APPENDIX 1
EXAMPLES OF INDUSTRY RESPONSES WHICH NEED SPECIAL CARE IN REPORTING

For some industries, the common titles are inadequate. The following list gives examples of inadequate and adequate entries:

Inadequate	Adequate
Agency	Collection agency, advertising agency, real estate agency, employment agency, travel agency, insurance agency
Aircraft parts or **Aircraft components**	Airplane engine parts factory, propeller manufacturing, electronic instruments factory, wholesale aircraft parts
Automobile parts	Auto clutch manufacturing, retail sales and installation of auto mufflers, etc.
Automobile components	Auto battery factory
Bakery	Bakery plant (bakes and sells to wholesalers, retail stores, restaurants, or home delivery), wholesale bakery (buys from a bakery plant and sells to grocers, restaurants, hotels, etc.), retail bakery (sells only on premises to private individuals but may bake its own goods on premises)
Box factory	Paper box factory, wooden box factory, metal box factory
City or City Government	City Street Repair Department, City Board of Health, City Board of Education
Club, private	Golf club, fraternal club, night club, resident club
Coal company	Coal mine, retail coal yard, wholesale coal
County or County Government	See "City" above
Credit company	Credit rating bureau, loan company
Dairy	Dairy farm, dairy depot, dairy bar, wholesale dairy products, retail dairy products, dairy products manufacturing
Discount House Discount Store	Retail drug store, retail electrical appliances, retail general merchandise, retail clothing store
Electrical Components Mfg. **Electrical Parts Mfg.**	Electronic tube factory, memory core manufacturing, transistor factory, mfg. tape readers

Inadequate	Adequate
Engineering company	Civil engineering consultants, general contracting, wholesale heating equipment, construction machinery factory
Express company	Motor freight, railway express agency, railroad car rental (for Union Tank Car Co., etc.), armored car service
Factory, mill	Steel rolling mill, hardware factory, aircraft factory, flour mill, hosiery mill, commercial printing plant, cotton textiles mill
Farm	Report whether crops or livestock are principal products of a farm. If the crops raised are used primarily to feed their own animals, report the farm as an "animal farm." Examples of crop farms are: wheat farm, corn farm, crop farm, orchard, vegetable farm. Examples of livestock farms are: dairy farm, feed lot, hog farm, turkey farm.
Foundry	Iron foundry, brass foundry, aluminum foundry
Freight company	Motor freight, air freight, railway, water transportation
Fur company	Fur dressing plant, fur garment factory, retail fur store, wholesale fur, fur repair shop
Laundry	a. Own home laundry - for a person doing laundry for pay in his/her own home b. Laundering for private family - for a person working in the home of a private family c. Commercial laundry - for a person working in a steam laundry, hand laundry, Chinese laundry, French laundry, or similar establishment d. Self-service laundry - for a person working in an establishment where the customer brings his/her own laundry and pays a fee to use the washing machine or other equipment
Lumber company	Sawmill, retail lumber yard, planing mill, logging camp, wholesale lumber
Manufacturer's Agent **Manufacturer's Representative**	Specify product being sold, for example, jewelry manufacturer's representative, lumber manufacturer's agent, electric appliance manufacturer's representative, chemical manufacturer's agent
Mine	Coal mine, gold mine, bauxite mine, iron mine, copper mine, lead mine, marble quarry, sand and gravel pit

Inadequate	Adequate
Nylon factory	Nylon chemical factory (where chemicals are made into fibers); nylon textile mill (where fibers are made into yarn or woven into cloth); women's nylon hosiery factory (where yarn is made into hosiery)
Office	Dentist's office, physician's office, public stenographer's office
Oil company **Oil industry** **Oil plant**	Oil drilling, petroleum refinery, retail gasoline station, petroleum pipeline, wholesale oil distributor, retail fuel oil
Packing house	Meat packing plant, fruit cannery, fruit packing shed (wholesale packers and shippers)
Pipeline	Natural gas pipeline, gasoline pipeline, petroleum pipeline, pipeline construction
Plastic factory	Plastic materials factory (where plastic materials are made), plastic products plant (where articles are actually manufactured from plastic materials)
Public utility	Electric light and power utility, gas utility, telephone utility, water supply utility. If the company provides more than one service, specify the services; such as gas utility, electric and water utility
Railroad car shop	Railroad car factory, locomotive repair ship, locomotive manufacturing plant
Repair shop	Shoe repair shop, television repair shop, radio repair shop, blacksmith shop, welding shop, auto repair shop machine repair shop
Ranch	See "Farm" for examples
Research	Distinguish among three kinds of research agencies: a. A research department doing research for the use of the company itself ("in-house" research). b. A commercial research company doing research for other companies. c. An organization doing non- commercial research.

