

United States™
Census
2010

**Procedures for Enumerating Military
Installations for the 2010 Census**

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Final

USCENSUSBUREAU

Executive Summary

Enumerating Military Installations for the 2010 Census

The Census Bureau will conduct the Nation's 23rd Decennial Census as of April 1, 2010.

- Objective is to obtain an accurate count of the resident population of the United States.
- Collects population data on Department of Defense personnel, their dependents, civilians living on military installations, and personnel assigned to military vessels.
- Enumeration on installations will include family housing units (conducted by mail), military quarters; military group quarters; and military hotels, guest houses, marinas, and campgrounds located in the United States and Puerto Rico.

For the purposes of the Census, an installation is a secured, enclosed facility that has housing for military personnel within the enclosed area. Housing includes both family housing units and military group quarters like barracks, disciplinary barracks and military treatment facilities. Housing areas/annexes outside of the enclosed areas and in the community are covered by regular Census operations for that area.

Data on U.S. military personnel stationed overseas and their dependents living with them will be collected via administrative records through the Defense Manpower Data Center.

There will be multiple persons and visits to the installation over the course of the Census operations. Each military installation is required to provide a military Point of Contact (POC) to assist the Census Bureau (CB). The military POC will also keep the commanding officer informed of Census operations. **For the enumeration of military group quarters, the Census worker will train the Installation POC on the procedures for enumeration and provide all materials needed.**

Timeline for the 2010 Census major operations on military installation:

- **Address Canvassing Operation**, April 6, 2009 through July 17, 2009
 - Update address listing of all living quarters on the installation.
 - CB personnel escorted by installation personnel to map all living quarters.
- **Census Coverage Measurement Independent Listing** August 28, 2009 to December 12, 2009
 - List all housing units on the installation.
 - CB personnel escorted by installation personnel to identify, list and map spot all housing units.
- **Group Quarters Validation Operation**, September 28, 2009 through October 23, 2009
 - CB personnel work with Installation POC to gather information about all Group Quarters on the base.
- **Group Quarters Advance Visit**, February 1, 2010 through March 19, 2010

- CB personnel explain procedures for upcoming enumeration and provide enumeration manual.
 - Verify all group quarters' information and date for enumeration training.
- **Enumeration of Transitory Locations Operation**, March 22, 2010 through April 16, 2010
 - CB personnel are escorted to transitory living locations (e.g., visitor quarters, campgrounds, marinas) to enumerate those personnel who have no other usual residence.
- **Group Quarters Enumeration Operation**, April 1, 2010 through May 21, 2010
 - CB personnel will train Installation POC and designated assistants to conduct the enumeration.
 - Installation POC and assistants will distribute military census forms to servicemembers residing in group quarters (as of 1 April 2010) to complete. Completed census forms are collected, and returned to CB personnel.
- **Non-Response Follow-up** May 1, 2010 to July 10, 2010
 - CB works with Installation POC to determine the status (vacant or occupied as of 1 April) those Family Housing addresses for which no mail-back responses were received.
 - CB personnel visit those occupied Family Housing units for which no mail-back response was received to contact occupants to complete census form.
- **Census Coverage Measurement Person Interview** August 20, 2010 to October 20, 2010
 - Resolve differences between Census and Census Coverage Measurement Address Listing.
 - CB personnel conduct interviews to determine status of housing units in question.

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Introduction

This document describes the general procedures for the military to assist the Bureau of the Census in preparing for and actually conducting the 2010 Census. These procedures were developed jointly by the Census Bureau, the Department of Defense and the Coast Guard.

The Census Bureau will conduct the Nation's 23rd decennial census as of April 1, 2010. Our objective is to obtain an accurate count of the resident population of the United States, Puerto Rico, and the Island Areas (military restricted areas and other non-restricted Island Areas). Staff from the Census Bureau and liaisons from each service of the military and the U.S. Coast Guard have met several times since 2007 to develop the plans and schedule for 2010 Census activities. These activities include collecting population data on Department of Defense personnel, their dependents, civilians living on military installations, and personnel assigned to military vessels.

The primary reason for the taking of the Census is to determine the number of seats each state is entitled to in the U.S. House of Representatives. For example, a heavily populated state like New York sends more members to the House of Representatives than a less populated state such as Delaware. However, U.S. Census results are also used by the federal government, local governments, and private industries for many of the following activities:

- Determining the distribution of federal and state funds.
- Creating local districts for elections, schools, and utilities.
- Determining where to locate new housing, businesses, and public institutions.
- Examining the demographic characteristics of communities, cities, states, and our nation.

Enumeration on installations will include housing units; military group quarters; and transitory locations. The definition of a housing unit is a structure intended as a separate living quarter with direct access from outside the building or through a common hall. Housing units that do not fill out their 2010 Census questionnaire will fall into one of the many different operations that cover the enumeration of housing units, which can be found in the Land Based Stateside and Puerto Rico Housing Unit Operations section of this document. The definition of a group quarter is a place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. The definition of a transitory location is, a place where people stay that do not have a usual residence elsewhere (military lodging facilities/hotels, guest houses, marinas, Recreational Vehicle parks, marinas and campgrounds). Details on the enumeration of group quarters can be found in the 2010 Group Quarters Operation section of this document.

The Census Bureau conducts military enumeration by geographic area. The military needs to understand that we will contact each installation through a local census office (LCO). The military does not need to try to coordinate the enumeration for their whole command since that would cover installations that would be enumerated by different

LCOs. This also applies to military vessels. The Census Bureau conducts the vessel enumeration through the mail and will not need the local commanding officer to try to enumerate vessel personnel even for vessels that are precommissioned or in dry dock.

For the purposes of the Census, an installation is a secured, enclosed facility that has housing for military personnel within the enclosed area. The housing includes both housing unit and military group quarters. Examples of military group quarters are barracks, disciplinary barracks and military treatment facilities. Housing areas/annexes outside of the enclosed areas and in the community are covered by regular Census operations for the area.

The procedures described in this document covers the lower 48 states, Hawaii, Alaska, Puerto Rico, military personnel living overseas and the Island Areas. The lower 48 states, Hawaii and Puerto Rico all follow the same procedures outlined in this document. There are special procedures for remote areas of Alaska (page 21), military personnel living overseas (page 22) and the Island Areas (page 22).

American Community Survey

The American Community Survey is a new approach for collecting accurate, timely information needed for critical government functions. This new approach will provide quality, up-to-date profiles of America's communities every year. Community leaders and other data users will have timely information for planning and evaluating programs for everyone, from newborns to the elderly. The data collected in the American Community Survey provides up-to-date profiles of America's communities every year, not just every ten years. The ACS is an on-going, monthly survey that will eliminate the need for the census long form. For example, in previous Censuses two types of Census forms were mailed to housing units - a long form and a short form. Every 1 out of 6 addresses received the long form questionnaire that included detailed housing, social, and economic questions, while the other percentage received the short form questionnaire that included basic questions such as race, sex, age, etc. Because the ACS is now collecting detailed information, the 2010 Census will only use a short form questionnaire. The ACS uses a sample to select addresses to be enumerated. The ACS has collected information on military installations for the past several years, and ACS field staff will continue to collect data during the timeframe of the 2010 Census.

