

[Email Template]

(Contact Name  
Office Name  
Street Address  
City, State, Zip Code)

Dear (Contact Name):

The Census Bureau is preparing for the 2020 Census. We need your help to count everyone in the United States, including everyone on U.S. Flag Vessels on April 1, 2020.

We are developing a list of current maritime operators and their vessels in order to facilitate the count. For all vessels listed with your organization/association, we are requesting:

- Operator name
- Address
- Telephone number
- Email address
- Vessel name
- Estimated crew size
- Vessel call sign
- Vessel coast guard number

We are providing a Current Operator and Vessel List Excel file. Please enter the requested information into the attached Excel file, and email the completed file to [npc.mve@census.gov](mailto:npc.mve@census.gov) by **July 6, 2019**.

We will use the information you provide to mail Maritime Vessel Questionnaires to each vessel. A designated project officer will be responsible for coordinating the count on board their vessel. All officers, crewmembers, and passengers will be asked to fill out the Maritime Vessel Questionnaire on April 1, 2020. The project officer will collect and return the Maritime Vessel Questionnaires using the postage-paid envelope we will provide.

The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone living or staying aboard vessels. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, and 221. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only

be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records; click on "System of Records Notices (SORN)" and look for "Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program."

Please visit our website at [2020census.gov](https://www.2020census.gov) for more information about the 2020 Census. If you have any questions, please email the National Processing Center Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or call 1-866-208-6112. Thank you for assisting to ensure a complete and accurate count of the maritime population.

DRAFT

[Email Template]

(Contact Name  
Office Name  
Street Address  
City, State, Zip Code)

Dear (Contact Name):

For the 2020 Census, we need to count everyone living in the United States, including people living or staying on maritime vessels. In order to obtain a complete and accurate count, the Census Bureau is asking maritime agencies to mail an endorsement letter to the owners and operators of U.S. Flag Vessels. The endorsement letter will serve as a notification of the 2020 Census.

We are requesting that you send the attached endorsement letter announcing and asking for assistance to count the maritime population. Please deliver these letters by January 22, 2020.

Also enclosed for your information are copies of the Maritime Vessel Information Sheet and Frequently Asked Questions that will be delivered to all current operators as part of their operator kit.

Please visit our website at [2020census.gov](http://2020census.gov) for more information about the 2020 Census. If you have any questions regarding this request, please contact Theodora Knight, Special Enumerations Branch, Decennial Census Management Division at [theodora.knight@census.gov](mailto:theodora.knight@census.gov) or 301-763-6873. Thank you for your cooperation, and we look forward to working with you.

[Email Template]

(Contact Name  
Office Name  
Street Address  
City, State, Zip Code)

To: Operator/Owner

The 2020 Census will be conducted on April 1, 2020. The U.S. Census Bureau needs the cooperation of vessel owners, operators and personnel to achieve a complete count of everyone living or staying aboard U.S. Flag Vessels on April 1, 2020.

Each person on board a U.S. Flag Vessel on April 1, 2020 will receive a Maritime Vessel Questionnaire and envelope. As in previous censuses, the Census Bureau is asking for your cooperation in distributing these materials.

Within a few weeks, the Census Bureau will deliver packages including questionnaires for everyone living or staying aboard each vessel that you own or operate. Each package will include instructions for a designated project officer on each vessel to distribute, collect, and return questionnaires in the postage-paid return envelope provided.

With your help in distributing these packages, and the project officers' help in completing, collecting, and returning the location report and questionnaires, we can achieve the important goal of counting the maritime population for the 2020 Census.

Please visit the 2020 Census website at [2020census.gov](http://2020census.gov) for more information.

Thank you for your cooperation.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Operator/Owner

For the 2020 Census, we need your help to count everyone living or staying aboard U.S. Flag Vessels on April 1, 2020 that your company owns or operates, including all officers, crewmembers, and passengers. We have obtained a list of these vessels along with an estimated number of persons on board and have used this information to provide you with vessel kits for each vessel.

