

2020 Census 33. Decennial Logistics Management Operation (DLM)

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Facilitation & Analysis: Latrice Davis, Bryn Johnson

Model Preparation: Ahsan Chowdhury

Subject Matter Experts: Andrea Brinson, John Donnelly, Douglas Curtner, Lou Konya, Jana Smith

Major Revision Change History

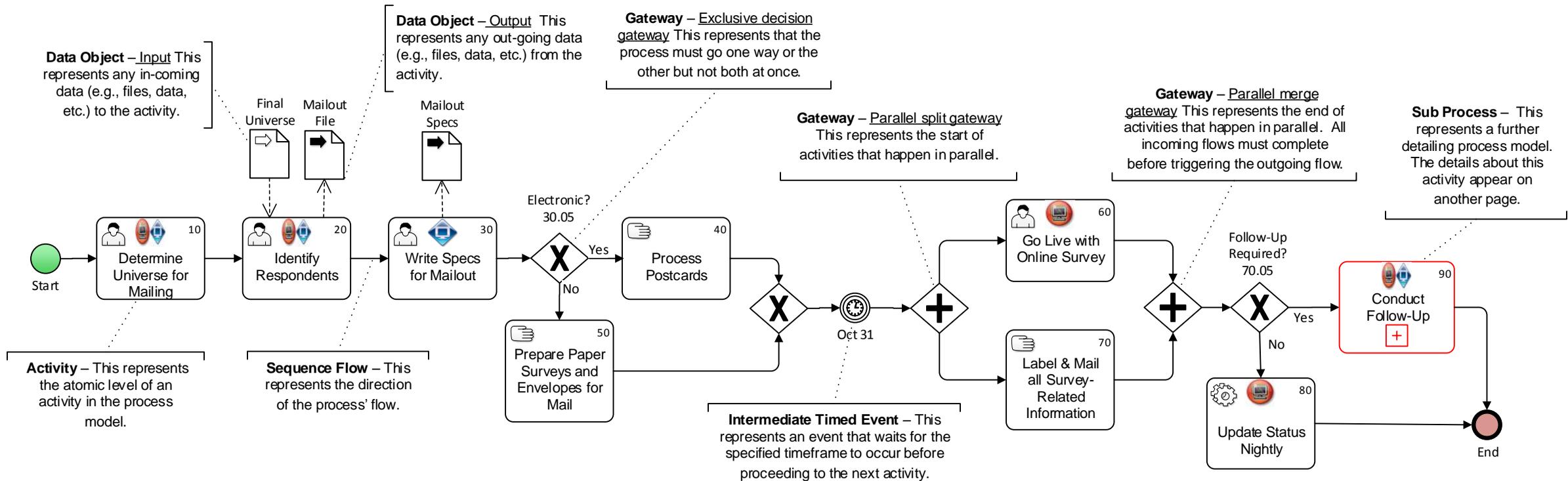
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Reading and Understanding the Model

Example Activity Model

BPM Purpose

- Describe Census Operations business processes – activities, resources and key milestones
- Provide the details necessary for non-subject matter experts to understand the business process
- Contribute to the requirements development process
- Facilitate the linkage of business processes to IT capabilities
- Capture Operations inputs and outputs

