2010 MANAGEMENT AND ORGANIZATIONAL PRACTICES SURVEY
FORM MP-10002

GENERAL INSTRUCTIONS

The purpose of these instructions is to assist you in completing the Management and Organizational Practices Survey form, MP-10002. If there are any questions regarding this report, please -

- Visit our web site at www.census.gov/econhelp/mops, or
- Call 1-301-763-4673 from 8:00 a.m. to 4:30 p.m., Eastern time, Monday through Friday
- Write to the U.S. Census Bureau, 1201 East 10th Street, Jeffersonville, IN 47132-0001
- Include the 11-digit Census File Number (CFN) shown in the address box of the report forms with any correspondence

If you need additional time to complete your form, mail your request to the address shown above (include your CFN), or submit your request online at: www.census.gov/econhelp/mops/online.html.

Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number appears in the upper right corner of the report form.

How to Report:

- **Internet Reporting:**

We encourage you to complete this survey form online at:

www.census.gov/econhelp/mops

We have provided your User ID and password on the front of the form.

- **Report by Mail:**

If you decide to mail us your completed form, please retain a copy of the form for your records.

Mail the form within 30 days of receipt using the enclosed postage paid return envelope.

Estimates are acceptable when responding to questions on this report form.