Please identify a Project Officer who will be on board each vessel on April 1, 2020 to conduct the 2020 Census count and distribute the vessel kit(s) to the Project Officer for each vessel by **March 1, 2020**. If you have NOT received a vessel kit for one of your vessels, or you need additional kits for a vessel, please complete the enclosed Operator Request for Vessel Materials (D-RF-MV) form and email it to [npc.mve@census.gov](mailto:npc.mve@census.gov) or mail it using the enclosed postage-paid envelope to receive the additional vessel materials.

The vessel kit contains the following materials:

1. One Letter to the Project Officer (D-L4-MV)
2. One Instruction Guide (D-L5-MV)
3. One Acknowledgement of Receipt of Maritime Vessel Census Materials postcard (D-P-MV)
4. One Maritime Vessel Information Sheet (D-IS-MV)
5. One Frequently Asked Questions: Maritime Vessel Enumeration (D-FAQ-MV)
6. One Census Location Report for Maritime Vessels (D-R-MV)
7. Maritime Vessel Questionnaires (D-Q-MV)
8. Envelopes (D-E-MV)
9. Postage-paid return envelopes (D-ER-MV)
10. Blue or black pens

Please display the enclosed Maritime Vessel Information Sheet (D-IS-MV) publicizing the upcoming 2020 Census in a visible location on the ship.

Please visit our website at [2020census.gov](http://2020census.gov) for more information about the 2020 Census. Additional questions can be answered by contacting the National Processing Center (NPC) Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

Thank you for your cooperation.

Enclosures:

Operator Request for Vessel Materials (D-RF-MV)  
Postage-Paid Return Envelopes (D-RE-MV)  
Maritime Vessel Information Sheet (D-IS-MV)  
Frequently Asked Questions: Maritime Vessel Enumeration (D-FAQ-MV)  
Vessel Kits

**U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. Census Bureau**  
National Processing Center  
Jeffersonville IN 47190-7777

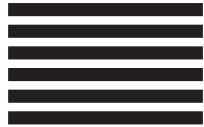


NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

OFFICIAL BUSINESS  
Penalty for Private Use \$300

AN EQUAL OPPORTUNITY EMPLOYER

**D-P-MV** (3-2018)



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 17162 WASHINGTON DC

POSTAGE WILL BE PAID BY U.S. CENSUS BUREAU

**U.S. CENSUS BUREAU  
NATIONAL PROCESSING CENTER  
MARITIME PROCESSING, P.O. BOX 5001  
JEFFERSONVILLE IN 47199-5001**



**U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. Census Bureau**  
National Processing Center  
Jeffersonville IN 47190-7777

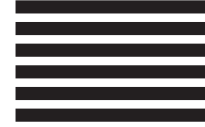


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**U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. Census Bureau**  
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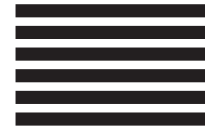


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**D-P-MV** (3-2018)




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JEFFERSONVILLE IN 47199-5001**




 <b>ACKNOWLEDGEMENT OF RECEIPT</b> <b>Maritime Vessel Enumeration Materials</b>		<b>U.S. DEPARTMENT OF COMMERCE</b> <small>Economics and Statistics Administration</small> <b>U.S. CENSUS BUREAU</b>
<b>INSTRUCTION</b> – Immediately upon receipt, complete and return this postage-paid postcard, or email the information for items 1–6 to npc.mve@census.gov.		
<b>1.</b> Date	<b>2.</b> Name of Vessel	
<b>3.</b> Vessel Call Sign	<b>4.</b> Vessel Coast Guard Number	
<b>5.</b> Vessel Mailing Address		
<b>6.</b> Did you receive enough Maritime Vessel Questionnaires (D-Q-MV) for everyone on board the vessel? <input type="checkbox"/> Yes <input type="checkbox"/> No – How many additional Maritime Vessel Questionnaires (D-Q-MV) do you need? Enter number → <input type="text"/>		


