

## **GUIDELINES FOR COMPLETING FORM D-55 COUNTS OF FEDERALLY AFFILIATED OVERSEAS PERSONNEL AND DEPENDENTS BY HOME STATE OF RESIDENCE 2010 Census**

**Item 1: Department/Agency Name** – Enter the full name of your department and agency.

**Item 2: Contact Person** – Enter the name, telephone number, and e-mail address of a person we can contact if we have questions about the counts submitted.

### **Item 3: Counts of Federally Affiliated Overseas Personnel and Dependents by Home State of Residence**

- Include as "Overseas," personnel stationed outside the 50 U.S. states and the District of Columbia. This includes personnel stationed in the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.
- For the "Personnel" column, include each employee of a U.S. Federal agency who is a U.S. citizen stationed at an overseas post.
- Assign employees to the state that the employee claims as his/her home state while serving overseas.
- Do not include employees who claim residence in a foreign country or U.S. territory. For example, do not include a person who claims residence in the Commonwealth of Puerto Rico, Guam, the Island Areas, Germany, or the Philippines.
- Include only those employees for whom a home state of residence is not available in the box "home state not reported."
- Assign each person individually to a state or the District of Columbia.
- Do not include "contract employees," even if they are U.S. citizens, hired and employed abroad. Contract employees are individuals hired by firms having a contractual relationship with your agency; they are not paid directly by your agency.
- For the "Dependents" column, include dependents of the employee who are living with the employee at the overseas post. Do not include any dependent who lives stateside or in countries other than the one to which your employee is assigned.
- Include each dependent living overseas for whom a home state of residence is shown on your records or use the home state of residence of the employee as the residence of the dependent.

**Item 4: Avoiding Duplicate Reporting** – Indicate whether you were able to unduplicate your counts according to the following guidelines:

- Do not include any employee of your department/agency who is married to, or is the dependent of, an overseas member of the military or a Federal civilian employee of the Department of Defense. These persons will be counted as dependents of the Defense Department employee.
- If both spouses of an overseas married couple work for your department/agency, count them as two employees but do not count either as a dependent. If they have additional dependents living with them, count the dependents with either spouse, but not with both spouses. This same rule applies to any situation where two or more overseas persons work for your agency and have some type of dependent relationship, such as parent and child.
- If your employee is married to, or is the dependent of, an overseas employee of a Federal agency, other than the Department of Defense, include the employee and dependents in your counts. Explain in the notes section:
  - (1) the extent to which this occurred;
  - (2) the other agencies involved;
  - (3) the states involved;
  - (4) the number of persons added to each particular state.

If you cannot provide such detail, indicate in the "Notes" the extent to which this occurred.

**Item 5: Reference Date** – Provide the counts as of Census Day (April 1, 2010) or as close as possible to April 1. If not April 1, enter the date this file was last updated.

**Item 6: Source File** – Enter the name of the file or system you used to compile the counts, the main purpose of the file (for example, payroll and personnel), and the population covered.

**Item 7: No Overseas Personnel** – Enter "0" in the box if your department/agency has no overseas personnel.

**Item 8: CERTIFICATION** – Enter your signature, title, and the date.