

D-547
July 2009

**2010 Census
Nonresponse Followup
(NRFU)**

Enumerator Manual

Sample

United States™
**Census
2010**



U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau

This document contains no Title 13 data or Personally Identifiable Information (PII). Examples do not contain real names, real addresses, or other real data.

Contact Names and Phone Numbers

Crew Leader CLD Number _____		
Crew Leader Assistant (CLA)		
Crew Leader Assistant (CLA)		
Field Operations Supervisor (FOS) – (<i>supervises CL</i>)		
LCO Asst. Mgr. for Field Ops (AMFO) – (<i>supervises FOS</i>) LCO Code _____ LCO Name _____		
LCO Asst. Manager of Administration (AMA)		
Regional Census Center (RCC)		
Decennial CIRT		1-877-744-1522
My Applicant ID No		My Operation Code: 32 My Task Code: 032

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Table of Contents

Chapter/Topic	Page
Chapter 1: Introduction to Nonresponse Followup	1-1
Topic 1: Overview of the U.S. Census Bureau	1-1
Topic 2: Nonresponse Followup (NRFU).....	1-3
Topic 3: Your Responsibilities as a NRFU Enumerator.....	1-6
Topic 4: Who's Who in NRFU	1-9
Chapter 2: Payroll	2-1
Topic 1: The D-308, <i>Daily Pay and Work Record</i>	2-1
Topic 2: Payroll Key Concepts	2-5
Chapter 3: Preparing for Work	3-1
Topic 1: Plan Your Day's Work	3-1
Topic 2: Assemble the Necessary Materials	3-2
Chapter 4: The NRFU Assignment Area (AA) Binder.....	4-1
Topic 1: Overview of the AA Binder	4-1
Topic 2: Using the Pages within the AA Binder.....	4-3
Topic 3: Using Census Maps to Locate Addresses.....	4-11
Chapter 5: The Enumerator Questionnaire	5-1
Topic 1: Introduction	5-1
Topic 2: How to Make Entries on the Questionnaire	5-4
Topic 3: Completing the D-1(E), <i>Enumerator Questionnaire</i>	5-9
Topic 4: Completing the D-1(E)SUPP, <i>Enumerator Continuation Questionnaire</i>	5-39
Chapter 6: Interview Situations	6-1
Topic 1: No One Home.....	6-1
Topic 2: Handling Refusals and Reluctant Respondents.....	6-4
Topic 3: Language Problems	6-7
Topic 4: Respondent Mailed the Questionnaire.....	6-9

Topic 5: Respondent Hands You a Completed Questionnaire	6-10
Topic 6: Adding Housing Units.....	6-11
Topic 7: In-Movers	6-15
Topic 8: Whole Household Usual Home Elsewhere (WHUHE).....	6-18
Topic 9: Questionnaire Misdelivery/Apartment Mix-ups.....	6-20
Topic 10: Conducting the Interview by Telephone.	6-22
Topic 11: Gated Communities, Locked Buildings and Other Access Problems.	6-25
Chapter 7: Working with Your Crew Leader	7-1
Topic 1: Your Crew Leader’s Responsibilities.....	7-1
Topic 2: Daily Meetings with Your Crew Leader	7-3
Chapter 8: Census Related Issues	8-1
Topic 1: Equal Employment Opportunity (EEO).....	8-1
Topic 2: Safety.....	8-2
Topic 3: Confidentiality and Data Stewardship.....	8-7
Topic 4: Restrictions on Political Activities.....	8-12
Appendix A: Abbreviations	A-1
Appendix B: Census Forms for 2000.....	B-1
Appendix C: Assignment Area (AA) Binder Contents.....	C-1
Appendix D: Household Pre-Entry Rules.....	D-1
Glossary	Glossary-1

Chapter 1: Introduction to Nonresponse Followup

Topic 1: Overview of the U.S. Census Bureau

Overview This topic provides an overview of the U.S. Census Bureau. It explains why we take the census every ten years. It also tells how we use census data and about other census operations.

U.S. Census Bureau Mission Statement The Census Bureau serves as the leading source of quality data about the nation's people and economy. We honor privacy, protect confidentiality, share our expertise globally, and conduct our work openly. We are guided in this mission by our strong and capable workforce, our readiness to innovate, and our abiding commitment to our customers.

The Decennial Census Article I, Section 2 of the United States Constitution mandates that a census of the population be taken every ten years, and it is, therefore, called the 'Decennial Census.' This mandate is implemented by various acts of Congress as described in Title 13 of the U.S. Code. In addition to the population count, the authority to collect other information, such as demographic and housing data, is also grounded in the Constitution and described in Title 13.

The **constitutional reason** for conducting the census every ten years is to determine the congressional representation of each state in the U.S. Congress. The results of the census are used for many purposes in addition to determining congressional representation. Policy makers, data analysts, planners, and the public use census data. Tribal, state, federal, and local governments use census data to assess the quality of services and effectiveness of programs. Nongovernmental organizations use the data to develop and analyze programs. Businesses use census data to forecast future demand for products and determine whether they are employing a representative workforce. Analysts use census data to determine how communities are growing and changing.

The first census was conducted in 1790, and the 2010 Census will be the 23rd decennial enumeration in an unbroken chain that our nation has undertaken.

From determining how many seats each state shall have in the U.S. House of Representatives to providing the data used by communities, businesses, and Americans everywhere, **the decennial census is the cornerstone of our knowledge about our country.**

Other Census Bureau Operations

In addition to the decennial census, the Census Bureau conducts surveys on behalf of various federal, state, and local government agencies on topics such as unemployment, income, crime, health, and housing. Within the Census Bureau, these are called 'demographic surveys' and they have been conducted since 1902. Because these ongoing surveys take place throughout the duration of the 2010 Census, respondents may ask you about other census representatives contacting them.

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Topic 2: Nonresponse Followup (NRFU)

Overview	This topic explains how households receive their 2010 Census questionnaires and why the Census Bureau conducts Nonresponse Followup (NRFU).
Mailback Questionnaires	<p>The United States Postal Service (USPS) delivered census questionnaires to most addresses. In addition, in some areas, census questionnaires were delivered to housing units by census workers.</p> <p>A letter of explanation was included with each questionnaire. This letter asked the occupant to complete the census questionnaire and mail it back to the Census Bureau in the pre-paid return envelope that was included with the census questionnaire.</p>
Questionnaires Not Mailed Back	Most households that receive census questionnaires return them by mail. However, there will be several million addresses from which no mail return will be received. This could be because the address is vacant, no longer exists, or the occupants have not completed the form. The nonresponding addresses are visited by NRFU enumerators who determine the status of each address in their assignment on Census Day and complete a questionnaire for each address, whether it was occupied, vacant, or did not exist on Census Day. We must account for every followup address.
What is ‘Census Day?’	The Census Bureau sets a reference date, called ‘ Census Day ,’ for collecting information. Census Day for the 2010 Census is April 1, 2010. It is critical that all data collected be based on the status of the address on Census Day, April 1, 2010.
NRFU Enumerator’s Job	The job of the NRFU enumerator is to locate and visit the addresses from which the Census Bureau did not receive questionnaires, in order to determine the status of each address on Census Day, and to complete the D-1(E), <i>Enumerator Questionnaire</i> , or EQ for short, for each of these addresses.

Understanding the definition of a housing unit (HU) is an important NRFU enumerator responsibility because we must determine whether the address was an HU on Census Day, and, if so, whether it was occupied or vacant on April 1, 2010. If the address was not an HU on Census Day, we find out why, and conduct an interview with a person who is knowledgeable about the reason the address was not an HU on April 1, 2010.

Housing Unit Definition

A housing unit is a living quarters in which the occupants:

- Have **direct access** to their living quarters from the outside of the building or through a common hall, **and**
- Live **separately** from other occupants in the building.

Both of these conditions must be met for a living quarters to be classified as an HU. An HU is defined as a house, townhouse, apartment, mobile home, trailer, group of rooms, or a single room with direct access that is occupied as separate living quarters, or, if vacant, is intended for occupancy as separate living quarters.

Occupied Address

If a NRFU address is determined to be a housing unit that was occupied on Census Day, the NRFU enumerator conducts an interview with a household member to obtain information about the people living there on Census Day, and about the housing unit itself.

If a household member refuses to be interviewed or cannot be contacted after the NRFU enumerator has made the required number of visits or telephone calls, the enumerator must locate a knowledgeable nonhousehold respondent (called 'proxy') to obtain information about the address as of Census Day. A proxy can be any adult, age 15 and over, who has Census Day knowledge of the NRFU address.

Vacant Address

If the NRFU address is determined to be a housing unit that was vacant on Census Day, the NRFU enumerator completes a questionnaire for the unit by interviewing a proxy respondent who is knowledgeable about the address.

Not a Housing Unit on Census Day

If the NRFU address is determined to have been demolished, or was otherwise not a housing unit on Census Day, the enumerator completes the questionnaire to delete the unit. Because a deleted unit no longer qualifies as an HU, it is removed from the census master address file and will not be eligible for the next decennial. Before the enumerator can classify a NRFU address as a 'delete,' he or she must confirm the Census Day status of the address with a proxy respondent, meaning an adult who is knowledgeable about the address.

Empty Mobile Home Site

Mobile home sites on which no mobile home existed on Census Day are treated in one of two ways:

- If the site is within a mobile home park, the enumerator must confirm that no mobile home/trailer was on the site on Census Day. In this situation, the enumerator marks the Census Day status of the unit as '**Empty mobile home/trailer site.**'
- If the site is outside of a mobile home park, such as beside a housing unit, the enumerator marks the unit's Census Day status as '**Demolished/burned out/cannot locate,**' after confirming with a proxy who is knowledgeable about the address.

Topic 3: Your Responsibilities as a NRFU Enumerator

What does a NRFU Enumerator do?

The NRFU Enumerator locates the NRFU addresses listed on the D-103.1, *Address List*, in the Assignment Area (AA) binder, determines the status of each address on Census Day, conducts interviews based on Census Day status, and records the information provided by the respondent on the D-1(E), *Enumerator Questionnaire*, or EQ for short.

Census Day Status

Information collected for an **occupied** address on Census Day consists of the population count and demographic information of the people who lived or stayed there at that time. If the address was **vacant or not a housing unit** on April 1, 2010, the enumerator interviews a person who is knowledgeable about it. **The NRFU enumerator must complete an EQ for every NRFU case in his or her assignment, whether the address was occupied, vacant, or not a housing unit on Census Day.**

Typical day

As an enumerator, your typical day includes:

- Preparing and planning your work for that day.
- Using your census block maps to plan an efficient travel route for that day.
- Assembling your materials to make sure you have everything you need to do your job, including the labeled questionnaires sorted in the order you plan to visit the addresses.
- Making a personal visit for the initial contact at each NRFU address.
- Verifying that the address is located within the block on the census block map.
- Determining the status of the address on Census Day, April 1, 2010.
- Identifying yourself to each respondent by displaying your Census ID badge, giving the respondent a D-1(F), *Information Sheet*, and allowing time for the respondent to read the 'Confidentiality Notice.'

- Completing the assigned D-1(E), *Enumerator Questionnaire*, at every NRFU address based upon the Census Day status of the address.
- Leaving a D-26, *Notice of Visit*, or NV for short, if no one is home.
- Entering the date and status code on the D-103.1, *Address List*, after completing the assigned questionnaire.
- Meeting daily with your Crew Leader (CL) or Crew Leader Assistant (CLA) to report your progress, turn in your completed work, and turn in your D-308, *Daily Pay and Work Record*, for the previous day.

Performance Standards

In order to collect the most accurate data possible on schedule, the Census Bureau sets performance and progress standards for all of its employees. Your CL monitors your work and conducts on-the-job training when necessary; however, failure to meet performance and progress standards can result in the termination of your employment.

Performance standards are based on the quality of your work and, for NRFU enumerators, specifically include:

- Locating the correct NRFU addresses in your assignment.
- Determining the correct Census Day status of the addresses in your assignment.
- Collecting complete and accurate data based on the Census Day status of the addresses in your assignment.
- Filling in the questionnaires as instructed.
- Keeping your confidential materials safe.
- Reporting to your Crew Leader as directed.

Data Falsification

Data falsification is intentionally and deliberately entering wrong information. There may be times when the work is not progressing well, even though you want to do a good job. You must **not submit falsified work under any circumstances.**

If you willfully falsify information collected under Title 13, United States Code, Section 213, you can be found guilty of perjury (fabrication) and may be fined up to \$250,000 and/or imprisoned up to five years. You may be removed from federal service and prohibited from future federal employment.

General Courtesies While Conducting NRFU

You should always be friendly and courteous to each person you interview. While working for the Census Bureau, you are representing the U.S. government. Some examples of general courtesies to be followed **on the job** are:

- Always wear your ID badge **when working** and show it to everyone you contact in an **official** capacity.
- Be courteous and polite with respondents.
- Use appropriate language.
- Do not park in front of driveways, in driveways, or otherwise block respondents' vehicles.
- Do not park in reserved parking spaces.
- Do not knock on doors after dark or in the early morning hours.
- Dress appropriately for the area in which you are working.
- Do not eat, chew gum, or smoke while conducting interviews, or when talking to a respondent.

Sample

Topic 4: Who's Who in NRFU

NRFU Staff

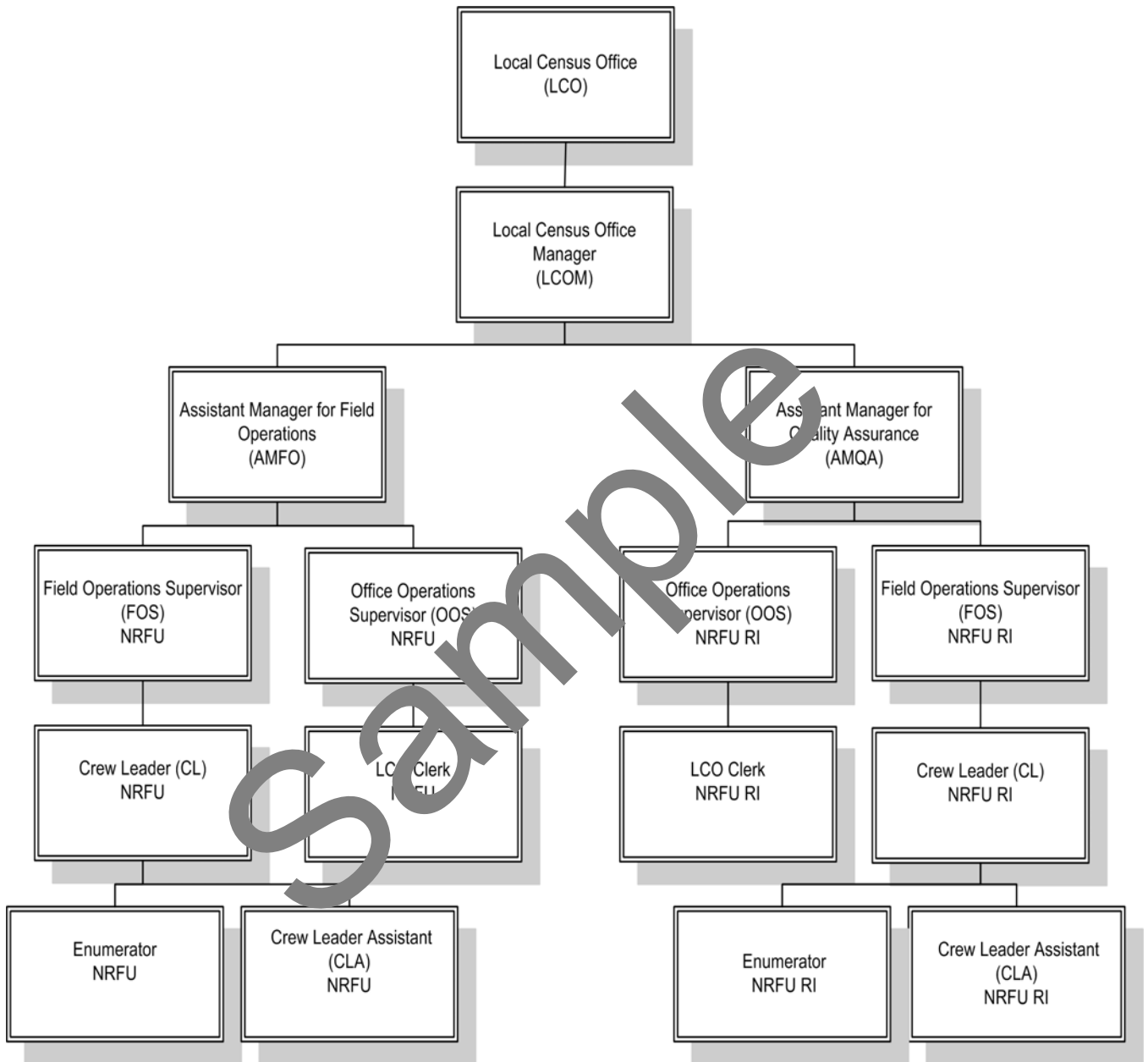
The NRFU staff is a very large and diverse group of people whose major task is to obtain information for approximately 47 million housing units within a very short time period. The Census Bureau hires upwards of 650,000 people across the country to accomplish this job. In fact, the workforce brought together to conduct NRFU is the largest peacetime workforce assembled at one time.

Organizational Structure of the Local Census Office (LCO) NRFU Staff

The NRFU enumerator is the foundation of the many people who comprise the NRFU staff. This means that your job as a NRFU enumerator is critical to the success of the 2010 Census. NRFU staff report to Local Census Offices (LCOs), which are temporary census offices in key geographic locations. Figure 1-1 on page 1-10 is the organization chart of the NRFU staff within the LCO.