D-P-MV (3-2018)

 <b>ACKNOWLEDGEMENT OF RECEIPT</b> <b>Maritime Vessel Enumeration Materials</b>		<b>U.S. DEPARTMENT OF COMMERCE</b> <small>Economics and Statistics Administration</small> <b>U.S. CENSUS BUREAU</b>
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D-P-MV (3-2018)

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D-P-MV (3-2018)

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D-P-MV (3-2018)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Project Officer

For the 2020 Census, we need your help to count everyone living or staying aboard this U.S. Flag Vessel on April 1, 2020, including all officers, crewmembers and passengers. Please do not count U.S. Military personnel as they will be counted through a separate process for active military personnel. The Census Bureau asked your operator to forward this letter, along with 2020 Census materials to your U.S. Flag Vessel. Upon receipt of these materials, we are requesting that you complete and return the enclosed Acknowledgement of Receipt of Maritime Vessel Enumeration Materials (D-P-MV) postcard **within 5 business days**. For further details, see the Instruction Guide included in this package.

We are requesting that you:

1. On April 1, 2020, complete the blue Census Location Report for Maritime Vessels (D-R-MV).
2. On April 1, 2020, distribute one Maritime Vessel Questionnaire (D-Q-MV) with one envelope (D-E-MV) to each person aboard this vessel. Please encourage cooperation for completing the questionnaire. The Census Bureau estimates that, on average, it will take no more than ten minutes for each respondent to read and complete the Maritime Vessel Questionnaire.
3. Collect the completed Maritime Vessel Questionnaires in the sealed envelopes (D-E-MV).
4. Insert the Census Location Report, as well as all of the sealed envelopes containing completed Maritime Vessel Questionnaires, into the postage-paid envelope by April 9, 2020, or sooner.
5. After collecting all completed questionnaires, please destroy unused census materials, including blank questionnaires.

The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone living or staying aboard vessels. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, and 221. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at [census.gov](https://census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records; click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Please visit our website at [2020census.gov](https://2020census.gov) for more information about the 2020 Census. Additional questions can be answered by contacting the National Processing Center (NPC) Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

Thank you for your cooperation. We look forward to working with you.





## **2020 Census Maritime Vessel Enumeration INSTRUCTION GUIDE**

**Read this document in its entirety prior to conducting the enumeration.**

### **DEFINITION OF TERMS**

- **Project Officer** – Individual on board the U.S. Flag Vessel assigned to coordinate the 2020 Census enumeration process.
- **Enumeration Package** – The completed Maritime Vessel Questionnaires (D-Q-MV) in sealed envelopes (D-E-MV). The enumeration packages, along with the Census Location Report for Maritime Vessels (D-R-MV), are to be mailed back to perform the 2020 Census count.

### **WHO TO COUNT**

- Officers, civilian and contract mariners, crewmembers and passengers on board the vessel on April 1, 2020.
- Do NOT count U.S. Military personnel as they will be counted through a separate process for active military personnel.

**Please Note:** Even if a separate residence is maintained elsewhere, a Maritime Vessel Questionnaire (D-Q-MV) must still be completed and returned for each person on board the vessel on April 1, 2020. There is a question on the Maritime Vessel Questionnaire that asks each person to report the address of the place where they live or stay when not on duty.

