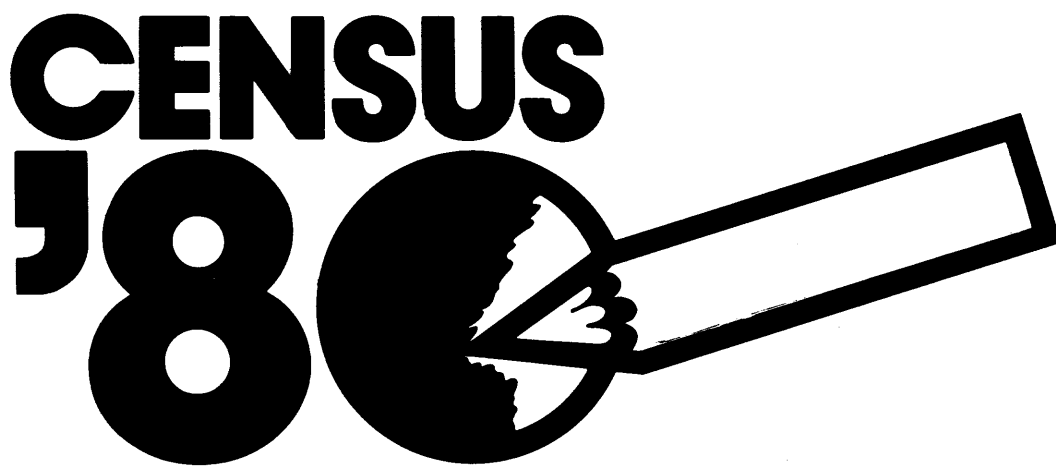


D-561-PI

QUESTIONNAIRE REFERENCE BOOK



**U.S. Department of Commerce
BUREAU OF THE CENSUS**



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INTRODUCTION

The Questionnaire Reference Book (QRB) should help you to--

Be more knowledgeable in your job.

Know how to complete the questionnaire.

Answer householders' inquiries about the questions on the questionnaire.

Familiarize yourself with the arrangement of this book. It has five parts and seven appendices.

- Part I. Population Questions and Explanations, shows each population question, when and how to ask it, and information concerning it.
- Part II. Housing Questions and Explanations, shows each housing question, when and how to ask it, and information concerning it.
- Part III. Uses Made of Information Collected by the Population Questions, explains why the government needs the information and how it is used.
- Part IV. Uses Made of Information Collected by the Housing Questions, explains why the government needs the information and how it is used.
- Part V. Questions Frequently Asked and Suggested Answers, gives responses to some questions the public may ask census employees.
- Appendix A. Table of Residence Rules, gives characteristics of two groups of people--those you list as occupants of the household and those you do not list (in instances in which this is not obvious).
- Appendix B. Table of Unacceptable and Acceptable Entries for Business and Industry (Question 26b), gives some examples which are unacceptable for census tabulations compared with entries which are acceptable.
- Appendix C. Table of Unacceptable and Acceptable Occupation Descriptions (Question 27), gives some examples of entries which are unacceptable for census tabulations compared with entries which are acceptable.
- Appendix D. Provisions of the Census Law, gives the obligations of census employees and all other citizens in the census.
- Appendix E. Provisions of the Privacy Act, gives the obligations of the Census Bureau under the Privacy Act of 1974.
- Appendix F. Summary of When and How to Ask Questions, gives a quick reference of when and how to ask each question. See Parts I and II for detailed instructions.

Study this book so that you know how to complete questionnaires and answer respondents' questions.

PART I
POPULATION QUESTIONS AND EXPLANATIONS

Part I shows each population question, when and how to ask it,
and information concerning it.

①

QUESTION 1 ... NAMES OF HOUSEHOLD MEMBERS

[illegible]

WHEN TO ASK:

Ask at all households.

HOW TO ASK:

"What is the name of each person who was living here on Tuesday, April 1, 1980, (for TTPI, September 15, 1980) or who was staying or visiting here and had no other home?"

QUESTION 1 ... NAMES OF HOUSEHOLD MEMBERS (Continued)

1

1. NAMES IN QUESTION 1 ON PAGE 1

List in Question 1 the names of all persons who usually live here.

a. Housing Units

List each person who usually lives in this housing unit or who is staying or visiting here and has no other home.

If ALL members of a household are staying only temporarily and have a usual home elsewhere (UHE) mark the box in the "NOTE" section at the bottom of Question 1 on page 1. In this case, obtain vacant housing information for the living quarters. Also enter the address of the usual home on the back cover of the questionnaire. However, do NOT list the persons in Question 1 or obtain population information.

See Appendix A for rules as to whether a person should be included in this household or some other place.

2. HOW TO ENTER NAMES

a. General Instructions

Print the person's legal name, that is, the name used to sign checks or other papers. Enter the last name, then the given name in full, and the middle initial, if any. If a person uses a first initial and a middle name, for example, "G. Robert Brown," enter "Brown, G. Robert." For a newborn infant who does not yet have a given name, print "(last name), Infant."

b. Names Adapted to Specific Situations

Samoa: Reference to matai title. Many Samoans have matai titles, or are related to someone who has a title. When a person uses his title as the last name, the people who "belong" to this title may also take this name. For example, a person whose real last name is Talofa might report his name as John Samoa (the name of his title), and his children might have either Talofa or Samoa reported as the last name, print the last name as reported.

TTPI: Reference to nonchristian names. If a single nonchristian name is given, print the single name given, for example, George, NC (non-christian).

3. NAMES ON PAGES 2 AND 3

On pages 2 and 3 are columns to enter up to seven persons. To list a name for "Person in column 1," ask for the name of one of the household members in whose name this home is owned or rented or associated with. That is, ask "What is the

①

QUESTION 1 ... NAMES OF HOUSEHOLD MEMBERS (Continued)

name of the person who owns or is buying or rents or is associated with this living quarters?" If the answer is more than one person, enter in column 1 the first person mentioned. For statistical purposes (to identify principal family groups), it is necessary to enter as the "Person in column 1" an adult (15 years old or over) to whom all other household members, if any, may be meaningfully related.

If no member of this household owns or rents or is associated with the living quarters (that is, the rent is paid by a person not living here), enter in the column for Person 1, any adult household member at least 15 years old who is not a roomer, boarder, or paid employee.

Print the names of the other household members, if any, in the columns which follow on pages 2 and 3 using Question 1 as a checklist.

If more than seven persons are listed in Question 1, print the names of seven of the persons in the columns on pages 2 and 3 and then use another questionnaire for the additional persons. Skip the column for Person 1 on the continuation questionnaire: that is, begin the continuation questionnaire by entering the eighth person in the column for Person 2, the ninth person in the column for Person 3, etc.

Fill out the address or location label and enter "Continuation" above the address or location label on the continuation questionnaire. For the first questionnaire for the household print "1 of 2," for the second questionnaire, print "Continuation 2 of 2," above the address or location label.

NOTE: This procedure applies only to housing units. For group quarters, see instruction 12 for Question 2.

QUESTION 2 ... RELATIONSHIP

2

2. How is ... related to (Insert name of person in column one)? <i>Fill one circle.</i> <i>If "Other relative" of person in column 1, give exact relationship, such as wife's mother, grandson, etc.</i>	<i><u>START</u> in this column with the household member (or one of the members) in whose name the home is owned or rented. If there is no such person, start in this column with any adult household member.</i>	If relative of person in column 1: <table style="width: 100%; border: none;"> <tr> <td>☐ Husband/wife</td> <td>☐ Father/mother</td> </tr> <tr> <td>☐ Son/daughter</td> <td>☐ Other relative </td> </tr> <tr> <td>☐ Brother/sister</td> <td></td> </tr> </table> If not related to person in column 1: <table style="width: 100%; border: none;"> <tr> <td>☐ Roomer, boarder</td> <td>☐ Other nonrelative </td> </tr> <tr> <td>☐ Roommate</td> <td></td> </tr> <tr> <td>☐ Paid employee</td> <td></td> </tr> </table>	☐ Husband/wife	☐ Father/mother	☐ Son/daughter	☐ Other relative 	☐ Brother/sister		☐ Roomer, boarder	☐ Other nonrelative 	☐ Roommate		☐ Paid employee	
☐ Husband/wife	☐ Father/mother													
☐ Son/daughter	☐ Other relative 													
☐ Brother/sister														
☐ Roomer, boarder	☐ Other nonrelative 													
☐ Roommate														
☐ Paid employee														

WHEN TO ASK: Ask for all persons in housing units. Do not ask Question 2 in group quarters (see instructions for item A).

HOW TO ASK: "How is ... related to (the person entered in column 1)?"

1. GENERAL

Fill the appropriate circle to describe the relationship of each person to the "Person in column 1." If the person is related to Person 1 by blood, marriage, or adoption, but is not the "Husband/wife," "Son/daughter," "Brother/sister," or "Father/mother" of Person 1, fill the circle for "Other relative" and print the person's exact relationship in the space provided. If a person is not related to Person 1, fill the circle, as applicable, for "Roomer, Boarder," "Roommate," "Paid employee," or "Other nonrelative" and describe the latter in the space provided (such as "child of paid employee," etc.).

Be sure all circles filled are in terms of relationship to the "Person in column 1." For example, the wife of a married son living with the son's father (entered as Person 1) should be reported as "Other relative ... son's wife," not "Husband/wife." The child of a "Roommate" of Person 1 should be reported as "Other non-relative" and described in the space provided as "child of roommate," not "Son/daughter."

2. PERSON IN COLUMN 1

There is no circle to fill for the "Person in column 1." See instruction 3 for Question 1.

3. HUSBAND/WIFE

Mark "Husband/wife" for the person reported as the husband or wife of the "Person in column 1." There may be other married couples in the household but the circle for "Husband/wife" should be filled only for the person reported as married to the "Person in column 1."

QUESTION 2 ... RELATIONSHIP (Continued)

4. SON/DAUGHTER

Mark "Son/daughter" for the son or daughter of the "Person in column 1," regardless of the age of the child. Adopted children or stepchildren should be marked "Son/daughter." Son's wife and daughter's husband should be marked "Other relative" (see instruction 7 below). Foster children or wards living in the household not related to the person in column 1, should be marked "Roomer, boarder."

5. BROTHER/SISTER

Mark "Brother/sister" for the brother or sister of the "Person in column 1." Stepbrothers, stepsisters, and brothers and sisters by adoption should be marked "Brother/sister." Wife's brother or sister and husband's brother or sister should be marked "Other relative" (see instruction 7 below).

6. FATHER/MOTHER

Mark "Father/mother" for the father or mother of the "Person in column 1." Mark stepparents and parents by adoption as "Father/mother." Wife's or husband's parents should be marked "Other relative" (see instruction 7 below).

7. OTHER RELATIVE

Mark "Other relative" for anyone else related to the "Person in column 1" by blood, marriage, or adoption (brother's wife, brother's son, mother's sister, grandchild, etc.) and print exact relationship in the space provided.

8. ROOMER, BOARDER

Mark "Roomer, boarder" for a roomer, boarder, lodger, or relative of such, as well as for foster children or wards of the "Person in column 1."

9. ROOMMATE

If two or more unrelated people live together and share expenses, and one is entered as the "Person in column 1," mark all others who share expenses "Roommate." Mark "Other nonrelative" for any relative of "Roommate" and describe the relationship in the space provided.

10. PAID EMPLOYEE

Mark "Paid employee" for a person living in the household who is not related to the "Person in column 1" and who is paid to provide household services (maid, housekeeper, gardener, etc.). Mark "Other nonrelative" for any relative of "Paid employee" and describe the relationship to the employee in the space provided.

QUESTION 2 ... RELATIONSHIP (Continued)

11. OTHER NONRELATIVE

Mark "Other nonrelative" for a person who is not related by blood, marriage or adoption to the "Person in column 1" but is related to a "Roommate" or "Paid employee" or who cannot be described by the categories given. Describe the relationship in the space provided.

12. CONTINUATION QUESTIONNAIRES

When there are more than seven persons to be entered, a continuation questionnaire is required.

For housing units, do not enter anyone in the Person 1 column on the continuation questionnaire, and be sure all relationships marked on the continuation questionnaire refer to Person 1 on the original (first form) questionnaire.

For group quarters, begin each continuation questionnaire by entering a person in column 1.

3

QUESTION 3 ... SEX

3. Sex. <i>Ask if not evident by name or by observation.</i> <i>Fill one circle.</i>	☐ Male ☒ ☐ Female
--	---

WHEN TO ASK: Fill by observation. If this is not possible, a person's sex can sometimes be determined from the name or relationship entry.

HOW TO ASK: If you cannot determine sex, such as when the name is common to both sexes (Leslie, Jean, Francis, etc.), ask "Is ... male or female?"

QUESTION 4 ... ETHNICITY

4

4. What is ...'s ethnicity?	Ethnicity: <i>(For example: Carolinian, Chamorro, Filipino, Japanese, Korean, Marshallese, Palauan, Samoan, Tongan, etc.)</i>
------------------------------------	---

WHEN TO ASK: Ask for all persons.

HOW TO ASK: "What is ...'s ethnicity? For example, Carolinian, Chamorro, Filipino, Japanese, Morean ...?"

1. If the respondent is unable to give a response or does not understand the question, say--"By ethnicity, I am referring to the origin or descent group with which this person identifies. Ethnicity may be viewed as this person's nationality, ancestry, or the country in which the person or the person's parents or ancestors were born (other than in the United States)."

There is no set rule as to how many generations are to be taken into account in determining ethnicity. A person may report his or her ethnicity based on the origin of a parent, a grandparent, or some distant ancestor.

2. HOW TO DETERMINE ETHNICITY IN SPECIAL SITUATIONS

- a. When only a GENERAL answer like "Asian," "Micronesian," or "White" is reported:
 1. Ask--"Are you, for example ... (Read some of the examples shown on the questionnaire)?"
 2. If the respondent does not know the specific ethnicity, print the answer reported.

- b. When MORE THAN ONE origin is reported:

Persons who are of more than one origin and who cannot identify with a single group should report the multiple ethnicity (for example, Filipino - Japanese). Print the full multiple origin exactly as reported and in the same order.

- c. If the response "Carolinian" is given, the person should be residing in Guam or the Northern Marianas; if residing elsewhere ask: "Are you for example, Kosraen, Mortlocese, Palauan, Ponapean, Trukese, Ulithian, Woleaian, or Yapese?" If Yes, enter the specific group. If No, enter "Carolinian."

5

QUESTION 5 ... AGE, AND MONTH AND YEAR OF BIRTH

5. What is ...'s age, month, and year of birth? <i>a. Print age at last birthday.</i> <i>b. Print month and fill one circle.</i> <i>c. Print year in the spaces, and fill one circle below each number.</i>	a. Age at last birthday _____	c. Year of birth 1 8 0 0 9 1 2 3 4 5 6 7 8 9 0 1			
	b. Month of birth _____ ☐ Jan.—Feb.—Mar. ☐ Apr.—May—June ☐ July—Aug.—Sept. ☐ Oct.—Nov.—Dec.				

WHEN TO ASK: Ask for all persons.

HOW TO ASK: "What is ...'s age, month and year of birth?"

1. QUESTION 5a. AGE

Print the age of the person at his or her last birthday. If the exact age is not known, ask for an estimate. Use Appendix G for estimating age. For babies who are not yet one year old, enter "0."

2. QUESTION 5b. MONTH OF BIRTH

Enter month of birth in space (abbreviate such as "Jan.") and fill one circle for quarter of birth. For example, fill for "Jan. - Feb. - Mar." if this person was born in January, February, or March; fill the "Apr. - May - June" circle for a person born in April, May, or June, etc. If month of birth is not known, ask for an estimate.

If the exact month is not known, try to find out the season (rainy, dry, etc.) and fill the circle based on that.

3. QUESTION 5c. YEAR OF BIRTH

- Enter year of birth in the spaces provided and fill the corresponding circles in the columns below each space.
- If the year of birth is not known but age at last birthday is reported, obtain the year of birth from the Age Conversion Table in the back of this book.
- If neither the year of birth nor the age is known, try to find out if the person has any kind of certificate with the date; if not, ask the person to give their best estimate.

QUESTION 5 ... AGE, AND MONTH AND YEAR OF BIRTH (Continued)

5

- d. If none of the above can be used to determine a person's age, it may be possible to estimate the person's age from another person's age which is already known. For example, the person might be able to figure out his or her age in relation to another person's age (such as, "My brother was 5 when I was born and he says he's 35--that makes me 30.") or the list of historical events (such as "I was 5 when _____ occurred and that was in 19__ so that makes me __.").

6

QUESTION 6 ... MARITAL STATUS

6. Is ... (read answer categories) —

Fill one circle

- | | |
|--|-------------------------------------|
| ☐ Now married | ☐ Divorced |
| ☐ Consensually married | ☐ Separated |
| ☐ Widowed | ☐ Never married |

WHEN TO ASK: For persons born April* 1965 or later, mark "Never married" without asking. For those born before April* 1965, this can sometimes be filled from answers to previous questions (such as "Husband/wife" in Question 2). Otherwise, ask for all persons born before April* 1965.

HOW TO ASK: "Is ... now married, consensually married, widowed, divorced, or separated?" If "No," mark "Never married."

1. NOW MARRIED

Mark "Now married" for a married person regardless of whether his or her spouse is living in the household unless they are separated (see instruction 5 below). For example, mark "Now married" for persons who are temporarily living apart because the spouse is employed elsewhere or is in the U.S. Armed Forces, or who are temporarily living apart for any other SIMILAR reason. Couples who live together should report the marital status they consider to be most appropriate.

2. CONSENSUALLY MARRIED

Mark "Consensually married" for persons who report that they live in a marital union without having a civil or religious matrimonial contract.

3. WIDOWED

Mark "Widowed" for a widow or widower.

4. DIVORCED

Mark "Divorced" for a person who is legally divorced.

5. SEPARATED

Mark "Separated" for persons who have been deserted or who have parted because they no longer want to live together (whether or not legally separated) but have not obtained a divorce. Mark "Separated" for persons with a limited divorce.

6. NEVER MARRIED

Mark "Never married" for a person who has never married or whose only marriage has been annulled. Also, mark "Never married" for persons born April* 1965 or later.

*September for TTPI.

QUESTION 7 ... ATTENDANCE AT SCHOOL OR COLLEGE

7

7. Since February 1, 1980, has ... attended regular school or college at any time?

Fill one circle. Count Head Start, pre-kindergarten, kindergarten, elementary school, and schooling which leads to a high school diploma or college degree.

- ☐ No, has not attended since February 1
- ☐ Yes, public school, public college
- ☐ Yes, private, church-related
- ☐ Yes, private, not church-related

WHEN TO ASK: Ask for all persons.

HOW TO ASK: For persons under 15 years old, ask, "Since February 1, 1980 (September 1, 1980 for TTPI), has ... attended regular school at any time? Count Head Start, pre-kindergarten, kindergarten, elementary school, and schooling which leads to a high school diploma."

For persons 15 years old and over, ask, "Since February 1, 1980 (September 1, 1980 for TTPI), has ... attended regular school or college at any time? Count elementary school and schooling which leads to a high school diploma or college degree."

1. Fill the appropriate "yes" circle for persons who have attended or have been enrolled in any "regular" school or college since February 1, 1980 (September 1, 1980 for TTPI), or for persons who have been enrolled since February 1, 1980 (September 1, 1980 for TTPI), but have not actually attended because of illness. Mark "No, has not attended since February 1 (September 1 for TTPI)" for persons who have been enrolled but have not actually attended because the school has not been open.

2. DEFINITION OF "REGULAR SCHOOL" OR COLLEGE

- a. Regular schools are part of a recognized school system, whether public, parochial, or other private schools. Attendance can be either by day or night, full time or part time. A school does not have to be graded to qualify as a "regular" school.
- b. "Regular schooling" is that which advances a person toward an elementary school certificate or high school diploma, or a college, university, or professional school degree, such as law or medicine.
- c. Tutoring should be counted only if the credit obtained is transferable to a school in the "regular" school system.
- d. Be sure to include pre-kindergarten, nursery schools, and Head Start programs.

3. EDUCATION THAT IS USUALLY NOT IN A "REGULAR SCHOOL OR COLLEGE"

Mark "No, has not attended since February 1 (September 1 for TTPI)" for those enrolled in the following types of schools:

- a. Vocational, trade, or business schools outside the "regular" system, such as television repair schools, barber's colleges, or typist's training schools.

7

QUESTION 7 ... ATTENDANCE AT SCHOOL OR COLLEGE (Continued)

- b. Adult education classes, unless the schooling is being counted for credit in a "regular" school system, such as toward a high school diploma.
- c. On-the-job training.
- d. Correspondence schools. If, however, correspondence courses were taken from a regular school, such as a university, and count toward promotion in a "regular" school system, they should be classified as "regular schooling."

4. TYPE OF SCHOOL

- a. A public school, public college is any school or college which is controlled and supported primarily by a local, State, or Federal government.
- b. A private, church-related school is a private school or college which is controlled and supported primarily by a religious organization.
- c. A private, not church-related school is a nonpublic school or college which is controlled or supported primarily by private groups other than religious organizations such as the Montessori or private pre-kindergartens, nursery schools, and nonreligious elementary schools.
- d. Do not assume that the name of the school indicates whether it is public or private. Payment of tuition at college does not always indicate the school is private; many public colleges and universities charge tuition of their students.

QUESTION 8 ... HIGHEST GRADE (OR YEAR) OF REGULAR SCHOOL ATTENDED

8. What is the highest grade (or year) of regular school ... has ever attended? <i>Fill one circle.</i> <i>If now attending school, mark grade person is in.</i> <i>If high school was finished by equivalency test (GED), mark "12."</i>	Highest grade attended:	
	☐ Pre-kindergarten	☐ Kindergarten
	Elementary through high school (grade or year)	
	1 2 3 4 5 6 7 8 9 10 11 12	
	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
College	☒ 1 2 3 4 5 6 7 8 or more	
(academic year)	☐ ☐ ☐ ☐ ☐ ☐ ☐	
☐ Never attended school — Skip question 9		

WHEN TO ASK: Ask for all persons.

HOW TO ASK: "What is the highest grade or year of regular school ... has ever attended?"

1. GENERAL

Fill the circle designating the highest grade of school each person has ever attended in a regular school (see instructions in Question 7 for definition of "regular" school):

- For a person now attending a regular school, fill the circle for the grade or year the person is now attending.
- For a person not now attending a regular school, fill the circle for the highest grade attended, even if it was not finished.
- If a person finished high school, but did not go to college, fill the circle for "12."
- If a person skipped or repeated grades, fill the circle for the highest grade ever attended, regardless of how long it took to get there.
- If a person reports attendance in an ungraded school or college, estimate the grade level from the number of years attended, fill the appropriate circle.
- If a person did not attend college but completed high school by taking an equivalency exam (the General Educational Development test or GED), fill the circle for "12."
- For college attendance, fill the circle for the highest level reached in terms of full academic years (see 3.g below).
- If a person received college credit by examination such as the College Level Examination Program (CLEP), fill the circle of the equivalent year of college for the credit received.
- Mark "Never attended school" for persons who have never attended a regular school. Skip Question 9.

8

QUESTION 8 ... HIGHEST GRADE (OR YEAR) OF REGULAR SCHOOL ATTENDED (Continued)

2. REPORT EXACT GRADE

If the answer is in terms of only the general level of school and not the grade, determine the specific grade. For example, an answer of "high school" is not enough; it is necessary to know the highest grade of high school attended.

3. HOW TO DETERMINE HIGHEST GRADE IN SPECIAL SITUATIONS

a. Pre-kindergarten or Nursery School

A pre-kindergarten or a nursery school is organized to provide educational experiences for children during the year or years preceding kindergarten. The school must include instruction as an important and integral phase of its program and not simply consist of custodial day care ("babysitting").

b. Kindergarten

Kindergarten is an organized educational program the year before first grade.

c. Head Start

For "Head Start" programs, mark the circle for "Kindergarten" if during the next year the child would enter the first grade. Otherwise, fill the circle for "pre-kindergarten."

d. Twelve-Year School Systems

The usual pattern of elementary-secondary education is grades or years, from first grade through high school. Communities differ in the arrangement of grades into elementary, junior high, and high school level. Thus, "first year of high school" may be grade 7, 8, 9, or 10. Similarly, junior high schools, middle schools, and intermediate schools cover different grades. Find out the exact grade or year AND fill the corresponding circle.

e. Eleven-Year School Systems

In the past, in some areas the school systems had seven-year elementary schools followed by four-year high schools. In such cases, fill the circle for "7" for persons who attended grade 7 but did not enter high school. Fill the circle for "9," "10," "11," or "12" (depending on the year of high school) for persons who attended high school.

f. "Post-Graduate" High School Courses

For persons who have attended "post-graduate" high school courses or vocational or business school courses not creditable toward a college degree after completing high school, and have not attended college, fill the circle for "12."

g. College

For persons who attended college and worked toward an academic degree, mark the highest year (not the number of calendar years) they attended. Thus, mark the "2" under "College (academic year)" for someone whose highest grade of college attended was the sophomore year, even though the college work may be done on a part-time basis over a period of more than two years. The fifth academic year of an undergraduate school; such as engineering, should be marked as "College, 4" (equivalent to "senior").

h. Graduate or Professional School

For persons who have attended college after receiving a bachelor's degree, or who have attended professional school (law, medical, dental, etc.) after completion of college, mark the number representing the total number of full academic years the person attended college, graduate, or professional school.

i. Miscellaneous Situations

Translate to equivalent grades or years in the regular school system any schooling received in foreign schools, ungraded schools, normal schools, or from private tutors. For persons whose level of education was measured by "readers," consider the first reader as equivalent to the first grade, second reader to the second grade, etc.

j. Western Samoa, Tonga, or British-Type Schools

For persons attending Western Samoa, Tonga, or British-type schools, print the equivalent of the primer, standard, or form according to the list below:

Grade Equivalency

Primer 1	1
Primer 2	2
Standard 1	3
Standard 2	4
Standard 3	5
Standard 4	6
Standard 5 or Form 1	7
Standard 6 or Form 2	8
Form 3	9
Form 4	10
Form 5	11
Form 6	12

9

QUESTION 9 ... HIGHEST GRADE (OR YEAR) FINISHED

9. Did ... finish the highest grade (or year) attended? <i>Fill one circle.</i>	☐ Now attending this grade <i>(or year)</i> ☐ Finished this grade <i>(or year)</i> ☐ Did not finish this grade <i>(or year)</i>
--	--

WHEN TO ASK: Ask for all persons who ever attended school.

HOW TO ASK: "Did ... finish the highest grade (or year) attended?"

1. Mark "Now attending this grade (or year)" if the person is currently attending a regular school.
2. Mark "Finished this grade (or year)" if the person completed all requirements for the grade or year shown in Question 8.
3. Mark "Finished this grade (or year)" if the person completed high school by satisfactorily completing the General Educational Development (GED) Exam. If this is the case, be sure Question 8 is marked "12."
4. Mark "Did not finish this grade (or year)" if the person did not complete the grade entered in Question 8 (for example, if the person completed only half a year, or failed to pass the highest grade attended) and is not currently enrolled in a regular school.

QUESTION 10 ... PLACE OF BIRTH

10

10a. Where was ... born?
If born in a hospital, give residence of the mother, not location of the hospital. Fill one circle.

☐ American Samoa	☐ Tonga
☐ Guam	☐ Truk
☐ Kosrae	☐ Western Samoa
☐ Marshall Islands	☐ Yap
☐ Northern Marianas	☐ United States
☐ Palau	☐ Elsewhere
☐ Ponape	

b. Specify the name of the major island or atoll, U.S. State or foreign country. 

WHEN TO ASK: Ask for all persons.

HOW TO ASK: 10a: "Where was ... born? If ... was born in a hospital, give the residence of the mother, not the location of the hospital."