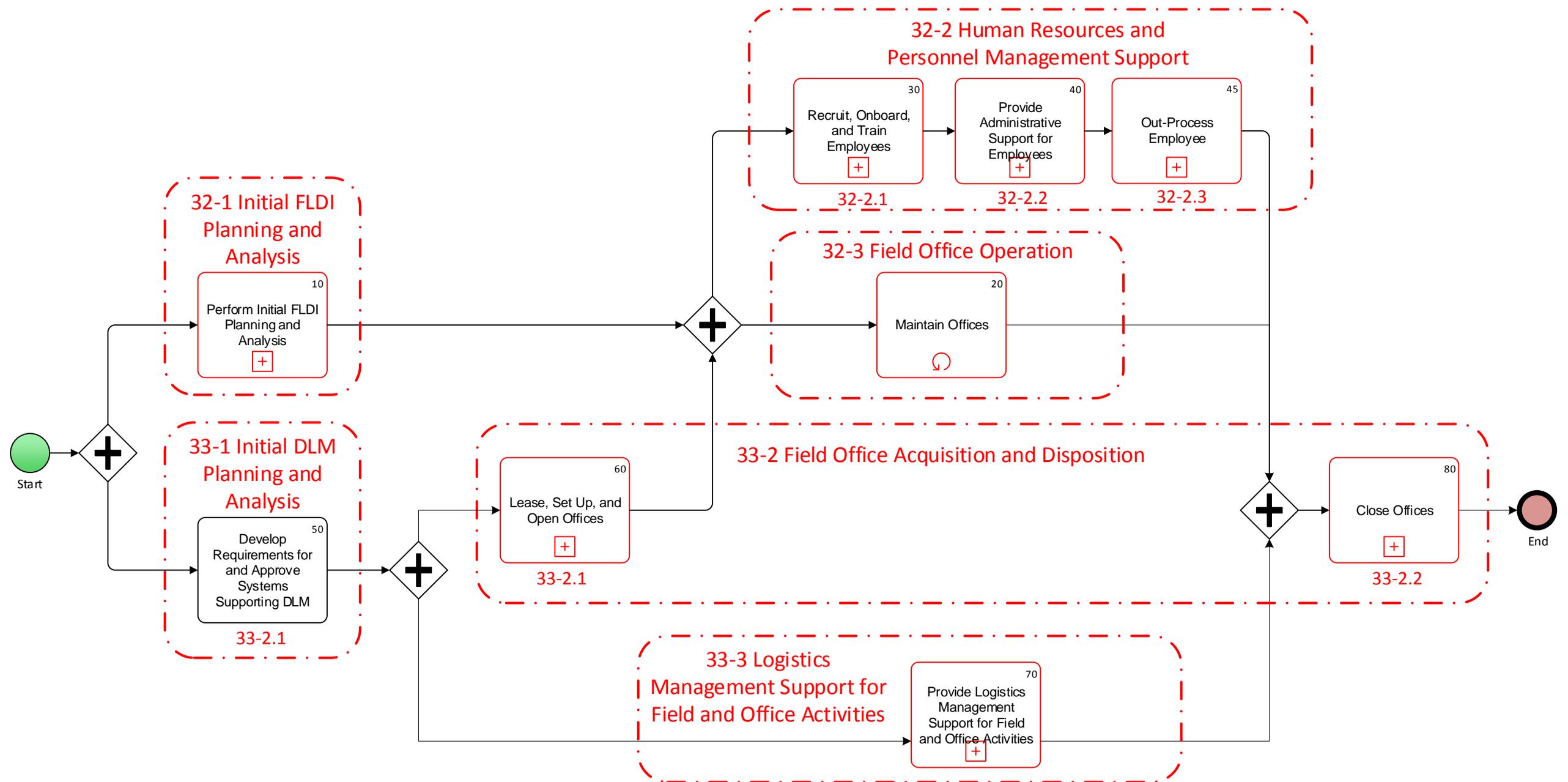


Key:	Activities	Gateways	Data Objects	Other
Events	Activity at atomic level:	Exclusive:	Input:	Sequence Flow:
Start:	Activity containing a sub process:	Parallel:	Output:	Association:
End:	Activity involving: → USER interacting with a system or software:	Event Based:	Data Store:	Annotation:
Intermediate Timed Event:	→ MANUAL activity (no system/software involved):			<small>This file is created by the SME before this process kicks off.</small>
Flow continued on another page:	→ SERVICE or batch processing:			
Flow continued from another page:	→ SENDING a message:			
	→ RECEIVING a message:			
	→ RECURRING steps:			
	→ Any system developed specifically for Census' use:			
	→ Any commercial-off-the-shelf (COTS) products:			
	→ Both a system developed specifically for Census' use <u>and</u> COTS products:			



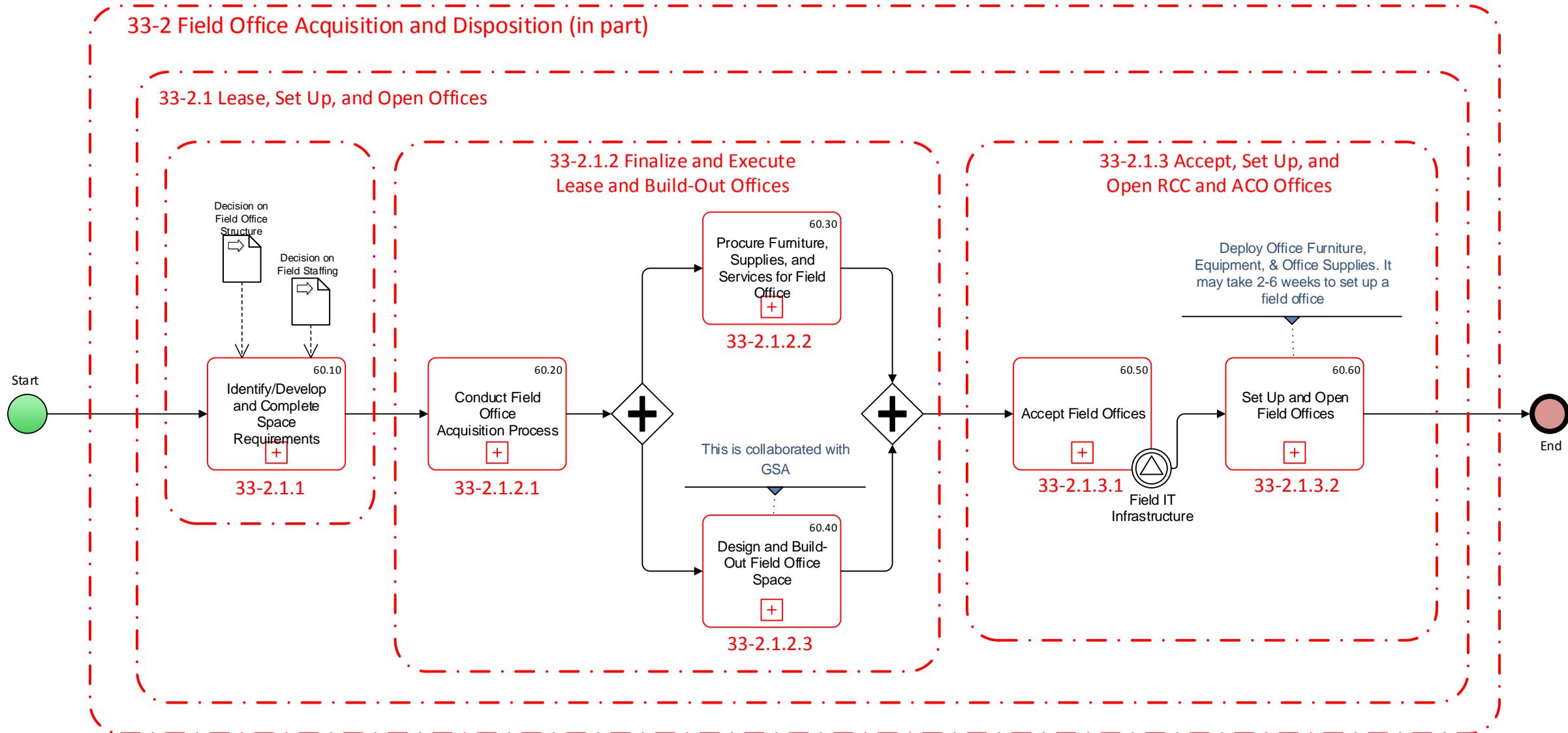
2020 Census 32. Field Infrastructure Operation (FLDI) and 33. Decennial Logistics Management Operation (DLM)

Purpose: To provide the administrative infrastructure for data collection covering the 50 states, the District of Columbia, and Puerto Rico. FLDI supports recruiting, hiring and onboarding, personnel and payroll administration, training, partnership support, management and supervision, clerical support, and printing and plotting. DLM coordinates space acquisition for and lease management of the RCCs and ACOs as well as logistics management services, which includes procuring warehouse space, warehousing, inventory management, kit assembly, deployment of materials, and receiving and excessing materials.