### **Upon Receipt of Materials, and BEFORE April 1, 2020, the Project Officer will:**

1. Compare the number of Maritime Vessel Questionnaires (D-Q-MV) and envelopes (D-E-MV) received with the number of personnel on board the vessel to confirm they have received sufficient enumeration materials. Please do NOT photocopy a questionnaire. Each questionnaire has a unique ID number.
2. Immediately complete the yellow Acknowledgement of Receipt of Maritime Vessel Census Materials postcard (D-P-MV), and **return it within 5 days**. This form is also used to request additional materials. If additional materials are needed, please indicate the number of materials requested on the postcard.
3. Display the Maritime Vessel Information Sheet (D-IS-MV) in a common area on board the vessel.
4. Obtain or create a personnel list to track the returned, completed enumeration packages. This list should consist of all officers, civilian and contract crewmembers and passengers on board the vessel on April 1, 2020.
5. Using the personnel list, fill in the following information on the envelope (D-E-MV):
  - **FOR:** Create one envelope for each mariner/person by writing their name in the “FOR” field.
  - **Return To: and Return by Date:** Fill in the Project Officer’s name because the Project Officer is the person collecting the completed questionnaires along with the date to return the materials.
  - **Vessel Call Sign: and Vessel Coast Guard Number:** Write the vessel call sign and vessel coast guard number for this vessel in these fields.
6. Keep the blank Maritime Vessel Questionnaires (D-Q-MV) and envelopes (D-E-MV) in a secure place until April 1, 2020, and then destroy any extra questionnaires.

*(Instructions continue on reverse side.)*

**On April 1, 2020, the Project Officer will:**

1. Complete items 1–12 on the Census Location Report for Maritime Vessels (D-R-MV). This is mandatory information for the vessel and personnel to be included and counted in the 2020 Census.
2. Give one blank Maritime Vessel Questionnaire (D-Q-MV) and one envelope (D-E-MV) to each person on your personnel list.
3. Instruct each individual to:
  - a. Complete the Maritime Vessel Questionnaire (D-Q-MV).
  - b. Place the questionnaire in provided envelope (D-E-MV).
  - c. Seal the envelope (D-E-MV) and return it to the Project Officer.
4. Collect the completed enumeration packages. Do not open sealed envelopes (D-E-MV).

**Between April 2 and April 9, 2020, the Project Officer will:**

1. Use his/her personnel list to check in completed enumeration materials and follow up on missing questionnaires.
2. Complete Items 13 and 14 on the Census Location Report for Maritime Vessels (D-R-MV).
3. Mail the following TWO items in the enclosed postage-paid envelope (pre-addressed to the U.S. Census Bureau, Maritime Processing, Logistics Avenue, Jeffersonville, IN 47130-4672):
  - a. The **Census Location Report for Maritime Vessels** (D-R-MV) — It is critical this form be returned for the vessel and personnel to be counted in the 2020 Census.
  - b. The **completed enumeration packages** for all persons on board the vessel on April 1, 2020 — These are the sealed envelopes (D-E-MV) containing the completed Maritime Vessel Questionnaires (D-Q-MV).

DRAFT



**U.S. DEPARTMENT OF COMMERCE**  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

## **FREQUENTLY ASKED QUESTIONS MARITIME VESSEL ENUMERATION**

### **What is the 2020 Census?**

The 2020 Census counts every person and home in the United States. Article I, Section 2 of the U.S. Constitution mandates that this population and housing count occur every 10 years. Census data help determine how more than \$675 billion of federal funding are spent on infrastructure, programs and services each year.

### **Am I required to respond to the 2020 Census?**

Yes, you are required by law to respond to the 2020 Census (Title 13, U.S. Code, Sections 141 and 193). We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193 and 221. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is XXXX-XXXX. If this number were not displayed, we could not conduct the 2020 Census.

### **How long will my 2020 Census questionnaire take?**

The Census Bureau estimates that completing the questionnaire will take ten minutes on average.

Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project XXXX-XXXX, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may email comments to <2020.census.paperwork@census.gov>; use "Paperwork Reduction Project XXXX-XXXX" as the subject.

### **What data are being collected for the Maritime Vessel Enumeration?**

The questionnaire asks name, sex, date of birth, age, Hispanic origin, race, and an alternate address where they live or stay when not on a vessel.

### **How do I respond to the 2020 Census while on board the vessel?**

Complete the Maritime Vessel Questionnaire provided to you and return it to the designated project officer on board your vessel. Do not mail the questionnaire to the Census Bureau. If you have a usual onshore residence, you will also receive a request to complete a housing questionnaire. Please complete this questionnaire as well. Please see the Maritime Vessel Information Sheet (D-IS-MV) for more information.