10b: "What was the name of the major island or atoll, U.S. State, or foreign country?"

1. Report the name of the place in which this person's mother was living when this person was born. Do NOT report the location of the hospital where this person was born, unless the mother also lived in that same place or the mother's home is not known. Use international boundaries as now recognized by the United States.
2. QUESTION 10a

If the person reports a place of birth which you can classify in one of the specific areas listed in Question 10a, fill the appropriate circle. If the person reports a place of birth which you cannot classify in the categories specified on the census questionnaire, then ask, "Is the place of birth you have given located in one of these areas--American Samoa, Guam, Kosrae, Marshall Islands, Northern Marianas, Palau, Ponape, Tonga, Truk, Western Samoa, Yap, or the United States?" If so, mark the appropriate circle. If you are still unable to classify the person's place of birth, mark the "Elsewhere" circle.

3. QUESTION 10b

If the person reported one of the categories in Question 10a other than "United States" or "Elsewhere," print in the full name of the major island or the name of the atoll where the person was born.

10

QUESTION 10 ... PLACE OF BIRTH (Continued)

If the person reported "United States" in Question 10a, print in the full name of the State where the person was born.

If the person reported "Elsewhere" in Question 10a, print in the full name of the major island or atoll, U.S. State, or foreign country or territory where the person was born. Use international boundaries as now recognized by the United States. Specify the particular island in the Caribbean, for example, "Jamaica," not "West Indies." Specify whether Northern Ireland or Ireland (Eire) ; East or West Germany; England, Scotland, or Wales (not Great Britain or United Kingdom).

QUESTION 11 ... CITIZENSHIP

11

11. ASK 11 IN GUAM ONLY

Ask only for persons born outside Guam or the United States:

Is ... a

- ☐ Naturalized U.S. citizen
- ☐ Permanent U.S. alien (*visa*)
- ☐ Temporary U.S. alien (*work permit*)
- ☐ Other U.S. citizen

WHEN TO ASK: Ask only in Guam for every person not born in one of the 50 U.S. States, the District of Columbia, or Guam.

HOW TO ASK: "Is ... a naturalized U.S. citizen, a permanent U.S. alien, a temporary U.S. alien, or other U.S. citizen?"

If born in Puerto Rico, American Samoa, or the Virgin Islands of the United States, or if born abroad or at sea of American parents, fill the circle, "Other U.S. citizen."

Fill the "Naturalized U.S. citizen" circle if the person has completed all naturalization procedures and is presently a U.S. citizen.

12

QUESTION 12 ... YEAR OF IMMIGRATION

12. If ... was born outside this territory –	
When did ... come to this territory to stay?	
☐ 1979 or 1980	☐ 1970
☐ 1977 or 1978	☐ 1960 to 1969
☐ 1975 or 1976	☐ 1950 to 1959
☐ 1973 or 1974	☐ Before 1950
☐ 1971 or 1972	

WHEN TO ASK: Ask for every person born outside this territory.

HOW TO ASK: "When did ... come to this territory to stay?"

If the person has entered this territory more than once, fill the circle for the first year he or she came to stay permanently; disregard any departures from the territory for vacations.

If the person does not intend to stay permanently in the territory, fill the circle that indicates the year of entry (the year of last entry if the person has entered the territory more than once).

If the person is not sure of the exact year of entry, use the person's closest estimate of the year of entry.

The phrase "this territory" refers to American Samoa, Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands depending on where the census is being taken.

QUESTIONS 13 AND 14 ... PARENTS' PLACE OF BIRTH

13 - 14

13. Where was ...'s father born?

☐ American Samoa	☐ Tonga
☐ Guam	☐ Truk
☐ Kosrae	☐ Western Samoa
☐ Marshall Islands	☐ Yap
☐ Northern Marianas	☐ United States
☐ Palau	☐ Elsewhere — <i>Specify</i> →
☐ Ponape	

14. Where was ...'s mother born?

☐ American Samoa	☐ Tonga
☐ Guam	☐ Truk
☐ Kosrae	☐ Western Samoa
☐ Marshall Islands	☐ Yap
☐ Northern Marianas	☐ United States
☐ Palau	☐ Elsewhere — <i>Specify</i> →
☐ Ponape	

WHEN TO ASK: Ask for all persons.

HOW TO ASK: 13: "Where was ...'s father born?"

14: "Where was ...'s mother born?"

1. QUESTION 13

If this person's father was born in one of the specific areas listed in Question 13, fill the appropriate circle. If this person's father was born in a place which you cannot classify in the categories specified on the census questionnaire, then ask, "Is the place of birth you have given located in one of these areas--American Samoa, Guam, Kosrae, Marshall Islands, Northern Marianas, Palau, Ponape, Tonga, Truk, Western Samoa, Yap, or the United States?" If so, mark the appropriate circle. If you are still unable to classify the person's place of birth, mark the "Elsewhere" circle, and print in the full name of the major island or atoll or foreign country where he was born. Specify the particular island in the Caribbean, for example, "Jamaica," not "West Indies." Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland, or Wales (not Great Britain or United Kingdom).

2. QUESTION 14

If this person's mother was born in one of the specific areas listed in Question 14, fill the appropriate circle. If this person's mother was born in a place which you cannot classify in the categories specified on the census questionnaire, then ask, "Is the place of birth you have given located in one of these areas--American Samoa, Guam, Kosrae, Marshall Islands, Northern Marianas, Palau, Ponape,

13-14

QUESTIONS 13 AND 14 ... PARENTS' PLACE OF BIRTH (Continued)

Tonga, Truk, Western Samoa, Yap, or the United States?" If so, mark the appropriate circle. If you are still unable to classify the person's place of birth, mark the "Elsewhere" circle, and print in the full name of the major island or atoll or foreign country where he was born. Specify the particular island in the Caribbean, for example, "Jamaica," not "West Indies." Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland, or Wales (not Great Britain or United Kingdom).

QUESTION 15 ... PLACE OF RESIDENCE FIVE YEARS AGO

15

15a. Did ... live in this house five years ago (April 1, 1975)?

☐ Born April 1975 or later — *Skip to 18a*

☐ Yes, this house — *Skip to 16a*

☐ No, different house ☒

b. Where did ... live five years ago (April 1, 1975)?

☐ American Samoa	☐ Tonga
☐ Guam	☐ Truk
☐ Kosrae	☐ Western Samoa
☐ Marshall Islands	☐ Yap
☐ Northern Marianas	☐ United States
☐ Palau	☐ Elsewhere
☐ Ponape	

15c. Specify the name of the village and the major island or atoll, U.S. State or foreign country where ... lived five years ago.

(1) the village name _____

(2) the major island or atoll, U.S. State, or foreign country _____

WHEN TO ASK: If the person is under 5 years old, fill the circle for "Born April* 1975 or later" without asking Question 15a and then go to Question 18a. Otherwise, ask Question 15a for all persons. If the answer is "Yes, this house," skip to Question 16a. If the answer to Question 15a is "No, different house," also ask Questions 15b and 15c.

HOW TO ASK:

15a: "Did ... live in this house five years ago, April* 1, 1975?"

15b: "Where did ... live five years ago, April* 1, 1975?"

15c, part (1): "What was the name of the village?"

15c, part (2): "What was the name of the major island or atoll; U.S. State; or foreign country?"

1. QUESTION 15a

a. "Born April* 1975 or later"

Fill this circle for children who were born April* 1975 or later. Skip to Question 18a.

b. "Yes, this house"

Fill this circle for persons who were living in this house or apartment on April* 1, 1975. This will include persons who moved in on April* 1, 1975, as well as persons who had lived here on that date but later left and then moved back again. An example is a person who lived here on April* 1, 1975, left for school in the U.S. in 1976 and returned to this house or apartment in 1979. Also, fill the circle "Yes, this house" for a person living in an institutional or noninstitutional group quarters who was a resident of the same quarters on April* 1, 1975. Skip to Question 16a. If the person lived in a different "native" house; but lived on this same location, space, or site, but has replaced the house, mark "Yes, this house."

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QUESTION 15 ... PLACE OF RESIDENCE FIVE YEARS AGO (continued)

c. "No, different house"

Fill the circle for "No, different house" if the person was born before April* 1, 1975, and did not live in this house or apartment on April* 1, 1975.

If the person lived in the same building but a different apartment, mark "No, different house." If the person lived in the same mobile home but at a different location in the same or another mobile home park, mark "No, different house." If the person lived in a different mobile home in the same location, space, or site within the same mobile home park, mark "Yes, this house."

2. QUESTION 15b

Ask this question of all persons who answered "No, different house" in Question 15a.

a. Report Usual Residence

Report the usual place of residence of each person in the unit as of April* 1, 1975. Do not report someone's temporary residence at that time. In other words, report the place where the person should have been counted had a census been taken on that date. If a person had no usual place of residence on April* 1, 1975, report the place where he or she was staying on that date. For persons in college or in the military on April* 1, 1975, report the actual residence rather than the legal residence, if they are different.

- b. If the person reports a place of residence which you can classify in one of the specific areas listed in Question 15b, fill the appropriate circle. If the person reports a place of residence which you cannot classify in the categories specified on the census questionnaire, then ask: "Is the place of residence you have given located in one of these areas -- American Samoa, Guam, Kosrae, Marshall Islands, Northern Marianas, Palau, Ponape, Tonga, Truk, Western Samoa, Yap, or the United States?" If so, mark the appropriate circle. If you are still unable to classify the person's place of residence, mark the "Elsewhere" circle.

3. QUESTION 15c

If the person reported one of the categories listed in Question 15b other than "United States" or "Elsewhere," print the full name of the village in Question 15c, part 1 and the full name of the major island or atoll in Question 15c, part 2.

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QUESTION 15 ... PLACE OF RESIDENCE FIVE YEARS AGO (continued)

15

If the person reported "United States" in Question 15b, print the full name of the State where the person lived in Question 15c, part 2.

If the person reported "Elsewhere" in Question 15b, print the full name of the major island or atoll, U.S. State, or foreign country or territory where the person lived in Question 15c, part 2. Use international boundaries as now recognized by the United States. Specify the particular island in the Caribbean, for example, "Jamaica," not "West Indies." Specify whether Northern Ireland or Ireland (Eire); East or West Germany; England, Scotland, or Wales (not Great Britain or United Kingdom).

QUESTION 16 ... RESIDENCE AND ACTIVITY IN U.S.

16

16a. During the last 10 years did ... live in the United States (including Hawaii) at any time for 6 or more consecutive months?

☐ Yes ☒ ☐ No—Skip to 17

b. When did ... come or return to this territory the last time?

☐ 1979 or 1980 ☐ 1976 ☐ 1973
☐ 1978 ☐ 1975 ☐ 1972
☐ 1977 ☐ 1974 ☐ 1970 or 1971

c. How long did ... live in the United States the last time?

☐ 6 months up to 1 year ☐ 5 years
☐ 1 to 2 years ☐ 6 to 9 years
☐ 3 to 4 years ☐ 10 or more years

d. For the last 6 months that ... lived in the U.S., was ... —

	<u>Yes</u>	<u>No</u>
(1) Working at a job or business		
(Full time or part time)?.....	☐	☐
(2) In the U.S. Armed Forces?.....	☐	☐
(3) Attending school or college? ...	☐	☐

WHEN TO ASK: Ask Question 16a for all persons born before April* 1975. If the answer to Question 16a is "No," skip to Question 17. Otherwise, ask Questions 16b, 16c, and 16d.

HOW TO ASK: 16a: "During the last 10 years did ... live in the United States (including Hawaii) at any time for 6 or more consecutive months?"

16b: "When did ... come or return to this territory (the last time)?"

16c: "How long did ... live in the United States the last time?"

16d: "For the last 6 months that ... lived in the United States, was ... working at a job or business full or part time? In the U.S. Armed Forces? Attending school or college?"

1. QUESTION 16a

Fill the appropriate circle.

2. QUESTION 16b

If the person has lived in the United States more than once, fill the appropriate circle for the year of the most recent move to this territory.

3. QUESTION 16c

If the person has lived in the United States more than once, fill the appropriate circle for the last time that the person lived in the United States.

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4. QUESTION 16d

Fill one circle for each of the three parts of Question 16d. Mark "Yes" for each activity the person did during the last 6 months the person lived in the United States and "No" for the parts which do not apply. For example, if the person was going to college while working part time, fill a "Yes" circle for activities (1) and (3) and mark "No" for activity (2). If the person changed activities during the last 6 months while living in the United States (the last time), mark "Yes" for each activity.

(1) "Working at a job or business full or part time"

The definition of "working" is the same as that given in Question 22a except that in Question 16 U.S. Armed Forces is a separate category. Be sure to count any part-time job as work.

(2) "In the U.S. Armed Forces"

Mark "Yes" for active duty, that is, service in the United States Army, Air Force, Navy, Marine Corps, or Coast Guard. When asking the question, always emphasize service in the Armed Forces of the United States.

Mark "No" for employment in the merchant marine or civilian employment in any branch of the U.S. Armed Forces, short periods of National Guard or Reserve training such as duty for two weeks during the month or attendance at a weekly meeting, or service in the Armed Forces of a country other than the U.S.

(3) "Attending school or college"

The definition of "school or college" is the same as that given in Question 7.

17

QUESTION 17 ... LITERACY

17. Does ... know how to read and write (in any language)?		
☐ Yes	☐ No	☒

WHEN TO ASK: Ask for all persons born before April* 1975.

HOW TO ASK: "Does ... know how to read and write (in any language)?"

1. Fill the "Yes" circle if this person can both read and write in English, or in any other language. Use as an example, ability to read a letter from someone else, and ability to write a letter.
2. Fill the "No" circle if a person cannot read or write in any language. Fill the "No" circle for persons who can read only, but not write, and for persons who can only write their name.

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18a. Does ... speak a language other than English at home?

☐ Yes ☐ No, only speaks English – *Skip to 19a*

b. What language other than English is spoken at home?

(For example – Chamorro, Samoan, etc.)

c. Does ... speak this language (from 18b) at home more frequently than English?

☐ Yes, more frequently than English
☐ Both equally often
☐ No, less frequently than English
☐ Doesn't speak English

WHEN TO ASK: Ask Question 18a for all persons. Ask Questions 18b and 18c only if a person speaks a non-English language at home. Otherwise, skip to Question 19a.

HOW TO ASK: 18a: "Does ... speak a language other than English at home?"

18b: If "Yes" in Question 18a, ask "What language other than English is spoken at home?" then continue to Question 18c.

18c: "Does ... speak this language (from Question 18b) at home more frequently than English?"

If the person only speaks English at home, fill the "No, only speaks English" circle in Question 18a and skip to Question 19a.

If the person reports speaking a language other than English at home, fill the "Yes" circle in Question 18a and report the name of the non-English language in Question 18b. If two (or more) non-English languages are spoken but it cannot be determined which is spoken more often, report the first non-English language the person learned to speak.

Question 18c should be marked according to how often the respondent speaks English and the language other than English. If the respondent speaks no English at all, fill the "Doesn't speak English" circle. If the respondent speaks English as well as the language other than English (reported in Question 18b) then the circle should be filled according to which language the respondent uses mainly in the home. If it is the non-English language, fill the "Yes, more frequently than English" circle; if the respondent uses mainly English at home then fill "No, less frequently than English" circle. If both the non-English and English language are spoken equally, fill the "Both equally often" circle.

19

QUESTION 19 ... AGE SCREENER

19a. When was ... born?

☐ Born before April 1965 — *Skip to 20a*

☐ Born April 1965 or later — *Go to 19b*

19b. Is ... 's mother in the household?

☐ Yes → **Person no. of ... 's mother from page 2 or 3** _____

☐ No → **Ask: Is ... 's mother living?**

☒ ☐ Yes ☐ No

If 19b is answered, turn to next page for next person.

QUESTION 19a

WHEN TO ASK: Do not ask.

HOW TO ASK: Without asking, mark this question on the basis of the month and year of birth reported for the person in Question 5 on page 2 or 3.

If the person was born before April* 1965, mark that circle and skip to Question 20.

If the person was born April* 1965 or later, continue with Question 19b.

QUESTION 19b

WHEN TO ASK: Ask only if the person was born April* 1965 or later.

HOW TO ASK: Ask: "Is ... 's mother in the household?"

- If the response is "Yes," and if it is not apparent which person she is, ask: "Which person is your mother?"

- If the response is "No," ask: "Is ... 's mother living?"

1. If the "Yes" circle is filled, enter the form number ("1" for first form and if there are any continuation forms, enter the continuation number from the address or location label) and then the person column number of the mother from page 2 or 3 (for example "1-3" means the person's mother is listed in the third column on the first form; "3-6" means the person's mother is listed in person column 6 on the third form).
2. If the "No" circle is filled, then ask: "Is ... 's mother living?" and fill the appropriate circle.

NOTE: "Mother" in this question means the biological or blood-related mother, not the woman who may have adopted the person being enumerated.

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QUESTION 20 ... VOCATIONAL TRAINING

20

20a. Has ... completed the requirements for a vocational training program at a trade school, business school, hospital or some other kind of school for occupational training?
(Do not include academic college courses.)

☒ Yes ☐ No — *Skip to 21a*

b. At what kind of school was the training received?

☐ Business school, trade school, or 2-year college
☐ High school vocational program
☐ Training program at place of work
☐ Other school — *Specify*

WHEN TO ASK: Ask for all persons born before April* 1965.

HOW TO ASK: 20a: "Has ... completed the requirements for a vocational training program at a trade school, business school, hospital, or some other kind of school for occupational training?" (Do not include academic college courses.)

20b: "At what kind of school was the training received?"

1. DEFINITION OF VOCATIONAL TRAINING

Vocational training is a school program designed to prepare a person for work in an occupational field. For example, training which leads to certification to practice carpentry, electronics, nursing, or accounting is vocational, provided a baccalaureate degree is not granted for that training.

Instruction received for specific job duties (such as on-the-job training) is not a complete program of study and should not be counted.

Vocational training received in high school is considered a vocational training program if the training was taken in an organized program of study and was intended to prepare the student for a marketable skill upon graduation. Individual courses taken for personal enrichment are not considered vocational training programs.

2. QUESTION 20a

- a. Count only programs that the person finished.
- b. Count Job Corps training and vocational training received in a correspondence school.
- c. Count high school vocational programs, for example, PATS on Ponape, not just an individual course (see instruction 3c below).

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QUESTION 20 ... VOCATIONAL TRAINING (continued)

- d. Count college vocational programs, for example, Micronesian Occupational Center, Palau Community College, or American Samoa vocational schools.
- e. Do not count training received in college which would be used to qualify for a baccalaureate degree.
- f. Do not count basic training in the Armed Forces.

3. QUESTION 20b

- a. If the answer to 20a is "No," skip to Question 21a.
- b. If the answer to Question 20a is "Yes," specify in Question 20b the kind of school in which the vocational training was received. Fill the circle for the most recent school attended. For example, if the person attended a high school vocational training program and then completed the requirements for secretarial training at a business school, fill the circle for "Business school, trade school, or 2-year college."
- c. Fill the circle for "High school vocational program" only if an entire program has been completed. For example, a business program may include a cluster of courses such as typing, office machines, shorthand and accounting. A single typing course taken for personal enrichment does not constitute a vocational training program if the student is primarily taking academic courses.
- d. Vocational training programs at the place of work are programs designed to teach the employee a new skill. Formal instructions may be provided by either company teachers or professional vocational educators either at the company address or at another school. On-the-job training (OJT) should not be counted as vocational training since the purpose of OJT is to provide instructions for a specific task.
- e. If vocational training was received at a type of school not listed, fill the circle for "Other school" and specify the kind of school.

QUESTION 21 ... NUMBER OF BABIES

21

21a. If this person is a female –		1	2	3	4	5						
How many babies has she ever had, not including stillbirths?	☐	☐	☐	☐	☐	☐						
	☐	6	7	8	9	10						
Do not count her stepchildren or children she has adopted	☐	☐	☐	☐	☐	☐						
	☐	11	12	13	14	15 or more						
☐ None — Skip to 22a	☐	☐	☐	☐	☐	☐						
b. How many of these children are still living?		None	1	2	3	4	5	6	7	8	9	10
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	11	12	13	14	15 or more						
	☐	☐	☐	☐	☐							
c. Has ... had any babies born alive since April 1, 1979?												
☐ Yes ☐ No												

QUESTION 21a

WHEN TO ASK: Ask for all females born before April* 1965.

HOW TO ASK: "How many babies has ... ever had, not counting stillbirths?"

1. Count all live births the woman has ever had, including any babies who died (even shortly after birth) or who no longer live with her. Be sure to include any children born to this woman during a previous marriage and those born out of wedlock.
2. Do not count this woman's stepchildren, foster children, or children she has adopted.
3. Exclude miscarriages and stillbirths (a birth at which the baby showed no sign of life). If there is any doubt about whether a birth was a stillbirth, do not count that birth among the babies a woman has ever had.

QUESTION 21b

WHEN TO ASK: Ask for all females who reported one or more children ever born in Question 21a.

HOW TO ASK: "How many of these children are still living?"

1. The children referred to in this question are those reported in Question 21a.
2. Count all children known to be living or thought to be alive, regardless of their place of residence.

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QUESTION 21 ... NUMBER OF BABIES (continued)

QUESTION 21c

WHEN TO ASK: Ask for all females who were asked Question 21b.

HOW TO ASK: "Has ... had any babies born alive since April* 1, 1979?"

1. Fill the "Yes" circle if one or more babies were born alive to the woman since April* 1, 1979 (including April* 1, 1979), even if the baby or babies are not alive at the time of the census.

Any baby born alive since April* 1, 1979, should have been among those reported in Question 21a; however, if the baby has died, it should not have been reported in Question 21b.

2. Only if the respondent is having trouble with the date and cannot locate a recent birth with respect to April* 1, 1979, ask if the woman has had any babies who are or would be less than one year old. If so, fill the "Yes" circle; otherwise, fill the "No" circle.

*September for TTPI.

QUESTION 22a ... WORK LAST WEEK

22a

22a. Did ... work at any time last week?
Count part-time work, or helping without pay in a family business or farm. Also count active duty in the U.S. Armed Forces. Subsistence activity includes fishing, handicrafts, etc. not for commercial purposes.

☐ Yes, worked full time or part time at a job or business; did no subsistence activity.

☐ Yes, worked full time or part time at a job or business and did subsistence activity.

☐ Yes, did subsistence activity only. — *Skip to 23*

☐ No (*Fill this circle if this person did not work or did only own housework, or volunteer work.*) — *Skip to 23*

WHEN TO ASK: Ask for all persons born before April* 1965. If the answer in Question 22a is "Yes, did subsistence activity only" or "No," skip to Question 23.

HOW TO ASK: "Did ... work at any time last week?"

1. **Last week:** The time period covered is the full calendar week, Sunday through Saturday, preceding the date the census questionnaire is completed.
2. **What to count as work:** The note in italics on the census questionnaire is a reminder of some of the things to include and exclude as work. These should be mentioned if the respondent has questions or is uncertain about what to report as work. Below is a more complete definition of what to count as work.
 - a. **Count as work at a job or business:**
 - (1) **Paid work as an employee for someone else, including:**
 - work for regular wages or salary;
 - work for pay "in kind" (meals, living quarters, or supplies received in place of cash wages);
 - work at piece rates, on commission, or for tips;
 - active duty in the U.S. Armed Forces (for a definition of U.S. Armed Forces, see the instructions for Questions 26-28 below).
 - (2) **Work in the person's own business, professional practice, or farm (including cutting copra for sale or making handicrafts for sale).**

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22a

QUESTION 22a ... WORK LAST WEEK (continued)

- (3) Work with or without pay in a business or farm operated by a relative (for example, a teenager helping in the parent's store without pay).
- b. Count as subsistence activity: Activities in which the person mainly produced goods for his or her own or family's use and needs, such as growing/gathering food, fishing, cutting copra for home use, raising livestock, making handicrafts for home use, and so on.

QUESTION 22b ... HOURS WORKED LAST WEEK

b. How many hours did ... work last week
 (at all jobs), excluding subsistence activity?
Subtract any time off; add overtime or extra hours worked.

----- Hours — Skip to 26

WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes, worked full time or part time ... did no subsistence activity" or "Yes, worked full time or part time ... and did subsistence activity" in Question 22a. After asking Question 22b, skip to Question 26.

HOW TO ASK: "How many hours did ... work last week (at all jobs), excluding subsistence activity?"

1. This question is to be asked for all persons who marked "Yes, worked full time ... did no subsistence activity" or "Yes, worked full time ... and did subsistence activity" in Question 22a. The question refers to the actual number of hours worked last week, not the "usual" or "regular" hours. Exclude any time spent in subsistence activity. Also exclude any time off such as lunch hours, sick leave, and vacation leave, but include overtime or extra hours worked last week.

2. Two or More Jobs

If a person worked at two or more jobs last week, enter the total number of hours worked at all jobs.

3. Exact Hours Unknown

If the respondent cannot immediately report the number of hours worked last week, try to find out the number of hours worked each day and add them up.

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23

QUESTION 23 ... TEMPORARILY ABSENT FROM WORK

23. Was ... temporarily absent or on layoff from a job or business last week?

- ☐ Yes, on layoff
- ☐ Yes, on vacation, temporary illness, labor dispute, etc.
- ☐ No

WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes, did subsistence activity only" in Question 22a or who did not work last week (answered "No" in Question 22a).

HOW TO ASK: "Was ... temporarily absent or on layoff from a job or business last week?"

1. DEFINITION FOR QUESTION 23

a. Job

A person has a job when there is a definite arrangement with one or more employers to work for pay, either full time or part time, every week or every month. Seasonal work is considered a job only during the appropriate season, not during the off season. A person "on call," who works only when needed, is not considered to have a job during weeks when not at work.

b. Business

A person has a business (including a professional practice or farm operation) if the person does one of the following:

- (1) Maintains an office, store, or other place of business.
- (2) Uses machinery or equipment which was purchased primarily for the business and not for personal uses.
- (3) Buys newspapers, cosmetics, plasticware, etc., from a publisher or distributor, sells them to the consumer, and bears any losses resulting from failure to collect from the consumer.
- (4) Advertises the business or profession in newspapers, magazines, classified section of the telephone book, or by displaying a sign, distributing cards, etc.

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QUESTION 23 ... TEMPORARILY ABSENT FROM WORK (Continued)

2. HOW TO MARK ANSWERS

- a. Mark "Yes, on layoff" for persons waiting to be called back to a job from which they have been laid off or furloughed for any reason other than labor dispute at the person's place of employment. Include persons laid off but told to report back to work on a definite date and persons laid off for an indefinite period.
- b. Mark "Yes, on vacation, temporary illness, labor dispute, etc." for persons temporarily absent from a job or business during all of last week. Labor dispute includes persons who are on strike, who are locked out, or who do not wish to pass through a picket line to go to work.
- c. Mark "No" for persons on call to work whenever there is a need for their services (such as odd-job workers), and for seasonal workers during an off season. (See also 1.a. above.)

24

QUESTION 24 ... LOOKING FOR WORK

24a. Has ... been looking for work to earn money during the last 4 weeks? ☐ Yes ☐ No — <i>Skip to 25</i>	
b. Could ... have taken a job last week? ☐ No, already has a job ■ ☐ No, temporarily ill ☐ No, other reasons (<i>in school, etc.</i>) ☐ Yes, could have taken a job	

WHEN TO ASK: Ask Question 24a for all persons born before April* 1965 who answered "Yes, did subsistence activity only" in Question 22a or who did NOT work last week (answered "No" in Question 22a). If the answer to Question 24a is "Yes," ask Question 24b.

HOW TO ASK: 24a: "Has ... been looking for work to earn money during the last 4 weeks?"

24b: "Could ... have taken a job last week?" If the answer is "No," ask "Why couldn't ... take a job last week?"