Inadequate	Adequate
School	City elementary school, private kindergarten, private college, State university. Distinguish between public and private, including parochial, and identify the highest level of instruction provided, such as junior college, senior high school
Terminal	Bus terminal, railroad terminal, boat terminal, airport terminal
Textile mill	Cotton cloth mill, woolen cloth mill, cotton yarn mill, nylon thread mill
Transportation company	Motor trucking, moving and storage, water transportation, airline, taxicab service, subway, railroad, petroleum pipeline, car loading service
Water company	Water supply, irrigation system, water filtration plant
Well	Oil drilling, oilwell, saltwell, waterwell

APPENDIX 2
EXAMPLES OF OCCUPATIONS FOR WHICH SPECIAL CARE IS NECESSARY

The following are examples of inadequate and adequate job entries. If the combined entries for item IO1OCC and IO1DT1 and IO1DT2 provide the kind of information shown in the listing of adequate examples, accept them as being adequate.

Inadequate	Adequate
Accounting **Accounting work**	Certified public accountant, accounting machine operator, tax auditor, accounts-payable clerk
Adjuster	Brake adjuster, machine adjuster, merchandise complaint adjuster, insurance adjuster
Agent	Freight agent, insurance agent, sales agent, advertising agent, purchasing agent
Analyst **Analyzer**	Cement analyst, food analyst, budget analyst, computer-systems analyst
Caretaker **Custodian**	Janitor, guard, building superintendent, superintendent, gardener, groundskeeper, sexton, property clerk, locker attendant
Claim Examiner **Claim Investigator** **Claims Adjuster** **Claims Analyst** **Claims Authorizer**	Unemployment benefits claims taker, insurance adjuster, right-of-way claims agent, merchandise complaint adjuster
Clerical Worker **Clerk** **Clerical**	Stock clerk, shipping clerk, sales clerk (A person who sells goods in a store is a salesperson or salesclerk; do not report him/her merely as a clerk.)
Data Processor	Computer programmer, data typist, keypunch operator, computer operator, coding clerk, card tape converter operator
Doctor	Physician, dentist, veterinarian, osteopath, chiropractor
Engineer	Civil engineer, locomotive engineer, mechanical engineer, aeronautical engineer
Entertainer	Singer, dancer, acrobat, musician

Inadequate	Adequate
Equipment Operator	Road grader operator, bulldozer operator, trencher operator
Factory Worker	Electric motor assembler, forge heater, turret lathe operator, weaver, loom fixer, knitter, stitcher, punch-press operator, spray painter, riveter
Farmworker	Farm manager, fruit picker, feed dairy cows
Fireman	Locomotive fireman, fire fighter, stationary fireman, fire boss
Foreman	Specify the craft or activity involved, such as foreman carpenter, foreman truck driver
Graphic Artist	Illustrator, commercial artist, poster artist, art lay-out specialist
Group Leader	Group leader on assembly line, clerical group leader, labor gang leader, recreation group leader, harvest crew boss
Heavy Equipment Operator	Specify the type of equipment, such as clam-shovel operator, derrick operator, monorail crane operator, dragline operator
Helper	Baker's helper, carpenter's helper, janitor's helper
IBM Clerk **IBM Machine Operator** **IBM Operator**	IBM card puncher, IBM tabulator, sorting machine operator, proof machine operator
Interior Decorator	Be sure the entries in item 23C differentiate between the interior decorator who plans and designs interiors for homes, hotels, etc., and those who are painting, paperhanging, etc.
Investigator	Insurance claim investigator, income tax investigator, social welfare investigator, financial examiner, detective
Laborer	Sweeper, charwoman, baggage porter, janitor, stevedore, window washer, car cleaner, section hand, hand trucker
Layout Worker	Pattern-maker, sheet-metal worker, compositor, commercial artist, structural steel worker, boilermaker, draftsman, coppersmith
Maintenance Worker	Groundskeeper, janitor, carpenter, electrician