### **Why do mariners fill out two questionnaires, a Maritime Vessel Questionnaire and a 2020 Census questionnaire at my usual residence?**

Mariners will be counted at their usual onshore residence if they have one. For mariners that do not have a usual onshore residence, they will be counted on board the vessel. The Census Bureau requests that both questionnaires be completed to determine where to count mariners. Please see the Maritime Vessel Information Sheet (D-IS-MV) for more information.

## **FREQUENTLY ASKED QUESTIONS – CONTINUED**

### **MARITIME VESSEL ENUMERATION**

#### **Where will mariners be counted on April 1, 2020?**

Mariners will be counted at their usual onshore residence if they have one. For mariners that do not have a usual onshore residence, they will be counted on board the vessel. Please see the Maritime Vessel Information Sheet (D-IS-MV) for more information.

#### **Why are military personnel on board maritime vessels not counted in the Maritime Vessel Enumeration?**

Military personnel will be counted through a separate process designed to count only military personnel.

#### **How will the Census Bureau use the information I provide?**

By law, the Census Bureau can only use your responses to produce statistics.

#### **Are my answers confidential and private?**

Yes. The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone living or staying aboard vessels. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193 and 221. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our website at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records; click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.



United States  
**Census  
2020**

## MARITIME VESSEL INFORMATION SHEET

### NAVIGATING THE 2020 CENSUS: A GUIDE FOR MARINERS

Our goal for the 2020 Census is to conduct a complete and accurate count of all people living in the United States on Census Day, April 1, 2020. To help us reach this goal, the Census Bureau works with the major maritime organizations to identify vessels in operation at the time of the 2020 Census, such as factory trawlers, floating processors, tuna boats, and National Oceanic and Atmospheric Administration vessels.

### HOW WILL YOU BE COUNTED?

People in the United States will be counted at their usual residence, which is the place where they live and sleep most of the time. However, since some merchant mariners may not have a usual onshore residence, we have special procedures to make sure they are counted.

#### If you have an onshore residence in the United States:

- A 2020 Census questionnaire (or invitation) will be sent to your onshore residence, **and**
- A Maritime Vessel Questionnaire will be given to you if you are on board a U.S. flag maritime/merchant vessel on April 1, 2020. When completing the Maritime Vessel Questionnaire, make sure you write in the FULL ADDRESS OF YOUR ONSHORE RESIDENCE where you live or stay most of the time while onshore (i.e., when off duty).
- You should complete **both** questionnaires – the 2020 Census questionnaire for your onshore residence **and** the Maritime Vessel Questionnaire.

#### If you do NOT have an onshore residence in the United States:

- A Maritime Vessel Questionnaire will be given to you if you are on board a U.S. flag maritime/merchant vessel on April 1, 2020.

### THE 2020 CENSUS: QUICK, EASY, AND CONFIDENTIAL

The Maritime Vessel Questionnaire contains eight questions. The Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193 and 221. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our Web site at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

### FOR ADDITIONAL INFORMATION OR QUESTIONS

For additional information about the 2020 Census, visit our Web site at [2020census.gov](https://www.2020census.gov) or call our 2020 Census call center at 1-844-330-2020.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
 Washington, DC 20233-0001  
 OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Operator/Owner

Thank you for helping us count the maritime population for the 2020 Census, including all officers, crewmembers and passengers living or staying aboard U.S. Flag Vessels that your company owns or operates on April 1, 2020.

This package is part of a larger shipment of materials sent to you by the Census Bureau. The primary package, marked Number 1 of the total number of packages, includes documents that provide instructions for counting the maritime population, as well as instructions for returning the 2020 Census questionnaires. If you did not receive the primary package, or any other partial package, please contact the National Processing Center Project Coordination Office at npc.mve@census.gov or 1-866-208-6112.

This package includes additional Maritime Vessel Questionnaires (D-Q-MV), envelopes (D-E-MV), and pens.