1. QUESTION 24a

Mark "Yes" if this person tried to get a job or start a business or professional practice during the last 4 weeks or was awaiting the results from such efforts made during the last 4 weeks, such as registering at a public or private employment office, on call at a personnel placement office or nurses' register, meeting with prospective employers, etc. Other examples of looking for work to earn money are:

- a. Placing advertisements or answering advertisements for help.
- b. Writing letters of application.
- c. Checking with a union or other workers' organization.
- d. Visiting locations where prospective employers pick up temporary help.
- e. Investigating possibilities for starting a professional practice or opening a business.

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2. QUESTION 24b

This question is to be asked of all persons who answered "Yes" in Question 24a. "Last week" is the time period covered in the full calendar week, Sunday through Saturday, preceeding the date the census questionnaire is completed. A brief description of the categories follows:

a. "No, already has a job"

Mark this category if the person could not take a job last week because he or she was on layoff or was to report to a job within 30 days and had no other reason, such as illness or family responsibilities, for not being available for work. If there was another reason why the person could not take a job last week, do not mark this category (see below).

b. "No, temporarily ill"

Mark this category if the person was sick, but expects to be able to work within 30 days. If the illness is expected to last more than 30 days, mark "No, other reasons (in school, etc.)."

c. "No, other reasons (in school, etc.)"

Mark this category if the person could not take a job last week because of reasons other than those previously listed. These "other reasons" might be going to school, an extended illness, taking care of a child, etc.

d. "Yes, could have taken a job"

Mark this category if the person could have taken a job last week if one had been offered.

25

QUESTION 25 ... DATE LAST WORKED

25. When did ... last work, even for a few days?			
☐ 1980	☐ 1978	☐ 1970 to 1974	} Skip to 29f
☐ 1979	☐ 1975 to 1977	☐ 1969 or earlier	
		☐ Never worked	

WHEN TO ASK: Ask for all persons who were asked Question 24a. If "1970 to 1974," "1969 or earlier," or "Never worked," is answered, skip to Question 29f; otherwise, continue with Question 26.

HOW TO ASK: "When did ... last work, even for a few days?"

1. "Work" is defined in the same way as for Question 22a; "work" includes work at a job or business and subsistence activity.
2. DATE LAST WORKED

The date last worked is the most recent year in which the person did any work at all, even for a few days, and not the year last worked at a full-time job. Do not press for more exact information than is needed to determine the correct circle to mark.

3. "NEVER WORKED"

Mark this category if the person has never worked at any kind of job or business, either full-time or part-time, has never done unpaid work in a family business or on a family farm, has never served in the U.S. Armed Forces, and has never done subsistence activity.

4. For residents of institutions this question refers to the date they last worked outside the institution.

QUESTIONS 26-28 ... GENERAL INSTRUCTIONS FOR CURRENT OR MOST RECENT JOB
ACTIVITY (INDUSTRY, OCCUPATION, AND CLASS OF WORKER)

26-28

26—28. Current or most recent job activity.

Describe the chief job activity, business or subsistence activity at which ... worked the most hours last week (If ... did not work last week, describe the last job or business since 1975). If ... had more than one job or had a job to earn money and did subsistence activity, describe the one at which ... worked the most hours.

1. CURRENT OR MOST RECENT JOB ACTIVITY

Ask these questions of each person 15 years old and over, except those who answered "1970 to 1974," "1969 or earlier," or "Never worked" in Question 25. "Current" here means "last week," the same week as in Questions 22 and 23. If a person has changed jobs or had more than one, the job to be entered is the one at which he or she worked the most hours last week. If a person had no job or business last week, give the information for the last (most recent) job held in 1975 or later, even if this job was only temporary or part-time.

2. JOB DESCRIPTION

All parts of Questions 26-28 must refer to the same job. Be sure that the entries present a consistent description. See Appendices B and C for examples of unacceptable and acceptable entries.

3. ACTIVE DUTY WITH U.S. ARMED FORCES

If the person is now on active duty in the U.S. Armed Forces, write "AF" in Question 26a and skip to Question 29a. Also enter "AF" and skip to Question 29 if the person is not now employed but was on active duty in the Armed Forces in his or her last job since 1975.

The U.S. Armed Forces include Army, Air Force, Navy, Marine Corps, and Coast Guard. Note that members of the merchant marine and civilian employees of the Department of Defense (Army, Navy, or Air Force) are not members of the U.S. Armed Forces. Service in the National Guard or Reserve unit for short periods of active duty for training does not count as active duty in the Armed Forces.

4. FOR RESIDENTS OF INSTITUTIONS

These questions refer to the last job residents held outside the institution.

26

QUESTION 26 ... INDUSTRY

26. Industry

a. For whom did ... work? *If now on active duty in the U.S. Armed Forces, print "AF" and skip to question 29a.*

(Name of company, business, organization, or other employer)

b. What kind of business or industry was this?
Describe activity at location where employed.

(For example: Hospital, fish cannery, basket weaving)

c. Is this mainly — (Fill one circle)

☐ Manufacturing	☐ Construction
☐ Wholesale trade	☐ Other — (agriculture, service, etc.)
☐ Retail trade	

WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes" in Question 22a or who marked one of the circles for 1975 to 1980 in Question 25.

HOW TO ASK: 26a: If "Yes" in Question 22a, ask: "For whom did ... work last week?" If a circle was marked for 1970 or later in Question 25 ask: "For whom did ... work at his or her last job?"

26b: "What kind of business or industry was this?"

26c: "Is this mainly manufacturing, wholesale trade, retail trade, or some other kind of industry?"

1. QUESTION 26a:

- a. The full name of the company, business, government agency, or other employer should be entered. Abbreviations of company names are not acceptable.
- b. For employers without company names, such as a dentist's or lawyer's office or a construction contractor, enter the name of the employer. For self-employed people without a company name, enter "self-employed."
- c. For employees of a government agency, report the specific organization for which the person worked. Be sure to state whether the organization is Federal (U.S.), Territorial, or local; for example, Local Planning Office, U.S. Naval Shipyard. It is not enough to report merely that the person worked for the United States Government, or for the Territorial, or local government.

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2. QUESTION 26b

- a. The entry here should tell clearly and specifically what the company or business does at the location where the person worked.
 - (1) In order to give a clear and exact description of the industry, the entry must state or indicate both a general and specific function for the employer; for example, fountain pen manufacturer, wholesale grocery, retail book store, road construction, shoe repair service. The words "wholesale grocerer," "repair service," etc., show the general function. The words "road," "shoe," etc., indicate the specific function.
 - (2) For manufacturing, the entry to be complete must show the material the product is made from. For example, report "wooden furniture manufacturing" or "metal furniture manufacturing."
 - (3) The word "company" does not provide useful information. If the respondent reports working for a furniture company, you should find out if it manufactures or just sells its furniture. If it just sells, does it sell to other stores (which would be wholesale) or to individuals (which would be retail)? Adequate replies would be "metal furniture manufacturer," "furniture wholesaler," or "furniture retailer."
- b. Multiple Activity Businesses
 - (1) Some firms carry on more than one kind of business or industrial activity. If the respondent has reported more than one kind of business or industrial activity, answer Question 26b as follows:
 - (a) If the activities are carried on in separate places, describe the activity where the person actually worked.
 - (b) If the activities are carried on in the same place, describe the major business or activity at that location.
 - (2) A few specified activities, when carried on at separate locations, are exceptions to the above. When research laboratories, warehouses, repair shops, and storage garages exist primarily to serve their own parent organizations rather than the public or other organizations, report the major activity of the parent organization. For example, if a retail department store has a separate warehouse for its own use, the entry for the warehouse employees should be "retail department store" rather than "warehouse."

QUESTION 26 ... INDUSTRY (Continued)

c. Manufacturer's Sales Offices

A separate sales office set up by a manufacturing firm to sell to other business organizations, should be reported as "(type of product) manufacturer's sales office." For example, if a shoe factory has a separate sales office, the correct entry for workers in the sales office, would be "Shoe manufacturer's sales office."

d. Government Organizations

- (1) The names of government organizations are often not descriptive of their business or activity. Be sure that the entry tells exactly what the activity is. For example, an entry of "Highway Commission" in Question 26a might be one or any combination of the following: "Road building," "Road repair," "Contracting for road building (repair)."
- (2) If the business or main activity of a government employer is not clear, find out what part of the organization the person works in. For example, for a City Department of Public Works, a correct entry might be one of the following: "Street repair," "Garbage collection," "sewage disposal," or "Water supply."

e. Business in Own Home

Some people carry on businesses in their own homes. These businesses should be reported just as if they were carried on in regular stores or shops (for example, dressmaking shop, retail antique furniture store, insurance agency, etc.).

f. Domestic or Other Private Household Workers

When the name of a single individual is given as the employer, there should be an indication of whether the person works at a place of business or in a private home. The proper entry in Question 26b for a domestic worker employed in the home of another person is "private home." For a person cleaning a doctor's office which is located in the doctor's own home, the proper entry is "doctor's office."

- g. Examples of unacceptable and acceptable entries for kind of business or industry are given in Appendix B.

3. QUESTION 26c

Definition of Manufacturing, Wholesale Trade, Retail Trade, Construction, and Other --

It is important to know the differences among the kind of industries listed below because they all may sell the same kinds of things. For example, a

QUESTION 26 ... INDUSTRY (Continued)

furniture company may be a wholesale, retail, or manufacturing company.

- a. Manufacturing is the making or processing of products.
NOTE: Manufacturers sales office should be reported as wholesale trade.
- b. Wholesale Trade is the buying of goods from manufacturer and selling the goods to large users such as hospitals, hotel chains, or another manufacturer that will use the product. A wholesale trade company may also sell products to a retail trade company for resale.
- c. Retail Trade is the selling of products to consumers. A retailer may buy products from a manufacturing or a wholesale company.
- d. Construction is the building, remodeling, or repairing of buildings, roads, and other building projects such as bridges, water supply lines, and pier construction.
- e. Other includes all other kinds of industries such as farms, government, and services. Examples of service are hotels, repair shops, laundries, advertising agencies, hospitals, and law offices.

27

QUESTION 27 ... OCCUPATION

27. Occupation

a. What kind of work to earn money or subsistence activity was ... doing?

(For example: Registered nurse, industrial machinery mechanic, basket weaver)

b. What were ...'s most important activities or duties?

(For example: Patient care, repair machines in factory, weave baskets)

WHEN TO ASK: Ask for all persons who were asked Question 26, except those who responded "Armed Forces."

HOW TO ASK: 27a: "What kind of work to earn money or subsistence activity was ... doing?"

27b: "What were ...'s most important activities or duties?"

1. QUESTION 27a

The entry should describe the kind of work the person does. The entry is acceptable if it tells clearly and specifically what the person does; for example, janitor, production clerk, TV repairer, auto body mechanic, welder, or basket weaver.

- a. Sufficient Detail -- One-word occupational descriptions are often not acceptable. For example, we need to know what type of nurse or engineer, clerk, teacher, etc., a person is. (Practical nurses, registered nurses, and nurses aides are put in different groups in census statistics so a full description is necessary.) Examples of unacceptable and acceptable entries for kind of work are given in Appendix C.
- b. Describing Farm Workers -- People who operate their own farm should be reported as farmer. This is so even if they rent the land for cash or a share of the crops. Those who operate a farm for another owner should be reported as farm manager. Those who supervise other farm workers but report to a farmer or farm manager should be reported as farm supervisor. Other farm workers should be reported by their major activity such as general farm workers, field worker, farm equipment operator, orchard worker, etc.
- c. Describing Subsistence Activity -- Activities in which the person mainly produced goods for his or her own or family's use and needs, such as growing/gathering food, fishing, cutting copra, raising livestock, making handicrafts, and so on.

QUESTION 27 ... OCCUPATION (Continued)

d. Caution on Occupations of Young Persons -- Many occupations usually require lengthy periods of training or education which a young person normally cannot have. Be sure to find out whether a young person really is only a trainee or an apprentice if he or she reports an occupation requiring training. If so, write "Apprentice (occupation)" or "(occupation) trainee." See the first caution in l.e.(1) below also.

e. Other Cautions:

- (1) Apprentice versus trainee - An "apprentice" is under a contract during the training period but a "trainee" is not. Include both the occupation and the word, for example, "apprentice plumber" or "plumber trainee," etc.
- (2) Construction contractor - A "contractor" may be engaged principally in obtaining building or other contracts and supervising the work or may work with their own tools. For the latter, be sure to report in Question 27b, the activity such as carpentry work, plumbing work, electrical construction, etc.
- (3) Supervisory housekeeper versus cleaning people - If housekeeper for a private home or a hotel is reported, be sure the activity in Question 27b shows whether the person is in charge of the household operations, supervises the cleaning people, or is actually cleaning. Entries in parts 27a and 27b of the occupation response would be:

27a housekeeper	27a housekeeper	27a housekeeper
27b supervise cleaning staff	27b manage household	27b cleans rooms

- (4) Interior decorator versus painter or paperhanger - An "interior decorator" designs the decoration plans for the interiors of homes, hotels, offices, etc., and supervises the placement of the furniture and other decorations. A "house painter" or "paperhanger" does only painting or paperhanging.
- (5) Machinist versus mechanic or machine operator - A "machinist" is a skilled craftsperson who constructs all kinds of metal parts, tools, and machines through the use of blueprints, machine and hand tools, and precision measuring instruments. A machinist can set up and operate a variety of machines found in a machine shop. A "machine operator" operates one of a limited number of factory machines (drill press, winder, etc.) and would need help in setting up the more complex machines. A "mechanic" repairs, overhauls, or services equipment or machines.

27

QUESTION 27 ... OCCUPATION (Continued)

- (6) Secretary versus official secretary - The title "secretary" should be used for persons doing secretarial work in an office. A secretary who is an elected or appointed officer of a business, lodge, or other organization should be reported as an "official secretary." "Legal secretary" and "medical secretary" should be so reported.
- (7) Specialist - If "specialist" is reported, be sure to include a brief description of the actual duties in Question 27b. For example, for a "transportation specialist" the actual duties might be any one of the following: "Gives cost estimates of trips," "plans trips or tours," "conducts tours," "schedules trains," or "does economic analysis of transportation industry."
- (8) Names of departments or places of work - Occupation entries which give only the name of the department or a place of work are unacceptable. Examples of such unsatisfactory entries are "works in warehouse," "works in cost control," "works in shipping department." The occupation entry must tell what the worker does, not what the department does.

Examples of unacceptable and acceptable entries for kind of work are given in Appendix C.

2. QUESTION 27b

In the previous question we are asked what kind of work this person did; that is, what a person is called who performs this kind of work. In Question 27b, we need specific information on the most important activities and duties performed. For some this may be very similar to the earlier reply, that is, a "knitting machine operator" in Question 27a and "operates a knitting machine" in Question 27b. Nevertheless, be sure to ask this question and enter the answer even when it seems to be repetitive.

For some occupations, the entry for duties may differ from the entry for kind of work performed. The occupation of electrical engineer is an example of this. One such engineer may enter "design electronic computers" as an activity; another, "supervise the installation of electrical switching equipment." Another example is the difference in activities of two painters; one could reply "paint houses" whereas another reports "toy painter." A third example would be the entry of "press operator" in Question 27a; one entry for Question 27b may be "press clothes;" a second, "print letter-heads;" or a third could report "stamp out welder's helmets."

QUESTION 28 ... CLASS OF WORKER

28

28. Was ... — (Fill one circle)

Employee of private company, business or individual for wages, salary, or commissions ☐

U.S. government employee..... ☐

Local government employee (Territorial, etc.)..... ☐

Self-employed in own business, professional practice, or farm —

Own business not incorporated ☐

Own business incorporated ☐

Working without pay in family business or farm.... ☐

Doing subsistence activity ☐

WHEN TO ASK: Ask for all persons who were asked Question 26, except those who responded "Armed Forces."

HOW TO ASK: Sometimes you will be able to answer this question from the respondent's answer to Question 26; if not, ask "Was ... (read the categories)?"

1. All parts of Questions 26, 27, and 28 must refer to the same job. Be sure that the entries present a consistent description.
2. Question 28 can frequently be filled if complete and specific information has been obtained in Questions 26 and 27. If there is any doubt at all, you must confirm the correct entry with the respondent.
 - a. "Employee of private company, business or individual for wages, salary, or commissions."

This also includes compensation by tips, piece rates or pay "in kind," if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual. Work for wages or salary from settlement houses, churches, unions, and other nonprofit organizations is also included.

- b. "U.S. government employee."

"Local government employee (Territorial, etc.)"

Local government refers to:

<u>Name</u>	<u>Place</u>
Commonwealth of the Northern Marianas	Northern Mariana Islands
Government of American Samoa	American Samoa
Government of Guam	Guam
Trust Territory of the Pacific Islands	Trust Territory of the Pacific Islands
Palau	Palau
Marshall's Government	Marshall Islands
Federated States, Yap State, Truk State, Ponape State, or Kosrae State	Federated States of Micronesia

QUESTION 28 ... CLASS OF WORKER (Continued)

Mark the appropriate level of government for employees of public schools, government-owned bus lines, government-owned electric power utilities, etc. Include persons elected to paid offices and civilian employees of the U.S. Armed Forces. Persons employed by foreign governments, the United Nations, or other international organizations should be marked "U.S. government employees."

Persons employed by such private organizations as the American Red Cross and the U.S. Chamber of Commerce are not government employees and should be reported as "Employee of private company ...". Work for private organizations which do contract work for branches of U.S., Territorial, or local governments should not be classified as government work.

c. "Self-employed in own business, professional practice, or farm"

"Own business not incorporated" refers to work for profit or fees in the person's own business, farm, shop, office, etc., also include privately owned bus or taxi service. It does not include superintendents, supervisors, managers, or other executives hired to manage a business or farm, salespersons working for a commission, or officers of corporations. Officers of corporations are to be reported as employees of a private company. (The few cases of government corporations such as the Commodity Credit Corporation should be reported as "Federal ..." or other appropriate government.) Some people who own all or most of the stock in a privately held corporation consider themselves self-employed and should be marked "Own business incorporated."

d. Working without pay in family business or farm

This category refers to work on a farm or in a business operated by a relative. Room and board and a cash allowance are not counted as pay for these family workers. Do not check this category, however, if the workers receives money which is considered to be wages for work performed. Instead, mark "Employee of private company, business or individual for wages, salary, or commissions."

e. Cautions and special instructions

- (1) The words "Federal (U.S.)," "Territorial," "City," sometimes appear in the names of private companies. Also, the names of some government agencies may appear to be private organizations. You must determine whether the employer is private or government in these cases. Most public school teachers work for a "territorial" government.

- (2) Farm workers - Special care should be taken in reporting class of worker for persons working on farms. Persons who operate farms for themselves should be reported as "Self-employed in own business ... not incorporated" whether they own or rent the land (provided the farm is not incorporated). Persons who have their own farming equipment and provide services to farmers, such as a combine operator or a bailing machine operator, should be reported as "Self-employed ...". A farm manager, supervisor, farmworker or helper who works for wages or salary would generally be an "Employee of private company ... or individual ...". However, some of these workers are employed on government-operated farms, such as an Agricultural Experimental Farm. Furthermore, some farm workers work without pay for the family. Be sure to verify the class-of-worker question if there is any uncertainty about whether these workers reported correctly.
- (3) Salespersons - At times it is difficult to determine whether or not outside salespersons (that is, manufacturer's representative, door-to-door insurance, etc.) are self-employed. If the respondent is not sure, ask if the company pays part of the Social Security tax. If the company pays no part of the Social Security tax, the person is "self-employed."
- (4) Partnerships - Two or more persons who operate a business in partnership should each be reported as "Self-employed in own business ... not incorporated." The word "own" is not limited to one person. A partnership is not incorporated.
- (5) Public utility employees - Transportation, communication, electric light and power, gas, water, garbage collection, and sewage disposal facilities are owned by either government or private organizations. Be sure to distinguish between government-operated and private organizations in recording class of worker for public utility employees. In most cases, government-operated organizations would be "Territorial government ...".
- (6) Domestic work in another person's home - A maid, laundry person, cook, or cleaning person working in another person's home should be reported as an "Employee of private ... individual ...".
- (7) Work for pay "in kind" includes room, food, and supplies. These are considered pay (except for a member of the family) and persons who work for pay "in kind" should be reported as "Employee of private ... individual ...".

28

QUESTION 28 ... CLASS OF WORKER (Continued)

- (8) Work on odd job or casual basis - This should be reported as "Employee of private company, business, or individual ...". For example, a babysitter employed outside the babysitter's own household is never to be reported as self-employed.
- (9) Members of the clergy - Preachers, ministers, priests, rabbis, etc., should be reported as "Employee of private ..." organizations, except the following:
 - (a) A chaplain for a prison, hospital, or other institution, working in a civilian government job, is reported in the appropriate government category (this information can be obtained from entries in Question 26).
 - (b) A member of the clergy not attached to a particular congregation or church organization, who conducts religious services in various places on a fee basis, should be reported as "Self-employed in own ... professional practice ... not incorporated."
- (10) Registered nurses and practical nurses who report "private duty" for kind of business should be reported as "Self-employed ... not incorporated."

QUESTION 29 ... NUMBER OF WEEKS WORKED AND USUAL HOURS WORKED DURING 1979

29

29a. Last year (1979), did ... work, even for a few days, at a paid job or in a business or farm? ☐ Yes — Skip to 29c ☒ No — Go to 29b.	
b. In 1979, did ... do subsistence activity such as growing/gathering food, fishing, copra, or handicrafts not for commercial purposes? ☐ Yes ☐ No — Skip to 29f	
c. Did ... earn any cash income from this work in 1979? ☒ Yes ☐ No	
d. How many weeks did ... work in 1979? <i>Count paid vacation, paid sick leave, and military service.</i> ----- Weeks	
e. During the weeks worked in 1979, how many hours did ... usually work each week? ----- Hours	
f. Of the weeks <u>not worked</u> or in which only subsistence activity was done in 1979, how many weeks was ... looking for work to earn money or on layoff from a job? ----- Weeks ☒	

WHEN TO ASK: Ask for all persons born before April* 1965.

- HOW TO ASK:
- 29a: "Last year (1979), did ... work, even for a few days, at a paid job or in a business or farm?" If "Yes," skip to Question 29c. If "No," continue with Question 29b.
 - 29b: "In 1979, did ... do subsistence activity such as growing/gathering food, fishing, cutting copra, or making handicrafts not for commercial purposes?" If "Yes," continue with Question 29c. If "No," skip to Question 29f.
 - 29c: "Did ... earn any cash income from this work in 1979?"
 - 29d: "How many weeks did ... work in 1979?"
 - 29e: "During the weeks worked in 1979, how many hours did ... usually work each week?"
 - 29f: "Of the weeks not worked or in which only subsistence activity was done in 1979, how many weeks was ... looking for work to earn money or on layoff from a job?"

1. QUESTION 29a

Ask this question for everyone who worked since 1975. Report any work done from January through December 1979 for wages or salary, or in own business, family business, or on a farm. Count part-time as well as full-time jobs and active duty in the U.S. Armed Forces.

If this question reminds the person of work more recent than the year marked in Question 25, make any necessary changes in the earlier Questions (25 through 28).

*September for TTPI.

(29)

QUESTION 29 ... NUMBER OF WEEKS WORKED AND USUAL HOURS WORKED DURING
1979 (Continued)

2. QUESTION 29b

Ask this question of all persons who answered "No" in Question 29a. "Subsistence activity" has the same definition as given in Question 22a. If this question reminds the person of work more recent than the year marked in Question 25, make any necessary changes in the earlier questions (25 through 28).

3. QUESTION 29c

Ask this question of all persons who answered "Yes" in Question 29a or Question 29b.

4. QUESTION 29d

Ask this question of all persons who answered "Yes" in Questions 29a or 29b. Count as weeks worked any week in which work, including subsistence activity, was done, even for one hour, or any week for which wages or salary were received. Include weeks on active duty in the U.S. Armed Forces, on paid vacation, or on paid leave. For example, enter "52" for a school teacher who worked 40 weeks and was paid for a full year. If the year's work is reported in months, multiply the number of full months of work by 4-1/3 to obtain the number of weeks worked.

5. QUESTION 29e

Ask this question of all persons who were asked Question 29d. The question refers only to those weeks during which the person worked. If the hours worked per week varied considerably during 1979, get an approximate average of the hours worked per week.

For example, if the person worked 40 hours per week for 3 months and 20 hours per week for 3 months, the average worked per week would be 30 hours.

6. QUESTION 29f

Ask this question of all persons born before April* 1965. Count every week from January through December 1979 in which the person did not work or did only subsistence activity but spent any time looking for work to earn money or on layoff from a job. Do not include weeks in which the person worked at a paid job or in a business or farm, even for one hour, or any week for which wages or salary were received, or in which the person was on active duty in the U.S. Armed Forces, on paid vacation, or on paid leave. "Looking for work" means trying to get a job or start a business or professional practice (see the instructions for Question 24a for examples of looking for work); "layoff" includes either temporary or indefinite layoff.

*September for TTPI.

QUESTIONS 30 and 31 ... INCOME IN 1979
GENERAL INSTRUCTIONS FOR INCOME QUESTIONS 30a THROUGH 30g and 31

30-31

1. CONVERT TO ANNUAL TOTAL

Be sure that the dollar amounts represent the total amount received during the 12 months of 1979 for the particular type of income. If, for example, the amount is given in terms of a weekly or monthly payment, find out how many weeks or months it was received in 1979 and convert it to an annual total.

2. WHAT TO DO IF A RESPONDENT IS UNWILLING TO ANSWER INCOME QUESTIONS

a. Stress Confidentiality

If the respondent fears that the income data will be disclosed to other persons or to other government agencies, explain that you, as well as other census employees, are sworn to keep the answers confidential. The law provides penalties of imprisonment and fine for disclosures. Not even agents of the government can look at census records. Explain that data about individuals are never published; only statistical summaries of groups of people are published and only in a way that no individual can be identified.

3. RECEIPTS NOT REGULARLY RECEIVED OR COUNTED AS INCOME OF ANY TYPE

Some money receipts are not considered income and are not to be included in Questions 30a through 30g. Do not include any of the following as income.

- | | |
|---|--|
| a. Cash received from selling personal property | Cash received from selling one's car or other personal property. |
| b. Capital gains or losses | Profits or losses from the sale of a home or personally owned stocks. |
| c. Occasional gifts | Occasional gifts of money from persons not living in the same household. |
| d. Lump-sum payments | Money received in one lump-sum from insurance policies, estates, trusts, inheritance, gifts, etc. Only <u>regular</u> or <u>periodic</u> receipts from these sources are income. |

QUESTIONS 30 and 31 ... INCOME IN 1979 (Continued)

- | | |
|---------------------------|---|
| e. Loans | Money borrowed from a bank, finance company, relatives, or other sources. |
| f. Pay "in kind" | Free meals, rent, supplies received in addition to or in the place of cash wages, value of crops produced by a farmer but consumed by his family, etc. |
| g. Refunds | Refunds of money for merchandise purchases but returned, refunds of money deposited as an option for the right to purchase, refunds or overpayment of taxes, etc. |
| h. Withdrawals of savings | Money obtained from the withdrawal of bank deposits, the principal from the sale of U.S. Savings Bonds, or other assets. |
| i. Allowances | Any exchanges of money between relatives living in the same household. |
| j. Merchandise discounts | Benefits from employee discount privileges on store merchandise. |

QUESTIONS 30a-g ... INCOME IN 1979

30a-g

30. Income in 1979 —

Fill circles and print dollar amounts. If net income was a loss, print "Loss" above the dollar amount. If exact amount is not known, ask for best estimate.

During 1979 did ... receive any income from the following sources?

If "Yes" to any of the sources below — How much did ... receive for the entire year?

a. Wages, salary, commissions, bonuses, or tips from all jobs — Report gross amount before any deductions for retirement funds, etc.