Inadequate	Adequate
Mechanic	Auto engine mechanic, dental mechanic, radio mechanic, airplane mechanic, office machine mechanic
Nun	Specify the type of work done, if possible, as grammar school teacher, housekeeper, art teacher, organist, cook, laundress, registered nurse
Nurse **Nursing**	Registered nurse, nursemaid, practical nurse, nurse's aide, student nurse, professional nurse
Office Clerk **Office Worker** **Office Work**	Typist, secretary, receptionist, comptometer operator, file clerk, bookkeeper, physician's attendant
Program Analyst	Computer systems analyst, procedure analyst, vocational director, manufacturing liaison planner
Program Specialist	Program scheduler, data processing systems supervisor, metal-flow coordinator
Programmer	Computer programmer, electronics data programmer, radio or TV programmer, production planner
Research **Research and Development** **Research and Testing** **Research Assistant** **Research Associate** **Research Specialist** **Research Work**	Specify field of research, for example, research physicist, research chemist, research mathematician, research biologist, etc. Also, if associate or assistant, specify as research physicist, research associate geologist, etc.
Sales Worker	Advertising sales, insurance sales, bond sales, canvasser, driver-sales (route selling), fruit peddler, newspaper sales
Scientist	Specify field, for example, political scientist, physicist, sociologist, home economist, oceanographer, soil scientist
Specialist	If the word “specialist” is reported as part of a job title, be sure to include a brief description of the actual duties. 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"
Shipping Department	Specify what the worker does. For example, shipping and receiving clerk, crater, order picker, typist, wraps parcels

Inadequate	Adequate
Supervisor	Typing supervisor, chief bookkeeper, steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman
Systems Analyst **Systems Specialist**	Computer systems analyst, contract coordinator-manufacturing, production planner
Teacher	Teachers should report the level of school that they teach, along with the subject. Those that teach many subjects, below the high school level, may just report the level. College teachers should report a title. Following are some illustrations: Level — Subject Preschool - Kindergarten - Elementary - Elementary Music Junior High English High School Physical Ed. College Mathematics (Professor)
Technician	Medical laboratory technician, dental laboratory technician, X-ray technician
Tester	Cement tester, instrument tester, engine tester, battery tester
Trucker	Truck driver, trucking contractor, electric trucker, hand trucker
Works in stock room, bakery, office, etc.	Names of departments or places of work are unsatisfactory. The entry must specify what the worker himself/herself does; for example, "shipping clerk" or "truck loader," not "works in shipping department"; "cost accountant," or "filing clerk" not "works in cost control."

APPENDIX 3
CAPI OUTCOME CODES AND DESCRIPTIONS

CODE	DESCRIPTION
200	New case, not started
201	Completed interview
202	Accessed instrument, insufficient partial
203	Sufficient partial- no more follow-up
204	Sufficient partial – follow-up
205	Sufficient partial – supplement follow-up
213	Type-A, Language Barrier
214	Type-A, Unable to Locate
216	Type-A, No One Home (NOH)
217	Type-A, Temporarily Absent (TA)
218	Type-A, Respondent, Refused (REF)
219	Type-A, Other, Occupied (specify)
223	Type-B, Entire Household Armed Forces
224	Type-B, Entire Household Under 15
225	Type-B, Temp. Occupied by persons with Usual Residence Elsewhere (URE)
226	Type-B, Vacant, Regular (REG)
227	Type-B, Vacant, Storage of Household Furniture
228	Type-B, Unfit, to be Demolished
229	Type-B, Under Construction, not ready
230	Type-B, Converted to Temporary Business/Storage
231	Type-B, Unoccupied Tent/Trailer site
232	Type-B, Permit Granted, construction not started
233	Type-B, Other specify
240	Type-C, Demolished
241	Type-C, House or Trailer moved
242	Type-C, Outside Segment
243	Type-C, Converted to Permanent Business/Storage
244	Type-C, Merged

CODE	DESCRIPTION
245	Type-C, Condemned
247	Type-C, Unused Line of Listing Sheet
248	Type-C, Other specify
258	Type-C, Unlocatable Sample Address
259	Type-C, Unit Does Not Exist or Unit is Out of Scope

