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2020 CENSUS PROGRAM MEMORANDUM SERIES: 2020.01

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MEMORANDUM FOR: The Record

From: Albert E. Fontenot, Jr. **(Signed February 24, 2020)**
Associate Director, Decennial Census Programs

Subject: 2020 Census Detailed Operational Plan for Forms, Printing and Distribution

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This memorandum documents the issuance of the 2020 Census Detailed Operational Plan (DOP) for the Forms, Printing and Distribution (FPD) operation. The FPD operation is responsible for printing and distributing Internet invitations letters, reminder cards or letters or both, questionnaire mailing packages and materials for other special operations, as required.

The DOP for FPD presents the planned activities for FPD and includes details of the operational processes involved, their inputs, outputs, controls, and the basic mechanisms necessary to conduct the work.

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.

Visit www.census.gov/2020census to access the Memorandum Series, the 2020 Census Operational Plan, and other information about preparations for the 2020 Census.