☐ Yes → \$00
☐ No (Annual amount—Dollars)

b. Own nonfarm business, commercial enterprise, partnership, or professional practice — Report net income after business expenses.

☐ Yes → \$00
☐ No (Annual amount—Dollars)

c. Income from individual activity such as farming, fishing, etc. Report net income after operating expenses. Include earnings as a tenant farmer or sharecropper.

☐ Yes → \$00
☐ No (Annual amount—Dollars)

d. Interest, dividends, royalties, or net rental income — Report even small amounts credited to an account.

☐ Yes → \$00
☐ No (Annual amount—Dollars)

e. Social Security or Railroad Retirement —

☐ Yes → \$00
☐ No (Annual amount—Dollars)

f. Public assistance or public welfare payments —

☐ Yes → \$00
☐ No (Annual amount—Dollars)

g. Unemployment compensation, veterans' payments, pensions, alimony or child support, or any other sources of income received regularly, including money transfers from other relatives outside the household — Exclude lump sum payments such as money from an inheritance or the sale of a home.

☐ Yes → \$00
☐ No (Annual amount—Dollars)

WHEN TO ASK: Ask for all persons born before April* 1965.

HOW TO ASK: Ask each part separately. Begin the question for each of the seven parts by asking "During 1979 did ... receive any income from (read parts a-g)?" If "Yes," ask: "How much was received?" and enter the dollar amount in the space provided on the "Annual amount - Dollars" line.

Fill the "Yes" or "No" circle for each income source category listed in Questions 30a through 30g. If money was received from two or more of the sources listed in any part of Question 30, ask for the combined amount from all the sources for that particular question and enter the amount for that question.

*September for TTPI.

30a

QUESTION 30a ... INCOME IN 1979 (Continued)

QUESTION 30a. Wages, salaries, commissions, bonuses, or tips

1. Definition of wage or salary income

Wages or salary income is the total amount of money earned by a person working as an employee for a private enterprise (unincorporated or incorporated business, or farm) or a branch of government. Wage or salary income includes "take-home" pay plus all deductions, Social Security, union dues, bonds, uniforms, etc. If a respondent knows only the amount of "take-home" pay, ask for an estimate of the deductions in order to obtain total wage or salary income.
2. Specific types of wage or salary income
 - a. Piece-rate payments

Money received from work done at a specified amount per piece. Piece-rate payments are very important in many manufacturing jobs, such as food packing and some jobs in the garment industry.
 - b. Commissions

Money received by a person for transacting business for another person or corporation. For some occupational groups, such as salespersons, milk truck drivers, etc., commissions may constitute a large proportion of wage or salary income. If a person is self-employed, commissions should be considered as a nonfarm self-employment income and reported in Question 30b.
 - c. Tips

Payments received as supplements to wages or for services rendered to the customer. For waiters and waitresses, carhops, bellhops, barbers, and taxicab drivers, etc., tips may constitute an important part of wage or salary income.

- d. Bonuses
Payments made by employers to employees as supplements to wage or salary income, for example, bonuses for services on a basis of a percentage of the profits and "Christmas gifts" from employers to employees. Military re-enlistment bonuses are also wage or salary income and should be reported in Question 30a.
- e. Salary of farm manager
Periodic, regular payments received by a farm manager, supervisor, or overseer are wages or salary.

Note, however, that if this same manager was also an owner of another farm, the net profit from his or her own farm business should be reported in Question 30c.
- f. Armed Forces pay
Money received as payment for service in the Armed Forces is wage or salary income. It includes base pay plus cash housing and/or subsistence allowance (but not the value of rent-free quarters), incentive pay, longevity pay, flight pay, etc. Bond purchases or voluntary dependency contributions, should not be deducted in computing annual wage or salary income.
- g. National Guard or reserve pay
Payments received for training periods in the National Guard or in military reserve units.
- h. Wages for babysitting
Payments received for care of related persons who do not live in the babysitter's home, and for the care of unrelated persons, in or out of the babysitter's home.
- i. Sick leave pay
Payments received in place of wages while an employee is not at work because of illness.

QUESTION 30a ... INCOME IN 1979 (Continued)

j. Assistantships and teaching fellowships

The money that graduate students receive for teaching part time or for working part time for a college or university should be included as wage or salary income. There are some fellowships ("nonservice") that graduate students receive for which they do not have to work. These should not be included as wage or salary income but as "... other sources" in Question 30g.

3. Receipts not to be counted as wage or salary income

The following are examples of the kind of money receipts which are not to be counted as wage or salary income:

a. "Salaries" which owners of businesses pay themselves

So-called "salaries" which some owners of unincorporated businesses pay themselves. Such "salaries" are to be included as income from "Own nonfarm business..." in Question 30b or "Income from individual activity" in Question 30c.

b. Pay "in kind"

Pay "in kind" (food, lodging, etc., given to an employee) is not counted as wage or salary income even though received as payment for work performed.

c. Expense accounts

Expense accounts, that is, amounts paid to an employee as repayment of expenses incurred in carrying out his or her job should not be counted as wage or salary income. Do not count these expense accounts even if the person received the same amount each month.

d. Custom work

Pay for custom work which one farmer does for another farmer should not be included as wages and salary. It should be included in Question 30c as income from individual activity.

e. Scholarships and fellowships

Money received by students for which no service was required is not to be counted as wage or salary income. It should be included in Question 30g as "... other sources."

QUESTION 30b ... INCOME IN 1979 (Continued)

30b

QUESTION 30b. Own nonfarm business, commercial enterprise, partnership, or professional practice.

1. Definition of income
from own nonfarm
business

Income from own nonfarm business, commercial enterprise, partnership, or professional practice is the net income received by a person from the operation of his/her own unincorporated nonfarm business. In the case of a partnership, income from own nonfarm unincorporated business is the share of net income a person receives as a partner.

Unincorporated nonfarm businesses may vary from the operation of a beauty parlor to that of a large factory. The practices of many doctors, dentists, and lawyers are unincorporated businesses. Some doctors, dentists, and lawyers, however, have incorporated their practices.

Income received from working for an incorporated business, even though the person may own the business, should be recorded in Question 30a, "Wage or salary income."

2. Net income

Show in Question 30b the net income received from the operation of a nonfarm business, professional practice, or partnership last year. For net income, subtract business expenses from the total (gross) money receipts. If a person received net income from a partnership, include only this person's share of such income.

- a. Total money
receipts

Include as total (gross) money receipts all money received from goods sold or services rendered plus the value of any net inventory increase.

- b. Business
expenses

Include as business expenses the cost of merchandise purchases; expenses for rent, heat, light, and power used in the business; annual depreciation of machinery and other business property; accidental damages to business property; decrease in the value of inventory; wages and salaries paid to employees; expense allowances, business taxes; interest on business mortgages or debts, etc.



QUESTION 30b (continued) AND QUESTION 30c ... INCOME IN 1979 (Continued)

b. Business
expenses (cont'd)

Do not count as business expenses money spent for the purchase of buildings or machinery, or for permanent improvements of existing buildings or machinery. However, count the annual depreciation on such improvements or purchases as an expense.

Do not count personal expenditures, such as money spent for personal income taxes, life insurance, food, and shelter as business expenses. The so-called "salary" that some owners of unincorporated businesses pay themselves is not a business expense. Count these "salaries" as part of gross receipts.

3. Joint income

If income is reported jointly (for example, for a husband and wife) and the respondent has specified how the income was split (for example, two-thirds to the husband and one-third to the wife), allocate the income accordingly. If the respondent has indicated that the income was joint, but cannot specify how the income was split, allocate one-half to the husband and one-half to the wife.

QUESTION 30c. Income from individual activity.

1. Definition of
income from
individual
activity

Income from individual activity is the net income a person received as a direct result of (1) owning and operating a farm alone or with the assistance of others, (2) renting a farm and operating this farm alone or with the assistance of others, (3) operating a farm on shares, (4) performing custom farm work, or (5) owning a farm and sharing in the profits or loss from the farm even though not actively participating in operating the farm. Include any income received from doing subsistence activity. See definition of subsistence activity for Question 22a.

QUESTION 30c ... INCOME IN 1979 (Continued)

30c

Do not include in Question 30c income received for renting land to others. Net rental income should be included in Question 31d.

Include the net income a person receives for the use of equipment and labor for custom farm work, such as threshing and combining. If the person owned and operated a farm and also did custom farm work, enter the total net amount the person received for both in Question 30a.

2. "Net" income

Net money or profits from the operation of a farm business: to get net farm income, subtract operating expenses from total (gross) money receipts. This is very important so make sure that net income is reported and not gross income. Enter the word "Even" in the space provided in Question 30c if farm receipts just balanced (equaled) farm expenses.

a. Total money receipts

Include as total money receipts, income received in 1979 from: (1) the sale of farm products, (2) participation in government farm programs such as payments for natural crop disasters, price supports, or incentive payments, (3) net income from custom farm work, (4) net income from recreational services provided by the farmer such as proceeds from hunting and fishing, or camping, and (5) commodity credit loans which were not repaid in 1979.

Exclude from farm receipts income from the sale of land, buildings, or machinery. Also exclude the value of food, fuel, or other farm products produced and used on the farm.

QUESTION 30c ... INCOME IN 1979 (Continued)

- b. Farm operating expenses Include as farm expenses the cost of feed, fertilizer, seeds, bulbs, plants, trees, sprays, insecticides, hardware, dairy supplies, tools, livestock purchases, rental of machinery, cash wages for farm hands, cash rent paid or cash profits paid to the owner, interest on farm mortgages, farm building repairs, depreciation on farm equipment, farm taxes, etc.
- Do not include as expenses personal income tax, improvements in the farmer's house, capital expenditures, such as the purchase of land, buildings, or machinery. Also exclude repayments on the principal of a farm mortgage.
3. Help the farmer to estimate net income When a farmer does not know how much net income was received from operating a farm, help the respondent make an estimate of total money receipts and farm operating expenses. Then subtract farm operating expenses from total money receipts to obtain net farm income.
4. Sharecroppers and tenant farmers Sharecroppers and tenant farmers generally live on and farm land owned by another (landlord). Many types of arrangements can be made between the landlord and farmer by which the farmer receives payment. For example, the farmer may receive a specified share of the crop or the farmer may pay the landlord a predetermined amount. The landlord may extend credit to the farmer or pay advances on the farmer's share of the crop before the crop is harvested. Any cash or credit advances should be added to the amount of cash settlement (between farmer and landlord) on the crop to obtain net farm income.
5. Joint income If income is reported jointly (for example, for a husband and wife) and the respondent has specified how the income was split (for example, two-thirds to the husband and one-third to

the wife), allocate the income accordingly. If the respondent has indicated that the income was joint, but has not specified how the income was split, allocate one-half to the husband and one-half to the wife.

QUESTION 30d. Interest, dividends, royalties, or net rental income.

1. Interest

Money received or credited to a person's account by institutions such as a bank for the use of money. Notes, bonds, deposits in banks and savings and local associations, credit unions, and postal savings certificates are the most common sources of interest. Include interest accruing to a savings account, regardless of whether the person actually withdrew the interest.

Some banks or savings institutions may refer to the interest paid to persons with savings accounts as "dividends." Technically and for tax purposes these so-called "dividends" are interest.

2. Dividends

Payments made by corporations and mutual funds to stockholders. Exclude profits or losses from the sale of stocks. The profit or loss from the sale of stocks or any other asset (capital gains) should not be included as income on this questionnaire.

3. Royalties

Include net royalties which consist of gross royalties less deductions. Gross royalties include income from oil, gas, and other mineral rights, income from patents, copyrights on literary works, trademarks, formulas, and so on. Deductions against gross royalties are made for depletion, depreciation, office rent, legal fees, clerical help, interest, taxes, and similar items.

QUESTION 30d ... INCOME IN 1979 (Continued)

In certain cases, royalties could be earned primarily from a person's major occupation activity. Thus, a professional self-employed writer may receive royalties as the primary income. For these cases, these income amounts should be considered self-employment income and recorded in Question 30b and not in Question 30d.

4. Net rental income

The total money received from the rental of property or real estate, or from roomers or boarders, less all rental expenses.

a. Net rental income of property (including farm property)

Is cash rent received from property less the expenses incurred by the landlord in connection with the property. Expenses include depreciation, taxes, repairs, insurance, interest paid on mortgages, fees paid for a real estate agent's commissions, etc. Do not include permanent improvements on property as expenses.

Rental income received by self-employed persons who earn their living by renting real estate (land, buildings, etc.) or by renting other items (tools or equipment) should be included in Question 30b "Income from own nonfarm business."

b. Net rental income from roomers and boarders

Is the total cash receipts less all expenses, such as the cost of food served to boarders, laundry, share of the rent used to pay the wages of a housekeeper for cleaning, share of the rent used to pay for the house (or the estimated share of the taxes, depreciation, interest, etc.).

c. Exclude net income from the operation of a lodging house

(Nine or more roomers or lodgers under one roof) and enter as "Income from own nonfarm business" in Question 30b.

QUESTION 30e ... INCOME IN 1979 (Continued)

30e

QUESTION 30e. Social Security or Railroad Retirement Income

Include as Social Security, payments by the Federal government made under retirement, survivors, and disability insurance (OASDI) programs to retired persons, to dependents of deceased insured workers, or to disabled workers.

Some persons receiving Social Security checks will have already had the premiums for Medicare (health insurance) deducted from their checks. You should count the amount of these deducted health insurance premiums as income. During the first 6 months of 1979, these deductions amounted to \$8.20 per person per month. During the remaining months of 1979, these deductions amounted to \$8.70 per person per month.

Include also in Question 30e retirement, disability, and survivor benefit payments made under the Railroad Retirement Act. These payments are received in the form of checks from the U.S. Government.

1. Increase in payments during 1979

In July 1979 Social Security and Railroad Retirement recipients received a cost-of-living increase. Therefore, not all monthly payments received during 1979 may have been the same. Determine the number of months each amount was received to obtain an accurate annual figure.

2. Green-colored checks

Both Social Security and Railroad Retirement checks are green-colored checks from the U.S. Treasury. Social Security checks have either the letters "SOC SEC INS" or "DISINS" printed below the dollar amount on the check. Railroad Retirement checks have the letters "RR RET" printed there.

Some persons received both Social Security and Railroad Retirement benefits. If both are received, the benefits may be paid in separate checks or in a single check.

Do not include in Question 30e any money received as a direct reimbursement for medical bills paid under the Medicare program. Persons filing for reimbursements will be receiving checks from private health insurance "carriers" and not the U.S. Government.

QUESTION 30e ... INCOME IN 1979 (Continued)

3. Married couples
receiving joint
check

Most married couples receiving Social Security or Railroad Retirement receive a joint amount in a single check. If the respondent can tell you how much is for each member, report these amounts separately for husband and wife. If not, report the total amount on the husband's page, and enter "No" in Question 30e on the wife's page.

4. Benefit checks
for children

If the person reports that he/she is receiving two Social Security checks, one for himself/herself and one for his/her children, follow the procedures outlined below:

1. If the individual amounts allotted to each child are unknown, include the total amount for the person to whom the check is made out.
2. If the individual amounts allotted to each person are known, enter these amounts on the appropriate page for each person 15 years old and over. Include any amounts for persons under 15 years old with the amount for the person to whom the check is made out.

For example:

Mrs. Johnson receives two Social Security checks each month, one for herself and one for her two children (one daughter 16 years old and one son 12 years old). You would allocate the amounts of the checks as follows:

- (a) Mrs. Johnson's check plus the son's portion of the children's check on Mrs. Johnson's page and
- (b) the daughter's portion of the children's check to the daughter's page (because she is not under 15 years old).

5. Maximum
amount
\$9,999

The maximum amount of Social Security or Railroad Retirement a person can receive is less than \$10,000. If a higher amount is reported, the respondent has probably included income from another source with that from Social Security and the difference will have to be reconciled.

QUESTION 30f. Public Assistance Income

1. Public assistance
or public welfare
payments

Money received from this territory or the United States public assistance programs, or public welfare programs, including old-age assistance, or other public assistance, aid to families with dependent children, aid to the blind or totally disabled.

QUESTION 30g. Other Income

1. Unemployment
compensation

Unemployment compensation includes any money received in 1979 from State unemployment insurance funds, railroad unemployment benefits, strike benefits paid from union funds, and supplemental unemployment benefits paid by private companies (auto companies, etc.) to help replace wages during times of layoff.

Supplemental unemployment benefits may have been a significant portion of the income received by some workers who were on layoff in 1979. Supplemental unemployment benefits are paid to persons by a private company (either directly or indirectly) and are received in addition to State unemployment benefits.

Also include money received for training allowances, transportation, and/or subsistence by persons undergoing classroom training provided through the CETA (Comprehensive Employment and Training Act) or the WIN program (Work Incentive Program which provides training for persons receiving welfare payments under Aid to Families with Dependent Children). This money and training will have been provided through the State or local government.

30g

QUESTION 30g ... INCOME IN 1979 (Continued)

Exclude earnings received from a private organization for on-the-job training sponsored under the CETA. Count these earnings as wage or salary income and include them in Question 30a.

2. Veterans' payments

Veterans' payments include money paid periodically by the Veterans Administration to disabled veterans or to survivors of deceased veterans, subsistence allowances paid to veterans for education and on-the-job training, and annual "refunds" paid on GI life insurance policies.

As of October 1979 recipients of veterans' payments for a service-connected disability or death received a cost-of-living increase. Therefore, not all monthly payments received during 1979 may have been the same. Determine the number of months each amount was received to obtain an accurate annual figure.

3. Government employee pensions

Include money received from retirement pensions paid by Federal, State, county, or other governmental agencies to former employees (including members of the U.S. Armed Forces) or their survivors.

In March and September 1979, both military and other Federal retirees received cost-of-living increases. Therefore, not all monthly payments received during 1979 may have been the same. Determine the number of months each amount was received to obtain an accurate annual figure.

Include deductions

Monthly pension checks may already have taxes and/or health insurance premiums deducted. If the respondent gives a monthly amount, add any deductions that may have been made to obtain an accurate annual amount.

4. Private pensions
or annuities

Private retirement pensions include money received by a retired person or his or her survivors from a former employer or labor union, either directly or through an insurance company.

Annuities include money received periodically as a return on an investment wherein a person purchases the right to receive a monthly, annual, or other periodic income. Include also as annuities periodic payments from paid-up endowment policies and from life insurance policies.

Do not include lump-sum insurance payments or inheritances.

5. Alimony or
child support

Include as alimony, money received periodically after a divorce or legal separation. Child support is money received for the support of children not living with one parent as the result of a divorce or legal separation. In some cases, child support may be paid indirectly through the court.

6. Any other source
of income received
regularly

Include under "any other source" the types of income described in sections (a) through (b) below.

a. Worker's
compensation

Worker's compensation includes periodic money payments made to workers who are injured on the job, to survivors of workers killed on the job, and in some States (New York, New Jersey, California, Rhode Island), to workers with non-occupational temporary disability or illness. Compensation checks may come from the State, private insurance companies, or from private businesses who insure their own workers.

Also include as worker's compensation, Federal or State black-lung benefits paid to disabled miners or their survivors. Federal black-lung benefits are paid by green-colored U.S. Treasury checks. To receive Federal black-lung benefits, a miner must apply at the local Social Security Administration Office.

QUESTION 30g ... INCOME IN 1979 (Continued)

- Exclude "sick pay" (continued payment of wages by the employer while the employee is not at work because of illness); include this as "Wage or salary" income in Question 30a.
- b. Estates and trust funds Periodic payments received from an estate or trust fund.
- c. Private welfare Money received from private welfare groups (not public assistance) such as Red Cross, church, etc.
- d. Foster child care Include the total amount which foster parents receive for the care of foster children in their home. Do not deduct the expenses incurred in caring for the children.
- e. Other regular contributions from persons not living in the household Include as contributions, money received periodically (weekly, monthly, etc.) from persons outside the household, such as voluntary contributions by nonresident relatives or friends, money received by parents from children not living with them, and voluntary allotment checks sent by U.S. Armed Forces personnel to relatives not living with them. Exclude occasional gifts or contributions.
- f. Gambling gains Money received from gambling, games of chance, lotteries, prizes, etc. If a person reports both winnings and losses, report the net winnings (winnings minus losses). Do not report a net loss. If the person is a professional gambler, however, report the net income as income from own business in Question 30b.

QUESTION 30g ... INCOME IN 1979 (Continued)

30g

g. Nonservice
scholarships
and fellowships

Cash scholarships, fellowships, or
stipends received by students for
which no service or work was required.

h. Any other source

Include any other sources or money
income received regularly but not
specified in Questions 30d through
30g.

31

QUESTION 31 ... TOTAL INCOME IN 1979

31. What was ...'s total income in 1979?	
<i>Add entries in questions 30a through g; subtract losses. If total amount was a loss, print "Loss" above amount.</i>	$\$ \text{-----} .00$ <i>(Annual amount—Dollars)</i>
OR ☐ None	

WHEN TO ASK: Ask of all persons born before April* 1965.

HOW TO ASK: "What was ...'s total income in 1979?"

Total income is the sum of all the dollar amounts entered in Questions 30a through 30g. If the person had no income in 1979 (Questions 30a through 30g), fill the "None" circle. If total income was a loss, write "Loss" above the amount.

*September for TTPI.

PART II
HOUSING QUESTIONS AND EXPLANATIONS

Part II shows each housing question, when and how to ask it, and information concerning it.



ITEM A ... RESIDENT OF INSTITUTIONAL OR NONINSTITUTIONAL GROUP QUARTERS

FOR CENSUS USE ONLY	A.	☐ I	☐ N	☐ O	☐ O
------------------------	----	-------------------------	-------------------------	-------------------------	-------------------------

WHEN TO ASK: Do not ask. Do not fill Item A for households.

HOW TO ASK: Do not ask. Fill one of the two circles in Item A, at the bottom of the column for the person, according to the following rules.

1. I - Resident of an institutional group quarters

Mark all residents of institutional group quarters "I."

These are persons under care or custody at the time of enumeration. They are persons in homes, specialized hospitals, or wards for juveniles, homes for the aged and dependent, and correctional institutions. These persons are enumerated as residents of an institution--regardless of their length of stay in the particular place.

2. N - Resident of a noninstitutional group quarters

Mark all residents of noninstitutional group quarters "N."

A separate living quarters is called a noninstitutional group quarters if there are nine or more persons unrelated to the person in column 1 or ten or more unrelated persons. Places that might fall into this category are rooming and boarding houses, communes, workers' dormitories and convents or monasteries.

Persons residing in certain other types of living arrangements are classified as living in noninstitutional group quarters, regardless of the number or relationship of people in the unit. These include persons residing in military barracks, on ships, in college dormitories or in sorority and fraternity houses; patients in short-term medical, maternity, and surgical wards of hospitals who have no usual home elsewhere; staff members in special places, provided the quarters does not meet the housing unit definition; and persons staying in missions.

ITEM B... TYPE OF UNIT OR QUARTERS

B. Type of unit or quarters

Occupied

☐ First form

☐ Continuation

Vacant

☐ Regular

☐ Usual home elsewhere

Group quarters

☐ First form

☐ Continuation

WHEN TO ASK: Do not ask.

HOW TO ASK: Do not ask. Mark applicable circle.

1. "Occupied." Fill one circle under "Occupied" for housing units occupied by persons whose usual home is the living quarters you are enumerating.

Fill the circle for "First form" if you use only one questionnaire at a housing unit.

If you cannot list all the persons in a housing unit on one questionnaire, fill a "Continuation" questionnaire of the same form type as the first questionnaire. Fill the "Continuation" circle for each additional questionnaire and print "Continuation" above the address or location label of the continuation questionnaire. Number the continuation forms sequentially.

2. "Vacant." Fill this section for all vacant housing units. Fill the "Regular" circle unless it is the type of vacant that is entirely occupied by persons who have a usual home elsewhere. In that case, fill the "Usual home elsewhere" circle. Do not consider a unit vacant if the occupants are only temporarily away.

3. "Group Quarters." Mark "First form" for the first questionnaire for institutional or noninstitutional group quarters. Mark "Continuation" for all other questionnaires for the same group quarters. Number the continuation forms sequentially.



ITEM C1 ... TYPE OF UNIT

For Vacant Units <u>C1.</u> Is this unit for — ☐ Year round use ☐ Seasonal use— <i>Skip C2, C3, and D.</i>
--

WHEN TO ASK: Ask for vacant units only.

HOW TO ASK: "Is this unit for year-round use or intended for occupancy during only certain seasons of the year?"

1. "Year-round use"--Although vacant at the time of enumeration, such a unit is usually occupied or intended for occupancy at any time of the year. A unit in a resort area which is usually occupied on a year-round basis is considered "Year-round." Units used only occasionally throughout the year are also considered as "Year-round."
2. "Seasonal use"--The unit is intended for occupancy during only certain seasons of the year. For example, the house might be used for seasonal collection of breadfruit.

ITEM C2 ... VACANCY STATUS



<u>C2. Vacancy status</u>	
☐ For rent	☒
☐ For sale only	
☐ Rented or sold, not occupied	
☐ Held for occasional use	
☐ Other vacant	

WHEN TO ASK: Ask for vacant units marked "Year-round use" in Item C1.

HOW TO ASK: "On April * 1, 1980, was this unit for rent, for sale only, already rented or sold but not occupied, held for occasional use such as on weekends, or vacant for some other reason?"

1. How to determine vacancy status.

Report the status of the vacant unit as of the day of enumeration. Do not depend on signs; ask a reliable respondent such as a rental agent, building manager or neighbor about the present status. For example, a "For Sale" sign may be misleading. Some houses for sale are also for rent, and a house with a "For Sale" sign may have already been sold; some houses with a "For Sale" sign may be occupied.

2. Vacancy status defined.

- a. "For rent"--Includes units which are for rent and vacant units offered either for rent or for sale.
- b. "For sale only"--Includes vacant units which are for sale only. The following additional instructions apply to units in multi-unit buildings only:

(1) Individual units in a multi-unit building.

In a cooperative or condominium apartment building most units are offered "For sale only." Inquire whether the unit is also for rent, and if it is, report it as being for rent.

(2) Entire multi-unit building. Mark the individual units in it as follows:

- (a) If the individual vacant unit is offered for rent, mark it "For rent."

*September 15 for TTPI.

C2

ITEM C2 ... VACANCY STATUS (Continued)

- (b) If the individual vacant unit is intended to be occupied by the new owner, mark it "For sale only."
- (c) If the individual unit is vacant because it is being held for the sale of the entire building, mark it "Other vacant."
- c. "Rented or sold, not occupied"--If any money rent has been paid or agreed upon, but the renter has not yet moved in, or if the unit has recently been sold, but the new owner has not moved in, mark it "Rented or sold, not occupied."
- d. "Held for occasional use"--If a year-round unit is for weekend or other occasional use throughout the year, mark it "Held for occasional use." Shared ownership or time-sharing condominiums are also classified as "Held for occasional use."
- e. "Other vacant"--If a year-round unit does not fall into any of the above classifications, mark it "Other vacant."

Some examples are:

- (1) Held for settlement of an estate.
- (2) Held for occupancy of a caretaker or janitor.
- (3) Held for personal reasons of the owner or renter.
- (4) Temporarily occupied by persons all of whom have a usual home elsewhere.

ITEM C3 ... BOARDED UP STATUS

C3

C3. Is this unit boarded up?
☐ Yes ☐ No

WHEN TO ASK: Do not ask. Mark applicable circle for vacant units marked for "Year-round use" in Item C1.

HOW TO ASK: Do not ask. Mark circle from observation.

1. Mark "Yes" if the unit is boarded up. These will generally be structures in which the windows and doors are covered by wood, metal, or similar materials to prevent entry into the building. A single-unit structure or a given unit in a multi-unit structure may also be boarded up in this way.
2. Mark "No" if the unit is not boarded up.