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Figure 1-1: Organization Chart of the Local Census Office NRFU Staff



Local Census Office (LCO)

The Local Census Office (LCO) is a temporary field office established to oversee decennial operations in specific geographic areas. For the 2010 Census, there are 494 LCOs. Each LCO is managed by the Local Census Office Manager (LCOM) who reports to the Regional Census Center (RCC) that is responsible for its geographic area. The LCOM supervises five assistant managers with responsibilities over specific areas. The Assistant Manager for Field Operations (AMFO) is responsible for all data collection activities and the Assistant Manager for Quality Assurance (AMQA) is responsible for all quality assurance/reinterview activities. The AMFO and AMQA supervise separate office staff and field staff for their operations and provide support to them. Some of the other duties performed by LCO staff are recruiting and hiring field staff, processing payrolls, and managing the performance and progress of the operations.

Field Operations Supervisor (FOS)

The Field Operations Supervisor (FOS) is responsible for overseeing NRFU field activities in his or her assigned Field Operations Supervisor District (FOSD). There are several Crew Leader Districts (CLDs) in each FOSD. The FOS reports to the Assistant Manager for Field Operations (AMFO).

Crew Leader (CL)

The Crew Leader (CL) is responsible for the work performed in his or her Crew Leader District (CLD). The CLD consists of one or two Crew Leader Assistants (CLAs) and several enumerators. The CL reports to the FOS. The CL trains and supervises the CLAs and enumerators. The CL is responsible for:

- Training CLAs and enumerators.
- Making assignments and reassignments for CLAs and enumerators.
- Conducting initial observations of enumerators.
- Meeting with CLAs and enumerators on a daily basis when possible.
- Monitoring performance and progress of CLAs and enumerators.
- Reviewing work performed by CLAs and enumerators for accuracy and timeliness.
- Providing feedback to enumerators and CLAs.

- Reviewing and certifying payrolls for CLAs and enumerators.
- Ensuring that completed work is delivered to the LCO daily as instructed by the FOS.

Crew Leader Assistant (CLA)

The Crew Leader Assistant (CLA) performs duties as assigned by the CL and reports directly to the CL. The CLA attends an enumerator training class. During training, the CL designates two enumerator trainees to be CLAs. CLAs perform many of the same tasks as the CL, with the major exceptions being making assignments and certifying payroll forms.

Enumerator

The enumerator is the person who is in direct contact with the public, and, therefore, is often considered the 'face' of the Census Bureau to the public. The enumerator reports to the CL. A brief summary of your job duties is listed in Topic 3 of this chapter.

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Chapter 2: Payroll

Topic 1: The D-308, *Daily Pay and Work Record*

Overview

This topic provides instructions for filling out the D-308, *Daily Pay and Work Record*.

Note: Additional information about the D-308 is contained in Chapter 3 of the D-590, *Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

General Instructions

Complete a D-308, *Daily Pay and Work Record*, for each day you work, and follow the general guidelines below.

- Complete the D-308 after you finish work for the day.
- Use a **blue or black ink ballpoint pen** when completing the D-308.
- Be certain all your entries are accurate, legible, and complete.
- Give the completed D-308 to your Crew Leader or CLA, as appropriate, at your next scheduled daily meeting.
- Keep the 'Employee Copy' for your records.

How to Complete the D-308

Table 2-1 on pages 2-2 and 2-3 identifies the information you need to enter on your daily payroll form.

Example of the D-308

Figure 2-1 on page 2-4 shows an example of the D-308, *Daily Pay and Work Record*, which has been reviewed and certified by the Crew Leader.

Table 2-1: Completing the D-308, Daily Pay and Work Record

Employee ID	Enter your Applicant ID.
	Enter your name.
1. Date worked, day worked, Reclaim	Enter the date and place an (X) in the box for the corresponding day worked. Place an (X) in the Reclaim box if you are reclaiming hours or expenses for a day that has already been paid.
	Enter 032 for the task code and NRFU for the operation name.
3. Office Code and Office name	Enter the four-digit office code and the office name.
	Enter the places to which you drove each day. When driving within a city or county, use the abbreviation 'I & A for 'in and around.' For example, 'I & A Smith County' or 'I & A AA 1036.' Your first travel segment always starts from your home and your last travel segment always ends at your home.
PART – PAY INFORMATION	
1. Hours worked	During the classroom training, enter hours on the 'Training' line. When you are performing actual work, enter hours on the 'Regular' line. This includes the field work you complete during the training period. Enter your daily hours of work (whole or partial hours) using the decimal system. Do not include lunch periods or personal breaks. 15 minutes = .25; 30 minutes = .50; 45 minutes = .75; 1 hour = 1.00. For example, 5.75 represents 5 ¾ hours.
	Enter the actual times of day that you worked. Do not include lunch breaks or personal breaks. The times of day worked are required on every D-308 submitted for payment. Make sure the individual times of day worked match the total number of hours worked.
3. Have you claimed ALL hours worked?	Record any hours you worked, but are not claiming for payment. Also, include the date(s) the hours were worked and an explanation why you are not claiming them for payment. Note: This item is rarely, if ever, completed. Consult with your Crew Leader before making any entries in this part of the D-308.
	Enter your daily expenses incurred while on official business. Record the number of miles you drove as well as telephone and other expenses, if applicable. Official miles include miles from and to your home for training or while you are doing work. Other expenses include, but are not limited to, toll fees and public transportation fares.

Table 2-1: Completing the D-308, Daily Pay and Work Record (continued)

Cases Completed	Your CL will enter the CLD number in the 'CLD number' section. Be sure this is done, but leave all other items blank in this section.
	Sign and date the form. Submit the form at your next scheduled meeting with your Crew Leader or CLA.
Supervisor's Certification	Do not make entries in this item. Your Crew Leader signs here.

Sample

Figure 2-1: D-308, Daily Pay and Work Record

FORM D-308 (07-30-2008)		DAILY PAY AND WORK RECORD 2010 CENSUS		U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU		
Part A - EMPLOYEE INFORMATION						
First Name JANE			MI L	Employee ID 295630		
Last Name DOE						
1. Date worked ..		Month 05	Day 13	Year 2010	Day worked - Mark (X)	
					Sun	Mon
					Tue	Wed
					Thu	Fri
					Sat	
					If RECLAIM - Mark (X) this box. <input type="checkbox"/>	
2. Task code ...		032		Operation name ...		NRFU
3. Office code ...		3520		Office name ...		Centerville
4. Points of travel						
From		To		From		To
HOME		FEACLD				
FEACLD		HOME				
Part B - PAY INFORMATION						
1. Hours worked		(00, .25, .50, .75)		FOR OFFICE USE ONLY		2. Time of day worked - Do not include breaks.
Regular		5.75		START		FINISH
Training				a. 1:00		2:30
Night Differential (6 pm-6 am)				b. 3:00		7:15
Overtime				c. :		:
Night Differential/Overtime (6 pm-6 am)				d. :		:
Total		5.75		e. :		:
3. Have you claimed ALL hours worked? If not - Please list number of hours, date(s) hours were worked, and an explanation of why you are not claiming for payment.						Cases Completed (Filled by supervisor)
						CLD number 0106
4. Reimbursements						Cases submitted
Miles driven		35		Telephone \$		
FOR OFFICE USE ONLY		\$		Other - Specify in Remarks and attach receipts where required.		\$
		\$				\$
Part C - CERTIFICATION						3081
Privacy Act Notice - All information furnished will be treated in accordance with the Privacy Act of 1974. No information will be released except as authorized by the Act.						
Employee's Certification - Under penalty of fine and/or imprisonment, I certify that the information on this form is true and correct to the best of my knowledge.			Supervisor's Certification - I certify that I have reviewed the entries made and they appear to be reasonable and accurate.			
Signature Jane L. Doe		Date 5/13/2010		Signature William Avenue		
FOR OFFICE USE ONLY		Audited by (Initial and date)		Date 5/14/2010		
		Remarks				
Copy distribution: ORIGINAL - Payroll COPY - Employee						
USCENSUSBUREAU						

Topic 2: Payroll Key Concepts

Overview

This topic reviews some of the key concepts you need to remember about payroll. Its purpose is to serve as a quick and handy reference for you when you have payroll questions. For detailed information on payroll, refer to Chapter 3 of the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

Your Appointment

You are appointed to a time-limited, temporary appointment with a Not-to-Exceed (NTE) date of eight weeks from the day you are appointed. **You may be released from service with the Census Bureau before your appointment's NTE date if work or funds are no longer available.** The expiration date of your appointment does not guarantee that you will work for the entire eight week period of appointment. However, if work and funds are available and if you are performing according to Census Bureau standards, your appointment may be extended.

Pay Periods and Pay Day

Pay periods are weekly, beginning Sunday and ending the following Saturday. You receive your first paycheck approximately 11 days after your first week of work. Thereafter, you are paid each Wednesday for every week or portion of a week you work.

Note: If you miss an entire week of work, you receive your paycheck on the second Wednesday after the week you resume working.

Overtime Policy

In order to complete your work on time, we expect that you will work most days in the pay period. You must not work more than 40 hours in a weekly pay period. You are expected to complete your work without having to work overtime. If you feel that you have more work than you can complete in a 40 hour work week, discuss the situation with your CL. Your CL may be able to redistribute your work to others in your crew. You may work overtime **only** if you have written approval from your supervisor.

You may, if you choose, work more than eight hours in one day, as long as you do not work more than 40 hours in a work week. However, if your supervisor has not ordered you to work more than eight hours in a day and additional time has not been approved with advance written permission, you are paid at your regular rate of pay.

If you are instructed to work more than eight hours in a day, for example for training class, the overtime approval has been received in writing. When this happens, you receive the overtime rate of pay for the time that you worked in excess of eight hours in a day.

Manipulation of Hours

You are not allowed to manipulate or move hours. This means that you must not work, for example, 42 hours in one week and record only 40 hours on your payroll forms for that week, and then record the remaining two hours on a payroll form during a subsequent work week where you have worked less than 40 hours. This is manipulation of hours and is grounds for termination of employment. If the Census Bureau finds that a supervisor has approved or instructed an employee to manipulate hours, the supervisor's employment is also subject to termination.

Manipulation of hours (also called 'accumulation' or 'banking' of hours) is not tolerated.

Types of Hours

Part B – Pay Information' on the D-308, *Daily Pay and Work Record*, lists five types of hours that can be claimed: 'Regular,' 'Training,' 'Night Differential,' 'Overtime,' and 'Night Differential Overtime.' Most of your hours are recorded as 'Regular' hours when you are enumerating in the field.

During training, you charge your hours worked to 'Training,' and your instructor assists you in completing your D-308s during your training period. However, the amount of time you work doing 'live field work' during the training week must be recorded as 'Regular' hours.

Also, during training, you may be instructed to work overtime. If so, your instructor tells you that you have advance written permission to work overtime and assists you in completing your payroll form. You are not allowed to work 'Night Differential' and 'Night Differential Overtime' hours.

Note: See Table 3-3, *Job Activities and Authorized Hours*, in Chapter 3, Topic 3, in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for detailed information on types of hours.

Reimbursable Expenses

Although the Census Bureau provides you with the materials you need to perform your job as an enumerator, you may incur 'reimbursable expenses' **while you are on official census business**. Reimbursable expenses include:

- All the miles you travel in your privately owned, rented, or borrowed vehicle.
- Local bus, trolley car, ferry, or subway fares.
- Road, bridge, and tunnel tolls (with receipts attached to your payroll forms if over \$5.00).
- Parking fees if free parking is not available (receipts must be attached to your payroll forms if over \$5.00).
- Taxi fare **only** when specifically authorized in writing in advance by your supervisor.
- Supervisor authorized purchases (attach receipts of more than \$5.00 to your payroll forms).
- Local and long-distance calls made from your home, cellular, or public telephones.
- Per Diem for meals and lodging expenses when overnight travel is authorized.
- Payments to interpreters hired to translate interviews with households.

Note: All reimbursable expenses are census authorized expenses, as listed above, that you incur while you are on official census business. If you are unsure as to whether an expense qualifies as reimbursable, refer to Chapter 3, Topic 4 in the D-590.

Payroll Hotline

If you encounter any problems relating to your payroll, you may call the payroll hotline at 1-877-233-4776 for assistance.

Sample

Chapter 3: Preparing for Work

Topic 1: Plan Your Day's Work

Overview

To be a successful Nonresponse Followup (NRFU) enumerator, you should be ready for work each day. Advance preparation for your day's work is a must! You have an important job to do, and sometimes you may think that you have too much to do. However, you can prepare yourself and complete all your tasks if you systematically break them into smaller pieces.

Basic Steps to Plan Your Day's Work

Begin your day by using the following basic steps to prepare for work before you leave your home:

- Check the D-103.1, *Address List*, in your Assignment Area (AA) binder to determine which addresses to contact today.
- Review the census block maps to plan an efficient route of travel for the addresses you plan to visit today.
- Make sure you have a labeled D-1(E), *Enumerator Questionnaire*, or EQ, for each NRFU address that you plan to visit today in your AA binder **and** that you have sorted them in the order in which you plan to contact the addresses.
- Pack your census shoulder bag with the materials you need to perform your job. See page 3-2 for list of materials.
- Make sure you have the materials you need for today.
- Sharpen your black No. 2 pencils and make sure you have erasers.
- Dress appropriately for the area in which you plan to work, being mindful of your appearance and the overall impression you present.
- Remember to wear your census identification badge with the D-449, *Emergency Contact Information Card*, attached.
- Place the BC-1199, *Official Business Sign*, in your vehicle window, if you are driving.
- Smile and be confident. You are ready to work!

Topic 2: Assemble the Necessary Materials

Overview

Pack the materials you need for today's work in the census shoulder bag that you received in your trainee kit. Most enumerators travel from home to their AAs by personal vehicle; however, in metropolitan areas, enumerators may use public transportation. This topic lists the materials you need to have with you in order of importance and weight.

Materials You Need to Carry to the Door

In addition to wearing your Census ID (with the D-449, *Emergency Contact Information Card*, attached), and carrying your AA binder, which contains your D-103.1, *Address List*, census block maps, and labeled EQs, you need to pack the following materials in your census shoulder bag to carry to the door:

The Asterisk (*) Means You Need to Carry Sufficient Multiple Quantities Each Day

- D-547.1, *NRFU Enumerator Quick Reference Guide*
- D-1(F), *Information Sheet**
- D-1(F)(S), *Spanish Information Sheet**
- D-26, *Notice of Visit**
- D-3309, *Language Identification Flashcard*
- Sharpened black No. 2 pencils, erasers, and pencil sharpener
- D-1(E), *Enumerator Questionnaires* (blank)*
- D-1(E)SUPP, *Enumerator Continuation Questionnaire**
- D-225, *INFO-COMM**
- D-1(E)(Job Aid)(S), *Enumerator Job Aid*

Note: See description of each form in Appendix B, *Census Forms for 2010*.

Materials You Need to Keep in Your Vehicle

If you are driving to your AA to conduct personal interviews, you should keep the following materials in your vehicle. You may need them, but it is not necessary to carry them to the door.

- BC-1199, *Official Business Sign/Employee*
- D-308, *Daily Pay and Work Record*
- D-547, *NRFU Enumerator Manual*
- D-590, *Census Employee Handbook*

Note: See description of each form in Appendix B, *Census Forms for 2010*.

What About Public Transportation and Materials?

All materials are important, but some are heavier than others. Clearly, you do not need the BC-1199, *Official Business Sign/Employee*, if you are using public transportation to travel to your AA. Pack your census shoulder bag with the materials you use most. Your D-547, *NRFU Enumerator Manual*, contains all the information you need to know in order to do your job well. You **should** carry it with you at all times. The D-547.1, *NRFU Enumerator Quick Reference Guide*, summarizes the most important, and most often needed, information contained in the D-547. If you are using public transportation and find your census shoulder bag overloaded with materials (for example, you have packed two AA binders), the D-547.1 may be used in lieu of the D-547, but **only** when absolutely necessary.

Getting Additional Materials

Your Crew Leader (CL) has bulk supplies of the materials you use in the field. When you run low on any materials, tell your CL about the materials you need at your daily meeting.

Sample

Chapter 4: The NRFU Assignment Area (AA) Binder

Topic 1: Overview of the AA Binder

Overview

The Assignment Area (AA) binder is a legal size (8 ½" X 14"), three ring, black notebook. Its main purpose is to provide you with a list of the addresses in your Nonresponse Followup (NRFU) assignment, and the materials and census block maps you need in order to locate the correct addresses in your NRFU assignment.

Contents of the AA Binder

The contents are placed in your AA binder in the following order:

- D-101A, *Special Notice Page*
- D-103, *Cover Page/Quality Assurance Review Page*
- D-114, *Block Listing*
- D-103.1, *Address List*
- D-103A, *Add Page for Housing Units*
- Map Envelope – Contains census block maps, census block locator maps, and a map legend

Appendix C, *Assignment Area Binder Contents*, contains examples of these forms.

Note: Envelope(s) containing labeled D-1(E), *Enumerator Questionnaires*, or EQs, are placed in the binder, but are not considered part of the binder contents.

Confidential Information

Because the AA binder contains names and addresses that can identify individuals, as well as maps that pinpoint where their addresses are located, you are responsible for guarding the AA binder(s) in your possession. This means that you keep the AA binder with you at all times when you are working, you do not allow anyone except an authorized sworn Census employee with a need-to-know to review its contents, and you lock it in a secure location when you are not working. Chapter 8 of this manual explains the importance of confidentiality in further detail.

The AA Binder Outer Cover

In the unlikely event you misplace your AA binder, the D-103, *Cover Page*, has instructions to the person who finds the binder to call a toll-free number. Someone from the Local Census Office (LCO) will make arrangements to pick it up.

Remember, the contents in the AA binder contain Title 13 and Personally Identifiable Information, or PII. Therefore, it is **your responsibility to always keep your AA binder in a secure location.**

Writing Surface

In addition to helping you locate the correct addresses in your NRFU assignment, the AA binder serves another purpose. As you stand and interview respondents, you use the AA binder as the writing surface for the EQs you are completing.

