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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

Legend


Page 2 of 10
Purpose: To obtain counts of overseas military and federal civilian employees and their dependents living with them.

Context Model

20-1 FACO Planning and Preparation

- Plan and Prepare for FACO
  - Collect Federal Civilian Counts for Overseas Personnel by State
  - Collect DoD Counts for Overseas Personnel

20-2 FACO Response Collection

- Collect Federal Civilian Counts for Overseas Personnel by State
- Collect DoD Counts for Overseas Personnel

20-3 FACO Final Outputs

- Finalize FACO Counts by State
  - Send FACO Counts to DPD Operation

20-4 FACO Closeout

- Perform FACO Closeout
  - Provide Records for Archiving (records and images, final forms and letters, etc.)
  - Closeout FACO

Agency Collected Information from FACO

Federally Affiliated Overseas Counts File
10 Plan and Prepare For FACO

Purpose: To perform planning and preparation for the FACO operation.

20-1 FACO Planning and Preparation

10.10 Identify Departments and Agencies with Overseas Personnel

10.20 Prepare Count Materials for Federal Civilian Department and Agency Responses

10.30 Provide Input for DoD Memorandum of Agreement (MOA)

10.40 Receive OMB Clearance and Approved MOA
10.20 Prepare Count Materials for Federal Civilian Department and Agency Responses

Purpose: To prepare program materials for federal civilian counts for overseas personnel and their dependents living with them.

20-1.2 Prepare Count Materials for Federal Civilian Department and Agency Responses

D-Q-FA is the "Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence" form.

D-IS-FA provides the instructions for completing Form D-Q-FA.

Start Subprocess

Create D-Q-FA Form

Create D-IS-FA Data Instruction Sheet

Provide Requirements for Data Collection Instrument Development

Submit Materials for OMB Clearance

End Subprocess

Create Letter to Department and Agency Heads

Create Letter to Department and Agency Contacts

Create Followup Letter for Department and Agency Heads

Create Followup Letter for Department and Agency Points of Contact (POCs)

D-Q-FA is the "Federally Affiliated Overseas Personnel and Dependents: Counts by Home State of Residence" form.

D-IS-FA provides the instructions for completing Form D-Q-FA.
20 Collect Federal Civilian Counts for Overseas Personnel by State

**Purpose:** To collect counts of U.S. federal civilian employees stationed overseas and their dependents living with them that can be allocated to a home state for the purposes of apportioning seats in the U.S. House of Representatives.

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 Department and Agency Heads**
- **20-2.1.3 Send Count Request Letter, Forms, and Guidelines to Points of Contact (POCs)**
- **20-2.1.4 Receive, Check, and Store Responses**

Letter to Department or Agency Heads includes requests for:
- Participation in Count Program
- Designated Point of Contact (POC)
20.30 Send Count Request Letter, Forms, and Guidelines To POCs

Purpose: To ensure the point of contact (POC) is identified and receives materials to respond.

20-2.1.3 Send Count Request Letter, Forms, and Guidelines to POCs

1. Determine if Point of Contact Has Been Identified
2. Send a Reminder to Department or Agency Head
3. Send Letters/Instructions to Point of Contact
4. Receive Point of Contact Information

- Information includes POC name, email, etc.

Start subprocess

- Yes
- No

End subprocess
20.40 Receive, Check, and Store Responses

Purpose: To receive, check, and store FACO responses from federal civilian departments and agencies.

**20-2.1.4 Receive, Check, and Store Responses**

**Receive Responses**

- **Authenticate User Log-In Credentials**
- **Centurion**
  - 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
  - 20.40.40
- **Store Response from Department or Agency**
  - 20.40.50
- **Centurion**
  - 20.40.60
- **CDL**
  - 20.40.70
- **UTS**
  - 20.40.80
- **Check Response**
  - Is Response Satisfactory?
  - Yes
  - No

Includes:
- For Each Department or Agency, Store Counts Received by State and an Image of Each Submitted Form

**UTS receives data to make reports for internal Census Bureau use**

**Wait Allotted Time for Response to Be Provided**

**Was Response Provided?**

- Yes
  - **Remind Respondent to Provide Response and Escalate Until Response is Received**
- No

**Contact Respondent to Facilitate a Satisfactory Response**

**Authenticate User Log-In Credentials**

**Start**

**End**
30 Collect DoD Counts for Overseas Personnel

Purpose: To obtain total counts of overseas personnel employed by the DoD and their dependents living with them.

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 Responses by State and Review to Resolve Any Discrepancies

Start Subprocess

End Subprocess
40 Finalize FACO Counts by State

Purpose: To create aggregated data for FACO counts by state.

20-3.1 Finalize FACO Counts by State

Counts of Civilians and Military from DoD

Count for Deployed DoD Personnel Unmatched to a Stateside Address

Federal Civilian Counts by State

Aggregate by State Across DoD and Federal Civilian Counts

Review Aggregated Counts by State

Start subprocess

End subprocess