ITEM D... MONTHS VACANT

<u>D. Months vacant</u> ☐ Less than 1 month ☐ 1 up to 2 months ☐ 2 up to 6 months ☐ 6 up to 12 months ☐ 1 year up to 2 years ☐ 2 or more years

WHEN TO ASK: Ask at vacant units marked "Year-round use" in Item C1.

HOW TO ASK: "On what date did the last occupants move from this unit?"

HOW TO COMPUTE THE TIME

Mark the time from the date the last occupants moved from the unit to the day of your first visit. For example, if the last occupants moved out on January 7 1/ and you visit the unit on April 27 2/, mark "2 up to 6 months." If the occupants moved out April 15 3/, mark "less than 1 month."

1. For newly constructed units which have never been occupied, mark the time from the date construction was completed. Construction is considered to be completed when all the exterior windows and doors are in and final usable floors are in place. In areas where houses are built without windows or doors, consider construction complete when the exterior roofing materials (shingles, thatch, etc.) are in place.
2. For recently converted or merged units, report the time from the date conversion or merger was completed. Conversion is the creation of two or more housing units from fewer units through structural alteration or change in use. For example, one unit may be divided into two units or three units. Merger is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two units may be combined into one.
3. For vacant units which are entirely occupied by persons with a usual home elsewhere, report the time since the last usual residents moved from the unit, or since construction was completed if never occupied by usual residents.

1/ June 27 for TTPI.

2/ October 12 for TTPI.

3/ September 30 for TTPI.

ITEM F ... TOTAL PERSONS

F

<u>F</u> , Total persons		
0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

WHEN TO ASK: Do not ask.

HOW TO ASK: Do not ask.

To fill Item F on page 3, count every person column with an entry (name in name space and/or at least one question answered); do not count skipped columns or cancelled persons. Enter the total number of person columns with entries in Item F by entering a 3-digit number (for example, "003," "011") and fill the three corresponding FOSDIC circles below the written entry.

On continuation questionnaires, be sure to enter in Item F on each questionnaire, the total number of person columns with entries on all questionnaires. For example, if there are 12 people, enter "012" and fill the "012" digits in Item F on both the first questionnaire and the continuation questionnaire. (Do not enter "007" on one questionnaire and "005" on the other.)

If Item B is marked "Vacant--Usual Home Elsewhere," enter "000" and fill the corresponding circles.

H1

QUESTION H1 ... PERSONS NOT LISTED

H1. Did you leave anyone out of the list of persons living here because you were not sure if the person should be listed — for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?

☐ Yes — Determine whether to add person.

☐ No

WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.

HOW TO ASK: "Did you leave anyone out of the list of persons living here because you were not sure if the person should be listed, for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?"

If you receive a "Yes" response during an interview, determine if the person(s) is a member of the household. Refer to the instructions beside Question 1 and to Appendix A, Table of Residence Rules.

- a. If the person(s) is a household member, list the name in Question 1 and complete all population questions for the person(s).
- b. If the person(s) is not a household member, do not list the name(s) on the questionnaire.

QUESTION H2 ... DOUBTFUL PERSONS LISTED

H2

H2. Did you list anyone in the list of persons living here who is away from home now — for example, on a vacation or in a hospital? ☐ Yes — <i>Determine whether person should remain listed.</i> ☐ No
--

WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.

HOW TO ASK: "Did you list anyone in the list of persons living here who is away from home now—for example, on vacation or in a hospital?"

If you receive a "Yes" response during an interview, determine if the person(s) is a member of the household. Refer to the instructions beside Question 1 and to Appendix A for determining whether or not a person is to be included on the questionnaire.

- a. If the person(s) is a household member, be sure the person's name is listed in Question 1 and all population questions for the person(s) are completed.
- b. If the person(s) is not a household member, do not list the name(s) on the questionnaire. If the person is already listed, draw a line through the name in Question 1 and also cancel the listing on page 2 or 3 by lining through the name at the top of the person column and filling the two circles to the right of Item A at the bottom of the person column.



QUESTION H3 ... VISITORS

H3. Is anyone visiting here who is not already listed?

- ☐ Yes — *Determine whether to add person.*
- ☐ No

WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.

HOW TO ASK: "Is anyone visiting here who is not already listed?"

If you receive a "Yes" response during an interview, determine if the visitor(s) have someone at their usual home to report them to a census taker.

- a. If there is no one to report them at their usual home, complete a Form D-20-__, Individual Census Report, for each visitor and write the address of their usual home on the ICR.
- b. If there is someone to report them at their usual home, do not complete an Individual Census Report and do not list the name(s) on the questionnaire.

QUESTION H4 ... ACCESS TO LIVING QUARTERS

4

<u>H4</u>. Do you enter your living quarters — ☐ Directly from the outside or through a common or public hall? ☐ Through someone else's living quarters?

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: If the answer is not apparent by observation, ask: "Do you enter your living quarters directly from the outside or through a common or public hall, or through someone else's living quarters?"

1. Mark "Directly from the outside or through a common or public hall" if the occupants can enter their living quarters:
 - a. directly from outside the building, OR
 - b. from a hall, or lobby, or vestibule used by the occupants of more than one unit.
2. Mark "Through someone else's living quarters" if the occupants must enter through someone else's living quarters to get to their own.



QUESTION H5 ... YEAR MOVED IN

H5. When did . . . (Insert name of person in column one) move into this house (or apartment)?	
☐ 1979 or 1980	☐ 1950 to 1959
☐ 1975 to 1978	☐ 1949 or earlier
☐ 1970 to 1974	☐ Lived here since birth
☐ 1960 to 1969	

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "When did (read name listed in column 1) move into this house (or apartment)?" If the respondent cannot recall the exact date, read some of the categories.

1. If the person moved out and then moved back again, record the year of the most recent move; for example, for persons who have returned from the Armed Forces or those who have returned after completing college, enter the date they returned.
 - a. If a person moved from one apartment to another in the same building, mark the year moved into the present apartment.
 - b. Mark "Lived here since birth" for persons who have never had a usual residence in any other house or apartment.
 - c. If the person lived in the same mobile home but has moved to a different location in the same or another mobile home park, mark the year when the person moved to the present location.
 - d. If the person moved into a different mobile home at the same location, space, or site within the same mobile home park, mark the year when the person first moved to the location, space, or site.
 - e. If a house was torn down and rebuilt in the same place, record the date the person in column 1 moved into the current house.

QUESTION H6 ... DESCRIPTION OF BUILDING

H6

H6. Which best describes this building?

(Include all apartments, flats, etc., even if vacant).

- ☐ A one-family house detached from any other house
- ☐ A one-family house attached to one or more houses
- ☐ A building for 2 families
- ☐ A building for 3 or 4 families
- ☐ A building for 5 to 9 families
- ☐ A building for 10 to 19 families
- ☐ A building for 20 to 49 families
- ☐ A building for 50 or more families
- ☐ A mobile home or trailer, tent, van, etc.
- ☐ Boat

WHEN TO ASK: Mark by observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "Which best describes this building? Include all apartments, flats, etc., even if vacant." Read all categories.

1. Include the total number of living quarters currently in this building, vacant as well as occupied units. Do not count business units in the building.
2. In one-family houses, mark whether the building is detached or attached.
 - a. "A one-family house detached..." has open space on all four sides. A one-family house is detached even though it has an adjoining shed or garage. A one-family house which contains a business is also detached if the building has open space on all four sides.
 - b. "A one-family house attached..." has one or more walls extending from ground to roof which divide it from other adjoining structures.

In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate attached structure if the dividing or common wall goes from ground to roof.

3. "A building for 2 (or more) families."

If the building is for 2 or more families, determine the total number of living quarters, both occupied and vacant, in the whole building and mark the circle for the appropriate category. Do not classify it as detached or attached.



QUESTION H6 ... DESCRIPTION OF BUILDING (Continued)

4. "A mobile home or trailer, tent, van, etc." Include vacant as well as occupied.
- a. Report all mobile homes that are intended for occupancy regardless of whether they are on a foundation, on wheels, or mounted in some other manner. Exception: When one or more rooms have been added or built onto a mobile home or trailer, mark it as "A one-family house detached from any other house." However, if only a porch or shed has been added, mark it as "A mobile home or trailer." Do not include a trailer that is used only for business purposes or for extra sleeping space, or a trailer that is for sale on a dealer's lot.
 - b. Also mark this circle for any quarters occupied as a housing unit that does not fit the listed categories.
5. "Boat."

Mark this circle for any boats occupied as a housing unit.

QUESTION H7 ... TYPE OF MATERIAL USED FOR WALLS

H7

H7. What is the main type of material used for the outside walls of this building? *Read each category and fill one circle.*

- | | |
|---------------------------------------|--------------------------------|
| ☐ Poured concrete | ☐ Thatch |
| ☐ Concrete blocks | ☐ Other |
| ☐ Metal | ☐ No walls |
| ☐ Wood | |

WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask a neighbor or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "What is the main type of materials used for the outside walls of your building?"

Fill only one circle for this question. Fill the circle for the type of material which is used most.

1. Mark "Poured Concrete" if the major portion of the outside walls is of poured concrete.
2. Mark "Concrete Blocks" if the major portion of the outside walls is of concrete blocks. The wall may be covered with plaster cement.
3. Mark "Metal" if the major portion of the outside walls is of metal, including zinc, steel, tin, etc.
4. Mark "Wood" if the major portion of the outside walls is of wood, wood boards, plywoods, etc.
5. Mark "Thatch" if the major portion of the outside walls is of palm or pandanus thatch, palm leaves, straw, etc.
6. Mark "Other" for all other types of construction which cannot be described by the above categories.



QUESTION H8 ... TYPE OF MATERIAL USED FOR THE ROOF

H8. What is the <u>main</u> type of material used for the roof of this building? <i>Read each category and fill <u>one</u> circle.</i>	
☐ Poured concrete	☐ Thatch
☐ Metal ■	☐ Other ■
☐ Wood	

WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask a neighbor or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "What is the main type of material used for the roof of your building?"

Fill only one circle for this question. Fill the circle for the type of material which is used most.

1. Mark "Poured Concrete" if the major portion of the roof is of poured concrete.
2. Mark "Metal" if the major portion of the roof is of metal such as zinc, steel, tin, etc.
3. Mark "Wood" if the major portion of the roof is of wood, wood boards, plywoods, etc.
4. Mark "Thatch" if the major portion of the roof is of palm or pandanus thatch, palm leaves, straw, etc.
5. Mark "Other" for all other types of construction which cannot be described by the above categories.

QUESTION H9 ... YEAR BUILT



H9. About when was this building originally built?

Mark when the building was first constructed, not when it was remodeled, added to, or converted.

- | | |
|------------------------------------|---------------------------------------|
| ☐ 1979 or 1980 | ☐ 1950 to 1959 |
| ☐ 1975 to 1978 | ☐ 1940 to 1949 |
| ☐ 1970 to 1974 | ☐ 1939 or earlier |
| ☐ 1960 to 1969 | |

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "About when was this building originally built?" This means when the building was first constructed, not when it was remodeled, added to, or converted.

1. Mark the period in which original construction was completed, not the time of any later remodeling, additions, or conversion.

2. HOW TO OBTAIN REPLIES

- a. In a single-unit building, if the occupants do not know the year built, ask how old the building was when they moved in. If the respondent doesn't know, ask someone who has lived in the neighborhood a long time. For old buildings you need to know only whether they were built before 1940. It may be helpful to ask the occupants if the building was built before World War II. For those units under construction which meet the housing unit definition, that is, all exterior windows and doors and final usable floors are in place, or in areas where houses are built without windows or doors, consider construction complete when the exterior roofing materials (shingles, thatch, etc.) are in place, mark "1979 or 1980."

For a houseboat or a trailer or mobile home, mark the appropriate category for the model year in which it was built.

- b. In buildings containing more than one unit you may obtain this information from the owner, manager, or janitor. The entry for this question should be the same for all units in the same structure.

H10

QUESTION H10 ... NUMBER OF ROOMS

H10. How many rooms do you have in your living quarters?		
<i>Do <u>not</u> count bathrooms, porches, balconies, or halls.</i>		
☐ 1 room	☐ 4 rooms	☐ 7 rooms
☐ 2 rooms	☐ 5 rooms	☐ 8 rooms
☐ 3 rooms	☐ 6 rooms	☐ 9 or more rooms

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: "How many rooms do you have in your living quarters? Do not count bathrooms, porches, balconies, or halls."

MARK THE TOTAL NUMBER OF ROOMS

1. Include whole rooms used for living purposes. Count living rooms, dining rooms, bedrooms, kitchens, recreation rooms, and lodger's rooms. Also count rooms used for offices by a person living in the unit.
2. Do not include bathrooms, halls, foyers or vestibules, balconies, closets, alcoves, pantries, outside kitchens, laundry rooms, unfinished space used for storage, and offices used by persons not living in the unit.
3. A partially divided room, such as a dinette next to a kitchen or living room is a separate room only if there is a partition from floor to ceiling, but not if the partition consists solely of shelves or cabinets.
4. If a room is used by occupants of more than one unit, include the room with the unit from which it is most easily reached.

QUESTION H11 ... NUMBER OF BEDROOMS



H11. How many bedrooms do you have? <i>Count rooms used mainly for sleeping even if used also for other purposes.</i>		
☐ No bedroom	☐ 2 bedrooms	☐ 4 bedrooms
☐ 1 bedroom	☐ 3 bedrooms	☐ 5 or more bedrooms

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "How many bedrooms do you have? Count rooms used mainly for sleeping even if used for other purposes."

1. Count rooms used mainly for sleeping even if also used for other purposes. Count rooms reserved for sleeping, such as guest rooms, even though used infrequently.
2. Do not count as a bedroom a room used mainly for other purposes, even though used also for sleeping, such as a living room with a hideaway bed.
3. Mark "No bedroom" when the living quarters consist of only one room, such as a one-room efficiency apartment.



QUESTION H12 ... SOURCE OF WATER SUPPLY

H12. Do you get water from —

- ☐ A public system? ☒
- ☐ An individual well?
- ☐ A catchment, tanks, or drums?
- ☐ A public standpipe or street hydrant?
- ☐ Some other source (*spring, river, creek, etc.*)?

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "Do you get water from a public system, an individual well, a catchment, tanks or drums, a public standpipe or street hydrant, or some other source (river, spring, creek, etc.)?"

Mark this question whether the water is in the building or some other place on the property, or the occupants get water elsewhere. If the occupants get water from neighbors, mark the source of the neighbor's water.

If more than one source of water is used, mark the source most frequently used.

1. Mark "A public system" when there is running water which comes through underground pipes from any common source supplying 6 or more houses. The water may be supplied by a municipal water system, or it may be obtained from a well which supplies 6 or more houses or apartments.
2. Mark "An individual well" when the water comes from a well on the property or on a neighboring property serving less than 6 houses. Include well water that is hand drawn, wind drawn, or engine drawn; piped or not piped; stored in tanks or used directly from the well.
3. Mark "A catchment, tanks, or drums" when the source of water is a catchment, tanks, or drums in which rain is collected. Such sources usually serve only one structure.
4. Mark "A public standpipe or street hydrant" when there is an elevated tank or vertical storage cylinder which is connected to a public system from which nearby residents draw water.
5. Mark "A spring or other source" when the water is obtained privately from springs, rivers, irrigation canal, creeks, ponds, lakes, or other sources not listed.

QUESTION H13 ... HOT AND COLD PIPED WATER

H13

H13. Is there hot and cold piped water in this building?

☐ Yes, hot and cold piped water in this building

What type of energy does your water heater (tank type) use most?

☐ Electricity

☐ Solar energy

☐ Gas

☐ Other fuels

☐ No, only cold piped water in this building

☐ No piped water in this building

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: "Is there hot and cold piped water in this building?" If the answer is "Yes," ask: "What type of energy does your water heater (tank type) use most?" If the answer is "No," ask: "Is there only cold piped water, or no piped water in this building?"

1. Mark "Yes, hot and cold piped water in this building" if there is hot and cold running water in the building available to the occupants of the living quarters being enumerated. Piped water means a supply of water is available at a sink, wash basin, bathtub, or shower. The hot water need not be supplied continuously. Hot water supplied by an electric faucet attachment at the kitchen sink, an electric shower attachment, etc., is not piped hot water.

Piped water must be located in the same building as the living quarters being enumerated to be counted as available for the units. Piped water may be located within the unit itself, or it may be in the hallway, or in a room used by several units in the building. It may even be necessary to go outdoors to reach that part of the building in which the piped water is located. (See below for definition of "INSIDE AND OUTSIDE THE BUILDING OR STRUCTURE.")

2. If the answer is "Yes..." fill only one circle for the type of energy which is used most.
 - a. Mark "Electricity" when electricity is used.
 - b. Mark "Gas" when fuel such as underground piped gas, bottled, tank, or LP gas is used.
 - c. Mark "Solar energy" if the primary type of energy is a system which utilizes the energy available in sunlight to gain and store heat.
 - d. Mark "Other fuel" for fuel oil, or some other type of energy which cannot be described by one of the categories above.

H13

QUESTION H13 ... HOT AND COLD PIPED WATER (Continued)

3. Mark "No, only cold piped water in this building" if there is piped water in the building but it is never heated.
4. Mark "No piped water in this building" if there is no piped water in the building in which the living quarters are located even though there is piped water elsewhere on the property.

5. INSIDE AND OUTSIDE THE BUILDING OR STRUCTURE

Equipment must be located in the same building as the living quarters being enumerated to be counted as available for the unit or "Inside the building." Equipment may be located within the unit itself, or it may be in the hallway, or in a room used by several units in the building. It may even be necessary to go outdoors to reach that part of the building in which the equipment is located.

Equipment that is located in a different building from the living quarters being enumerated is to be counted as not available for the unit or "Outside the building" even if the equipment is on the property.

QUESTION H14 ... BATHING FACILITIES

H14

H14. Is there a bathtub or shower in this building?

☐ Yes

☐ No

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: "Is there a bathtub or shower in this building?"

1. Count a bathtub or shower only if the equipment is permanently connected to piped running water. Exclude portable bathtubs.
2. Mark "Yes," if the bathtub or shower is inside the building and is available for regular use only by the occupants of the living quarters you are enumerating. (See H13 for definition of "INSIDE AND OUTSIDE THE BUILDING OR STRUCTURE.")
3. Mark "No bathtub or shower" if:
 - a. There are no installed bathing facilities; or
 - b. There is no piped water in the building; or
 - c. Only portable or temporary bathing facilities are available to the occupant; or
 - d. The bathtub or shower is outside the building.



QUESTION H15 ... TOILET FACILITIES

<u>H15</u>. Does this building have a flush toilet?	
☐	Yes, inside this building
☐	Yes, outside this building
☐	No → If "No," what type of toilet?
☐	☐ Outhouse or privy
	☐ Other or none

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: "Does this building have a flush toilet?" If the answer is "Yes," ask: "Is it inside the building or outside the building?" If the answer is "No," ask: "What type of toilet facilities do you have?"

A flush toilet is connected to piped water. If the respondent reports a flush toilet and also another type of toilet, report only a flush toilet.

1. Mark "Yes, inside this building" if the flush toilet is inside the living quarters being enumerated. (See H13 for the definition of "INSIDE OR OUTSIDE THE BUILDING OR STRUCTURE.")
2. Mark "Yes, outside this building" if the flush toilet is located outside the living quarters being enumerated. (See H13 for the definition of "INSIDE OR OUTSIDE THE BUILDING OR STRUCTURE.")
3. If the answer is "No":
 - a. Mark "Outhouse or privy" if there is a chemical toilet or another type of non-flush toilet in an outdoor structure.
 - b. Mark "Other or none" if:
 - (1) there is a response that cannot be classified in the categories listed; or
 - (2) there is a flush toilet outside the building; or
 - (3) there are no toilet facilities on the property.

QUESTION H15 ... TOILET FACILITIES (Continued)



4. "NO" SHOULD BE MARKED ONLY IF:
- a. there is no installed flush toilet in the building; or
 - b. there is no piped water in the building; or
 - c. the only toilet facilities available are a privy, chemical toilet, or an outside flush toilet; or
 - d. there are no toilet facilities on this property.



QUESTION H16 ... METHOD OF SEWAGE DISPOSAL

H16. Is this building connected to a public sewer?

- ☐ Yes, connected to public sewer
- ☐ No, connected to septic tank or cesspool
- ☐ No, use other means

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "Is this building connected to a public sewer?" If the answer is "No," ask: "Is the building connected to a septic tank, or cesspool, or is some other method used?"

1. Mark "Yes, connected to public sewer," when the unit is connected to a municipal, or a neighborhood sewer system. A public sewer may be operated by a government body or by a private organization.
2. Mark "No, connected to septic tank or cesspool" when the unit is provided with an underground tank or pit for sewage disposal. Most septic tanks and cesspools serve only one housing unit. Do not include in this category small sewage treatment plants which in some localities are called neighborhood septic tanks. Mark such installations as "...public sewers."
3. Mark "No, use other means" when sewage is disposed of in any other way.

QUESTION H17 ... COOKING FACILITIES



H17. Are your main cooking facilities inside or outside this building?

☐ Inside this building	} What type of cooking facilities are these?
☐ Outside this building	
☐ Electric stove	☐ Gas stove
☐ Kerosene stove	☐ Other (<i>fireplace, hotplate, etc.</i>)
☐ No cooking facilities	

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: "Are your main cooking facilities inside or outside the building?"
If the answer is either inside or outside, ask: "What type of cooking facilities are these?"

1. Main cooking facilities are the ones that are used most often for preparation of meals. Additional equipment such as a range stove, a hot plate, etc., not used regularly should not be classified as main cooking facilities.
2. Mark "Inside the building" if the main cooking facilities are located in the same building as the living quarters being enumerated.
3. Mark "Outside the building" if the main cooking facilities are located in a different building or place other than the living quarters being enumerated. Main cooking facilities outside the living quarters may be shared with other living quarters.
4. Mark "Electric stove" when an electric stove is used.
5. Mark "Kerosene stove" when a kerosene stove is used.
6. Mark "Gas stove" when a gas stove is used.
7. Mark "Other" for hot plate, fireplace, or any other type of facilities not listed on the questionnaire.
8. Mark "No cooking facilities" if there are no cooking facilities for the living quarters being enumerated.



QUESTION H18 .. REFRIGERATOR

H18. Is there a refrigerator in your living quarters?	
☐ Mechanical	☐
☐ Ice	☐
☐ No refrigerator	

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "Is there a refrigerator in your living quarters?" If the answer is "Yes," ask: "Is it a mechanical or an ice refrigerator?"

1. Mark "Mechanical" if the living quarters has any type of refrigerator that is operated by electricity, gas, or kerosene. Also mark this circle if the occupants have a mechanical refrigerator in a kitchen located elsewhere on the property.
2. Mark "Ice" for an ice refrigerator, ice box, or ice chest in the living quarters, or in the kitchen if that is located elsewhere.
3. Mark "No refrigerator" if there is a window box, root cellar, open spring, or some other response which cannot be described by one of the categories listed above.

QUESTION H19 ... ELECTRIC POWER

H19

H19. Does your living quarters have electric power?	
☐ No	
☐ Yes →	Is the electricity supplied by
☐ A public utility?	
☐ A private generator? →	What is the source of energy?
	☐ Diesel oil
	☐ Solar
	☐ Other

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor or determine by observation or knowledge of similar units in the neighborhood.

HOW TO ASK: Mark from observation, unless in doubt. If you have to ask the question, ask: "Does your living quarters have electric power?" If the answer is "Yes," ask: "Is the electricity supplied by a public utility or a private generator?" If the answer is "Private generator," ask: "What is the source of energy?"

The question applies to the living quarters being enumerated and not to the structure. Disregard presence or absence of electric lighting for other living quarters elsewhere in the structure.

1. Mark "Yes" for living quarters equipped with electric lighting even though the current may be shut off because the unit is vacant or because the electric bills have not been paid.
2. Mark "Public utility" if the electricity is supplied by a company operated by a government body or by a private organization.
3. Mark "Private generator" if the electricity is supplied by a generator owned by the household or someone else.
4. Mark "Diesel oil" if the primary fuel used to operate the generator is diesel oil.
5. Mark "Solar" if the primary type of energy is a system which utilizes the energy available in sunlight to gain and store heat.
6. Mark "Other" for all other sources of energy used to operate the generator that are not listed on the questionnaire.



QUESTION H20 ... ELECTRICITY, WATER, FUEL

H20. What are the costs of utilities and fuels for your living quarters?

a. Electricity

\$ _____ .00 OR
Average monthly cost

☐ Included in rent or no charge

☐ Electricity not used

b. Water

\$ _____ .00 OR
Average monthly cost

☐ Included in rent or no charge

c. Oil, gas, kerosene, wood, etc.

\$ _____ .00 OR
Yearly cost

☐ Included in rent or no charge

☐ These fuels not used

WHEN TO ASK:

Ask at all occupied housing units.

HOW TO ASK:

H20a. "What is the average monthly cost for electricity?" If there is no cost, ask: "Is it included in the rent or obtained free of charge, or is it not used?"

H20b. "What is the average monthly cost for water?" If there is no cost, ask: "Is it included in the rent or obtained free of charge?"

H20c. "What is the yearly cost for oil, gas, kerosene, wood, or other fuel?" If there is no cost, ask: "Is it included in the rent or obtained free of charge, or is it not used?"

1. HOW TO MARK

- a. Be sure to enter the "average monthly" or "yearly" cost in the space provided,

OR

Fill only one circle for the categories.

- b. Report the costs under the following circumstances:

- (1) The respondent pays the entire utility or fuel bill.
- (2) The respondent's utility or fuel bills are unpaid or are paid by a welfare agency, relatives, or friends.
- (3) If part of the cost of the utility or fuel is paid by the landlord and part is paid by the occupants, report only the part paid by the occupants.
- (4) If the respondent pays the entire utility or fuel bill for a multi-unit building (he/she is the landlord, for example), report only the amount for his/her own living quarters. If necessary, accept an estimate.

- (5) If any utilities or fuels are billed together, enter the combined amount opposite the first, and bracket them together.
- (6) If the respondent has moved in recently, ask for his/her estimates based on previous experience and general knowledge of fuel and utility costs. Emphasize that we need an estimate in order to determine total housing costs for all housing units on a comparable basis.
- (7) If the respondent doesn't know the exact cost, an appropriate figure will do. Ask additional questions as necessary to obtain a reasonable estimate.
- (8) In some cases, it may be easier for you to compute the fuel or utility costs from information given by the respondent. If so, ask whether your estimate sounds reasonable before entering the amount.
- b. Mark "Included in rent or no charge" if the cost of the utility or fuel is:
 - (1) Included in the rental fee.
 - (2) Included in a cooperative or condominium fee.
 - (3) Provided to the renter or owner at no cost to the household.
- c. Mark "... not used" if the household does not use the utility or fuel, or if they are not available to the household.

2. OBTAINING AN AVERAGE MONTHLY COST

For water and electricity the amount to obtain should be a monthly average for the past 12 months. Divide the total yearly amount paid for water or electricity by 12. Round the estimate to the nearest dollar amount.

3. OBTAINING A YEARLY COST

If the respondent does not know how much fuels cost per year, use the following to help him/her estimate the approximate cost. Round the estimate to the nearest dollar.



QUESTION H20 ... ELECTRICITY, WATER, FUEL (Continued)

<u>Fuel used</u>	<u>Method</u>
Oil or kerosene	Multiply number of gallons used by the cost per gallon; OR multiply number of deliveries by average cost per delivery.
Charcoal	Multiply number of hundredweights used per year by the cost per hundredweights.
Wood	Multiply number of cords (or loads) used per year by the cost per cord or load.

NOTE: If the respondent buys fuel in small quantities (such as kerosene by the can or charcoal by the bag), it may be easier to figure about how much is spent for fuel per week and multiply by the number of weeks during which it is used.

