



October 1, 2019

The Honorable (First) (Last)
Address
City, ST 00000

Dear Mr./Ms. (Last):

The Census Bureau is preparing for the **2020 Census**. We need your help to count everyone in the United States, including U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas. When counting U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas, we will collect totals by home state of residence.

It is vital that the Census Bureau has an accurate and complete count. Many federal laws require the use of census data to distribute funding, monitor important programs, and enforce laws against discrimination. States, cities, counties, and tribal governments use census data to plan future programs, services, and development.

In February 2020, the Census Bureau will send a request for your agency's contact person to provide a count of its civilian employees who are stationed or assigned overseas, and their dependents living with them overseas, by home state of residence, as of census day April 1, 2020. Counts will need to be returned to the Census Bureau by May 29, 2020. Personnel and administrative records may be used to compile these counts.

Please provide the following information for your agency's contact person:

- Name
- Title
- Mailing address
- Phone number
- Email address

Please email the requested information by **November 22, 2019** to dcmd.overseas.program@census.gov. If applicable, you may also send contact information for a secondary contact person within your agency. In February 2020, the Census Bureau will deliver a request for the counts, along with 2020 Census materials to the contact person(s). You will be copied on this correspondence.

The Census Bureau is required by law to protect this 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. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data.

For more information about how we protect this 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.

We estimate that it will take the appointed contact between 40 and 120 hours on average to prepare the counts of overseas federal civilian personnel and their dependents, depending on the number of overseas federal civilian personnel and dependents. This includes the time needed to: read the count request letter and the instructions on how to complete the count form, complete the form with counts of overseas personnel by home state of residence using your administrative records, and send the completed form back to the Census Bureau. 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. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number xxxx-xxxx confirms this approval. If this number were not displayed, we could not conduct the census.

Please visit our website at [2020census.gov](https://www.2020census.gov) for more information about the 2020 Census. If you have any questions regarding this request, please contact Deborah Russell at 301-763-9383 or by email at dcmd.overseas.program@census.gov.

Sincerely,

Director

Enclosures



February 3, 2020

(First) (Last)
Address
City, ST 00000

Dear Mr./Ms. (Last):

The Census Bureau is preparing for the **2020 Census**. We need your help to count everyone in the United States, including U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas. When counting U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas, we will collect totals by home state of residence.

It is vital that the Census Bureau has an accurate and complete count. Many federal laws require the use of census data to distribute funding, monitor important programs, and enforce laws against discrimination. States, cities, counties, and tribal governments use census data to plan future programs, services, and development.

The following forms are enclosed:

- Form D-Q-FA: Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence.
- Form D-IS-FA: Instructions for completing form D-Q-FA.

Please complete form D-Q-FA using your most up-to-date records as of census day, April 1, 2020 and return it no later than **May 29, 2020**.

The Census Bureau is required by law to protect this 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. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. All web data submissions are encrypted in order to protect your privacy.

For more information about how we protect this 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.

We estimate that it will take the appointed contact between 40 and 120 hours on average to prepare the counts of overseas federal civilian personnel and their dependents, depending on the number of overseas federal civilian personnel and dependents. This includes the time needed to:

read the count request letter and the instructions on how to complete the count form, complete the form with counts of overseas personnel by home state of residence using your administrative records, and send the completed form back to the Census Bureau. 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. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number xxxx-xxxx confirms this approval. If this number were not displayed, we could not conduct the census.

Please return the completed D-Q-FA form no later than **May 29, 2020** to:

U.S. Census Bureau, DCMD-2H472F
4600 Silver Hill Road
Washington, DC 20233

Please visit our website at 2020census.gov for more information about the 2020 Census. If you have any questions regarding this request, please contact Deborah Russell at 301-763-9383 or by email at dcmd.overseas.program@census.gov.

Sincerely,

Director

Enclosures



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

Month Day, 2020

(First) (Last)
Address
City, ST 00000

Dear Mr/Ms. (Last):

The Census Bureau is preparing for the **2020 Census**. We need your help to count everyone in the United States, including U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas. When counting U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas, we will collect totals by home state of residence.

It is vital that the Census Bureau has an accurate and complete count. Many federal laws require the use of census data to distribute funding, monitor important programs, and enforce laws against discrimination. States, cities, counties, and tribal governments use census data to plan future programs, services, and development.

Please go online to **overseas.survey.census.gov** to complete form D-Q-FA (Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence) using your most up-to-date records as of census day, April 1, 2020. Instructions for completing form D-Q-FA are enclosed.

The completed form D-Q-FA must be submitted online no later than **May 29, 2020**. You must use the following login credentials to access the form.

Username: (placeholder)
Password: (placeholder)

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. 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.

