



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

2020 CENSUS PROGRAM MEMORANDUM SERIES: 2018.14

Date: June 25, 2018

MEMORANDUM FOR: The Record

From: Albert E. Fontenot Jr. **(signed June 25, 2018)**
Associate Director, Decennial Census Programs

Subject: 2020 Census Update Leave Detailed Operational Plan

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This memorandum documents the release of the 2020 Census Detailed Operational Plan for the Update Leave operation. This document outlines the design of the Update Leave operation for the 2020 Census.

The Update Leave operation is designed to occur in areas where the majority of housing units either do not have mail delivered to the physical location of the housing unit or the mail delivery information for the housing unit cannot be verified. The purpose of this operation is to update the address and map feature data for the area assigned and to leave a questionnaire package at every identified housing unit.

The 2020 Census Memorandum Series

The 2020 Census Memorandum Series documents significant decisions, actions, and accomplishments of the 2020 Census Program for the purpose of informing stakeholders, coordinating interdivisional efforts, and documenting important historical changes.

A memorandum generally will be added to this series for any decision or documentation that meets the following criteria:

1. A major program-level decision that will affect the overall design or have significant effect on 2020 Census operations or systems.
2. A major policy decision or change that will affect the overall design or significantly impact 2020 Census operations or systems.
3. A report that documents the research and testing for 2020 Census operations or systems.

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