Sample

Topic 2: Using the Pages within the AA Binder

Overview

This topic explains how to use the pages within the AA binder. Illustrations of the pages within the AA binder are shown in Appendix C of this manual.

D-101A, *Special Notice Page*

The D-101A, *Special Notice Page*, is the first page you see when you open your AA binder. It contains a statement of confidentiality in bold letters that should remind you to safeguard the binder. It also instructs you to make all entries clear and readable.

D-103, *Cover Page/Quality Assurance Review Page*

The D-103, *Cover Page/Quality Assurance Review Page*, is a two-sided page. The front side contains the Cover Page. The reverse side contains the Quality Assurance Review Page.

Cover Page

The Cover Page is divided into two formally numbered sections and a 'Notice to Finder' section at the bottom of the page.

1. 'Identification' – LCO clerks affix a preprinted label with geographical information about the AA, including the AA number, State code, County code, and so forth in this section. The barcode on the label also contains the same geographical information, and is used by the LCO clerks to check the AA binder out to the field and back in from the field.
2. 'Assignment Information' – This is the section in which the Crew Leader (CL) records information about the CL's name, address, and telephone number, as well as the same information about the enumerator to whom the AA binder is assigned. This section also has space for the CL to enter the date the binder was assigned to the enumerator and the date the enumerator returned it.

The bottom of the Cover Page contains a 'Notice to the Finder' to call a toll free number so that someone from the LCO can make arrangements to pick up the binder.

**Quality Assurance
Review Page**

The Quality Assurance Review Page consists of four sections.

Section A - Enumerator Questionnaire Review, provides the enumerator and the Crew Leader with a list of questionnaire review items. Enumerators should use this list to edit their questionnaires before turning them in to the Crew Leader.

Section B – Address Binder Review, provides a checklist for the CL to use when you have finished and returned the AA binder to the CL. However, **you** can also use Section B as a reminder of how to work with the binder.

Section C – Notes, provides space for you or the CL to jot down information when necessary. Section C should be a very convenient place for you to make notes when you are in a hurry.

Certification Specifications, has two statements. The first statement is for the enumerator to read and sign. By signing the first statement, you are certifying that you completed all the pages in the AA binder according to instructions. The second statement is for the CL to read and sign. By signing the second statement the CL is certifying that he or she reviewed the binder to ensure that you completed your work satisfactorily, according to instructions.

D-114, Block Listing

The D-114, *Block Listing*, provides a listing of the block numbers within your AA. The block numbers are listed in ascending (low to high) numeric order. An AA may consist of one block or multiple blocks. Use the D-114 to make sure your AA binder contains census block locator maps and census block maps for all the blocks that comprise your AA.

Note: Not all blocks contain living quarters, so you may have blocks listed on the D-114, *Block Listing*, that have no addresses.

D-103.1, Address List

The D-103.1, *Address List*, is a report that lists **all** the addresses within the AA, both addresses from which the occupants mailed back their original questionnaires to the Census Bureau **and** addresses from which no original questionnaires were received by the Census Bureau. The D-103.1 for each AA should be relatively large as a result.

**Item by Item
Description of the
D-103.1, Address List**

Refer to Appendix C at the back of this manual as you review the D-103.1, *Address List*, item by item.

The Header Information

The first line at the top of each page informs you that the D-103.1, *Address List*, contains Title 13 and PII, both of which are protected by the Privacy Act of 1974. See Chapter 8, Topic 3, in this manual for information on Title 13 and PII. You may also refer to the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information on Title 13 and PII. The remaining information in the header identifies the report by form number and name, and the geographic location of the addresses in the following order: RCC/LCO, ST/COU, TRACT, AA.

It also tells you when the report was printed.

Column (1), Line No.

Every line on the D-103.1, *Address List*, has a line number. This includes lines for blocks that have no living quarters (NLQ) in them. The lines are numbered in sequential order, beginning with line number one on the first page of the Address List and ending with the last address (or NLQ, if applicable) on the last page of the Address List.

Column (2), Status

The Status column helps you determine if the case is in NRFU.

- If the Status column for an address is filled with either 'XXXXXX' or 'Z,' the Census Bureau received the original questionnaire from the occupants at the address, and the address is not a NRFU case.
- If an entire row has been 'lined-out' by hand, the address is not a NRFU case. The Census Bureau received the lined-out cases after the AA binder was assembled, and before it was assigned to the field. LCO clerks 'lined-out' those addresses and removed the EQs before the binder was checked out to the field.

Note: 'Z' indicates Group Quarters (GQ), which are enumerated in another decennial operation.

- The addresses listed on the address list pages have been designated as part of the Nonresponse Followup workload in previous Census operations. Therefore, you cannot

delete any NRFU address because you think it is a Group Quarters. You can only delete a NRFU address for the reasons listed on the Enumerator Questionnaire. If the address exists and was occupied on Census Day, enumerate the occupants using as many continuation forms as necessary to include all of the Census Day occupants.

Column (3), Date

If the Status column is blank, then the Date column is blank. As described above in the 'Status Column' subtopic, the case is a NRFU case. If the Date Column contains 'XXXXXX' or is part of a row that has been 'lined-out' by hand, the address is not in NRFU.

Column (4), Case ID

All addresses on the D-103.1 have a 14-digit Case ID. This number uniquely identifies each address. The Case ID is also referred to as the Census ID.

Note: If a block does not contain living quarters, 'NLQs' is printed in column (4) on the line for this block.

Column (5), Block No.

All addresses on the D-103.1 have a five-digit Block Number.

Note: Not all blocks contain housing units. If you have a block in your AA that does not contain any housing units, 'NLQs' is printed in column (4) and 'No Living Quarters' is printed in column (8).

Column (6), Map Spot No.

Most addresses have map spot numbers. A number will appear in this column when there is a corresponding circle symbol on the census block map, indicating the location of the address. If the map spot number has a number in parentheses next to it, this represents a multi-unit residence, such as an apartment building or a mobile home park.

Note: Addresses without a map spot will appear at the top of the D-103.1, *Address List*, within the block. Housing units on any military installation will not have a map spot.

Column (7), House No.

The house number is part of the basic street address.

Column (8), Street Name/Physical Location

This column contains a street or road name, or a physical description of the housing unit.

Note: If a block does not contain living quarters, 'No Living Quarters' is printed in column (8) on the line for this block.

Column (9), Unit Designation

A unit designation is entered in this column when the basic address, as indicated in columns (7) and (8), is the basic address for a multi-unit location, such as an apartment building or a mobile home park. Unit designations may be 'Apt. A,' 'Unit 6,' 'Site 15,' and so forth.

Column (10), Zip

This column allows space for the five-digit zip code of the addresses in the AA. It does not allow space for the four-digit extension number.

Column (11), Mailing Address

This column is filled only when the mailing address is different from the address listed in the Street Name/Physical Location.

Column (12), Occupant Name

A name may be displayed in this space. If so, it indicates the name of the person who lives at a multi-unit address, such as an apartment building or mobile home park, and returned his or her census questionnaire by mail. These names may be helpful in apartment mix-up and questionnaire misdelivery situations. Apartment mix-ups and questionnaire misdeliveries are explained in Chapter 6, Topic 9, of this manual.

Note: If there is no entry in this field, you may enter any information that you think will help you in your assignment.

Filling In the D-103, Address List, for NRFU Addresses

You must make entries on the D-103.1 based on the Census Day status of the NRFU addresses and the date you complete the D-1(E), *Enumerator Questionnaire*, for each NRFU address. In order to make entries, you need to know:

- How to determine the Census Day status of a NRFU address.
- The definition of a Housing Unit (HU).
- The definition of separate living quarters.

How to Determine the Census Day Status of the NRFU Address

You must verify that the NRFU address is located in the designated census block and, if so, determine whether it was a housing unit (HU) on Census Day. If the address was an HU, determine if it was occupied or vacant on Census Day. If the address was not an HU, determine why it was not an HU on Census Day by following the questions on the questionnaire.

Definition of a Housing Unit

Housing units are places where people live. This includes houses, townhouses, apartments, mobile homes or trailers, single rooms, or a group of rooms that are occupied as separate living quarters, or, if vacant, intended for occupancy as separate living quarters. The word ‘separate’ means the occupants have direct access to their housing unit from the outside of a building or through a common hall.

When and How to Make Correct Status Entries

When you complete the enumeration of an address, you enter the status in the ‘Status’ column. Correct entries are:

- An entry of ‘**O**’ means the address was **occupied** on Census Day.
- An entry of ‘**V**’ means the address was **vacant** on Census Day.
- An entry of ‘**D**’ means the address did not exist as a housing unit on Census Day and that you are ‘**deleting**’ it.

More information about determining the status of an address on Census Day is located in Chapter 5, Topic 3, in this manual.

Note: In addition, you must always fill in the date you completed the questionnaire in the ‘Date’ column.

D-103.A, Add Page for Housing Units

The D-103.A, *Add Page for Housing Units*, is similar in design to the D-103.1, *Address List*. However, the D-103.A, *Add Page for Housing Units*, is a blank page. You fill it in if you discover an additional housing unit located in your AA, while interviewing at a NRFU address. Chapter 6, Topic 6 explains why and how to add housing units.

Item by Item Description of the D-103.A, Add Page for Housing Units

Refer to Appendix C at the back of this manual as you review the D-103.A, *Add Page for Housing Units*, item by item.

The Header Information

The first line at the top of each page informs you that the D-103.A, *Add Page for Housing Units*, contains Title 13 and PII, both of which are protected by the Privacy Act of 1974. See Chapter 8, Topic 3, in this manual for information on Title 13 and PII. You may also refer to the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information on Title 13 and PII. The remaining information in the header identifies the report by form number and name, and the geographic location of the addresses in the following order: RCC/LCO, ST/COU, TRACT, AA.

Column (1), Line No.

Refer to the D-103.1, *Address List*, to find the last number listed. Use the next number in the numeric sequence from the Address List on the first line on the D-103.A, *Add Page for Housing Units*. If you add more than one housing unit in your AA, continue the numeric sequence that you began with on the first line of the Add Page.

As an example, the D-103.1, *Address List*, has 80 addresses listed. You discover two additional units while interviewing at a NRFU address in your AA. Use number 81 for the first additional unit you enter on the Add Page and use number 82 for the second additional unit you enter on the Add Page.

**Columns (2) and (3),
Status and Date**

After you complete the interview at an additional unit, enter the status code ('O,' 'V,' or 'D') and date of the interview in columns (2) and (3), respectively. The 'Status' and 'Date' columns on the D-103.A, *Add Page for Housing Units*, are completed exactly as you complete them on the D-103.1, *Address List*.

**Column (4), Office Use
Only**

Make no entries in this column. It will be completed by clerks in the LCO.

Columns (5) and (6)

Use the geographic information from the D-103.1, *Address List*, to fill in columns (5) and (6) when you add an additional unit.

Note: Because additional units are ones you find in your assignment area, the geographic information you collect on any blank questionnaires that you complete for in-mover and Whole Household Usual Home Elsewhere (WHUHE) households is not

entered on the D-103.A, *Add Page for Housing Units*. An easy way to remember not to enter in-movers and WHUHEs is that they are not part of your AA, and the geographic information needed for the Add Page in columns (5) and (6) is not available for them. Chapter 6, Topics 7 and 8, respectively, explain in-movers and WHUHEs.

Columns (7) through (12)

Fill in the information for the additional housing unit(s). You should have printed this information in Questions H3 and R1 on the D-1(E), *Enumerator Questionnaire*, during the interview for the additional housing unit(s).

Map Envelope

The envelope includes the census block locator map, the census block map, and the map legend. The contents of the map envelope are described in this chapter, Topic 3, on the next page.

Labeled EQs

Labeled EQs for NRFU cases are placed in an envelope inside the AA Binder and are not considered part of the AA Binder.

Sample

Topic 3: Using Census Maps to Locate Addresses

Overview

The map envelope in your AA Binder contains a census block map for each block in the AA, census block locator map(s), and a map legend. You use these maps to determine the location of your AA and plan an efficient route of travel to make personal visits to conduct your work. Once there, use your census maps to ensure that you have located the correct block for the addresses in your assignment.

Census Block Locator Map

The census block locator map helps you determine the location of the block where your assignment is located and ways to get there. The block is a small shaded area, usually in the center of the page, within a large white area with roads and landmarks that help you pinpoint the exact location of the block.

Census Block Map

The purpose of the block map is to verify that the NRFU address is located in the census block, as is listed on the D-103.1, *Address List*. The block map shows the census block where your assignment is located and features such as rivers, streams, streets or roads, and other features that clearly define the census block. It also shows map spots and map-spot numbers that identify the addresses that are in the AA.

Map Legend

The map legend shows symbols and other information to help you understand the census maps. These include:

- Street or road types (including interstate, U.S. and state highways; secondary streets or roads; other streets or roads, and trails).
- Water features (including streams, rivers, and lakes).
- Other features (including railroads, pipelines, and so on).
- Boundaries (including state, county, and incorporated places; American Indian reservations; and minor civil divisions in selected states).
- Landmarks (including airports, campgrounds, schools, cemeteries, hospitals, and parks).

Sample

Chapter 5: The Enumerator Questionnaire

Topic 1: Introduction

Overview

The purpose of this chapter is to provide you with an item-by-item description of the D-1(E), *Enumerator Questionnaire*, or EQ for short, because you must complete the EQ for all addresses in your Nonresponse Followup (NRFU) assignment. Since you may need to use a continuation questionnaire for some interviews, this chapter also provides information on the D-1(E)SUPP, *Enumerator Continuation Questionnaire*.

Match the Questionnaires with the Address List

When you receive your assignment, it is very important that you check to make sure each address label on the D-1(E), *Enumerator Questionnaire*, matches the information on the D-103.1, *Address List*, in your AA binder. You need to do this each time you receive a new AA binder. Before beginning your work in the field, verify:

- The address on each EQ label matches the address on the Address List.
- The block number(s) on the block map(s) matches the block number(s) on the Address List.
- The Unit ID (Case ID), LCO, State, County, Tract, Block, and AA on the EQ labels match the same information on the Address List.

Note: If you have an address on your Address List without a matching EQ or if you have a labeled questionnaire that is not assigned to you, contact your Crew Leader (CL) or Crew Leader Assistant (CLA) immediately.

Census Day Status

The EQ contains questions to establish the status of the NRFU address on Census Day, April 1, 2010. If the address was a housing unit (HU) that was occupied on Census Day, you obtain the population count of the household, ask six demographic questions about each household member, two questions to determine that each person is counted at the correct location, and

one question about housing ownership, that is, if the occupants own or rent the housing unit, or occupy it without payment of rent.

If the address was vacant or was not an HU on Census Day, you obtain an interview from someone who is knowledgeable about the address.

Whom to Interview

You must interview an adult who is a household (HH) member of the NRFU address or, in certain situations, an adult nonhousehold member (proxy) who is knowledgeable about the NRFU address. An adult is someone who is 15 years old or older.

Address Was Occupied on Census Day

When you complete a questionnaire for an address that was occupied on Census Day, you interview an adult HH member. If you determine the HH members will be absent during the entire NRFU enumeration period or, if you have exhausted all allowed attempts, you may interview a nonhousehold member who is knowledgeable about the occupants at the address.

Address Was Vacant, Not a Housing Unit, or Was an Empty Mobile Home Site on Census Day

If you determine the NRFU address was vacant, was not an HU, or was an empty mobile home park site on Census Day, complete an interview for the address with a person who is knowledgeable about the address. If you are enumerating at an address that has multiple units, such as an apartment building, or at a mobile home park, you should find someone who has knowledge about **all** the units or sites in order to obtain interviews for **all** units or sites that were vacant or were not HUs on Census Day.

Proxy Respondents

Proxy respondents are adult nonhousehold members of a NRFU address who have knowledge about the Census Day status of the NRFU address. Examples include neighbors, rental agents, or building managers.

Callback Attempts

You must make your first attempt to contact the addresses in your assignment in person. At the time of your first visit, you will probably be able to determine by sight if an address is a housing unit and, if so, whether it is occupied or vacant.

If you find an occupied HU, and the occupants are home, you should conduct the interview. If the occupants are not at home, try to get their name, telephone number, and the best time to find them at home from someone who may know this information, such as a neighbor or landlord.

You may make callbacks by telephone if you get the information you need from someone who knows the occupants of an address in your assignment. Chapter 6, Topic 1, of this manual provides you with callback details for households that are not home when you attempt to contact them.

You may make callback attempts, by telephone or in person, in any order that you think will work best. **However, the first attempt must be made in person and the maximum number of personal visits per address is three.** Vary the times of contact, so that you can try to find people at home. For example, if no one is at home on a weekday morning, try on a weekday evening or on the weekend.

You may make at most three personal visits to a NRFU address. If, **after the third personal attempt**, you are unable to get an interview from the residents of the HU, and you have no telephone number, conduct an interview with a proxy respondent.

If you learn **at any time** that all HH members of a followup unit are away for an extended period of time and are not expected to return during the NRFU operation, then conduct an interview with a proxy respondent to complete the questionnaire.

