# 2020 Census 26. Island Areas Censuses (IAC) Operation

## Version: 4.6 – with Annotation v08 2019-08-02

**Revision Date:** 08/02/2019

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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

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**Data Object – Input** This represents any in-coming data (e.g., files, data, etc.) to the activity.

**Data Object – Output** This represents any out-going data (e.g., files, data, etc.) from the activity.

**Gateway – Exclusive decision gateway** This represents that the process must go one way or the other but not both at once.

**Gateway – Parallel split gateway** This represents the start of activities that happen in parallel. All incoming flows must complete before triggering the outgoing flow.

**Gateway – Parallel merge gateway** This represents the end of activities that happen in parallel. The details about this activity appear on another page.

**Sub Process** This represents a further detailing process model. The details about this activity appear on another page.

**Activity** This represents the atomic level of an activity in the process model.

**Sequence Flow** This represents the direction of the process' flow.

**Intermediate Timed Event** This represents an event that waits for the specified timeframe to occur before proceeding to the next activity.

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**Key:**
- **Events:** Start: 10, End: 80, Intermediate: 30, 40, 50, 60, 70, 80
- **Activities:** Activity at atomic level, Activity containing a subprocess, Optional Activity Numbering
- **Gateway:** Exclusive, Parallel
- **Data Objects:** Input, Output
- **Other:** Sequence Flow

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**Legend:**
- Reading and Understanding the Model Example Activity Model
- 2020 Census 26. Island Areas Censuses Operation (IAC) BPM 4.6 with Annotation v08.vsdm
- Page 2 of 31
**2020 Census 26. Island Areas Censuses Operation (IAC)**

**Purpose:** To list all residential and other living quarters in American Samoa, Commonwealth of the Northern Mariana Islands, Guam, and U.S. Virgin Islands and enumerate these units, process the collected data, and tabulate and disseminate data products.

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**26-1 IAC Planning and Analysis**

- 26-1.1 Develop IAC Contracts and Communications Requirements
- 26-1.2 Develop IAC Operational Specifications
- 26-1.3 Identify Datasets and System Support Capabilities Needed for IAC Operations
- 26-1.4 Determine IA Census Office Staff Needs and Operational Performance Measurements
- 26-1.5 Prepare IA Census Office Procedures, Training Plans, and Materials Content
- 26-1.6 Provide Requirements for IAC Data Collection Supplies and Materials

**26-2 IAC Coordination, Progress Monitoring, and Issue Resolution**

- 26-2.1 Coordinate with Island Areas (IA) Governments
- 26-2.2 Monitor IAC Progress and Resolve Issues

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**26-3 IAC Human Resources and Personnel Management Support**

- 26-3.1 Provide IAC Human Resources and Personnel Management Support

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**26-4 Setup, Operation, and Closeout of the Census Offices in the Island Areas**

- 26-4.1 Identify, Equip, and Set Up Census Offices in the Island Areas
- 26-4.2 Operate and Maintain Census Offices in the Island Areas

**26-4.3 Conduct IAC Closeout Activities in the Census Offices**

- 26-4.4 Provide IAC Human Resources and Personnel Management Support

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**26-5 IAC Field Data Collection and Support**

- 26-5.1 Manage IAC Production and Quality Control Work Assignments
- 26-5.2 Conduct IAC Fieldwork

**26-5.3 Is Additional QC (Quality Control) Required?**

- Yes
- No

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**26-6 IAC Data Capture**

- 26-6.1 Perform Data Collection IAC Questionnaire and Geographic Data Capture Activities

**26-7 Response Processing and Data Products Support for IAC**

- 26-7.1 Monitor and Coordinate Response Processing and Data Products Activities for IAC

**26-8 IAC Closeout**

- 26-8.1 Conduct IAC Closeout Activities in the Census Offices

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**Notes:**

- Field Data Collection Closeout Criteria Met?
- 2016 to 2022

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**End of IAC Context Model**
Develop and Finalize Contracts for 2020 Island Areas Censuses

Purpose: Develop contracts and communications requirements for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-1.1 Develop IAC Contracts and Communications Requirements

26-1.1.1 Develop and Finalize Contracts for 2020 Island Areas Censuses

- Develop Contracts for the 2020 Island Areas Censuses
- Finalize and Sign 2020 Island Areas Censuses Contracts

