU address or to a proxy. However, there may be times when the respondent contacts you after you left a D-26, *Notice of Visit*, and is willing to complete the interview by telephone, or you may call the respondent if you have been able to obtain a telephone number after your first personal visit. This job aid provides instructions for modifying the questions on the EQ to ensure that you ask the right questions and provide the confidentiality, as required by law.

Since you are not in the presence of the respondent, where you give the respondent a copy of the D-1(F), *Information Sheet*, and you must read the information about confidentiality and you must read the information from Lists A, B, C, and D at the appropriate time during the interview.

Modify the language on your labeled EQ for Questions S1, S2, and S3 with the following text scripted for a telephone interview.

S1.

Hello, I'm (Name) from the U.S. Census Bureau. I'm trying to reach someone who lives at (address). Is this (address)?

Yes – Continue with question S2 below. (Also, place an 'x' in the 'Yes' box on the labeled EQ.)

No – Thank the respondent and END INTERVIEW. You must make a personal visit to the address. Use the census block maps to confirm you are at the right location.

S2.

I need to complete a Census questionnaire for this address. It should take about 10 minutes, if you are agreeable to completing it by telephone. Or, I can schedule a personal visit if you prefer. (If respondent wants a personal visit, make the arrangements to visit and thank the respondent. If the respondent agrees to the telephone interview, continue with the following text.)

JOB AID FOR COMPLETING THE QUESTIONNAIRE IN A TELEPHONE INTERVIEW

Before I begin, I need to let you know your answers are confidential and protected by law under Titles 13 and 44 of the United States Code. Your answers will only be used for statistical purposes, and for no other purpose, and are only seen by people sworn to uphold confidentiality and with a work related need to know. As allowed by law, your census data become public after 72 years. The same laws that provide your privacy require that you provide the information.

Did you or anyone in your household live or stay at (address) on April 1, 2010?

Yes – Continue with question S3 below. (Also, place an 'x' in the box on the labeled EQ.)

No – Skip to question S4 on the EQ. (Place an 'x' in the box on the labeled EQ and continue with the questions on the labeled EQ.)

S3.

Does someone usually live at your housing unit, or is it a vacation or seasonal home? Usually lives here – Skip to question S4 on the labeled EQ.

Vacation or seasonal home or used for occasional use – Skip to question S5 on the Information Sheet back page and continue with the 'Respondent Information' section on the back of the EQ.

Continue the interview using the labeled EQ by asking the questions as worded with the exception of telling the respondent to look at the lists on the D-1(F), Information Sheet. Instead, you must read all of the possible answers on the lists at the appropriate places in the interview.



Vacant Units

In item A on the EQ there are two unit status codes for vacant units:

Vacant – regular

Vacant – usual home elsewhere

Always complete the D-1(F) *Enumerator Questionnaire* for a vacant unit by verifying its CensusDay status with a person who has knowledge about the address and its Census Day status.

Never assume a unit that is currently vacant or obviously appears to be vacant was actually vacant on April 1, 2010. Immediately find a proxy respondent and obtain the interview about the unit's Census Day status.

In item B in the new Survey section on the EQ, read all the categories in the list for the respondent when the unit status in item A is a 'Vacant – regular' or a 'Vacant – usual home elsewhere.'

D-1(F), Information Sheet

Census Bureau employees are required by law to provide the 'Confidentiality Notice' to every person who answers the census, so you must give all respondents the D-1(F), *Information Sheet*, and allow them time to read the Confidentiality Notice.

Your Answers are Confidential

Laws that protect respondents' answers and that require respondents to provide census information:

- Title 13 (Sections 9, 141, 193, 214, and 221) of the United States Code
- Title 44 (Section 2108)

Penalties for census employees who disclose information for which they have sworn an oath to protect:

- Fine of up to \$250,000
- Jail sentence of no more than 5 years
- Loss of federal employment
- Any and all of the above

Decennial data are released after 72 years. You can trace your family's history and learn about your heritage through census data. Currently released decennial data are for the 1930 census. The data we collect in 2010, our nation's 23rd census, will be released in 2082.

D-1(F), Information Sheet

Lists A through D on the D-1(F), *Information Sheet*, help respondents answer some questions on the EQ.

List A – Who to Count on April 1st

List A is designed to keep the respondents focused on who should be counted as household members at their residence on Census Day, and provides a few examples of common living situations. If the respondent is not able to decide if someone should be counted as a household member, Appendix D in the D-547, *NRFU Enumerator Manual*, provides you with detailed information on household residency rules.

Keep the respondents focused on the occupancy status of their housing units on April 1, 2010.

List B – Relationship

Listen carefully as the respondent tells you the relationships within the household. All relationships are in reference to Person 1. That's why Person 1 is called the 'Reference Person.' Stay focused. If Person 1 says that she is Person 3's mother, then you have to relate Person 3 to Person 1. Person 3 would be a biological, adopted, or step son or daughter in relation to Person 1. Person 3 would not be marked as Person 1's mother.

List C – Hispanic, Latino, or Spanish Origin

If the answer is 'yes,' mark all the categories the respondent names. If an answer does not fall into one of the listed categories, mark an 'x' in the 'Yes, another Hispanic, Latino, or Spanish origin' box and print the answer in the boxes below the question "What is that origin?" If the answer you are printing is too long for the space, you may continue printing next to the 'write-in' boxes.

List D – Race

Race is self-identified, and not scientific or genetic in nature. For this census Hispanic origin is not a race; however, respondents may answer with Hispanic origins. When this happens, ask the respondent to look at List D again while you repeat Question 6. If a respondent is confused, you may prompt the respondent with a reminder, such as 'Is there a race on List D with which you identify?' If the respondent insists he's 'Mexican,' or she's 'Cuban,' mark 'x' in the 'Some other race' box and print the answer in the 'write-in' boxes to the right of the question. If the answer you are printing is too long for the space, you may continue printing next to the 'write-in' boxes. A respondent may select as many categories as he or she wants. You mark all the categories the respondent names.