Refer to the 'Record of Contact' section on the EQ to determine the number of contacts you may make to each NRFU address in your assignment. Most EQs allow for six attempts; however, you will have a few questionnaires in your assignment that allow for four or five attempts. Topic 3 in this chapter provides the details you need to know about making and recording contact attempts. **You may not exceed the allowed number of contact attempts.**

Personal Visits

When you make personal visits, the respondents may ask you to come inside to conduct the interview. You are allowed to do so when invited; however, **always use your best judgment and keep your personal safety in mind.**

Topic 2: How to Make Entries on the Questionnaire

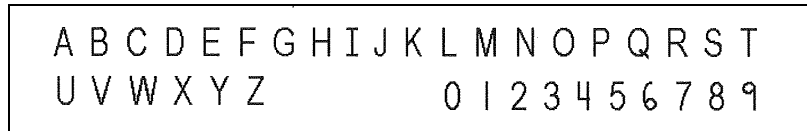
- Overview** The purpose of this topic is to ensure that you complete each questionnaire using the proper procedures. Because the data on the questionnaires are captured by optical scanning equipment, handling the questionnaire, as well as filling it in so that the letters and numbers are readable and within the boxes, are equally important.
- Handle the Questionnaire Carefully** Since you use the AA binder as your writing surface in most interviews, you have the challenge of writing on a document that is much larger than its writing surface. The EQ is a tri-fold document. The two permanent creases in the EQ are the only folds that the optical scanning equipment are designed to handle. **For this reason, use only existing folds. Do not make any new folds.**
- Fill Out the Questionnaire Neatly** **Neatness Counts!** The Census Bureau keys in specific items from each questionnaire to turn the information you record on the questionnaire into electronic data that are tabulated by computers. To ensure that the information you record on each questionnaire is accurate, follow these rules in completing the questionnaire form.
- Use Black No. 2 Pencil** Use only the pencils provided in your materials or another black No. 2 lead pencil to fill out the questionnaires.
Do not use an ink pen or colored pencil.
- Recommended Handwriting** Your handwriting has to be carefully 'printed' to conform to the requirements of the optical scanners. An 'A' that you print on the questionnaire must look like an 'A' to the optical scanning equipment. Another person looking at your 'A' might recognize it immediately as an 'A,' but the optical scanners will not be able to do so if the letter is not printed correctly according to specifications.

Print Entries

Print all information on the questionnaires in **capital letters**.

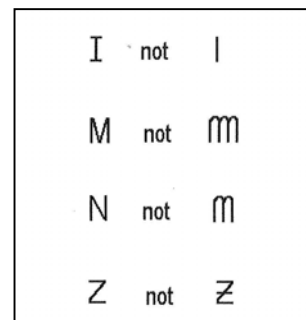
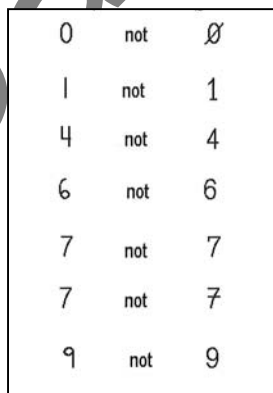
Make sure your printing is legible and easily understood since it will be scanned.

Recommended print style:



Always print. Never use cursive handwriting. When you are filling in boxes, use an 'X' and do not go outside of the box. Do not use a check mark. Some people write a '0' (zero number) with a slash through it to distinguish it from an 'O' (letter O). Do not use a slash. Some people write a '7' and/or a 'Z' with a dash across the slanted line midway down. Do not use a line through these numbers. The optical scanning equipment cannot read these characters.

Print your numbers and letters as shown in the following examples:



When printing a capital letter 'I,' make sure to add the horizontal line at the top and bottom as shown in the example above. Also, when printing an 'M' or 'N,' do not round the humps.

Erase Entries

If you make a mistake, erase it completely. **Do not** cross it out.

If you accidentally make a stray mark on the questionnaire, erase the mark completely. Make entries only in the designated boxes and spaces, with the exception that you may enter comments in the white space along the bottom margin and around a row of answer boxes for a ‘write-in’ answer in which the wording is too long. See Figure 5-2 on page 5-8 for an example of ‘write-in’ answers.

‘Don’t Know’ or ‘Refused’ Answers

If a respondent does not know the answer or refuses to answer the question, do the following:

- Go to the bottom white margin under the ‘Question’ column.
- Write the person number that the note is about and enter ‘DK’ for ‘Don’t Know,’ or ‘REL’ for ‘Refused.’
- Do not write in any blank area of the questionnaire.

See Figure 5-1 for an example of how to enter ‘Don’t Know’ or ‘Refused’ answers.

Figure 5-1: Entering ‘DK’ for Date of Birth for Person 3

The image shows a portion of a questionnaire form. On the left, there are several relationship categories with checkboxes: 'band or wife', 'ogical son or daughter', 'pted son or daughter', 'son or stepdaughter', 'ther or sister', 'ther or mother', 'ndchild', and 'ent-in-law'. To the right of these are checkboxes for 'Son-in-law or daughter-in-law', 'Other relative', 'Partner or guardian', 'Housemate or roommate', 'Unmarried partner', and 'Other nonrelative'. Further right are checkboxes for 'Male' and 'Female'. On the right side, there are input boxes for 'Age on April 1, 2010', 'DATE OF BIRTH' (with sub-fields for 'Month', 'Day', and 'Year of birth'). At the bottom of the form, handwritten text reads 'Person # 3DK DATE OF BIRTH'.

Print Responses in the Areas Provided

In addition to printing neatly, you must also print your responses in the areas provided on the questionnaires. However, for boxes in which you print words, you may continue printing around the ‘write-in’ area. See an example of printing around the ‘write-in’ area in Figure 5-2 on page 5-8.

Fill Check Boxes

When you fill a check box, follow these rules:

- Enter response in the white boxes on the questionnaire forms.
 - Mark boxes with an ‘X’ rather than a check mark or some other type of mark.
 - Keep the ‘X’ within the segmented lines of the box. **Do not** print your ‘X’ near or let it extend into the box for another answer.

Fill-In Boxes

When you complete a fill-in box, follow these rules:

- Print responses within each white box.
- Print only one letter or number within each segmented space in the box.

If there is not enough room for the response, continue printing around the ‘write-in’ area.

See Figure 5-2 for an illustration of completing check boxes and fill-in boxes.

Sample

Figure 5-2: Completing Check Boxes and Fill-In Boxes

This is the **correct** way to fill in the questionnaire.

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race. What is (Name's) race?
Read if necessary:
 Examples of other Asian groups include Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
 Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input checked="" type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe? ▾
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	SPANISH AMERICAN INDIAN
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian — What is that group? ▾
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander — What is that group? ▾
<input type="checkbox"/> Some other race — What is that group? →			

This is the **wrong** way to fill in the questionnaire. Print; do not write on the questionnaire.

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race. What is (Name's) race?
Read if necessary:
 Examples of other Asian groups include Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
 Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input checked="" type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe? ▾
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	Spanish American Indian
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian — What is that group? ▾
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander — What is that group? ▾
<input type="checkbox"/> Some other race — What is that group? →			

Topic 3: Completing the D-1 (E), *Enumerator Questionnaire*

Begin the Interview

If this is your first contact, introduce yourself, verify that you are at the correct address, show your census ID badge, and provide a D-1(F), *Information Sheet*, to the respondent.

If you have contacted this respondent before, as in the case of a callback, before you begin, you must reintroduce yourself and provide a D-1(F), *Information Sheet*, to the respondent again.

The D-1(F), *Information Sheet*, contains the 'Confidentiality Notice.' If you are conducting a telephone interview, you must read the Confidentiality Notice to the respondent.

Note: Chapter 6, of this manual reviews telephone interviewing.

Fill Out the Questionnaire

This topic provides you with an explanation of each item on the D-1(E), *Enumerator Questionnaire*, or EQ for short. Text in the EQ is written specifically to help you know which questions to ask, when to ask them, and how to ask them.

Writing Conventions

You can see examples of each writing convention on the first page of the EQ. Look specifically at questions S1 and S3. For example:

- **Bold text** - read exactly as worded to the respondent.
- *Italic text*-- reminders for you, do not read them to the respondent.
- *(Text in Parenthesis)* - if it is in italics, it is a reminder for you.
- **(Text in Parenthesis)** - if it is in bold, then you should choose the best of several options to read to the respondent.

example, if there are two continuation forms used for an interview, enter '02' in the 'Number of forms' box. Refer to Topic 4 of this chapter for information about the continuation form.

Record of Contact

RECORD OF CONTACT									
Type	Mo	Day	Time	Outcome	Type	Mo	Day	Time	Outcome
<input checked="" type="checkbox"/> Personal	05	24	09:05	<input checked="" type="checkbox"/> a.m. NV	<input type="checkbox"/> Personal				
<input type="checkbox"/> Telephone				<input type="checkbox"/> p.m.	<input type="checkbox"/> Telephone				
<input checked="" type="checkbox"/> Personal	05	25	03:00	<input checked="" type="checkbox"/> p.m. CI	<input type="checkbox"/> Personal				
<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m.	<input type="checkbox"/> Telephone				
<input type="checkbox"/> Personal				<input type="checkbox"/> p.m.	<input type="checkbox"/> Personal				
<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m.	<input type="checkbox"/> Telephone				
				<input type="checkbox"/> p.m.	<input type="checkbox"/> Personal				
				<input type="checkbox"/> a.m.	<input type="checkbox"/> Telephone				
				<input type="checkbox"/> p.m.					

OUTCOME CODES: NV = Left Notice of Visit NC = No Contact RE = Refusal CI = Conducted Interview OT = Other

Use the 'Record of Contact' section at both the beginning and the end of an interview. Use it as a planning tool for contacting NRFU addresses by reviewing the information it contains to determine when and how to make callbacks. After you complete a contact attempt, including the final attempt in which you conduct the interview, fill in the information about the attempt in the 'Record of Contact' section after you finish making entries on the back page of the EQ.

How to Complete the 'Record of Contact' Section

You must complete the 'Record of Contact' section on the front of the questionnaire every time you visit or telephone a NRFU address.

- Put an 'X' in the appropriate box for the type of contact you make, with the exception of the first contact, which is marked for you since it must **always** be made in person.
- Enter the two-digit month and two-digit day of the contact; for example, May 3rd is '05' for month and '03' for day.
- Enter the time of the contact, using two digits for the hour and two digits for the minutes; for example, '6:05' is '06' for the hour and '05' for the minutes.
- Enter the appropriate two-letter outcome code.

Outcome Codes

You must record each contact attempt you make to visit or telephone a NRFU address in your assignment using one of the following outcome codes:

- ‘NV = **Left Notice of Visit**’ means you made a personal visit and no one answered the door, so you left a Form D-26, *Notice of Visit*, to inform the occupants of your visit. Then, enter information about the visit, if it would be helpful to you or to another enumerator, in the ‘Notes’ section of the EQ. See Chapter 6, Topic 1 for more information about the NV form.
- ‘NC = **No Contact**’ means you were unable to contact the respondent **and** could not leave an ‘NV.’ An example is no one answered the telephone when you made a callback. Document the situation in the ‘Notes’ section of the EQ.
- ‘RE = **REfusal**’ means the respondent refused to give you an interview. **Always** document the situation in the ‘Notes’ section of the EQ and talk with your Crew Leader at your next daily meeting about refusals and how to convert them into interviews. See Chapter 6, Topic 2 to learn about refusal situations.
- ‘CI = **Conducted Interview**’ is the outcome code you will obtain for most of the cases assigned to you. ‘CI’ means you completed an interview for a NRFU address.
- ‘OT = **Other**’ is used for any other situation that is not described above, such as a safety issue, a language problem, a quarantined area, and so forth. Always document the situation in the ‘Notes’ section of the EQ for the ‘OT’ outcome code and talk about it with your CL at your daily meeting.

Number of Contact Attempts

Most Enumerator Questionnaires allow for six contact attempts. However, occasionally you may find a questionnaire that allows only four or five attempts.

Five Contact Attempts

RECORD OF CONTACT										
Type	Mo	Day	Time	Outcome	Type	Mo	Day	Time	Outcome	
<input checked="" type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
					<input type="checkbox"/> Telephone					<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

OUTCOME CODES: NV = Left Notice of Visit NC = No Contact RE = Refusal CI = Conducted Interview OT = Other

This 'Record of Contact' section allows five contact attempts. **The first attempt must be made in person.** You are allowed to make two additional personal attempts, for a **total of three personal attempts.** You may also make two telephone attempts if you have the information to do so.

Note: You may make all attempts **except the first attempt** in person or by phone in the order you think will best help you get the interview. The first attempt to contact a NRFU address must be made by personal visit. All other attempts to contact a NRFU address may be made in the order you think will be best for you to obtain the interview.

Four Contact Attempts

RECORD OF CONTACT										
Type	Mo	Day	Time	Outcome	Type	Mo	Day	Time	Outcome	
<input checked="" type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
					<input type="checkbox"/> Telephone					<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Personal				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		<input type="checkbox"/> Telephone				<input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

OUTCOME CODES: NV = Left Notice of Visit NC = No Contact RE = Refusal CI = Conducted Interview OT = Other

This 'Record of Contact' section allows four contact attempts. **The first attempt must be made in person.** You are allowed to make two additional personal attempts, for a **total of three personal attempts.** You may also make one telephone attempt if you have the information to do so.

Note: You may make all attempts **except the first attempt** in person or by phone in the order you think will best help you get the interview. The first attempt to contact a NRFU address must always be made by personal visit. All other attempts to contact a NRFU address may be made in the order you think will be best for you to obtain the interview.

Final Attempt

When you make the final attempt, you must enter a final outcome code. If you have been unable to contact a resident of an occupied housing unit, obtain the information about the Census Day status of the unit from a proxy respondent.

Note: There are four final outcome codes, ‘CI = Conducted Interview,’ ‘NC = No Contact,’ ‘RE = Refusal,’ and ‘OT = Other.’

Questions S1 - S5

Begin your interview with questions S1-S5, the introduction section. It includes the interview questions you must ask each respondent for the NRFU address.

When interviewing an occupant of a housing unit **in person**, you must **ask all questions exactly as worded**. Each of these questions were carefully written and tested to gather accurate data from each household in the United States.

However, an interview with a proxy respondent will usually take place at a different location than the NRFU address. This means you will need to change the way you ask the first few questions on the EQ so that they will make sense.

Suggested Wording for a Proxy Interview

When you are interviewing a proxy respondent, you must try to ask all questions as closely to the original wording as possible.

In Question S1, after introducing yourself, and showing your Census ID, you can say something like, “**I have a few questions about (NRFU Address). Do you think you can help me?**”

If the proxy respondent agrees, go to Question S2 and complete the interview by rewording the questions to substitute the actual address or another phrase like, ‘that address’ or ‘that house’ when referring to the NRFU address.

Question S1

S1. Hello, I'm (Name) from the U.S. Census Bureau. (Show ID). Is this (Address)?

Yes - Continue with question S2.

No - Ask: **Can you tell me where to find (Address)?**
END INTERVIEW.

As you read the question, insert your name. Always wear your Census ID and show it to the respondent.

<p>Put an 'X' in the 'Yes' box and continue with S2.</p>	<p>Put an 'X' in the 'No' box and ask: Can you tell me where to find (Address)? END INTERVIEW</p> <p>If the respondent cannot give you directions, go back and check your census block map to verify that you are in the correct census block. If you are still uncertain, look for someone familiar with the area to help you. Do not show the address listing sheet or any census maps to anyone who is helping you (Title 13 and PII). If you are still unable to find the address, tell your Crew Leader.</p>

Question S2

S2. I'm here to complete a Census questionnaire for this address. It should take about 10 minutes. *(Hand respondent an Information Sheet.)* The first part explains that your answers are confidential. I'll refer to the other parts later. Did you or anyone in this household live or stay here on April 1, 2010?

Yes - Continue with question S3.

No - Skip to question S4.

The D-1 (F), *Information Sheet* contains the 'Confidentiality' Notice and four additional lists that contain information to help the respondent answer questions about household members. **You must provide every respondent with an Information Sheet and allow time for the respondent to read it.**

<p>Put an 'X' in the 'Yes' box and continue with Question S3.</p>	<p>Put an 'X' in the 'No' box and skip to Question S4.</p>

Question S3

S3. Does someone usually live at this (house/apartment/mobile home), or is this a vacation or seasonal home?

Usually lives here - *Skip to question S5.*

Vacation or seasonal home or held for occasional use – *Skip to "Respondent Information" on back page.*

This question is designed to determine whether the housing unit is a usual residence or is occupied only seasonally. If the address is used as a secondary or vacation home, the occupants should be counted at the other residence where they live most of the time.

<p>Put an 'X' in the 'Usually lives here' box and skip to S5.</p>	<p>Put an 'X' in the 'Vacation or seasonal home or held for occasional use' box.</p> <p>Skip to the 'Respondent Information' section on the back page. Complete items R1, R2, and R3, as appropriate.</p> <p>Complete the Interview Summary:</p> <ul style="list-style-type: none"> • Under Item A, 'Unit Status on April 1, 2010,' place an 'X' in the third box for 'Vacant - usual home elsewhere.' • If the Unit Status in Item A is 'Vacant – regular' or 'Vacant – usual home elsewhere,' you must ask Item B to the respondent and print an 'X' in the box for the answer. • Under Item C, enter '00' since the house was vacant on April 1, 2010. • Complete 'Certification' section.

Question S4

S4. (Only ask if no household member lived here on April 1.)
On April 1, was this unit vacant, or occupied by a different household?

Vacant - Skip to "Respondent Information" on back page.

Occupied by a different household - Using a knowledgeable respondent, complete this questionnaire for the Census Day household.

Not a housing unit - Skip to "Respondent Information" on back page.

This question is designed to determine the status of the address on Census Day if no member of the current household lived there.

Put an 'X' in the 'Vacant' box and skip to the 'Respondent Information' on the back page to complete the remainder of the questionnaire.	Put an 'X' in the 'Occupied by a different household' box and find a proxy respondent to complete this questionnaire for the Census Day household.	Put an 'X' in the 'Not a housing unit' box and skip to the 'Respondent Information' on the back page to complete the remainder of the questionnaire.

Question S5

S5. We need to count people where they live and sleep most of the time.

Please look at list A. It contains examples of people who should and should not be counted at this place.

Based on these examples, how many people were living or staying in this (house/apartment/mobile home) on April 1?

= Number of people

Allow the respondent time to review List A on the D-1(F), *Information Sheet*, and then enter the number of household members on April 1, 2010.