APPENDIX 4
CATI OUTCOME CODES AND DESCRIPTIONS

WebCATI		
Final	**Outcome Subtype**	**Description**
1	1	Fully completed interview
2	1	Sufficient partial interview
3		Complete but personal visit requested next month
4		Partial, not complete at closeout
5		Labor force complete, supplement incomplete
6	1	Fully completed labor force interview with supplement complete, DK items incomplete at closeout – ASEC only
20	14	Sample unit ineligible – Type B Other – ASEC only
20	22	Household entirely occupied by Armed Forces or all under 15 years of age
21	1	Household institutionalized for duration of field period - recycle
21	2	Household absent, ill, or hospitalized for duration of field period - recycle
21	3	Household moved in US since last contact - recycle
22	2	Phone number does not reach sample address - recycle
23	1	Household/Person deceased - recycle
23	2	Household with all members URE – recycle
23	3	Household vacant - recycle
23	4	Other noninterview - recycle
24		Unconverted language barrier - recycle
25		Unconverted hearing barrier (NEW) - recycle
172		Case deleted as part of sample reduction
176		Congressional case deleted
177		HQ requested recycle

WebCATI		Description
Final	**Outcome Subtype**	
178		Hostile break off/refusal – request personal visit – recycle
179		Hostile break off (no data obtained) – recycle
181		Refusal – recycle
183		Exceeded unproductive call max – recycle
185		Sufficient partial interview, callback set
186		Pre-refusal based on explicit refusal or hostile break off – recycle
188	1	Uncompleted callbacks; unable to contact on callback –recycle
188	2	Temporarily unavailable; absent, ill, hospitalized or institutionalized – recycle
191		Language barrier - recycle
192		Hearing barrier – recycle
193		Privacy detectors – recycle
194		Never contacted, confirmed number – recycle
195		Never contacted, unconfirmed number – recycle
198		Other assessor pre-final, type 3
199		Never tried (new case) – recycle

APPENDIX 5
CAPI & CATI NOTES ABBREVIATION LIST

– Number
X, 2X, 3X, etc. – Times, 2 times, 3 times, etc.

ADR – Address
AG – Agendum
AGN – Again
AKDT – Alaska Daylight Time
AKST – Alaska Standard Time
AM – Answering machine or morning
AMML – Answering machine message left
AMNML – Answering machine NO message left
ANS – Answer
APPT – Appointment
APT – Apartment
ASSN – Association
ASSR – Assessor
ASST – Assistant, Assist
AVL – Available
AVE – Avenue

BCK – Back
BLDG – Building
BLK – Block
BLVD – Boulevard
BSY – Busy
BRKN – Broken
BTRY – Battery

C - Complete
CB – Callback
CDNT - Could Not
CDROM – CDROM Phone Disc (Directory)
CDT – Central Daylight Time
CST – Central Standard Time
CIR – Circle
CLD – Called
CLSD – Closed
CMP INT – Complete Interview
CNT – Count
CNTC – Contact
CNTY – County
CO – Company
CONT – Continue
COOP – Cooperate
CP - Contact Person
CT – Court
CTY – City

DA – Directory Assistance
DAU – Daughter
DISC – Disconnected
DR – Drive
DSC ADR – Descriptive Address
DUP – Duplicate
DWN – Down

E – East
EDT – Eastern Daylight Time
EST – Eastern Standard Time
EM – Exact Match

F – Female
F/U – Followup
FAX – Fax Machine
FND – Find / Found
FR – Field Representative
FRI – Friday
FRM – From
FRNT – Front
FT – Foot / Feet (Distance)
FWD – Forward

GCB – Guess Call Back
GRP – Group, Group Home

HADT – Hawaiian-Aluetian Daylight Time
HAST – Hawaiian-Aluetian Standard Time
HCB – Hard Call Back
HH – Household
HHM – Household Member
HGUP – Hang Up
HU – Housing Unit
HWY – Highway
HIS – History

I&O – Industry and Occupation
ID – Identification
IMMD – Immediate
INCL – Include
INCM – Income
INFO – Information
INSD – Inside
INST – Instrument
INT – Interview / Interviewer