60 Lease, Set Up, and Open Offices

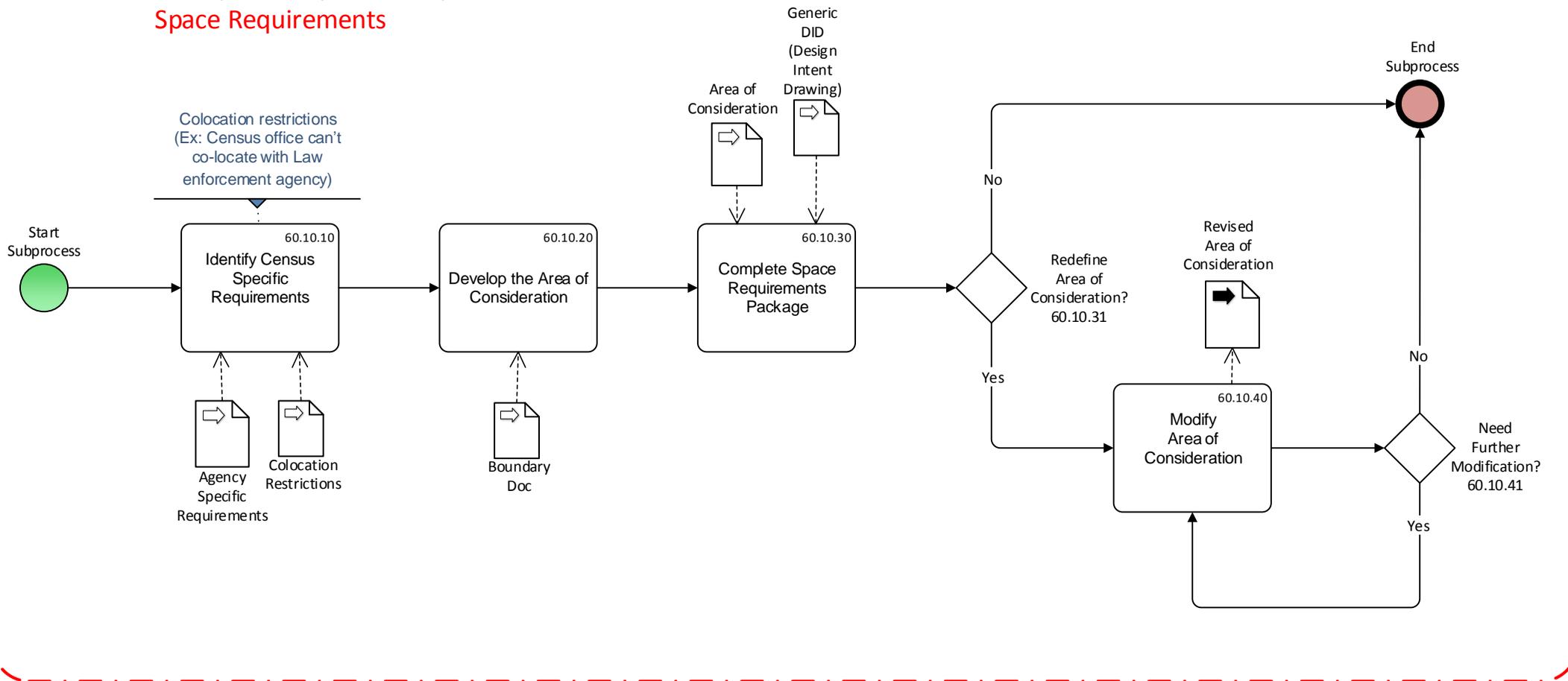
Purpose: To lease, set up, and open offices so that they are ready to support field operations.



60.10 Identify/Develop and Complete Space Requirements

Purpose: To determine the space requirements for each RCC and ACO that will be opened to support Census Field activities.

33-2.1.1 Identify/Develop and Complete Space Requirements

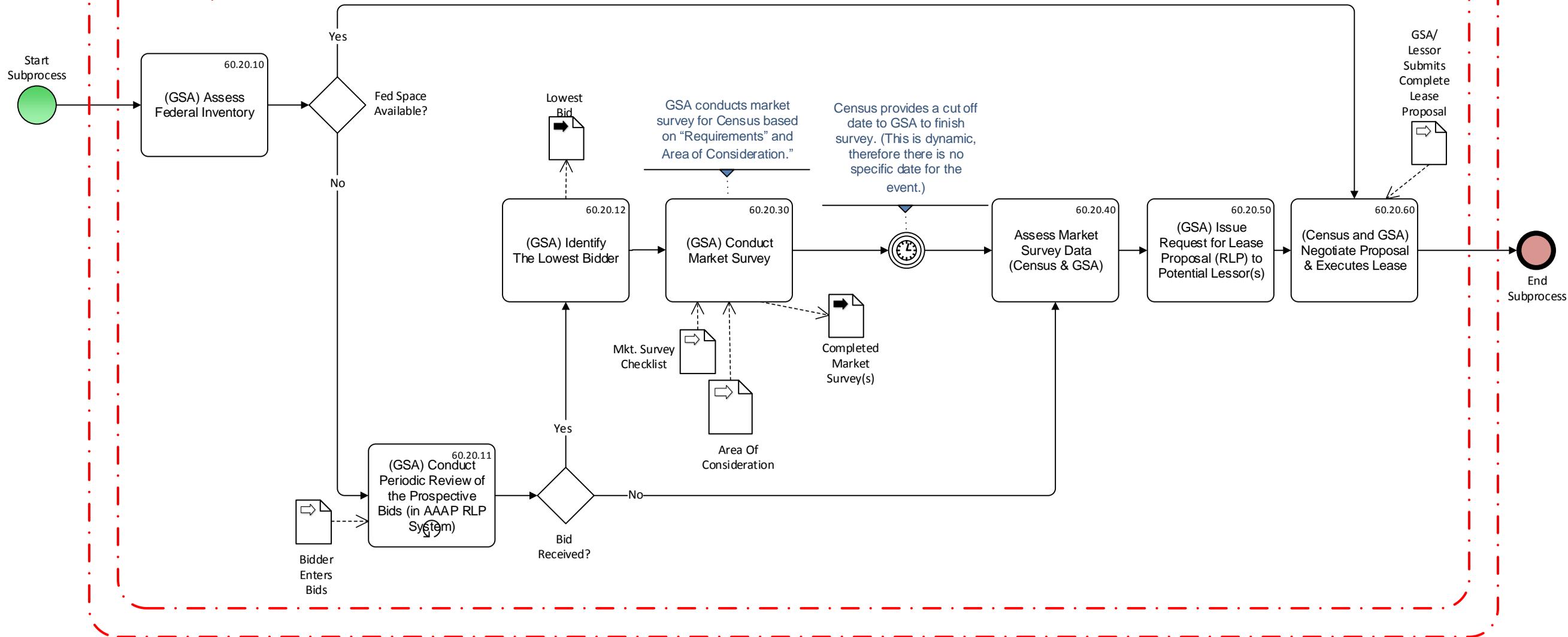


60.20 Conduct Field Office Acquisition Process

Purpose: To coordinate with GSA to find appropriate space and execute the leases for the RCCs and ACOs needed to support Census Field operation.