DAILY PAY AND WORK RECORD 2010 CENSUS

Part A - EMPLOYEE INFORMATION

First Name _____ MI _____	Employee ID _____
Last Name _____	

Month _____ Day _____ Year _____

1. Date worked. 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**

4. Points of travel

From	To	From	To

Remarks _____

Part B - PAY INFORMATION

1. Hours worked	<i>(.00, .25, .50, .75)</i>	FOR OFFICE USE ONLY	2. Times of day worked - Do not include breaks.
Regular			START <i>(:00, :15, :30, :45)</i> FINISH <i>(:00, :15, :30, :45)</i>
Training			<input type="checkbox"/> am <input type="checkbox"/> pm
Night Differential (6 pm-6 am)			<input type="checkbox"/> am <input type="checkbox"/> pm
Overtime			<input type="checkbox"/> am <input type="checkbox"/> pm
Night Differential/Overtime (6 pm-6 am)			<input type="checkbox"/> am <input type="checkbox"/> pm
Total			<input type="checkbox"/> am <input type="checkbox"/> pm

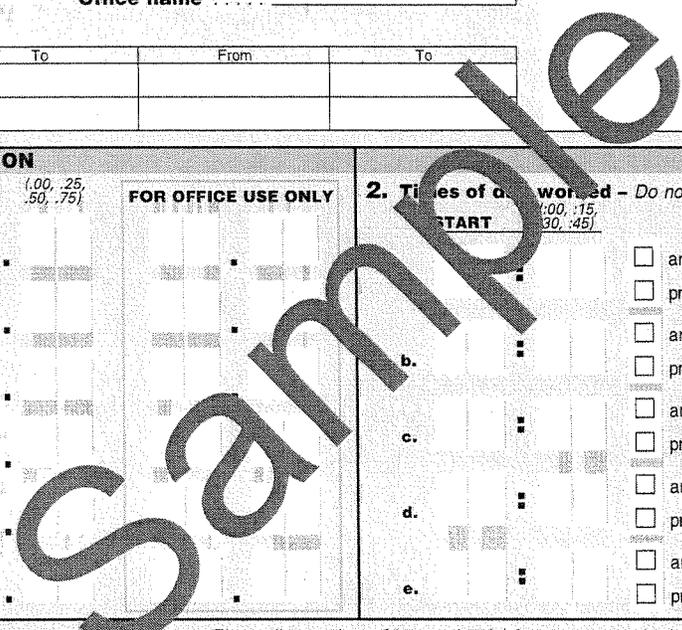
3. Have you claimed ALL hours worked? If not - Please list number of hours, date(s) hours were worked, and an explanation of why you are not claiming them for payment.	Cases Completed <i>(Filled by supervisor)</i>
	CLD number _____
4. Reimbursements	Cases submitted _____
Miles driven \$ _____ Telephone \$ _____	Cases accepted _____
FOR OFFICE USE ONLY \$ _____ \$ _____	

Other - Specify in Remarks and attach receipts where required.

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.		Supervisor's Certification - I certify that I have reviewed the entries made and they appear to be reasonable and accurate.	
Signature _____	Date _____	Signature _____	Date _____
FOR OFFICE USE ONLY	Audited by <i>(Initial and date)</i>	Remarks	



D-308 ORIGINAL - Base copy prints black ink D-308 ORIGINAL - Overlay prints Green ink, Pantone 333, 40% and 100%

**DAILY PAY AND WORK RECORD
2010 CENSUS**

Part A - EMPLOYEE INFORMATION

First Name _____ MI _____ **Employee ID** _____

Last Name _____

Month _____ Day _____ Year _____

1. Date worked . . . Day worked - Mark (X) Sun Mon Tue Wed Thu Fri Sat **If RECLAIM - Mark (X) this box.**

2. Task code . . . Operation name . . . _____ Remarks _____

3. Office code . . . Office name _____

4. Points of travel

From	To	From	To

Part B - PAY INFORMATION

1. Hours worked	FOR OFFICE USE ONLY	2. Times of day worked - Do not include breaks.	
		START	FINISH
Regular	(.00, .25, .50, .75)	_____	_____
Training		_____	_____
Night Differential (6 pm-6 am)		_____	_____
Overtime		_____	_____
Night Differential/Overtime (6 pm-6 am)		_____	_____
Total		_____	_____

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.

4. Reimbursements

Miles driven _____ Telephone \$ _____ Other - Specify in Remarks and attach receipts where required. \$ _____

FOR OFFICE USE ONLY \$ _____ \$ _____

Cases Completed (Filed by supervisor)
CLD number _____
Cases submitted _____
Cases accepted _____

Part C - CERTIFICATION

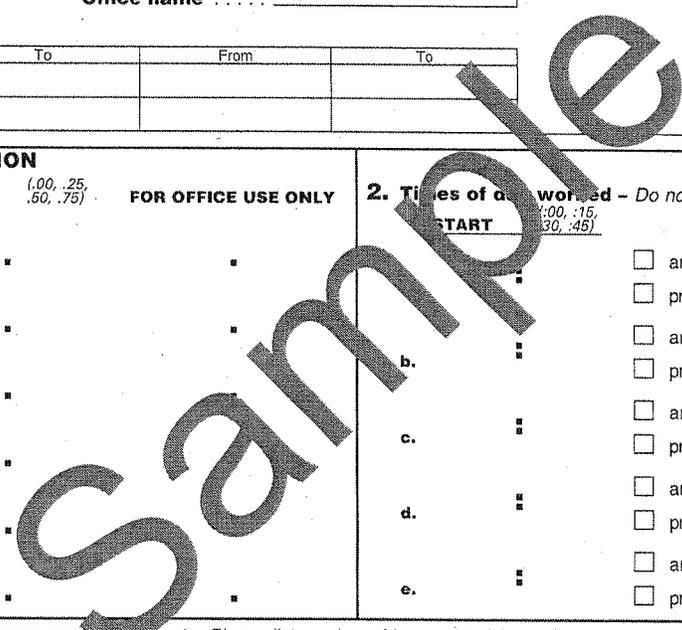
Privacy Act Notice - All information furnished will be treated in accordance with the Privacy Act of 1974. No information will be released except as authorized by the Act.

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.

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

Signature _____ Date _____ Signature _____ Date _____

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



D-308 COPY - Prints black ink only

3081

Management is authorized to collect information including a Social Security Number from all sworn employees of the Bureau of the Census. Refer to the Privacy Act Statement below.

PRIVACY ACT STATEMENT – Section 23 of Title 13, U.S. Code authorizes collection of this information. The primary use of this information is to certify the reasonableness and accuracy of claims, to evaluate production and payroll data, and to provide reports for management-level review. This information is required to identify individual performance, and, as such, failure to furnish this information, including your Employee ID on census forms when required, may result in termination of appointment. Your signature in the certification statement section acknowledges your receipt of this notice.

INSTRUCTIONS – Using a blue or black ink ball-point pen, print each letter, number, and/or symbol inside the designated boxes. Carefully read the instructions below before completing applicable items. If you require more detailed instructions, refer to your Census Employee Handbook.

PART A – EMPLOYEE INFORMATION

Enter your First name, Middle Initial, Last name, and Employee ID.

Items 1-2 – Enter the date the work is performed. Mark an (X) in the box for the day that corresponds to the date worked. Enter the task code and name of the operation which you are working on. If you are reclaiming hours or expenses from previous pay periods, mark an (X) in the RECLAIM box.

Item 3 – Enter the Office code and Office name to which you are assigned. This information can be found on your Form SF-50, Notice of Personnel Action, appointment document, or ask your Supervisor.

Item 4 – Enter the place to which you drove each day. When driving within a city or county, enter the for "in and around." For example, "I&A Fairfax County, and Return." OR, if you work in more than one assignment area, then enter one of the AA numbers.

