

2020 Census Detailed Operational Plan for: 20. Federally Affiliated Count Overseas Operation (FACO)

A New Design for the 21st Century

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Approvals

This FACO Detailed Operational Plan has been reviewed and approved for use.

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1.0 Document Purpose

The 2020 Census Detailed Operational Plan for the Federally Affiliated Count Overseas operation (FACO) is intended for use by U.S. Census Bureau managers, staff, contractors, and other internal and external stakeholders working on the 2020 Census. The document presents the detailed operational design for the 2020 Census FACO operation and includes a summary of the operational processes involved, their inputs, outputs, controls, and the basic mechanisms employed to conduct the operational work.

Anticipated uses of this document include the following:

- Communication—Documents operational design details for internal and external stakeholders.
- Planning—Documents planning assumptions and key milestones.
- Staffing—Documents staffing needs and strategies.
- Design—Describes operations and flows, which inform design of IT systems, manual processes, and training.
- Development—Identifies business rules and required capabilities to be developed.
- Testing—Provides a basis for developing integrated test plans for IT systems and processes.

This document complements the 2020 Census Operational Plan, which presents the 2020 Census operational design and covers all operations required to execute the 2020 Census, starting with precensus address and geographic feature updates and ending once census data products are disseminated and coverage and quality are measured.

Operational Overview

1.1 Operation Purpose

The FACO operation obtains counts by home state of U.S. military and federal civilian employees stationed or assigned overseas and their dependents living with them overseas. "Overseas" is defined as anywhere outside of the 50 United States and the District of Columbia. Therefore, "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. Counts are obtained from administrative records and are used to allocate the federally affiliated population living overseas to a home state for the purpose of apportioning seats in the U.S. House of Representatives.

For the 2010 Census, the name of this operation was the Federally Affiliated Americans Overseas Count operation. For the 2020 Census, the name of this operation is changed to the Federally Affiliated Count Overseas operation (FACO). The change to the name of the operation is made to reflect that the counts collected are not exclusively for Americans overseas because people in the military are not required by the Department of Defense (DoD) to be American citizens. Census counts for this operation include everyone who meets the residence criteria.

1.2 Background

The federally affiliated population residing overseas has been officially included in the apportionment population in the 2010, 2000, 1990 and 1970 censuses based on the intentions of Congress. The 1970 Census was the first time in which components of the overseas population, U.S. military staff, and federal civilian employees and their dependents living with them overseas were included in the Congressional apportionment population. This change can be attributed to the scale of U.S. activities in Southeast Asia and the Congressional support reflected in the recommendation of the House Subcommittee on Census and Statistics to include these people in the apportionment population. Both administrative records and direct enumeration were used to obtain counts of the federally affiliated population living overseas in 1970.

During the 1980 Census, administrative records from the Departments of Defense and State and the Office of Personnel Management (OPM) were used. The Census Bureau did not include the federally affiliated population living overseas in the apportionment population in the 1980 Census because the count was much smaller than in the 1970 Census (Mills, 1993).

In the 1990 and 2000 censuses, the Census Bureau again included components of Americans living overseas in the apportionment count. The overseas components included members of the armed forces, federal civilian employees, and their dependents living with them. Counts were obtained from federal departments and agencies and were principally based on administrative records (Mills, 1993 and U.S. Census Bureau, 2001).

2010 Census

The goal of the 2010 Census Federally Affiliated American Overseas Count operation was to include in the apportionment count federally affiliated Americans and their dependents living overseas using administrative records from federal agencies. This operation was conducted using definitions and procedures similar to those used in the 1990 Census and Census 2000. Forty federal departments and agencies provided certified counts by home state for their federally affiliated employees living overseas.

For the federal civilians, a letter from the Secretary of Commerce and the Director of the Census Bureau was sent to the federal departments and agencies in October 2009 requesting the name of a contact person with whom the Census Bureau could work to coordinate the count effort. A second letter was sent to the designated contact person at the federal department and agencies, in February 2010, requesting the actual counts. This letter included: Form D-55, Counts of Federally Affiliated Overseas Personnel and Dependents by Home State of Residence; and Form D-55A, Guidelines for Completing Form D-55. Completed forms were due back to the Decennial Management Division by July 9, 2010.

For the 2010 Census, the Federally Affiliated Overseas Count operation had a Decennial Management Division mailbox for the first time to which agencies could send emails. An electronic fillable form was also created. Both proved to be very successful. Across all agencies, “home state reported” for federally affiliated overseas employees and their dependents decreased slightly this decade, from 90 percent in Census 2000 to 87 percent in the 2010 Census.

Responses were received from all 40 agencies identified by the OPM as having overseas employees. Of these 40 agencies, 30 reported employees living overseas by home state and 28 were able to provide counts by home state for dependents. Ten agencies reported they had no overseas employees. Three agencies together represented 99 percent of the total federally affiliated overseas population: The Department of Defense, the Department of State, and the Peace Corps. The U.S. armed forces and their dependents represent 96 percent of the total federally affiliated overseas population. All of the agencies the Census Bureau contacted complied with our request for data and submitted their data by July 9, 2010, or shortly

thereafter. In a few cases, the Census Bureau contacted agencies with a request to supply data that are more complete. The Census Bureau learned that many of their employees resided overseas.

Staff from the Defense Manpower Data Center (DMDC) provided the Census Bureau a tabulated file by home state of the military personnel and their dependents living with them overseas.

Decennial Management Division compiled the federally affiliated overseas counts by home state from the certified forms received from the federal departments and agencies and the counts in the tabulate file from the DoD and delivered the counts by state to the Population Division (POP) on August 17, 2010. The federally affiliated overseas counts were added to the U.S. resident population, by state, to create the apportionment population counts as required by law for each Census. The POP Division created apportionment counts and delivered the final apportionment tables to the Director of the Census Bureau in December 2010. The apportionment population was used to apportion seats in the U.S. House of Representatives. The overseas counts were not included in the tabulations provided to the states for redistricting or in any other decennial census tabulations.

Staff at the Census Bureau implemented the Federally Affiliated Americans Overseas Count operation as planned, on time, and within scope.

During the 2010 Census, military and civilian employees of the U.S. Government who were deployed, stationed, or assigned outside the United States, and their dependents living with them outside the United States, were counted (using administrative data) in their home state for apportionment purposes. They were not included in the resident population for redistricting.

2020 Census

For the 2020 Census, military and civilian employees of the U.S. Government who are deployed outside the United States, while stationed or assigned in the United States, will be counted at their usual residence in the United States (making them part of the resident population used for redistricting) and included in all 2020 Census data products, rather than only the apportionment counts. Data on employees deployed overseas will be obtained from the DoD. During the processing of the data by the Census Bureau, records for those deployed overseas that could not be matched to a stateside address will be allocated to a state and included with the FACO tabulations used for apportionment purposes.

The 2020 Census also uses a mailbox that allows agencies to send emails and does not use an electronic fillable form but instead uses an internet-based enumeration method.

Unlike in 2010, in 2020, the Decennial Census Management Division uses the Applications and Development Services Division (ADSD) automated system to process the federally affiliated overseas counts and the UTS to compile the final federally affiliated overseas count.

The Decennial Census Management Division still compiles the federally affiliated overseas counts by home state and sends them to the Population Division. Unlike in 2010, in 2020, the Decennial Census Management Division uses the ADSD automated system to process the federally affiliated overseas counts and the UTS to compile the final federally affiliated overseas count.

1.3 Design Overview

The sections below present the high-level design for the FACO operation for the 2020 Census. Please refer to the 2020 Census Operational Plan for a complete inventory of design decisions for all 2020 Census operations.

1.3.1 High-Level Operational Design

The design of the FACO operation for the 2020 Census includes four major operational activity areas:

1. FACO Planning and Preparation

The FACO Integrated Project Team (IPT) and stakeholders participate in all aspects of planning and preparing to conduct the 2020 Census FACO operation. This team is developing and providing all materials for the count operation to include: The data collection form, Form (D-Q-FA), Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence and Form (D-IS-FA), Instructions for Completing Form (D-Q-FA). In addition to these forms, the team is developing a letter to send to each department/agency head to request a designated contact person to participate in the operation, a letter to the department/agency contact person to provide the count and follow-up letters to send to all nonresponding department/agency heads and contact people.

Staff in the Military and Overseas Branch (MOB) of the Decennial Census Management Division contacts all federal departments and agencies to determine which ones have overseas employees. In addition, the staff from MOB ensures the Memorandum of Agreement (MOA) between the DMDC, the Commander, Navy Installations Command (CNIC), and the Census Bureau includes the request and authorization for the tabulated file by home state of the total

counts of the Department of Defense military and civilian personnel who are stationed or assigned overseas and their dependents living with them overseas.

To minimize the burden on the public during federally sponsored data collections, the Paperwork Reduction Act (PRA) of 1995 requires that U.S. federal government agencies obtain approval from the Office of Management and Budget (OMB) before requesting or collecting most types of information from the public. OMB approval is obtained to authorize the data collection for this operation.

2. *FACO Response Collection*

Unlike the manual data collection process used for the 2010 Census, the data collection process being used for the 2020 Census FACO operation is automated, allowing department and agency contact people to electronically submit their counts to the Census Bureau. The automated data collection system provides a secure internet data exchange for respondents to provide data to the Census Bureau. This data collection system is designed to provide the user with online instructions and assistance to aid them to complete their form if they encounter issues with content-specific topics or file transfer capabilities. The designated contact people at the federal departments and agencies who are responsible for providing counts use the U.S. Census Bureau's automated data collection system to key in and review their responses.

In October 2019, the Census Bureau sends a letter (D-L1-FA) to the federal department/agency heads from the Secretary of Commerce and the Director of the Census Bureau requesting the name of a contact person that they designate to work with the Census Bureau to coordinate the count effort. All federal department/agency heads that have not responded by the due date, December 13, 2019, are sent a follow-up letter (D-L4-FA) to remind them to reply to our request.

Once information for the federal department/agency contact person is received, the Census Bureau sends a letter (D-L3-FA) to the designated contact person in February 2020 to request the overseas counts. This letter provides the contact person the login credentials required to access the data collection form (D-Q-FA) on the website that allows them to enter their counts. All submissions must be completed by May 29, 2020. All contact people who have not responded by the due date are sent a follow-up letter (D-L5-FA) to remind them to reply to the request.

In order to submit the counts, the contact person enters their username into the logon screen on the Census Bureau's web portal and is instructed to create a unique Personal Identification Number (PIN). Once their PIN is established, they are able to enter the counts for their department/agency.

The counts submitted by the contact person from the departments and agencies go through a verification process managed by the MOB and POP. The submitted counts are automatically sent to the MOB and the POP on a daily basis to be reviewed. The MOB and POP identify any anomalies with the data, and the staff from MOB addresses them with the responding contact person. The staff from MOB asks the contact person to verify their counts and resubmit their counts if there are any discrepancies. Once the counts from all department/agencies have been received and verified, the counts are summarized by state.

In addition to the automated responses received from the department/agencies, two files are made available from the Military Enumeration operation: (1) tabulated count of military and civilians stationed/assigned overseas and their dependents living with them at the overseas post/duty station, (2) tabulated count of unmatched deployed personnel (deployed people who do not have a stateside address that can be matched to an existing address in the Master Address File [MAF]). The staff from MOB keys the information from these files into the automated data collection system.

The preliminary summarized overseas counts are delivered to the Data Products and Dissemination (DPD) Apportionment team in August 2020. The MOB and the DPD Apportionment team reconciles counts when there appears to be some anomalies with the data as reported. The DPD receives the final counts from this operation for the apportionment on November 6, 2020.

3. FACO Final Outputs

Once the contact people at the federal departments and agencies upload the overseas counts to the automated system, the count information for each submission is sent to the Census Data Lake (CDL). The Unified Tracking System (UTS) accesses the count data from the CDL and creates various progress reports made available to the staff from MOB and the DPD Apportionment team. These reports track the progress of the operation, verify the count data received, and allow the DPD to obtain the final count from the FACO operation for the apportionment.

4. FACO Closeout

The closeout phase concludes the FACO operation. IPT and stakeholders participate in documenting lessons learned and creating an operational assessment to be used to inform future FACO operations. Closeout also includes storing paradata and archiving data collection materials. Paradata and progress data are collected and maintained. These data are stored in compliance with the requirements for the program documentation Archiving operation (ARC).

The materials for archiving include images of data collection forms and letters sent to the department/agency heads and contact people.

The full hierarchy of activities for the FACO operation is provided in Appendix C in the form of an Activity Tree. In the Activity Tree, each major operational activity area listed above is numbered and then decomposed into a numbered set of subactivities, some of which are further decomposed into more detailed numbered subactivities or steps.