Military Point of Contact (POC) Responsibilities

In order to conduct the 2010 Census on military installations, the Census Bureau has asked the Department of Defense to:

- Maintain a liaison from each branch of the service to work with the Census Bureau throughout the Census.
- Publish implementing directives as needed before Census Day.
- Furnish each installation with a copy of these instructions through the appropriate chain of command.

- Request that each military installation provide a military Point of Contact (POC) for assistance. If possible, select an individual who will be at the installation throughout Census operations.
- The Military POC will be asked to do the following;
 - Take an oath to protect Title 13 data. Title 13 protects the disclosure of information that could uniquely identify an individual or organization. This process takes less than 10 minutes and will only need to be done once for each individual helping with the Census procedures.
 - Provide information on the best days or times to conduct Census business on the military installation.
 - A Census POC will contact the Military POC 60 days and 30 days in advance of a 2010 Census operation. During the call the Census POC will ask and try to schedule the best days and times that the Census workers could be escorted on the military installation. The Census POC will give an estimate of the number of escorts that are needed.
 - Provide the Census POC with a list of “Do’s and Don’ts” while at the military installation.
 - Provide the Census POC with information about the types of identification/documentations that are needed to gain access to the military installation.
 - Provide military and/or civilian escorts who have extensive knowledge of the installation and who are able to identify different types of living quarters when needed. The escorts will accompany Census staff while they work. The escorts must be sworn to protect Title 13 data just like the Military POC.
 - Keep the commanding officer informed of Census operations.
 - Provide access to maps of the military installation if needed.
 - Select personnel to assist them conduct Group Quarters Enumeration.

Additional assistance related to specific operations will be noted in the operation descriptions as well as in Attachment A.

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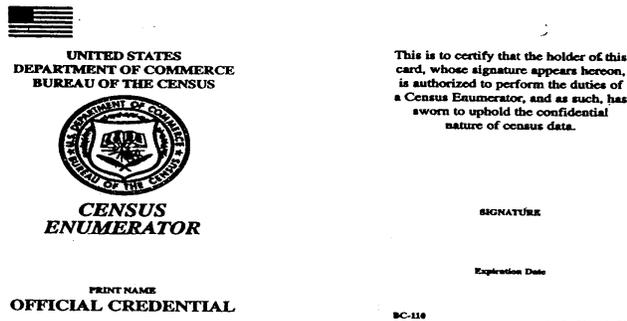
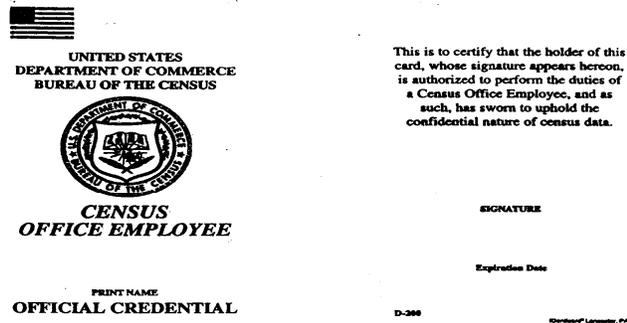
Census Personnel

Census POC will give the military installation a 60-day notice and a 30-day notice prior to the start of an operation. Census worker will carry the following materials to conduct the 2010 Census on military installations (exceptions noted in operation descriptions):

- Census shoulder bag
- Address Register/Binders containing address lists, maps and questionnaires
- Possibly a personal cell phone
- ID Badge with the employee’s name (see image below).
- Census workers will wear an orange vest to help with identification. For example, when Census workers are creating a list of housing unit addresses, they may need to knock on doors to ask some simple questions. The vest will help identify them and not cause undue alarm to the families they need to interview.

- Hand held or laptop computer, for limited operations
- There will be multiple persons and visits to the installation over the course of Census 2010 operations.

Below is what the Census workers will wear while on the military installation.



The following 2010 Census operations will take place on military installations. Operations in bold will require multiple escorts or personnel and additional work for the Military POC. See Attachment B for a more detailed timeline.

Census Operation Schedule

Operation Name	Start Date	Finish Date
Address Canvassing	April 6, 2009*	July 17, 2009
Census Coverage Measurement (CCM) Independent Listing	August 28, 2009	December 12, 2009
Group Quarters Validation	September 28, 2009	October 23, 2009
Update Enumerate/Military	January 22, 2010	May 5, 2010

GQ Enumeration in Remote Alaska		
Group Quarters Advance Visit	February 1, 2010	March 19, 2010
Update/Leave	March 1, 2010	April 2, 2010
CCM Initial Housing Unit Followup	March 4, 2010	April 30, 2010
Enumeration of Transitory Locations	March 19, 2010	April 16, 2010
Update Enumerate	March 22, 2010	May 29, 2010
Group Quarters Enumeration	April 1, 2010	May 21, 2010
Shipboard Enumeration	April 1, 2010	May 15, 2010
Military Enumeration on Island Areas	April 5, 2010	May 28, 2010
Nonresponse Followup	May 1, 2010	July 10, 2010
Nonresponse Reinterview	May 7, 2010	July 17, 2010
Nonresponse Vacant and Delete Check	July 24, 2010	August 25, 2010
Field Verification	August 6, 2010	September 8, 2010
CCM Person Interview	August 14, 2010	October 9, 2010
CCM Person Followup	January 28, 2011	March 26, 2011
CCM Final Housing Unit Followup	May 5, 2011	June 18, 2011

*Note: Address Canvassing is comprised of 2 waves. The first wave begins on April 6, 2009 and the second Address Canvassing wave begins on May 4, 2009. Each military installation will fall into 1 of these 2 waves but will not be in both waves.

Address Canvassing (April 6, 2009 to July 17, 2009)

The first 2010 Census operation to be conducted on military installations is Address Canvassing. The primary objective of Address Canvassing is to update the address list and maps. It also collects map spots for all living quarters on the military installation. Living quarters include family housing, barracks, correctional facilities, hospitals, campgrounds, and lodging facilities. Address Canvassing provides the Census Bureau with an accurate mailing list and maps, which are used in future operations. Address Canvassing also determines if an address is a housing unit or an 'Other Living Quarter' (OLQ). An OLQ, is an address that is identified as a possible group quarter. If an address is a housing unit, then it will receive a census form in the mail, except in Puerto Rico where the forms will be delivered by census enumerators. OLQ addresses fall into the Group Quarters Validation (GQV) universe.

