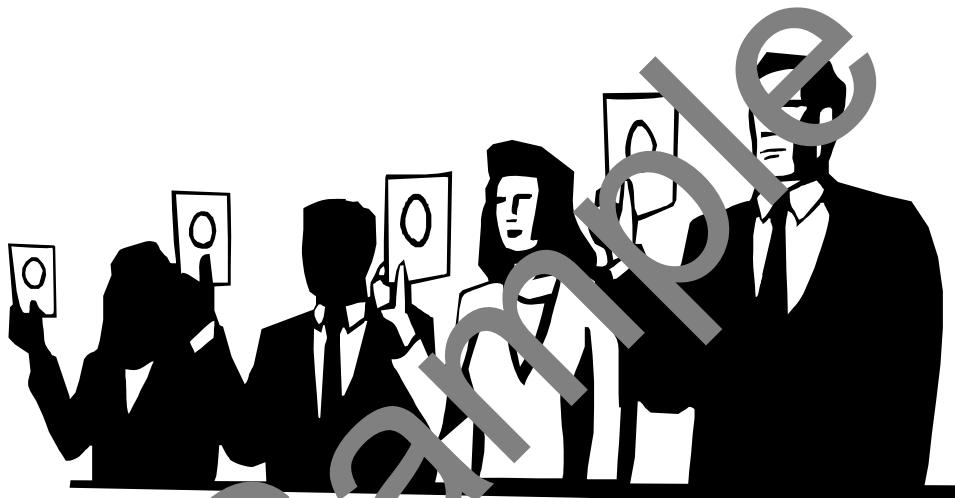


# Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants

2010 Census



*Make a Difference – Be Counted!*

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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 18 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

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

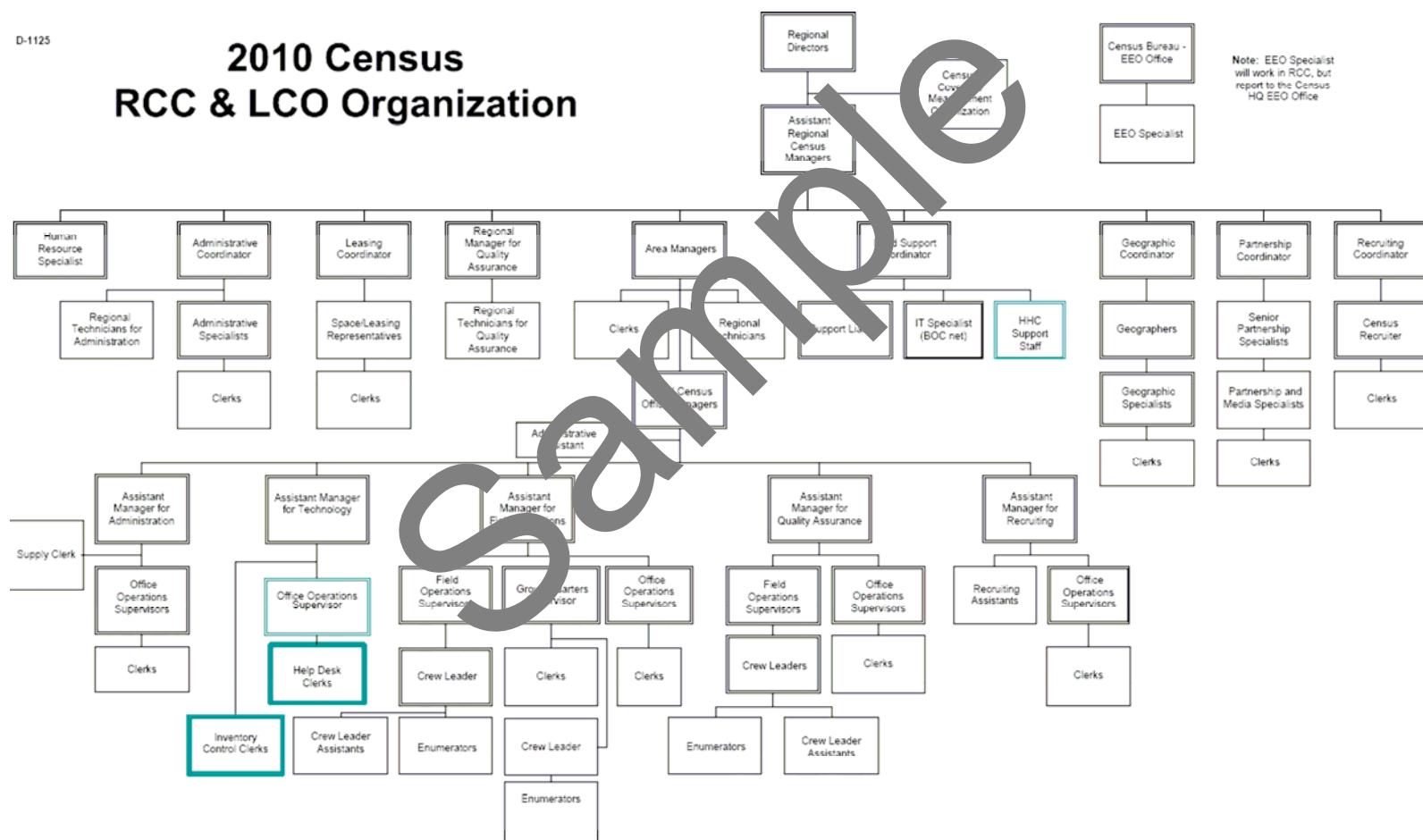
The Census Bureau serves as the leading source of quality data about the Nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided on this mission by our strong and capable workforce, our readiness to innovate, and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

## Topic 2: Organizational Structure Charts

Illustration 1. 2010 Census





## *The United States Census Bureau*



*the supplier of social and economic data,*



*about its people,*



*for its people.*

***“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 this 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 as 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 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, 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.