For a full description of the operational subactivities that comprise the FACO operation, see the Detailed Process Description discussions in Section 3.

1.3.2 FACO Operational Context

The FACO operational activities described above are conducted within the context of other 2020 Census operations and other programs or data sources that are external to the 2020 Census Program. One way to depict an operational context is by using a “Context Diagram,” which shows the boundary of the operational process, the operational activities it contains, and the information exchanged with its neighbor operations (or other entities) as well as the resources (mechanisms) needed to conduct the operational work.

[Figure 1](#) below is a top-level context diagram for the FACO operation represented as an Integrated Definition, Level 0 (IDEF0) model. An IDEF0 model of a process (or operation) shows the Inputs, Controls, Outputs, and Mechanisms of the process. These IDEF0 model elements are summarized below and described further in the sections that follow.

The yellow box in the center of the IDEF0 model lists the major operational activity areas for the operation, numbered as given in the FACO operation Activity Tree in Appendix C. Specific Information Exchanges (IE) are shown in different colored boxes to represent the Inputs (green boxes on left side), Outputs (orange boxes on right side), Controls (purple boxes on top) and Mechanisms (blue boxes on the bottom). Boxes to the left of the Inputs indicate the *Provider* of the inputs to the operation (typically another 2020 Census operation or an external source). The Provider of the Controls is noted in the box itself. Boxes to the right of the Outputs indicate the *Receiver* of the outputs (typically another 2020 Census operation or external entity). Each Information Exchange has a name and a unique number for identification purposes.

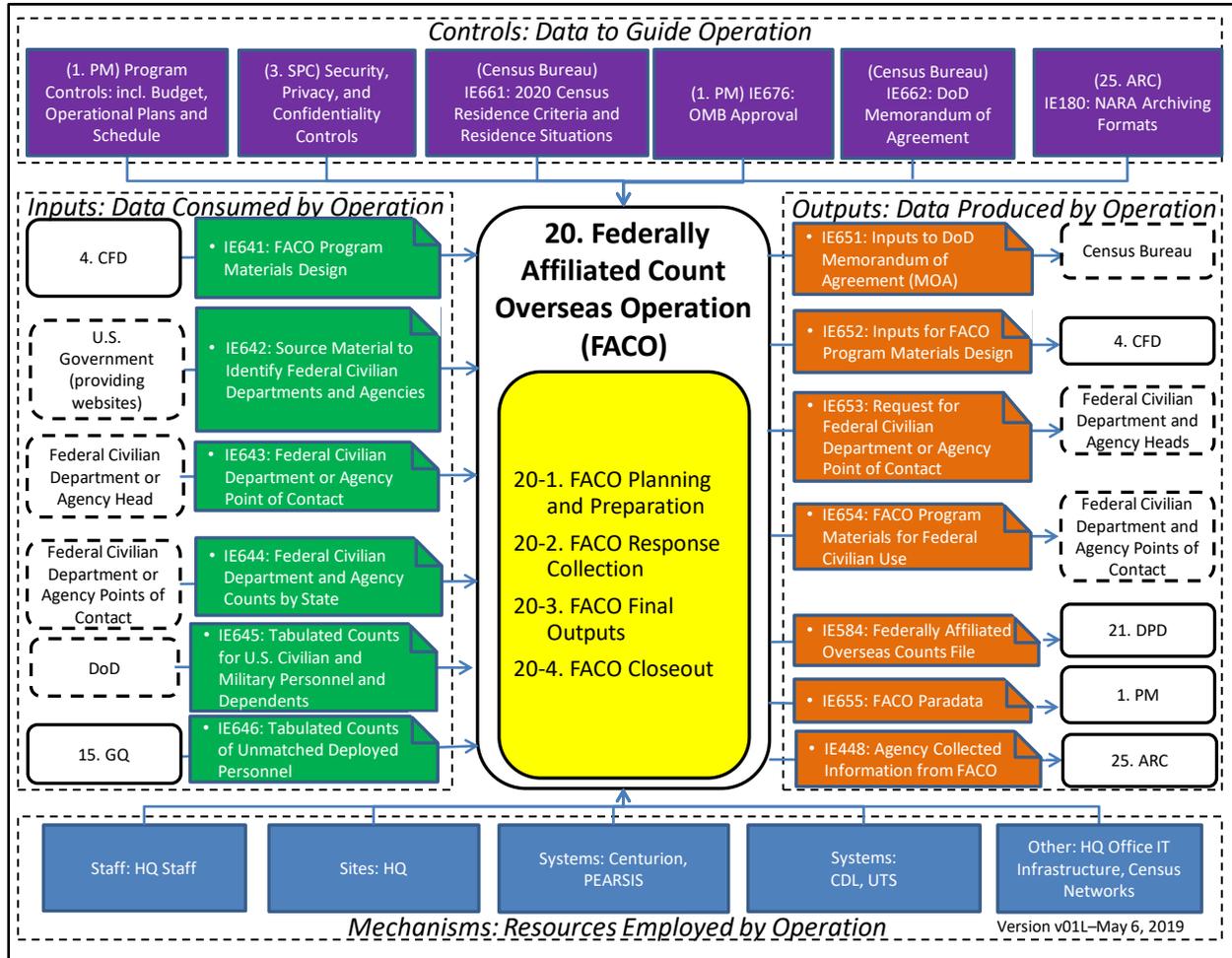


Figure 1: Federally Affiliated Count Overseas Operation (FACO) Context Diagram

For detailed descriptions of the Inputs, Controls, Outputs, and Mechanisms used by the FACO operation, see the sections that follow.

1.3.2.1 FACO Operational Inputs

Inputs are the data that are consumed by the operation. The inputs define the amount of operational work that needs to be performed.

Table 1 lists the inputs to the FACO operation.

Table 1: FACO Operational Inputs

Provider	Information Exchange	Description
4. Content and Forms Design operation (CFD)	IE641: FACO Program Materials Design	FACO program materials design for data collection paper and internet forms, instruction, and letters.
U.S. Government (providing websites)	IE642: Source Material to Identify Federal Civilian Departments and Agencies	Websites with information on what federal civilian departments and agencies currently exist within the U.S. Government, along with contact information or structural information to identify contact information for heads of departments and agencies.
Federal Civilian Department or Agency Head	IE643: Federal Civilian Department or Agency Point of Contact	Name, address, email, and phone number for the point of contact who provides overseas counts for a federal civilian department or agency.
Federal Civilian Department or Agency Points of Contact	IE644: Federal Civilian Department and Agency Counts by State	Contact person at each federal civilian department or agency, designated to provide the counts by home state of overseas employees and their dependents living with them overseas.
Department of Defense (DoD)	IE645: Tabulated Counts for U.S. Civilian and Military Personnel and Dependents	Tabulated counts by home state for civilian and military personnel stationed/assigned overseas and their dependents living with them overseas as agreed upon in the Memorandum of Agreement (MOA) between the Defense Manpower Data Center (DMDC), Commander, Navy Installations Command (CNIC), and the Census Bureau.
15. Group Quarters operation (GQ)	IE646: Tabulated Counts for Unmatched Deployed Personnel	Tabulated counts of military personnel deployed overseas who are unmatched to a stateside address. This information comes from the GQ military enumeration operation.

1.3.2.2 FACO Operational Controls

Controls are the data that guide the behavior of the operation. They are not consumed by the operation, but rather they provide guidance, models, limits, criteria, cutoff dates, or other information that controls the way in which the operational work is performed.

Table 2 lists the controls for the FACO operation.

Table 2: FACO Operational Controls

Provider	Information Exchange	Description
1. Program Management operation (PM)	Program Controls	Program Control information including: <ul style="list-style-type: none"> • Budgets. • Operational Plans and Schedule.
3. Security, Privacy, and Confidentiality operation (SPC)	Security, Privacy, and Confidentiality Controls	Laws, policies, regulations, and guidelines related to physical security, IT security, data security and privacy and confidentiality impacts, analyses, and processes. These include but are not limited to Title 13, Title 26, and other laws and policies related to protection of personally identifiable information.

Provider	Information Exchange	Description
Census Bureau	IE661: 2020 Census Residence Criteria and Residence Situations	<p>This information provides guidance for counting people and associating them with a (U.S.) location.</p> <p>People stationed or assigned outside the United States on Census Day who are military or civilian employees of the U.S. government, as well as their dependents living with them outside the United States, are counted as part of the U.S. federally affiliated overseas population, using administrative data provided by federal agencies.</p> <p>For the 2020 Census, the Census Bureau has updated the residence situation to include federal employees and their dependents who are not U.S. citizens in the overseas count. During the 2020 Census, FACO counts include any non-U.S. citizens who are military or civilian employees of the U.S. government who are stationed or assigned overseas on Census Day in the same way as U.S. citizens who are included in the counts.</p>
1. PM operation	IE676: Office of Management and Budget (OMB) Approval	To minimize burden on the public during federally sponsored data collections, the Paperwork Reduction Act (PRA) of 1995 requires that U.S. federal government agencies obtain OMB approval before requesting or collecting most types of information from the public.
Census Bureau	IE662: DoD Memorandum of Agreement	The Memorandum of Agreement (MOA) between the Census Bureau and Department of Defense (DoD) that authorizes the data transfer to the Census Bureau, including FACO inputs from DoD for the 2020 Census for overseas personnel.

Provider	Information Exchange	Description
25. Archiving operation (ARC)	IE180: National Archives and Records Administration (NARA) Archiving Formats	Acceptable archiving formats to assist in determining how to prepare response records for archiving based on NARA and Census Bureau requirements.

1.3.2.3 FACO Operational Outputs

Outputs are the data produced by the operation. The outputs constitute the results of operational work that has been performed. Outputs produced may be used as inputs or controls to other operations.

Table 3 lists the outputs from the FACO operation.

Table 3: FACO Operational Outputs

Consumer	Information Exchange	Description
Census Bureau	IE651: Inputs to DoD Memorandum of Agreement (MOA)	Inputs to Department of Defense (DoD) Memorandum of Agreement (MOA) with Census Bureau that cover data needed to complete overseas counts.
4. Content and Forms Design operation (CFD)	IE652: Inputs for FACO Program Materials Design	Input information for FACO program materials design for paper and internet forms, letters, and instructions.
Federal Civilian Department and Agency Heads	IE653: Request for Federal Civilian Department or Agency Point of Contact	A letter requesting participation in the FACO program and a request for the name, mailing address, email, and phone number of the point of contact who are tasked to provide overseas data.
Federal Civilian Department and Agency Points of Contact	IE654: FACO Program Materials for Federal Civilian Use	FACO program materials for federal civilian use, including letters with instructions for creating and providing overseas counts.

Consumer	Information Exchange	Description
21. Data Products and Dissemination operation (DPD)	IE584: Federally Affiliated Overseas Counts File	The FACO file for DPD includes total counts by state combined across DoD and all federal civilian departments and agencies.
1. Program Management operation (PM)	IE655: FACO Paradata	Status and progress data related to the count process. This includes procedural data describing the data collection and management process.
25. Archiving operation (ARC)	IE448: Agency Collected Information from FACO	Materials for archiving (records and images, final forms and letters, etc.).

1.3.2.4 FACO Operational Mechanisms

Mechanisms are the resources (people, places, and things) that are used to perform the operational processes. They include Staff Resources, Infrastructure Sites, and Systems and other Technology Infrastructure.

Table 4 Identifies the Staff Resources employed for the FACO operation.

Table 4: Staff Resources Used Within FACO Operational Activities

Staff Resources	Description/Role
Headquarters (HQ) Staff	HQ staff who manage the FACO operation and coordinate activities.

Table 5 Identifies the sites employed for the FACO operation.

Table 5: Infrastructure Sites for FACO Operational Activities

Infrastructure Site	Description/Role
HQ	Headquarters site for office work conducted in support of the FACO operation. This permanent site in Suitland, Maryland, is the location that manages the operation.

Systems and Other Technology Infrastructure

Table 6 identifies the systems employed for the FACO operation.

Table 6: Systems Used Within FACO Operational Activities

System	Description
Centurion	The U.S. Census Bureau's Centurion system provides secure internet data exchange. This system has been designed to provide respondents of the Census Bureau's many surveys and censuses a secure means to respond over the internet. The system also contains additional information and special functionality to aid respondents in completing their forms such as special instructions, content specific help, file transfer capabilities, and contact information.
Census Data Lake (CDL)	The CDL serves as the centralized repository for decennial response data and paradata. It allows distributed processing capabilities for cost and progress reports and other downstream consumers. CDL is a flexible data management platform intended to provide the Census Bureau with a next-generation scaling capability to fulfill data management, storage, reporting, analytics, and security requirements while reducing costs associated with duplicative data silos.
Unified Tracking System (UTS)	The UTS provides reports made available to management.