Includes:
- Processes for Recruiting and Hiring Temporary Staff
- Requirements for Census Offices in the Island Areas
- Operational Milestones
- Staffing Requirements
- Operational Budget

26-1.1.2 Develop IAC Communications Requirements

- Provide IAC Requirements and Request Communications and Partnership Guidance and Stakeholder Input (from IPC)

Includes:
- IAC Communications and Partnership Guidance
- IAC Promotional Materials
- IAC Webpage Guidance

No later than December 31, 2018
11 Develop IAC Operational Specifications

Purpose: Develop operational specifications for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-1.2 Develop IAC Operational Specifications

Includes:
- IAC Production Contact Strategies and Business Rules
- Specifications for Data Capture, Data Processing, and Data Products for IAC

Start Sub-process

Develop IAC Production Strategies and Specifications

26-1.2.1

Develop IAC Quality Control Plan

26-1.2.2

End Sub-process
12 Identify Datasets and System Support Capabilities Needed for IAC Operations

Purpose: identify datasets and system support capabilities needed for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-1.3 Identify Datasets and System Support Capabilities Needed for IAC Operations

26-1.3.1 Prepare Initial Lists of Group Quarters and Transitory Locations in the Island Areas

Includes:
- Updates to Island Areas Collection Geography
- Delineation of Island Areas BCUs
- Solutions for Viewing Imagery/BCUs in IA Census Offices
- Solutions for Geographic Data Capture at NPC (For Capture of IAC Map/Address Register Data)

Includes:
- Fingerprinting, Badging, Office Computing Environment
- Specs for Office Control System, Assignment Management and Check-in

Includes:
- ITIN Office IT Infrastructure and Networking

26-1.3.2 Identify Needs for Geographic Data and System Support Capabilities (via GEO)

26-1.3.3 Identify Needs for Other System Support Capabilities (via FLDI, ITIN, DSC)

26-1.3.4 Identify IAC Processing and Office Infrastructure Needs (via ITIN)
Purpose: Determine Census Office staff needs and operational performance measurements for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

13 Determine IA Census Office Staff Needs and Operational Performance Measurements

13.10 Determine Estimated IAC Operational Workload by Geographic Area

26-1.4 Determine IA Census Office Staff Needs and Operational Performance Measurements

26-1.4.1 Determine Estimated IAC Operational Workload by Geographic Area

26-1.4.2 Define Operational Performance Measurements and Progress Targets
14 Prepare IA Census Office Procedures, Training Plans, and Materials Content

Purpose: Prepare Census Office procedures, training plans, and materials content for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-1.5 Prepare IA Census Office Procedures, Training Plans, and Materials Content

Includes:
- IAC Field Procedures and Manuals
- IAC Office Procedures and Manuals

Includes:
- Orientation Training
- Management Training
- Office Operations Training
- Enumeration Training
- Training Plans

Start Sub-process

Develop IAC Manuals

26-1.5.1

2020 IAC Manuals

Develop IAC Training Materials

26-1.5.2

End Sub-process
15 Provide Requirements for IAC Data Collection Supplies and Materials

Purpose: Provide requirements for data collection supplies and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-1.6 Provide Requirements for IAC Data Collection Supplies and Materials

Includes Requirements for:
- IAC Questionnaire and Supporting Forms Development including OMB Approval (Coordinate with CFD and PM)
- IAC Questionnaire and Supporting Forms Printing and Shipping (Coordinate with FPD and DLM)

Includes Requirements for:
- IAC Paper Maps Development and Printing (Coordinate with GEOP and DLM)
- IAC Paper Address Register and Supporting Materials Development and Printing (Coordinate with GEOP, CFD, and DLM)
  - Supporting materials include GQ Residents List/Roster Sheets and Address Register & Questionnaire Barcode Labels
- IAC Job Aids, Manuals and Training Materials, Operational and Office Supply Kit Specifications (Coordinate with DLM)
- IAC Pre-printed Materials Printing and Shipping (Coordinate with DLM)

Includes Requests for:
- Content for Guidance for Recruiting and Hiring Support Materials for IA Government Use (Coordinate with FLDI)
- Official Forms relating to Recruiting and Hiring Process (e.g. Oath of Confidentiality Form, etc.)