The Address Canvassing operation uses a hand-held computer (HHC) that contains the maps and an address list. The HHC provides Global Position System (GPS) functionality to assist the Census worker as they collect map spots and make updates to the maps. To increase efficiency, census blocks containing more than 700 addresses are handled by a

separate staff using a laptop. If the military installation has a large Census block then another census worker will use a laptop to update that block. The Census POC will tell the Military POC in advance if the military installation has a large Census block which will require a laptop. This should be a rare occurrence, if at all.

During Address Canvassing, Census workers are self-sufficient and will not require any resources other than the ones stated below. In order to conduct Address Canvassing on military installations, the Joint Service Working Group (JSWG) has agreed that each military installation will provide the following types of assistance in addition to the ones stated previously:

- The Census POC may ask for access to maps of the military installation during the 30-day or 60-day notification phone call. By having access to the maps in advance of the operation, the Census POC will have a better understanding of their workload and will help in organizing future escorts.
- The number of living quarters on the installation, which includes, family housing, barracks, correctional facilities, hospitals, campgrounds, and lodging facilities.

The following Census activities are performed while on the military installation and accompanied by military escorts that have been sworn in:

- Travel to the assigned area.
- Systematically travel around each block of the assignment to identify all living quarters (family housing, barracks, hotels, campground, etc.).
- Make contact with a resident or a knowledgeable person, as required, to update the address list information in the HHC.
- Collect a map spot for each living quarters, using GPS if available.
- Add, delete, and rename street features on the HHC map to reflect what is found during the canvassing. This is done using GPS, when it is available.

HHC carried by the Address Canvassing Census workers. (see image below)



2010 GROUP QUARTER OPERATIONS

The Census Bureau defines living quarters in two categories – housing units and group quarters. Group quarters (GQs) are barracks, disciplinary barracks/jails and military treatment facilities. The Census Bureau has special enumeration procedures to make sure that individuals living in GQs are included in the 2010 Census. The Census Bureau will need the help of the Military POC to get this done accurately and on time. The Military POC's duties change from one GQ operation to the other. Installation personnel conduct enumeration themselves with training and assistance from the Census worker. Any installation that has responsibility for a secret installation needs to include any personnel living in military group quarters at the secret installation in the overall base enumeration.

Group Quarters Validation (September 28, 2009 to October 23, 2009)

The primary objective of the Group Quarters Validation (GQV) operation is to determine if an Other Living Quarter (OLQ) listed in Address Canvassing is a Group Quarters (GQ), Housing Unit (HU), transitory location, or nonresidential address. Census workers visit each address that was considered as an OLQ in Address Canvassing. The Census worker uses paper maps and paper address lists while working on the military installation. If the living quarter is a GQ, they collect additional information about that address. All addresses determined to be GQs fall into the next operation, which is Group Quarters Advance Visit (GQAV).

During GQV, a Census worker contacts the military installation Point of Contact (POC) and sets up a meeting to review the OLQs information. The Military POC needs to be able to verify the following information for the military installation:

- The OLQ is located correctly on the Census maps.
- The address information for the OLQ is correct.
- Through the GQV interview:
 - Verify that the address is a Group Quarter, Housing Unit, transitory location, or nonresidential.
 - If the address is a GQ, then determine the type of GQ, for example barrack; hotel, campground, military treatment facility, etc.
 - At military treatment facilities, the Census worker will ask about personnel assigned to the facility and those who have no disposition or exit plan. Those are the only persons that will be later enumerated at the facility.
 - If the address is a GQ, then determine the maximum number of residents.
- A Census worker verifies with the Military POC that all the GQs have been listed for the military installation.
- The Military POC needs to provide space for the Census worker, if available, to work and review maps.

After Address Canvassing and GQV, all addresses on military installations will fall into 1 of 4 categories: housing unit, group quarter, nonresidential or transitory location. The

enumeration operations for housing units, GQs and transitory locations are different and are explained in the appropriate section of this document.

Group Quarters Advance Visit (February 1, 2010 to March 19, 2010)

All addresses that are categorized as a group quarter will fall into the Group Quarters Advance Visit (GQAV) operation. The primary objective of GQAV operation is to verify and update the Census Bureau's information on group quarters (GQ) collected during the Group Quarters Validation (GQV) operation. An advance visit is a preparatory visit to the Military POC on the installation to confirm and explain the procedures for the upcoming Group Quarters Enumeration (GQE) operation. During the Advance Visit, a manual for military personnel that describes the military Group Quarters Enumeration is given to the Military POC. A Census worker will contact the Military POC at the installation to set up a meeting to discuss and verify the following:

- Expected population of assigned personnel to GQ on April 1, 2010.
- Number of personnel required to conduct enumeration.
- Date for the enumeration training.
- Date for delivery of enumeration materials to the Military POC.
- Location for delivery of enumeration materials.

Group Quarters Enumeration (April 1, 2010 to May 21, 2010)

The primary objective of the Group Quarters Enumeration (GQE) operation is to collect information for all individuals living in group quarters (GQ). This is the one operations where you may have two levels of military POCs. The Military POC takes on the role of the Installation POC who oversees all the enumeration procedures. They chose additional personnel, if necessary at their installation, to assist with the enumeration. These individuals are GQ POCs. **The Census worker will train the all the Installation and GQ POCs on the procedures for enumeration.** The Census worker will provide the Installation POC with all the materials needed for each military GQs enumeration. This will include a number of Military Census Reports (MCRs) based on the information collected during the Group Quarters Advance Visit (GQAV) operation. A Census worker delivers the enumeration material to the Installation POC who will distribute them to the GQ POC for each barrack or military treatment facility. The GQ POCs conducts the enumeration following the procedures they are trained on and in the provided manual. Each individual living at the GQs will be required to fill out an MCR. The GQ POCs turn in their completed materials to the Military POCs. The Census worker will collect the MCRs from the Installation POC at an agreed upon time. This operation does not have a quality control component. We rely on the military personnel to collect or complete a form for each person living in the military GQs.

The Census worker will do the following while on the military installation for GQE:

- Swear in and train all persons designated by the Installation POC to conduct the enumeration and will be privy to personal information collected from individuals.
- Deliver the enumeration material packet for each barrack or military treatment facility which includes:

- D-352.1 (MIL) Enumeration Record (GQ Cover Sheet)
- Military Census Reports (MCR) (for individuals to complete)
- Envelopes for MCRs
- D-116 Listing Sheet
- Military GQ POC Check List
- Transmittal envelopes
- Provide support and assistance to the POCs throughout the enumeration.
- Return at the designated time to collect completed enumeration materials from the Installation POC.
- Verify that all forms are with the correct D-352.1(MIL).
- Verify that a completed MCR exist for all listed personnel assigned to the GQ. The MCR has a unique barcode on each form, thus it should never be photocopied.
- Return all material to the Local Census Office (LCO).