Other Technology Infrastructure employed for the FACO operation includes:

- HQ office information technology (IT) infrastructure for conducting FACO operational work.
- Census network connectivity for data transmission between operational systems and operational sites.

1.4 FACO Data Flow and Operational Influences

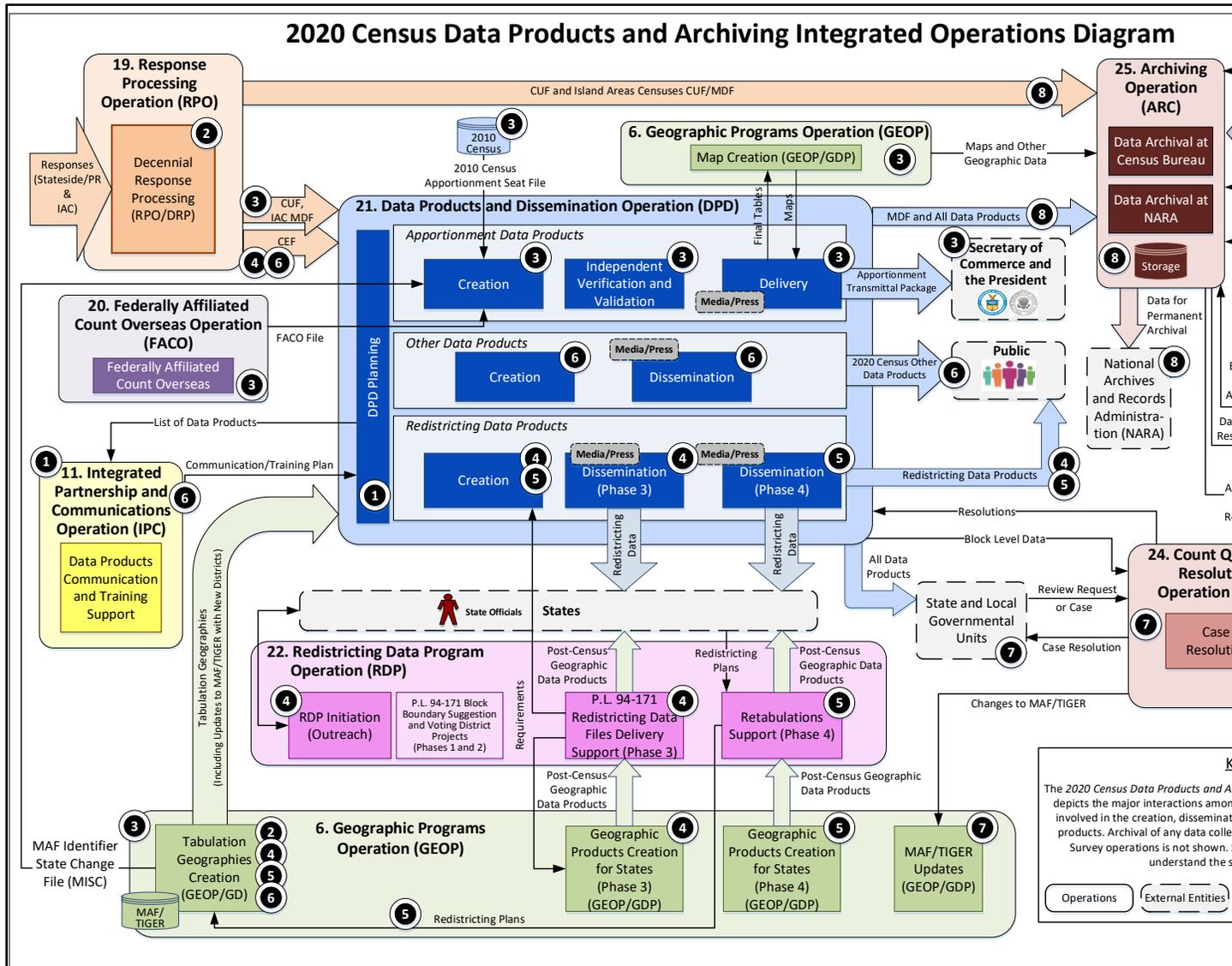


Figure 2 below is an Integrated Operations Diagram (IOD), which describes the design concepts for all 2020 Census operations associated with the development and dissemination of 2020 Census data products covering the 50 states, the District of Columbia, and Puerto Rico. The

(DPD) is the primary operation involved in these activities. DPD receives data from the Response Processing operation (RPO), the Geographic Programs operation (GEOP), and the FACO operation to create apportionment data products (counts), which are delivered to the President for use by Congress for apportioning seats in the House of Representatives. Data from RPO and GEOP are also used to create redistricting data products for use by the states for redistricting and other data products for use by the public. DPD also receives data for the Island Areas Censuses operation (IAC) from GEOP and the RPO Island Areas Response Processing function (RPO/IARP). IAC data are not applicable to Count Question Resolution operation (CQR) activities, nor are they involved with apportionment or FACO.

All final data products as well as official response data from the 2020 Census are sent to the Archiving operation (ARC) for archival within the Census Bureau and to the National Archives and Records Administration (NARA) for permanent retention. Island Areas Censuses' materials and data products and additional information collected during data collection are also archived.

Three other operations support the dissemination of data. The Redistricting Data Program operation (RDP) coordinates the dissemination of redistricting data products to the states. The Integrated Partnership and Communications operation (IPC) provides support in communicating information about the data products. Finally, the CQR provides a mechanism for governmental units to challenge the accuracy of their final 2020 Census counts.

The discussion below walks the reader through the diagram, using the circled numbers to help the reader follow the flow.

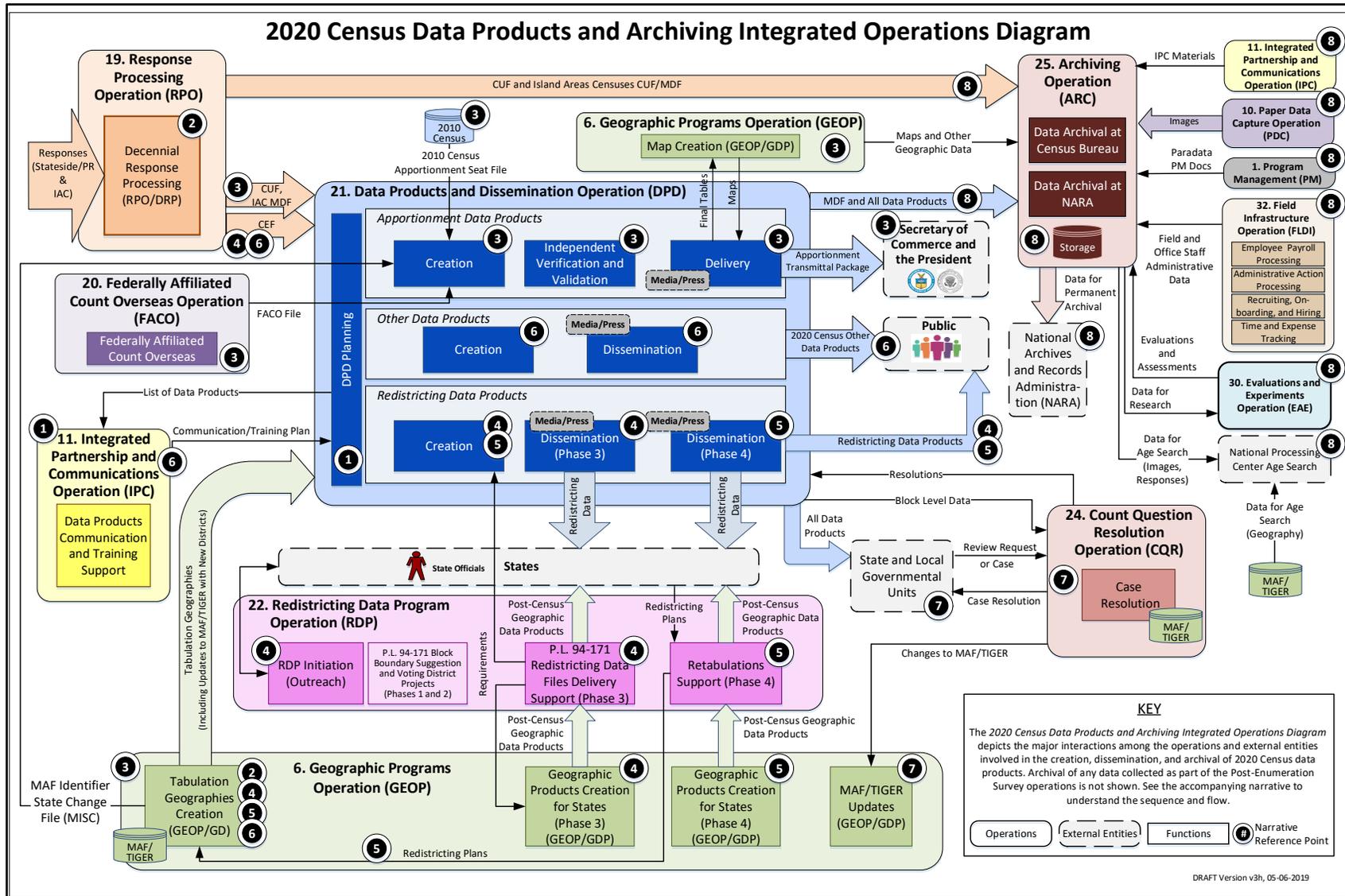


Figure 2: 2020 Census Data Products and Archiving Integrated Operations Diagram

① Before the start of the 2020 Census, DPD performs a planning function, creating specifications for the various data products and creating the list of data products and providing it to the IPC so it can create a plan for the training and communications support required to disseminate 2020 Census data products.

② Once data collection is complete, the RPO Decennial Response Processing (RPO/DRP) function processes the 2020 Census response data for the 50 states, the District of Columbia, and Puerto Rico (stateside/Puerto Rico data) and creates the Census Unedited File (CUF). The CUF is provided to DPD as input to the apportionment process. The CUF comprises 50 separate files (one for each state), which are used to create the apportionment data products, and additional two files for the District of Columbia and Puerto Rico.

CUF is further processed by RPO to produce the Census Edited File (CEF). CEF is provided to DPD, which uses this data to create the Microdata Detail File (MDF). The MDF, which contains microdata (one record per housing unit and group quarters enumeration data), is used by DPD to create the redistricting data products and the other data products.

In addition, the response data from the IAC is processed by RPO to produce the Island Areas Censuses CUF, Island Areas Censuses CEF, and Island Areas Censuses MDF.

The GEOP Geographic Delineations (GEOP/GD) function creates tabulation geographies and sends these to DPD so it can link the blocks and housing unit records to specific geographies to produce the data products.

Apportionment Data Products

③ The primary requirement served by the decennial census is the apportionment of seats to the states for the House of Representatives. DPD creates the apportionment counts and the Secretary of Commerce delivers them to the President of the United States by December 31, 2020.

The President of the United States reports the data to Congress in 2021, pursuant to 2 U.S.C. Section 2a, at a deadline associated with the convening of the new Congress.

DPD performs three functions to create the apportionment products: creation, independent verification and validation, and delivery. To create the products, DPD receives, verifies, and tallies the final 2020 Census CUF from RPO and the MAF Identifier State Change (MISC) File from GEOP to create a final resident population file, which is then combined with the count of

federally affiliated people overseas, provided by FACO. Apportionment calculation formulas are then applied and the results are validated to create the final apportionment results. These results go through an independent verification and validation by Census Bureau staff and are then used to create the final apportionment tables, which show the apportionment population by state and the corresponding number of seats in the U.S. House of Representatives, including the change in seats per state since the 2010 Census Apportionment Seat File was calculated. DPD then creates a memo and a draft letter to the President from the Secretary of Commerce and sends these, with the Final Apportionment Tables, to the Secretary of Commerce. The transmittal package includes three unique tables:

- Apportionment Population and Number of Representatives (for the 50 states).
- Resident Population (for the 50 states, the District of Columbia, and Puerto Rico).
- Federally Affiliated Count Overseas Population (for 50 states and the District of Columbia).

The final tables are also made available to the Geographic Data Processing function within GEOP (GEOP/GDP), which produces map illustrations of the apportionment and population results. The data and maps are published to the Census Bureau website after a press conference with the media.

Redistricting Data Products



Public Law (P.L.) 94-171 requires the development of redistricting data products to be made available to state officials. RDP is the operation responsible for ensuring that P.L. 94-171 is carried out and serves as the Census Bureau's point of contact for the program, handling all communications and providing training and support to the states for the program.

Halfway through the decade, RDP initiates outreach to the states to invite them to participate in the program and establish a liaison. RDP then conducts the first two phases of the program: The Block Boundary Suggestion Project (Phase 1) and the Voting District Project (Phase 2). These phases are shown in light pink, as they happen before the creation of any data products.

