

FORM D-55 (L3)
(Count Letter)
(Draft 06-06-08)

February 8, 2010

(Contact Name, Position)
(Department/Agency Name)
(Mailing Address)
(City) (State) (Zip)

Dear (Name of Contact):

This is the Census Bureau's request for counts of U.S. military and Federal civilian employees stationed overseas and their dependents living with them by home state, as mentioned in our initial letter dated October 20, 2009. Your assistance with the 2010 Census is greatly appreciated. The data you are providing will be used to include U.S. military and Federal civilian employees stationed overseas, and their dependents living with them, in the totals used to determine the number of Congressional representatives from each state.

Enclosed are Form D-55, "Counts Of Federally Affiliated Overseas Personnel and Dependents By Home State Of Residence," and Form D-55A, "Guidelines for Completing Form D-55 Counts Of Federally Affiliated Overseas Personnel and Dependents By Home State Of Residence." Please complete the Form D-55 using your most up-to-date records as of April 1, 2010 - Census Day. Be assured that any information we receive is subject to the strict confidentiality provisions of Title 13, United States Code.

We estimate that it will take the appointed contacts between 40 and 320 hours to prepare the counts of federally affiliated personnel living overseas. This includes the time needed to read this letter and the enclosed instructions on how to complete the D-55 form, complete the D-55 form with counts of federally affiliated personnel living overseas by state using your administrative records, and send the completed D-55 form back to the U.S. Census Bureau. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: "Paperwork Project 0607-0919-C", U.S. Census Bureau, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233, or you may e-mail comments to Paperwork@census.gov; use "Paperwork project 0607-0919-C" as the subject. Please include a copy of your message addressed to Overseasprogram@census.gov. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information

unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of the D-55 form.

Please return the completed Form D-55 not later than **July 9, 2010** to:

Chief, Decennial Management Division
Attn: Puerto Rico, Island Areas and Overseas Branch
Bureau of the Census
Washington, DC 20233

The Form D-55A should provide all the information you need to complete the form. However, if you need assistance, please feel free to contact Ms. Kathleen M. Styles of my staff at (301) 763-3460 or by e-mail at Overseasprogram@census.gov.

Sincerely,

Arnold A. Jackson
Associate Director for Decennial Census

Enclosures

cc. Department/Agency Head