The Installation POC:

- Selects personnel to assist with the enumeration operations. May need a POC for each military GQ on the installation.
- Supervises the enumeration operations to be sure that it is completed on schedule.
- Provides any assistance and handles any questions from the GQ POCs to the Census worker.
- Collects the completed materials and gives them to the Census worker on the designated date.

The GQ POCs:

- List all assigned personnel for a GQ on the D-116 Listing Sheet or use a computer generated personnel list for the GQ.
- Deliver MCRs and envelope, to all assigned personnel at the GQ.
- Retrieve all MCRs.
- Verify that all MCRs are complete.
- Complete MCRs for assigned personnel who were absent or unable to complete their own.
- Bundle all materials with correct D-352.1(MIL) Military Enumeration Record.
- Return the material to the Installation POC for collection by Census workers.

LAND BASED STATESIDE AND PUERTO RICO HOUSING UNIT OPERATIONS

There are many operations used to complete the enumeration of individuals living in housing units across the U.S. and Puerto Rico. Each one is carefully planned to make sure that the housing units are each contacted in the manner that fits the area where they are located. All addresses that are categorized as a housing unit will receive a 2010 Census questionnaire in the mail, except in Puerto Rico where the census forms will be delivered by an Census worker. 2010 Census questionnaires will be delivered by the US Postal Service to all housing units on military installations beginning March 15, 2010

with a replacement mailing beginning April 6, 2010. The resident will be asked to fill out data on all residents living at the housing unit address on April 1, 2010 and then return the questionnaire using the prepaid envelope. In areas where mailout/mailback is not feasible, the Census has other operations planned to conduct the enumeration and quality control. These other household operations are explained in the following sections.

Update/Leave (March 1, 2010 to April 2, 2010)

The primary objective of the Update/Leave (U/L) operation is to deliver a Census questionnaire to every housing unit that did not have a questionnaire mailed to their address. U/L is conducted in areas where the type of address does not indicate the location of the housing unit. This occurs primarily in rural areas where the addresses used for mail delivery are predominately not house number/street name style. Also, in these areas the delivery point for receiving mail does not ensure that the mail gets to the correct unit. For example, the mail is left at one central location for several housing units and hand-delivery of questionnaires is needed to ensure delivery to the correct housing unit.

The U/L operation is not expected to be performed at stateside military installations, as our enumeration plans call for questionnaire mailout and respondent mailback for all military installation residents not living in group quarter housing. However, in rare situations where housing units are located on military installations that are not suitable for mailout/mailback enumeration, the U/L operation may need to be conducted on those installations only. The U/L operation will be conducted at all military installations in Puerto Rico.

During the U/L operation, the Census worker will conduct a short interview with an individual at each structure to determine if the structure is a housing unit. Occupants will be asked to complete and return the questionnaire by mail. The Census worker will use paper maps and paper address lists while working on the military installation. The Census worker will also verify, correct, add to and delete from the maps and address lists as appropriate to reflect what is on the ground.

After the work has been completed, a sample of addresses is selected for rework due to quality control (QC) purposes. A different Census worker will complete this rework.

The Census worker will do the following:

- Systematically travel each block within their assigned area, looking for every place where people live, stay, or could live or stay.
- Conduct a brief interview with a resident (at least 15 years of age) or other knowledgeable person at each of these places.
- Determine if the place is a housing unit, and if so, deliver a questionnaire.
- Verify or update paper address list with information obtained from resident or knowledgeable person, or by observation if no resident or knowledgeable person is available.
- Update paper maps by adding, deleting, or correcting street features to reflect what is on the ground.

Enumeration of Transitory Locations (March 19, 2010 to April 16, 2010)

Enumeration at Transitory Locations (ETL) is an operation that is conducted at marinas, RV parks, temporary lodging facilities/hotels or guest/visitor quarters, campgrounds, racetracks, and carnivals. It is designed to enumerate people who have no other usual residence, and therefore will be considered as a resident at the location where they are on the date of enumeration.

The locations that are included in this operation are identified in preceding Census operations, or in some cases, through local knowledge.

At least sixty days before the beginning of ETL, on March 19, 2010, a Census POC will arrange to visit the Military POC to review the procedures for the upcoming operation and to confirm that the transitory locations exist within the military facility. If the Military POC has not been sworn in, the Census POC will do so. At a date closer to the beginning of the operation - after the assignments have been prepared - another contact will be made to the Military POC to determine if there are any occupants at the transitory locations who have no other usual residence, and, if so, agree on a time to conduct the enumeration for these residents.

The ETL operation will be conducted with as many Census workers as needed to complete the enumeration within one visit.

The Enumeration at Transitory Locations operation includes a Quality Control check in which a random sample of locations are selected to be contacted to confirm that the Census workers visited on the date and time specified. If any transitory location on a military facility is selected, a quality control staff member from the LCO will contact the Military POC to confirm that the enumeration visit took place.

Nonresponse Followup (May 1, 2010 to July 10, 2010)

The following is a description of Nonresponse activities for areas, with the exception of military facilities. Following the general description, is a proposal of how the Census would like to modify these procedures to obtain accurate data with less interaction with base personnel.

Shortly after Census Day (4/1/10), the Census Bureau identifies addresses from the mailback returns for which no response was received. These addresses form the 'universe' for the Nonresponse Followup (NRFU) Operation. Census workers then visit every address, for which no response was received, and conduct interviews using a paper questionnaire. At each address, the Census worker determines the Census Day status of the unit (occupied, vacant, or delete) and completes the questionnaire with the appropriate status.

One week after the NRFU operation begins, the NRFU Reinterview (NRFU RI) operation begins. NRFU RI is a quality check (QC) operation that verifies information

from a sample of interviews completed by every NRFU Census worker. NRFU RI is conducted by a separate QC staff of telephone reinterviewers in the Local Census Office (LCO) and RI enumerators in the field. The RI enumerators (office and field) use a paper questionnaire to contact a sample of households to verify that the Census workers followed field procedures and to identify Census workers who intentionally or unintentionally produced data errors.

Once NRFU RI has ended, the NRFU Vacant Delete operation (NRFU VDC) begins. NRFU VDC is an independent followup of selected addresses that enumerators recorded during NRFU as either vacant or non-existent (deleted). It is important that the enumerators visit these housing units again to make sure the information collected was recorded accurately. Vacant Delete addresses are reassigned to different NRFU enumerators than those who made the original classifications during the NRFU operation. Enumerators verify the Census Day status of the assigned addresses and complete an independent paper questionnaire. In addition to the cases that were flagged as Vacant or Delete, additional cases may appear in the Vacant Delete Check operation that were not part of the original Nonresponse Followup Operation, and must be treated as an original Nonresponse Followup case.