Once the 2020 Census data collection is complete, DPD uses the CEF from RPO to create the 2020 Census MDF. The MDF and geographic data from the GEOP/GDP are used to create the redistricting data files in accordance with requirements provided by RDP. The files go through several processing and review steps before being disseminated. Various embargoes are used to ensure proper timing of the release and receipt of the data. DPD releases the redistricting data to the states, the media, and the public, coordinating the release to the states with RDP to

ensure the data are received. RDP also works with GEOP to release geographic data products. GEOP creates the geographic data products in accordance with requirements provided by RDP and then sends these products to RDP, which sends them to the states. This first release of redistricting data products and geographic products is referred to as Phase 3.

5 Once the states use the 2020 Census data to develop their redistricting plans, Phase 4 of RDP occurs. States send their new redistricting plans (updated congressional districts and state legislative districts) to RDP, which reviews them and provides them to GEOP to update the MAF/Topologically Integrated Geographic Encoding and Reference (TIGER) system with the new districts. GEOP sends the updated congressional and state legislative district tabulation geographies to DPD, which retabulates the 2020 Census redistricting data using the new district boundaries. As with Phase 3, DPD releases the updated data to the states in coordination with RDP. GEOP updates the geographic products and provides them to RDP, which sends them to the states.

Other Data Products

6 A key service provided by DPD is the development of specific 2020 Census data products for the public. These products go through a two-step process to create and then disseminate the products.

To create the stateside/Puerto Rico data products, DPD uses the 2020 Census MDF created earlier and geographic data from GEOP. The geographic data are used to determine how to structure and layer the data by geographic area (e.g., state, city, and tract). The MDF data are tabulated based on rules and specifications and the tabulated results are reviewed for accuracy. DPD enhances the data and creates data products by generating and applying meta tags and developing geographic and visualization products to make the data more usable. These products are reviewed by subject matter experts and approved by management before being held under public embargo.

In addition to the stateside/Puerto Rico data products described above, DPD also produces a set of data products for the Island Areas Censuses using the Island Areas Tabulation Geography data from GEOP and the Island Areas CUF (IA-CUF) and Island Areas MDFs from RPO.

DPD informs the media of the availability of the data and once the public embargo is released, DPD publishes the data products to the Census Bureau's website. IPC provides a plan for and supports efforts to communicate and demonstrate to data users how the 2020 Census data can be used in their communities.

DPD provides ongoing technical support on these various data products and also receives and responds to customer feedback and inquiries.

Count Question Resolution

7 The states have a finite period to request review of the counts and provide supporting evidence. This is done through CQR, which works to resolve the governmental unit case by reviewing the block level data products provided by DPD and geographic data in the MAF/TIGER system. The governmental unit and DPD are informed of the resolution to its case. Any changes resulting from this activity are reflected in MAF/TIGER, as part of GEOP/GDP; however, the changes do not affect the apportionment or redistricting data. If an issue with the data products does arise, DPD adds a user note and provides the new data in a static table (the files are not regenerated).

Archiving

8 2020 Census data are required to be archived so that they can be released to the public 72 years after the completion of the census in accordance with Title 44 of the United States Code as amended 92 Stat. 915; Public Law 95-416, October 5, 1978. ARC is responsible for archiving 2020 Census data in accordance with the agreed-upon 2020 Census Records schedule signed by NARA. This includes:

- Individual responses to the 2020 Census.
- Final records used to capture, process, and tabulate respondent data.
- Final records used to collect and update address and map information.
- Planning, management and evaluation files that document policy, decision, and information related to the census, manuals, promotional materials, and evaluation reports.

In addition, ARC stores other data for archival at the Census Bureau, including all paradata and the recruiting, payroll, personnel, hiring, retention, and time and expense data for temporary field and office staff. These data are used for research to support planning that is performed by the Evaluations and Experiments operation (EAE) for future censuses. These data also support legal inquiries related to temporary field personnel. Finally, ARC sends 2020 Census data to the National Processing Center (NPC) to support Age Search, a service to the public that is legally required.

Federally Affiliated Count Overseas Operation (FACO) Detailed Process Description

Figure 3 below is a top-level Business Process Model (BPM) showing the Level 1 activity areas within the FACO operation. BPMs for the 2020 Census follow industry-standard Business Process Model and Notation (BPMN). An explanation of how to read the BPMN notations and a full-sized copy of all of the BPMN diagrams for this operation are provided under separate cover.

This top-level BPM serves as the Context Model for the FACO operation. A BPMN Context Model displays the high-level activities within the operation and relationships between them, whereas the IDEF0 Context Diagram shown earlier depicts the boundaries of the operation or activity and the interfaces between the operation or activity and other operations and activities with which it is associated.

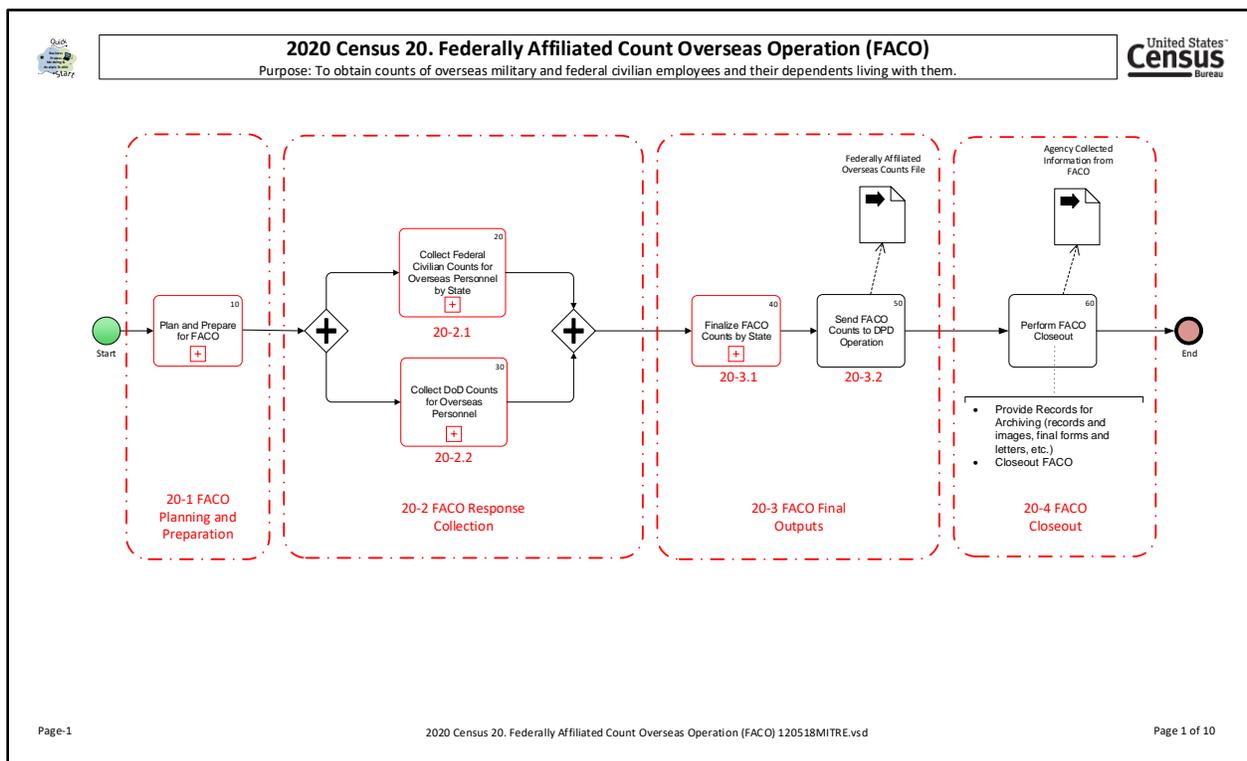


Figure 3: FACO Operation Context Model

The FACO operation is subdivided into the following activity areas:

- FACO planning and preparation [FACO 20-1].
- FACO response collection [FACO 20-2].
- FACO final outputs [FACO 20-3].
- FACO closeout [FACO 20-4].

The business processes for each of these Level 1 activity areas are discussed along with their inputs and outputs in the following subsections.

1.5 FACO Planning and Preparation [FACO 20-1]

Figure 4 below shows the BPM for the FACO Planning and Preparation [FACO 20-1] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the FACO operation.

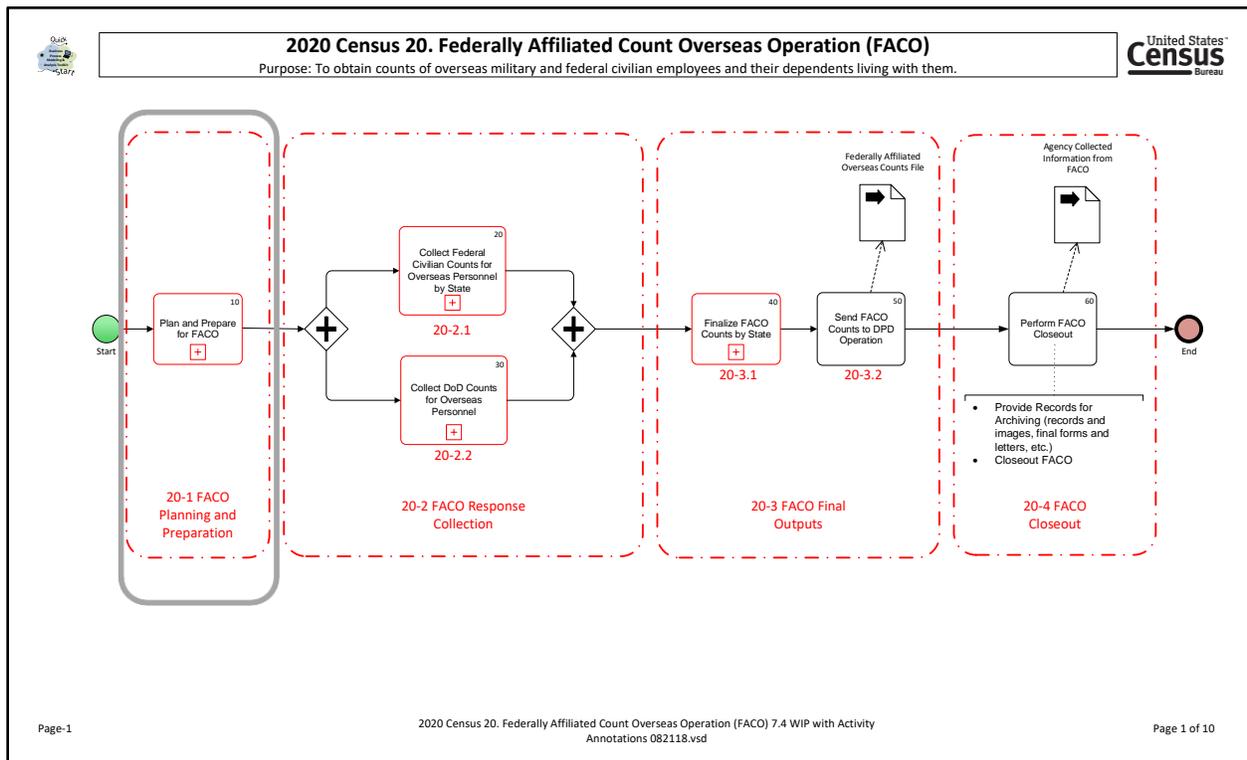


Figure 4: FACO Planning and Preparation [FACO 20-1] Constituent Activities

Stakeholders from the MOB, FACO IPT, Military IPT, GQ IPT and ADSD are instrumental in the Planning and Preparation of the FACO operation. The DMDC under the DoD is the external stakeholder responsible for signing the MOA and coordinating the delivery of the DoD count data for the FACO operation.

The staff from MOB uses the internet and other means to develop a listing of federal agencies and departments that include the name and address of the head of the departments. The FACO IPT develops and provides all materials necessary to implement the count operation. Materials include an initial letter requesting participation in the operation and the contact information for designated person responsible for providing the count, a letter to the designated contact person to request the count, and reminder letters for nonrespondents.

In the fall of 2019, the Census Bureau sends a letter, from the Secretary of Commerce and the Director of the Census Bureau, to federal departments and agencies announcing the FACO operation and requesting the name of a contact person to coordinate the count effort.

The staff from MOB provide input to the Memorandum of Agreement (MOA) between the Census Bureau and Department of Defense (DoD) that authorizes the data transfer of the FACO file from DMDC to the Census Bureau.

The FACO IPT provides input to CFD in support of the OMB process. OMB approval is required for requesting the count data from the public.

Additional planning artifacts include budget, operational plans and schedule, and Security, Privacy, and Confidentiality (SPC).

The “FACO Planning and Preparation” activity area is subdivided into the following constituent activities (shown in [Figure 5](#) below).