Note: If there are more than five people living in this unit, use a D-1(E)SUPP, *Enumerator Continuation Questionnaire*, since Column 1 asks for the names of all the persons in the household. Have these forms readily available, so there is no disruption while you look for additional materials, and continue listing HH members in Column 1 on the continuation form. See Topic 4 in this chapter on when and how to use continuation forms.

Complete Columns 1-7

If there is an entry in item S5 (*meaning the unit was occupied on Census Day*), ask the questions in Columns 1 through 7 for each person living at this address. **Complete each column for all household members before moving to the next column.**

Column 1: Name

1. Let's make a list of all those people. Please start with the name of an owner or renter who was living here on April 1. Otherwise, start with any adult living here.

Person 1

First Name MI

Last Name

Column 1 is where the name of each person living in the household on April 1, 2010 is entered.

- Be sure to list one of the persons living here who owns or rents the home as Person 1. If there is no such person in the Census Day household, list any adult household member as Person 1.
- Print each person's first name, middle initial ('MI'), and last name in the boxes marked Person 1, Person 2, and so on.
- Print all the names before moving on to Column 2. If more than five names are given, you must fill out a D-1(E)SUPP, *Enumerator Continuation Questionnaire*. See Topic 4 in this chapter for instructions on using continuation forms.
- Do not enter anything but names in Column 1. If the respondent refuses to give names, enter 'REF – Person 1,' 'REF – Person 2,' in the white space on the bottom border.

After completing the interview and leaving the respondent, enter information in the 'Notes' section about the refusal of names.

- If the respondent is insistent in refusing to provide names, try to obtain the rest of the data about each person.

Note: If there is more than one person living at this address, you must ask the questions for each person. If the respondent answers for each household member without hesitation, continue.

Column 2: Relationship

2. Please look at list B on the Information Sheet. How is (Name) related to (Read name of Person 1)? Mark <input checked="" type="checkbox"/> ONE box.	
<input checked="" type="checkbox"/> Person 1	
<input type="checkbox"/> Husband or wife <input type="checkbox"/> Biological son or daughter <input type="checkbox"/> Adopted son or daughter <input type="checkbox"/> Stepson or stepdaughter <input type="checkbox"/> Brother or sister <input type="checkbox"/> Father or mother <input type="checkbox"/> Grandchild <input type="checkbox"/> Parent-in-law	<input type="checkbox"/> Son-in-law or daughter-in-law <input type="checkbox"/> Other relative <input type="checkbox"/> Roomer or boarder <input type="checkbox"/> Housemate or roommate <input type="checkbox"/> Unmarried partner <input type="checkbox"/> Other nonrelative

Show the respondent List B on the D-1(F), *Information Sheet*, which lists various types of relationships. Column 2 is where the relationship of each household member to Person 1 is listed. For example:

- If Jane Johnson is listed as Person 1 and she is the respondent, ask “**How is (Name) related to you?**”
- If Jane Johnson is listed as Person 1 and she is not the respondent, ask the respondent “**How are you related to Jane Johnson?**” Then ask the respondent the question as worded for all other HH members.
- Put an ‘X’ in the appropriate box indicating each person’s relationship to Person 1.

When asking the question, insert the name of the person you are asking about from the list of household members in Column 1.

Column 3: Sex

<p>3. Is (Name) male or female?</p> <p>Mark <input checked="" type="checkbox"/> ONE box.</p>
<p><input type="checkbox"/> Male</p> <p><input type="checkbox"/> Female</p>

Column 3 is where the sex of each household member is listed. Respondent and household members' sex may seem obvious but **it needs to be asked or verified for everyone** in the household to ensure accurate data collection.

Column 4: Age and Date of Birth

<p>4. What was (Name's) age on April 1, 2010? What is (Name's) date of birth? <i>Please report babies as age 0 when the child is less than 1 year old.</i> <i>Print numbers in boxes.</i></p>
<p>Age on April 1, 2010 <input type="text"/></p>
<p>DATE OF BIRTH</p>
<p>Month <input type="text"/></p>
<p>Day <input type="text"/></p>
<p>Year of birth <input type="text"/></p>

Column 4 is where each household member's age **on Census Day, April 1, 2010**, and date of birth are listed. Make entries in Column 4 as follows:

- Write the person's age **in years** in the 'Age on April 1, 2010' box. If the respondent is unsure of the person's exact age, ask for his or her best guess.
- Print the ages of babies as:
 - '00' if less than 12 months;
 - '01' if 12 to 23 months; and
 - '02' if 24 months

- Print the person’s date of birth (Month, Day, and Year of Birth) in the boxes provided. Use two digits for the month and day, and four digits for the year.

Note: Only write numbers in the ‘write-in’ boxes. For example, if the date of birth is July 17, 1983, enter ‘07,’ ‘17,’ and ‘1983.’

Column 5: Hispanic, Latino, or Spanish Origin

5. Please look at List C. Is (Name) of Hispanic, Latino, or Spanish origin?
Read if necessary:
Examples of another Hispanic, Latino, or Spanish origin include Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.

No, not of Hispanic, Latino, or Spanish origin
 Yes, Mexican, Mexican American, Chicano
 Yes, Puerto Rican
 Yes, Cuban
 Yes, another Hispanic, Latino, or Spanish origin –
What is that origin?

Column 5 is where each person is asked about his or her Hispanic, Latino, or Spanish origin. Many people assume the question is asking about the race of the household member, but it is not. It is only asking if each person is of Hispanic, Latino or Spanish origin.

- Allow the respondent time to refer to List C.
- Put an ‘X’ in only one box for each person. **Do not encourage** more than one response, but enter more than one response if offered.

It is necessary to read this question for everyone in the household. If the person’s origin group is not one of the listed categories, put an ‘X’ in the ‘Yes, another Hispanic, Latino, or Spanish origin’ box and print the origin response in the row of boxes under ‘**What is that origin?**’

People of Hispanic, Latino, or Spanish origin are those who trace their origin or descent to Mexico, Puerto Rico, Cuba, the Spanish-speaking countries of Central or South America, and other Spanish cultures. Origin can be considered as the heritage, nationality group, lineage, or country of birth of the person or the person’s parents or ancestors before their arrival in the United States. People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

Column 6: Race

6. Please look at List D and choose one or more races. For this census, Hispanic origin is not a race.
What is (Name's) race?
Read if necessary:
 Examples of other Asian groups include Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
 Examples of other Pacific Islander groups include Fijian, Tongan, and so on.

<input type="checkbox"/> White	<input type="checkbox"/> Black, African American, or Negro	<input type="checkbox"/> American Indian or Alaska Native	What is the name of the enrolled or principal tribe?
<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino	<input type="checkbox"/> Other Asian — What is that group?
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean	<input type="checkbox"/> Vietnamese	
<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Samoan	<input type="checkbox"/> Other Pacific Islander — What is that group?
<input type="checkbox"/> Some other race — What is that group?			

Column 6 is where data are collected about each household member's race.

Ask this question of all persons on the roster. Do not make assumptions. The responses to the race question are based on self-identification, and should not be interpreted as being scientific or genetic in nature. Enter the response given to you by the respondent.

This is a multiple entry item; a respondent can choose more than one race. Print an 'X' in each box for each race the respondent selects.

If the respondent identifies with both an ethnicity and a racial group, such as 'Puerto Rican' and 'White,' 'Cuban' and 'Black,' or 'Mexican' and 'Korean,' mark only the appropriate boxes for **all** the groups provided. Record the additional responses that are not printed on the EQ in the appropriate available 'write-in' lines.

Additional Information

Some of the responses ask for additional information. The procedures for collecting additional information for the three rows of write-in boxes are as follows:

Top Row of Write-In Boxes

When a respondent selects, 'American Indian or Alaska Native' as an answer, place an 'X' in the box beside that race and then ask, **What is the name of the enrolled or principal tribe?** Print the response in the **top row of boxes**.

Note: If the answer is too long to print in the spaces provided, continue printing near the 'write-in' area. See Figure 5-2 on page 5-8 for an example.

**Middle Row of Write-In
Boxes**

The middle row of spaces is used when a respondent selects **either** ‘Other Asian’ or ‘Other Pacific Islander.’ The ‘Other Asian’ arrow points down to the ‘write-in’ area and the ‘Other Pacific Islander’ arrow points up to the ‘write-in’ area. Place an ‘X’ in the box beside the answer and then ask, **What is that group?** Print the response in the **middle row of boxes**.

Note: If the answer is too long to print in the spaces provided, continue printing near the ‘write-in’ area. See Figure 5-2 on page 5-8 for an example.

**Bottom Row of Write-In
Boxes**

The bottom row of spaces is used when a respondent selects ‘Some other race.’ Place an ‘X’ in the box beside ‘Some other race,’ and then ask, **What is that group?** Print the response in the **bottom row of boxes**.

Note: If the answer is too long to print in the spaces provided, continue printing near the ‘write-in’ area. See Figure 5-2 on page 5-8 for an example.

Hispanic Origin

If the respondent states his or her race is ‘Hispanic’ or provides a specific Hispanic ethnicity you should:

- Ask the respondent to refer to List D on the D-1(F), Information Sheet, and ask if there is a group or groups listed in which the respondent identifies.
- Then ask the question again, exactly as worded **“Please look at List D and choose one or more races. For this census, Hispanic origin is not a race. What is (Name’s) race?”**
- Explain that race and Hispanic origin are two distinct concepts, and people of Hispanic origin may be of any race.
- If the respondent asks for clarification, explain that race and Hispanic origin are two distinct concepts, and people of Hispanic origin may be of any race.

If the respondent again answers ‘Hispanic’ or provides a specific Hispanic ethnicity, you should place an ‘X’ in the ‘Some other race’ box and print the response in the bottom row of boxes.

Explanation of the Race Categories

The following are examples for each category and are not all inclusive:

‘White’

The category ‘White’ refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who identify as ‘White’ or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

‘Black, African American, or Negro’

The category ‘Black, African American, or Negro’ refers to a person having origins in any of the Black racial groups of Africa. It includes people who identify as ‘Black, African American, or Negro,’ or report entries such as Afro-American, Kenyan, Nigerian, or Haitian.

‘American Indian or Alaska Native’

The category ‘American Indian or Alaska Native’ refers to a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who identify as ‘American Indian or Alaska Native,’ or report entries such as Navajo, Blackfeet, Inupiat, Yup’ik, Canadian Indian, French American Indian, or Spanish American Indian.

‘Asian’

The boxes for ‘Asian Indian,’ ‘Chinese,’ ‘Filipino,’ ‘Korean,’ ‘Japanese,’ ‘Vietnamese,’ and ‘Other Asian’ are part of a larger category of ‘Asian.’ ‘Asian’ refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, Malaysia, Pakistan, and Thailand.

‘Native Hawaiian or Other Pacific Islander’

The boxes for ‘Native Hawaiian,’ ‘Guamanian or Chamorro,’ ‘Samoa,’ and ‘Other Pacific Islander’ are part of a larger category of ‘Native Hawaiian or Other Pacific Islander.’ ‘Native Hawaiian or Other Pacific Islander’ refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands, such as Tahiti or the Mariana Islands.

‘Some other race’

The category ‘Some other race’ includes all other responses not included in the race categories described above. Respondents identifying as multiracial, mixed, interracial, or a Hispanic, Latino, or Spanish group (for example, Mexican, Puerto Rican, Cuban, or Spanish) are included in this category.

Column 7

7. Does (Name) sometimes live or stay somewhere else for any of these reasons? –
Read response categories.
Mark all reasons that apply.

In college housing
 In the military
 At a seasonal second residence
 For child custody
 In jail or prison
 In a nursing home
 For another reason
 No

Column 7 is designed to verify whether a household member sometimes lives or stays at another address. This question allows you to enter more than one choice for each person.

Mark an ‘X’ in each box for all the circumstances that apply to each person. Each time the respondent reports another place, mark the form accordingly. Do not try to judge whether the person stays there most of the time. If there are no other places where a person lives or stays, mark an ‘X’ in the ‘No’ box.

After reading all of the choices on the list for the first household member, it is not necessary to read the choices again, unless the respondent seems unclear about the choices.

Places Where People May Sometimes Live or Stay

Refer to the following list. It explains the meaning of each choice listed in Column 7.

College

Sometimes people live or stay somewhere else for college. These other places could be:

- On-campus or off-campus housing.
- Universities or community colleges.

- In the United States or outside the United States.

This question does not apply to individuals away at boarding schools.

Military

Sometimes people live or stay somewhere else for military service. These other places could be:

- For the reserves, national guard, or coast guard.
- For active duty, deployment, being stationed temporarily away, or being aboard ship.
- In military barracks or dormitories.
- In military disciplinary barracks or jail.
- In military treatment facilities such as military hospitals and medical centers with injured active duty military personnel assigned to beds in the facility.

This question does not apply to individuals staying at a Veterans Affairs hospital.

Seasonal or Second Residence

Sometimes people live or stay somewhere else because they have a seasonal or second residence. A person can live at two or more residences during a week, month, or year, such as:

- ‘Snowbirds’ who have a residence in a warm climate and a residence in a cold climate.
- People who have a second residence for work.

Child Custody

Sometimes people live or stay somewhere else because of child custody arrangements, either formal or informal.

Jail or Prison

Sometimes people live or stay somewhere else because they are incarcerated. These other places could be:

- City or county jails.
- Work farms or camps.
- Other municipal confinement facilities.
- Correctional facilities for adults, including prisons, federal detention centers, and halfway houses operated for correctional purposes.

People should be included if they were incarcerated for any reason on Census Day, even if it was for only that one day.

Nursing Home

Sometimes people live or stay somewhere else because they need some type of care. These other places could be:

- Facilities that provide 24 hour/seven days per week skilled nursing care.
- Facilities that provide care for better living, such as serving meals and administering medications, but not skilled nursing care.

Another Reason

Sometimes people live or stay somewhere else for another reason not listed above. ‘Another reason’ could be:

- When someone is in a residential school for people with disabilities on April 1, 2010.
- When someone stays at another residence to care for an ill friend or relative.

Question H1

H1. We do not want to miss any people who might have been staying here on April 1. Were there any additional people that you didn't mention, for example:

Babies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Foster children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other relatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Roommates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any other nonrelatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How about anyone else staying here on April 1 who had no permanent place to live? Yes No

If yes to any category, ask: What is that person's name?

First Name	Last Name
<input type="text"/>	<input type="text"/>

Anyone else?

First Name	Last Name
<input type="text"/>	<input type="text"/>

Do not list any people recorded for this question on the inside pages or on a continuation form.

Question H1 asks about additional people who were living in the household on Census Day but were not included on the roster. If the respondent answers ‘yes’ to any of the questions, print the names of **up to two** people in the boxes. **Do not** go back and add them to the questionnaire because the household may be contacted in a later census operation to clarify the household information.

Question H2

<p>H2. Do you or does someone in this household own this (house/apartment/mobile home) with a mortgage or loan, including home equity loans; own it free and clear; rent it; or occupy it without having to pay rent?</p> <p><input type="checkbox"/> Own with a mortgage or loan (including home equity loans)</p> <p><input type="checkbox"/> Own free and clear (without a mortgage or loan)</p> <p><input type="checkbox"/> Rent</p> <p><input type="checkbox"/> Occupy without payment of rent</p>
--

Question H2 gathers information needed to classify occupied units as either owner occupied or renter occupied.

‘Own with a mortgage or loan (including home equity loans)’

Mark this answer when the housing unit has a mortgage or loan held against it. The housing unit must be owner-occupied, meaning the owner or co-owner must live in the unit. Include units being bought on land contract or contract to purchase, deed of trust, trust deed, purchase agreement, and units built on leased land if the unit is mortgaged. Also include mobile homes with installment loans and units that have reverse mortgages.

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

A deed of trust or trust deed is used in some areas instead of a mortgage and involves a third party, known as the trustee. The trustee has technical title to the property. Trust deeds, trusts, mortgage bonds, and vendor’s liens are types of deeds of trust.

With a contract to purchase, the original owner has title to the property, while the borrower has the right to occupy or otherwise use the property so long as he or she makes the required payments. Types of debt such as land contracts, contracts for deeds, and assumption agreements can be considered as contracts to purchase.

With a reverse mortgage, an elderly or disabled owner receives monthly payments from the equity in his or her housing unit. The owner may, but does not necessarily have to, exhaust all the equity in his or her housing unit in a reverse mortgage situation. If the owner decides to sell the property or dies, the amount of money received from the reverse mortgage (along with any fees and interest charges that apply to the reverse mortgage) has to be returned to the lender. If equity remains after repayment to the lender, the owner or the owner’s heirs receive the balance of the equity.

**‘Owned free and clear
(without a mortgage or
loan)’**

Mark this answer when the housing unit does not have a mortgage or loan held against it. The housing unit must be owner-occupied, meaning the owner or co-owner must live in the unit. Include units for which there is no mortgage or other debt on the housing unit, and for units that are built on leased land but are owned outright.

‘Rent’

Mark this answer when:

- Rent is paid or contracted for, even if people who are not members of the household pay the rent.
- Rent is paid for by a federal, state, or local government agency.
- The unit is a rented condominium.
- The unit has a ‘continuing care’ contract, sometimes called ‘life care,’ meaning the contract requires that shelter and services be provided.

**‘Occupy without payment
of rent’**

Mark this answer when the housing unit is not owned or being bought by a member of the household, or when it is not being rented or contracted for by a member of the household. Examples of housing units that are occupied without payment of rent include:

- A friend or relative of the occupant owns the housing unit and does not require the occupant to pay rent.
- A house or apartment is provided as part of wages or salary, such as a parsonage, military housing, and so forth.

**Question H3 – Address
Information**

H3. *If there is not an address label affixed, or if the address label includes only a location description, ask –*
What is the address of this unit?

House number	Street name or rural route address
<input type="text"/>	<input type="text"/>
Apartment number	<input type="text"/>
<input type="text"/>	<input type="text"/>
City	State ZIP Code
<input type="text"/>	<input type="text"/> <input type="text"/>

Go to Respondent Information on back page.