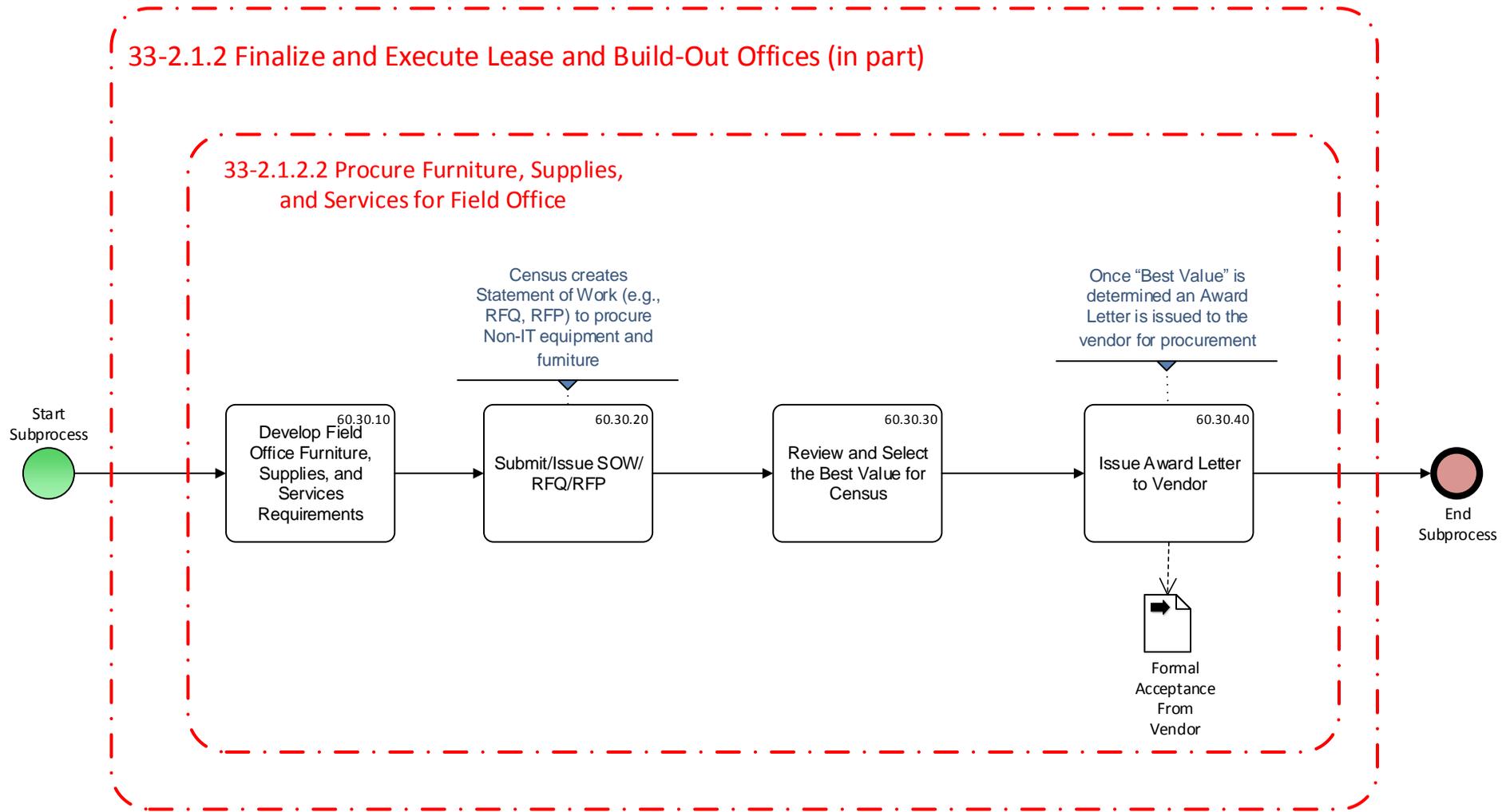
33-2.1.2 Finalize and Execute Lease and Build-Out Offices (in part)

33-2.1.2.1 Conduct Field Office Acquisition Process



60.30 Procure Furniture, Supplies, and Services for Field Office

Purpose: The objective of this subprocess is to issue award letter to vendor for procurement of furniture, supplies, and services for the RCCs and ACOs opened to support Field activities.

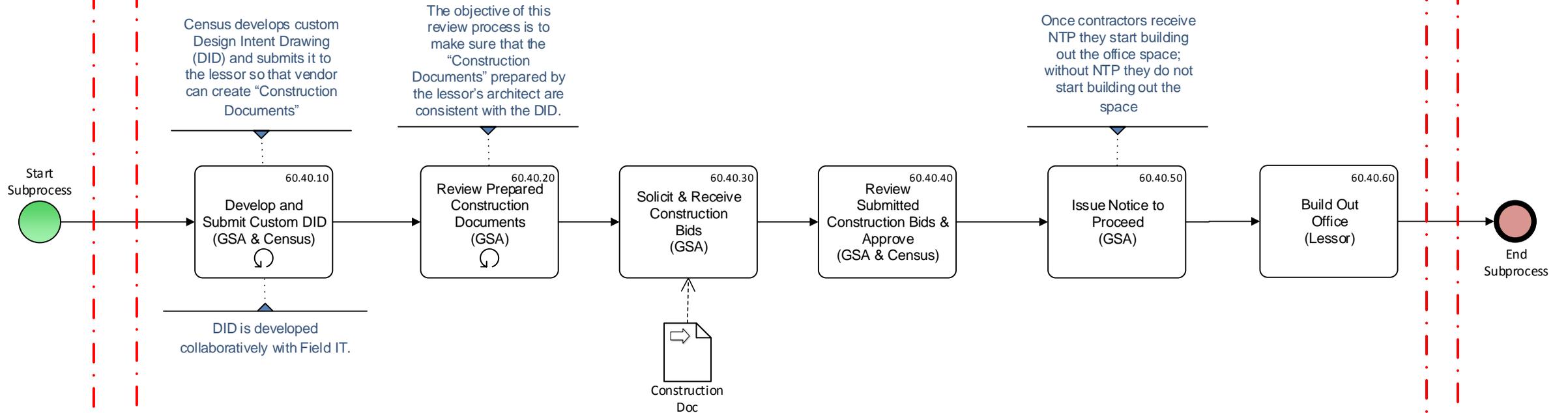


60.40 Design and Build-Out Field Office Space

Purpose: To design and build-out RCC and ACO office space according to Design Intent Drawings to carry out Field activities.