## 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 candidates 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 or 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, this 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 on using 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.

## 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 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](http://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 DECENTNIAL 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 your non-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 UNDUE 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 \$50 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 major life 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.dic.gov/ethics.html](http://www.ogc.dic.gov/ethics.html); for ethics advice, contact the Department of Commerce Ethics Law and Programs Division at 202-482-5384 or [ethicsdivision@dic.gov](mailto:ethicsdivision@dic.gov).*

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## 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 to appropriate authorities any 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 which are 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](mailto:ethicsdivision@doc.gov) – April 2, 2009

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# 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 in a safe 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 released 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 (*Social Security*). 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 (*official workstation*) is your home. Your workday can begin and end at your home. (*As a reminder, keep census information confidential from all persons not employed by the Census Bureau.*)

**Hours of duty**

You must be available as the work occurs. You are expected to work the most productive hours of the day.

If you are interviewing, select times when most residents are home and are able to respond. Experience has shown that the most productive times are usually evenings and weekends.

If you work in excess of 5 consecutive hours in any day, you must take an unpaid meal period of 30 minutes.

**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			

*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							✓	✓	✓

Sample

## Topic 2: Your Salary

**Hours**

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.

*(See more on this in Topic 3, Your Job Activities and Authorized Hours, in this chapter.)*

**Pay periods**

Pay periods are weekly, beginning Sunday and ending the following Saturday.

**Pay day**

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.

**Payroll processing schedule**

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.

**Note:** Any payroll forms received after the processing cycle ends will be processed in the next payroll processing cycle.

**Form D-308, Daily Pay and Work Record**

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.

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

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 some 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](http://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*

<b>Dallas Regional Office</b> 8585 North Stemmons Fwy, Suite 800 S Dallas TX 75247-3836		Pay Group: CBI-Census Temporary Weekly Pay Begin Date: 07/30/2006 Pay End Date: 08/05/2006	Process On-Cycle Check #: 000000000004421 Check Date: 08/16/2006																																																													
Gomer Pyle 123 Army Drive Austin, TX 22456		Employee ID: 00001792 Department: 3006-Austin Location: Texas - Austin Job Title: Crew Leader Pay Rate: \$16.000000 Hourly	<b>TAX DATA:</b> Federal TX State Marital Status: Single Not applicable Allowances: 0 0 Addl. Per: Addl. Amt:																																																													
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**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](http://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 those 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 could 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"> <li>• Traveling to and from the training site</li> <li>• Classroom training</li> <li>• On-the-job field training</li> </ul>	Up to 8 hours daily - your supervisor can help you determine your daily hours
Regular	<ul style="list-style-type: none"> <li>• Traveling to and from the office for work-related purposes</li> <li>• Traveling to and from the job assignment area</li> <li>• Completing the assignment</li> <li>• Meeting with your supervisor</li> <li>• Reviewing job assignments with your supervisor</li> <li>• Other related official activities</li> </ul>	Up to 40 hours weekly
Overtime	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Only when requested and approved in advance by the appropriate assistant manager or designee. <b>Do not work overtime unless you have received approval from your supervisor.</b></p> <p>See the beginning of Topic 3 for the complete overtime policy.</p>

## 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 or 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.

- 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.

**Before hiring an interpreter or facilitator**

As a last resort, find a willing person capable of meeting your needs and pay that person \$10 each hour (or partial hour) of service provided. The hourly rate is equivalent to that of an enumerator. If you are unable to issue immediate payment using personal funds, contact your supervisor.