Modifications to standard NRFU procedures to be used on military facilities:

The Census Bureau requests that shortly before the initial Census questionnaire packages are delivered, the commanding officer (or designee), of each military installation with housing units, send out a reminder requesting that each household complete and return the Census questionnaire. The Census Bureau also requests that a reminder from the commanding officer (or designee) be sent during the time of the replacement mailing. This would be beneficial because it would reduce the number of nonresponding units.

At least sixty days before the beginning of Nonresponse Followup on May 1, 2010, a Census POC will contact the Military POC to review the upcoming procedures. If the Military POC has not been sworn in, the Census POC will do so.

The NRFU workload will be known in the LCOs around April 23, 2010. Shortly thereafter, the Census would like to schedule a second meeting with the Military POC during which the Census POC would provide a list of all addresses from which no mail response has been received. The Census Bureau is requesting that the Military POC (or designated housing official at the military installation) indicate the status of the housing at the address as of April 1, 2010. The status would be occupied, vacant, or did not exist. (In the event the address represented an empty mobile home/trailer site within a mobile home park, the Census Bureau would like this to have a separate and distinct designation). After receiving this verified list, the LCO will complete the appropriate questionnaires and remove the addresses from the NRFU list.

For any remaining addresses, the Census POC and the Military POC will work out a schedule for the Census workers to meet with an escort to contact the outstanding households to complete a questionnaire.

Census worker activities, after the escort(s) has been sworn in:

- Travel to the assigned area.
- Visit each address, determine the status of the housing unit on April 1, 2010, and conduct an interview using a paper questionnaire.
- Speak with a household member, at least 15 years of age, at the housing unit.

Nonresponse Reinterview (May 7, 2010 to July 17, 2010)

The Census Bureau will not include any of the verified Vacant or Delete addresses in the NRFU RI operation. The Census Bureau would also attempt to contact any other households via telephone and only make a personal visit when unable to contact a household member after three attempts by telephone.

Nonresponse Vacant and Delete Check (July 24, 2010 to August 25, 2010)

The Census Bureau will exclude all housing units that would have normally been selected as part of the Vacant Delete Check based on the verification of status by the Military POC (or housing unit official at the military facility). However, if additional cases become part of the workload for this operation that have never been enumerated, the Census Bureau will treat them as original Nonresponse Followup cases and will use the same followup procedures as in the initial Nonresponse Followup operation.

Update Enumerate (March 22, 2010 To May 29, 2010)

Update Enumerate is a type of enumeration that is conducted in areas more sparsely populated and with less reliable addresses. In this operation, the Census worker canvasses the designated area and enumerates residents of housing units. **Based on Census procedures, only rarely would a military facility fall within this type of enumeration, and, if so, it probably does not have housing units.**

In the event the Census Bureau determines that such an area exists at a military facility, a Census POC will contact the appropriate Military POC to determine whether there are housing units on the site. If so, the Census POC will work with the Military POC to arrange to have the housing unit list updated and any residents interviewed.

Field Verification (August 6, 2010 to September 8, 2010)

The primary objective of the Field Verification (FV) operation is to visit specific addresses to determine if the address exists as a living quarters. The Census worker will conduct a short interview with an individual at each structure to determine if the structure is a living quarters, and to verify that it is not a duplicate of another, already listed living quarters. The Census worker will use paper maps and paper address lists while working on the military installation. The Census worker will verify, correct, add to and delete from the maps and address lists as appropriate to correctly reflect what is on the ground.

After the work has been completed, a sample of addresses is selected for rework due to quality control (QC) purposes. A different Census worker completes this rework.

During FV operation a census worker will contact the Military POC and set up times that an escort will be needed.

The Census worker will do the following while on the military installation for Field Verification:

- Travel to each specified address.
- Conduct a brief interview with one person (as least 15 years of age) at family housing and one knowledgeable person at all other residential structures.
- Determine if there are living quarters at the address.
- If so, verify mailing and location address information.
- Verify or update paper address list with information obtained from resident or knowledgeable person, or by observation if no resident or knowledgeable person is available.
- Update paper maps by adding, deleting, or correcting street features to reflect what is on the ground.

CENSUS COVERAGE MEASSUREMENT (CCM) OPERATIONS

The Census Bureau conducts Census Coverage Measurement operations to determine the number of people and housing units missed or erroneously counted in the Census, including those counted more than once. While the Census is conducted across the nation and in Puerto Rico, CCM operations are conducted in sample areas throughout the nation and in Puerto Rico, which means that only a sample of the military installations will be part of the CCM universe and that the CCM operation excludes group quarters. The Census Bureau uses the results to evaluate the final Census count.

There are five major CCM field operations, described below. The Person Interview and Person Interview Reinterview are automated data collection operations, using laptop computers. The remaining CCM operations are conducted using paper questionnaires or forms.

Each operation has a quality assurance component, usually referred to as Dependent Quality Check or Reinterview, which requires a separate, parallel, field staff. Quality assurance activities are designed to ensure adherence to prescribed procedures and to detect falsification of data.

The five major CCM operations are described in the next sections of this document.

CCM Independent Listing (IL) (August 28 to December 12, 2009)

During Independent Listing, Census workers canvass and identify all housing units in selected areas that constitute the CCM sample. These sample areas, called CCM block clusters, are geographically dispersed throughout the country. All housing units are listed in each of the sample block clusters, using a paper listing book. After the housing units are listed, they are compared to the address list compiled by Census staff. This comparison, or matching, is conducted by computer and by processing office staff. Differences that are identified during this comparison are resolved in the CCM Initial Housing Unit Followup.

The following are the Census worker activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Systematically travel around each block of the assignment to identify all housing units (individual units vs. group quarters).
- Make contact with a resident or a knowledgeable person, as required to collect accurate address information.
- Record a map spot on a paper map for each housing unit.

CCM Initial Housing Unit Followup (IHUFU) (March 4 to April 30, 2010)

During IHUFU, interviews are conducted in clusters where there are differences between the CCM and census address lists to resolve those differences. Census workers use a paper questionnaire. The result is a more complete and accurate listing of all housing units in CCM block clusters. The result is a final listing that is used as the basis for assignments in the CCM Person Interview.

The following are the Census worker activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Attempt to resolve differences between the CCM listing and the Census list, speaking with knowledgeable persons when necessary.

CCM Person Interview (PI) (August 14 to October 9, 2010)

The PI consists of automated interviews using laptop computers. Census workers contact selected addresses in the CCM block clusters and ask detailed questions to determine who lives at the address at the time of the interview, and who lived there on Census Day. After these interviews are completed, the roster of people at each sample address from the CCM PI is compared to the roster of people listed in the Census at that address. This comparison, or matching, is conducted by computer and by processing office staff. Differences that are identified during this comparison are resolved in the CCM Person Followup operation.