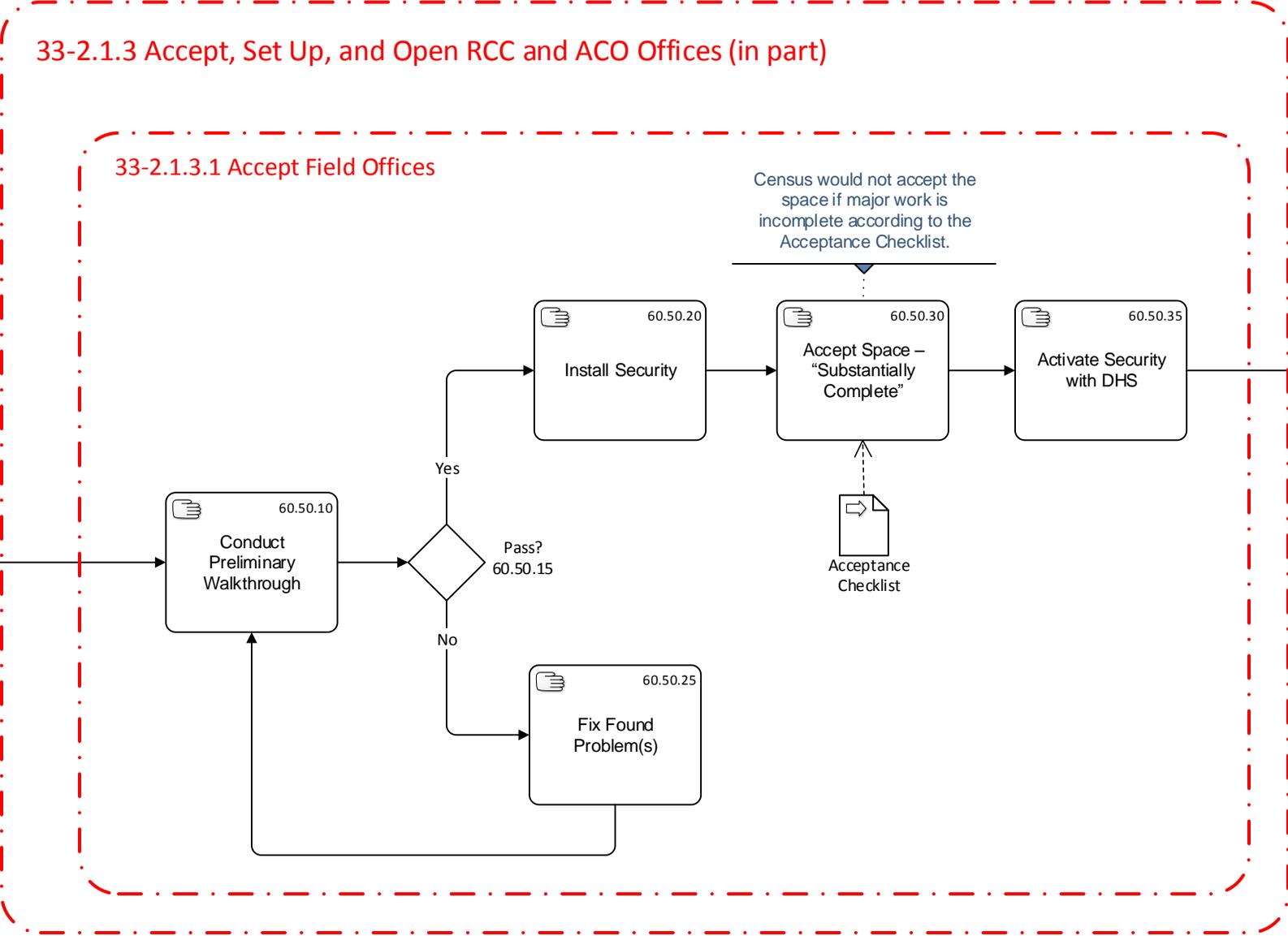
33-2.1.2 Finalize and Execute Lease and Build-Out Offices (in part)

33-2.1.2.3 Design and Build-Out Field Office Space



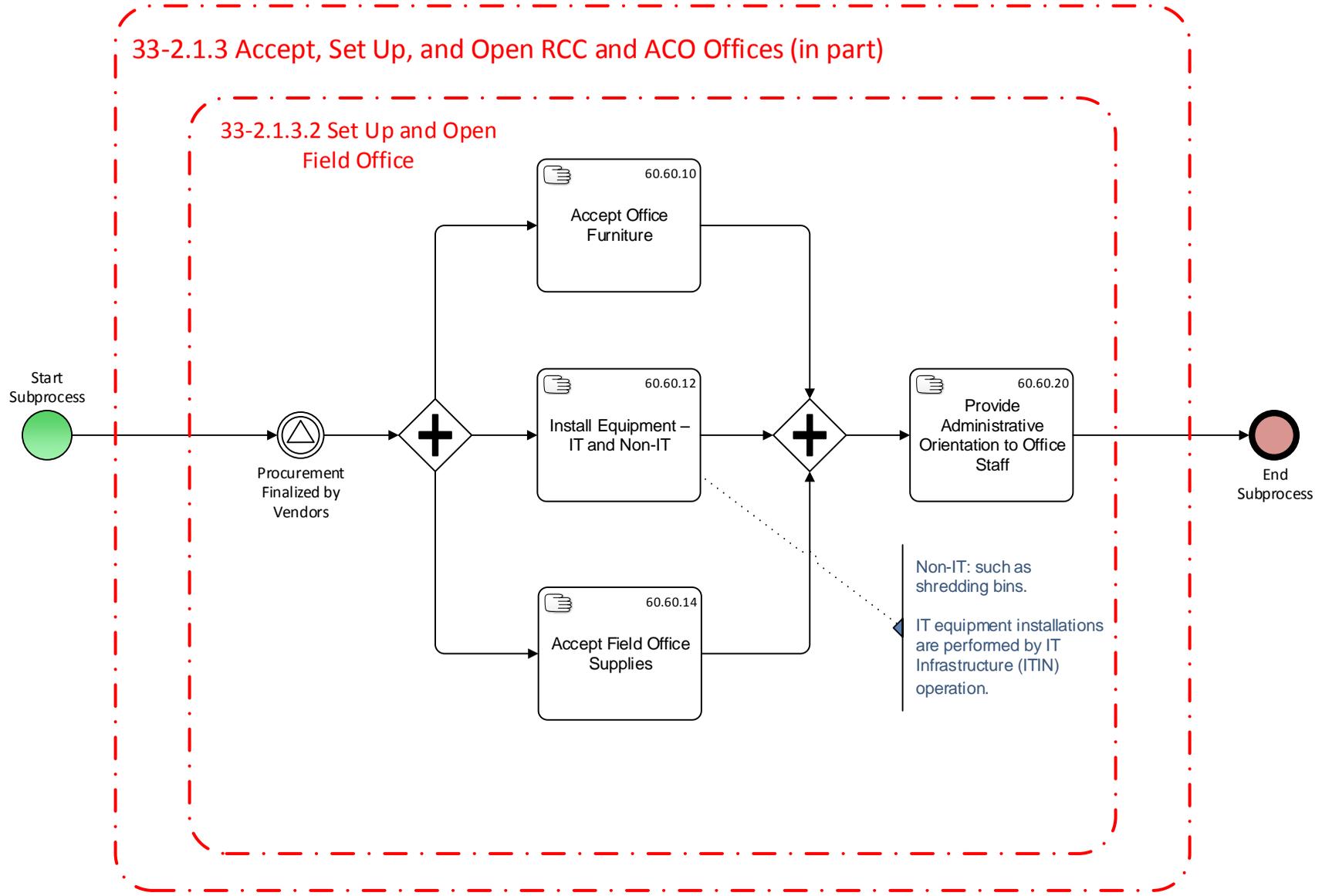
60.50 Accept Field Offices

Purpose: To accept the field office space for the RCCs and ACOs so they are ready for 2020 Census field operations.