Sample

<b>Special Instructions for Hiring Interpreters</b>	
<b>A. Payment by Personal Funds</b>	
• 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.	
• Give the interpreter the pink copy of the completed D-477 and give the Crew Leader the yellow copy.	
• If you issued payment using your personal funds and are claiming reimbursement on a D-308, attach the white copy to your D-308.	
• If your supervisor provided the funds, give him/her the white and yellow copies of the D-477.	
<b>B. Payment by Government Funds</b>	
• 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.	
• 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 or 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>Example: 4 hours and 00 minutes is represented as 4.00</i>
2. Times of day worked	Enter the actual times of day that you work. <i>Do not include lunch periods or personal breaks.</i> 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.
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)		<b>DAILY PAY AND WORK RECORD</b> <b>2010 CENSUS</b>				U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU			
<b>Part A - EMPLOYEE INFORMATION</b>									
First Name <i>EVELYN</i>		MI <i>L</i>		Employee ID <i>0000</i>					
Last Name <i>ENUMERATION</i>									
Month Day Year <b>1. Date worked.</b> <i>05 13 2008</i>		Sun <input type="checkbox"/> <b>Day worked -</b> <b>Mark (X) ....</b>	Mon <input checked="" type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	If RECLAIM - Mark (X) this box. <input type="checkbox"/>
<b>2. Task code</b> <i>039</i> <b>Operation name</b> <i>ADDRESS CAN</i>		Remarks							
<b>3. Office code</b> <i>2808</i> <b>Office name</b> <i>Fayetteville</i>									
<b>4. Points of travel</b>									
From <i>Home</i>	To <i>AA123456</i>	From <i>AA</i>	To <i>home</i>						
<b>Part B - PAY INFORMATION</b>									
<b>1. Hours worked</b> <i>(.00, .25, .50, .75)</i>		<b>FOR OFFICE USE ONLY</b>				<b>2. Times of day worked - Do not include breaks.</b> <i>(:00, :15, .30, :45)</i>			
Regular .....	<i>6 00</i>					a. <i>8:00</i>	<input checked="" type="checkbox"/> am <input type="checkbox"/> pm	<i>11:00</i>	<input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Training.....	.					b. <i>1:00</i>	<input checked="" type="checkbox"/> pm <input type="checkbox"/> am	<i>4:00</i>	<input checked="" type="checkbox"/> pm <input type="checkbox"/> am
Night Differential (6 pm-6 am)....	.					c. :		:	
Overtime.....	.					d. :		:	
Night Differential/ Overtime (6 pm-6 am)....	.					e. :		:	
Total .....	<i>6</i>								
<b>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 claiming additional payment.</b>								<b>Cases Completed</b> (Filled by supervisor)	
								CLD number <i>0101</i>	
<b>4. Reimbursements</b>								Cases submitted	
Miles driven <i>10</i>	Telephone <i>\$ 2.00</i>	Other - Specify in Remarks and attach receipts where required.				\$		Cases accepted	
<b>FOR OFFICE USE ONLY</b>						\$			
<b>Part C - CERTIFICATION</b>									
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 <i>Evelyn Enumerator</i>		Date <i>5-13-08</i>		Signature <i>Mark Avenue</i>		Date <i>5-13-08</i>			
FOR OFFICE USE ONLY		Approved by (Initial and date)		Remarks					

Copy distribution: ORIGINAL - Payroll COPY - Employee

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

## 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 return 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 entitled thereto 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 CO 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.

## 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 G-2, Travel Order, in advance by your LCO Manager. In the event that you are authorized per diem, your office 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 RAC 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

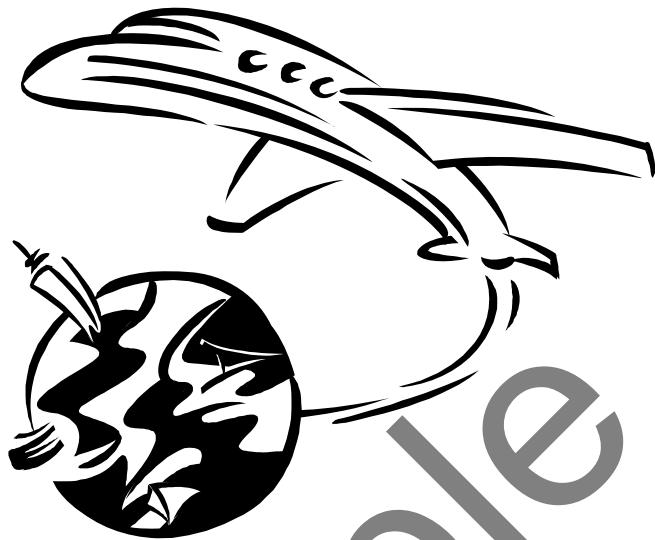
### Topic 3: How To Complete Your Per Diem Expense Record

**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 office/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.

## **Form D-308A, Per Diem Expense Record**



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

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!

Always be safety-minded and conscious of your work surroundings. Make sure you heed all 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.

### Accident and injury coverage

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.

### Assault coverage

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.

### Legal actions

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,

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, shrubbery, 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 rolls, 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 or 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, 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 walk 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 53-52: 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, 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 for the Census Bureau. After CCSI has reviewed the information, they will forward the documents to the Department of Labor's 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 OWCP. 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 OWCP-915, *Claim For Medical Reimbursement* or OWCP-957, *Medical Travel Refund Request* that you will receive from the RCC. This includes payment for prescriptions and mileage accrued going to and from doctor appointments.

## 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"><li>Immediately notify the local police and file out a police report</li><li>Get emergency medical treatment if necessary. Contact the Administrative Coordinator at the Regional Census Center (toll free 1-877-203-4770) as soon as possible for documents to be filed for injury.</li><li>Contact your supervisor to report the incident</li><li>Complete the BC-1206, Security Incident Report, detailing the incident.</li><li>Forward your completed forms and a copy of the police report (or provide the police report number) to the Regional Census Center.</li></ul>

### 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 date and time you are completing this form
- Item 3: Enter the complete address where the incident occurred
- Item 4: Enter your 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
<b>Employee Injury</b>	<b>CA-1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/ Compensation</b>  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 1  Witness (if applicable)	Witness (if applicable)	As soon as possible after injury	
	Note of responsible third party  Items 17-38 Items a, b	Injured Employee	As soon as possible after injury	Send later if information isn't immediately available
	CD-137, Report of Injury, Illness Accident or Fatality	Administrative Specialist in RCC	As soon as possible after injury	
	<b>CA-16, Authorization for Treatment</b>  - or -	Administrative Specialist in RCC and Physician	As soon as possible but no later than 7 days after injury	<b>This form will be faxed to the physician from the RCC after being notified of the injury.</b> Primarily used to authorize emergency medical treatment for an employee while on official duty.