The following are the Interviewer activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Visit each sample address, **conduct an interview using a laptop computer** to determine the status of the housing unit on April 1, 2010, and on the day of the PI.
- Speak with a household member at least 15 years of age at the housing unit.

CCM Person Followup (PFU) (January 28 to March 26, 2011)

During PFU, Census workers conduct interviews using a paper questionnaire at addresses where there are differences between the household rosters collected during the CCM Person Interview and during the Census, to resolve those differences. These differences may result from either the CCM or Census having missed someone who should have been counted at the address, or included someone in error at the address.

The following are the Census worker activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Visit each address where there was difference between the CCM PI interview roster and the Census roster for the same address regarding the status of the housing unit on April 1, 2010, and on the day of the PI interview, and conduct an interview using a paper questionnaire to resolve the differences.
- Speak with a household member at least 15 years of age at the housing unit.

CCM Final Housing Unit Followup (FHUFU), (May 5 to June 18, 2011)

During FHUFU, interviews are conducted using a paper questionnaire to resolve differences between the CCM Listing operation and Census addresses that are added to the Census address list after the Initial Housing Unit Followup.

The following are the Census worker activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Attempt to resolve differences between the CCM listing and the Census list, speaking with knowledgeable persons when necessary.

CCM Person Interview (PI) TEST (April 17 to May 22, 2009)

The PI consists of automated interviews using laptop computers. Census workers contact selected addresses in the CCM block clusters and ask detailed questions to determine who lives at the address at the time of the interview, and who lived there on Census Day. After these interviews are completed, the roster of people at each sample address from the CCM PI is compared to the roster of people listed in the Census at that address. This comparison, or matching, is conducted by computer and by processing office staff. Differences that are identified during this comparison are resolved in the CCM Person Followup operation.

The following are the Interviewer activities performed after military escorts are sworn in:

- Travel to the assigned area.
- Visit each sample address, **conduct an interview using a laptop computer** to determine the status of the housing unit on May 1, 2008, and on the day of the PI.
- Speak with a household member at least 15 years of age at the housing unit.
- This test takes place in Stockton, CA and Fayetteville, NC only.

Remote Alaska Operations

The military procedures used in the lower 48 states apply to the military installations in the nonremote areas of Alaska. The remote areas are designated by Census and are located in northern and western Alaska. They will be enumerated between mid-January and April 30, 2010 to avoid problems with weather conditions. In the event there are any military installations within the area, a Census Bureau team leader who covers the area will contact the installation (not the satellite or secret installations) and assist installation personnel with the enumeration. The specific procedures for enumeration of these installations will depend on installation's size and actual location.

To comply with military security requirements, the main installation enumerates the military personnel at any associated satellite stations and secret installations as residents of their main installation. The Census Bureau request that each branch of the service designate a liaison located in the remote Alaska areas by March 31, 2009 to assist in the planning and problem solving of military enumeration procedures for Alaska.

Update Enumerate - Remote Alaska (January 25, 2010 to April 30, 2010)

Update Enumerate is a type of enumeration that is conducted in areas more sparsely populated and with less reliable addresses. In this operation, the Census worker canvasses the designated area and enumerates residents of housing units. The Census team leader will contact the appropriate Military POC to determine whether there are housing units on the site. If so, the Census POC will work with the Military POC to arrange to have the housing unit list updated and any residents interviewed.

Remote Alaska Group Quarters Operations

For any installations located in Remote Alaska, the Census worker will do all the Group Quarters operations at one time. There will be a brief version of Group Quarters Validation to determine what military GQs are at the installation, some additional information collected for the Advance Visit to help prepare enumeration materials, and then proceed directly to the enumeration. The Military POC will be in charge of the enumeration just like in the lower 48. The differences for these installations is the operations are done earlier and all in one visit.

VESSELS AND NON-STATESIDE MILITARY OPERATIONS

Shipboard Enumeration (April 1, 2010 to May 15, 2010)

Military personnel located on vessels on April 1, 2010 will be counted in the Shipboard Enumeration, which includes all vessels assigned to a homeport in the United States and Puerto Rico. The Census Bureau will mail a package to each vessel containing all the materials required to conduct a complete enumeration of personnel assigned to the vessel. To conduct the shipboard enumeration, each vessel will designate a project officer. The project officer will coordinate the enumeration activities for the whole vessel and appoint division representatives for each division aboard ship (U.S. Navy, U.S. Marine Corps or U.S. Coast Guard) to distribute and collect completed Shipboard Census Reports (SCRs).

Division representatives distribute an SCR and envelope to each individual in their division. Each person is instructed to:

- Complete the SCR following the instructions on the form
- Place the form in the envelope provided so that their name shows in the window.
- Seal the envelope.
- Return the completed form to the Division Representative.

The Division Representative checks off the returned forms on their control list and follows up with anyone who did not respond. If permanently assigned personnel are not on the vessel (vacation, injury etc) on April 1st 2010 then the division representative is to fill out a Shipboard Census Report for the individual. Divisional representatives turn in completed materials to the project office.

The project officers track the division representatives progress to be sure they collect materials from all the divisions. Then the project officer will mail the completed materials to the Census Bureau for processing. Persons aboard the ship can report a residence ashore, and the Census Bureau will include these persons at their usual residence.

The Census Bureau will not include in the enumeration, vessels assigned to homeports located overseas. Personnel assigned to these vessels are included in the overseas military population count and are not part of household or special census enumeration procedures.

The Census Bureau will use the same military procedures used for the Continental United States to enumerate shipboard military personnel in Puerto Rico.

Overseas Personnel

In Census 2010, the Census Bureau will include military personnel and their dependents assigned overseas. Data on overseas personnel and their dependents will be collected via

administrative records through the help of the Department of Defense and Homeland Security.

Enumeration of Military Personnel in Island Areas (April 5, 2010 to May 28, 2010)

Procedures used at Stateside for land-based personnel differ slightly for military personnel stationed on Island Areas.

The Island Areas have two divisions: (1) military restricted islands and (2) non-restricted Island Areas. These areas include:

Military Restricted Islands

Midway Islands
Wake Island
Johnston Atoll
Navassa, Baker, Howland, and Jarvis Islands
Kingman Reef
Palmyra Atoll

Non-Restricted Island Areas

America Samoa
Guam
Commonwealth of the Northern Mariana Islands
Virgin Islands of the United States

The Census Bureau will use the Department of Defense “Worldwide Manpower Distribution by Geographic Area” report to acquire the data for the military restricted islands; we conduct no actual enumeration.