QUESTION H21 ... TELEPHONE IN LIVING QUARTERS



H21. Do you have a telephone in your living quarters?

☐ Yes

☐ No

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "Do you have a telephone in your living quarters?"

1. Mark the "Yes" circle if there is a telephone in the living quarters.
2. Mark the "No" circle if there is no telephone in the living quarters, or if the respondent says that there is one in the building, but it is not in the respondent's living quarters.



QUESTION H22 ... RADIO

H22. Do you have a radio?

☐ Yes

☐ No

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "Do you have a radio?"

1. Include all sets, whether floor, table, or portable; whether individual units or combined with television, phonograph, clock, etc. Count only sets in working order or being repaired.
2. Include car radios, transistor sets, and radios which can be operated on both battery or electric current.
3. Do not include sending-receiving and crystal sets.

QUESTION H23 ... TELEVISION SET



H23. Do you have a television set?	
☐ Yes	☐ No

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "Do you have a television set?"

1. Count all television sets in the living quarters, such as floor, table, built-in, or portable models, or combinations with radio or record players, whether they are "black and white" or "color."
2. Include only sets in working order, or those being repaired.
3. Include all sets in living quarters regardless of ownership--sets belonging to lodgers or other nonrelatives, sets provided by the landlord, rented sets, sets loaned by or being kept for friends or relatives, etc.
4. Do not include sets owned by a household member but kept elsewhere--at a family-owned business establishment, loaned to a friend or relative, etc.



QUESTION H24 ... AIR CONDITIONING

H24. Do you have air-conditioning?

- ☐ Yes, a central air-conditioning system
- ☐ Yes, 1 individual room unit
- ☐ Yes, 2 or more individual room units
- ☐ No

WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "Do you have air conditioning?" If the answer is "Yes," ask: "Do you have a central air-conditioning system or individual room units?" If the answer is "individual room units," ask: "Do you have two or more individual room units?"

Air conditioning is defined as the cooling of air by a refrigeration unit. It does not include evaporative coolers, fans, or blowers which are not connected to a refrigeration unit. It does include heat pumps.

1. Mark "Yes, a central air-conditioning system" if a central installation which air conditions a number of rooms is used. In an apartment building, such a system may cool all apartments in the building, each apartment may have its own central system, or there may be several systems, each providing central air conditioning for a group of apartments. A central system with individual room controls should be marked "Yes, a central air-conditioning system."
2. Mark the appropriate circle for the number of individual room units.
3. Mark "No" if the unit is not cooled by a refrigeration unit.



QUESTION H25 ... NUMBER OF AUTOMOBILES, VANS, OR LIGHT TRUCKS

H25. How many automobiles, vans or light trucks are kept at home for use by members of your household? (Include company-owned vehicles kept at home.)

- ☐ None
- ☐ 1 automobile or truck or van, etc.
- ☐ 2 automobiles or trucks or vans, etc.
- ☐ 3 or more automobiles or trucks or vans, etc.

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "How many automobiles, vans, or light trucks are kept at home for use by members of your household?" (Include company-owned vehicles kept at home.)

1. Count passenger cars, including station wagons, which are kept at home for the use of household members. Include company cars and taxicabs if kept at home for use of household members. Include cars that are rented or leased for one month or more. Count police and government cars kept at home.
2. Count cars of all members of this household including lodgers or other nonrelatives living in the unit. Do not count pickups or larger trucks, dismantled or dilapidated cars in an early stage of being junked, or immobile cars used only as a source of power for some piece of machinery.
3. Count the number of vans and pickups and small panel trucks of one-ton capacity or less which are kept at home for the use of household members. Include company vans and trucks of one-ton capacity or less if kept at home and used for non-business purposes. Do not include vans and trucks kept at home by a household member, but used only for business purposes.



QUESTION H26 ... WHETHER LIVING QUARTERS ARE OWNED OR RENTED

H26. Are your living quarters —

- ☐ Owned or being bought by you or by someone else in this household?
- ☐ Rented for cash rent?
- ☐ Occupied without payment of cash rent?

WHEN TO ASK: Ask at all occupied housing units.

HOW TO ASK: "Are your living quarters owned or being bought by you or by someone else in this household, rented for cash rent, or occupied without payment of cash rent?"

1. Mark "Owned or being bought ..." if the living quarters are owned outright or are being bought, even if mortgaged or not fully paid for. The owner or co-owner must live in the unit but need not be the person in column 1. Include units being bought on land contract and units built on leased land.
2. Mark "Rented for cash rent" if any money rent is paid or contracted for. The rent may be paid by persons not living in the unit or by an organization—for example, a relative or friend living elsewhere, or a welfare agency.
3. Mark "Occupied without payment of cash rent" if the unit is not owned or being bought by the occupants and if money rent is not paid or contracted. The unit may be owned by friends or relatives who live elsewhere and who allow occupancy without charge. A house or apartment may be provided as part of wages or salary. Examples are: caretaker's or janitor's house or apartment; parsonages; tenant farmer or sharecropper houses for which the occupants do not pay cash rent; or military housing.
4. Persons who rent units in co-operatives and condominiums should report themselves as renters. Owner occupants should report themselves as owners.

QUESTION H27 ... MONTHLY RENT

H 27

H27. Ask of persons who rent their living quarters –
What is the monthly rent? If rent is not paid by the month, see the
 Questionnaire Reference Book on how to figure a monthly rent.

☐ Less than \$50	☐ \$160 to \$169
☐ \$50 to \$59	☐ \$170 to \$179
☐ \$60 to \$69	☐ \$180 to \$189
☐ \$70 to \$79	☐ \$190 to \$199
☐ \$80 to \$89	☐ \$200 to \$224
☐ \$90 to \$99	☐ \$225 to \$249
☐ \$100 to \$109	☐ \$250 to \$274
☐ \$110 to \$119	☐ \$275 to \$299
☐ \$120 to \$129	☐ \$300 to \$349
☐ \$130 to \$139	☐ \$350 to \$399
☐ \$140 to \$149	☐ \$400 to \$499
☐ \$150 to \$159	☐ \$500 or more

WHEN TO ASK: Ask at all housing units for which "Rented for cash rent" is marked in Question H26 and all "Vacant for rent" units.

HOW TO ASK: "What is the monthly rent?" or; if the rent is not paid by the month, "What is the rent and what period of time does it cover?"

For all vacant units "For rent," ask: "What is the monthly rent asked for these quarters?"

1. Fill the appropriate circle. Disregard pennies if 49 cents or less. Otherwise, mark the next highest dollar. For example, if the rent is \$139.25, fill the circle for "\$130 to \$139." If the rent is "99.50, fill the circle for "\$100 to \$109."
2. If rent is not paid by the month, use the following table to convert weekly, semi-monthly rent, etc., to a monthly rent and fill the appropriate circle in Question H27.

H27QUESTION H27 ... MONTHLY RENT (Continued)

<u>If period is:</u>	<u>Multiply dollar amount by:</u>	<u>Divide dollar amount by:</u>
Daily	30	-
Weekly	4	-
Biweekly (semi-monthly)	2	-
Quarterly	-	3
Semi-annually	-	6
Annually (yearly)	-	12

3. Rules for Reporting Rent

- a. Report the rent agreed to or contracted for, even if the rent is unpaid or paid by someone else.

- b. Furnishings and Utilities

Report the rent agreed upon, regardless of the furnishings, utilities or services included.

- c. Report Rent for This Unit Only

The rent reported must apply only to this living quarters. If the rent includes rent for a business unit or for living quarters occupied by others, report that part of the total rent the respondent estimates to be for his/her unit only.

EXAMPLE - A renter pays \$200 monthly for a house but he/she occupies only the unit on the first floor. He/she rents out other units on the second floor. The renter estimates that his/her first floor unit, if rented separately, would be worth \$120. Report the monthly rent for this unit as \$120.

If the respondent has difficulty giving an estimated rent for his/her own unit, ask what part of the total floor space is included in his/her own living quarters and suggest that the rent be estimated on that basis.

QUESTION H27 ... MONTHLY RENT (Continued)

H27

d. Receipts from Lodgers, Roomers, Others

Report the rent paid or scheduled to be paid to the landlord or rental agent, without deduction for any payments received from lodgers or roomers who are listed in Question 1 as members of his/her household. Also do not deduct any part of the rent that may be paid by friends or relatives elsewhere, a church, agency, etc.

H28

QUESTION H28 ... ONE-FAMILY HOUSE

H28. *If this is a one-family house* – Is any part of the property used as a commercial establishment or medical office?

Yes

No

WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant one-family housing units. If no one is home, ask resident manager or neighbor or determine by knowledge of similar units in the neighborhood.

HOW TO ASK: "Is any part of the property used as a commercial establishment or medical office?"

1. The property is that which the respondent considers to be his/her land, other than a city or suburban lot.
2. A commercial establishment is easily recognized from outside the house; for example, a grocery store, restaurant, barbershop, etc., or it may be located elsewhere on the property.

Some people use certain rooms in their living quarters for business or professional purposes which are not easily recognized from the outside. For example, a seamstress, tax consultant, salesman, or an accountant may use a room to meet customers and to work but have made no recognizable alterations to the outside of the house. Do not consider these units as having a commercial establishment.

A small sign attached to the house indicating the type of services available, for example, "John Williams, TV Repairs," is not enough to classify a house as having a commercial establishment.

3. A medical office is a doctor's or dentist's office regularly visited by patients.

QUESTION H29a ... VALUE OF THE HOUSE

H29a

H29a. *If this is a one-family house (or condominium unit) which is owned or is being bought –*
What is the value of this house, that is, how much do you think it would sell for if it were for sale? Do not include the value of the land.
Do not ask this question if this is a house with a commercial establishment or medical office on the property.

☐ Less than \$1,000	☐ \$20,000 to \$22,499
☐ \$1,000 to \$1,999	☐ \$22,500 to \$24,999
☐ \$2,000 to \$2,999	☐ \$25,000 to \$27,499
☐ \$3,000 to \$3,999	☐ \$27,500 to \$29,999
☐ \$4,000 to \$4,999	☐ \$30,000 to \$32,499
☐ \$5,000 to \$5,999	☐ \$32,500 to \$34,999
☐ \$6,000 to \$7,499	☐ \$35,000 to \$37,499
☐ \$7,500 to \$9,999	☐ \$37,500 to \$39,999
☐ \$10,000 to \$12,499	☐ \$40,000 to \$42,499
☐ \$12,500 to \$14,999	☐ \$42,500 to \$44,999
☐ \$15,000 to \$17,499	☐ \$45,000 to \$49,999
☐ \$17,500 to \$19,999	☐ \$50,000 or more

WHEN TO ASK:

This question is for American Samoa, Northern Mariana Islands, and the Trust Territory. Ask at all owner occupied or vacant for sale only one-family houses with no commercial establishment or medical office on the property. Do not ask at mobile homes, trailers, or boats. Do not include the value of the land.

HOW TO ASK:

For occupied units, ask: "What is the value of this house, that is, how much do you think it would sell for if it were for sale?" For vacant-for-sale units, ask: "What is the price asked for this house?"

1. If the respondent cannot give an estimate because he/she thinks an exact figure is needed, help him/her by reading some of the categories from the questionnaire. For example, ask whether the value is about \$20,000, \$30,000, or \$34,000.
2. If the respondent has never thought of selling his/her home, ask whether he/she knows of a sale of a similar house in his/her neighborhood. If he/she does, suggest that he/she estimate the value of his/her home accordingly.
3. If the respondent appears unwilling to answer the question, assure him/her that the estimate given is confidential and cannot be used for taxation or assessment.

QUESTION H29b ... VALUE OF THE PROPERTY



H29b. *If this is a one-family house (or condominium unit) which is owned or being bought –*

What is the value of this property, that is, how much do you think this property (house and lot or condominium unit) would sell for if it were for sale?

Do not ask this question if this is a house with a commercial establishment or medical office on the property

- | | |
|--|--|
| ☐ Less than \$10,000 | ☐ \$50,000 to \$54,999 |
| ☐ \$10,000 to \$14,999 | ☐ \$55,000 to \$59,999 |
| ☐ \$15,000 to \$17,499 | ☐ \$60,000 to \$64,999 |
| ☐ \$17,500 to \$19,999 | ☐ \$65,000 to \$69,999 |
| ☐ \$20,000 to \$22,499 | ☐ \$70,000 to \$74,999 |
| ☐ \$22,500 to \$24,999 | ☐ \$75,000 to \$79,999 |
| ☐ \$25,000 to \$27,499 | ☐ \$80,000 to \$89,999 |
| ☐ \$27,500 to \$29,999 | ☐ \$90,000 to \$99,999 |
| ☐ \$30,000 to \$34,999 | ☐ \$100,000 to \$124,999 |
| ☐ \$35,000 to \$39,999 | ☐ \$125,000 to \$149,999 |
| ☐ \$40,000 to \$44,999 | ☐ \$150,000 to \$199,999 |
| ☐ \$45,000 to \$49,999 | ☐ \$200,000 or more |

WHEN TO ASK:

This question is for Guam only. Ask at all owner occupied or vacant for sale only one-family houses with no commercial establishment or medical office on the property. Also ask at all owner occupied or vacant for sale only condominium units. Do not ask at mobile homes, trailers, or boats.

HOW TO ASK:

For occupied units, ask: "What is the value of this property, that is, how much do you think this property (house and lot or condominium unit) would sell for if it were for sale?" For vacant for sale units, ask: "What is the price asked for this property or condominium unit?"

1. If the respondent cannot give an estimate because he/she thinks an exact figure is needed, help him/her by reading some of the categories from the questionnaire. For example, ask whether the value is about \$20,000, \$30,000 or \$35,000.
2. If the respondent has never thought of selling his/her home, ask whether he/she knows of a sale of a similar property or condominium unit in his/her neighborhood. If he/she does, suggest that he/she estimate the value of his/her home accordingly.
3. If the respondent does not understand what is meant by "this property," explain that it includes:
 - a. the entire building in which the owner lives;
 - b. the land on which it stands; and
 - c. any additional buildings such as garages on the same plot of land.

If this is a condominium unit "this property" refers to the respondent's individual unit including any part of the common area.

4. If the respondent indicates that he/she owns the house but not the land on which it is built, ask his/her estimate of the combined value of the house and the land.

QUESTION H29b ... VALUE OF THE PROPERTY (Continued)



5. If joint ownership exists, report the value of the entire property whether or not all the co-owners live in the unit being enumerated.
6. If the respondent appears unwilling to answer the question, assure him/her that the estimate given is confidential and cannot be used for taxation or assessment.



QUESTION H30 ... TAXES ON PROPERTY

H30. What were the real estate taxes on <u>this</u> property last year?	
\$ _____	.00 OR ☐ None

WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in this household." Do not ask for a mobile home or trailer, or a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "What were the real estate taxes on this property last year?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

1. Enter real estate taxes on the property which were paid last year.
2. If taxes are paid for more than one taxing jurisdiction, report all taxes paid.
3. Report taxes even if they are unpaid or paid by someone else.
4. Include the taxes for the entire 12-month period. If taxes are paid on other than a yearly basis, convert to yearly and enter the amount (if paid monthly, multiply by 12; if quarterly, by 4; if twice a year, multiply by 2).
5. Do not include payments on delinquent taxes due from prior years.
6. Mark "None" only if no real estate taxes were due on the property.

QUESTION H31 ... FIRE AND HAZARD INSURANCE ON PROPERTY



H31. What is the annual premium for fire and hazard insurance on this property?

\$ _____ .00 OR ☐ None

WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in this household." Do not ask for a mobile home or trailer, or a boat, condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "What is the annual premium for fire and hazard insurance on this property?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

1. Enter annual fire and hazard insurance premiums. (Include insurance on the property and its contents.)
2. Premiums for liability insurance are to be included only if they are paid with the fire hazard insurance premiums and the amounts cannot be separated.
3. Enter the annual premium even if it is unpaid or paid by someone else.
4. When premiums are paid on other than a yearly basis, convert the premiums to a yearly basis and enter the yearly amount, even though no payment was made during the past 12 months.

For example, if the respondent has a fire and hazard insurance policy with a premium of \$210 payable every 3 years, convert the \$210 to a yearly amount (by dividing by 3) and enter \$70 in the space provided.

5. Mark "None" only if there is no fire and hazard insurance on the property or its contents.



QUESTION H32 ... MORTGAGE

H32. Is there a mortgage on <u>this</u> property?	
☐ Yes	☐
☐ No — Turn to page 6.	☐

WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in the household." Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "Is there a mortgage on this property?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

A mortgage is any type of loan secured by real estate. With this type of loan the borrower generally has title to the property, while the lender has only a claim against the property if the borrower fails to make the required payments.

1. Mark "Yes, mortgage, or similar debt" if the respondent has a mortgage, or similar debt on the property.
2. Mark "No" and skip to page 6 if there is no mortgage or similar debt on the property, including properties which may have had mortgages at one time but which are now mortgage-free.

QUESTION H33 ... MONTHLY PAYMENT TO THE LENDER

H33

H33. How much is your total regular monthly payment to the lender? <i>Also include payments to lenders holding second or junior mortgages on this property.</i>	
☐ \$ _____ .00	OR ☐ No regular payment required — <i>Turn to page 6.</i>

WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes...". Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "How much is your total regular monthly payment to the lender?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

1. Enter only regular monthly payments required by the lender. Consider persons holding land contracts to be lenders. Report these payments regardless of what is included in them.
2. Report all amounts paid to the lender, including amounts for any second or junior mortgages, and amounts paid to persons holding land contracts.
3. The amount should be reported even if the payments are delinquent or are paid by someone else.
4. The amount should be the regular monthly payment. For amounts which are paid other than monthly, see the instruction for H27 and convert to monthly.
5. Mark "No regular payment required," and skip to page 6 if no regular payment is made to any lender.



QUESTION H34 ... INCLUSION OF REAL ESTATE TAXES IN MONTHLY PAYMENT

H34. Does your regular monthly payment (amount entered in H33) include payments for real estate taxes on this property?

- ☐ Yes, taxes included in payment
- ☐ No, taxes paid separately or taxes not required.

WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes...". Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "Does your regular monthly payment (amount entered in H33) include payments for real estate taxes on this property?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

1. Mark "Yes, taxes included in payment" if all or part of the real estate taxes are included in the regular payment to the lender.
2. Mark "No, taxes paid separately or taxes not required" if none of the real estate taxes are included in the regular payment to the lender or no taxes are required to be paid on the property.

H35. Does your regular monthly payment include payments *(amount entered in H33)*
for fire and hazard insurance on this property?

☐ Yes, insurance included in payment

☐ No, insurance paid separately or no insurance

WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes...". Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.

HOW TO ASK: "Does your regular monthly payment (amount entered in H33) include payments for fire and hazard insurance on this property?"

Remember that for Guam, property means "house and lot" (see Question H29b of this manual); while for the Northern Marianas, property refers only to the house and not to the land (see Question H29a of this manual).

1. Mark "Yes, insurance included in payment" if all or part of the fire and hazard insurance premium is included in the monthly payment to the lender.
2. Mark "No, insurance paid separately or no insurance" if no part of the fire and hazard premium is included in the monthly payment to the lender or the homeowner carries no insurance and pays no premium.



QUESTION H36 ... BOAT

H36. Does any member of the household own a boat of less than 25 feet in length?

- ☐ Yes
- ☐ No

WHEN TO ASK: This question is for the Trust Territory only. Ask at all occupied housing units.

HOW TO ASK: "Does any member of the household own a boat of less than 25 feet in length?"

1. Count boats in working order only.
2. Do not count dismantled or dilapidated boats in an early stage of being junked, or immobile boats used only as a source of power for some piece of machinery.

QUESTION H37 ... MOTORCYCLES, MOPEDS, OR MOTOR SCOOTERS

H37

H37. How many motorcycles, mopeds, or motor scooters are kept at home for use by members of your household?

- ☐ None
- ☐ 1
- ☐ 2 or more

WHEN TO ASK: This question is for the Trust Territory only. Ask at all occupied housing units.

HOW TO ASK: "How many motorcycles, mopeds, or motor scooters are kept at home for use by members of your household?"

1. Count motorcycles, mopeds, or motor scooters in working order only.
2. Do not count dismantled or dilapidated motorcycles, mopeds, or motor scooters in an early stage of being junked, or immobile ones used only as a source of power for some piece of machinery.

PART III

USES MADE OF INFORMATION COLLECTED
BY THE POPULATION QUESTIONS

Part III gives examples of the uses made of information collected by the population questions. If a respondent wants to know why he or she is being asked a particular population question, refer to this part for your reply.

Part III

PART III

USES MADE OF INFORMATION COLLECTED BY THE POPULATION QUESTIONS

Question	Example of Use
1. Name	If necessary, the respondent can get a record from the Census Bureau to prove age or family relationship. For example, some use it to prove their age when they apply for Social Security benefits and they do not have a birth certificate. A convenient way to be sure everyone in the household is included, particularly in large households where it is easy to forget who was counted and who was not.
2. Relationship	Used to classify the population into families and other groups, to show, for example, how many families have three generations in the same household, how many young married couples do not have their own household, and show areas where children are living with only one or neither parent.
3. Sex	Used to compare changes in the social and economic characteristics of males and females and to study fertility patterns.
4. Ethnicity	Used to identify the ethnic origin of persons in outlying areas of the United States in order to better understand differences between ethnic groups regarding their social, economic, and demographic characteristics.

Part III

Question	Example of Use
5. Age	Used for planning major government programs in health, education, and Social Security. For subjects such as labor force, unemployment, and school enrollment, the statistics are meaningful only for persons in specific age groups.
6. Marital status	Used with age and relationship to identify areas with large numbers of employed wives, elderly widowed persons, or young single people who soon may be establishing homes of their own, etc. The information is used to plan facilities and services for these groups.
7. Attendance at school or college	Used to identify the number of students in the territories, their age, grade, and location. It is also used to plan education programs and to describe the characteristics of school dropouts which are useful for groups working on programs to encourage persons to stay in school.
8. Highest year of school attended	Used to indicate the educational level of the population so improvements or further requirements of each community can be identified. Government agencies and businesses concerned with training and development of workers need this information for a starting point in all their program planning.
9. Highest grade finished	
10. Place of birth	Used to study long-time trends in migration and measure migration patterns among the different regions.

Part III

Question	Example of Use
11. Citizenship	Used to determine the proportion of immigrants and citizens.
12. Year of immigration	Used to study how immigrant groups have adjusted to living in the territories based on the number of years they have been in this area. Identifies areas where newly arrived immigrants live so that any special problems may be anticipated.
13-14. Parents' place of birth	Used to identify areas where there are large numbers of first or second generation immigrants in order to provide help to immigrant groups which may have special problems with schools, welfare programs, and other public services in those areas.
15. Place of residence five years ago	Used to study the effects of migration in the territories. Knowing the number and characteristics of movers is essential to programs for improvement in the territories.
16. Residence and activity in the U.S.	Used to study characteristics of return migrants to the territories and also to study migration patterns in terms of employment, membership in the U.S. Armed Forces, and college.
17. Literacy	Used to determine the level of literacy to develop reading and writing programs. Also used to comply with international statistical measures (U.N. recommendation).

Part III

Question	Example of Use
18. Language	Used to identify communities with a large number of persons who speak a language other than or in addition to English to ensure access to schools and social services.
19a. Age screener	Used to screen out persons under 15 years old, because the following questions (except 19b) do not apply.
19b. Person number of mother and mother still living	Used to assign child to own mother for use in study of fertility patterns.
20. Vocational training	Used to count the number of persons with training for technical occupations. The statistics will help determine the need for job training programs in the territories.
21a. Number of babies	Used to study prior patterns and changes in the natural growth of the population and to provide a basis for making assumptions about the future course of population growth. Resulting population projections are especially important to government and private industry in planning programs for the future.
21b. Children still living	Used to estimate infant and child mortality.
21c. Babies born alive	Used to estimate the number of births in one year.

Part III

Question	Example of Use
22a. Worked last week b. Hours worked last week	Used to develop, administer, and evaluate government programs concerning employment, training, education, and other related topics. The statistics are also used to determine the employment resources available in an area and to measure the level of unemployment in local areas.
23. Temporarily absent from work	See example in Question 22.
24. Looking for work	See example in Question 22.
25. Year last worked	See example in Question 22.
26. Industry	Used to formulate economic development programs and to provide information to government and private firms in locating facilities and new plants.
27. Occupation	
28. Class of worker	The statistics provide information on the occupational skills of the labor force in a given area.
29a. Number of weeks worked and usual hours worked during 1979 b. Weeks looked for work	The replies give information about the economic well-being and needs of the territories. For example, the information identifies the number and kinds of unemployed persons and the work experience of persons who have or want jobs; government and businesses use this knowledge to encourage the creation of jobs and industries where they are needed the most.

Part III

Question	Example of Use
30. Income in 1979	Used to determine income level and economic well-being in the territories. Income level is used as a basis for distributing money to States and local areas for programs such as those under the Elementary and Secondary Education Act of 1965 and general revenue sharing under the State and Local Fiscal Assistance Act of 1972, etc.
31. Total income	Also used to formulate business marketing plans, to develop social programs in areas with a large number of families or persons with low income, and to evaluate regional, State, or urban development policies.

PART IV

USES MADE OF INFORMATION COLLECTED
BY THE HOUSING QUESTIONS

Part IV gives examples of the uses made of information collected by the housing questions. If a respondent wants to know why he/she is being asked a particular housing question, refer to this part for your reply.

PART IV

USES MADE OF INFORMATION COLLECTED BY THE HOUSING QUESTIONS

Question	Examples of Use
<u>H4.</u> Access to living quarters	Used to identify separate living quarters. This information is used to determine the total number of housing units in the Pacific Islands.
<u>H5.</u> Year moved in	Used as a measure of housing turnover.
<u>H6.</u> Description of building	Indicates areas of single-family homes and of small or large apartment buildings. Used as a screening question to exclude certain housing units from the statistics on rent, value, and shelter costs. Also, an aid in planning the extension of utility lines, schools and playgrounds, and medical needs.
<u>H7.</u> Type of materials used for walls	Used to determine the structural composition of housing and as an indicator of housing that might endanger the health and safety of the occupants.
<u>H8.</u> Type of materials used for roofs	
<u>H9.</u> Year built	Indicates the amount of new housing constructed during the decade. Provides age of the Pacific territory's housing. It also measures, when used in combination with data from previous censuses, the disappearance of old housing from the inventory.

Part IV

Question	Examples of Use
<u>H10.</u> Number of rooms	Provides the basis for estimating the amount of living and sleeping space in the housing unit. Used in combination with number of occupants to provide a measure of crowding. Builders and planners use this information to find out how much additional housing is needed to relieve crowded housing conditions.
<u>H11.</u> Number of bedrooms	
<u>H12.</u> Source of water	Used by public health officials for the bearing of these items on problems of water-borne disease and of pollution. Also used by local public works officials in estimating prospective need for water and sewage facilities.
<u>H16.</u> Method of sewage disposal	
<u>H13.</u> Hot and cold piped water	The presence of these basic plumbing items is a very significant indicator of housing quality. Used as an aid in developing major housing programs designated to improve living conditions in housing units that lack these items.
<u>H14.</u> Bathtub or shower	
<u>H15.</u> Toilet facilities	
<u>H17.</u> Cooking facilities	Used in combination with other data as a measure of the level of living and to determine the adequacy of household facilities.
<u>H18.</u> Refrigerator	Used to determine the adequacy of household facilities.