JIC – Just in case

LN – Lane
LN# – Line Number
LP – Language Problem
LPTP – Laptop Computer
LRG – Large
LS – Listing Sheet
LT – Left
LTR – Letter
LV – Leave

M – Male
Mbr – Member
MDT – Mountain Daylight Time
MST – Mountain Standard Time
MGR – Manager
MHP – Mobile Home Park
MI – Mile(s)
ML – Message Left
MO – Month
MON – Monday
MSG – Message
MSDAPPT – Missed Appointment
MU – Multi-Units
MV(D) – Move, Moved

N – North
NA – Not available / not applicable
NE – Northeast
NIS – Not in Service
NOH – No One Home
NRBY – Nearby
NW – Northwest
NX – Next

ORG – Organization
OSP – Original Sample Person
OTH – Other
OTSD – Outside

PER – Person
PRT INT – Partial Interview
PD – Privacy Detector
PDT – Pacific Daylight Time
PST – Pacific Standard Time
PH, PH# – Phone, Phone No.
PK – Park
PKY – Parkway
Pl – Place
PM – Afternoon / Evening
PMGR – Property Manager
POB – Place of Business
POBX – P.O. Box
POE – Place of Employment
POS – Possible
PREV – Previous
PROP – Property
PRVD – Provide
PUB LIB – Public Library
PV – Personal Visit
PXY – Proxy

QST – Question
QSTNR – Questionnaire

RD – Road / Rural Delivery
RECD – Received
REF – Refused
REF PER – Reference Person
REQ – Request
RESP – Respondent
RH – Rooming House
RLCT – Reluctant
RM – Room, Roommate
RNA – Ring No Answer
RR – Rural Route
RRD – Rural Route Delivery
RT – Right
RTE – Route

S – South
SAT – Saturday
SCB – Soft Call Back
SCRN – Screen (computer)
SD – Said
SE – Southeast
SFR – Senior Field Representative
SGNL – Signal
S_L_ – Sheet #, Line #
SM – Small
SP – Sample Person
SP/W – Spoke With
SS – Spanish Speaking
ST – Street
STAT – Status
SUN – Sunday
SUp – Supervisor
SUPPL – Supplement
SW – Southwest

TA – Temporarily Absent
TXAS – Tax Assessor
TER – Terrace
THUR – Thursday
TLK(D) – Talk(ed)
TOMO – Tomorrow
TPK – Turnpike
TR – Trail
TRLR – Trailer
TRLR PRK – Trailer Park
TRNSM – Transmission / Transmitted
TRSFR – Transfer
TUE – Tuesday

UTL – Unable to Locate

VAC – Vacant
VST(D) – Visit(ed)

W – West
WED – Wednesday
W/IN – Within
WK – Week
W/OUT – Without
WRG – Wrong
WWW - World Wide Web / Internet

YR(S) – Years(s)

APPENDIX 6
CAPI & CATI TEMPLATES

CAPI Template

CPS (Instrument Function Keys)						CPS (Instrument Function Keys)					
F1	**F2**	**F3**	**F4**	**F5**	**F6**	**F7**	**F8**	**F9**	**F10**	**F11**	**F12**
Question Help			Jump Menu			Item Notes/ Remarks	Return	Skip Person	Exit	Calculator	Copy Down
Shift+F1	**Shift+F2**	**Shift+F3**	**Shift+F4**	**Shift+F5**	**Shift+F6**	**Shift+F7**	**Shift+F8**	**Shift+F9**	**Shift+F10**	**Shift+F11**	**Shift+F12**
Show HH	FAQs		Show HH Address	Language		Show Notes/ Remarks		Change Respondent	Show Function Keys		
Ctrl+F1	**Ctrl+D**	**Ctrl+F3**	**◄ or ▲**	**► or ▼**	**END**	**Ctrl+F7**	**Ctrl+H**	**Ctrl+F9**	**Ctrl+M**	**Ctrl+R**	**Ctrl+T**
SSN Opt Out	Don't Know	Show Question Text	Back One Question	Forward One Question	Next Unanswered Question	Case Level Notes	Info	Supplement Skip Person	Show DK & Refused	Refused	Time Pref