Includes Requests for:
- IAC Questionnaire and Supporting Forms Development (Coordinate with CFD and PM)
- IAC Questionnaire and Supporting Forms Printing and Shipping (Coordinate with FPD and DLM)

Includes Requests for:
- IAC Paper Maps Development and Printing (Coordinate with GEOP and DLM)
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Includes Requests for:
- Content for Guidance for Recruiting and Hiring Support Materials for IA Government Use (Coordinate with FLDI)
- Official Forms relating to Recruiting and Hiring Process (e.g. Oath of Confidentiality Form, etc.)
30 Provide IAC Human Resources and Personnel Management Support

Purpose: Provide human resources and personnel management support for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-3 IAC Human Resources and Personnel Management Support

26-3.1 Hire and Deploy Census Advisors

26-3.2 Select, Hire, and Train Census Office Staff

26-3.2.1 Select, Hire, and Train Census Office Management Staff

26-3.2.2 Select, Hire, and Train Census Office Field and Clerical Staff

26-3.3 Provide Administrative Support for Census Office Staff

Includes:
- Requests for Background Checks via Fingerprinting Vendor and CHEC System/FBI
- Processing Time and Expenses for Census Office Staff
- Approval and Processing of Administrative Actions

BPM 30

2020 Census 26. Island Areas Censuses Operation (IAC) BPM 4.6 with Annotation v08.vsdm
30.30 Select, Hire, and Train Census Office Management Staff

Purpose: Select, hire, and train Census Office management staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-3.2.1.1 Select and Check Management Staff

26-3.2.1.2 Hire Management Staff

26-3.2.1.3 Train and Swear-In the Management Staff
30.40 Select, Hire, and Train Census Office Field and Clerical Staff

Purpose: Select, hire, and train Census Office field and clerical staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-3.2.2 Select, Hire, and Train Census Office Field and Clerical Staff

26-3.2.2.1 Recruit and Test Applicants

26-3.2.2.2 Interview, Check, and Select Applicants

Includes:
- Inform Applicants of Clearance Decision
- Perform Badging Status Updates and Printing
- Update ATAC Status for Eligible Applicants

Includes:
- Train Office Operations Supervisors (OOS) and Clerks
- Train Field Staff (Field Supervisors, Crew Leaders, Enumerators)

Includes:
- Swear-in for Title 13 (Oath of Confidentiality)
- Any exception processing for non-Attendees.
**30.40.50 Conduct Orientation for New Census Office Staff**

**Purpose:** Conduct orientation for new Census Office staff for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

### Key Steps:
1. **Create Selectee List for Orientation Day**
2. **Conduct Swear-in**
3. **Invite Selectees to Orientation Day and Provide Location Details**
4. **Selectee Attends Orientation**
5. **Provide Orientation Day Training**
6. **Conduct Swear-in**
31 Perform Background Check

Purpose: To check the background of candidates to determine if they are free of any federal offenses that would make them ineligible to work for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
40 Identify, Equip, and Set Up Census Offices in the Island Areas

Purpose: Identify, equip, and set up Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-4.1 Identify, Equip, and Set Up Census Offices in the Island Areas

Note:
- Once Census Offices are selected, Process to Hire and Train Management Staff (BPM 30.30) can begin.

Note:
- Includes IT support equipment, desktop computers, printers and shredders.

Start Sub-process

Identify Location for Census Office Site

Set Up Census Office to Meet Site and IT Security Requirements

Prepare IT Equipment and Coordinate Shipping to IA Census Offices

Receive and Set Up IT Equipment

End Sub-process
50 Operate and Maintain Census Offices in the Island Areas

Purpose: Operate and maintain Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-4.2 Operate and Maintain Census Offices in the Island Areas

26-4.2.1 Open Census Office and Begin Daily Operations

26-4.2.2 Maintain Census Office Environment and Manage IAC Supplies

- Maintain Census Office Environment and Manage IAC Supplies
  - Once Census Office is Ready for IAC Daily Operations
  - Conduct IAC Partnership and Outreach
  - Receive Electronic Versions of Training Materials at Census Office
  - Receive Electronic Versions of Hiring Materials at Census Office
  - Receive Electronic Versions of Data Collection Maps (PDF) at Census Office
  - Receive Promotional Materials and Items at Census Office
  - Receive Supplies of Pre-printed Paper Materials at Census Office
  - Print Materials and Assemble Kits
  - Once Completed Data Collection Materials Pass In-Office Review and Associated Follow-ups are Complete