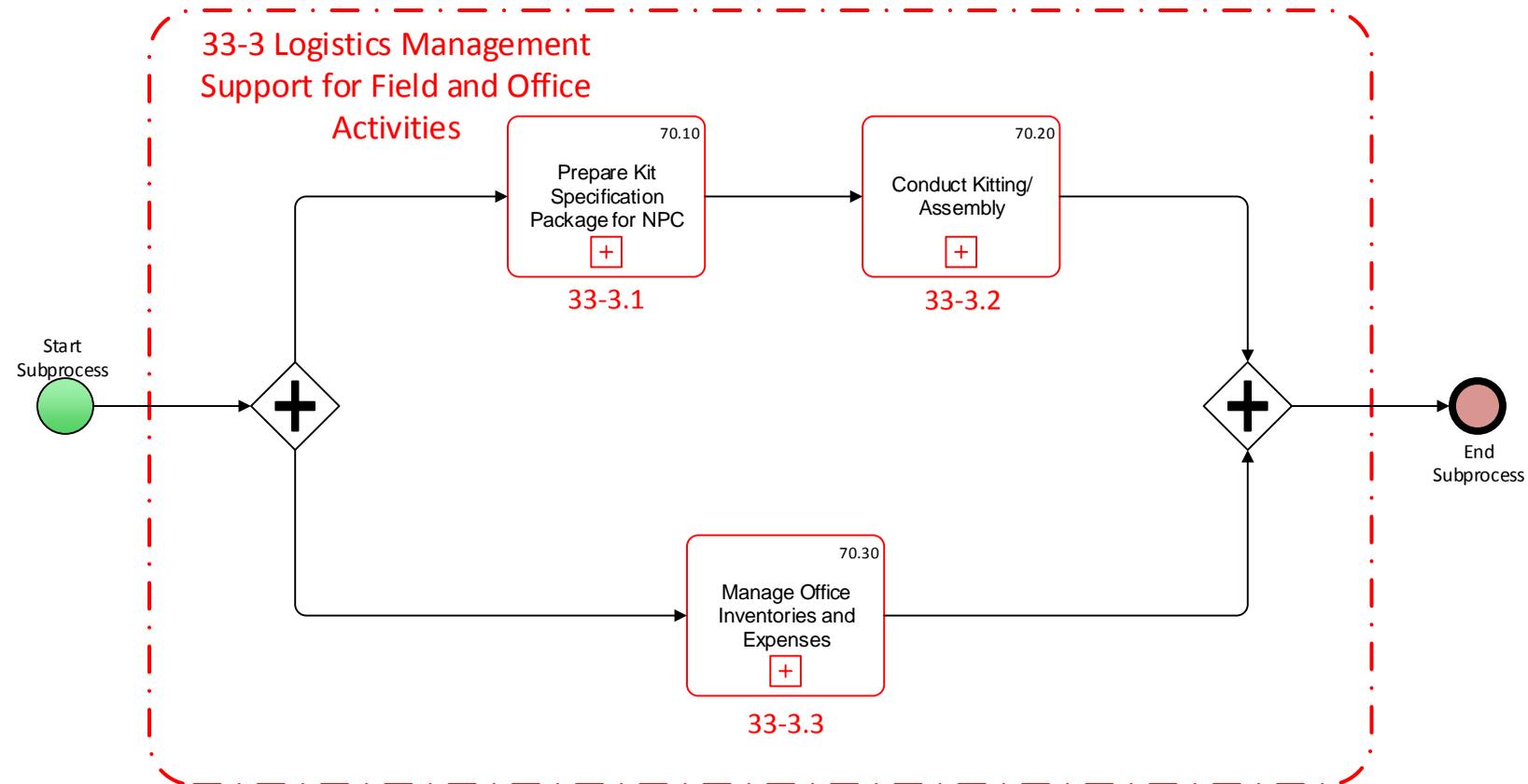
60.60 Set Up and Open Field Offices

Purpose: To equip and furnish the RCCs and ACOs so they are ready for field operations.



70. Provide Logistics Management Support for Field and Office Activities

Purpose: To provide kits to support the recruiting, training, and hiring of field staff and to manage inventories of the RCCs and ACOs.



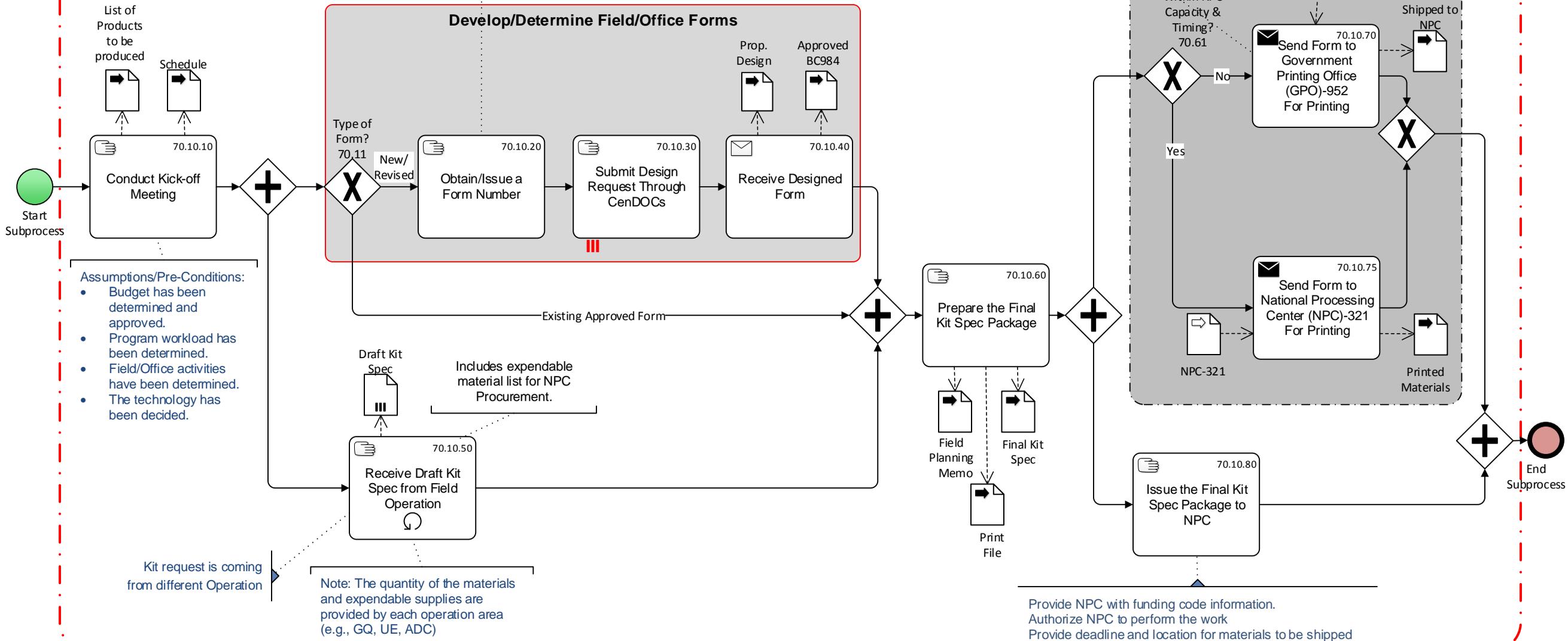
70.10 Prepare Kit Specification Package for NPC

Purpose: Receive the specifications for the contents of the recruiting, training, and hiring staff in preparation for kit assembly. Also ensure printed materials and supplies are ready for on time kit assembly.