Question H3 is completed only in specific circumstances. It must be completed for all **added** housing units, or if the current address information is **incomplete** (for example, only a physical description). You must also update the D-103.1, *Address List*, or the D-103.A, *Add Page For Housing Units*, as appropriate, in the AA binder with the new information.

Notes

NOTES

The 'Notes' section is designed for you to print information about the NRFU address that would be specific and helpful to you or another enumerator who is working on the case. Notes should be brief due space to limitations and should be used only to provide any information an enumerator or the reader may need to know.

You must print notes in capital letters, just as you are to print all other written entries on the ECR. Examples of appropriate notes include:

- DO NOT RING DOOR BELL. KNOCK LOUDLY.
- LARGE DOG INSIDE FENCE NOT DANGEROUS.
- LARGE DOG INSIDE FENCE DANGEROUS. HONK HORN.
- FRONT STEP SLOPES. BE CAREFUL.
- HAND RAIL IS LOOSE. BE CAREFUL.

Notes about a respondent being a nice person or having a beautiful pet are not appropriate and should not be printed in the 'Notes' section.

In some situations, the 'Notes' section is not where you would document information about a case. See page 7-4 for information about writing notes on the D-225, *INFO-COMM*.

Complete the Back Page

You must always complete the three sections on the **back page** of the questionnaire.

Questions R1-R3

RESPONDENT INFORMATION	
R1. (Ask or verify) What is your name? First Name <input type="text"/> MI <input type="text"/> Last Name <input type="text"/> Address of proxy <input type="text"/>	R2. What is your phone number and best time to call? Area Code <input type="text"/> - <input type="text"/> - <input type="text"/> <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Either
	R3. Respondent Type - <input type="checkbox"/> Household member – Lived here on April 1, 2010 <input type="checkbox"/> Household member – Moved in after April 1, 2010 <input type="checkbox"/> Neighbor or other proxy

To complete the ‘Respondent Information’ section, you must ask or enter the following:

R1 “What is your name?”

Print the first name, middle initial, and last name of the person who provided the questionnaire information. This person may or may not be listed in Column 1 as part of the household. **If the respondent is a non-household member (proxy), ask for the proxy’s address.** This information is useful if we need to verify information. If the proxy refuses to provide a name, enter a note in the ‘Notes’ section explaining the situation.

Note: Remember, the respondent is the person with whom you conduct the interview, and that person may not live at the NRFU address.

R2 “What is your phone number and the best time to call?”

Write down the respondent’s telephone number, including the area code, and mark the box for the best time to call (Day, Evening, Either). Explain to the respondent that we only use this number in case we need to verify information.

R3 Put an ‘X’ in the box that indicates if the respondent is:

- Household member – Lived here on April 1, 2010
- Household member – Moved in after April 1, 2010
- Neighbor or other proxy

Complete the Interview Summary Section

Once you have completed the portions of the questionnaire based on the answers provided by the respondent, you must complete the ‘Interview Summary’ section. If you do not need to obtain more information from the respondent, such as the reason a housing unit was vacant on Census Day, you can thank the respondent and leave before completing this section. **It is extremely important that you complete this section accurately.**

Following are instructions for completing each part of the Interview Summary:

Item A, Unit Status on April 1, 2010

You may mark only one Unit Status that describes the address as of April 1, 2010.

If you mark any of the categories from ‘Demolished/burned out/cannot locate’ through ‘Duplicate,’ the addresses will be deleted from the census Master Address File (MAF), with the exception of empty mobile home/trailer sites. Empty mobile home/trailer sites remain on file because there is the expectation they will be occupied again in the future.

The list below explains the categories for ‘Demolished/burned out/cannot locate’ through ‘Duplicate.’

- **Demolished:** When you find from a knowledgeable respondent that the NRFU address identifies a location where a housing unit once existed, but it has now been destroyed, you must first confirm the Census Day status of the unit with a person who has knowledge about the address. If the person confirms that the address was demolished on Census Day, classify the unit as demolished on Census Day by marking the ‘Demolished/burned out/cannot locate’ category in Item A.

Note: Do not classify a unit with a 'To Be Demolished' sign posted as demolished. Select the category that best describes the unit. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**

- **Burned Out:** When you find from a knowledgeable respondent that the NRFU address identifies a housing unit that was destroyed by fire on or before Census Day, but has not yet been demolished, classify the unit as burned out by marking the 'Demolished/burned out/cannot locate' category in Item A. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**
- **Cannot Locate:** Sometimes you may not be able to locate a NRFU address. For example, you may be interviewing in a hard to enumerate area that contains small multi-units or other unusual types of residences, or the address is now different due to recent '911' changes. When you cannot locate a NRFU address, and you have exhausted all sources to help you find it, classify the unit as cannot locate by marking the 'Demolished/burned out/cannot locate' category in Item A.
- **Nonresidential:** When you find that the NRFU address is a commercial or business establishment, check with a person who has knowledge about the address to determine if it was a commercial or business establishment and/or occupied on Census Day. If it was a commercial or business establishment that was not occupied as a housing unit on Census Day, classify the unit as 'Nonresidential' in Item A. For example, a private residence may be converted to business use as an insurance agency. In rural areas, living quarters may be converted for storage of farm machinery or supplies. **However, if you find that it was occupied as living quarters on Census Day, complete an interview with the occupants.**

- **Empty mobile home/trailer site:** When you find that the NRFU address is an empty site in a mobile home/trailer park, and that site is intended for future occupancy, classify the empty site as an ‘Empty mobile home/trailer site’ in Item A.
- **Uninhabitable (open to elements, condemned, under construction):** When you find that the NRFU address is open to the elements (for example, an old housing unit that is decaying from neglect), condemned (posted evidence such as a sign saying ‘To Be Comdemned’), or under construction (no walls or frame are present), and you determine from a person who has knowledge about the unit on Census day that it was ~~not~~ occupied on Census Day, classify it as ‘Uninhabitable (open to elements, condemned, under construction)’ in Item A. **However, if the unit is occupied as living quarters, no matter its condition, complete an interview with the occupants if they lived there on Census Day.**
- **Duplicate:** If you have two forms for one NRFU address, and you determine both forms are for the same NRFU address, use only one of the EQs to conduct the interview. Mark the ‘Duplicate’ box in ‘Item A’ for the other form, and then print the case ID number from the label of the EQ on which you conducted the interview in the boxes below the ‘Duplicate’ box.

Item B, Vacant Units If the Unit Status in Item A is ‘Vacant – regular’ *or* ‘Vacant – usual home elsewhere,’ you **must ask** the question in Item B, **“Which category best describes this vacant unit as of April 1, 2010?”** to the respondent and print an ‘X’ in the box for the answer. Do not make a predetermination of the vacancy status. You must **read** the categories listed in Item B and allow the respondent to choose the most appropriate vacancy status category.

Vacancy status categories are:

- **For rent:** Mark this category when the respondent tells you the unit is for rent only, or for rent and for sale at the same time. Do not depend on signs posted on the property. A 'For Sale' sign does not always mean that the unit is not also for rent. You must verify this with the real estate agent or the owner of the vacant unit. If the unit is also for rent, mark the 'For rent' category rather than the 'For sale only' category.
- **Rented, not occupied:** This category includes units where any money has been paid or agreed upon, but the renter has not yet moved in.
- **For sale only:** This category includes units being offered for sale only, including units in cooperatives and condominium projects if the individual units are offered 'For sale only.'
- **Sold, not occupied:** This category includes units that have been recently sold, but the new owner has not yet moved in.
- **For seasonal, recreational or occasional use:** Mark this category for vacant units that are used in certain seasons, or for weekend or other occasional use throughout the year. Seasonal units include those used for summer or winter sports or recreation, such as beach cottages or hunting cabins. Seasonal units may also include quarters for such workers as herders and loggers. Interval ownership units, sometimes called shared ownership or time-sharing condominiums, are also included.
- **For migrant workers:** This category is for vacant units intended for occupancy by migratory workers employed in farm work during the crop season.
- **Other vacant:** Mark this category for vacant units that do not fall into the other classifications. For example, this category includes vacant units held for the settlement of an

estate; held off the market for personal reasons of the owner, such as the owner has not yet decided whether the unit will be torn down, or the owner is remodeling or repairing the unit and will not make it available for sale and/or for rent until the work is completed; held for the occupancy of a caretaker or janitor; temporarily used for storage of excess furniture; and vacant units where renters have moved out during the month although they paid the rent through the end of the month.

Item C, Number of People

Item C must have a two-digit entry.

- If Item A is marked 'Occupied,' the entry in Item C is either the actual count of people who are listed on the EQ, which falls in the range of '01' through '49' or 'POP unknown', which is '99.'
- If Item A is marked 'Vacant – regular' or 'Vacant – usual home elsewhere', the entry in Item C is '00.'
- If Item A is marked with any of the remaining choices (from 'Demolished/burned out/cannot locate' through 'Duplicate'), the entry in Item C is '98.'

Item D, Language

Select only one of the choices. If you conducted the interview in a language other than English or Spanish, mark an 'X' in the 'Other' box and print the code from the D-3309, *Language Identification Flashcard*, in the spaces to the right. If the language is not mentioned on the language flashcard, mark 'Other,' make no entry in the spaces to the right, and print the name of the language in the 'Notes' section of the EQ.

Items E and F

Items E and F are **only** marked in situations where you create an added case for locations where the household lived on Census Day. These situations are described in Chapter 6, Topics 7 and 8. **Do not fill in these boxes on a questionnaire unless it is the specific type of added case described in Chapter 6.**

Item G

Do not make any entries in Item G.

Item H Item H is marked when the people living at the NRFU address refuse to provide the information to complete the questionnaire, and you are unable to obtain information about the household from a proxy. You mark Item A, 'Unit Status on April 1, 2010, as 'Occupied,' and enter '99' in Item C since you have no information about the household. If you are able to determine the number of people in the household, enter it in Item C, but still mark an 'X' in Item H because you cannot collect data about the people who live at the address.

Item I Item I is marked as a last resort, only when all attempts at collecting household data have been made and you cannot complete the interview with a household member or a proxy respondent. Your Crew Leader will authorize the use of 'Closeout Procedures.' If you are authorized to follow these procedures, mark an 'X' in Item I, indicating that no more data are available.

Items J, K, L, and M Do not make any entries in Items J, K, L, and M.

Conclude the Interview Before you leave, briefly review the questionnaire and continuation forms (if used) to be sure you completed all sections and *thank the respondent* for cooperating.

Complete the 'Certification' Section

CERTIFICATION

I certify that the entries I have made on this questionnaire are true and correct to the best of my knowledge.

Enumerator's signature:

Employee ID:

Crew Leader's initials:

CLD number:

Month: Day:

Month: Day:

You must certify that the entries you have made on the questionnaire are true, correct, and complete to the best of your knowledge by completing the certification section on the back of the questionnaire.

- Sign your name in the space marked 'Enumerator's signature.'

- Enter your Applicant ID in the ‘Employee ID’ space. Your Crew Leader provides this number to you during your classroom training.
- Enter the date you completed the EQ in the ‘Month’ and ‘Day’ boxes.
- The Crew Leader or CLA will review all your questionnaires for correctness and legibility.
- After the CL or CLA reviews your EQs, he or she initials, enters the CLD number.
- If necessary, the questionnaire will be returned to you for corrections.

Conclusion

Because this topic provides an item-by-item description of the D-1(E), *Enumerator Questionnaire*, and the ‘Certification’ section is the last section on the EQ, this topic is concluded.

Sample

Topic 4: Completing the D-1(E)SUPP, *Enumerator Continuation Questionnaire*

When to Use Continuation Forms

If there are more than five household (HH) members, complete a D-1(E)SUPP, *Enumerator Continuation Questionnaire*, for the additional people in the HH. Each continuation form accommodates five additional people.

Keep a continuation form readily available so you can move quickly and easily from the D-1(E), *Enumerator Questionnaire*, or EQ, to the continuation form when there are more than five HH members. The continuation form contains Columns 1 through 7 for you to enter information about each HH member and is identical to the corresponding section on the EQ.

How to Fill In the Continuation Form During the Interview

If one or more continuation forms are required, list all HH members in Column 1 on the EQ, followed by Column 1 on the continuation form(s). After you have listed everyone, ask the questions in Columns 2 through 7 for the five HH members listed on the first form, which is the EQ. Then ask the questions in Columns 2 through 7 for the HH members listed on the next form, which is the first continuation form. If you have more than one continuation form, follow the same procedure. Ask the questions in Columns 2 through 7 for the HH members listed on each form before continuing to the next form.

When you have obtained all household member information, complete the interview by continuing with question H1 on the EQ.

OMB No. 0607-0919-C: Approval Expires 12/31/2011

United States
**Census
2010**

**ENUMERATOR CONTINUATION
QUESTIONNAIRE**

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

TRANSCRIBE UNIT ID FROM THE LABEL ON D-1(E) OR D-15 QUESTIONNAIRE

Unit ID -

LCO State County Tract Block AA Map Spot

Form of form(s)

REP

How to Fill In the Continuation Form After the Interview is Completed

When you complete the interview, **copy** the information from the printed label on the EQ, to all continuation forms.

- If you use only **one** continuation form, write form '01' of '01' form(s) in the top right corner of the front page of the continuation form. If you use **two** continuation forms, mark the first form '01' of '02' and the second form '02' of '02.'
- On the front page of the original EQ, put an 'X' in the 'Yes' box for the question, 'Are there any continuation forms for this address?' Also, write the **number of continuation forms** in the fill-in box.

Note: Keep all continuation forms and questionnaires together for each case. **Place continuation form(s) inside the original EQ.**

Chapter 6: Interview Situations

Topic 1: No One Home

Overview

Even when you plan your visits for times when people are most likely to be home, finding no one home is to be expected. In most cases, addresses in your assignment will be for occupied housing units. When no one is home, it is probably because the household members are out of the house temporarily (for work, school, vacation, and so forth) and not because the unit is vacant.

Procedures to Follow When No One Is Home

The first visit to a Nonresponse Followup (NRFU) address is to confirm that the address exists within the census block and whether it represents a housing unit. If it does, you must determine whether it is occupied or vacant. If it appears that the housing unit is occupied, but no one answers the door, or if you are told by a knowledgeable person that the housing unit is occupied, follow these procedures:

- Fill out and leave a D-26, *Notice of Visit*.
- Try to get the occupant's name, telephone number, and best time to call from a knowledgeable person. Do not interview a knowledgeable person for an occupied address unless the occupants are absent and not expected to return by the end of NRFU, or you have made the required attempts and have not been able to find the occupants there.
- Record any contact information you obtain in the 'Notes' section of the D-1(E), *Enumerator Questionnaire*, or EQ for short.
- Fill in the 'Record of Contact' section of the EQ by recording the outcome of your visit as 'NV'.
- If you obtain the occupant's telephone number, attempt to contact the household up to three times by telephone, if possible, before making a return personal visit.
- Make up to two additional visits to the address at different times of the day.
- If, after the allowed number of attempts or after your third personal visit, you are unable to contact an occupant of the housing unit, find a person with knowledge about the housing unit and its occupants to act as a proxy respondent, and obtain as much information as possible to complete the EQ.

D-26, Notice of Visit

The D-26, *Notice of Visit*, tells the occupant that you visited the address, the reason you visited, and that you plan to visit again. Leave the D-26 only on the first visit. Never leave more than one at a time. The D-26, *Notice of Visit* explains that information collected by the Census Bureau is confidential. Space is provided at the bottom of the form for you to print information the occupant can use to contact you or your LCO by telephone. The D-26 is a single page, two-sided document, with one side printed in English and the other side in Spanish. Figure 6-1 is an illustration of the English and Spanish versions of the D-26, *Notice of Visit*.

Figure 6-1: D-26, Notice of Visit

The figure shows two versions of the D-26 Notice of Visit form. The left version is in English and the right version is in Spanish. Both forms are from the U.S. Department of Commerce, Economics and Statistics Administration, U.S. Census Bureau. The English version has the title 'NOTICE OF VISIT' and the Spanish version has 'AVISO DE VISITA'. Both forms include a 'Dear Resident' or 'Estimado residente' section, an apology for missing the resident, and an explanation of the census process. They also include fields for the resident's name, contact information, and best time to call. At the bottom, there is a table with 'CENSUS OFFICE INFORMATION' and 'ENUMERATOR USE ONLY' sections. The English version table has fields for Office name and phone number, LCO No., ID No., OP Code, CLD No., AA No., Map Spot No., and Block No. The Spanish version table has the same fields. Both forms are labeled 'FORM D-26 (4-18-2008)' and 'USCENSUSBUREAU'.

Where to Leave the D-26

Slip the D-26 under the outside door if possible. **Do not** leave it where someone from the street could see that the housing unit is vacant or no one is home. Do not open the storm door or other doors in order to leave the form on an inside door. Try to wedge it in the crack of the outer door so that the wind cannot blow it away.

Never place a D-26 or any other form in the occupant's mailbox. It is against the law to open someone's mailbox.

Contact a Knowledgeable Person for Information About the Occupant

If no household member is present, look around for a nearby person who might be able to provide information about the best time to contact the household members. Ask the person for the occupant's name, telephone number, and a good time to find the household at home. A person who knows about the household could be a neighbor, building manager, maintenance person, and so forth.

Do not look inside the mailbox to try to get the occupant's name and never look into windows.

What If the Entire Household Is Away During the NRFU Operation?

Interviewing a proxy respondent to obtain data about household members is permissible after you make the allowed number of attempts and personal visits to interview the household. However, if at any time, you learn from a person who knows about the Census Day status of the housing unit that the entire household will be away for the duration of the NRFU operation, you may obtain a proxy interview from that person at that time. There is no point in making repeated callbacks when you know no one will be at home.

Topic 2: Handling Refusals and Reluctant Respondents

Overview

Most of the people you interview will be cooperative. However, there are people who object to participating in the census. The purpose of this topic is to provide you with information to help you handle refusals and reluctant respondents.