PART B – PAY PERIOD INFORMATION

Item 1 – Record the daily hours that you work. For field employees, work includes time traveling to and from an assignment or training, attending training, working in the field, meeting with your supervisor(s), completing payroll forms, preparing and organizing assignments at home, including telephone calls to respondents and/or supervisors. Do not include lunch periods or personal breaks from census duty. When recording partial hours, enter increments of 15 minutes (e.g., 15 minutes = .25 hour; 30 minutes = .50 hours; 45 minutes = .75 hours).

EXAMPLES:

5	0	0	5	15	5	30	5	45
---	---	---	---	----	---	----	---	----

5 hours, 00 minutes 5 hours, 15 minutes 5 hours, 30 minutes 5 hours, 45 minutes

Item 2 – Record the time(s) of day that you work. The total hours must not exceed 8 hours unless additional worktime is first approved by your supervisor.

Item 3 – Record any hours you worked but are not claiming for payment. Also include the date(s) the hours were worked and an explanation on why you are not claiming them for payment.

Item 4 – Record your daily reimbursable expenses including number of miles driven for the day. Attach telephone bills if you are claiming official telephone expenses incurred from your home telephone or other personal telephone equipment.

CASES COMPLETED – Supervisors will complete Cases Completed entering all items as required. Specific instructions on how to fill the items are contained in the supervisor's Operations Manual. Ensure that your supervisor completes the CLD number on every D-308 you submit. This is a required item for all enumerators.

PART C – CERTIFICATION

Certify (sign) and date your payroll document then submit it to your supervisor for approval. Keep the "Employee" copy for your record.

FORM D-308 (07-30-2008)

NRFU Enumerator Quick Reference Guide

GLOSSARY

Housing Unit (HU). A house, apartment, mobile home/trailer, a group of rooms, or a single room occupied as separate living quarters or, if vacant, intended for occupancy as separate living quarters. A housing unit must have direct access from outside or through a common hall. The outcome codes for housing units are:

- Occupied
- Vacant - Regular
- Vacant - Usual Home Elsewhere

The following are definitions for each of the outcome codes for housing units:

- **Occupied.** The usual place of residence of the person or persons living in the HU on Census Day, even if the occupants were temporarily absent (such as, away on vacation or on a business trip). Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units when they are occupied as the permanent residence of the occupants. That is, it is living quarters for individuals who use the facility as their usual place of residence.
- **Vacant - Regular.** An HU intended for occupancy as separate living quarters that was not occupied on Census Day.
- **Vacant - Usual Home Elsewhere.** An HU intended for occupancy only for seasonal or occasional use that may or may not have had people visiting there on Census Day.

In-Move. While conducting an interview for a NRFU housing unit, the current resident informs you his or her household did not live at the address on Census Day. Complete the NRFU interview on the labeled EQ, then ask if they completed a questionnaire for their Census Day residence. If the current questionnaire states that the household was not included in any resident states for the address where they lived on Census Day, use a blank questionnaire, and conduct an interview with the respondent using the Census Day address of the household. Mark 'MOV' in Item F in the 'Interview Summary' section of the added D-1(E), *Enumerator Questionnaire*.

Proxy. An adult nonhousehold member who has knowledge about the Census Day status of the NRFU address, and with whom you conduct the interview for that address. Examples of people who often serve as proxy respondents include neighbors, landlords, caretakers, and so forth.

Whole Household Usual Home Elsewhere (WHHEE). While conducting an interview for a NRFU housing unit, the household respondent informs you that the address is a vacation or secondary house for everyone staying there, and they have a usual residence elsewhere in the United States. Complete the NRFU interview on the labeled EQ, then ask if they completed a questionnaire for their usual residence. If the respondent states that the household did not complete a questionnaire for their usual residence, use a blank questionnaire, and conduct an interview with the respondent for the occupants using the address of their usual residence. Mark 'HHE' in Item E in the 'Interview Summary' section of the added D-1(E), *Enumerator Questionnaire*.

GLOSSARY

Add. There are three situations for adding a Housing Unit (HU):

- While conducting an interview, you discover an additional HU that existed on Census Day, but is not on your Address List (for example, an apartment over a garage). If this occurs, add the HU by completing a blank EQ for its Census Day status. (See 'In-Mover'.)
- Demolished/burned out/cannot locate
- Nonresident
- Empty Mobile Home/Trailer site
- Uninhabitable (open elements, condemned, under construction)
- Duplicate

Delete Reason. When the NRFU address did not exist as an HU on Census Day, complete an EQ with a proxy to determine the reason the address should be deleted. The delete reasons on the D-1(E), *Enumerator Questionnaire*, include:

- Demolished/burned out/cannot locate
- Nonresident
- Empty Mobile Home/Trailer site
- Uninhabitable (open elements, condemned, under construction)
- Duplicate

The following are definitions for each Delete Reason:

- **Demolished/burned out.** This delete reason when you determine that the housing unit at the NRFU address was demolished on or before Census Day.
- **Burned out.** Use this delete reason when you determine that the housing unit at the NRFU address was burned out on or before Census Day.
- **Cannot locate.** Use this delete reason when you cannot find the NRFU address. For example, the NRFU address does not exist in the census block. *Note:* Do not use the Unit Status 'cannot locate' just because a house number has been changed.
- **Nonresident.** Use this delete reason when you determine that the NRFU address was not used as a residence on Census Day. For example, the address is a business establishment, a storage facility, or a model home in a housing development.
- **Empty Mobile Home/Trailer Site.** Use this delete reason when you determine that the NRFU address is for a site (or pad) in a mobile home/trailer park and there was no mobile home/trailer on the site on Census Day.
- **Uninhabitable.** Use this delete reason when you determine that the NRFU address is open to the elements, condemned, or under construction. However, if it was inhabited as a residence on Census Day, you must conduct an interview for an occupied housing unit.
- **Duplicate.** Use this delete reason when you determine that the NRFU address is a duplicate of another existing census address that is listed on the D-103.1, *Address List*.

Eligible Respondent for an occupied HU. The preferred respondent is an adult (age 15+) household member who owns or rents the home. However, a household member at least 15 years of age is eligible to answer questions. A household member who is under the age of 15 can act as an interpreter, if necessary.