- Manage Field and Office Supplies
  - Incl: Recruiting Kits, Hiring Kits, Training Kits, Operational Kits and Supplies

26-4.2.3 Manage IAC Data Collection Materials

- Manage IAC Data Collection Materials
  - Once Completed Data Collection Materials Pass In-Office Review and Associated Follow-ups are Complete
  - Pack Completed Materials (Daily)

26-4.2.4 Manage IAC Data Collection Materials

- Manage Daily Clerical Activities

Start Sub-process

End Sub-process
60 Manage IAC Production and Quality Control Work Assignments

Purpose: Manage production and quality control (QC) work assignments for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-5.1 Manage IAC Production and Quality Control Work Assignments

26-5.1.1 Establish IAC Field Management Areas

26-5.1.2 Create and Maintain Listing Assignments and Materials

26-5.1.3 Create and Maintain Housing Unit Enumeration Assignments and Materials

26-5.1.4 Create and Maintain Special Enumeration Assignments and Materials

26-5.1.5 Manage Office Interactions with IAC Data Collection Field Work

Start Sub-Process

Field Followup Assignments

First-time BCU (Basic Collection Unit) Workload

Is this the First-time BCU Workload or Continuation of Work on Existing Assignments?

Field Operations Supervisor/Crew Leader Districts for IAC BCUs

Create Field Operations Supervisor/Crew Leader Districts for IAC BCUs

Assign Workload to Field Supervisors

Create and Maintain Address Listing Assignments and Materials

Create and Maintain Housing Unit Enumeration Assignments and Materials

Create and Maintain Special Enumeration Assignments and Materials

Return Results from Data Collection Field Work to Census Office

List of Results

Field Supervisor/Crew Leader

Are these Listing Results or Enumeration Results?

Was any Additional Group Quarters (GQs) or Transitory Locations (TLs) Found During Enumeration?

Submit Completed Data Collection Materials for Check-In and Clerical Review

Field Supervisor/Census Ofc

Pick Up Work Assignment Packets for Delivery to Field Workers

Field Supervisor/Crew Leader

Pick Up Work Assignment Packets for Delivery to Field Workers

Field Supervisor/Census Ofc

Submit Completed Data Collection Materials for Check-In and Clerical Review

End Sub-Process
60.30 Create and Maintain Address Listing Assignments and Materials

Purpose: Create and maintain address listing assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

Note: Address Listing Assignment Packets include:
- Address Register
- BCU Paper Maps
- Confidentiality Statements
60.40 Create and Maintain Housing Unit Enumeration Assignments and Materials

Purpose: Create and maintain housing unit enumeration assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

**Note:** HU Enumeration Assignment Packets include:
- Contents of Listing Assignment Packet PLUS:
  - Questionnaires
  - Continuation Questionnaires
  - Flash Cards
  - Sheets of Barcode Labels
  - Notice of Visit Forms

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**26-5.1.3 Create and Maintain Housing Unit Enumeration Assignments and Materials**

Start Sub-Process

Create Housing Unit (HU) Enumeration Assignment Packets

Assign Housing Unit Enumeration Workload to Field Staff

End Sub-Process
Create and Maintain Special Enumeration Assignments and Materials

Purpose: Create and maintain special enumeration assignments and materials for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-5.1.4 Create and Maintain Special Enumeration Assignments and Materials

- Create and Maintain IAC GQ and TL Universe in ATAC
- Verify GQ/TL Facility Information as Special Enumeration Locations are Identified
- Transcribe the Contact Information to the Address Register
- Print Specific BCU Maps where Special Enumeration Assignments are Located
- Create Special Enumeration (SE) Assignment Packets
- Assign Special Enumeration Locations to GQ/TL Enumeration Staff

Note: SE Assignment Packets include:
- GQ or TL Address Register
- For GQs: ICQs
- For TLs: Questionnaires and Continuation Forms
- BCU Paper Maps
- Flash Cards
- Sheets of Barcode Labels
- Supplies of Confidentiality Statement
Conduct IAC Data Collection Field Work

Purpose: Conduct data collection field work for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-5.2 Conduct IAC Data Collection Field Work

- Address Listing Assignment
- Housing Unit Enumeration Assignment
- Special Enumeration Assignment
- Field Followup Assignment

26-5.2.1 Conduct IAC Address Listing

26-5.2.2 Conduct IAC Housing Unit Enumeration

26-5.2.3 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations

26-5.2.4 Conduct IAC Field Followup

Note: Additional Followup includes:
- Group Quarters Followup for Questionnaire Pickup
- Housing Unit Followup for Appointments Made
- Housing Unit Followup for Language Barrier Cases
- Address Listing Quality Checks for the Address Registers

Criteria for Review

Packet Requiring Review and Possible Follow-up

Is Additional Followup Required?