- FACO Planning and Preparation [FACO 20-1].
 - Identify Departments and Agencies with Overseas Personnel [FACO 20-1.1].
 - Prepare Count Materials for Federal Civilian Department and Agency Responses [FACO 20-1.2].
 - Provide Input for DoD Memorandum of Agreement (MOA) [FACO 20-1.3].
 - Receive OMB Clearance and Approved MOA [FACO 20-1.4].

The FACO Planning and Preparation process includes members from the MOB, FACO IPT, Military IPT, GQ IPT, and ADSD. DoD DMDC is the external stakeholder for the development and signing of the MOA, as well as for coordinating the delivery of the DoD count data for the FACO operation.

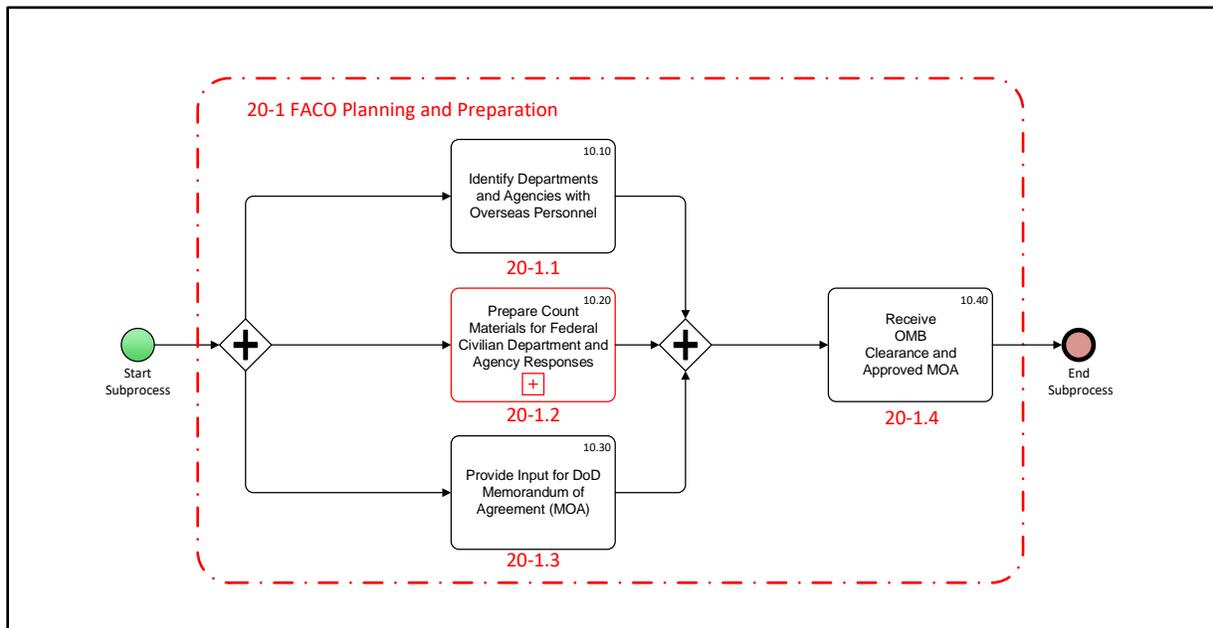


Figure 5: Plan and Prepare for FACO

Subsequent sections describe the FACO Planning and Preparation operational subactivities in detail.

1.5.1 Identify Departments and Agencies with Overseas Personnel [FACO 20-1.1]

The staff from MOB conducts internet research to create a listing of the name and address of the head of each federal agency and department.

In the fall of 2019, the staff from MOB sends a letter, from the Secretary of Commerce and the Director of the Census Bureau, to the head of the federal departments and agencies announcing the FACO operation and requesting the name of a contact person to coordinate the count effort.

The 2020 Census FACO operation provides an electronic mailbox that the heads of the departments/agencies use to provide to the Census Bureau their contact person. The staff from MOB requests that all departments/agencies positively respond with a contact person. Once the contact person enters their response into the data collection tool, the staff from MOB is able to identify which agencies and departments have overseas personnel based on their response.

1.5.2 Prepare Count Materials for Federal Civilian Department and Agency Responses [FACO 20-1.2]

Figure 6 below shows the work to prepare count materials for federal civilian department and agency responses.

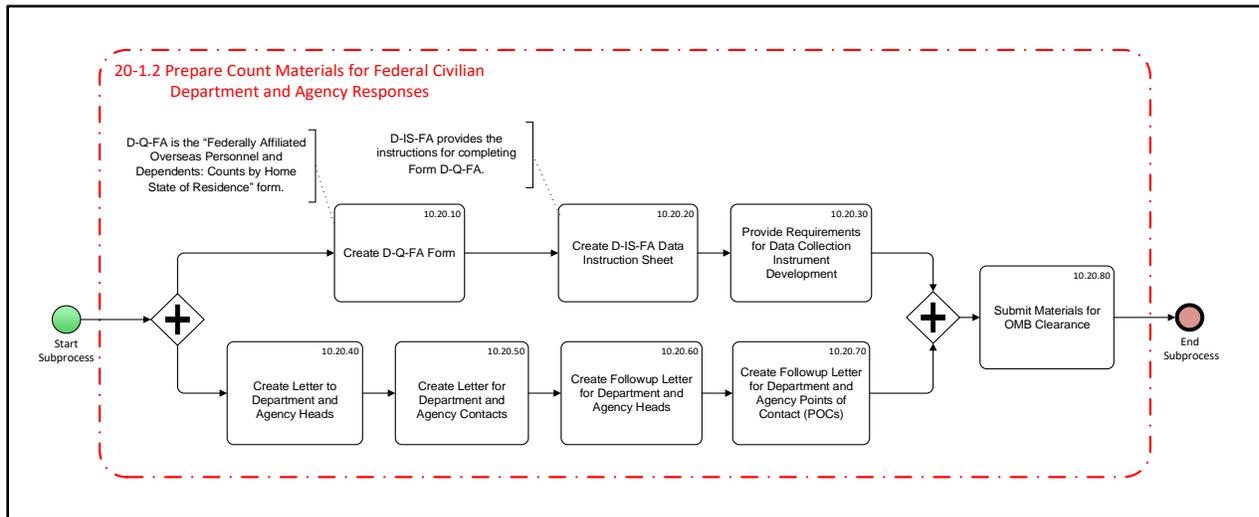


Figure 6: Prepare Count Materials for Federal Civilian Department and Agency Responses

As shown in the BPM above, there are eight steps involved in this activity:

- Create D-Q-FA Form [10.20.10].
The D-Q-FA is the data collection form. The FACO IPT design/develop this form.
- Create D-IS-FA Data Instruction Sheet [10.20.20].
The D-IS-FA Data Instruction Sheet is the instructions that provide guidance to users about how to complete and submit the data collection form. The FACO IPT design/develop the instruction sheet.
- Provide Requirements for Data Collection Instrument Development [10.20.30].
The FACO IPT, subject matter experts, and other stakeholders worked and collaborated to develop a comprehensive set of operational and system requirements.
- Create Letter to Department and Agency Heads [10.20.40].
The letter to the department/agency heads is developed to request participation in the operation and to obtain the information for the designated contact person at the

department/agency who is responsible for providing the counts. The FACO IPT develops this letter.

- Create Letter for Department and Agency Contacts [10.20.50].
- Create Follow-up Letter for Department and Agency Heads [10.20.60].
- Create Follow-up Letter for Department and Agency POCs [10.20.70].
- Submit Materials for OMB Clearance [10.20.80].

The IPT creates the data collection form and instructions. Federal departments and agencies are sent an initial letter and a follow-up reminder letter as was done in 2010. These letters are used to request participation in the operation, identify a contact person to provide the Counts of U.S. military and federal civilian employees living overseas (and their dependents living with them at the overseas post/duty station) as of Census Day.

1.5.3 Provide Input for Department of Defense (DoD) Memorandum of Agreement (MOA) [FACO 20-1.3]

The staff from MOB provides input to the MOA between the Census Bureau. This is a request to the DoD to provide the Census Bureau a tabulated total count of its military and civilian personnel (including those who are not U.S. citizens) who are stationed/assigned overseas (and their dependents living with them at the overseas post/duty station). The count is to be created in a file as of April 1, 2020, and transferred to the Census Bureau as soon as possible after the applicable data files are available and can be compiled by DMDC. The MOA specifies the DoD provide a count by state of active duty and civilian personnel stationed/assigned overseas (and their dependents living with them) and personnel assigned to a U.S. military vessel with an overseas homeport.

1.5.4 Receive OMB Clearance and Approved MOA [FACO 20-1.4]

MOA approval authorizes the data transfer of the DoD military and civilian overseas counts from the DMDC to the Census Bureau. The staff from MOB works closely with the DMDC to ensure the agreement is signed by all responsible parties. In addition, the staff from FACO works closely with the OMB Clearance team to ensure the operation receives the clearance to authorize the request to collect data.

1.6 FACO Response Collection [FACO 20-2]

Figure 7 below shows the BPM for the FACO Response Collection [FACO 20-2] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the FACO operation.

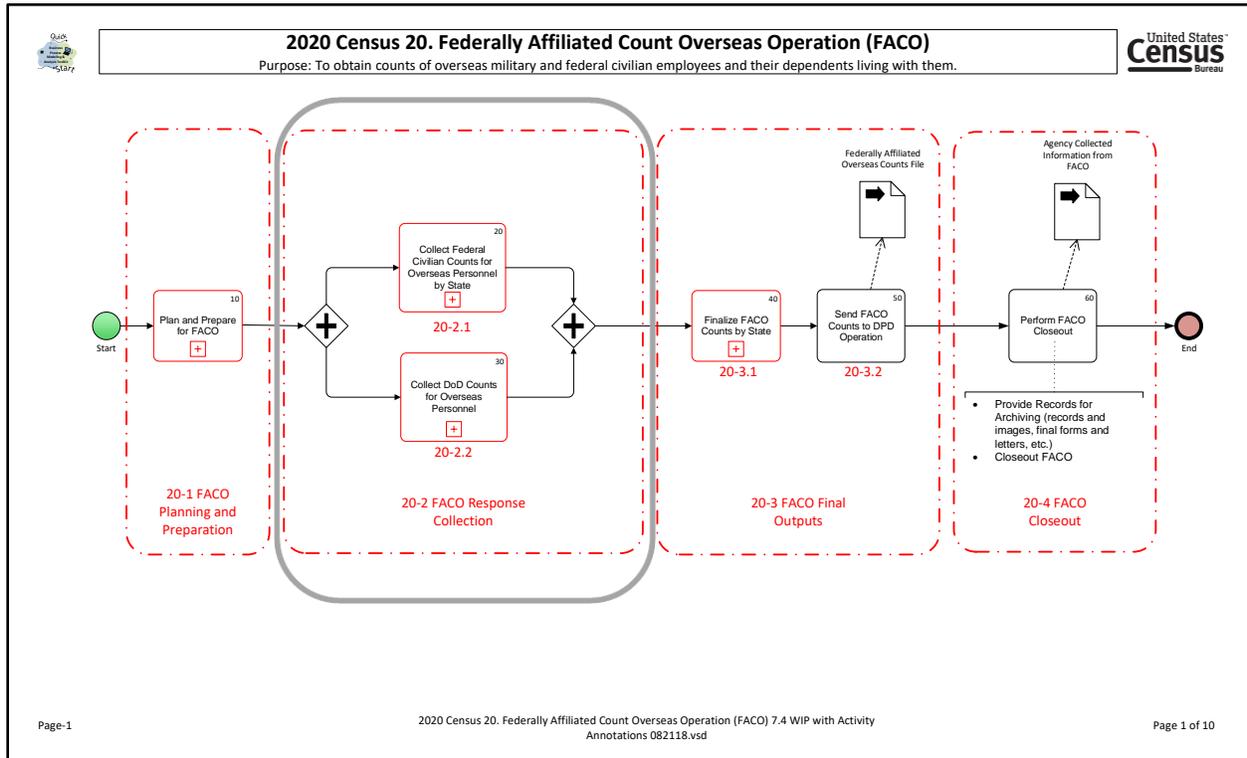


Figure 7: FACO Response Collection [FACO 20-2] Constituent Activities

The “FACO Response Collection” activity area is subdivided into the following constituent activities:

- FACO Response Collection [FACO 20-2].
 - Collect Federal Civilian Counts for Overseas Personnel by State [FACO 20-2.1].
 - Develop List of Initial Contacts for Federal Civilian Departments and Agencies [FACO 20-2.1.1].
 - Send Letter to Request Participation in Count Program [FACO 20-2.1.2].
 - Send Count Request Letter, Forms, and Guidelines to POCs [FACO 20-2.1.3].
 - Receive, Check, and Store Responses [FACO 20-2.1.4].