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

**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 public-use forms that the data they provide is required by law to be held in strict confidence. The Bureau's reputation for nondisclosure 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 I-CO 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 I-CO 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 LCC Manager has not approved in advance of your obtaining the estimate
- Property that is acquired, possessed, or transported in violation of the law

## 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](mailto: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 1-888-258-8257 to pursue a complaint.

The Census 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 retaliation 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 1-800-877-1994

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 entered the Deontic 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 separation 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 Hotline .....	..... 1 (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/eeo/no_fear.htm
Discrimination Laws .....	www.census.gov/eeo/
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:

<b>Forms</b>
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

*Sample*

**Sample**

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FORM BC-1206  
(11-8-99)U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU**SECURITY  
INCIDENT REPORT****1. Incident**

Date	Time
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

**CENSUS SECURITY OFFICE USE ONLY****2. Report**

Date	Time
	<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

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 →**

**Sample**

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**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		
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 6)		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 OR REPAIRED	ESTIMATED REPAIR COST

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

WAS PROPERTY INSURED? IF ANSWER IS YES, GIVE NAME OF INSURER, AMOUNT OF INSURANCE CARRIED, AND RESULTS OF EFFORTS TO COLLECT IT.	
<input type="checkbox"/> <input type="checkbox"/>	YES 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
-----------------------	--	------

**Sample**

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**2010  
Census**

FORM D-149  
(4-7-2008)

U.S. DEPARTMENT OF COMMERCE  
Economics 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 →

Month	Day	Year

4. Sex

1  Male    2  Female

5. Telephone

Area code    Number

  |  |  | - |  |  | - |  |  |

6. ADDRESS

House number

Street name

Apartment, number

City

County

State

ZIP Code

7. MAILING ADDRESS

Street address

City

State

ZIP Code

8. Veterans preference

- 1  None
- 2  5 pt.  DD-214 attached
- 3  10 pt.
- 4  10 pt. com. (Less than 30% disabled)  SF-15 attached
- 5  10 pt. com. (30% or more disabled)
- 6  10 pt. other