Be Positive and Professional

When people are not cooperative, it is important that you maintain a positive and professional attitude. The best way to handle people who do not want to cooperate is to be prepared for the questions they ask and the objections they raise. Remain calm, do not threaten or antagonize the respondent, try to find out the reason for the refusal, and do not take the refusal personally.

Common Reasons for Refusals and Reluctance to Answer

People who resist or refuse often have the same reasons for being reluctant to participate in the census. Frequent objections include:

- ‘I don’t have time to answer your questions.’
- ‘These questions are none of the government’s business.’
- ‘I’m concerned about identity theft.’
- ‘You’re wasting my time and taxpayer dollars.’

How to Handle Common Objections

There are several things you can do to answer common objections and persuade a reluctant respondent to cooperate.

- Anticipate and know the answers to common questions.
- Be prepared with the proper credentials and materials to explain your reason for asking census questions.
- Know the laws that govern the census, and the laws that protect the respondent’s privacy and the confidentiality of their data. Show the respondent the section of the D-1F, *Information Sheet*, that provides information about their rights and the confidentiality laws that protect their privacy.
- Be able to explain the benefits the census provides for the nation, state and local government, businesses, and individuals.
- Although every census question is important, let the respondent know a question he or she finds objectionable can be skipped. It is better to get as much information as possible rather than nothing at all. You will usually find that, once you start the interview, the respondent will answer all the questions.

‘I do not have time.’

You should tell the respondent that the census questionnaire only takes a few minutes to complete and that everyone’s participation is vital because it provides the needed information to our government for apportioning seats in the U.S. House of Representatives and allocating funds for each state.

‘These questions are none of your business.’

You should tell the respondent that each question has an important purpose. Many questions are required by different laws to help Congress make informed decisions. Suggest that you get started, and if you ask a question that the respondent does not want to answer, you can perhaps skip that question if you cannot explain it to the respondent’s satisfaction.

‘What about identity theft?’

You should hand the D-1(F), *Information Sheet*, to the respondent. It contains information about confidentiality and the laws that pertain to the census. Explain that all answers are protected by confidentiality laws. No other government agency can see census data, and all census data are kept confidential for 72 years.

‘You are wasting time and money!’

You should tell the respondent that the first census of the United States was taken in 1790 to determine each state’s representation in the U. S. House of Representatives. The U. S. Constitution mandates that a census of our country be taken every ten years for this reason. The 2010 Census is the nation’s 23rd census. In addition to its original purpose, the census provides statistics to governments, businesses, and local organizations for planning purposes. For example, census data are used to plan and fund childcare centers, road construction, libraries, hospitals, and nursing homes.

It Is the Law

Never be ‘heavy-handed’ in telling a person he or she has to participate; however, you may say, as a last resort, that the 2010 Census is mandated by the U.S. Constitution and participation is required by law.

Absolute Refusals

Despite your best efforts, a respondent may not agree to participate in the census. If this happens to you, thank the respondent for his or her time, and leave. As soon as you leave, be sure to record any helpful information about the refusal in the ‘Notes’ section of the EQ while it is still fresh in your mind.

Since an EQ has to be completed for each NRFU address, you **may** try to find a person who has knowledge about the housing unit on Census Day to be a proxy respondent for the housing unit at which the occupant refused. However, it may be difficult, awkward, and perhaps dangerous for you to try to find a proxy respondent in a situation where the household absolutely refused. You would probably ask a neighbor who lives nearby and could perhaps be friends with the occupants of the refusing household.

If you feel uncomfortable in asking a potential proxy about the housing unit, or if you feel threatened in any way, **do not** try to find a proxy respondent.

You **must** tell your Crew Leader about all refusal cases. Your CL may reassign the case to another enumerator, so the notes you provide are extremely important to someone who tries to get an interview from a household that refused to give you an interview.

Follow Up on a Refusal

Your CL may ask **you** to follow up on a refusal case. If so, you, like the original enumerator, may be unable to obtain the respondent's cooperation. If so, proceed as follows:

- Obtain as much information as possible about the household from a nonhousehold member who has knowledge about the housing unit on Census day.
- Notify your CL at your next meeting that you could not persuade the respondent to participate.

Topic 3: Language Problems

When You Have a Language Problem

If the respondent speaks a language other than English, and you do not speak that language, try any one of the following techniques to either conduct an interview or determine the respondent's language:

- If you do not recognize the language, use the D-3309, *Language Identification Flashcard*, and motion for the respondent to point to the language he or she speaks.
- Try to determine if another household member can act as an interpreter and, if so, conduct the interview. The household interpreter can be less than 15 years of age as long as the respondent is an adult who is 15 years of age or older.
- If you are unable to find an interpreter in the household, the respondent may be able to find a neighbor who can interpret. Because the household's responses are confidential, you must get the household member's permission to use a non-household member as an interpreter. Be sure to record the language in which the interview was conducted in Item D of the 'Interview Summary' section of the EQ.
- If all the previous techniques fail, report the language problem to your crew leader and enter the appropriate information in the 'Notes' section of the EQ, being sure to include the information about the language spoken by the household, if you were able to determine it.

Interview in Spanish

If the household member speaks Spanish, and you are bilingual in Spanish and English, then read the questions as they appear on the D-1(E)(Job Aid)(S), *Enumerator Job Aid*. Mark the respondent's answers on the labeled D-(1E) *Enumerator Questionnaire* which is printed in **English**. In Item D of the 'Interview Summary' section of the D-1(E), *Enumerator Questionnaire* mark the 'Spanish' box to indicate that you conducted the interview in Spanish.

Sign Language

If you determine that the respondent communicates in sign language, there are several options for completing the interview, based on the respondent's preference.

- The respondent can read the questionnaire and communicate the answers to the enumerator in writing. The enumerator can then enter the information on the EQ.

- Another person can help the respondent complete the EQ.
- The respondent can request that an interpreter who is proficient in Sign Language be provided to help conduct the interview. If this happens, tell your CL immediately so the proper assistance can be obtained.

**How to Complete
Item D on the
Enumerator
Questionnaire**

Mark the appropriate box, 'English,' 'Spanish,' or 'Other.' If the interview is conducted in a language other than English or Spanish, place an 'X' in the box for 'Other,' and use the D-3309, *Language Identification Flashcard*, to identify the two-digit code for the language. Enter the two-digit code for that language in the space provided.

If the language is not listed on the D-3309, *Language Identification Flashcard*, place an 'X' in the box for 'Other.' Make no other entries. Print the language in the 'Notes' section of the EQ.

Sample

Topic 4: Respondent Mailed the Questionnaire

Overview

Respondents may tell you that they mailed back the questionnaire to the Census Bureau. However, it is possible the questionnaire was lost in the mail, or was not received by the Census Bureau before NRFU began. Please follow the procedures below if a respondent states the questionnaire was returned by mail.

Single Family House

If the respondent says he or she already returned the questionnaire, and the housing unit is a **single family house**:

Apologize for any inconvenience and ask if he or she will provide the information to you again now since the follow-up operation began before their questionnaire could be registered as having been received, and we must have a questionnaire for each address.

Multi-Unit or Mobile Home Park Address

If the responder says he or she already returned the questionnaire, and the housing unit is a multi-unit or mobile home park address, refer to Topic 9 in this manual that describes how to handle apartment mix-ups or misdeliveries.

Sample

Topic 5: Respondent Hands You a Completed Questionnaire

Overview

If the household received and completed the paper questionnaire and wants to give it to you, follow the steps described in Table 6-1 below:

Table 6-1: The Respondent Hands You a Completed EQ

	<p>Thank the respondent, and then proceed according to Step 2, 3, 4, or 5.</p> <p>Note: Do not end the interview while obtaining person information, such as household members' name, age, and race. If you have gotten this far into the interview, try to complete the interview now.</p>
	<p>If the questionnaire is in the return envelope addressed to the Census Bureau, accept the questionnaire as complete.</p>
	<p>If the questionnaire is still in the original envelope addressed to the household, and the original envelope is unopened, explain to the respondent that you must complete a questionnaire for each address and it will only take a few minutes. Tell the respondent that if he or she gives you the information, you do not need the original questionnaire and it can be destroyed.</p>
	<p>If the questionnaire is not in an envelope, review the questionnaire for any entries. If the household has made one or more entries, accept the questionnaire as complete.</p> <p>Note: If the questionnaire envelope is missing, the LCO has extra envelopes for mailing the forms.</p>
	<p>If the questionnaire is not in an envelope, review the questionnaire for any entries. If the questionnaire is blank, explain to the respondent that you have to complete a questionnaire for each address and it will only take a few minutes. Tell the respondent that if he or she gives you the information, you do not need the original questionnaire and it can be destroyed.</p>
	<p>Even if you accept the paper questionnaire, explain to the respondent that you must complete an interview for the household on your (the NRFU) questionnaire. If the respondent says 'no,' mark Item A of the 'Interview Summary' section of the EQ as 'Occupied' and place an 'X' in Item H, <i>REF</i>, for 'refusal.' If you are able to obtain the population of the household, enter the number in Item C in the 'Interview Summary' section of the EQ. If you cannot obtain the population of the household, enter '99' in Item C.</p>
	<p>If you accept the paper questionnaire from the respondent, complete a D-225, <i>INFO-COMM</i>, and attach it to the paper questionnaire. Give both the NRFU EQ and the respondent's paper questionnaire to your CL or CLA at your next daily meeting.</p>
	<p>Thank the respondent again and leave.</p>

Topic 6: Adding Housing Units

Overview

Although your job as a NRFU enumerator does not include looking for housing units that are missing from the D-103.1, *Address List*, it is possible to discover an additional housing unit while interviewing at a NRFU address. This topic helps you determine if an additional housing unit exists and, if so, how to enumerate it.

When You Think You Found an Additional Unit

Often, the additional housing unit shares the same basic street address (for example, '115 Main Street') as the NRFU housing unit, but the address is slightly different (for example, '115 Main Street, Apt. A' or '115 Main Street, Basement Apartment'). First, review the Address List to ensure the separate unit is on the list. If it is not on the list, probe to determine if the unit should be added as an additional housing unit before you complete the EQ for the original NRFU address.

Verify That The Suspected Unit Is 'Separate'

Your first step is to verify that it qualifies as a separate housing unit. Separate means the occupant(s) or intended occupant(s) must:

- Live separately from other occupants of any other unit at the NRFU address, and
- Be able to enter their living quarters without going through someone else's house or apartment.

Ask the respondent: 'Do the occupants of the additional unit live separately from everyone else at this address?' See Table 6-2 on the page 6-12 for guidance.

Table 6-2: How to Determine a Housing Unit Is Separate

	THEN...
The occupants live separately from the occupants of any other unit, ask whether they have direct access to their living quarters.	If they have direct access, the place is a separate housing unit.
	If they do not have direct access, the space is not a separate unit. Do not add it as a housing unit. Combine the occupants with the NRFU household.
The occupants do not live separately	The place is not a separate housing unit. Do not add it. Include the occupants with the NRFU household.

Table 6-3 describes situations where you do not conduct interviews or complete questionnaires because these places *do not qualify as housing units*.

Table 6-3: Places that Are Not Housing Units

	<ul style="list-style-type: none"> • Vacant • Used only for business • Used only for extra sleeping space or vacations
	<ul style="list-style-type: none"> • Used only for business purposes • Used only for extra sleeping space • For sale or rent on dealer's lot • Not intended for occupancy where they stand

How to Enumerate a Separate Additional Housing Unit

If the occupants live separately from anyone else, and their living quarters has direct access, you must:

- First, complete the questionnaire for the original NRFU address.
- Take out a blank questionnaire from your supply.
- Interview at the additional housing unit using the blank questionnaire.

Note: Do not enter the address of the added HU in the space where you enter the geographic information described above. You should enter the address of the added HU in Question H3 on the EQ during the interview.

**Fill Out the D-103.A,
Add Page for Housing
Units**

Each AA binder contains some blank D-103.A, *Add Page For Housing Units*, directly following the *D-103.1, Address List*. Complete the D-103.A as follows:

- Look at the number for the last line used on the D-103.1, *Address List*, in the AA binder and print the next sequential number on the first line in Column (1). Continue the sequential series of numbers as you add addresses on each line.
- Print status code for the interview ('O,' 'V,' or 'D') in Column (2).
- Print date the interview was completed in Column (3).
- Leave Column (4) blank.
- Print block number in Column (5). The block number is obtained from the census block map where the added housing unit is located.
- Leave Column (6) blank.
- Print house number Column (7).
- Print the street name or the physical location/description (if no street name) in Column (8).
- Print the unit designation (if applicable) in Column (9).
- Print the five-digit zip code in Column (10).
- Print the mailing address (if different from the basic street address) in Column (11).
- Print the name of the occupant or the proxy respondent in Column (12).

See Appendix C for an illustration of the D-103.A, *Add Page for Housing Units*.

Topic 7: In-Movers

Overview

When you learn that the household members occupying the NRFU address moved in **after** Census Day, the housing unit is considered occupied by **‘in-movers.’** In-movers are residents who moved into their home **after** Census Day, meaning they did not live at the NRFU address on April 1, 2010. Your job is to find out the Census Day status of the NRFU address, which is now the address of the in-movers. You are to complete the labeled EQ for the NRFU address based on its Census Day status.

Complete the Labeled NRFU EQ

You must always complete the labeled questionnaire for the NRFU address, based on its Census Day status (occupied, vacant, or other).

How Do You Know the Occupants of the NRFU Housing Unit Are In-Movers?

When the NRFU address is an occupied housing unit, always begin by asking an adult household member Question S1, which is the question where you introduce yourself and verify that you have located the correct address. Then read Question S2. If the person with whom you are speaking answers ‘no’ to S2, you have just learned that you are speaking to an in-mover. If the answer to Question S2 is ‘no,’ you are instructed to skip to question S4.

The In-Movers May Be Able to Help You Complete the NRFU EQ

If the answer to Question S4 is ‘Vacant’ or ‘Not a housing unit,’ follow the rest of the skip instructions on the questionnaire and complete the interview with the current resident of the NRFU address.

If the answer to Question S4 is ‘Occupied by a different household,’ ask the following question:

Do you know the information about the Census Day occupants of this address? Census Day was April 1, 2010.

Refer to Table 6-4 on the next page for a summary of working with in-movers to complete the NRFU questionnaire.

Table 6-4: In-Mover Summary Table

	IF THE IN MOVERS DO NOT KNOW THE CENSUS DAY STATUS OF THE NRFU ADDRESS, THEN...
<ol style="list-style-type: none"> 1. Complete the labeled EQ for the NRFU address with the current residents answering questions for the Census Day status of the housing unit. 2. Then, ask the current residents if they completed a questionnaire for where they lived on April 1, 2010. 3. If they tell you they did complete a census questionnaire for their previous address, thank them and leave. 4. If they tell you they did not complete a census questionnaire or, are not sure, ask them to allow you to complete a questionnaire to be sure they are included in the census. Follow the instructions in the subtopic on the next page labeled 'If You Complete a Blank Questionnaire for an In-Mover Household.' 	<ol style="list-style-type: none"> 1. Ask the current residents if they can direct you to anyone who might know the Census Day status of the NRFU address. 2. If so, thank them and make a note of this information in the 'Notes' section of the EQ so you can find that person when you leave the NRFU address 3. Then, ask the current residents if they completed a questionnaire for where they lived on April 1, 2010. 4. If they tell you they did complete a census questionnaire for their previous address, thank them and leave. 5. If they tell you they did not complete a census questionnaire or are not sure, ask them to allow you to complete a questionnaire for them to be sure they are included in the census. Follow the instructions in the subtopic on the next page labeled 'If You Complete a Blank Questionnaire for an In-Mover Household.' 6. When you complete their interview, thank them and leave. 7. After you leave, as instructed in either '4' or '6' above, immediately find a knowledgeable proxy respondent and complete the labeled EQ for the NRFU address based on its Census Day status.

Sample

Completing the Labeled EQ for the NRFU Address

Generally, you complete the labeled EQ for a NRFU address currently occupied by in-movers with a proxy respondent. Proxy respondents are persons who did not live in the NRFU address on Census Day, but have knowledge of the Census Day status of the NRFU address, and include in-movers, neighbors, apartment managers, and so forth. When you obtain the interview from a proxy, always fill in Question R1 with the respondent's address, even if the respondent is an in-mover and the address is the same as the NRFU address.

If You Complete a Blank Questionnaire for an In-Mover Household

If the in-movers did not complete a census form for their Census Day residence, or if they are unsure, ask them to complete a questionnaire with you now. Using a **blank EQ**, follow the guidelines below:

- Remember you are conducting an interview for a housing unit that is **not** located at **this** NRFU address.
- Leave the 'Label' section on the first page of the EQ blank.
- Print the complete address, including any apartment designation, for their Census Day residence in Question H3 on the blank EQ.
- In addition, ask them if they know the name of the **county** where they lived on Census Day and, if they provide it to you, print it in the 'Notes' section of the EQ.
- Mark an 'X' in Item F, 'MOV,' in addition to completing Items A through D (as appropriate) in the 'Interview Summary' section of the EQ.
- **Do not** list their previous housing unit on the D-103.A, *Add Page for Housing Units*, since it is not considered to be an 'added' unit. See Topic 6 of this chapter for information on adding housing units.