Part IV

Question	Examples of Use
<u>H19.</u> Electric power	Used as measure of power consumption and water usage and in planning rural electrification programs. Used as an aid in developing housing programs designed to improve housing quality.
H20. Cost of utilities and fuels	These data are the increasingly important components of shelter costs when combined with rent and mortgage payments.
H21. Telephone in living quarters	Used in planning health and assistance programs. Also, used as an indicator of isolation of the household.
H22. Radio	To determine how many households are able to receive emergency messages.
H23. Television set	To determine the number of households who can be reached by this communication system.
<u>H24.</u> Air conditioning	A measure of power consumption and water usage. This information can be used to help prevent power failure and water shortage.

Part IV

Question	Examples of Use
H25. Number of automobiles, vans, and light trucks	Information on the number of automobiles and trucks regularly used is helpful to officials who plan highways, thruways, parking facilities, etc.
H26. Whether living quarters are owned or rented	Used to measure the extent of home-ownership. Characteristics of owner-occupied and renter-occupied units and characteristics of the households occupying these units are used by builders, mortgage lenders, planning officials, government agencies, etc., in the planning of housing programs.
<u>H27.</u> Rent <u>H29a-b.</u> Value	Government and planning agencies use this information in combination with income and other characteristics to develop housing programs designed to meet the housing needs of people at different economic levels.
<u>H28.</u> One-family house	Screening questions to exclude certain rental units and homeowner properties from the statistics on rent and value. For example, single-family properties that contain a commercial establishment, or medical office are excluded from the data on value.

Part IV

Question	Examples of Use
H30. Taxes H31. Insurance H32. Mortgage H33. Monthly payment H34. Taxes in monthly payment H35. Insurance in monthly payment	Government and planning agencies use this information in combination with rent and utilities to study shelter costs and to develop housing programs designed to meet the housing needs of people at different economic levels.
H36. Boat H37. Motorcycles, mopeds, or motor scooters	Used to measure the extent of mobility by water and on land. Also indicates the number of households which can reach employment facilities and emergency help.

PART V

QUESTIONS FREQUENTLY ASKED AND SUGGESTED ANSWERS

Part V gives responses to some questions which the public may ask concerning the census.

Part V

PART V

QUESTIONS FREQUENTLY ASKED AND SUGGESTED ANSWERS

The following gives you responses to some general questions which the public may ask concerning the census.

1. Question: Why is a census necessary? or Why are you asking me all these questions?

Answer: The most important reason for a census is to determine representation in the Congress. The census also supplies information which is essential for planning and evaluating programs of the government, industry, business, and so on. Only questions judged necessary, by the appropriate government agencies, to such programs are included in the census.
2. Question: Who uses census information and why?

Answer: Census results are used extensively by the government, business and industry, research and welfare agencies, universities, and the general public. Among other things, the results are used for planning future school and teacher needs, estimating the future number of people who will receive family allowances and old age pensions, determining financial grants to cities and counties, market analyses by business, and production planning by industry.

Part V

3. Question: Is the information obtained by census employees kept completely confidential?
- Answer: Census information is used for statistical purposes only and no information is shown in books or on computer tapes that would identify an individual person. No one need be afraid that any information given for the census will become known to any person or agency, public or private. Anyone involved in taking the census, whether the census taker or a member of the headquarters staff, who discloses or makes use of information given for census purposes commits an offense for which there are penalties.
4. Question: Why are full names required?
- Answer: They help to insure that people are not missed or counted twice in the census. They also help to eliminate simple errors like counting "Mary Jones" as a male.
5. Question: What is the purpose of asking a person's ethnicity?
- Answer: The statistics obtained from these questions are used with regard to government appropriations and are in great demand by various ethnic and cultural organizations.
6. Question: What is the purpose of asking a person's age?
- Answer: Statistics on age are one of the most important of all the subjects included in the census. They show the number of children of school age, and the number of persons of retirement age, and so on. They are used by school authorities, manufacturers, merchandisers, welfare workers, government agencies, and many others.

Part V

7. Question: Why are you asking questions about housing?
- Answer: The information about housing is used by the Federal housing agencies to develop and administer Federal programs of assistance for better housing and community development. Local governments such as planning commissions find that housing census data are indispensable in their work, ranging from the identification of areas of poor housing to problems dealing with water supply and sewer construction, etc.
8. Question: Why do you ask about plumbing?
- Answer: Information on the plumbing equipment used by more than one household and information on living quarters which lack plumbing equipment are the best indicators of the quality of housing.
9. Question: Why do you ask for my rent (mortgage) payments?
- Answer: The statistics on rent (mortgage) payments aid the government and planning agencies to study shelter costs and to develop housing programs designed to meet the housing needs of people at different economic levels.
10. Question: Why do you ask about utility costs?
- Answer: Information provided from these questions, together with rent (mortgage) payments and income, enables government and planning agencies to plan housing programs designed to meet the needs of people at different economic levels.

Part V

11. Question: Why ask questions about automobiles, trucks, and vans?
- Answer: The growth in the number of automobiles, trucks, and vans poses considerable problems in pollution control, the planning of streets and roads, the establishment of traffic policies, and in the planning of parking facilities.
12. Question: Why are you asking questions about a person's job?
- Answer: The replies will provide information to government concerning the extent and location of unemployment and the types of individuals unemployed. From this information, the government can plan retraining programs for the unemployed and can encourage the development of industries in areas where they are needed.
13. Question: Why ask questions about income?
- Answer: Income, more than any other factor, determines how families or persons live and thus indicates the economic level of the nation.

APPENDIX A

TABLE OF RESIDENCE RULES

This table is divided into two columns. The type of person (student, member of the Armed Forces, etc.) is described in the left-hand column. The right-hand column tells you whether the person is a resident of this household or some other place.

<u>Type of Person</u>	<u>Resident of--</u>
1. Lives in this household but is temporarily absent on a visit, business trip, vacation, in connection with job (bus driver, traveling salesperson, boat operator, etc.)	This household
2. Lives in this household on weekends only. Works most of the week in another place and maintains a room or apartment there.	The other place
3. Lives in this household but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home.	This household (unless in a psychiatric, TB, chronic ward, etc.; if so, count in the hospital)
4. Member of the Armed Forces:	
a. Living on military installation	The military installation
b. Stationed on nearby installation but living off base in this household	This household

APPENDIX A

TABLE OF RESIDENCE RULES (Continued)

<u>Type of Person</u>	<u>Resident of--</u>
c. Assigned to a military vessel which is "deployed" to the 6th or 7th fleet	The vessel
OR	
The home port of the vessel is 50 miles or more away from this household	The vessel
d. Assigned to a military vessel which is not deployed to the 6th or 7th fleet <u>and</u> the household is within 50 miles of the home port of this vessel.	This household
5. Officer or crew member of a merchant vessel engaged in coastwide, intercoastal, or foreign transportation (including Great Lakes)	The vessel
6. Officer or crew member of a merchant vessel engaged in inland waterway transportation	This household
7. College student:	
a. Not living in this household during school year--here only on vacation	Place where they live while attending college
b. Living in this household during the school year	This household

APPENDIX A

TABLE OF RESIDENCE RULES (Continued)

<u>Type of Person</u>	<u>Resident of--</u>
8. Student away attending school below college level (other than students at institutional-type schools). Students attending boarding school such as XAVIER, PATS, OR, CHENEL boarding school	This household
9. Nurse living in hospital, nurses' home, etc.	This household
10. Family members working and living away from home	Place where they live while working away from home
11. Person who has more than one home and divides time between them	List at place where he or she spends largest part of the calendar year
12. Person in special places where people usually stay for long periods of time such as correctional or penal institutions, penitentiaries, jails, work-houses, reformatories, convict camps, schools for delinquents (regardless of length of sentence or stay), mental institutions, homes for the needy or aged, hospitals and asylums for the chronically ill and handicapped, homes or schools for the deaf, blind, or mentally retarded.	The special place
13. Members of religious orders living in a monastery, convent, etc.	The monastery or convent

APPENDIX A

TABLE OF RESIDENCE RULES (Continued)

<u>Type of Person</u>	<u>Resident of--</u>
14. Persons in places which have shifting populations composed mainly of persons with no fixed residence, such as highway and other construction camps.	The camp
15. Citizens of a foreign country:	
a. Studying or working here or the members of the family of such person living with him or her	This household
b. Temporarily traveling or visiting here	Do not list
c. Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate	Do not list
16. Domestic Servants who "live-in"	Determine if the servant occupies a housing unit separate from the main household. If YES, list on a separate census questionnaire. If NO, list on the household census questionnaire.

APPENDIX A

TABLE OF RESIDENCE RULES (Continued)

<u>Type of Person</u>	<u>Resident of--</u>
17. Visitors	Ask if there is someone at home to report the person to a census taker. Then determine whether the person should be included or excluded from the listing on this questionnaire.

APPENDIX B

TABLE OF UNACCEPTABLE AND ACCEPTABLE ENTRIES FOR BUSINESS & INDUSTRY
(QUESTION 26b)

Use the following list to tell if a person's entry in Question 26b "kind of business or industry" is acceptable. If the entry is one of those in column 1, it is unacceptable. Other words meaning the same thing are also incomplete. If unacceptable, check the combination of entries in Question 26b and c to see if sufficient information is given to make the answer acceptable, as shown in column 2. If not, then Question 26b is unacceptable.

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Agency	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency, etc.
Aircraft parts Aircraft components	Airplane engine parts factory, propeller manufacturing, electronic instruments factory, wholesale aircraft parts, etc.
Auto or automobile parts Auto or automobile components	Auto clutch manufacturing, wholesale auto accessories, automobile engine plant, auto body stamping plant, retail sales and installation of mufflers, etc.
Bakery	Bakery plant (makes and sells to wholesalers, retail stores or restaurants), wholesale bakery (buys from manufacturer and sells to grocers, restaurants, hotels, etc.), retail bakery (sells on premises to private individuals only).
Box factory	Paper box factory, wooden box factory, metal box factory, etc.
Building material	Retail lumber yard, asphalt-floor tile factory, mixed-in-transit concrete, shingle mill, wholesale plumbing supplies, etc.

APPENDIX B

KIND OF BUSINESS & INDUSTRY (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
City or city government	City street repair department, City Board of Health, City Board of Education, etc.
Club	Golf club, fraternal club, night club, resident club, boarding house, etc.
Coal Company	Coal mine, retail coal yard, wholesale coal, etc.
Concession Concession stand	Souvenir stand, hot dog stand, frozen custard stand, snack bar, etc.
County or county government	See "City."
Credit company	Credit rating bureau, loan company, etc.
Dairy	Dairy farm, dairy depot, dairy bar, processing dairy products, retail dairy stores, etc.
Discount house Discount store	Retail drug store, retail electrical appliances, retail general merchandise, retail clothing store, etc.
Electrical components mfg. Electrical parts mfg. Electronics Electronic parts, or components mfg.	Electronic tube factory, memory core manufacturing, transistor factory, tape readers, etc.
Engineering company	Civil engineering consultant, general building contractor, wholesale heating equipment, construction machinery factory, etc.
Export company	Automobile exporting company, refrigerator exporter, cashmere sweater exporter, pharmaceutical exporter, etc.

APPENDIX B

KIND OF BUSINESS & INDUSTRY (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Express company	Motor freight, railway express agency, railroad car rental, armored car services, etc.
Factory	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant, cotton textiles mill, etc.
Farm	Cattle ranch, fish farm, turpentine farm, orchard, general farm, etc.
Federal government	U.S. Naval Shipyard, Internal Revenue Service, Bureau of the Census, etc.
Fiberglass factory	Fiberglass factory is adequate if the company makes only fiberglass material. If a product is made from the fiberglass specify the product, such as fiberglass insulation manufacturers, fiberglass boat building manufacturers, etc.
Food cannery Food processing Food manufacturing	Fish cannery, frozen food specialties, wholesale fruit packers, vegetable cannery, dried fruit processing, bottled milk plant, dehydrated soup mix manufacturing, etc.
Foundry	Iron foundry, brass foundry, aluminum foundry, etc.
Freight company	Motor freight, air freight, railway, water transportation, etc.
Fur company	Fur dressing plant, fur garment factory, retail fur store, mink farm, fur repair shop, etc.
Government	See "City" and "Federal government."

APPENDIX B

KIND OF BUSINESS & INDUSTRY (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Import company	List products, see "Export company."
Lumber company	Sawmill, retail lumber yard, planning mill, logging camp, wholesale lumber, etc.
Manufacturer's agent Manufacturer's representative	Specify product being sold, such as jewelry manufacturer's representative, lumber manufacturer's agent, electrical appliance manufacturer's representative, chemical manufacturer's agent, etc.
Mill	See "Factory."
Mine	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit, etc.
Nylon factory	Nylon chemical factory (where chemicals are made into fibers), nylon textile mill, nylon hosiery mill, etc.
Office	Dentist's office, life insurance company, chemical manufacturing plant, etc.
Oil company Oil industry Oil	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor, retail fuel oil, etc.
Packing house	Meat packing plant, fruit cannery, fruit packing shed, vegetable packing house, etc.
Paper company Paper plant Paper products	Paper cups manufacturing, cardboard box manufacturing, stationery store, newspaper publishing, etc.
Pipeline	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction, etc.
Plant	See "Factory."

APPENDIX B

KIND OF BUSINESS & INDUSTRY (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Plastic factory or products	Plastic factory is adequate if the company makes only plastic material. If a product is made from the plastic, specify the product, such as plastic toys manufacturers, plastic pipe manufacturers, etc.
Private club	See "Club."
Public utility	Electric light and power company, gas utility, telephone company, water supply utility. If the company supplies more than one service, specify the services, such as gas and electric utility, and water utility, etc.
Railroad car shop	Railroad car factory, railroad locomotive repair shop, locomotive manufacturing plant, etc.
Repair shop	Shoe repair shop, TV and radio repair shop, welding shop, auto repair shop, machine repair shop, etc.
Retail discount house Retail discount store	See "Discount house."
School	City elementary school, private kindergarten, private college, State university, junior college, senior high school, etc.
State or State government	See "City."
Street department	Street cleaning department, street repair department, etc.
Terminal	Bus terminal, railroad terminal, boat terminal, airport, etc.
Textile mill	Cotton cloth mill, woolen cloth mill, cotton yarn mill, nylon thread mill, etc.

APPENDIX B

KIND OF BUSINESS & INDUSTRY (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Transportation company	Motor trucking, moving and storage, ship freighter, air line, taxicab service, subway, petroleum pipeline, etc.
Utility company	See "Public utility."
Water company	Water supply utility, irrigation system, water filtration plant, soft water service, etc.
Well	Oil drilling, oil well, salt well, water well, etc.

APPENDIX C

TABLE OF UNACCEPTABLE AND ACCEPTABLE OCCUPATION DESCRIPTIONS
(QUESTION 27a & b)

Use the following list to tell if person's entry in Question 27a "kind of work" is acceptable. If the entry is one of those in column 1 it is unacceptable. Other words meaning the same things are also unacceptable. If unacceptable, check the combination of entries in Question 27a and b to see if sufficient information is given to make the answer acceptable as shown in column 2. If not, then Question 27a is unacceptable.

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Accounting Accounting work	Certified public accountant, accountant, accounting machine operator, tax auditor, accounts-payable clerk, etc.
Adjuster	Brake adjuster, machine adjuster, merchandise complaint adjuster, insurance adjuster, etc.
Agent	Freight agent, insurance agent, advertising agent, purchasing agent, etc.
Analyst Analyzer	Cement analyst, food analyst, budget analyst, computer-systems analyst, etc.
Apprentice	Apprentice carpenter, apprentice auto mechanic, apprentice electrician, etc.
Assistant	Plumber's assistant, mechanic's helper, dental assistant, library aide, etc.
Automatic machine operator Automatic operator	Automatic-milling-machine operator, roller-machine operator, automatic-shear operator, automatic-lathe operator, etc.
Building maintenance	Specify the activity involved, such as: carpenter, stationary engineer, window washer, painter, floor waxer, janitor, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Building repair	Electrician, plumber, carpenter, roofer, painter, etc.
Caretaker	Guard, janitor, gardener, groundskeeper, sexton, locker attendant, servant, etc.
Claims examiner Claims investigator Claims adjuster Claims analyst Claims authorizer	Unemployment benefits claims examiner, insurance adjuster, right-of-way claims agent, merchandise complaint adjuster, etc.
Clerical work Clerk Clerical	Stock clerk, shipping clerk, sales clerk, file clerk, payroll clerk, etc. See also "Office work."
Consultant	Consulting chemist, tax consultant, consulting civil engineer, business management consultant, consulting architect, financial advisor, etc.
Coordinator	Contract coordinator, ashion coordinator, home-furnishings coordinator, etc.
Counselor	Estate planning counselor, rehabilitation counselor, vocational counselor, camp counselor, sales counselor, etc.
Counter clerk	Cigar counter clerk, soda fountain clerk, cosmetics salesperson, etc.
Crew chief Crew leader	Chief of survey party, head track layer, harvest crew chief, magazine sales crew leader, fruit picking crew chief, etc.
Custodian	Building cleaner, custodian of athlete's equipment, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Data processing	Computer programmer, data typist, coding clerk, peripheral-equipment operator, card-tape-converter operator, commercial systems analyst, etc.
Dispatcher	Load dispatcher, flight dispatcher, bus dispatcher, radio dispatcher, etc.
Doctor	Physician, dentist, veterinarian, osteopath, chiropractor, etc.
Engineer	Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, electrical engineer, engineer operating heating or air circulating equipment in a building, etc.
Engineering supervisor	Specify field of activity, such as: mechanical engineering supervisor, supervisor-aircraft engineering design, supervisor of heavy equipment mechanics, auto supervisor, etc.
Entertainer	Singer, dancer, acrobat, strip teaser, clown, etc.
Equipment operator	Road grader operator, boiler operator, lift truck operator, power shovel operator, gas-compressor operator, bulldozer operator, etc.
Factory worker	Electric motor assembler, forge heater, lathe operator, weaver, loom fixer, punch press operator, toy painter, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Fireman	Locomotive operator's helper, city fire-fighter (city fire department), stationary fireman, boiler fireman, stoker tender, etc.
Foreman	See "Supervisor."
General clerk	See "Clerk."
General helper	See "Helper."
General laborer	See "Laborer."
General office worker	See "Office work."
Graduate assistant	Mathematics research assistant, political science teaching assistant, graduate assistant in psychology, etc.
Graphic arts	Illustrator, commercial artist, poster artist, art lay-out planner, etc.
Group leader	Group leader on assembly line, harvest crew boss, clerical group leader, labor gang leader, recreation group leader, etc.
Heavy equipment operator	Specify the type of equipment, such as: clam-shovel operator, derrick operator, monorail crane operator, dragline operator, euclid operator, etc.
Helper	Baker's helper, carpenter's helper, janitor's helper, plumber's assistant, welder's helper, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
IBM Clerk IBM machine operator IBM operator	IBM card puncher, IBM tabulator, sorting machine operator, proof machine operator, etc.
Inspector	Air-brake inspector, film inspector, motor-vehicle inspector, liquor license inspector, safety inspector, cloth inspector, pipe inspector, etc.
Installation Installer	Furnace installer, window installer, intercom installer, aircraft-instrument installer, etc.
Interior decorator	Be sure the entries in Question 27 differentiate between interior decorators who plan and design interiors for homes, hotels, etc., and those who are painting, paper-hanging, etc.
Investigator	Insurance claims investigator, income tax investigator, financial examiner, detective, social welfare investigator, etc.
Journeyman, Journey worker	Specify craft: journey worker plumber, journey worker printer, etc.
Kitchen helper Kitchen worker	Dishwasher, meat carver, salad maker, sandwich maker, etc.
Laboratory technician Laboratory analyst	Hematology technician, water analyst, cream tester, paint color tester, etc.
Laborer	Sweeper, char, baggage porter, janitor, stevedore, car cleaner, section hand, hand trucker, etc.
Layout worker	Pattern maker, sheet-metal-layout worker, compositor, drafter, commercial artist, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1

Column 2

UnacceptableAcceptable

Leader
 Leading man
 Leadman
 Lead lady, boy, etc.

Leader vulcanizer, leader burrer, leader extruder,
 leader assembler, etc.

Machine operator, runner,
 tender

Specify the type of machine, such as: lathe
 operator, milling-machine operator, duplicating
 machine operator, knitting machine operator,
 macaroni-press operator, adding machine operator,
 laminating-machine operator, sewing machine
 operator, etc.

Maintenance worker

Specify the type of maintenance, such as:
 groundskeeper, janitor, carpenter, electrician,
 etc.

Maintenance supervisor

Specify the type of maintenance, such as: main-
 tenance supervisor of air conditioning mechanics,
 maintenance supervisor of electricians, telephone
 repair supervisor, head janitor, etc.

Master mechanic

See "Mechanic."

Mechanic

Auto engine mechanic, dental mechanic, radio
 mechanic, office-machine mechanic, aircraft
 frame mechanic, etc.

Motor equipment operator
 Motor operator

See "Heavy equipment operator."

Nun

Specify the type of work done, such as grammar
 school teacher, housekeeper, art teacher, organist,
 cook, laundress, registered nurse, etc.

Nurse
 Nursing

Registered nurse, nursemaid, practical nurse,
 licensed vocational nurse, student nurse, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Office clerk Office work Office worker	Timekeeper, accounting-machine operator, file clerk, bookkeeper, typist, statistical clerk, etc. Where "general" office work is involved, the entry must specify the type of work done <u>most</u> of last week, for example, checking, re-viewing, sorting, typing, messenger, etc.
Operator	Beauty operator, telegraph operator, elevator operator, bus driver, power station operator, etc.
Planner	Production planner, systems planning engineer, computer-programming coordinator, methods engineer, urban planner, etc.
Power-machine operator	Specify the type of machine, such as: sewing machine operator, power-saw operator, stamping press operator, dehydrating-press operator, etc.
Program analyst	Computer-system analyst, procedure analyst, vocational director, manufacturing liaison planner, etc.
Program specialist	Program scheduler, data-processing-systems supervisor, metal-flow coordinator, etc.
Programmer	Computer programmer, electronic data programmer, radio or TV program director, senior computer programmer, production planner, etc.
Project analyst	Data-processing-systems-project planner, traffic analyst, foundation grant evaluator, economic research director, etc.
Project planner	See "Project coordinator."

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1

Column 2

Unacceptable

Acceptable

Quality assurance
Quality control
Quality control: analyst, man,
representative, specialist,
technician

Quality-control director, electrical engineer for
quality control, quality-control clerk, quality-
control chemist, quality-control statistician, etc.

Repair work
Repairman

Specify the article of equipment being repaired,
such as: auto-body repairer, gas-meter repairer,
electrician's helper, apprentice auto-mechanic,
carpenter's assistant, typewriter repairer,
vending-machine repairer, furnace converter, TV
repairer, etc.

Representative

Pharmaceutical representative, automobile sales-
person, union representative, legislative repre-
sentative, etc.

Research
Research and development
Research and testing
Research assistant
Research associate
Research specialist
Research work

Specify field of research, such as: research physi-
cist, research chemist, research mathematician,
research biologist, etc. Also, if associate or
assistant, research associate chemist, assistant
research physicist, research associate geologist,
etc.

Salesman
Saleslady
Salesperson

Adversiting salesperson, insurance agent, bond
salesperson, canvasser, driver-salesperson, route
salesperson, newspaper carrier, department store
sales clerk, 5 & 10 sales clerk, etc.

Scientist

Specify field, such as: political scientist,
physicist, sociologist, home economist, ocean-
ographer, soil scientist, etc.

Service department

Tell what the worker does: service-desk clerk,
repair-order taker, TV repairer, service-
department supervisor, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Serviceman, Servicer	Jukebox servicer, telephone repairer, sewing-machine adjuster, vending-machine filler, etc.
Set-up worker Set-up man	Machine adjuster, job setter, machine set-up mechanic, jig builder, high rigging installer, etc.
Specialist	If the word "specialist" is reported as part of a job title, be sure the entries include a brief description of the actual duties.
Specifications writer	Field of specification is required such as airplane specifications engineer, engineering writer-electronic, auto engineering specifications writer, architectural specifications writer, etc.
Shipping department	What does the <u>worker</u> do? Shipping and receiving clerk, crater, order picker, typist, wraps parcels, etc.
Stockroom	What does the <u>worker</u> do? Inventory-control clerk, stock chaser, order tracer, supply officer, etc.
Staff assistant	Specify field of activity, such as: assistant staff photographer, assistant staff nurse, assistant staff writer, assistant staff physician, etc.
Supervisor (Foreman)	Typing supervisor, chief bookkeeper, specify type of work supervised such as supervisory carpenter, steward, kitchen supervisor, men's clothing department head, cutting and sewing room supervisor, route supervisor, etc.
Systems analyst Systems specialist	Computing-systems analyst, contract coordinator-manufacturing, production planner, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1

Column 2

UnacceptableAcceptable

Teacher

Teachers should report the level of school they teach and the subject. Those below high school who teach many subject may just report level. College teachers should report title. Following are some illustrations:

<u>Level</u>	<u>Subject</u>	<u>Title</u>
Preschool	--	--
Kindergarten	--	--
Elementary	--	--
Elementary	Music	--
Junior High	English	--
High School	Physical Ed.	--
College	Mathematics	Professor

Technical advisor
 Technical assistant
 Technical consultant

Specify technical field, such as employment counselor, civil engineering aide, cement tester's assistant, consulting chemist, mine-safety director, blood bank technician, consulting civil engineer, etc.

Technical representative

Electrical engineer, petroleum engineer, radar repairer, manufacturer's sales representative, etc.

Technician
 Technologist

Dental laboratory technician, X-ray technician, medical technologist, radio sound mixer, dry color tester, etc.

Tester

Cement tester, instrument tester, engine tester, battery tester, etc.

Trainee

Bank manager trainee, buyer trainee, bookkeeper trainee, laundry route trainee, etc.

Trucker

Truck driver, trucking contractor, electric trucker, hand trucker, lift truck operator, etc.

APPENDIX C

OCCUPATION DESCRIPTION (Continued)

Column 1	Column 2
<u>Unacceptable</u>	<u>Acceptable</u>
Utility operator Utility worker	For people who do a variety of jobs, work performed <u>most</u> of last week must be specified, such as cleaning porters, auto assembler, power station operator, spinning frame tender, boiler operator, bus driver, etc.
Well driller	Oil well driller, salt well driller, water well driller, etc.
Works in stockroom, bakery, office, etc.	Names of departments or places of work are unsatisfactory. The entry must specify what the <u>worker</u> does; for example, "shipping clerk" or "truck loader," <u>not</u> "works in shipping department;" "cost accountant" or "filing clerk," <u>not</u> "works in cost control."

APPENDIX D

PROVISIONS OF THE CENSUS LAW (TITLE 13, UNITED STATES CODE)

Sec. 25 DUTIES OF SUPERVISORS, ENUMERATORS, AND OTHER EMPLOYEES

Requires that each supervisor shall perform the duties imposed upon him or her by the Director of the Census in accordance with the orders and instructions of the Director of the Census.

Requires that each enumerator or other employee detailed to serve as enumerator shall be charged with the collection in his or her subdivision of the facts and statistics called for on such schedules as the Director of the Census determined shall be used in connection with the census.

Sec. 141 POPULATION AND OTHER CENSUS INFORMATION

Provides that the Director of the Census shall, in the year 1980 and every five years thereafter, take a census on the first day of April in such form and content as the Director may determine.

Sec. 193 PRELIMINARY AND SUPPLEMENTAL STATISTICS

In advance of, in conjunction with, or after the taking of each census provided for by this chapter, the Director of the Census may make surveys and collect such preliminary and supplementary statistics related to the main topic of the census as are necessary to the initiation, taking or completion thereof.

Sec. 211 RECEIVING OR SECURING COMPENSATION FOR APPOINTMENT OF EMPLOYEES

Provides that if any person who receives or secures to himself or herself any fee, reward, or compensation as a consideration for the appointment of any person as supervisor, enumerator, clerk or other officer or employee of the Department of Commerce or bureau or agency thereof, or who shall in any way receive or secure to himself or herself any part of the compensation paid to any person so appointed shall be fined not more than \$3,000 or imprisoned not more than five years, or both.