9. Other telephone

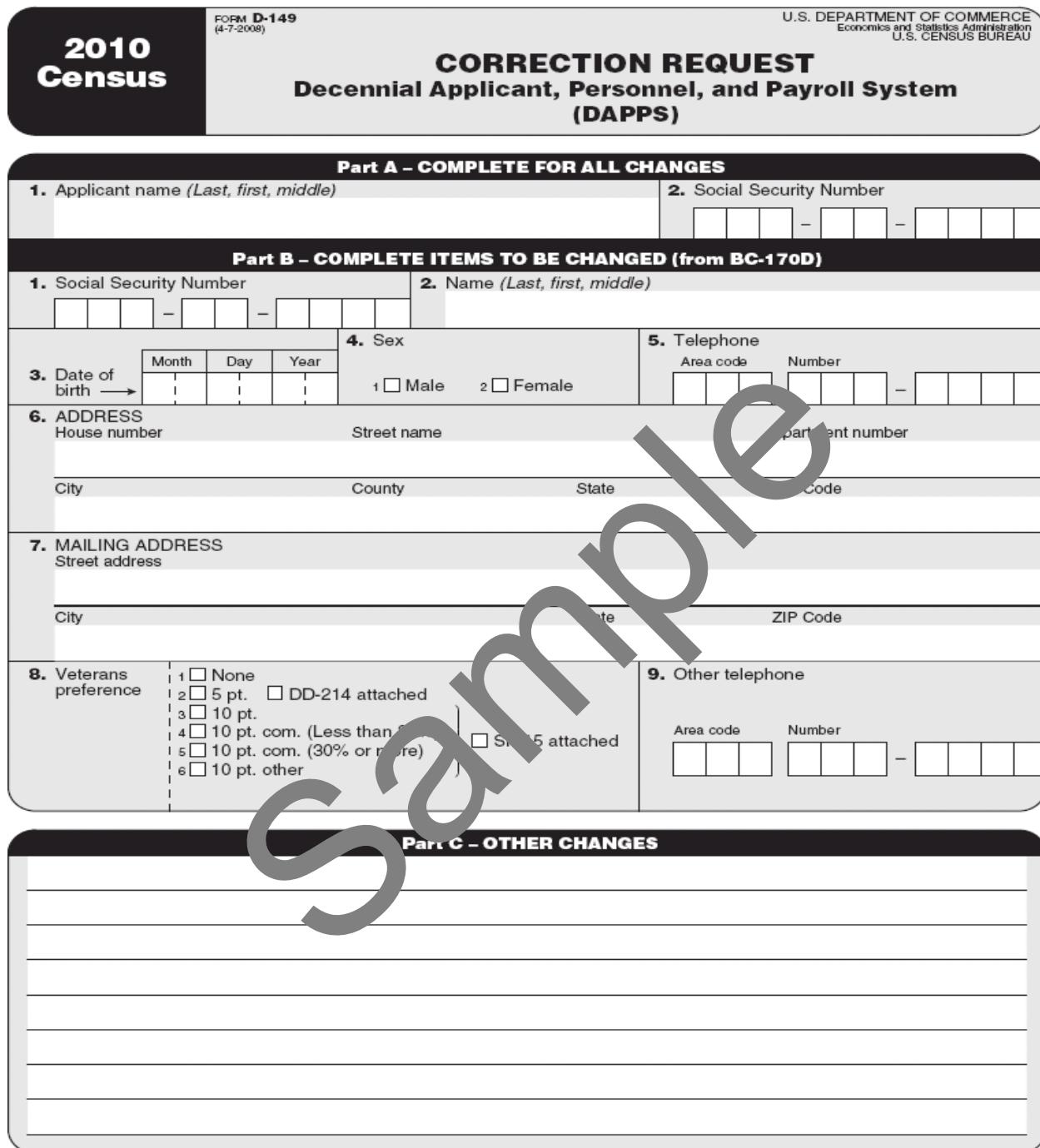
Area code    Number

  |  |  |   |  |  | - |  |  |

**Part C - OTHER CHANGES**

**Sample**

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

**Sample**

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**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).

**TO BE COMPLETED BY DECIDING OFFICIAL (Item 9, and, if applicable, item 10)**

**9. Acceptance/Rejection of the Grievance** (*The deciding official must check the appropriate box.*)

- 1  This grievance meets the requirements set forth in the LCO Administrative Grievance Procedure and is accepted for processing and decision.
- 2  This grievance does not meet the requirements set forth in the LCO Administrative Grievance Procedure and must be rejected (*Please cite the reason(s) below for the rejection*).

**10. Grievance Decision:**

Sample

## LCO ADMINISTRATIVE GRIEVANCE INTAKE FORM 2010 Census

### TO BE COMPLETED BY GRIEVANT (Items 1-8)

Deciding Official (First, Middle Initial, Last)

1. TO

Grievant (First, Middle Initial, Last)

2. FROM

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).

**TO BE COMPLETED BY DECIDING OFFICIAL (Item 9, and, if applicable, item 10)**

**9. Acceptance/Rejection of the Grievance** (The deciding official must check the appropriate box.)

- This grievance meets the requirements set forth in the LCO Administrative Grievance Procedure and is accepted for processing and decision.

This grievance does not meet the requirements set forth in the LCO Administrative Grievance Procedure and must be rejected (*Please cite the reason(s) below for the rejection.*

**10. Grievance Decision:**

Sample

DAILY TIME AND EXPENSE TRACKING LOG  
2010 Census**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.

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

U.S. CENSUS BUREAU

*Sample*

<b>WEEK 4</b>		<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Pay period dates	Start	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End	End
	From	Start	Start	Start	Start	Start	Start	Start
		End	End	End	End	End	End	End
		Start	Start	Start	Start	Start	Start	Start
	To	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		

<b>WEEK 5</b>		<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Pay period dates	Start	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End	End
	From	Start	Start	Start	Start	Start	Start	Start
		End	End	End	End	End	End	End
		Start	Start	Start	Start	Start	Start	Start
	To	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		

<b>WEEK 6</b>		<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
Pay period dates	Start	Start	Start	Start	Start	Start	Start	Start
	End	End	End	End	End	End	End	End
	From	Start	Start	Start	Start	Start	Start	Start
		End	End	End	End	End	End	End
		Start	Start	Start	Start	Start	Start	Start
	To	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		

**NOTES** – Use this space for any explanation regarding your reported data.

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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 my 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 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)

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

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

**Sample**

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## 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 services 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 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.				
<b>SECTION I - FEDERAL VEHICLE DATA</b>								
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								
<b>SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)</b>								
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								
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								
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. POLICY NUMBER ( )			
26. OWNER'S ADDRESS(ES)								
<b>SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)</b>								
27. NAME (Last, first, middle)				28. SEX	29. DATE OF BIRTH			
30. ADDRESS								
A	31. MARK "X" IN TWO APPROPRIATE BOXES		32. IN WHICH VEHICLE	33. LOCATION IN VEHICLE	34. FIRST AID GIVEN BY			
	<input type="checkbox"/> KILLED	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSENGER	<input type="checkbox"/> FED				
	<input type="checkbox"/> INJURED	<input type="checkbox"/> HELPER	<input type="checkbox"/> PEDESTRIAN	<input type="checkbox"/> OTHER (2)				
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		42. IN WHICH VEHICLE	43. LOCATION IN VEHICLE	44. FIRST AID GIVEN BY			
	<input type="checkbox"/> KILLED	<input type="checkbox"/> DRIVER	<input type="checkbox"/> PASSENGER	<input type="checkbox"/> FED				
	<input type="checkbox"/> INJURED	<input type="checkbox"/> HELPER	<input type="checkbox"/> PEDESTRIAN	<input type="checkbox"/> OTHER (2)				
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

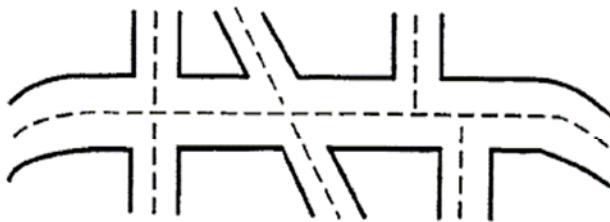
Example. → 1 ← 2

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, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning 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 (Witnesses must fill in SF 94, Statement of Witness) (Continue in Section VIII.)**

54. NAME (Last, first, middle)		WORK TELEPHONE NUMBER	56. HOME TELEPHONE NUMBER
A		( )	( )
57. WORK ADDRESS		58. HOME ADDRESS	
59. NAME (Last, first, middle)		60. WORK TELEPHONE NUMBER	61. HOME TELEPHONE NUMBER
B		( )	( )
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)

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**SECTION VIII - EXTRA DETAILS**

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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**

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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 Federal 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.