In the primary package, we sent these same items as well as an Operator Kit with the following materials:

<b>Form ID</b>	<b>Description</b>
D-RF-MV	Operator Request For Vessel Materials: Used to request additional 2020 Census materials for vessels, if needed.
D-IS-MV	Maritime Vessel Information Sheet: For display and used to promote the upcoming 2020 Census.
D-FAQ-MV	Maritime Vessel Frequently Asked Questions
D-L3-MV	Letter to Vessel's Operator from the Census Bureau Director: Instructions for the Operator/Owner.
D-ER-MV	Postage-paid return envelope: Used to return the Operator Request For Vessel Materials (D-RF-MV).

Please visit our website at [2020census.gov](https://2020census.gov) for more information about the 2020 Census.

Thank you for your cooperation.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Operator/Owner:

Earlier this year, the Census Bureau sent kits with 2020 Census materials to be distributed to each vessel owned or operated by your company. We asked for your assistance in conducting the 2020 Census by helping us obtain a count of everyone living or staying aboard U.S. Flag Vessels on April 1, 2020, including all officers, crewmembers and passengers.

Please encourage each Project Officer to return completed maritime vessel census forms and questionnaires as soon as possible. These materials should be inserted into the postage-paid envelopes that were included in the vessel kit.

If you have any questions, please contact the National Processing Center Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

If all of your vessels have already returned their packages, please disregard this notice.

Thank you for helping to ensure a complete and accurate count of the maritime population for the 2020 Census.

DRAFT



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**

Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Operator/Owner

The Census Bureau asked for your help in obtaining a count of all people living or staying aboard U.S. Flag vessels that your company owns or operates on April 1, 2020. In February, we sent packages of 2020 Census materials for you to distribute to the vessel(s). Some of your vessels have not returned the 2020 Census materials. We are now requesting that you provide a list of persons on board these vessels, as well as the location of these vessels, on April 1, 2020.

We have enclosed a Census Location Report for Maritime Vessels (D-R-MV) for each vessel that has not responded. Please complete each Census Location Report for Maritime Vessels and send it along with a list of persons on board each vessel on April 1, 2020 in the enclosed postage-paid envelope.

If the vessel was not active on April 1, 2020, or if the operator has changed, please indicate this in the remarks section of the Census Location Report for Maritime Vessels.

If you have any questions, please contact the National Processing Center Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

Thank you for helping to ensure a complete and accurate count of the maritime population for the 2020 Census.

Enclosures:  
Census Location Report for Maritime Vessels (D-R-MV)  
Pre-addressed postage-paid envelope(s)





**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau

To: Operator/Owner:

Earlier this year, the Census Bureau sent kits with 2020 Census materials to be distributed to each vessel owned or operated by your company. We asked for your assistance in conducting the 2020 Census by helping us obtain a count of everyone living or staying aboard U.S. Flag Vessels on April 1, 2020, including all officers, crewmembers and passengers.

Please encourage each Project Officer to return the Acknowledgement of Receipt of Maritime Vessel Enumeration Materials postcard (D-P-MV) as soon as possible. These materials should be inserted into the postage-paid envelopes that were included in the vessel kit.

If you have any questions, please contact the National Processing Center Project Coordination Office at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

If all of your vessels have already returned their packages, please disregard this notice.

Thank you for helping to ensure a complete and accurate count of the maritime population for the 2020 Census.

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## 2020 Census Operator Request For Vessel Materials

**INSTRUCTIONS:** Please complete this form to request materials for any vessels that you own or operate that did not receive materials or is in need of additional materials. Submit by email to npc.mve@census.gov or mail to U.S. Census Bureau, National Processing Center, Maritime Processing, 1201 E 10th Street, Jeffersonville IN 47132.