APPENDIX D

PROVISIONS OF THE CENSUS LAW (TITLE 13, U.S.C.) (Continued)

Sec. 212 REFUSAL OR NEGLECT OF EMPLOYEES TO PERFORM DUTIES

Provides that any supervisor, supervisor's clerk, office clerk, enumerator, interpreter, special agent, or other employee who, having taken and subscribed the oath of office, neglects or refuses, without justifiable cause, to perform the duties enjoined on such employee by this title, shall be fined not more than \$500.

Sec. 213 FALSE STATEMENTS, CERTIFICATES, AND INFORMATION

Provides that any supervisor, supervisor's clerk, office clerk, enumerator, interpreter, special agent or other employee:

- (1) Who willfully and knowingly swears or affirms falsely as to the truth of any statement required to be made or subscribed by him or her under authority of this title, shall be guilty of perjury, and shall be fined not more than \$2,000 or imprisoned not more than five years, or both;
- (2) Who willfully and knowingly makes a false certificate or fictitious return; or
- (3) Who willfully or knowingly furnishes or causes to be furnished, or, having been such an officer or employee, knowingly or willfully furnished or caused to be furnished, directly or indirectly, to the Secretary or to any other officer or employee of the Department of Commerce or bureau or agency thereof, and false statement or false information with reference to any inquiry for which he or she was authorized and required to collect information provided for in this title--shall be fined not more than \$2,000 or imprisoned not more than five years, or both.

Sec. 214 WRONGFUL DISCLOSURE OF INFORMATION

Provides that any employee, having taken and subscribed the oath of office, who publishes or communicates, without the written authority of the Director of the Census or other authorized officer or employee of the Department of Commerce or bureau or agency thereof, any information coming into his or her possession by reason of his or her employment under the provisions of this title, shall be fined not more than \$5,000 or imprisoned not more than five years, or both.

APPENDIX D

PROVISIONS OF THE CENSUS LAW (TITLE 13, U.S.C.) (Continued)

Sec. 221 REFUSAL OR NEGLECT TO ANSWER QUESTIONS: FALSE ANSWERS

Provides that any person, being over eighteen years of age, who refuses or willfully neglects, when requested by the Secretary, or by any other authorized officer or employee of the Department of Commerce or bureau or agency thereof acting under the instructions of the Secretary or authorized officer, to answer, to the best of his or her knowledge, any of the questions on any schedule submitted to him or her in connection with any census or survey... , applying to that person or to the family to which the person belongs or is related, or to the farm or farm's family of which he or she or his or her family is the occupant, shall be fined not more than \$100 and provides that any person who willfully gives any answer that is false shall be fined not more than \$500.

Sec. 222 GIVING SUGGESTIONS OR INFORMATION WITH INTENT TO CAUSE INACCURATE
ENUMERATION OF POPULATION

Provides that any person who, either directly or indirectly, offers or renders to any officer or employee of the Department of Commerce or bureau or agency thereof engaged in making an enumeration of population, any suggestion, advice, information or assistance of any kind, with the intent or purpose of causing an inaccurate enumeration of population to be made, shall be fined not more than \$1,000 or imprisoned not more than one year, or both.

Sec. 223 REFUSAL BY OWNERS, PROPRIETORS, ETC., TO ASSIST CENSUS EMPLOYEE

Provides that any person who is the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, who refuses or willfully neglects, when requested by the Director of the Census or by any other officer or employee of the Department of Commerce or bureau or agency thereof, acting under the instructions of the Director of the Census, to furnish the names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative to such Department or bureau or agency thereof, so as to permit the collection of statistics with respect to the census, or refuses to allow the proper and correct enumeration of all persons having their usual place of abode in such premises, shall be fined not more than \$500.

APPENDIX E

PROVISIONS OF THE PRIVACY ACT

The Privacy Act of 1974 requires that all Federal agencies which collect information about individuals advise those individuals of the provisions under which the information is being collected, to what uses the information will be put, and whether response to inquiries about such information is mandatory.

Each person contacted and requested to give information for the 1980 Census must be given a Form D-31-OA, Privacy Act Notice. The Privacy Act Notices meet the requirements for the information the Bureau of the Census must provide to each respondent.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS

QUESTION

1. WHEN TO ASK: Ask at all households.

 HOW TO ASK: "What is the name of each person who was living here on Tuesday, April* 1, 1980, or who was staying or visiting here and had no other home?"

2. WHEN TO ASK: Ask for all persons in housing units. Do not ask Question 2 in group quarters (see instructions for Item A).

 HOW TO ASK: "How is ... related to (the persons entered in column 1)?"

3. WHEN TO ASK: Fill by observation. If this is not possible, a person's sex can usually be determined from the name or relationship entry.

 HOW TO ASK: If you cannot determine sex, such as when the name is common to both sexes (Leslie, Jean, Francis, etc.), ask "Is ... male or female?"

4. WHEN TO ASK: Ask for all persons.

 HOW TO ASK: "What is ...'s ethnicity? For example, Carolinian, Chamorro, Filipino, Japanese, Korean ...?"

5. WHEN TO ASK: Ask for all persons.

 HOW TO ASK: "What is ...'s age, month, and year of birth?"

*September 15 for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

6. WHEN TO ASK: For persons born April* 1965 or later, mark "Never married" without asking. For those born before April* 1965, this can sometimes be filled from answers to previous questions (such as "Husband/wife" in Question 2). Otherwise, ask for all persons born before April* 1965.
- HOW TO ASK: "Is ... now married, consensually married, widowed, divorced, or separated?" If "No," mark "never married."
7. WHEN TO ASK: Ask for all persons.
- HOW TO ASK: For persons under 15 years old, ask, "Since February 1, 1980 (September 1 for TTPI), has ... attended regular school at any time? Count head start, pre-kindergarten school, kindergarten, elementary school, and schooling which leads to a high school diploma."
- For persons 15 years old and over, ask, "Since February 1, 1980 (September 1 for TTPI), has ... attended regular school or college at any time? Count elementary school and schooling which leads to a high school diploma or college degree."
8. WHEN TO ASK: Ask for all persons.
- HOW TO ASK: "What is the highest grade or year of regular school ... has ever attended?"
9. WHEN TO ASK: Ask for all persons who ever attended school.
- HOW TO ASK: "Did ... finish the highest grade (or year) attended?"

*September for TTPI

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTIONS

10. WHEN TO ASK: Ask for all persons.

HOW TO ASK: 10a: "Where was .. born? If ... was born in a hospital, give the residence of ...'s mother, not the location of the hospital."

10b: "What was the name of the major island or atoll, U.S. State, or foreign country?"

11. WHEN TO ASK: Ask only in Guam for every person not born in one of the 50 U.S. States, the District of Columbia, or Guam.

HOW TO ASK: "Is ... a U.S. naturalized citizen, a U.S. permanent alien, a U.S. temporary alien, or other U.S. citizen?"

12. WHEN TO ASK: Ask for every person born outside this territory.

HOW TO ASK: "When did ... come to this territory to stay?"

13 and 14 ... Parents' place of birth

WHEN TO ASK: Ask for all persons.

HOW TO ASK: 13: "Where was ...'s father born?"
14: "Where was ...'s mother born?"

*September for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

15. WHEN TO ASK: If the person is under 5 years old, fill the circle for "Born April* 1975 or later" without asking 15a and then go to Question 19b. Otherwise, ask Question 15a for all persons. If the answer is "Yes, this house," skip to Question 16. If the answer to 15a is "No, different house," also ask Questions 15b and 15c.
- HOW TO ASK: 15a: "Did ... live in this house five years ago, April* 1, 1975?"
 15b: "Where did ... live five years ago, April* 1, 1975?"
 15c, part (1): "What was the name of the village?"
 15c, part (2): "What was the name of the major island or atoll; U.S. State; or foreign country?"
16. WHEN TO ASK: Ask 16a for all persons born before April* 1975. If the answer to 16a is "No" skip to Question 17. Otherwise ask 16b, 16c, and 16d.
- HOW TO ASK: 16a: "During the last 10 years did ... live in the United States (including Hawaii) at any time for 6 or more consecutive months?"
 16b: "When did ... come or return to this territory (the last time)?"
 16c: "How long did ... live in the United States the last time?"
 16d: "For the last 6 months that ... lived in the United States, was ... working at a job or business full or part time? In the U.S. Armed Forces? Attending school or college?"
17. WHEN TO ASK: Ask for all persons born before April* 1975.
- HOW TO ASK: "Does ... know how to read and write (in any language)?"

*September for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

18. WHEN TO ASK: Ask Question 18a for all persons. Ask 18b and 18c only if a person speaks a non-English language AT HOME. Otherwise, skip to Question 19a.
- HOW TO ASK: 18a: "Does ... speak a language other than English at home?"
- 18b: If "Yes" in 18a, ask "What language other than English is spoken at home?" then continue to 18c.
- 18c: "Does ... speak this language (from 18b) at home more frequently than English?"
- 19a. WHEN TO ASK: Do not ask.
- HOW TO ASK: Without asking, mark this question on the basis of the month and year of birth reported for the person in Question 5 on page 2 or 3.
- b. WHEN TO ASK: Ask only if the person was born April* 1965 or later.
- HOW TO ASK: "Is ...'s mother in the household?" If the response is "Yes," and if it is not apparent which person she is, ask: "Which person is your mother?" If the response is "No," ask: "Is ...'s mother living?"
20. WHEN TO ASK: Ask for all persons born before April* 1965.
- HOW TO ASK: 20a: "Has ... completed the requirements for a vocational training program at a trade school, business school, hospital, or some other kind of school for occupational training? (Do not include academic college courses.)"
- 20b: "At what kind of school was the training received?"
21. WHEN TO ASK: Ask for all females born before April* 1965.
- HOW TO ASK: "How many babies has ... ever had, not counting stillbirths?"

*September for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- 22a. WHEN TO ASK: Ask for all persons born before April* 1965. If the answer is "Yes, did subsistence activity only" or "No," skip to Question 23.
- HOW TO ASK: "Did ... work at any time last week?"
- 22b. WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes, worked full time...did no subsistence activity" or "Yes, worked full time... and did subsistence activity" in Question 22a. After asking 22b, skip to Question 26.
- HOW TO ASK: "How many hours did ... work last week (at all jobs), excluding subsistence activity?"
23. WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes, did subsistence activity only" or who did not work last week (answered "No" in Question 22a).
- HOW TO ASK: "Was ... temporarily absent or on layoff from a job or business last week?"
24. WHEN TO ASK: Ask Question 24a for all persons born before April* 1965 who answered "Yes, did subsistence activity only" or who did NOT work last week (answered "No" in Question 22a). If the answer to Question 24a is "Yes," ask Question 24b.
- HOW TO ASK: 24a: "Has ... been looking for work to earn money during the last 4 weeks?"
- 24b: "Could ... have taken a job last week?" If the answer is "No," ask "Why couldn't ... take a job last week?"
25. WHEN TO ASK: Ask for all persons who were asked Question 24. If "1970 to 1974," "1969 or earlier," or "Never worked," is answered, skip to Question 29f; otherwise, continue with Question 26.
- HOW TO ASK: "When did ... last work, even for a few days?"

*September for TTPI

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

26. WHEN TO ASK: Ask for all persons born before April* 1965 who answered "Yes" in Question 22a or who marked one of the circles for 1975 to 1980 in Question 25.
- HOW TO ASK: 26a: If "Yes" in Question 22a, ask: "For whom did ... work last week?" If a circle was marked for 1970 or later in Question 25, ask: "For whom did ... work at his or her last job?"
- 26b: "What kind of business or industry was this?"
- 26c: "Is this mainly manufacturing, wholesale trade, retail trade, or some other kind of industry?"
27. WHEN TO ASK: Ask for all persons who were asked Question 26, except those who responded "Armed Forces."
- HOW TO ASK: 27a: "What kind of work to earn money or subsistence activity was ... doing?"
- 27b: "What were ...'s most important activities or duties?"
28. WHEN TO ASK: Ask for all persons who were asked Question 26, except those who responded "Armed Forces."
- HOW TO ASK: Sometimes you will be able to answer this question from the respondent's answer to Question 26; if not, ask "Was ... (read the categories)?"
29. WHEN TO ASK: Ask for all persons born before April* 1965.
- HOW TO ASK: 29a: "Last year (1979), did ... work, even for a few days, at a paid job or in a business or farm?" If "Yes," skip to Question 29c. If "No," continue with Question 29b.
- 29b: "In 1979, did ... do subsistence activity such as growing/gathering food, fishing, cutting copra, or making handicrafts not for commercial purposes?" If "Yes," continue with Question 29c. If "No," skip to Question 29f.

*September for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

29c: "Did ... earn any cash income from this work in 1979?"

29d: "How many weeks did ... work in 1979?"

29e: "During the weeks worked in 1979, how many hours did ... usually work?"

29f: "Of the weeks not worked or in which only subsistence activity was done in 1979, how many weeks was ... looking for work to earn money or on layoff from a job?"

30. WHEN TO ASK: Ask for all persons born before April* 1965.

HOW TO ASK: Ask each part separately. Begin the question for each of the seven parts by asking "During 1979 did ... receive any income from (read parts a-g)?" If "Yes," ask: "How much was received?" and enter the dollar amount in the space provided on the "Annual amount--Dollars" line.

31. WHEN TO ASK: Ask for all persons born before April* 1965.

HOW TO ASK: "What was ...'s total income in 1979?"

*September for TTPI.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H1. WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.
- HOW TO ASK: "Did you leave anyone out of the list of persons living here because you were not sure if the person should be listed, for example, a new baby still in the hospital, a lodger who also has another home, or a person who stays here once in a while and has no other home?"
- H2. WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.
- HOW TO ASK: "Did you list anyone in the list of persons living here who is away from home now--for example, on vacation or in a hospital?"
- H3. WHEN TO ASK: Ask at all occupied housing units. Do not ask this question at institutional or noninstitutional group quarters.
- HOW TO ASK: "Is anyone visiting here who is not already listed?"
- H4. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: If the answer is not apparent by observation, ask: "Do you enter your living quarters directly from the outside or through a common or public hall, or through someone else's living quarters?"
- H5. WHEN TO ASK: Ask at all occupied housing units.
- HOW TO ASK: "When did (read name listed in column 1) move into this house (or apartment)?" If the respondent cannot recall the exact date, read some of the categories.

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H6. WHEN TO ASK: Mark by observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "Which best describes this building? Include all apartments, flats, etc., even if vacant." Read all categories.
- H7. WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "What is the main type of material used for the outside walls of your building?"
- H8. WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "What is the main type of materials used for the roof of your building?"
- H9. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "About when was this building originally built? This means when the building was first constructed, not when it was remodeled, added to, or converted."
- H10. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "How many rooms do you have in your living quarters? Do not count bathrooms, porches, balconies, or halls."

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H11. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "How many bedrooms do you have? Count rooms used mainly for sleeping even if used for other purposes."
- H12. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "Do you get water from a public system, an individual well, a catchment, tanks or drums, a public standpipe or street hydrant, or some other source (spring, river, creek, etc.)?"
- H13. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "Is there hot and cold piped water in this building?" If the answer is "Yes," ask: "What type of energy does the water heater (tank type) use most?"
- H14. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "Is there a bathtub or shower in this building?"
- H15. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "Does this building have a flush toilet?" If "Yes," ask: "Is it located inside or outside the building?" If the answer is "No," ask: "What type of toilet facilities do you have?"

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H16. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "Is this building connected to a public sewer?" If the answer is "No," ask: "Is the building connected to a septic tank, or cess-pool or is some other method used?"
- H17. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: "Are your main cooking facilities inside or outside the structure?" If the answer is either inside or outside, ask: "What type of cooking facilities are these?"
- H18. WHEN TO ASK: Ask at all occupied housing units.
- HOW TO ASK: "Is there a refrigerator in your living quarters?"
- H19. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by observation or knowledge of similar units in the neighborhood.
- HOW TO ASK: Mark from observation, unless in doubt. If you have to ask the question, ask: "Does this unit have electric power?" If "Yes," "Is the electricity supplied by public utility or private generator?" If private generator, ask: "What is the source of energy?"
- H20. WHEN TO ASK: Ask at all occupied housing units.
- HOW TO ASK: H20a: "What is the average monthly cost for electricity?" If there is no cost, ask: "Is it included in the rent or obtained free of charge, or is it not used?"
- H20b: "What is the average monthly cost for water? If there is no cost, ask: "Is it included in the rent or obtained free of charge?"
- H20c: "What is the yearly cost for oil, gas, kerosene, wood, or other fuel?" If there is no cost, ask: "Is it included in the rent or obtained free of charge, or is it not used?"

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H21. WHEN TO ASK: Ask at all occupied housing units.
HOW TO ASK: "Do you have a telephone in your living quarters?"
- H22. WHEN TO ASK: Ask at all occupied housing units.
HOW TO ASK: "Do you have a radio?"
- H23. WHEN TO ASK: Ask at all occupied housing units.
HOW TO ASK: "Do you have a television set?"
- H24. WHEN TO ASK: Ask at all occupied and vacant housing units. If no one is home, ask resident manager or neighbor, or determine by knowledge of similar units in the neighborhood.
HOW TO ASK: "Do you have air conditioning?" If the answer is "Yes," ask: "Do you have a central air conditioning system, or individual room units?" If the answer is "individual room units," ask: "Do you have two or more individual room units?"
- H25. WHEN TO ASK: Ask at all occupied housing units.
HOW TO ASK: "How many automobiles, vans, or light trucks are kept at home for use by members of your household, including company-owned vehicles kept at home?"
- H26. WHEN TO ASK: Ask at all occupied housing units.
HOW TO ASK: "Are your living quarters owned or being bought by you or by someone else in this household, rented for cash rent, or occupied without payment of cash rent?"

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H27. WHEN TO ASK: Ask at all housing units for which "Rented for cash rent" is marked in Question H26 and all "Vacant for rent" units.
- HOW TO ASK: "What is the monthly rent?" or; if the rent is not paid by the month, "What is the rent and what period of time does it cover?" For all vacant units "For rent," ask: "What is the monthly rent asked for these quarters?"
- H28. WHEN TO ASK: Mark from observation, unless in doubt. Ask at all occupied and vacant one-family housing units. If no one is home, ask resident manager or neighbor or determine by knowledge of similar units in the neighborhood.
- HOW TO ASK: "Is any part of the property used as a commercial establishment or medical office?"
- H29a. WHEN TO ASK: This question is for American Samoa, Northern Marianas and the Trust Territory. Ask at all owner-occupied or vacant for sale only one-family houses with no commercial establishment or medical office on the property. Do not ask at mobile homes, trailers, or boats. Do not include the value of the land.
- HOW TO ASK: For occupied units, ask: "What is the value of this house, that is, how much do you think it would sell for if it were for sale?" For vacant-for-sale units, ask: "What is the price asked for this house?"
- H29b. WHEN TO ASK: This question is for Guam only. Ask at all owner-occupied or vacant for sale only one-family houses with no commercial establishment or medical office on the property. Also ask at all owner occupied or vacant for sale only condominium units. Do not ask at mobile homes, trailers, or boats.
- HOW TO ASK: For occupied units, ask: "What is the value of this property, that is, how much do you think this property (house and lot or condominium unit) would sell for if it were for sale?" For vacant-for-sale units, ask: "What is the price asked for this property or condominium unit?"

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H30. WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in this household." Do not ask for a mobile home or trailer, or a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "What were the real estate taxes on this property last year?"
- H31. WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in this household." Do not ask for a mobile home or trailer, or a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "What is the annual premium for fire and hazard insurance on this property?"
- H32. WHEN TO ASK: This question is for Guam and the Northern Marianas. Ask only if Question H26 is marked "Owned or being bought by you or someone else in this household." Do not ask for a mobile home or trailer, or a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "Is there a mortgage on this property?"
- H33. WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes..." Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "How much is your total regular monthly payment to the lender?"

APPENDIX F

SUMMARY OF WHEN AND HOW TO ASK QUESTIONS (Continued)

QUESTION

- H34. WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes..." Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "Does your regular monthly payment (amount entered in H33) include payments for real estate taxes on this property?"
- H35. WHEN TO ASK: This question is for Guam and the Northern Marianas only. Ask only if Question H32 is marked "Yes..." Do not ask for a mobile home or trailer, a boat, a condominium unit, or a house with a commercial establishment or medical office on the property.
- HOW TO ASK: "Does your regular monthly payment (amount entered in H33) include payments for fire and hazard insurance on this property?"
- H36. WHEN TO ASK: This question is for the Trust Territory only. Ask at all occupied housing units.
- HOW TO ASK: "Does any member of the household own a boat of less than 25 feet in length?"
- H37. WHEN TO ASK: This question is for the Trust Territory only. Ask at all occupied housing units.
- HOW TO ASK: "How many motorcycles, mopeds, or motor scooters are kept at home for use by members of your household?"

AGE CONVERSION TABLE

FOR AMERICAN SAMOA, GUAM, AND THE NORTHERN MARIANA ISLANDS

If the month is January through March, find the year of birth in column B. If the month is April through December, or is unknown, find the year of birth in column C.

Age at last birthday	Year of Birth		Age at last birthday	Year of Birth		Age at last birthday	Year of Birth	
	Born Jan. through March	Born April through Dec.		Born Jan. through March	Born April through Dec.		Born Jan. through March	Born April through Dec.
(A)	(B)	(C)	(A)	(B)	(C)	(A)	(B)	(C)
0.....	1980	1979	40.....	1940	1939	80.....	1900	1899
1.....	1979	1978	41.....	1939	1938	81.....	1899	1898
2.....	1978	1977	42.....	1938	1937	82.....	1898	1897
3.....	1977	1976	43.....	1937	1936	83.....	1897	1896
4.....	1976	1975	44.....	1936	1935	84.....	1896	1895
5.....	1975	1974	45.....	1935	1934	85.....	1895	1894
6.....	1974	1973	46.....	1934	1933	86.....	1894	1893
7.....	1973	1972	47.....	1933	1932	87.....	1893	1892
8.....	1972	1971	48.....	1932	1931	88.....	1892	1891
9.....	1971	1970	49.....	1931	1930	89.....	1891	1890
10.....	1970	1969	50.....	1930	1929	90.....	1890	1889
11.....	1969	1968	51.....	1929	1928	91.....	1889	1888
12.....	1968	1967	52.....	1928	1927	92.....	1888	1887
13.....	1967	1966	53.....	1927	1926	93.....	1887	1886
14.....	1966	1965	54.....	1926	1925	94.....	1886	1885
15.....	1965	1964	55.....	1925	1924	95.....	1885	1884
16.....	1964	1963	56.....	1924	1923	96.....	1884	1883
17.....	1963	1962	57.....	1923	1922	97.....	1883	1882
18.....	1962	1961	58.....	1922	1921	98.....	1882	1881
19.....	1961	1960	59.....	1921	1920	99.....	1881	1880
20.....	1960	1959	60.....	1920	1919	100....	1880	1879
21.....	1959	1958	61.....	1919	1918	101....	1879	1878
22.....	1958	1957	62.....	1918	1917	102....	1878	1877
23.....	1957	1956	63.....	1917	1916	103....	1877	1876
24.....	1956	1955	64.....	1916	1915	104....	1876	1875
25.....	1955	1954	65.....	1915	1914	105....	1875	1874
26.....	1954	1953	66.....	1914	1913	106....	1874	1873
27.....	1953	1952	67.....	1913	1912	107....	1873	1872
28.....	1952	1951	68.....	1912	1911	108....	1872	1871
29.....	1951	1950	69.....	1911	1910	109....	1871	1870
30.....	1950	1949	70.....	1910	1909	110....	1870	1869
31.....	1949	1948	71.....	1909	1908	111....	1869	1868
32.....	1948	1947	72.....	1908	1907	112....	1868	1867
33.....	1947	1946	73.....	1907	1906	113....	1867	1866
34.....	1946	1945	74.....	1906	1905	114....	1866	1865
35.....	1945	1944	75.....	1905	1904	115....	1865	1864
36.....	1944	1943	76.....	1904	1903	116....	1864	1863
37.....	1943	1942	77.....	1903	1902	117....	1863	1862
38.....	1942	1941	78.....	1902	1901	118....	1862	1861
39.....	1941	1940	79.....	1901	1900	119....	1861	1860

AGE CONVERSION TABLE

FOR TRUST TERRITORY OF THE PACIFIC ISLANDS

If the month is January through August, or is unknown, find the year of birth in column B. If the month is September through December, find the year of birth in column C.

Age at last birthday	Year of Birth		Age at last birthday	Year of Birth		Age at last birthday	Year of Birth	
	Born Jan.	Born Sept.		Born Jan.	Born Sept.		Born Jan.	Born Sept.
	through August	through Dec.		through August	through Dec.		through August	through Dec.
(A)	(B)	(C)	(A)	(B)	(C)	(A)	(B)	(C)
0.....	1980	1979	40.....	1940	1939	80.....	1900	1899
1.....	1979	1978	41.....	1939	1938	81.....	1899	1898
2.....	1978	1977	42.....	1938	1937	82.....	1898	1897
3.....	1977	1976	43.....	1937	1936	83.....	1897	1896
4.....	1976	1975	44.....	1936	1935	84.....	1896	1895
5.....	1975	1974	45.....	1935	1934	85.....	1895	1894
6.....	1974	1973	46.....	1934	1933	86.....	1894	1893
7.....	1973	1972	47.....	1933	1932	87.....	1893	1892
8.....	1972	1971	48.....	1932	1931	88.....	1892	1891
9.....	1971	1970	49.....	1931	1930	89.....	1891	1890
10.....	1970	1969	50.....	1930	1929	90.....	1890	1889
11.....	1969	1968	51.....	1929	1928	91.....	1889	1888
12.....	1968	1967	52.....	1928	1927	92.....	1888	1887
13.....	1967	1966	53.....	1927	1926	93.....	1887	1886
14.....	1966	1965	54.....	1926	1925	94.....	1886	1885
15.....	1965	1964	55.....	1925	1924	95.....	1885	1884
16.....	1964	1963	56.....	1924	1923	96.....	1884	1883
17.....	1963	1962	57.....	1923	1922	97.....	1883	1882
18.....	1962	1961	58.....	1922	1921	98.....	1882	1881
19.....	1961	1960	59.....	1921	1920	99.....	1881	1880
20.....	1960	1959	60.....	1920	1919	100.....	1880	1879
21.....	1959	1958	61.....	1919	1918	101.....	1879	1878
22.....	1958	1957	62.....	1918	1917	102.....	1878	1877
23.....	1957	1956	63.....	1917	1916	103.....	1877	1876
24.....	1956	1955	64.....	1916	1915	104.....	1876	1875
25.....	1955	1954	65.....	1915	1914	105.....	1875	1874
26.....	1954	1953	66.....	1914	1913	106.....	1874	1873
27.....	1953	1952	67.....	1913	1912	107.....	1873	1872
28.....	1952	1951	68.....	1912	1911	108.....	1872	1871
29.....	1951	1950	69.....	1911	1910	109.....	1871	1870
30.....	1950	1949	70.....	1910	1909	110.....	1870	1869
31.....	1949	1948	71.....	1909	1908	111.....	1869	1868
32.....	1948	1947	72.....	1908	1907	112.....	1868	1867
33.....	1947	1946	73.....	1907	1906	113.....	1867	1866
34.....	1946	1945	74.....	1906	1905	114.....	1866	1865
35.....	1945	1944	75.....	1905	1904	115.....	1865	1864
36.....	1944	1943	76.....	1904	1903	116.....	1864	1863
37.....	1943	1942	77.....	1903	1902	117.....	1863	1862
38.....	1942	1941	78.....	1902	1901	118.....	1862	1861
39.....	1941	1940	79.....	1901	1900	119.....	1861	1860