FREQUENTLY ASKED QUESTIONS (FAQS)

1. I don't have any time right now. I'm very busy. How long will it take to complete the questionnaire? The Census Bureau estimates that, for the average household, this form will take about 10 minutes to complete.
2. Can I respond on the Internet? No. This option is currently not available.
3. By what authority do I have to respond to the 2010 Census? Participation in the Census is mandatory by federal law, Title 13 of the United States Code (U.S.C.). Title 13 also requires that the Census Bureau keep respondents' answers confidential and use them only for statistical purposes that do not reveal any personal data about an individual.
4. Are my responses confidential? Is my privacy protected? Yes. All of the information that the Census Bureau collects as part of the census is kept confidential under Title 13, U.S.C. Also, the Census Bureau has strict confidentiality provisions in place. If anyone violates this law it is a federal crime. The penalties include a federal prison sentence of up to five years, a fine up to \$250,000, or both.
5. Why do you need our names? We collect names so that we can reach people interested in the census to evaluate who was not counted. Also, getting names helps us evaluate census data from the same person in two different places. However, when the data are published, names are never used.
6. Why does the Census Bureau need to know my race? Information on race is required for federal programs and is used in making policy decisions for many programs, particularly for the States. Use race data to meet legislative redistricting requirements. In addition, data are necessary to evaluate compliance with the Voting Rights Act. Race data are also used to promote government opportunities and to find out if inequalities exist.
7. Why does the Census Bureau collect information on Hispanic origin? Hispanic origin data are used to carry out many federal programs. These correct enforcement of bilingual education programs, language assistance, and enforcement of employment opportunities under the Civil Rights Act. Local governments use this information to help identify people who bring to other services and social services under the Public Health Act or to evaluate if financial institutions are meeting the credit needs of minority populations under the Community Reinvestment Act.
8. Is there a telephone number I can call to confirm that this is legitimate? If someone from the Census Bureau has contacted you at home and you have questions, you may contact the Census Bureau through the Local Census Office (give the telephone number).
9. How will my participation benefit my community and me? Accurate census data are used to appoint representatives in the U.S. Congress as well as in your state legislatures and local school boards. Accurate census data are also critical in the federal and state formulas used to distribute funds in areas such as education and transportation. In addition, temporary jobs are created by your community.

ENUMERATOR TASKS

- Nonresponse Followup (NRFU) Enumerator Tasks For Initial Contact:**
1. Your Crew Leader (CL) assigns you an Assignment Area (AA) Binder.
 2. Verify that the Block Listing, Address List, maps and labeled questionnaires match.
 3. Use the census maps to plan an efficient travel route.
 4. Make a personal visit to the NRFU address for the initial contact.
 5. Confirm that the NRFU address exists in the designated census block.
 6. If the address exists, determine if it was a Housing Unit (HU) on April 1, 2010.

YES Address is an HU	NO Address is not an HU
<p>Determine why it was not an HU on Census Day.</p> <ul style="list-style-type: none"> • Make the first attempt in person and try to interview an eligible adult household member who usually lives at the residence. • If you make the allowed number of personal attempts (total of three), and cannot find a household member at home, you should find an adult nonhousehold member (proxy) who knows about the Census Day status of the address to get the interview. • If you determine the occupants will be away during the entire interview period, you may obtain an interview from a proxy at the first visit. 	<p>Delete Reasons:</p> <ul style="list-style-type: none"> • Demolished • Burned out • Cannot Locate • Nonresident • Empty Mobile Home/Trailer Site • Uninhabitable • Duplicate Address <p>See Glossary for definitions of the Delete Reasons.</p>
<p>If Vacant on Census Day:</p> <ul style="list-style-type: none"> • Complete an EQ with a proxy who can confirm the Census Day status. 	<p>While conducting the interview, always do the following:</p> <ul style="list-style-type: none"> • Give the questions the D-1(F), <i>Information Sheet</i>; • Read the questions exactly as worded; • Be courteous and thank the respondent; • Protect census confidential materials; and • Be aware of your safety at all times.

LANGUAGE IDENTIFICATION FLASHCARD

Hello, I'm from the U.S. Census Bureau. Is someone here now who speaks English and can help us? If not, please write your phone number and someone will contact you in English.

01. English

Buenos días (Buenas tardes), soy de la Oficina del Censo de los Estados Unidos. ¿Se encuentra alguien que hable inglés y pueda ayudarnos? Si no, por favor, anote su número de teléfono y alguien se comunicará con usted en español.

02. Español/
Spanish

Përshëndetje, unë vij nga Zyra e Regjistrimit të Popullsisë së Sh.B.A-së. A ndodhet dikush tani këtu që flet anglisht dhe mund të na ndihmojë? Nëse jo, ju lutemi shkruani numrin e telefonit tuaj dhe dikush do t'ju kontaktojë në gjuhën shqipe.

03. Shqip/
Albanian

እንደምንት ፣ ከአሜሪካ የሕዝብ ቁጠራ ቢሮ ነኝ ። አሁን የሚገኙትን ቋንቋ የሚናገር እና ሊረዳን የሚችል ሰው አለ? ከሌለ እባክትን የስልክ ቁጥርን ፣ ስልጠና ለማርኛ የሚያናግርት ይናገሩል።

04. ቊሻርቁሽሰ/
Amharic

مرحبًا، أنا من مكتب الإحصاء الأمريكي. هل يوجد هنا الآن شخص يتحدث الإنجليزية ويمكنه مساعدتنا؟ إذا كان لا يوجد، فلارجاء آتابة رقم هاتفكم وسيتصل بكم أحد الأشخاص بلغة العربية.

05. العربية/
Arabic

Բարև Ձեզ, ես ԱՄՆ-ի Մարդահամարի Բյուրոյից եմ: Ներկա՞ է արդյոք մեկը, որը խոսում է Անգլերեն և կարող է մեզ օգնել: Եթե ոչ, մերեք Ձեր հեռախոսի համարը և Ձեզ հետ կկապվեն Հայերենով:

06. Հայերեն/
Armenian

হ্যালো, আমি ইউ.এস. সেন্সাস বিউরো থেকে এসেছি। এখানে এখন এমন কেউ আছেন কি যিনি ইংরেজি বলতে পারেন এবং আমাদের সাহায্য করতে পারেন যদি তেমন কেউ না থাকে, আপনার ফোন নম্বর লিখে দিন এবং আপনার সঙ্গে একজন বাংলায় যোগাযোগ করবেন।

07. বাংলা/
Bengali

Разрешете да ви се представя, аз съм служител на Бюрото по преброяване на населението на САЩ. Има ли тук някой, който говори английски и би могъл да ни помогне? Ако няма, моля, напишете своя телефонен номер, за да може някой от нашите служители да ви се обади на български.