### Operator Information

Name of current operator: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**VESSEL NUMBER 1** Name of vessel: \_\_\_\_\_

Crew size: \_\_\_\_\_ Vessel call sign: \_\_\_\_\_ Coast Guard Number: \_\_\_\_\_

Ship mailing address:

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Street (P.O. Box or Bldg. name)                      City                      State or Country                      ZIP Code

**VESSEL NUMBER 2** Name of vessel: \_\_\_\_\_

Crew size: \_\_\_\_\_ Vessel call sign: \_\_\_\_\_ Coast Guard Number: \_\_\_\_\_

Ship mailing address:

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Street (P.O. Box or Bldg. name)                      City                      State or Country                      ZIP Code

**VESSEL NUMBER 3** Name of vessel: \_\_\_\_\_

Crew size: \_\_\_\_\_ Vessel call sign: \_\_\_\_\_ Coast Guard Number: \_\_\_\_\_

Ship mailing address:

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Street (P.O. Box or Bldg. name)                      City                      State or Country                      ZIP Code

***NOTE: This document may be photocopied if additional space is needed.***

***Page \_\_\_\_ of \_\_\_\_ pages***



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## 2020 Census Military Vessel Enumeration INSTRUCTION GUIDE

**Read this document in its entirety prior to conducting the 2020 Census on this vessel.**

The **Project Officer** is the designated individual aboard the vessel assigned to coordinate the 2020 Census enumeration process. Additional personnel may be assigned to assist the Project Officer with the 2020 Census enumeration process, but the Project Officer should complete the Acknowledgment of Receipt of Vessel Census Materials postcard (D-P-MV), the Military Vessel Census Report (D-R-MIL), and mail the final packages.

### WHO TO COUNT

- Count all military personnel who are aboard the vessel on the day of enumeration.
- Count personnel who are TAD, AWOL or otherwise absent from the vessel on the day of enumeration, but are still assigned to the vessel while at sea or in port.
- Do not count personnel who are assigned to a hospital or on terminal leave.

Crewmembers living onshore at the time of enumeration may need to complete two questionnaires.

- Vessel crewmembers who live in military barracks while onshore will also be given an Individual Census Questionnaire to complete at the barracks. They should complete the Individual Census Questionnaire at the barracks AND complete a Vessel Questionnaire while on the vessel.
- Vessel crewmembers who live in a private residence while onshore may receive an invitation to respond at the address of their onshore residence. They should respond at that address AND complete a Vessel Questionnaire while on the vessel.

**Note about Submarine Crews:** If more than one crew is assigned to the same submarine (i.e., blue crew and gold crew), each crew will be treated like a separate vessel with its own Project Officer who will receive materials, conduct the enumeration, and return the completed package(s) for their crew.

### WHEN TO DISTRIBUTE THE VESSEL QUESTIONNAIRES

The goal of the 2020 Census is to make sure that everyone is counted. In order to ensure that the full crew is aboard during vessel enumeration, we request that the Project Officer use the following guidelines to determine the best time to distribute the Vessel Questionnaires:

- For vessels at sea on April 1, 2020, distribute Vessel Questionnaires on April 1, 2020.
- For vessels in port on April 1, 2020, use the following guidelines to decide the best time to distribute the Vessel Questionnaires:
  - If the crew is reporting back to the vessel during the month of April 2020, conduct the enumeration during the time in April when the crew is aboard.
  - If the crew is not going to be aboard the vessel during the month of April 2020, but all personnel will be present before April 1, 2020, conduct the enumeration during the time in March when the crew is aboard.
  - If the crew is on extended leave and the complete crew will not be aboard in March or April, conduct the enumeration for those present on April 1, 2020. The Project Officer must then complete Vessel Questionnaires for all personnel assigned to the vessel who are absent on April 1. This includes those individuals who are currently staying at an onshore address.

(Instructions continue on reverse side.)