No

Yes

Crew Leader Quality Check

Conduct Crew Leader Quality Check
What happens to the outcomes of the Re-interviews?

Conduct IAC Address Listing

71.10 Locate and Travel to Assignment

71.20 Walk BCU Perimeter / Interior to Inspect Area

71.30 Travel to First / Next Structure in BCU and Determine if it is a Living Quarters (LQ) or a Non-Living Quarters (NLQ)

71.40 Complete the Address Register Entry for the LQ or NLQ

71.50 Is the Listing Complete for this BCU?

71.60 Update the BCU Map as Required.

Is the Listing Complete for this BCU?

No

Yes

Submit Address Listing Materials to Crew Leader for Review

Purpose: For the enumerator to traverse every block, street, road, path, etc. within a Basic Collection Unit (BCU) to find and record address listing information about every place where people live, stay, or could live and to update and correct the map of the assigned area for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
72 Conduct IAC Housing Unit Enumeration

Purpose: For all housing unit (HU) locations; to arrange for their enumeration; and collect data on the persons residing at these locations on Census Day for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-5.2.2 Conduct IAC Housing Unit Enumeration

- **HU Enumerator**
  - Receive Work Assignments and Data Collection Materials from Crew Leader
  - Use the Address Register to Identify the First/Next HU to Enumerate.
  - Travel to Assigned BCU
  - Conduct Proxy Interview for HU (if Possible)

- **HU Interview Procedures**
  - Conduct HU Interview (if Possible)
  - Has this HU Interview Case had 3 Attempts to Resolve?
    - Yes
      - Conduct Proxy Interview for HU (if Possible)
    - No
      - Has Time Allotted for HU Enumeration in this BCU Elapsed?
    - Yes
      - Submit all Enumeration Materials to Crew Leader for Review
    - No
      - Conduct HU Interview (if Possible)

- **Note:**
  - Crewleader Handles Arrangements for Enumeration Exceptions (e.g. Language Barrier Cases) as Needed

Start Sub-Process

End Sub-Process
73 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations

Purpose: For each general group quarters location, service-based location, military GQ location and transitory location; to arrange for their enumeration; and collect data on the persons residing at these locations on Census Day for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-5.2.3 Conduct IAC Special Enumeration at Group Quarters and Transitory Locations

26-5.2.3.1 Receive Special Enumeration Work Assignments and Conduct Telephone Contacts

26-5.2.3.2 Conduct IAC Enumeration at Transitory Locations

26-5.2.3.3 Conduct IAC Group Quarters Enumeration and Followup

26-5.2.3.4
Purpose: Conduct field followup data collection support activities in the Island Areas for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
26-5.3 Conduct IAC In-Office Data Collection Support Activities

26-5.3.1 Receive Data Collection Materials for Check-in
- Receive Data Collection Materials from the Field
- Sort Field Materials by LQ Type
- For Each Field Materials Packet Received:
  - Scan GQ Address Register Barcode on Cover Page
  - HU Packet or TL Packet?
  - Scan HU or TL Address Register Barcode on Cover Page
  - Scan Map ID Barcode(s)
  - Scan First/Next Questionnaire ID (HU, TU) from First/Next Address Register Listing Page
- Are there More HU or TU Listings on the Address Register?
  - Yes
  - Are there More Address Registers in the HU Packet or TL Packet?
  - No
  - Run Check-in Report, Print and Attach to Field Materials for this HU Packet or TL Packet

26-5.3.2 Perform Materials Check-in for Housing Units and Transitory Locations
- Scan Mappspot, within Mappspot ID, Address Type, POP Count, and Outcome from Questionnaire
- Are there Continuation Forms?
  - No
  - Mark HU/TL Check-In as Complete
  - Yes
  - Are there More HU or TU Listings on the Address Register?
    - Yes
    - Mark HU/TL Check-In as Complete
    - No
    - Are there More Address Registers in the HU Packet or TL Packet?
      - Yes
      - Mark HU/TL Check-In as Complete
      - No