08. български/
Bulgarian

<p>“နူသယူဝ်မသာ အန့် ယနညျကျ ကြမနကေ့ပျညာနသညန့်. နမန ညသတ တသ ပုစနဉ် နညါဗျ ညေဝ် ခညေ. နူစ ကျိ ညသအယ ဝုနဉ်တမအန ပသကမ စုသညန့် ညကာတနမ ညေဝ် ပညာနသညန့် တဂူ ခသညအခေအ ပသက ငည နညါဗျ.</p>	<p>09. မြန်မာ/ Burmese</p>
<p>សូម្បី ខ្ញុំមកពីការិយាល័យជំរឿនរបស់សហរដ្ឋអាមេរិក ទូ ១២ ១ ជនសុស ពុរពុច ។ តើមាននរណានៅ ទីនេះដែលចេះនិយាយភាសាអង់គ្លេសហើយអាចជួយយើងបាន ? ប្រសិនបើមិនមានទេ សូមសរសេរ លេខទូរស័ព្ទរបស់អ្នកមក ហើយនរណាម្នាក់នឹងទាក់ទងអ្នកជាការខ្ញុំ ។</p>	<p>10. ភាសាខ្មែរ/ Cambodian</p>
<p>您好。我是为美国人口普查局工作的。您这里有没有会说英语的人可以帮助我们？如果没有，请写下您的电话号码，然后将有人用中文与您联系。</p>	<p>11. 中文/ Chinese (Simplified)</p>
<p>您好。我是为美國人口普查局工作的。請問您這里有沒有會說英語的人可以幫助我們？如果沒有，請寫下您的電話號碼，之後將有人使用中文與您聯絡。</p>	<p>12. 中文/ Chinese (Traditional)</p>
<p>Dobar dan, ja sam iz Američkog biroa za cenzus. Imate li nekadje nekoga tko govori engleski i može nam pomoći? Ako nema, molim Vas da napišete svoj broj telefona, pa ćemo stupiti s Vama u kontakt na hrvatskom jeziku.</p>	<p>13. hrvatski/ Croatian</p>
<p>Dobrý den, jsem z Amerického úřadu pro sčítání lidu (U.S. Census Bureau). Je zde někdo, kdo hovoří anglicky a může nám pomoci? Pokud ne, napište prosím své telefonní číslo a někdo Vás bude kontaktovat v češtině.</p>	<p>14. čeština/ Czech</p>
<p>سلام، من در دفتر نفوس شماری، در ایالات متحده امریکا ایفای وظیفه مینمایم. آیا همراه شما، همین لحظه کسی است که با لسان انگلیسی آشنایی داشته باشد و ما را کمک کرده بتواند؟ اگر نیست، پس لطفاً نمبر تیلیفون تانرا بدهید تا به لسان هندی با شما در تماس شویم.</p>	<p>15. دری/ Dari</p>
<p>Kudual, ʄen ʄe raan de maktam de kuɛn de koc de Amerika. Nonʄ raan ʄe jam ɛ thonʄ de Linglith lɛu bɛ wok kony ɛ kɛ looiku? Na liu, ke yĩ gɔɔr telepundu ku anonʄ raan bɛ yĩin col ɛ thuonʄjanʄ.</p>	<p>16. Thuonʄjanʄ/ Dinka</p>
<p>Hallo, ik ben van het Amerikaanse Census Bureau. Is er iemand hier die Engels spreekt en ons kan helpen? Als dat niet zo is, wilt u dan uw telefoonnummer opschrijven? Dan zal iemand telefonisch contact met u opnemen in het Nederlands.</p>	<p>17. Nederlands/ Dutch</p>

سلام. من یک کارمند اداره سرشماری ایالات متحده هستم. آیا کسی حالا اینجا هست که به زبان انگلیسی صحبت میکند و میتواند به ما کمک کند؟ اگر کسی نیست، لطفاً شماره تلفنتان را بنویسید، و یک نفر به زبان فارسی با شما تماس خواهد گرفت.

18. فارسی/
Farsi

Bonjour, je travaille pour le Bureau de Recensement des États-Unis. Y a-t-il quelqu'un ici qui parle anglais et puisse nous aider ? Sinon, notez votre numéro de téléphone pour que quelqu'un puisse vous contacter en Français.

19. Français/
French

Guten Tag, ich komme im Auftrag des Bundesbüro zu Durchführung von Volkszählungen. Kann ich mit jemandem sprechen, der Englisch spricht und der uns helfen kann? Wenn nicht, schreiben Sie bitte Ihre Telefonnummer auf und es wird sich jemand in deutscher Sprache mit Ihnen in Verbindung setzen.

20. Deutsch/
German

Γειά σας,
Είμαστε από την Υπηρεσία Απογραφής των ΗΠΑ. Είναι κανείς εδώ αυτή τη στιγμή που μιλάει Αγγλικά να μας εξυπηρετήσει; Αν όχι, παρακαλώ σημειώστε το τηλέφωνό σας και θα επικοινωνήσει κάποιος μαζί σας στα ΕΛΛΗΝΙΚΑ.

21. Ελληνικά/
Greek

Bonjou, mwen se anpwlaye biwo resansman ameriken. Eke m ba pale ak yon moun nan kay la ki konn pale anglè ? Si pa gen moun nan kay la ki pale anglè, tanpri ekri nimewo telefòn ou pou yon moun kki pale kreyòl ayisyen rele w.

22. kreyòl ayisyen/
Haitian Creole

שלום, אני משרד מפקד האוכלוסין של ארצות הברית. האם יש כאן מישהו ברגע זה שמדבר אנגלית ויכול לעזור לנו? במידה ולא, אנא כתבו את מספר הטלפון שלכם מישהו יצור קשר אתכם בשפה העברית.

23. עברית/
Hebrew

हैलो, मैं यू.एस. जनगणना ब्यूरो से हूँ। क्या अभी यहाँ ऐसा कोई व्यक्ति है जो अंग्रेजी बोलता हो और हमारी मदद कर सकता हो? यदि नहीं, तो कृपया अपना फोन नंबर लिखें और कोई व्यक्ति आपसे हिन्दी में संपर्क करेगा।

24. हिन्दी/
Hindi

Nyob zoo. Kuv tuaj hauv Teb Chaws Asmeskas Chaw Suav Pej Xeem tuaj. Puas muaj leej twg nyob hauv tsev uas txawj lus Askiv thiab pab tau peb? Yog tsis muaj, thov sau koj tus xov tooj tseg, mam li muaj ib tug neeg hais lus Hmoob hu tuaj rau koj.

25. Hmoob/
Hmong

Jó napot kívánok, az Egyesült Államok Népszámlálási Hivatalától vagyok. Van a közelben valaki, aki beszél angolul, és segíteni tud nekünk? Ha nem, kérem, írja le a telefonszámát, és kapcsolatba fogunk lépni Önnel magyarul.

26. Magyar/
Hungarian

Hello, taga Census Bureau ako ng U.S. Adda kadi kadakayo nga makapagsarita ti English ken mabalin nga tumulong kaniami? Nu awan paki surat yo iti numero iti telepono yo ta adda iti tumawag kaniayo nga ag Ilocano.

27. Ilocano/
Ilocano

Salve, chiamo da parte del Census Bureau degli Stati Uniti. C'è qualcuno che parla inglese ed è in grado di aiutarci? In caso negativo, scriva il numero di telefono e sarà contattato da qualcuno che parla Italiano.