The Census Bureau contracts with the local governments of the non-restricted Island Areas to conduct the census using Census Bureau materials and assistance from a Census Bureau advisor. For group quarters, the LCO personnel will conduct modified Group Quarters Update and Group Quarters Enumeration operations. For housing units, enumerators will visit each housing unit to list the address, map spot the address on a census map, collect the completed questionnaire or conduct an interview for the household if the questionnaire is not completed. In the Island Areas, both the MCRs and the housing unit questionnaires are long forms. For shipboard enumeration, a census enumerator will deliver enumeration materials to the vessel POC identified by the installation POC and will return to pick up completed materials. The SCRs also are long forms.

Attachment A

Military Point of Contact (POC) Responsibilities

- The Military POC will be asked to do the following;
 - Take an oath to protect Title 13 data. Title 13 protects the disclosure of information that could uniquely identify an individual or organization. This process takes less than 10 minutes and will only need to be done once for each individual helping with the Census procedures..
 - Provide information on the best days or times to conduct Census business on the military installation within reason to allow the Census POCs to stay on schedule..
 - A Census POC will contact the Military POC 60 days and 30 days in advance of a 2010 Census operation. During the call, the Census POC will ask and try to schedule the best days and times that the Census workers could be escorted on the military installation. The Census POC will give an estimate of the number of escorts that are needed.
 - Provide the Census POC with a list of “Do’s and Don’ts” while on the military installation.
 - Provide the Census POC with information about the types of identification/documentations that are needed to gain access to the military installation.
 - Provide military and/or civilian escorts who have extensive knowledge of the installation and who are able to identify different types of living quarters when needed. The escorts will accompany Census staff while they work. The escorts must be sworn to protect Title 13 data just like the Military POC.
 - Keep the commanding officer informed of Census operations.
 - Provide access to maps of the military installation if needed.
 - Select personnel to assist them conduct Group Quarters Enumeration.

The following 2010 Census operations will require the most attention from the POC.

Address Canvassing (April 6, 2009 to July 17, 2009)

- The primary objective of Address Canvassing is to update the address list, maps, and to collect map spots for all living quarters on the military installation. The Military POC will be asked to do the following;
 - Provide the Census POC access to maps of the military installation. By having access to the maps the Census POC will have a better understanding of their workload and will help in organizing future escorts.
 - Provide the number of living quarters on the installation, which includes, family housing, barracks, correctional facilities, hospitals, campgrounds, marinas and lodging facilities.
 - Provide multiple escorts during the operation.

Group Quarters Validation (September 28, 2009 to October 23, 2009)

- The primary objective of the Group Quarters Validation (GQV) operation is to determine if an Other Living Quarter (OLQ) listed in Address Canvassing is a Group Quarters (GQ), Housing Unit (HU), transitory location, or nonresidential address. The Census POC set up a meeting to review the OLQs information. The Military POC needs to be able to verify the following information for the military installation;
 - The OLQ is located correctly on the Census maps.
 - The address information for the OLQ is correct.
 - Through the GQV interview:
 - Verify that the address is a Group Quarter, Housing Unit, transitory location, or nonresidential.
 - If the address is a GQ, then determine the type of GQ, for example barrack; hotel, campground, military treatment facility, etc.
 - At military treatment facilities, the Census worker will ask about personnel assigned to the facility and those who have no disposition or exit plan. Those are the only persons that will be later enumerated at the facility.
 - If the address is a GQ, then determine the maximum number of residents.
 - All the GQs have been listed for the military installation.
 - The Military POC needs to provide the space for the Census worker, if available, to work and review maps.
 - Escorts are not generally needed for this operation.

Group Quarters Advance Visit (February 1, 2010 to March 19, 2010)

The primary objective of GQAV operation is to verify and update the Census Bureau's information on group quarters (GQ) collected during the Group Quarters Validation (GQV) operation. An advance visit is a preparatory visit to the POC on the installation to confirm and explain the procedures for the upcoming Group Quarters Enumeration (GQE) operation. During the Advance Visit, a manual for military personnel that describes the military Group Quarters Enumeration is given to the Military POC. A Census worker will contact the Military POC at the installation to set up a meeting to discuss and verify the following:

- Expected population of assigned personnel to GQ on April 1, 2010.
- Number of personnel required to conduct enumeration.
- Date for the enumeration training.
- Date for delivery of enumeration materials to the POC.
- Location for delivery of enumeration materials.

Deleted: <#>In some cases, the Military POC may not be able to provide the data needed by just using the maps in the office and the Census POC will have to go out on the installation to physically locate each military GQ. ¶

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Group Quarters Enumeration (April 1, 2010 to May 21, 2010)

- The primary objective of the Group Quarters Enumeration (GQE) operation is to collect information for all individuals living in group quarters (GQ). The Census POC will train all persons designated by the Military POC to conduct the enumeration and will be privy to personal information collected from individuals. At this point, there may be two levels of Military POCS – the Installation POC

and GQ POCs. The Census POC will provide the Installation and GQ POCs with all the materials they need to complete the GQE operation. The Installation POC will be asked to do the following;

- Select personnel to assist with the GQE operation. The Installation POC may need to assign a POC for each military GQ on the installation.
- Supervise the enumeration operations to ensure that it is completed on schedule.
- Provide any assistance and handles any questions from the GQ POCs to the Census worker.
- Collects the completed materials and gives them to the Census worker on the designated date.

The GQ POCs:

- List all assigned personnel for a GQ on the D-116 Listing Sheet or use a computer generated personnel list for the GQ.
- Deliver MCRs and envelope, to all assigned personnel at the GQ.
- Retrieve all MCRs.
- Verify that all MCRs are complete.
- Complete MCRs for assigned personnel who were absent or unable to complete their own work.

Nonresponse Followup (May 1, 2010 to July 10, 2010)

- The primary objective of the Nonresponse Followup operation is to collect data for family housing units that did not complete or return their 2010 Census questionnaire. The Military POC will be asked to do the following;
 - Meet with the Census POC to provide a status of occupied, vacant or did not exist for the list of addresses that did not fill out or return and 2010 Census questionnaire.
 - Provide escorts to housing units that are occupied and did not fill out or return a 2010 Census questionnaire.

Attachment B

Detailed schedule of 2010 Census activities

Actual Census Operations and military responsibilities are in bold. Other items are activities handled by the Local Census Office.

Dates not in bold are approximates, a census worker will contact you on or near these dates.