26-5.3.3 Perform Materials Check-in for Group Quarters
- Key GQ Type and Population from GQ Address Register Listing Page
- Scan All ICQ Barcodes for the GQ ID
- Have all GQs been scanned from Address Register?
  - Yes
  - Mark HU/TL Check-In as Complete
  - No
  - Are there More Address Registers in the HU Packet or TL Packet?
    - Yes
    - Mark HU/TL Check-In as Complete
    - No

26-5.3.4 Store Data Collection Materials after Check-in
- Store Checked-in Materials for Clerical Review
- End Sub-Process

Materials are held in Title 13 Secure Area at End of Work

Title 13 Storage Procedures

End Sub-Process

Purpose: Conduct data collection support activities in the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
Followup is performed for nonresponding or failed edit cases after clerical review is completed.

### 26-5.4 Conduct IAC Quality Control Support Activities (In-Office)

**26-5.4.1 Conduct Clerical Review**
- Conduct Clerical Review and Flag for Followup if Needed
- Followup is performed for nonresponding or failed edit cases after clerical review is completed

**26-5.4.2 Conduct Telephone Followup/Reinterview**
- Did Case Fail Clerical Review or Was Case Selected for Reinterview?
  - Yes: Conduct Telephone Followup/Reinterview and Flag for Field Followup if Needed
  - No: Proceed to next step

**26-5.4.3 Manage Quality Control Outcomes**
- Are there Cases in the Packet Needing Field Followup?
  - Yes: Transfer Materials to In-Field Assignment Management Area for Field Followup
  - No: Proceed to next step

**26-5.4.4 Store Completed Data Collection Materials**
- Completed Packets
- Packets Requiring Field Followup

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**Purpose:** Conduct quality control (QC) support activities in the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
### 100 Conduct IAC Closeout Activities in the Census Offices

**Purpose:** Close the Census Offices for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

#### 26-4.3 Conduct IAC Closeout Activities in the Census Offices

- **Incl.:**
  - Conduct Lessons Learned for Island Areas Data Collection
  - Notify IA Governor of Opportunity for a Local Count Review

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**Step 26-4.3.1 Begin Closeout Activities**

- **Incl.:** Conduct Lessons Learned for Island Areas Data Collection, Notify IA Governor of Opportunity for a Local Count Review

**Step 26-4.3.2** Conduct Optional Local Count Review

**Step 26-4.3.3** Ship Final IAC Data Collection Materials to NPC for Data Capture

- **Prepare Data Collection Materials for Shipping**
  - Before 7/31/2020 Deadline

- **Ship Completed IAC Data Collection Materials to NPC for Data Capture and Receive Acknowledgement**

**Step 26-4.3.4 Close and Vacate Census Office Site**

- **Is Local Count Review Requested?**
  - No
  - Yes

**Step 26-4.3.4.1** Close and Vacate Census Office Site

- **Incl.:**
  - Close and Vacate Census Office Site

**Step 26-4.4** Publicize the Closing of the Census Office

**Step 26-4.5** Vacate Census Office

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**Office Closure Procedures**

- **Begin Closing Census Office**
  - Coordinate Return of Census Office IT Equipment and Other Property with ITIN

- **Publicize the Closing of the Census Office**
  - Before 7/31/2020 Deadline

- **Vacate Census Office**
  - Before 7/31/2020 Deadline
110 Perform Post Data Collection IAC Questionnaire and Geographic Data Capture Activities

Purpose: Electronically capture data from questionnaires and non-questionnaire materials, including address registers and maps for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.
Purpose: Monitor and coordinate response processing and data products activities for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

26-7 Response Processing and Data Products Support for IAC

120.10 Monitor and Coordinate Response Processing Activities for IAC

26-7.1 When Data Products Activities for IAC are Ready to Begin

120.20 Monitor and Coordinate Data Products Activities for IAC

26-7.2

End Sub-Process

Start Sub-Process
130 Closeout IAC Operation

Purpose: Closeout IAC operational activities for the 2020 Census of American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands.

Start Sub-process

IAC Archival Information to ARC Operation

Coordinate Final Disposition of IAC Archival Information to ARC Operation

Finalize 2020 Census IAC Lessons Learned

Provide Inputs to 2020 Census IAC Assessments

End Sub-process