- Collect DoD Counts for Overseas Personnel [FACO 20-2.2].
 - Obtain DoD Counts [FACO 20-2.2.1].
 - Obtain Tabulated Counts of Overseas Personnel from DoD [FACO 20-2.2.1.1].
 - Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration [FACO 20-2.2.1.2].
 - Key In and Review Responses by State and Resolve Any Discrepancies [FACO 20-2.2.2].

U.S. department and agency respondents use the U.S. Census Bureau's web-based portal to key in and review responses by state and work with the staff from FACO to resolve any discrepancies. The web-based portal system provides secure internet data exchange.

The entry of results from departments and agencies is due by May 29, 2020. The staff from FACO then summarizes the counts received by home state for all departments and agencies.

In parallel to the ADSD automated system responses, two files are made available from the Military Enumeration: (1) tabulated counts of military and civilian personnel stationed/assigned overseas, (2) tabulated count of military and civilian personnel deployed overseas who do not have a stateside address that can be matched to an existing address in the MAF. The staff from MOB keys these counts into the FACO automated instrument.

Subsequent sections describe the FACO Response Collection operational subactivities in detail.

1.6.1 Collect Federal Civilian Counts for Overseas Personnel by State [FACO 20-2.1]

Figure 8 below shows the work to collect federal civilian counts for overseas personnel by state.

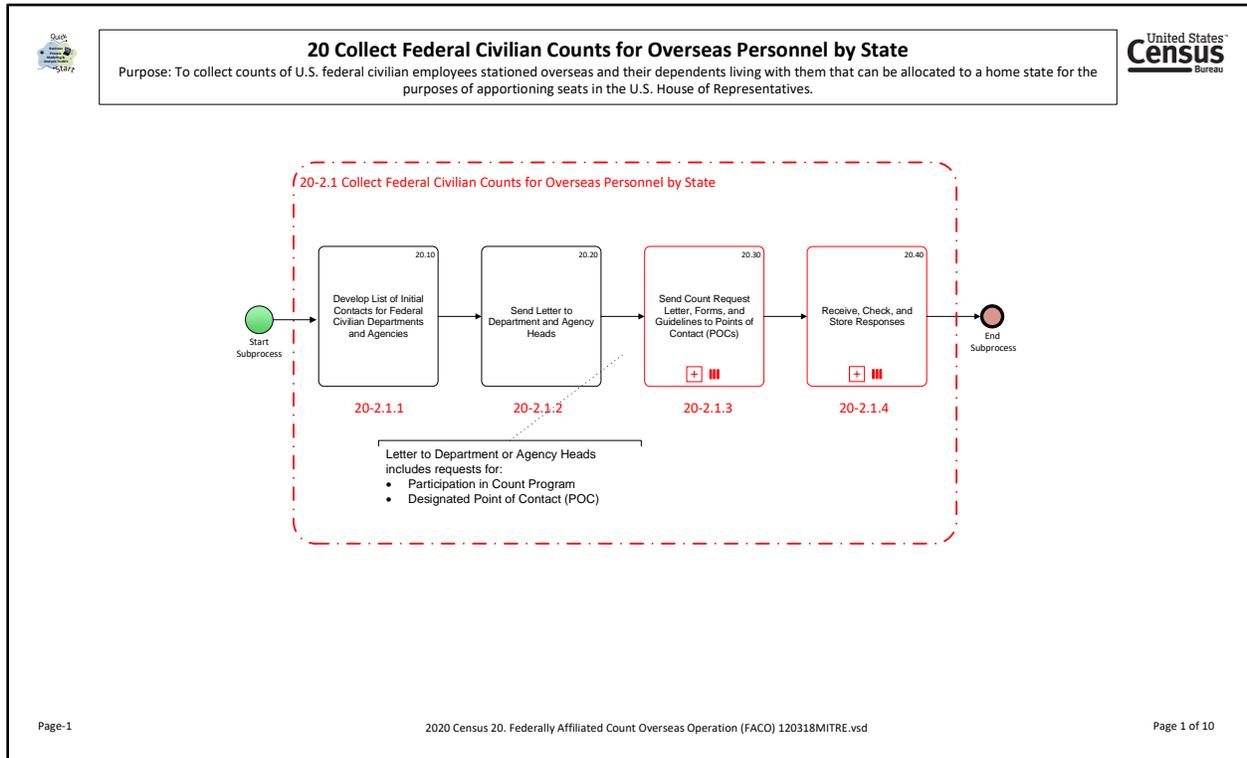


Figure 8: Collect Federal Civilian Counts for Overseas Personnel by State

Collect Federal Civilian Counts for Overseas Personnel by State is subdivided into four activity areas:

- Develop List of Initial Contacts for Federal Civilian Departments and Agencies [FACO 20-2.1.1].
- Send Letter to Request Participation in Count Program [FACO 20-2.1.2].
- Send Count Request Letter, Forms, and Guidelines to POCs [FACO 20-2.1.3].
- Receive, Check, and Store Responses [FACO 20-2.1.4].

Subsequent sections describe the Collect Federal Civilian Counts for Overseas Personnel by State operational subactivities in detail.

1.6.1.1 Develop List of Initial Contacts for Federal Civilian Departments and Agencies [FACO 20-2.1.1]

As shown in the BPM in [Figure 8](#) above, there is one step involved in this activity:

- Develop List of Initial Contacts for Federal Civilian Departments and Agencies [20.10].

The staff from MOB in Decennial Census Management Division (DCMD) uses the websites of U.S. Government Departments and Agencies to obtain the name of the head of each federal agency and department and their address.

1.6.1.2 Send Letter to Request Participation in Count Program [FACO 20-2.1.2]

As shown in the BPM in [Figure 8](#) above, there is one step involved in this activity:

- Send Letter to Request Participation in Count Program [20.20].

For the 2020 Census, federal departments and agencies send a letter in October 2019 from the Secretary of Commerce to the department and agency heads requesting the name of a contact person to coordinate the count effort. The DCMD FACO branch and POP receive, check, and store all responses to ensure that contact has been made with department and agency personnel and to follow-up on nonrespondents.

1.6.1.3 Send Count Request Letter, Forms, and Guidelines to Points of Contact (POCs) [FACO 20-2.1.3]

Figure 9 below shows the work to send the count request letter, forms, and guidelines to Points of Contact (POCs).

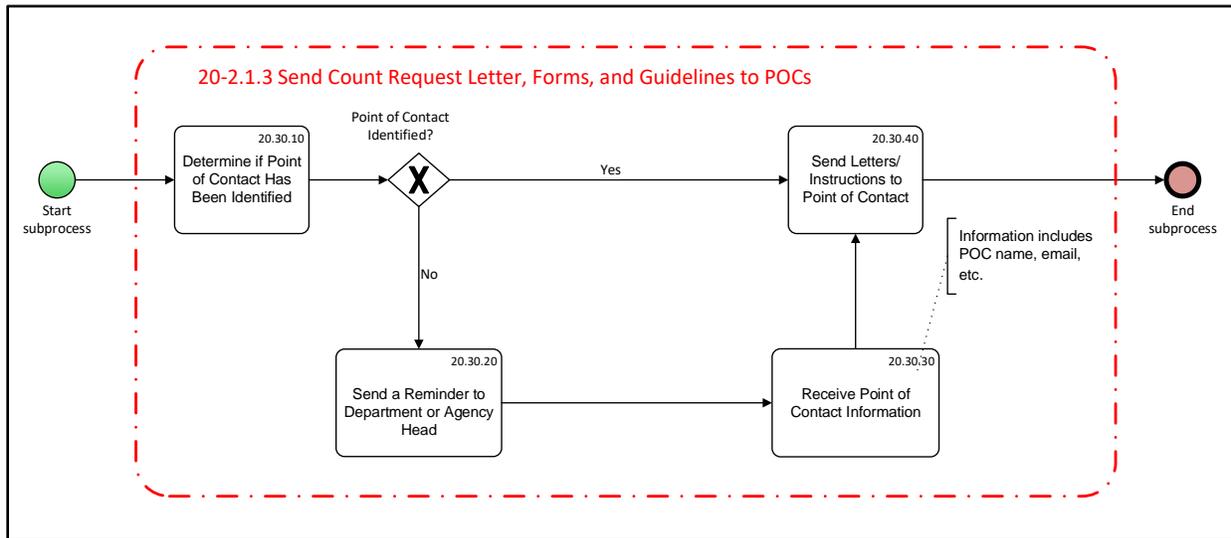


Figure 9: Send Count Request Letter, Forms, and Guidelines to Points of Contact (POCs)

As shown in the BPM, there are four possible steps involved in this activity:

- Determine if a Point of Contact Has Been Identified [20.30.10].
- Send a Reminder to Department or Agency Head [20.30.20].
- Receive Point of Contact Information [20.30.30].
- Send Letters/Instructions to Point of Contact (MOA) [20.30.40].

In February 2020, the Census Bureau sends a letter to the designated contacts of the departments and agencies. This letter includes the user name for accessing the web portal to enter their data and the Form D-IS-FA, Instructions for Completing Form D-Q-FA, Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence, which provides step-by-step instructions for completing the data request.

The DCMD FACO branch and POP check responses from the contact person as they are received. The staff from FACO conducts a follow-up on nonrespondents and ensures they are sent a reminder letter requesting them to submit their response to the data request.

1.6.1.4 Receive, Check, and Store Responses [FACO 20-2.1.4]

Figure 10 below shows the work to receive, check, and store responses.

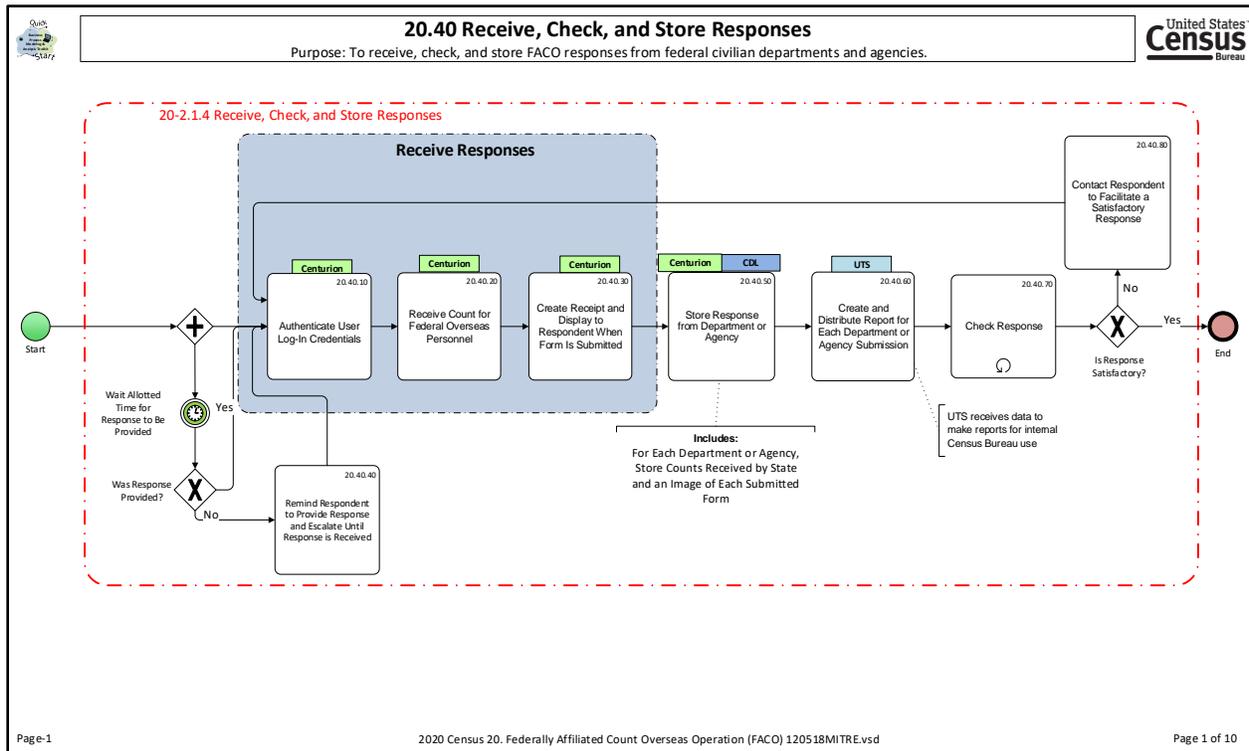


Figure 10: Receive, Check, and Store Responses

As shown in the BPM, there are eight possible steps involved in this activity:

- Remind Respondent to Provide Response and Escalate Until Response is received [20.40.40].
- Authenticate User Log-In Credentials [20.40.10].
- Receive Count for Federal Overseas Personnel [20.40.20].
- Create Receipt and Display to Respondent When Form Is Submitted [20.40.30].
- Store Response from Department or Agency [20.40.50].
- Create and Distribute Report for Each Department or Agency Submission [20.40.60].
- Check Response [20.40.70].
- Contact Respondent to Facilitate a Satisfactory Response [20.40.80].