Activity	Start Date	Finish Date
Local Census Office contacts Military POC for 60-day advance notice of the start of Address Canvassing.	Week of February 9, 2009	
Regional Census Center contacts Military POC for 60-day advance notice of the start of CCM Person Interview.	Week of February 17, 2009	
Local Census Office contacts Military POC for 30-day advance notice of the start of Address Canvassing.	Week of March 9, 2009	
Regional Census Center contacts Military POC for 30-day advance notice of the start of CCM Person Interview.	Week of March 16, 2009	
CCM Person Interview (Test)	April 17, 2009	May 22, 2009
Address Canvassing Operation	April 6, 2009	July 17, 2009
Regional Census Center contacts Military POC for 60-day advance notice of the start of CCM Independent Listing.	Week of June 27, 2009	
Regional Census Center contacts Military POC for 30-day advance notice of the start of CCM Independent Listing.	Week of July 25, 2009	
Local Census Office contacts Military POC for 60-day advance notice of the start of Group Quarters Validation.	Week of July 27, 2009	
Local Census Office contacts Military POC for 30-day advance notice of the start of Group Quarters Validation.	Week of August 24, 2009	
CCM Independent Listing	August 28, 2009	December 12, 2009
Group Quarters Validation Operation	September 28, 2009	October 23, 2009
Local Census Office contacts Military POC for 60-day advance notice of the start of Update Enumerate/GQ operations in Remote Alaska.	Week of November 23, 2009	
Local Census Office contacts Military POC for 60-day advance notice of the start of Group	Week of December 1, 2009	

Quarters Advance Visit.		
Local Census Office contacts Military POC for 30-day advance notice of the start of Update Enumerate/GQ operations in Remote Alaska.	Week of December 21, 2009	
Local Census Office contacts Military POC for 30-day advance notice of the start of Group Quarters Advance Visit.	Week of January 4, 2010	
Local Census Office contacts Military POC for 60-day advance notice of the start of Update/Leave.	Week of January 4, 2010	
Regional Census Center contacts Military POC for 60-day advance notice of the start of CCM Initial Housing Unit Followup.	Week of January 4, 2010	
Update Enumerate/Military GQ Enumeration in Remote Alaska Operation	January 25, 2010	April 30, 2010
Local Census Office contacts Military POC for 60-day advance notice of the start of Update Enumerate and Enumeration of Transitory Locations.	Week of January 25, 2010	
Group Quarters Advance Visit Operation	February 1, 2010	March 19, 2010
Local Census Office contacts Military POC for 30-day advance notice of the start of Update/Leave.	Week of February 1, 2010	
Local Census Office contacts Military POC for 30-day advance notice of the start of CCM Initial Housing Unit Followup.	Week of February 1, 2010	
Local Census Office contacts Military POC for 60-day advance notice of the start of Group Quarters Enumeration.	Week of February 1, 2010	
Military Liaisons provide updates to vessels list.	Week of February 8, 2010	
Local Census Office contacts Military POC for 30-day advance notice of the start of Update Enumerate and Enumeration of Transitory Locations.	Week of February 22, 2010	
Update/Leave Operation	March 1, 2010	April 2, 2010
CCM Initial Housing Unit Followup	March 4, 2010	April 30, 2010
Enumeration of Transitory Locations Operation	March 19, 2010	April 16, 2010
Update Enumerate Operation	March 22, 2010	May 29, 2010
Local Census Office contacts Military POC for 30-day advance notice of the start of Group Quarters Enumeration.	Week of March 1, 2010	
Group Quarters Enumeration Operation	April 1, 2010	May 21, 2010
Military Liaisons provide updates to vessels	Week of April 5,	

list.	2010	
Shipboard Enumeration Operation	April 1, 2010	May 15, 2010
Military Enumeration on Island Areas Operation	April 5, 2010	May 28, 2010
Local Census Office contacts Military POC for 60-day advance notice of the start of Nonresponse Followup and Nonresponse Reinterview.	Week of March 1, 2010	
Local Census Office contacts Military POC for 30-day advance notice of the start of Nonresponse Followup and Nonresponse Reinterview. See discussion under NRFU how we plan to handle contacts with POC.	Week of April 5, 2010	
Nonresponse Followup Operation	May 1, 2010	July 10, 2010
Nonresponse Reinterview Operation	May 7, 2010	July 17, 2010
Local Census Office contacts Military POC for 60-day advance notice of the start of Nonresponse Vacant and Delete Check, and Field Verification. See discussion under NRFU how we plan to handle contacts with POC.	Week of May 21, 2010	
Local Census Office contacts Military POC for 30-day advance notice of the start of Nonresponse Vacant and Delete Check, and Field Verification. See discussion under NRFU how we plan to handle contacts with POC.	Week of June 21, 2010	
Regional Census Center contacts Military POC for 60-day advance notice of the start of CCM Person Interview.	Week of June 21, 2010	
Regional Census Center contacts Military POC for 30-day advance notice of the start of CCM Person Interview.	Week of July 23, 2010	
Nonresponse Vacant and Delete Check Operation	July 24, 2010	August 25, 2010
Field Verification Operation	August 6, 2010	September 8, 2010
CCM Person Interview	August 20, 2010	October 9, 2010
Regional Census Center contacts Military POC for 60-day advance notice of the start of CCM Person Followup.	Week of November 29, 2010	
Regional Census Center contacts Military POC for 30-day advance notice of the start of CCM Person Followup.	Week of December 28, 2010	
CCM Person Followup	January 28, 2010	March 26, 2010
Regional Census Center contacts Military POC	Week of March 8,	

for 60-day advance notice of the start of CCM Final Housing Unit Followup.	2011	
Regional Census Center contacts Military POC for 30-day advance notice of the start of CCM Final Housing Unit Followup.	Week of April 5, 2011	
CCM Final Housing Unit Followup	May 5, 2011	June 18, 2011

Attachment C

Definitions

Address	The house number and street or road name or other designation assigned to a HU, group quarter, business establishment, or other structure for purposes of mail delivery and/or to enable emergency services, delivery people, and visitors to find the structure. See basic street address (BSA), city-style address, E-911 address, fire number, house-number-and-street name address, location description, mailing address, and noncity-style address.
Enumeration	The process of interviewing people and recording the information on census forms.
Group Quarter (GQ)	The definition of a group quarter is a place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents.
Hand-Held Computer (HHC)	Hand-held computer (HHC) contains maps, address lists, Global Position System functionality to assist the Census worker as they collect map spots and make updates to the maps during the Address Canvassing operation.
Housing Unit (HU)	The definition of a housing unit is a structure intended as a separate living quarter with direct access from outside the building or through a common hall.
Installation	Installation is a secured, enclosed facility that has housing for military personnel within the enclosed area.
Military Census Record (MCR)	Questionnaire used to collect information on individuals living at a military GQ.
Other Living Quarters (OLQs)	Living quarters that Address Canvassing identified as possible group quarters. Examples are: <ul style="list-style-type: none"> ▪ Military Barracks ▪ Military Disciplinary Barracks
Shipboard Census Record (SCR)	Questionnaire used to collect information on individuals living on vessels.
Transitory Location	Locations where people who have no other usual residence. Examples are: <ul style="list-style-type: none"> ▪ Marinas ▪ RV parks ▪ Temporary Lodging Facilities/Hotels ▪ Guest/Visitor quarters ▪ Campgrounds