CPS
JAN 2007

CATI Template

C P S	Ctrl+F1		Ctrl+F3	◄ or ▲	Ctrl+D for Don't Know	► or ▼	End		Ctrl+H	Ctrl+R for Refused	Ctrl+F9	Ctrl+M		
	SSN Opt Out		Show Question Text	Back One Question		Forward One Question	Next Unanswered Question		Info		Supplement Skip Person	Show DK & Refused		
	Shift+F1	Shift+F2	Shift+F3	Shift+F4		Shift+F5	Shift+F6	Shift+F7	Shift+F8		Shift+F9	Shift+F10	Shift+F11	Shift+F12
	Show HH	FAQs		Show HH Address		Language		Show Notes/ Remarks			Change Respondent	Show Function Keys		
	F1	F2	F3	F4		F5	F6	F7	F8		F9	F10	F11	F12
JAN 2007	Question Help			Jump Menu				Item Notes/ Remarks	Return		Skip Person	Exit	Calculator	Copy Down

APPENDIX 7
CPS Letters

This section of the manual contains a copy of each of the CPS Letters.
The letters included are as follows:

CPS-263(MIS-1)(L)
CPS-264(MIS-5)(L)
CPS-580(ASEC)(L)

CPS-263(MIS-1)(L) BOSTON
(8-2009)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

You may have read in the newspaper – – or heard on the radio or television – – the official government figures on total employment and unemployment issued each month. The U.S. Census Bureau obtains these figures, as well as information about people not in the labor force, from the Current Population Survey (CPS). This information, which we collect for the Bureau of Labor Statistics, provides vital up-to-date estimates of the number of people working, the number who are unemployed, and many other related facts. Occasionally, we ask additional questions on education, health, family income, housing, and other important subjects.

A Census Bureau representative, who will show an official identification card, will call on you within the next week or so. The representative will ask questions concerning the ages, employment status, and occupations of the members of your household, as well as other related information. We are conducting this survey under the authority of Title 13, United States Code, Section 182. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Any Census Bureau employee who violates these provisions is subject to a fine up to $250,000 or a prison sentence up to five years or both.

We have selected your address and about 55,000 others throughout the United States for this survey. Because this is a sample survey, your answers represent not only yourself and your household, but also hundreds of other households like yours. For this reason, your participation in this voluntary survey is extremely important to ensure the completeness and accuracy of the final results. Although there are no penalties for failure to answer any question, each unanswered question lessens the accuracy of the final data. Your cooperation will be a distinct service to our country.

On the other side of this letter are answers to questions which participants ask most frequently about this survey.

Thank you for your cooperation.

Sincerely,

Robert M. Groves

Robert M. Groves

Further information
may be obtained from:

REGIONAL DIRECTOR
US CENSUS BUREAU
P O BOX 9108
BOSTON MA 02117-9108

Telephone: 617-424-4501

Current Population Survey (CPS) - Frequently Asked Questions

Who uses this information? What is this survey all about? In a country as big as ours and one that changes so rapidly between decennial censuses, people in government, business, and other groups need up-to-date facts in order to plan efficient and adequate programs. It is important to know how many people are working or out of work (to help direct programs which would contribute to an expanding economy and provide new jobs), how many children will be attending school (to plan for schools and the training of an adequate number of teachers), how many new families are forming (to plan for adequate housing to meet their needs), and so on. Occasionally, we may combine data from the CPS with data from other government agencies to provide a comprehensive set of summary information about employment, income, and participation in various government programs. The CPS is one of the most important and timely sources of information used to make such plans.

How was I selected for this survey? Actually, we selected your address rather than you personally for this survey. Each month, we scientifically select about 18,000 groups of addresses to represent the United States. Each of the address groups contains about four housing units and altogether result in about 55,000 interviewed households each month. If you should move away while your address is still in the survey, we would interview the family that moves in.

How many times will I be contacted and how long will it take? Our representatives contact occupants of a selected dwelling eight times–4 months in one year and the same 4 months in the following year. In addition, we contact a small number of households twice during one of the 8 months to ensure the validity of our statistics and verify that our representatives are doing the best job possible. On occasion, selected households may be asked to participate in other surveys after they have completed their CPS interviews. On average, a CPS interview should take about 10 to 15 minutes. Your interview may be somewhat shorter or longer than this depending on such things as the number of adults in your household or the type of questions asked in a given month. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0049, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0049" as the subject.