28. Italiano/
Italian

こんにちは。私は米国勢調査局の係員です。こちらには英語を理解できこの調査にご協力いただける方がいらっしゃいますか？もしない場合は、あなたのお電話番号をお書きいただければ、日本語を話す係員が連絡をいたします。

29. 日本語/
Japanese

안녕하세요. 저는 미국 인구조사국에서 일하고 있습니다. 영어를 사용하시는 분 중에 저희를 도와 주실 수 있는 분이 여기 계십니까? 없으신 경우, 전화번호를 적어주시면 한국어로 할 수 있는 직원이 연락을 드릴 것입니다.

30. 한국어/
Korean

ສະບາຍດີ, ຂ້າພະເຈົ້າ ມາຈາກສຳນັກງານສຳຫຼວດພົນລະເມັດ ທີ່ ສະຫະລັດອາເມລິກາ. ມີໃຜຢູ່ທີ່ນີ້ ສາມາດເວົ້າພາສາອັງກິດ ແລະ ຊ່ວຍເຫຼືອພວກເຮົາໄດ້ບໍ່? ຖ້າບໍ່ມີ, ກະລຸນາຂຽນເລກ ໂທລະສັບຂອງທ່ານ ແລະ ພວກເຮົາ ຈະຕິດຕໍ່ທ່ານ ເປັນພາສາລາວ.

31. ພາສາລາວ/
Laotian

Sveiki, aš esu iš JAV Gyventojų surašymo biuro. Ar čia dabar yra kas nors, kas kalba angliškai ir galėtų mums padėti? Jei ne, parašome ir parašyti savo telefono numerį ir su jumis susisieks lietuvių kalba.

32. Lietuvių/
Lithuanian

ഹലോ, ഞാൻ യു എസ് സെൻസസ് ബ്യൂറോയിൽ നിന്നാണ്. ഇപ്പോൾ സംസാരിക്കുന്ന ആരെങ്കിലും ഇപ്പോൾ ഇവിടെയുണ്ടോ ഞങ്ങളെ സഹായിക്കാൻ? ഇല്ലെങ്കിൽ, നിങ്ങളുടെ ടെലിഫോൺ നമ്പർ എഴുതി നൽകുക. മലയാളത്തിൽ സംസാരിക്കുന്ന ആരെങ്കിലും താങ്കളെ ബന്ധപ്പെടും.

33. മലയാളം/
Malayalam

Yá'át'ééh, Neeznáa nináháháágo Bíla'ashdla'ii náóltah bíł haz'á bá naashnish. Háidaaish kóq Bilagáanaa biq zaad yee yáfti'ígíí hółóq? 'Ádingo 'éi nibéesh bee hane'é nihá 'ádííłíł dóo t'áá háida t'áá Diné Bizaad yee yáfti'ígíí nich'í' náhodoolnih.

34. Diné Bizaad/
Navajo

नमस्ते, म अमेरिकाको जनगणना अफिसबाट आएको । यहाँ अंग्रेजी बोल्न जान्ने अन्त हामीलाई मदत गर्नसक्ने कोहि मान्छे छन ? नभा, तपाईंको फोन नम्बर लेखिदिनु अनि कसैले तपाईंसित नेपाली भाषामा कुरा गर्नेछन् ।

35. नेपाली/
Nepali

<p>ਹੈਲੋ, ਮੈਂ ਯੂ.ਐੱਸ. ਜਨਗਣਨਾ ਬਿਊਰੋ ਵਲੋਂ ਆਇਆ/ਆਈ ਹਾਂ। ਕੀ ਇਥੇ ਕੋਈ ਅੰਗਰੇਜ਼ੀ ਬੋਲ ਸਕਦਾ ਹੈ ਅਤੇ ਸਾਡੀ ਮਦਦ ਕਰ ਸਕਦਾ ਹੈ? ਜੇ ਨਹੀਂ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣਾ ਟੈਲੀਫੋਨ ਨੰਬਰ ਲਿਖ ਦਿਉ ਅਤੇ ਕੋਈ ਤੁਹਾਨੂੰ ਪੰਜਾਬੀ ਵਿੱਚ ਸੰਪਰਕ ਕਰੇਗਾ।</p>	<p>36. ਪੰਜਾਬੀ/ Panjabi</p>
<p>Dzień dobry. Jestem z Amerykańskiego Biura Spisu Ludności. Czy ktoś tutaj mówi po angielsku i mógłby nam pomóc? Jeżeli nie, proszę napisać swój numer telefonu, a ktoś skontaktuje się z Państwem po polsku.</p>	<p>37. Polski/ Polish</p>
<p>Olá, sou do Serviço de censo dos Estados Unidos. Alguém aqui fala inglês e pode nos ajudar? Caso contrário, escreva seu telefone e alguém vai entrar em contato com você em português.</p>	<p>38. Português/ Portuguese</p>
<p>Bună ziua, sunt de la Biroul de Recensământ al S.U.A. Este cineva aici, în acest moment, care vorbeşte engleză şi ne poate ajuta? Dacă nu, vă rog scrieţi-vă numărul de telefon şi cineva vă va contacta telefonic în română.</p>	<p>39. Română/ Romanian</p>
<p>Здравствуйте! Я представляю Бюро переписи населения Соединённых Штатов. Присутствует здесь кто-нибудь, кто говорит по-английски и мог бы помочь нам? Если нет, то, пожалуйста, напишите свой телефонный номер, чтобы наши сотрудники могли пообщаться с вами по-русски.</p>	<p>40. русский/ Russian</p>
<p>Добар дан, ја сам из Америчког бироеа за попис становништва. Да ли овде има некога ко говори енглески и може да нам помогне? Ако нема, молим Вас да напишете свој број телефона, па ћемо контактирати с Вама на српском језику.</p>	<p>41. српски/ Serbian</p>
<p>Hallo, Waxaan anigu ka tirsanahay Xafiiska Tirakoobka Mareykanka. Halkan ciddi ma Joogta hadda oo ku hadasha Ingiriisiga oo na caawin karta? Haddi kalese, fadlan qor lambarka talafoonkaaga markaasna qof ayaa kugulasoo xidhiidhi doona adiga Soomaalliga.</p>	<p>42. Soomaali/ Somali</p>
<p>Halo, nimetoka Shirika la Sensa la Merika Je, kuna mtu hapa sasa anayezungumza Kiingereza na anaweza kutusaidia? Ikiwa hakuna, tafadhali andika nambari yako ya simu na mtu atawasiliana na wewe kwa Kiswahili.</p>	<p>43. Kiswahili/ Swahili</p>
<p>Hello, Ako'y galing sa U.S. Census Bureau. Mayroon ba ditong marunong magsalita ng Ingles at makakatulong sa amin ngayon? Kung wala, pakisulat ang telepono ninyo at may tatawag sa inyo sa Tagalog.</p>	<p>44. Tagalog/ Tagalog</p>

สวัสดีครับ/คะ ผม/ดิฉันเป็นเจ้าหน้าที่จากสำนักงานสัมมนาในประเทศไทย มีใครพอจะพูดภาษาอังกฤษเพื่อช่วยแปลได้บ้างหรือเปล่า ครับ/คะ ถ้าไม่มีช่วยแจ้งเบอร์โทรศัพท์เพื่อที่เราจะสามารถติดต่อกลับมาใหม่ได้เป็นภาษาไทย

45. ไทย/
Thai

ሃሎው፡ ካብ ቤት ጽሕፈት ምቕጣር ሕዝቢ ኢሜሪካ ኦየ ኣካ። ሕጻኒ ኣንግሊዝኛ ገዘራ-ረብን ክሕግዝን ገእሕልን ሰብ ኣለዎ። ኣሎዶ? ኣንተዘይኮነ፡ ብክብረትኩም ቁጽሪ ቴሌፎንኩም ጽሑፉም ኣደሰብ ብትግርኛ ክሃረበኩም እዩ።

46. ትግርኛ/
Tigrinya

Merhaba, A.B.D. İstatistik Bürosu'ndanım. Orada İngilizce konuşan ve bize yardım edebilecek birisi var mı? Yoksa, lütfen telefon numaranızı yazın, sizinle Türkçe dilinde temasa geçilecek.