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**SECTION IX - FEDERAL DRIVER CERTIFICATION**

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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

72b. 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

<b>STATEMENT OF WITNESS</b> <small>(Attach additional sheets if necessary)</small>		1. DID YOU SEE THE ACCIDENT?	2. WHEN DID THE ACCIDENT HAPPEN?	FORM APPROVED O.M.B. NUMBER 3090-0118
		a. TIME	a.m.      b. DATE p.m.	
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)				
WITNESS COM- PLETING THIS FORM	11. HOME ADDRESS (Include ZIP Code)		12. WITNESS (Print Name)	a. HOME TELEPHONE NO.
			Sign here ►	b. TODAY'S DATE
13. BUSINESS ADDRESS (Include ZIP Code)				
14. INDICATE ON THE DIAGRAM BELOW WHAT HAPPENED:				
<p>1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow (Example: → 1 ← 2 ← )</p> <p>2. Use solid line to show path before accident —————— Broken line after accident —————— 2</p> <p>3. Show pedestrian by → O</p> <p>4. Show railroad by +-----+</p> <p>5. Give names or numbers of streets or highways</p> <p>6. Indicate north by arrow in this circle O</p>				
<small>NSN 7540-00-634-4045 94-105</small>				
<small>STANDARD FORM 94 (REV. 2-83) Prescribed by GSA, FPMR 101-99.</small>				

Sample

FILE REFERENCE:

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

Sample

It will be helpful if you will answer, as fully 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

A. Personal Information		
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 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 1623, Designation of Beneficiary, Federal Employees' Group Life Insurance Program, or Standard Form 3102, 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 <i>(Last, first, middle initial)</i>	2. Social Security number       -   -		
3. Street address			
4. City	State	Zip Code	5. Telephone number – <i>Include area code</i>

**Section B – YOUR FINANCIAL INSTITUTION**

1. Name of Financial Institution <i>(Your bank or credit union)</i>			
2. Street address			
3. City	State	Zip Code	4. Telephone number – <i>Include area code</i>

**Section C – YOUR ACCOUNT**

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

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. 919, 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 \$10,000 (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: {
  - 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.} . . . . . B \_\_\_\_\_
- 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 or yourself) you 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. 93, 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.
  - If your total income will be less than \$61,000 (\$90,000 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 \$119,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children.
G \_\_\_\_\_
- H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ► H \_\_\_\_\_
- For accuracy, [ ] if you want to **itemize 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 (\$25,000 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.

<b>W-4</b>		<b>Employee's Withholding Allowance Certificate</b>	
Form W-4 Department of the Treasury Internal Revenue Service		OMB No. 1545-0074 <b>2009</b>	
1 Type or print your first name and middle initial.		Last name	
2 Your social security number			
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.			
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 <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no tax liability</b> and</li> <li>• This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no tax liability</b>.</li> </ul>			
If you meet both conditions, write "Exempt" here . . . . . ► 7			

Under penalties 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)
---	--------------------------	---

<b>Deductions and Adjustments Worksheet</b>	
<b>Note.</b> Use this worksheet <i>only</i> if you plan to itemize deductions, claim certain credits, adjustments to income, or an additional standard deduction	
<b>1</b> 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 \$166,800 (\$83,400 if married filing separately). See <i>Worksheet 2</i> in Pub. 919 for details.)	1 \$ _____
<b>2</b> Enter: { \$11,400 if married filing jointly or qualifying widow(er) \$ 8,350 if head of household \$ 5,700 if single or married filing separately}	2 \$ _____
<b>3 Subtract</b> line 2 from line 1. If zero or less, enter "-0-" . . . . .	3 \$ _____
<b>4</b> Enter an estimate of your 2009 adjustments to income and any additional standard deduction. (Pub. 919) . . . . .	4 \$ _____
<b>5 Add</b> lines 3 and 4 and enter the total. (Include any amount for credits from <i>Worksheet 8</i> in Pub. 919.) . . . . .	5 \$ _____
<b>6</b> Enter an estimate of your 2009 nonwage income (such as dividends or interest) . . . . .	6 \$ _____
<b>7 Subtract</b> line 6 from line 5. If zero or less, enter "-0-" . . . . .	7 \$ _____
<b>8 Divide</b> the amount on line 7 by \$3,500 and enter the result here. Drop any fraction . . . . .	8 _____
<b>9</b> Enter the number from the <b>Personal Allowances Worksheet</b> , line H, page 1 . . . . .	9 _____
<b>10 Add</b> lines 8 and 9 and enter the total here. If you plan to use the <b>Two-Earners/Multiple Jobs Worksheet</b> , also enter this total on line 1 below. Otherwise, <b>stop here</b> and enter this total on Form W-4, line 5, page 1	