What protection do I have? Is this survey authorized by law? All information individuals give to the Census Bureau is held in the strictest confidence by law (Title 13, United States Code, Section 9). Title 13, United States Code, Section 182, and Title 29, United States Code, Sections 1 through 9, authorize the collection of most of the information we request in this survey. In some months, the survey may contain questions authorized under laws other than those cited; further information concerning the authority for any particular portion of the survey can be obtained from the representative who contacts your household. The Office of Management and Budget Control number for CPS is 0607-0049. Without this number we would not be able to conduct this survey. To ensure your protection, the laptops used for the data collection are password protected and all survey responses are encrypted.

Why do you include me? I'm retired. Some retirees may feel that their activities are not important to this type of survey and wonder why we include them. In order to have an accurate picture of the entire population, it is necessary to include people in all age groups. Our experience with interviewing retirees shows that many are participating in the labor force because they work part time or are looking for work. This information, along with data on other subjects such as income, health, and housing, assists in measuring the economic condition of the elderly population as a whole.

CPS-264(MIS-5)(L) BOSTON
(8-2009)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

Last year, your address was among those which the U.S. Census Bureau selected for the Current Population Survey (CPS). This survey provides the official government figures on employment and unemployment issued each month.

It is now time to interview at your address again; our reason for returning is to find out what changes have occurred in employment, family size, school enrollment, and other important subjects. Even if you have moved to this address since our last visit, we need to know about your household and to interview you several times over a period of a few months. A Census Bureau representative, who will show an official identification card, will call on you within the next week or so.

We would like to remind you that we collect this information for the Bureau of Labor Statistics in order to provide vital up-to-date estimates of the number of persons working, the number who are unemployed, and many other related facts. We are conducting this survey under the authority of Title 13, United States Code, Section 182. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Any Census Bureau employee who violates these provisions is subject to a fine up to $250,000 or a prison sentence up to five years or both.

Because this is a sample survey, your answers represent not only yourself and your household, but also hundreds of other households like yours. For this reason, your continued participation in this voluntary survey is extremely important to ensure the completeness and accuracy of the final results. Although there are no penalties for failure to answer any question, each unanswered question lessens the accuracy of the final data. Your continued cooperation will be a distinct service to our country.

On the other side of this letter are answers to questions which participants ask most frequently about this survey.

Thank you for your cooperation.

Sincerely,

Robert M. Groves

Robert M. Groves

Further information
may be obtained from:

REGIONAL DIRECTOR
U S CENSUS BUREAU
P O BOX 9108
BOSTON MA 02117-9108

Telephone: 617-424-4501

Current Population Survey (CPS) - Frequently Asked Questions

Who uses this information? What is this survey all about? In a country as big as ours and one that changes so rapidly between decennial censuses, people in government, business, and other groups need up-to-date facts in order to plan efficient and adequate programs. It is important to know how many people are working or out of work (to help direct programs which would contribute to an expanding economy and provide new jobs), how many children will be attending school (to plan for schools and the training of an adequate number of teachers), how many new families are forming (to plan for adequate housing to meet their needs), and so on. Occasionally, we may combine data from the CPS with data from other government agencies to provide a comprehensive set of summary information about employment, income, and participation in various government programs. The CPS is one of the most important and timely sources of information used to make such plans.

How was I selected for this survey? Actually, we selected your address rather than you personally for this survey. Each month, we scientifically select about 18,000 groups of addresses to represent the United States. Each of the address groups contains about four housing units and altogether result in about 55,000 interviewed households each month. If you should move away while your address is still in the survey, we would interview the family that moves in.

How many times will I be contacted and how long will it take? Our representatives contact occupants of a selected dwelling eight times —4 months in one year and the same 4 months in the following year. Our representatives contacted this address four times last year and your address is scheduled for four more interviews. In addition, we contact a small number of households twice during one of the 8 months to ensure the validity of our statistics and verify that our representatives are doing the best job possible. On occasion, selected households may be asked to participate in other surveys after they have completed their CPS interviews. On average, a CPS interview should take about 10 to 15 minutes. Your interview may be somewhat shorter or longer than this depending on such things as the number of adults in your household or the type of questions asked in a given month. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0049, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0049" as the subject.