## **UPON RECEIPT OF MATERIALS:**

1. Compare the number of Vessel Questionnaires (D-Q-MV) and Confidentiality Envelopes (D-E-MV) received with the number of crewmembers. Confirm that a sufficient number of materials have been received. Do NOT photocopy a questionnaire. Each questionnaire has a unique ID number.
2. Immediately complete the yellow Acknowledgment of Receipt of Vessel Census Materials postcard (D-P-MV), and **return it within 5 business days**. If additional materials are needed, please indicate the number of questionnaires requested on the postcard.
3. Display the Vessel Information Sheet (D-IS-MV) and Frequently Asked Questions: Vessel Enumeration insert (D-FAQ-MV) in a common area aboard of the vessel.
4. Obtain or create a personnel list to track the questionnaires.
5. Create one envelope for each person on the list. Using the personnel list, create one Confidentiality Envelope (D-E-MV) for each individual with the following information:
  - FOR: Write the person's name in this field.
  - Return To: Write the name of the person who will be collecting the questionnaire.
  - Return by Date: Write the date all completed questionnaires must be returned.
  - Vessel Name: Write the name of the vessel.
  - Vessel Call Sign: Write the vessel call sign.
  - Vessel Coast Guard Number: Write the Hull ID Number (HIN), the International Maritime Organization (IMO), or the Vessel Coast Guard Number (CG#).
6. Keep the blank Vessel Questionnaires (D-Q-MV) and completed Confidentiality Envelopes (D-E-MV) in a secure place until the enumeration is conducted. Do not destroy any extra questionnaires until after the enumeration.

## **WHEN DISTRIBUTING THE VESSEL QUESTIONNAIRES:**

1. Give one Vessel Questionnaire (D-Q-MV) and one Confidentiality Envelope (D-E-MV) to each person on the personnel list.
2. Instruct each individual to:
  - a. Complete the Vessel Questionnaire (D-Q-MV).
  - b. Place the questionnaire in provided Confidentiality Envelope (D-E-MV).
  - c. Seal the Confidentiality Envelope (D-E-MV).
  - d. Return questionnaire in sealed Confidentiality Envelope (D-E-MV) to the person listed on the envelope.

## **BEFORE MAY 14, 2020:**

1. Collect the questionnaires in their sealed envelopes (D-E-MV). Do not open.
2. Use the personnel list to check in returned envelopes and follow up on missing questionnaires.
3. Complete a Vessel Questionnaire (D-Q-MV) for any individuals who are absent but assigned to the vessel.

### **For Project Officer Only:**

4. Complete the Military Vessel Census Report (D-R-MIL).
5. Insert the following items into the Priority Mail envelope(s)
  - **Military Vessel Census Report** (D-R-MIL)
  - **Vessel Questionnaires in the sealed envelopes.**
6. Place a return label on the Priority Mail Envelope(s) and ship to the National Processing Center.



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**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

Dear Project Officer:

Thank you for helping us count the military population for the 2020 Census. This includes all people living or staying aboard U.S. Navy or U.S. Coast Guard vessels on April 1, 2020.

This package is part of a larger shipment of materials sent to you by the Census Bureau. This package includes additional Vessel Questionnaires (D-Q-MV), Confidentiality Envelopes (D-E-MV), and pens.

The Census Bureau sent you multiple packages that include questionnaires, confidentiality envelopes, and the following items to help you count the people aboard this vessel.

<b>Form ID</b>	<b>Description</b>
D-L4-MV	Letter to Project Officer
D-L5-MIL	Instruction Guide
D-P-MV	Acknowledgment of Receipt of Vessel Enumeration Materials postcard
D-E-MV	Confidentiality Envelope
D-Q-MV	Vessel Questionnaire
D-R-MIL	Military Vessel Census Location Report
D-IS-MV	Vessel Information Sheet
D-FAQ-MV	Frequently Asked Questions: Vessel Enumeration insert

If you did not receive these packages, or need additional materials, please contact the National Processing Center at [npc.mve@census.gov](mailto:npc.mve@census.gov) or 1-866-208-6112.

Visit our Web site at [2020census.gov](http://2020census.gov) for more information about the 2020 Census.

Thank you for your cooperation.

Sincerely,

Steven D. Dillingham  
Director

[census.gov](http://census.gov)