U.S. department and agency respondents use the U.S. Census Bureau’s web-based portal to key in and review responses by state and resolve any discrepancies.

The entry of results from departments and agencies occurs by May 29, 2020. The staff from FACO then summarizes the counts received by home state for all departments and agencies.

1.6.2 Collect DoD Counts for Overseas Personnel [FACO 20-2.2]

Figure 11 below shows the work to collect DoD counts for overseas personnel.

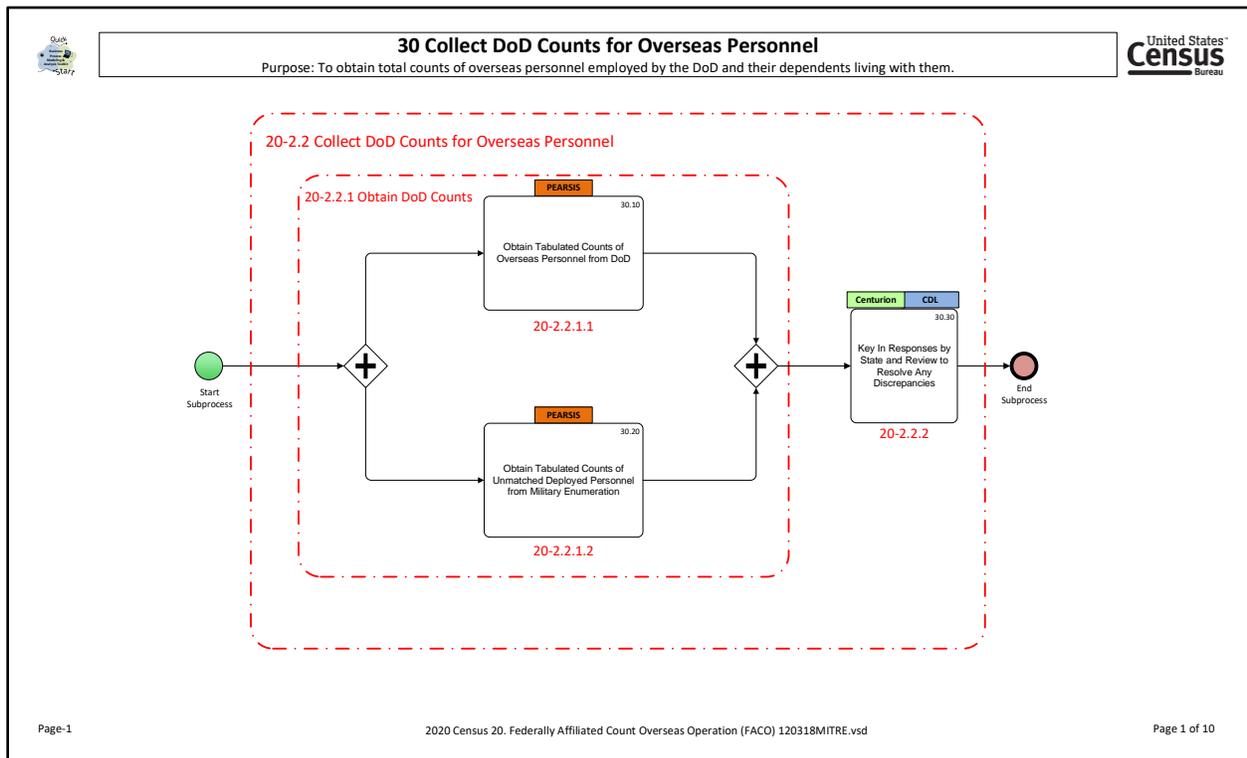


Figure 11: Collect DoD Counts for Overseas Personnel

As shown in the BPM, there are three steps involved in this activity:

- Obtain Tabulated Counts of Overseas Personnel from Military Enumeration [30.10].
- Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration [30.20].
- Key In and Review Responses by State and Resolve Any Discrepancies [30.30].

1.6.2.1 Obtain DoD Counts [FACO 20-2.2.1]

Figure 11 above shows the two parallel steps performed as part of the activity for Obtain DoD counts. These are:

- Obtain Tabulated Counts of Overseas Personnel from Military Enumeration [30.10].
- Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration [30.20].

Detail of these steps is described below.

1.6.2.2 Obtain Tabulated Counts of Overseas Personnel from Military Enumeration [FACO 20-2.2.1.1]

Figure 11 above shows the FACO operation Obtain Tabulated Counts of Overseas Personnel from DoD.

DoD sends a file of the tabulated counts of overseas personnel to the Census Bureau. The file is loaded on a secure server and made available to the staff from FACO. FACO staff login to the FACO web-based data collection system and act as a proxy for entering the data from the DoD.

1.6.2.3 Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration [FACO 20-2.2.1.2]

Figure 11 above shows the BPM that includes Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration.

If deployed personnel do not have a stateside address that can be matched to an existing address in the MAF, these personnel are added to the FACO count in their U.S. home state of residence where they live or stay most of the time. Internal systems at the Census Bureau creates a tabulated count of deployed personnel who do not have a stateside address that matched to an existing MAF address. This count is made available to the staff from FACO. Staff from FACO login to the FACO web-based data collection system and act as a proxy for entering the data for the deployed personnel who did not have a stateside address that matched to the MAF.

1.6.3 Key In and Review Responses by State and Resolve Any Discrepancies [FACO 20-2.2.2]

Figure 11 above shows the BPM that includes the work to Key In and Review Responses by State and Resolve Any Discrepancies.

DCMD contacts via telephone or email the designated agency/department contact person if there are any questions about the data provided. The counts by home state are summarized for all agencies.

1.7 FACO Final Outputs [FACO 20-3]

Figure 12 below shows the BPM for the FACO Final Outputs [FACO 20-3] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the FACO operation.

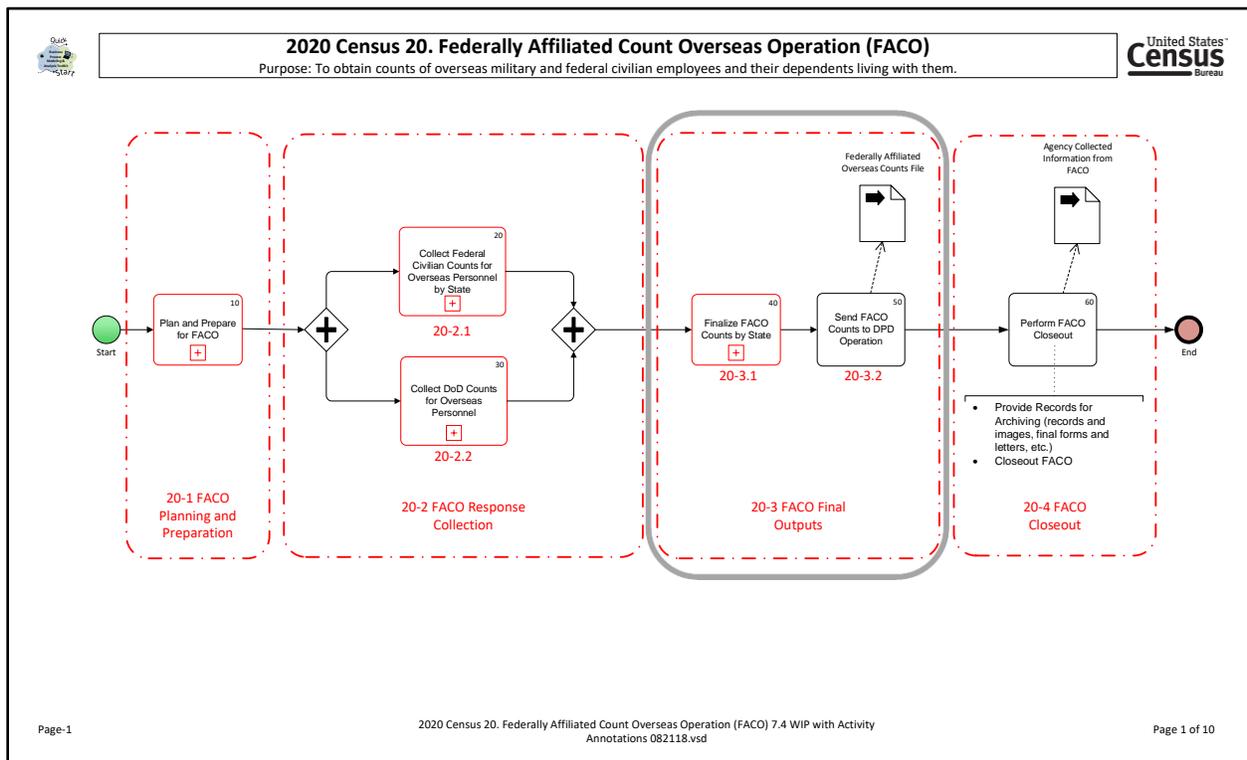


Figure 12: FACO Final Outputs [FACO 20-3] Constituent Activities

The “FACO Final Outputs” activity area is subdivided into the following constituent activities:

- FACO Final Outputs [FACO 20-3].
 - Finalize FACO Counts by State [FACO 20-3.1]. Counts are aggregated.
 - Send FACO Counts to DPD Operation [FACO 20-3.2]. Counts are made available through reports.

Subsequent sections describe the FACO Final Outputs operational subactivities in detail.

1.7.1 Finalize FACO Counts by State [FACO 20-3.1].

Figure 13 below shows the work to finalize FACO counts by state.

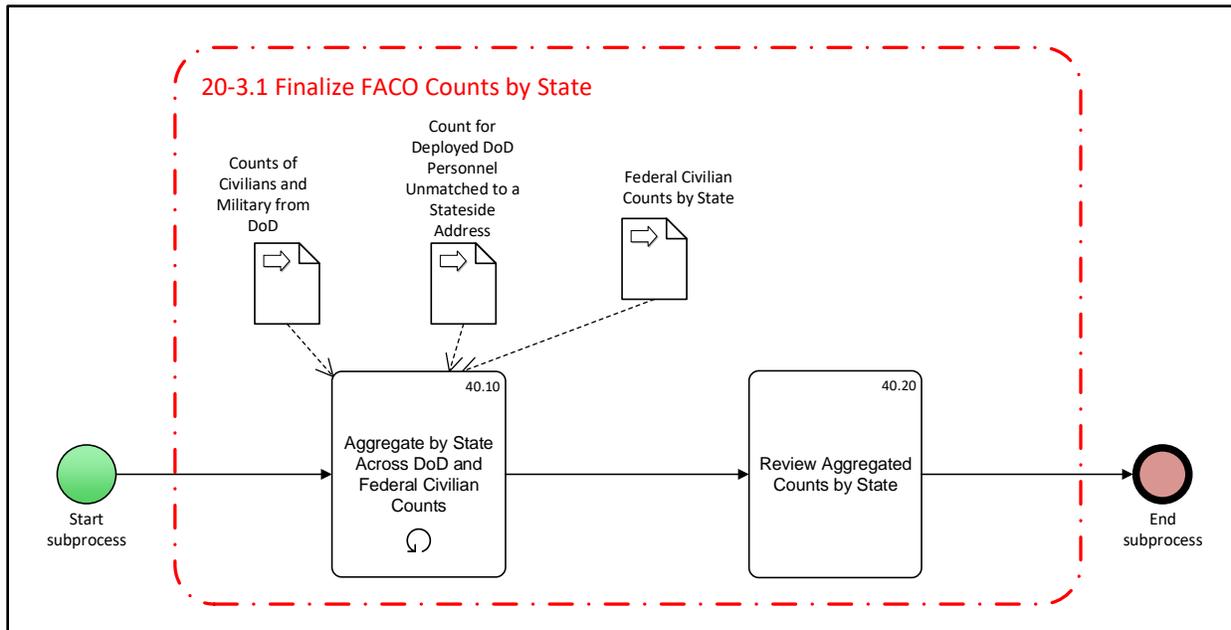


Figure 13: Finalize FACO Counts by State

As shown in the BPM, there are two steps involved in this activity:

- Aggregate by State Across DoD and Federal Civilian Counts [40.10].
- Review Aggregated Counts by State [40.20].

The DoD and the Federal Civilian counts are aggregated by state. Outputs are: (1) counts of civilians, (2) a count of deployed personnel unmatched to a stateside address, (3) federal civilian counts by state.

The FACO operation reviews the aggregated counts by state.