47. TÜRKÇE/
Turkish

Привіт, Ми з США. Сенсес Бюро. Тут є хтось, хто володіє англійською мовою і може допомогти нам? Якщо ні, будь ласка, запишіть ваш телефонний номер і з вами зв'яжуться на українській мові.

48. українська
мова/
Ukrainian

ہیلو، میں امریکی مردم شماری بیورو سے ہوں۔ کیا یہاں کوئی ایسا شخص ہے جو انگریزی بولتا ہو اور ہماری مدد کر سکتا ہو؟ اگر نہیں تو براہ کرم اپنا فون نمبر لکھوائیں اور کوئی شخص آپ سے اردو زبان میں رابطہ کرے گا۔

49. اردو /
Urdu

Xin chào, tôi là nhân viên của Cục Thống Kê Dân số Hoa Kỳ. Ở đây hiện có ai biết nói tiếng Anh và có thể giúp chúng tôi không? Nếu không, xin vui lòng ghi lại số điện thoại của quý vị. Chúng tôi sẽ liên lạc lại với quý vị bằng tiếng Việt.

50. Tiếng Việt/
Vietnamese

האלאו, איך בין פון די יונייטעד סטעיטס צענזוס ביורא. איז פאראן דא איינער וואס רעדט ענגליש און קען אונז העלפן? אויב נישט, ביטע שרייבט אראפ אייער טעלעפאן נומער און איינער וועט זיך פארשטענדליך מיט אייך אויף אידיש.

51. אידיש /
Yiddish

Emergency Contact Card D-449 (PBO)

Front:

Form D-449 (PBO) (4-30-2009) LCO: _____ Applicant ID: _____ FOSD: _____ CLD: _____	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration (U.S. CENSUS BUREAU)
EMERGENCY CONTACT INFORMATION CARD 2010 Census	
If any of your assigned Census materials that contain Title 13/PII are lost, missing or stolen, <i>you must</i> :	
(1) Contact the Decennial CIRT (Computer Incident Response Team) at 1-877-744-1522 within one hour.	
(2) Contact your supervisor immediately after calling the Decennial CIRT.	
Examples of Title 13/PII materials are address lists, questionnaires with printed address labels, completed questionnaires for facilities or individuals, listings of residents, etc.	

USCENSUSBUREAU

Back:

Important Telephone Numbers: LCO Help Desk1-888-505-2010 (toll-free) Payroll/Personnel Issues1-877-233-4776 (after contacting LCO) Decennial CIRT.....1-877-744-1522 Supervisor's Phone Number _____

Form D-449 (PBO)
(4-30-2009)

1. Print name of Person 2

Last Name: _____ First Name: _____ MI: _____

2. How is this person related to Person 1? Mark *X* ONE box.

Husband or wife Parent-in-law
 Biological son or daughter Son-in-law or daughter-in-law
 Adopted son or daughter Other relative
 Brother or sister Stepson or stepdaughter
 Brother or sister Housemate or roommate
 Father or mother Unmarried partner
 Grandchild Other relationship

3. What is this person's sex? Mark *X* ONE box.

Male Female

4. What is this person's age and what is this person's date of birth?
 Please report dates as given on birth certificate or passport.
 Age on April 1, 2010: _____ Month: _____ Day: _____ Year of birth: _____

5. NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races. Is this person of Hispanic, Latino, or Spanish origin?

No, not of Hispanic, Latino, or Spanish origin
 Yes, Puerto Rican Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Provide in space* _____
 (American, Mexican, Dominican, Guatemalan, Salvadoran, Honduran, Nicaraguan, Costa Rican, Chilean, Peruvian, Colombian, Venezuelan, Ecuadorian, Argentine, Bolivian, Paraguayan, Uruguayan, Chilean, Dominican, Nicaraguan, Honduran, Salvadoran, Guatemalan, Mexican, Puerto Rican, Cuban, and so on.)

6. What is this person's race? Mark *X* ONE or more boxes.

White Black or African Am. Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native Asian Indian Japanese
 Chinese Korean Guamanian or Chamorro
 Filipino Vietnamese Samoan
 Other Asian — *Provide in space* _____
 (Korean, Japanese, Chinese, Vietnamese, Filipino, Cambodian, and so on.)

Some other race — *Provide race.* _____

7. Does this person sometimes live or stay somewhere else?

No Yes — *Mark *X* all that apply.*

In college housing For child custody For other custody
 In the military In jail or prison In a nursing home
 At a seasonal or second residence In a nursing home For another reason
 For another reason For another reason

→ If more people were counted in Question 1 on the front page, the front page, turn the page and treatment.

1. Print name of Person 3

Last Name: _____ First Name: _____ MI: _____

2. How is this person related to Person 1? Mark *X* ONE box.

Husband or wife Parent-in-law
 Biological son or daughter Son-in-law or daughter-in-law
 Adopted son or daughter Other relative
 Brother or sister Stepson or stepdaughter
 Brother or sister Housemate or roommate
 Father or mother Unmarried partner
 Grandchild Other relationship

3. What is this person's sex? Mark *X* ONE box.

Male Female

4. What is this person's age and what is this person's date of birth?
 Please report dates as given on birth certificate or passport.
 Age on April 1, 2010: _____ Month: _____ Day: _____ Year of birth: _____

5. NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races. Is this person of Hispanic, Latino, or Spanish origin?

No, not of Hispanic, Latino, or Spanish origin
 Yes, Puerto Rican Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Provide in space* _____
 (American, Mexican, Dominican, Guatemalan, Salvadoran, Honduran, Nicaraguan, Costa Rican, Chilean, Peruvian, Colombian, Venezuelan, Ecuadorian, Argentine, Bolivian, Paraguayan, Uruguayan, Chilean, Dominican, Nicaraguan, Honduran, Salvadoran, Guatemalan, Mexican, Puerto Rican, Cuban, and so on.)