For more information about how we protect your information, please visit our website at 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.

We estimate that it will take the appointed contact between 40 and 120 hours on average to prepare the counts of overseas federal civilian personnel and their dependents, depending on the number of overseas federal civilian personnel and dependents. This includes the time needed to: read the count request letter and the instructions on how to complete the count form, complete the form with counts of overseas personnel by home state of residence using your administrative records, and send the completed form back to the Census Bureau. 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. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number xxxx-xxxx confirms this approval. If this number were not displayed, we could not conduct the census.

Please visit our website at 2020census.gov for more information about the 2020 Census. If you have any questions regarding this request, please contact Deborah Russell at 301-763-9383 or by email at dcmd.overseas.program@census.gov.

Sincerely,

Director

Enclosure



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

Month Day, 2019

The Honorable (First) (Last)
Address
City, ST 00000

Dear Mr/Ms. (Last):

The U.S. Census Bureau needs your help to obtain a count of U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas by home state of residence as of April 1, 2020.

In October of 2019, the Census Bureau mailed a letter requesting information for a contact person. Please email the requested contact person information to dcmd.overseas.program@census.gov by **December 13, 2019**.

If you have any questions, please contact Deborah Russell at 301-763-9383 or by email at dcmd.overseas.program@census.gov.

Thank you for your help with the 2020 Census.

Sincerely,

Director



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

Month Day, 2020

(First) (Last)
Address
City, ST 00000

Dear Mr./Ms. (Last):

The U.S. Census Bureau needs your help to obtain a count of U.S. federal civilian employees stationed or assigned overseas and their dependents living with them overseas by home state of residence as of April 1, 2020.

In February 2020, Census Bureau mailed a letter requesting your assistance with the 2020 Census. We have not received any information from your department or agency regarding counts of overseas personnel.

Please complete the enclosed form D-Q-FA, Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence by **May 29, 2020**, and return it in the postage-paid envelope.

If you have any questions, please contact Deborah Russell at 301-763-9383 or by email at dcmd.overseas.program@census.gov.

Thank you for your help with the 2020 Census.

Sincerely,

Director

Enclosure

INSTRUCTIONS FOR COMPLETING FORM D-Q-FA FEDERALLY AFFILIATED OVERSEAS PERSONNEL AND DEPENDENTS: COUNTS BY HOME STATE OF RESIDENCE

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

Item 2: Overseas Personnel – Indicate whether your department/agency has any overseas personnel, as of April 1, 2020. For the purposes of this form:

- "Overseas personnel" are defined as employees of a U.S. federal agency (regardless of citizenship status) who are stationed or assigned outside of the 50 United States and the District of Columbia. In other words, "overseas" includes all foreign countries and foreign territories, as well as the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands.
- Do not count contract employees as "overseas personnel." Contract employees are individuals hired by firms that have a contractual relationship with your agency. Contract employees are not paid directly by your agency.

Item 3: Counts by Home State of Residence –

- For the "Personnel" column, include each employee of your department/agency who is stationed or assigned overseas, as defined in the instructions for Item 2.
 - Count each employee in the row that corresponds to their reported home state of residence while serving overseas. Valid options for home state of residence include the 50 United States and the District of Columbia.
- For the "Dependents" column, include dependents of the employee who are living with the employee at their overseas post. Do not include any dependent who lives stateside or in countries other than the one to which your employee is assigned.
 - Count each dependent living overseas in the row that corresponds to their reported home state of residence. If needed, you may use the associated employee's home state of residence as your source for the dependent's home state.
- For the "Other location" row, include overseas personnel and dependents who report residence in a foreign country, foreign territory, or U.S. territory. For example, include a person who reports residence in Germany, France, Saint Martin, the Commonwealth of Puerto Rico, or Guam.
- For the "Home state not reported" row, only include overseas personnel and dependents for whom a location of residence (other than their current overseas post) is not available in your records.

Item 4: Reference Date – The counts in Item 3 should be based on a reference date of April 1, 2020, or as close as possible to that date. Indicate whether you were able to provide counts as of April 1, 2020. If the answer is "No," enter the specific reference date for the counts you provided.

Item 5: Avoiding Duplicate Reporting –

Indicate whether you were able to unduplicate your counts according to the following guidelines:

- 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.
- 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 Department of Defense employee.
- If your employee is married to, or is the dependent of, an overseas employee of another 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 people added to each particular state.

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

Items 6 and 7: Contact Person Information –

For Item 6, enter the name, title, telephone number, telephone extension (if applicable), and email address of the primary person we should contact if we have questions about the counts submitted. For Item 7, enter information for a secondary contact person, if available.

Item 8: Certification – Certify the counts by signing and printing your name and entering the date.