<b>Two-Earners/Multiple Jobs Worksheet</b> (See <i>Two earners or multiple jobs</i> on page 1)			
<b>Note.</b> Use this worksheet <i>only</i> if the instructions under line H on page 1 direct you here.			
<b>1</b> Enter the number from line H, page 1 (or from line 10 above if you used the <b>Deductions and Adjustments Worksheet</b> ) . . . . .	1 _____		
<b>2</b> Find the number in <b>Table 1</b> below that applies to the <b>LOWEST</b> 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 here than "3." . . . . .	2 _____		
<b>3</b> If line 1 is <b>more than or equal</b> 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. <b>Do not</b> use the rest of this worksheet . . . . .	3 _____		
<b>Note.</b> If line 1 is <b>less than</b> 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.			
<b>4</b> Enter the number from line 2 of this worksheet . . . . .	4 _____		
<b>5</b> Enter the number from line 1 of this worksheet . . . . .	5 _____		
<b>6 Subtract</b> line 5 from line 4 . . . . .	6 _____		
<b>7</b> Find the amount in <b>Table 2</b> below that applies to the <b>HIGHEST</b> paying job and enter it here . . . . .	7 \$ _____		
<b>8 Multiply</b> line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . .	8 \$ _____		
<b>9 Divide</b> 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 \$ _____		
<b>Table 1</b>			
<b>Married Filing Jointly</b>	<b>Others</b>	<b>Married Filing Jointly</b>	<b>All Others</b>
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$4,500	0	\$0 - \$65,000	0
4,501 - 9,000	1	65,001 - 120,000	1
9,001 - 18,000	2	120,001 - 190,000	2
18,001 - 22,000	3	190,001 - 260,000	3
22,001 - 26,000	4	260,001 - 35,000	4
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 - 105,000	13		
105,001 - 120,000	14		
120,001 and over	15		
<b>Table 2</b>			
<b>Married Filing Jointly</b>	<b>All Others</b>		
If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above		
\$0 - \$35,000	\$550		
\$0 - \$65,000	910		
35,001 - 90,000	910		
90,001 - 165,000	1,020		
165,001 - 370,000	1,200		
370,001 and over	1,280		

**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 non-tax 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, or \$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

# 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 any tax.

#### Who Is Eligible To Get Advance EIC Payments?

You are eligible to get advance EIC payments if all four of 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 defined compensation plan or a nongovernmental section 409 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 the bottom part to your employer; keep the top part for your records.

Detach here

**W-5**  
Form  
(Rev. January 2009)  
Department of the Treasury  
Internal Revenue Service

## Earned Income Credit Advance Payment Certificate

OMB No. 1545-0074

**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 ►

Cat. No. 10227P

**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.** STOP You may be able to claim the EIC but you **cannot** get advance EIC payments.
  - Yes.** Continue.
- 2 Do you expect your 2009 filing status to be married filing a separate return?
  - Yes.** STOP You **cannot** claim the EIC.
  - No.** Continue.
- 3 Do you expect that your 2009 earned income and AGI will each be less than: \$35,463 (\$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.** STOP 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 \$35,463 or more (\$38,583 or more if married filing jointly).
- 4 Do you expect that your 2009 investment income will be more than \$3,100? 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.** STOP 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.

Sample

## 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 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, Exemption, Standard Deduction, and Filing Information for more information on children of divorced or separated parents.

**Qualifying child of more than one person.** If the 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 only on your 2009 tax return. See your 2009 tax return instructions booklet.

### 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

<b>FORM D-449</b> (1-9-2009)	A. LCO No.
U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	B. Applicant ID
<b>EMERGENCY CONTACT INFORMATION CARD 2010 Census</b>	C. FOSD
	D. CLD
<b>What to do if Title 13/PII is lost, missing, or stolen</b>	
<ul style="list-style-type: none"> <li>► Paper document(s) with Title 13/PII is lost, missing, or stolen:           <ol style="list-style-type: none"> <li>1. Immediately contact the Decennial (CIRT) (Computer Incident Response Team) at 1-877-744-1522 within one hour.</li> <li>2. Contact your supervisor immediately after calling Decennial CIRT.</li> </ol> </li> <li>► Electronic equipment (HHC or laptop) with Title 13/PII is lost, missing, or stolen:           <ol style="list-style-type: none"> <li>1. Immediately contact the Decennial CIRT at 1-877-744-1522 within one hour.</li> <li>2. Contact the local police to file a report and obtain the police report number.</li> <li>3. Contact your supervisor immediately after making the first two calls.</li> </ol> </li> </ul>	

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

<b>Important Telephone Numbers</b>	
LCO Main office . . . . .	_____
Help Desk . . . . .	1-888-505-2010 (all free)
Payroll/Personnel Issues .	1-877-743-4716 (after contacting LCO)
Supervisor's Number . . .	_____
<b>Fix your HHC malfunctions</b>	
<ol style="list-style-type: none"> <li>1. Contact your supervisor. If your supervisor is unable to help, then</li> <li>2. Call the Help Desk.</li> </ol>	

FORM D-449 (1-9-2009)

Sample

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 standard 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, 1 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 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 5 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/eeo/](http://www.census.gov/eeo/). Additional

Information is available at the Department of Commerce Web site:

[www.osec.doc.gov/ocr/](http://www.osec.doc.gov/ocr/)