6. What is this person's race? Mark *X* ONE or more boxes.

White Black or African Am. Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native Asian Indian Japanese
 Chinese Korean Guamanian or Chamorro
 Filipino Vietnamese Samoan
 Other Asian — *Provide in space* _____
 (Korean, Japanese, Chinese, Vietnamese, Filipino, Cambodian, and so on.)

Some other race — *Provide race.* _____

7. Does this person sometimes live or stay somewhere else?

No Yes — *Mark *X* all that apply.*

In college housing For child custody For other custody
 In the military In jail or prison In a nursing home
 At a seasonal or second residence In a nursing home For another reason
 For another reason For another reason

→ If more people were counted in Question 1 on the front page, the front page, turn the page and treatment.

1. Print name of Person 4

Last Name: _____ First Name: _____ MI: _____

2. How is this person related to Person 1? Mark *X* ONE box.

Husband or wife Parent-in-law
 Biological son or daughter Son-in-law or daughter-in-law
 Adopted son or daughter Other relative
 Brother or sister Stepson or stepdaughter
 Brother or sister Housemate or roommate
 Father or mother Unmarried partner
 Grandchild Other relationship

3. What is this person's sex? Mark *X* ONE box.

Male Female

4. What is this person's age and what is this person's date of birth?
 Please report dates as given on birth certificate or passport.
 Age on April 1, 2010: _____ Month: _____ Day: _____ Year of birth: _____

5. NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races. Is this person of Hispanic, Latino, or Spanish origin?

No, not of Hispanic, Latino, or Spanish origin
 Yes, Puerto Rican Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Provide in space* _____
 (American, Mexican, Dominican, Guatemalan, Salvadoran, Honduran, Nicaraguan, Costa Rican, Chilean, Peruvian, Colombian, Venezuelan, Ecuadorian, Argentine, Bolivian, Paraguayan, Uruguayan, Chilean, Dominican, Nicaraguan, Honduran, Salvadoran, Guatemalan, Mexican, Puerto Rican, Cuban, and so on.)

6. What is this person's race? Mark *X* ONE or more boxes.

White Black or African Am. Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native Asian Indian Japanese
 Chinese Korean Guamanian or Chamorro
 Filipino Vietnamese Samoan
 Other Asian — *Provide in space* _____
 (Korean, Japanese, Chinese, Vietnamese, Filipino, Cambodian, and so on.)

Some other race — *Provide race.* _____

7. Does this person sometimes live or stay somewhere else?

No Yes — *Mark *X* all that apply.*

In college housing For child custody For other custody
 In the military In jail or prison In a nursing home
 At a seasonal or second residence In a nursing home For another reason
 For another reason For another reason

→ If more people were counted in Question 1 on the front page, the front page, turn the page and treatment.

1. Print name of Person 5

Last Name: _____ First Name: _____ MI: _____

2. How is this person related to Person 1? Mark *X* ONE box.

Husband or wife Parent-in-law
 Biological son or daughter Son-in-law or daughter-in-law
 Adopted son or daughter Other relative
 Brother or sister Stepson or stepdaughter
 Brother or sister Housemate or roommate
 Father or mother Unmarried partner
 Grandchild Other relationship

3. What is this person's sex? Mark *X* ONE box.

Male Female

4. What is this person's age and what is this person's date of birth?
 Please report dates as given on birth certificate or passport.
 Age on April 1, 2010: _____ Month: _____ Day: _____ Year of birth: _____

5. NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races. Is this person of Hispanic, Latino, or Spanish origin?

No, not of Hispanic, Latino, or Spanish origin
 Yes, Puerto Rican Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Provide in space* _____
 (American, Mexican, Dominican, Guatemalan, Salvadoran, Honduran, Nicaraguan, Costa Rican, Chilean, Peruvian, Colombian, Venezuelan, Ecuadorian, Argentine, Bolivian, Paraguayan, Uruguayan, Chilean, Dominican, Nicaraguan, Honduran, Salvadoran, Guatemalan, Mexican, Puerto Rican, Cuban, and so on.)

6. What is this person's race? Mark *X* ONE or more boxes.

White Black or African Am. Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native Asian Indian Japanese
 Chinese Korean Guamanian or Chamorro
 Filipino Vietnamese Samoan
 Other Asian — *Provide in space* _____
 (Korean, Japanese, Chinese, Vietnamese, Filipino, Cambodian, and so on.)

Some other race — *Provide race.* _____

7. Does this person sometimes live or stay somewhere else?

No Yes — *Mark *X* all that apply.*

In college housing For child custody For other custody
 In the military In jail or prison In a nursing home
 At a seasonal or second residence In a nursing home For another reason
 For another reason For another reason

→ If more people were counted in Question 1 on the front page, the front page, turn the page and treatment.

1. Print name of Person 6

Last Name: _____ First Name: _____ MI: _____

2. How is this person related to Person 1? Mark *X* ONE box.

Husband or wife Parent-in-law
 Biological son or daughter Son-in-law or daughter-in-law
 Adopted son or daughter Other relative
 Brother or sister Stepson or stepdaughter
 Brother or sister Housemate or roommate
 Father or mother Unmarried partner
 Grandchild Other relationship

3. What is this person's sex? Mark *X* ONE box.

Male Female

4. What is this person's age and what is this person's date of birth?
 Please report dates as given on birth certificate or passport.
 Age on April 1, 2010: _____ Month: _____ Day: _____ Year of birth: _____

5. NOTE: Please answer BOTH Question 5 about Hispanic origin and Question 6 about race. For this census, Hispanic origins are not races. Is this person of Hispanic, Latino, or Spanish origin?

No, not of Hispanic, Latino, or Spanish origin
 Yes, Puerto Rican Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin — *Provide in space* _____
 (American, Mexican, Dominican, Guatemalan, Salvadoran, Honduran, Nicaraguan, Costa Rican, Chilean, Peruvian, Colombian, Venezuelan, Ecuadorian, Argentine, Bolivian, Paraguayan, Uruguayan, Chilean, Dominican, Nicaraguan, Honduran, Salvadoran, Guatemalan, Mexican, Puerto Rican, Cuban, and so on.)

6. What is this person's race? Mark *X* ONE or more boxes.

White Black or African Am. Native Hawaiian or Other Pacific Islander
 American Indian or Alaska Native Asian Indian Japanese
 Chinese Korean Guamanian or Chamorro
 Filipino Vietnamese Samoan
 Other Asian — *Provide in space* _____
 (Korean, Japanese, Chinese, Vietnamese, Filipino, Cambodian, and so on.)

Some other race — *Provide race.* _____

7. Does this person sometimes live or stay somewhere else?

No Yes — *Mark *X* all that apply.*

In college housing For child custody For other custody
 In the military In jail or prison In a nursing home
 At a seasonal or second residence In a nursing home For another reason
 For another reason For another reason

→ If more people were counted in Question 1 on the front page, the front page, turn the page and treatment.

→ If more people live here, turn the page and continue.



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