1.7.2 Send FACO Counts to DPD Operation [FACO 20-3.2].

Figure 12 above shows the BPM that includes the work to send FACO counts to the Data Products and Dissemination (DPD) operation.

Once the final tabulated counts have been aggregated the report is sent to the DPD operation. The final overseas counts are provided to the DPD operation for inclusion in the apportionment counts.

1.8 FACO Closeout [FACO 20-4]

Figure 14 below shows the BPM for the FACO Closeout [FACO 20-4] activity area (area within the gray rounded rectangle) and its constituent activities within the overall context of the FACO operation.

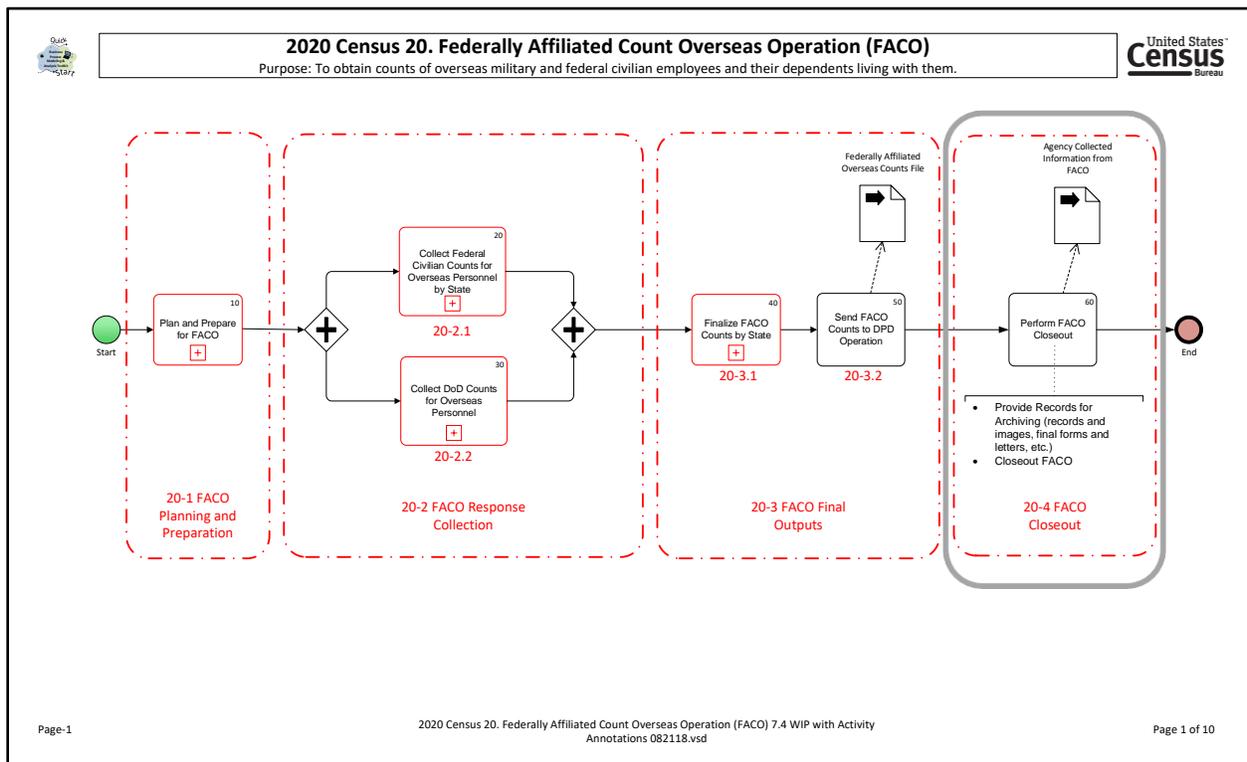


Figure 14: FACO Closeout [FACO 20-4] Constituent Activities

The “FACO Closeout” activity area is subdivided into the following constituent activities:

- FACO Closeout [FACO 20-4].
 - Perform FACO Closeout [80].

Cost Factors

The investment in the FACO operation is projected to have minimal influence on the overall cost of the 2020 Census.

While the FACO operation is not a major cost driver for the 2020 Census, the following mechanisms from the IDEF0 Context Diagram represent the resources used to support this operation and comprise part of the 2020 Census cost elements:

Staff

- Headquarters (HQ) staff

Sites

- HQ

Systems

- Centurion
- Unified Tracking System (UTS)
- Census Data Lake (CDL)

Other

- HQ IT infrastructure
- Census networks

Measures of Success

For the 2020 Census operations, the corresponding Measures of Success are documented in the operational assessment study plans and final reports. The operational assessment study plan documents the criteria that used to define successful completion of the operation. The operational assessment report provides results on whether the criteria were met.

In general, operational assessments report on planned to actual variances in budget, schedules, and production and training workloads. The corresponding Measures of Success (as documented in the operational assessment study plan) include variances that exceed established thresholds. See *Preparing for the 2020 Census Operational Assessment Study Plan* for the potential scope of assessment.

Types of success measures include:

- **Process Measures** that indicate how well the process works, typically including measures related to completion dates, rates, and productivity rates.
- **Cost Measures** that drive the cost of the operation and comparisons of actual costs to planned budgets. Costs can include workload as well as different types of resource costs.
- **Measures of the Quality** of the results of the operation, typically including things such as rework rates, error rates, and coverage rates.

See the corresponding operational assessment study plan and report for the Federally Affiliated Count Overseas operation (FACO) for details on the measures of success.

Appendix A – Acronyms and Terminology

Table 7 lists the acronyms and abbreviations used within this Detailed Operational Plan document.

Table 8 lists a Glossary of Terms used within this Detailed Operational Plan document. Additional Decennial terminology can be found on the Census Bureau Intranet.

Table 7: Acronyms and Abbreviations List

Acronym	Definition
ADSD	Application Development and Services Division
ARC	Archiving operation
BPM	Business Process Model
BPMN	Business Process Model and Notation
CDL	Census Data Lake
CEF	Census Edited File
CFD	Content and Forms Design operation
CNIC	Commander, Navy Installations Command
CQR	Count Question Resolution operation
CUF	Census Unedited File
DCMD	Decennial Census Management Division
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DOP	Detailed Operational Plan
DPD	Data Products and Dissemination operation
DRP	Decennial Response Processing

Acronym	Definition
EAE	Evaluations and Experiments operation
FACO	Federally Affiliated Count Overseas operation
GD	Geographic Delineations
GDP	Geographic Data Processing
GEOP	Geographic Programs operation
GQ	Group Quarters operation
HQ	Headquarters
IA	Island Areas
IAC	Island Areas Censuses operation
IA-CUF	Island Areas-Census Unedited File
IARP	Island Areas Response Processing
IDEF/IDEF0	Integrated Definition for Process Modelling
IE	Information Exchange
IOD	Integrated Operations Diagram
IPC	Integrated Partnership and Communications operation
IPT	Integrated Project Team
IT	Information Technology
MAF	Master Address File
MAF/TIGER	MAF/Topologically Integrated Geographic Encoding and Referencing (TIGER) system
MDF	Microdata Detail File
MISC	Master Address File (MAF) Identifier State Change

Acronym	Definition
MOB	Military and Overseas Branch
MOA	Memorandum of Agreement
NARA	National Archives and Records Administration
NPC	National Processing Center
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PIN	Personal Identification Number
P.L.	Public Law
PM	Program Management operation
POC	Point of Contact
POP	Population Division
PRA	Paperwork Reduction Act
RDP	Redistricting Data Program operation
RPO	Response Processing Operation
SPC	Security, Privacy, and Confidentiality operation
TIGER	Topologically Integrated Geographic Encoding and Referencing system
U.S.	United States
UTS	Unified Tracking System

Table 8: Glossary of Terms

Term	Meaning
Activity Tree	Each major operational activity area is listed, numbered, and decomposed into a numbered set of subactivities.
Administrative Records	Computerized data records.
Apportionment population	Population counted for apportionment of seats in the U.S. House of Representatives.
Centurion System	The U.S. Census Bureau's Centurion system provides secure internet data exchange.
Cost Measures	Measures that drive the cost of the operation and comparisons of actual costs to planned budgets.
D-L1-FA	A letter (D-L1-FA) is sent in October 2019 to the federal department/agency heads from the Secretary of Commerce and the Director of the Census Bureau requesting the name of a contact person with whom the Census Bureau is to get in touch with to coordinate the count effort.
D-L3-FA	The Census Bureau sends a letter (D-L3-FA) to the designated contact person in February 2020 to request the overseas counts.
D-L5-FA	All federal department/agency heads that have not responded by the due date, December 13, 2019, are sent a follow-up letter (D-L5-FA) to remind them to reply to the Census Bureau's request.
Form D-55	Form D-55, Counts of Federally Affiliated Overseas Personnel and Dependents by Home State of Residence.
Form D-55A	Form D-55A, Guidelines for Completing Form D-55.
Form D-IS-FA	Form D-IS-FA, Instructions for Completing Form D-Q-FA, Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence.

Term	Meaning
Form D-Q-FA	Form D-Q-FA, Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence.
IDEFO Model	An IDEFO model of a process (or operation) shows the Inputs, Controls, Outputs, and Mechanisms of the process.
Measures of Quality	Measures of the Quality of the results of the operation, typically including things such as rework rates, error rates, and coverage rates.
Operational Plan	Presents the high-level 2020 Census operational design for all operations required to execute the 2020 Census.
Overseas	Anywhere outside the 50 United States and District of Columbia. Includes 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.
Paperwork Reduction Act (PRA) 1995	Paperwork Reduction Act (PRA) of 1995 requires that U.S. federal government agencies obtain approval from the Office of Management and Budget (OMB) before requesting or collecting most types of information from the public.
Paradata	Status and progress data related to the count process. This includes procedural data describing the data collection and management process.
Process Measures	Process Measures indicate how well the process works, typically including measures related to completion dates, rates, and productivity rates.
Public Law (P.L.) 94-171	Public Law (P.L.) 94-171 requires the development of redistricting data products to be made available to state officials.
Title 44 of the United States Code	2020 Census data are required to be archived so that they can be released to the public 72 years after the completion of the 2020 Census.

Appendix B – References

Appendix B lists the documents or other resources used during the development of this Detailed Operational Plan document.

U.S. Census Bureau (2018), "[2020 Census Operational Plan](#)," Version 4.0, December 31, 2018.

U.S. Census Bureau (2018), "Preparing for the 2020 Census Operational Assessment Study Plan," Draft, May 10, 2018.

Walker, S., Winder S., Jackson G., and Heimel S. (April 2012), "2010 Census Nonresponse Followup (NRFU) Operations Assessment Report" U.S. Census Bureau. Washington, DC.

U.S. Census Bureau (2012), "2010 Census Federally affiliated Overseas Count Operation Assessment Report" by Karen Crook and Shirley Druetto, March 20, 2012.

Appendix C – Activity Tree for Federally Affiliated Count Overseas Operation (FACO)

This appendix presents the Activity Tree for the FACO operation. An Activity Tree uses an outline structure to reflect the decomposition of the major operational activities in the operation. Each activity is numbered according to its position in the outline. For example, for the current operation numbered “20,” the first activity would be numbered 20-1. Subactivities under this activity would be numbered sequentially, starting again with the number one. For example, the first subactivity under the first activity would be numbered 20-1.1 the second subactivity as 20-1.2. The second activity would be numbered 20-2, and so on.

FACO Activity Tree:

- 20-1 FACO Planning and Preparation
 - 20-1.1 Identify Departments and Agencies with Overseas Personnel
 - 20-1.2 Prepare Count Materials for Federal Civilian Department and Agency Responses
 - 20-1.3 Provide Input for DoD Memorandum of Agreement (MOA)
 - 20-1.4 Receive OMB Clearance and Approved MOA
- 20-2 FACO Response Collection
 - 20-2.1 Collect Federal Civilian Counts for Overseas Personnel by State
 - 20-2.1.1 Develop List of Initial Contacts for Federal Civilian Departments and Agencies
 - 20-2.1.2 Send Letter to Request Participation in Count Program
 - 20-2.1.3 Send Count Request Letter, Forms, and Guidelines to POCs
 - 20-2.1.4 Receive, Check, and Store Responses
 - 20-2.2 Collect DoD Counts for Overseas Personnel
 - 20-2.2.1 Obtain DoD Counts
 - 20-2.2.1.1 Obtain Tabulated Counts of Overseas Personnel from DoD
 - 20-2.2.1.2 Obtain Tabulated Counts of Unmatched Deployed Personnel from Military Enumeration
 - 20-2.2.2 Key In and Review Responses by State and Resolve Any Discrepancies
- 20-3 FACO Final Outputs
 - 20-3.1 Finalize FACO Counts by State

- 20-3.2 Send FACO Counts to DPD Operation
- 20-4 FACO Closeout