- For a detailed explanation of the EEO complaint process visit:  
[www.osec.doc.gov/ocr/eeoprocess.html](http://www.osec.doc.gov/ocr/eeoprocess.html), or  
[www.access.gpo.gov/nara/cfr/waisidx\\_03/29cfr1614\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/29cfr1614_03.html), or  
[www.eeoc.gov](http://www.eeoc.gov).
- Information regarding the Whistleblower Act and Protections can be obtained from your local HR Office, or visit [www.osec.gov](http://www.osec.gov).
- To view Census Bureau's No FEAR Act Notice, go to:  
[www.osec.doc.gov/ocr/nofearcensv.htm](http://www.osec.doc.gov/ocr/nofearcensv.htm)

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 completed 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 booklet 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 in 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 trunk 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](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 by 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 attack to the Decennial Computer Incident Response Team (Decennial CIRT) 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 FINES 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 MIRT 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](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](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](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 – Backups

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 thru 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, surplussed, 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/itsd/docs/ITSecurityProgramPolicy\\_2006.pdf](http://cww2.census.gov/it/itsd/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's 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 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?

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.

**Certificate of Completion****US Census Bureau's****No FEAR Act Training**

Your Name: \_\_\_\_\_

**completed the  
No FEAR Act Training  
on**

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name and Title of Census Bureau Representative \_\_\_\_\_

Signature of Census Bureau Representative \_\_\_\_\_

## **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**

## 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

---

(Employee’s Full Name (Print))

---

Supervisor’s Signature and Date

---

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 DECENTNIAL 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 C, 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 tallied 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	300
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 E-308 (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 circled 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 buy 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 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/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  
(4-16-2009)

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 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 that are covered by my basic service plan. The Census Bureau will not pay for the basic service plan itself, or any changes 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 enter on my payroll 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.	

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

**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 uses 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 allowed in the plan, the employee can use those business minutes in calculating their 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 over 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, checking off or circling every business related call
  - b.** A total 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.** An advisory 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.

Sample

# 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 the notice in the Appendix to this part 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 arriving on, 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 His or her arrest.

**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 (or 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 Occupant Emergency Program may make such decision 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. The designated official is defined in Sec. 102-71.20 of this chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement by other occupant agency officials; and
- (c) When property or a portion thereof is closed to the public, restrict 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.

**Preservation of Property** (41 CFR 102-74.380). All persons entering in or on Federal property are prohibited from:

- (a) Improperly disposing of rubbish on property;
- (b) Willfully destroying or damaging property;
- (c) Stealing property;
- (d) Creating any hazard on property to persons or things; or
- (e) Throwing articles of any kind from or at a building or climbing upon statues, fountains or any part of the property.

**Conformity 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, or creating 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, lobbies, hallways, corridors, offices, elevators, stairways or parking lots;
- (c) Otherwise impedes or disrupts the performance 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). (a) Except for the vending or exchange of chances by licensed blind operators of vending facilities for lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 et seq.), 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 otherwise 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 patient by a licensed physician, all persons entering in or on Federal property are prohibited from:

- (a) Being under the influence, using or possessing illegal drugs, hallucinogens, marijuana, barbiturates, amphetamines; or
- (b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotics, drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

**Alcoholic Beverages** (41 CFR 102-74.405). Except where the head of the responsible agency or his/her designee has issued an executive order, writing for appropriate use of alcoholic beverages, all persons entering in or on Federal property are prohibited from:

- (a) Being under the influence or using alcoholic beverages. The head of the responsible agency or his/her designee must provide a list of exemptions granted to the manager or the highest ranking responsible enforcement officer, responsible for the security of the property.
- (b) Selling or giving away alcoholic beverages to persons under the age of 21 years.

**Soliciting, Vending, 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) or commercial or political donations; vending 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 950, entitled "Solicitation of Federal Civilian and Uniformed Service 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 Retirement Act of 1978 (Pub. L. 95-454);
- (d) Lessee, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational uses under 40 U.S.C. 581(h), 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 specifically approved by the occupant agencies; and
- (f) Commercial activities sponsored by recognized Federal employee associations and on-site child care 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 publications produced around Federal buildings, as mandated by Section 636 of Public Law 104-134;
- (b) Posting or hanging materials, such as pamphlets, handbills, or flags, on bulletin boards elsewhere on GSA-controlled property, except as authorized in Sec. 102-74.415, or where these displays are conducted as part of audited Government activities; and
- (c) Distributing materials, such as pamphlets, handbills or flags, unless such activity is part of authorized Government activities. This prohibition does not apply to public areas of property as defined in Sec. 102-71.20 of this chapter; however, any person or organization using to distribute 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 those 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 permits it, persons entering in or on Federal property may take photographs if:

- (a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized officer of the occupying agency concerned; and
- (c) Building entrances, lobbies, lobbies, lobbies, 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 102-74.426). Public Law 108-199, Section 628, 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.

**Vehicular and Pedestrian Traffic** (41 CFR 102-74.430). All vehicle 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) Are prohibited from blocking entrances, driveways, walks, loading platforms, or fire hydrants; and
- (f) Are prohibited from parking on Federal property without authority. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or 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 102-74.435). 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. 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

**Nondiscrimination** (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 activities 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 30 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. 121(c)).

## 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.