What protection do I have? Is this survey authorized by law? All information individuals give to the Census Bureau is held in the strictest confidence by law (Title 13, United States Code, Section 9). Title 13, United States Code, Section 182, and Title 29, United States Code, Sections 1 through 9, authorize the collection of most of the information we request in this survey. In some months, the survey may contain questions authorized under laws other than those cited; further information concerning the authority for any particular portion of the survey can be obtained from the representative who contacts your household. The Office of Management and Budget Control number for CPS is 0607-0049. Without this number we would not be able to conduct this survey. To ensure your protection, the laptops used for the data collection are password protected and all survey responses are encrypted.

Why do you include me? I'm retired. Some retirees may feel that their activities are not important to this type of survey and wonder why we include them. In order to have an accurate picture of the entire population, it is necessary to include people in all age groups. Our experience with interviewing retirees shows that many are participating in the labor force because they work part time or are looking for work. This information, along with data on other subjects such as income, health, and housing, assists in measuring the economic condition of the elderly population as a whole.

CPS-580(ASEC)(L) BOSTON
(9-2009)

UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR
U.S. CENSUS BUREAU

Thank you for your past cooperation in the U.S. Census Bureau's Current Population Survey (CPS). Your participation in this study continues to play a major role in the development of the employment and unemployment data, which are so important to understanding our Nation's economic situation.

One of our field representatives or telephone center interviewers will call on your household soon to update the regular labor force information. He or she also will ask questions about other subjects that will provide government and private organizations the information needed to understand the economic situation of our population. These questions will concern work experience and income from various sources during the year 2009. The estimated time for each interview is 25 minutes. To explain the need for this information and how these data are used, we have enclosed a fact sheet about this survey that may answer some of the questions you might have.

We are conducting this survey under the authority of Title 13, United States Code, Section 182. Section 9 of this law requires us to keep all information about you and your household strictly confidential. We may use this information only for statistical purposes. Any Census Bureau employee who violates these provisions is subject to a fine up to $250,000 or a prison sentence up to five years or both. Although there are no penalties for not answering any questions, each unanswered item lessens the accuracy and usefulness of the final statistics. The Office of Management and Budget control number for the CPS is 0607-0354. Without this number, we would not be able to conduct this survey.

Some of the sources of income the field representative will be asking about appear on the back of this letter with space provided for you to enter the amounts received by members of your household who are 15 years old or over. Although the sources mentioned are not all-inclusive and some may not have been received by anyone in your household, we request that you look up the 2009 income records for yourself and the rest of your household before the representative calls on you. This will ensure the accuracy of the statistics collected and will also serve to minimize the time required for the interview.

Send comments regarding the time estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0354, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0354" as the subject.

Thank you for your continued cooperation.

Sincerely,

Robert M. Groves

Robert M. Groves

Enclosure

Further information
may be obtained from:

REGIONAL DIRECTOR
US CENSUS BUREAU
P O BOX 9108
BOSTON MA 02117-9108

Telephone: 617-424-4501

HOLD FOR REFERENCE

A Census Bureau field representative or telephone center interviewer will be calling on your household soon to ask you about income that members of this household 15 years of age and over received from sources such as those listed below. Consult your records and enter the amounts received during 2009, as applicable, in the columns provided for each person 15+ in your household. Then, when the field representative calls on you, you can refer to this form. This form should not be delivered or mailed in lieu of an actual interview.

	Name	Name	Name	Name
	Amount	*Amount*	*Amount*	*Amount*
• Wages or salary before deductions	$	$	$	$
• Income from his/her own nonfarm business, partnership, or professional practice after expenses				
• Income from his/her own farm after expenses				
• Social Security or Supplemental Security Income (SSI)				
• Unemployment Compensation				
• Interest on savings, bonds, and so on				
• Dividends on stocks, mutual funds, and so on				
• Pensions				
• Alimony or child support				
• Public assistance or welfare				
• Estates or trusts				

Occasionally, we may combine data from the CPS with data we obtain from other government agencies to provide a comprehensive set of summary information about employment, income, and participation in various government programs. The same confidentiality laws that protect your survey answers also protect any additional information we collect (Title 13, United States Code, Section 9). To ensure your protection, the laptops used for the data collection are password protected and all survey responses are encrypted. If you wish to request that your information not be combined with information we obtain from other agencies, we ask that you notify the Field Representative at the time of the interview.