33-3.1 Prepare Kit Specification Package for NPC

1. For Decennial – (Obtain form #, as well as OMB#)
2. For Test – (Issue form # only)
3. For Public Use Form (Decennial or Test)- Requires OMB #

GPO sends printed materials to NPC only if those materials need to go into a kit; otherwise GPO sends printing materials to the respective office (RCC/ACO).

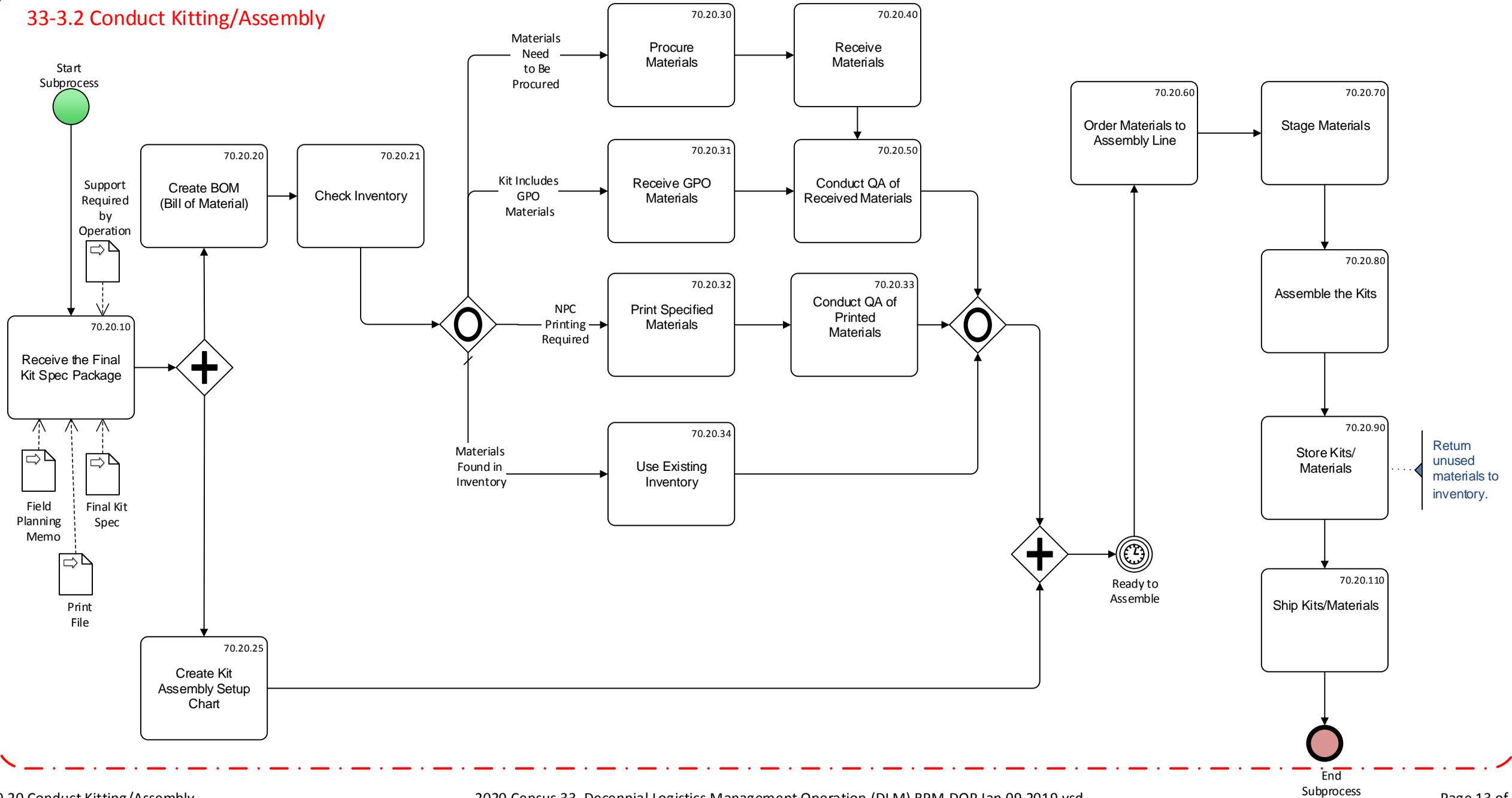




70.20 Conduct Kitting/Assembly

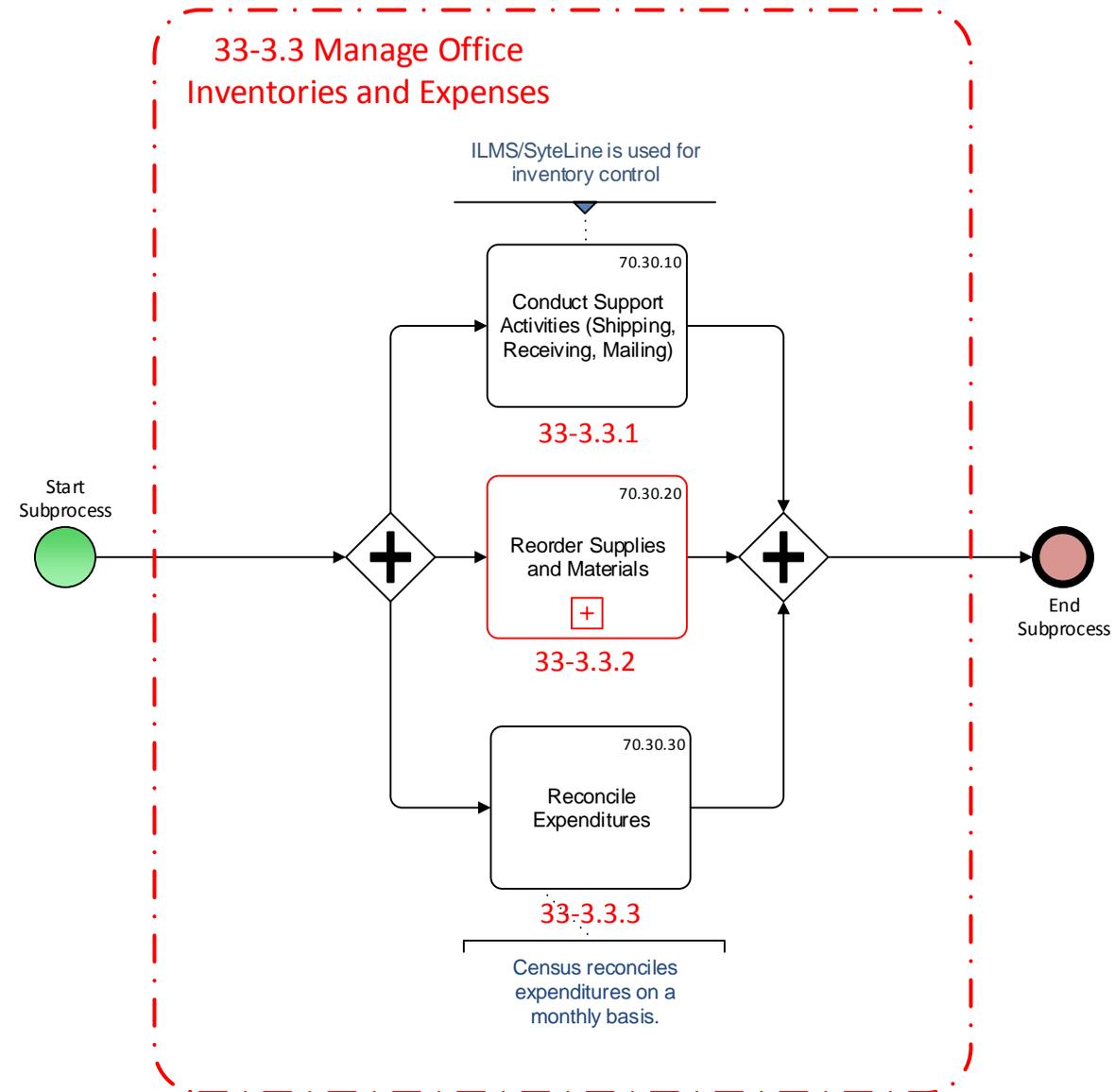
Purpose: To conduct kitting and assembly activities for recruiting, training, and hiring for field operations.

33-3.2 Conduct Kitting/Assembly



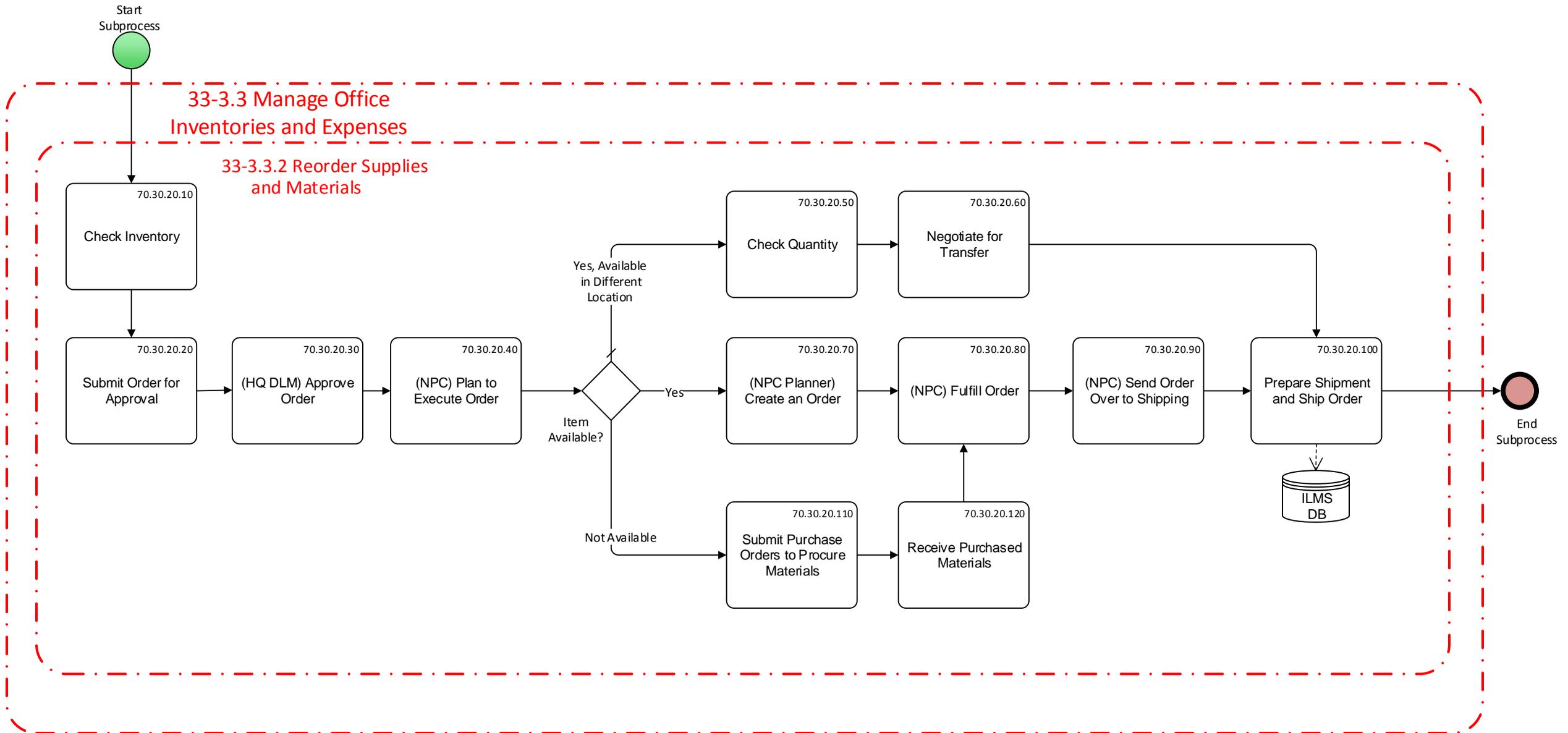
70.30 Manage Office Inventories and Expenses

Purpose: To provide offices with the means to manage inventory and supplies and to reconcile expenditures.



70.30.20 Reorder Supplies and Materials

Purpose: Field orders census materials and adequate inventory is maintained.



80. Close Offices

Purpose: To perform all activities associated with closing the offices, including disposition of all furniture, equipment, and supplies as well as administrative actions associated with ending the lease.

33-2.2 Close Offices

Minimum 90 days prior to vacancy

80.10
Notify GSA Intent to Vacate

Depending on the lease contract, Census may be required to remove work conducted during office build out as well.

