

Version 1.0

Waiver Procedure

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Census Bureau Standard

Authored for:

Census Bureau Methodology & Standards Council

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Document Management & Control ¹

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1.0	05 Jul 06	M&S Council	Initial Release
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¹ The most current version of this document is maintained on the Census Bureau Intranet and may be accessed from the Quality Management Repository.

Census Bureau Standard: Waiver Procedure

Introduction

The Census Bureau Quality Standards are survey or statistical methodology procedures for all U.S. Census Bureau program areas. The Methodology and Standards (M&S) Council sets these standards, with concurrence of the Associate Directors of the affected areas. The program areas are responsible for implementing and complying with the Quality Standards.

In some circumstances a program may be unable to comply with one of the Quality Standards.

This waiver procedure provides a standard mechanism to excuse a program from compliance with a Quality Standard, when the circumstances warrant it. This procedure also promotes proper management and control in implementing the Quality Standards. Finally, this procedure ensures that appropriate documentation of exceptions to the standards is generated and maintained to be used to inform future revisions of the Quality Standards.

Scope

This procedure applies to all instances of noncompliance with a Quality Standard – either anticipated noncompliance or noncompliance identified after-the-fact.

Waiver Procedure

Waivers should be applied for and may be granted on the basis that:

- compliance with a standard would adversely affect the accomplishment of a mission critical Census Bureau program,
 - compliance with a standard would cause a major adverse financial impact on a Census Bureau mission critical program or a Federal computer system that is not offset by bureau-wide or government-wide savings,
 - compliance with a specific standard would introduce significant and continuing costs, that such costs of inefficiencies outweigh long-term benefits,
 - another agency's demands for information require a variance from the standard.
1. The affected program manager, in collaboration with the program area's Research and Methodology Assistant Division Chief (ADC), will prepare a request for a waiver using the Waiver Request Document in Supporting Document A. The waiver must include a justification for waiving the specific requirements of the standard and a description of the corrective action needed to comply with the standard.

2. The program manager will submit the waiver request to their Division Chief for concurrence.
3. The Division Chief will review the waiver request and, if concurring, forward it to the M&S Council.
4. The M&S Council will review the waiver request and, as appropriate, send out for further review by stakeholders.
5. The M&S Council will recommend approval or denial of the waiver and justify the recommendation.
6. The M&S Council will forward the waiver request to the Associate Director for the program area.
7. The Associate Director will approve or deny the waiver and ensure that the Division Chief and the M&S Council receive a copy of the resolved (approved or denied) waiver request.
8. The M&S Council will maintain a database of the resolved waiver requests, to inform future revisions of the standard.

Responsibilities

Program Areas

The program manager in collaboration with the program area's Research and Methodology ADC, will:

- Complete a Waiver Request Document and submit to their Division Chief.
- Develop and implement a corrective action plan.

The Division Chief will:

- Review waiver request submitted by program managers.
- Forward the waiver request, if concurring, to the M&S Council.
- Follow up on the implementation of the corrective action and keep the Associate Director and the M&S Council informed of its status.

The Associate Director will:

- Review the waiver request and decide whether to grant or deny the waiver.
- Keep informed of progress in attaining compliance with the Quality Standard, if a noncompliance instance has occurred.

M&S Council

The M&S Council will:

- Review the waiver request and, as appropriate, send it for further review by stakeholders.
- Recommend approval or denial, and document the reasons for the recommendation.
- Forward the waiver request to the Associate Director for the program area.
- Maintain a database of waiver requests and actions. Review the database to inform future revisions of the Census Bureau's quality standards.

Implementation

Implementation will begin immediately.

Inquiries

Inquiries relating to interpretation of this procedure should be addressed to the Census Bureau Methodology and Standards Council.

Supporting Document

Supporting Document A. S19-1_v1.0 Waiver Form.wpd

Recommended by the Census Bureau Methodology and Standards Council:

<i>Alan R. Tupek</i> _____ Alan R. Tupek Chair, Methodology and Standards Council	<i>06/28/06</i> _____ Date
<i>David C. Whitford</i> _____ David C. Whitford Acting Chief, Decennial Statistical Studies Division	<i>07/03/06</i> _____ Date
<i>Rita Petroni</i> _____ Rita Petroni Chief, Office of Statistical Methods and Research for Economic Programs	<i>06/28/06</i> _____ Date
<i>Ruth Ann Killion</i> _____ Ruth Ann Killion Senior Methodologist for Mathematical Statisticians and Methodology Staffing and Development	<i>07/05/06</i> _____ Date
<i>Tommy Wright</i> _____ Tommy Wright Chief, Statistical Research Division	<i>06/28/06</i> _____ Date

Concurrence:

<u><i>Christa D. Jones</i></u> Christa D. Jones Chief, Office of Analysis and Executive Support	<u>10/03/06</u> Date
<u><i>Ruth Cymber</i></u> Ruth Cymber Associate Director for Communications	<u>09/21/06</u> Date
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<u><i>Nancy M. Gordon</i></u> Nancy M. Gordon Associate Director for Strategic Planning and Innovation	<u>10/10/06</u> Date
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<u><i>Preston Jay Waite</i></u> Preston Jay Waite Associate Director for Decennial Census	<u>09/29/06</u> Date
<u><i>Howard Hogan</i></u> Howard Hogan Associate Director for Demographic Programs	<u>09/21/06</u> Date