Topic 8: Whole Household Usual Home Elsewhere (WHUHE)

Overview	When you learn that everyone in the household at the NRFU address has a usual home elsewhere, you are at a housing unit the Census Bureau calls ‘Whole Household Usual Home Elsewhere (WHUHE).’
Complete the Labeled NRFU EQ	You must always complete the labeled questionnaire for the NRFU address, based on its Census Day status.
How Do You Know the NRFU Housing Unit Is Occupied by a WHUHE?	When the NRFU address is an occupied housing unit, always begin by asking an adult household member Question S1, which is the question where you introduce yourself and verify that you have located the correct address. Then read Question S2. If the person with whom you are speaking answers ‘yes’ to S2, continue by asking S3. If the answer to Question S3 is ‘Vacation or seasonal home or held for occasional use,’ you have just learned that you are at a housing unit in which all the household members have a usual home elsewhere (UHE). The Census Bureau refers to this housing unit situation as a ‘Whole Household Usual Home Elsewhere.’
How to Complete the Labeled EQ for the WHUHE	Once you have determined in Question S3 that the NRFU address is a vacation or seasonal home, follow the skip instruction that tells you to ‘Skip to the “Respondent Information” on back page’ to continue to complete the labeled questionnaire.
Questions R1 – R3	Be sure to get all the information for the respondent in Questions R1 through R3. This includes the address where the respondent usually lives.
Interview Summary, Item A	When the answer to Question S3 is ‘Vacation or seasonal home or held for occasional use,’ always mark ‘Vacant – usual home elsewhere’ in Item A of the ‘Interview Summary’ section.

**Interview Summary,
Item B**

Even though the status is ‘Vacant - UHE,’ never assume you know the answer to Item B of the ‘Interview Summary’ section. **Always ask the question**, ‘Which category best describes this vacant unit as of April 1, 2010?’ and **read each category to the respondent**. Accept the answer the respondent provides to you. Never suggest a category in Item B to the respondent.

**Interview Summary,
Item C**

Always enter ‘00’ for vacant units, whether the status is ‘Vacant – regular’ or ‘Vacant – usual home elsewhere.’

**Interview Summary,
Item D**

Mark an ‘X’ in the box for the language in which the interview was conducted.

**After You Complete
the NRFU EQ for the
WHUHE**

Because we do not want to miss counting anyone in the census, when you complete the interview on the labeled EQ, ask the respondent if his or her household completed a census form based on the Census Day status of their UHE. If the answer is ‘yes,’ thank the respondent and leave. If the respondent did not complete a form for his or her Census Day residence, or is unsure, ask the respondent to complete a questionnaire with you now.

**If You Complete a
Blank Questionnaire
for a WHUHE**

Using a **blank** EQ, follow the guidelines below:

- Remember you are conducting an interview for a housing unit that is **not** located at **this** NRFU address.
- Leave the ‘Label’ section on the first page of the EQ blank.
- Print the complete address, including any apartment designation, for their Census Day residence in Question H3 on the blank EQ.
- In addition, ask them if they know the name of the **county** where they lived on Census Day and, if they provide it to you, print it in the ‘Notes’ section of the EQ.
- Mark an ‘X’ in Item E, ‘UHE,’ in addition to completing Items A through D in the ‘Interview Summary’ section of the EQ.
- **Do not** list their previous housing unit on the D-103.A, *Add Page for Housing Units*, since it is not considered to be an ‘added’ unit. See Topic 6 for information on adding housing units.

Topic 9: Questionnaire Misdelivery/Apartment Mix-ups

Overview

Questionnaire misdelivery is a situation in which one or more households in an apartment building or mobile home park receives and returns a questionnaire intended for another housing unit within the same building or mobile home park.

Housing Units in Multi-Unit Structures or Mobile Home Parks

Sometimes questionnaires are delivered to the wrong address, and a household occupant may complete the questionnaire not realizing that the form he or she completed does not represent his or her housing unit designation. Misdeliveries and mix-ups happen most often in large multi-unit apartment buildings and multi-unit mobile home parks. As an aid to enumeration, the names of respondents who filled in and mailed back census questionnaires for addresses in these types of buildings are Column 10, Occupant Name, on the D-103.1, *Address List*.

The Respondent Says the Questionnaire Was Mailed Back

If the respondent says the census questionnaire for the household was mailed back, ask the respondent for the name of the person who filled in the form. You will look for the name on the D-103.1, *Address List*, in your Assignment Area (AA) binder.

The Address List contains all the addresses in the AA, including those that returned the questionnaire by mail. Look for the basic street address and then look down the list of names beside each unit designation. If you see the respondent's name by another unit, thank the respondent and indicate that you or another enumerator may call back. Then, go to the unit where the respondent's name appears. Interview at that unit as if it is the address on your list.

Example of a Simple Apartment Mix-Up

For example, assume the respondent in Apartment A at 312 Carey Lane told you his name was Henry Burns and that he returned the questionnaire by mail. After checking your address list, you see his name on the line beside Apartment D. After thanking him, you go to Apartment D and begin the interview by substituting Apartment D for the original Apartment A. You will complete the labeled questionnaire for Apartment A based on the census day status of Apartment D. Do not make any corrections to the label.

If Apartment D was occupied, you will mark through Mr. Burns' name on the Address List for Apartment D and print the occupant's name there. Then you will print 'Henry Burns' beside the line for Apartment A.

Document the Misdelivery/Mix-Up in the Notes Section of the EQ

In some large apartment buildings or mobile home parks, it may be necessary to continue the process more than once to get an interview for a unit where you cannot find the respondent's name.

Be sure to document that an apartment mix-up occurred in the 'Notes' section of the EQ in case another enumerator makes a followup visit to the unit.

Difficult Misdelivery/Mix-Up Situations

In some misdelivery or mix-up situations, you may need the help of your Crew Leader. If this happens, document the situation on a D-225, *INFO-COMM*, and discuss the problem with your CL at your next meeting. Refer to page 7-5 in this manual for information about the D-225, *INFO-COMM*.

Your CL has procedures that can unravel difficult misdelivery situations. Your CL can obtain an up-to-date report from the LCO for your area. This report lists all the questionnaires received by the Census Bureau from respondents in multi-unit buildings or mobile home parks who tell you they mailed back their questionnaires.

Topic 10: Conducting the Interview by Telephone

Overview

When you visit a NRFU address that appears to be occupied, you leave a D-26, *Notice of Visit*, if you are unable to find anyone at home. The Notice of Visit form provides the occupant with a way to contact you by telephone. In addition, you may find out the telephone number of an occupant who is not home at the time of your visit from someone who knows the occupant. As a result, you may conduct interviews by telephone, if the respondent agrees.

The Use of Cellular and Cordless Telephones

Generally, if the respondent indicates that you may conduct the interview using a cell phone, you may go ahead and conduct the interview by using your cell phone. In addition, you may use a cordless telephone to conduct an interview.

Job Aid for Telephone Interviews

Because the way you introduce yourself and begin the interview will be different in a phone call rather than a personal visit, you may have to modify the wording in some of the introductory questions on the D-26. Also, because you cannot provide the D-1(F) *Information Sheet*, to a respondent with whom you are conducting a telephone interview, you must read the confidentiality notice and each list (A, B, C, and D) to the respondent. A script entitled 'Job Aid for Completing the Questionnaire in a Telephone Interview' begins on page 6-23. It will assist you when you conduct an interview by telephone.

Job Aid for Completing the Questionnaire in a Telephone Interview

In most instances, you complete the D-1(E), *Enumerator Questionnaire*, (EQ) while making a personal visit to the NRFU address or to a proxy. However, there may be times when the respondent contacts you after you left a D-26, *Notice of Visit*, and is willing to complete the EQ by telephone, or you may call the respondent if you have been able to obtain a telephone number after your first personal visit. This job aid provides instructions for modifying the questions on the EQ to ensure that you ask the right questions and provide the respondent with information about confidentiality, as required by law.

Since you are not in the presence of the respondent where you give the respondent a copy of the D-1(F), *Information Sheet*, you must read the information about confidentiality and you must read the information from Lists A, B, C and D at the appropriate time during the interview.

Modify the language on your labeled EQ for Questions **S1**, **S2** and **S3** with the following text scripted for a telephone interview:

- S1. Hello. I'm (Name) from the US Census Bureau. I'm trying to reach someone who lives at (address). Is this (address)?**

Yes - Continue with question S2 below. (Also, place an 'x' in the 'Yes' box on the labeled EQ.)

No - Thank the respondent and END INTERVIEW. You must make a personal visit to the address. Use the census block map to confirm you are at the right location.

- S2. I need to complete a census questionnaire for this address. It should take about 10 minutes, if you agree to completing it by telephone. Or, I can schedule a personal visit if you prefer. (If respondent wants a personal visit, make the arrangements to visit and thank the respondent. If the respondent agrees to the telephone interview, continue with the following text.)**

Before I begin, I need to let you know your answers are confidential and protected by law under Titles 13 and 44 of the United States Code. Your answers will only be used for statistical purposes, and for no other purpose, and are only seen by people sworn to uphold confidentiality and with a need to know. As allowed by law, your census data become public after 72 years. The same laws that provide your privacy require that you provide the information.

Did you or anyone in your household live or stay at (address) on April 1, 2010?

Yes - Continue with question S3 below. (Also, place an 'x' in the box on the labeled EQ).

No - Skip to question S4 on the EQ. (Place an 'x' in the box on the labeled EQ and continue with the questions on the labeled EQ)

S3 Does someone usually live at your housing unit, or is it a vacation or seasonal home?

Usually lives here - *Skip to question S5 on the labeled EQ.*

Vacation or seasonal home or held for occasional use - *Skip to "Respondent Information" on the back page (and continue with the 'Respondent Information' section on the back of the EQ).*

*Continue the interview using the labeled EQ by asking the questions as worded with the exception of telling the respondent to look at the lists on the D-1(F), Information Sheet. Instead, **you must read all of the possible answers on the lists** at the appropriate place in the interview.*

Sample

Topic 11: Gated Communities, Locked Buildings or Other Access Problems

Overview

You may have trouble getting to your NRFU addresses for a variety of reasons. You may not be able to control some situations, such as weather conditions, floods, or a bridge that is impassable. However, sometimes you have difficulty because someone or something denies access to you. The purpose of this topic is to help you gain access to places where you can overcome the denial, such as gated communities or locked buildings.

Steps to Follow When Access is Restricted

Locate a manager or other knowledgeable person who can provide access to the building. Provide that person with the following information:

- Census data are used for statistical purposes only.
- Respondent rights are protected by federal law.
- Give the person a copy of Form D-1(F), *Information Sheet*, which contains the Confidentiality Notice, and explain our commitment to protecting each individual's confidentiality.
- Census Bureau employees swear an oath for life to keep all information collected confidential, and face strong penalties if they violate their oath (\$250,000 and/or up to five years in prison).
- The Census is important! It determines each state's representation in the U.S. House of Representatives and helps the Federal government determine how to allocate Federal funds.
- The decennial count of people and housing is mandated by the U.S. Constitution.
- As a last resort, tell them access to the housing units in their building or community is mandatory.

If You Are Refused Access

If you are refused access, document the situation on a D-225, *INFO-COMM*, and discuss the problem with your Crew Leader at your next meeting. Your CL may provide you with a letter of explaining that access to the community is mandatory and have you followup with your contact, or your CL may contact the building or ask the LCO managers for assistance.

Sample

Chapter 7: Working with Your Crew Leader

Topic 1: Your Crew Leader's Responsibilities

The Crew Leader is Your Supervisor

The Crew Leader (CL) is your direct supervisor and is responsible for all work performed in his or her Crew Leader District (CLD). The Crew Leader supervises a 'crew' that consists of enumerators and, in most CLDs, two Crew Leader Assistants (CLAs). The CL may designate the CLA to perform some CL duties, so at times you may meet with a CLA, rather than with your CL.

The Crew Leader is Your Trainer

The CL trains you to do your job, and is responsible for your overall performance. Starting with your first day on the job in your initial training class, to observing you in the field as you begin interviewing, to helping you complete your work, your CL has the responsibility of ensuring that you are well trained and understand your job.

The Crew Leader is Your Observer

Your CL observes you to ensure that you understand what you learned in class and that you are performing your duties properly. For each interview you complete during the observation, your CL provides immediate feedback after you leave the respondent. If your CL feels that you need additional training in order to perform your work correctly, he or she may conduct a second observation with you.

During the initial observation, your CL ensures that you understand how to:

- Plan your day's work, including having all necessary materials and an efficient route of travel.
- Work in the correct block and at the correct address.
- Show ID and hand the respondent D-1(F), *Information Sheet*.
- Determine the status of the household on Census Day, April 1, 2010.

- Read the D-1(E), *Enumerator Questionnaire*, or EQ, as worded.
- Complete the interview and all appropriate sections on the EQ.
- Use the D-1(E)SUPP, *Enumerator Continuation Questionnaire*, if there are more than five people in the household.

**On-the-Job Training
(OJT)**

Your CL trains you continuously while you are employed as a Nonresponse Followup (NRFU) enumerator. If you do not understand a concept, have any problems in the field, make errors on your work, or ask for help, your CL may conduct on-the-job (OJT) training with you. OJT can include an additional observation, or it may simply be a review of a training concept.

**Your Crew Leader
Monitors Your
Performance**

The way your CL monitors your performance is by meeting with you daily (see Topic 2 of this chapter). However, your CL's primary responsibility is to ensure that your work is accurate, meets the quality standards of the Census Bureau, and is being done on time.

Quality Assurance

The Census Bureau is committed to producing accurate data by insisting that all employees follow the procedures and rules developed for the Nonresponse Followup operation. Your CL and employees in the Local Census Office will review your work. A sample of all work completed by NRFU enumerators is selected for random reinterview. A separate staff will recontact NRFU respondents to verify the accuracy of work. In addition, your CL can select supplemental cases for reinterview if he or she believes an enumerator is turning in work that needs to have a more thorough examination than a CL and LCO edit. Reinterview helps determine if an enumerator does not understand a procedure or concept; however, the most important reason is suspicion of falsification. Never cut corners in order to complete assignments.

The Census Bureau has zero tolerance for falsification.

Topic 2: Daily Meetings with Your Crew Leader

Overview

This topic helps you prepare for daily meetings with your Crew Leader. Keep in mind that the CL may designate the CLA to meet with you, so you may not meet with the same person each time.

Daily Meetings

You meet with your CL every day you work, at an agreed-upon time and place. The purpose of daily meetings is for you to turn in your work and your previous day's payroll form and to discuss problems you are encountering that might be affecting your work performance. Your CL schedules the time and place for the meetings.

What to Take to the Meeting

Take the following materials with you to your daily meeting:

- Completed D-1(E), *Enumerator Questionnaires*, and, any D-1(E)SUPP, *Enumerator Continuation Questionnaires*.
- Completed D-308, *Daily Pay and Work Record*, for the previous day.
- AA binders.
- Any completed questionnaires given to you by respondents.
- Any Form D-225, *INFO-COMMs* you have completed.
- A list of any questions you may have concerning your work, your payroll, or any other issues that pertain to your assignment.

What to Expect

During your daily meetings, your CL:

- Reviews and collects completed questionnaires and any continuation forms.
- Reviews and collects your completed payroll form for the previous day worked (See Chapter 2 for the D-308).
- Reviews AA Binders and collects completed ones.
- Assigns new work.

- Reviews and collects any completed INFO-COMMs.
- Reviews and collects any questionnaires from respondents that they failed to mail back to the Census Bureau.
- Discusses with you your work progress and your work plans, including how you plan your route of travel, callbacks, and so forth.
- Answers any questions you have concerning your work, including: procedures, respondents, safety, and payroll.

D-225, INFO-COMM

Although most notes you write are about your cases and should be written on the enumerator questionnaire, you may use the D-225, *INFO-COMM*, to document situations that need special attention, such as unsafe areas, threatening respondents, and locked buildings or gated communities, and so forth. You should discuss these situations with your CL. Figure 7-1 on page 7-5 is an example of an INFO-COMM completed by an enumerator.

**Your Work
Performance**

Your CL receives reports on your work performance from the LCO. Daily meetings allow the opportunity for your CL to review and discuss your work performance, based on these reports. Work performance includes your productivity, which means that the hours and miles you claim on your payroll is compared to the amount of work you have completed, and should fall within the guidelines established for your CLD.

Figure 7-1: D-225, INFO-COMM

<p>FORM D-225 (6-16-2008)</p> <p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p>INFO - COMM Information Communication 2010 Census</p>	a. TO (Receiver): John Smith		b. FROM (Sender): Jane Doe	
	c. LCO code 0000		d. RCC ANYTOWN	e. Operation NRFU
	f. Position title ENUMERATOR		g. CLD No./Other 0101	h. Date 5/14/2010
	IF REFERENCE TO SPECIFIC UNIT, SHOW WHERE APPLICABLE			
i. AA 00-0000	j. Block	k. Map spot	l. Case ID number/Line number	
m. Address or description (include city name and ZIP Code)				
See back of copy 3 for instructions.				
<p>Section I STATEMENT (Answer required): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Mark (X) appropriate box(es) and provide explanation.</p> <p> <input type="checkbox"/> Unable to contact <input type="checkbox"/> Refusal <input type="checkbox"/> Unsafe to enumerate <input type="checkbox"/> Other – Explain below <i>x</i> <input checked="" type="checkbox"/> Inaccessible <input type="checkbox"/> Other Living Quarters <input type="checkbox"/> Procedural question <input type="checkbox"/> Picked up paper questionnaire <input type="checkbox"/> Geography/Map problem <input type="checkbox"/> Payroll question </p> <p>Explanation:</p> <p>A barge struck part of the [unclear] Bridge shutting it down to traffic until a safety inspection can be done. The entire AA is inaccessible at this time.</p>				
<p>Section II ANSWER AND DISTRIBUTION</p> <p>Answered or acknowledged by _____ Date _____</p>				

Copy distribution: Copies 1 and 2 – Receiver Copy 3 – Sender

Sample

Chapter 8: Census Related Issues

Topic 1: Equal Employment Opportunity (EEO)

Census Bureau Commitment to EEO

The Bureau of the Census has a long-standing commitment to the principles of Equal Employment Opportunity (EEO). The Census Bureau believes in fair and equal treatment of all employees and job applicants.

What is EEO?

EEO is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, disability, age, marital status or political affiliation. The EEO complaint process is an administrative process designed to safeguard these rights. All applicants and employees have a right to freedom from retaliation for filing a EEO complaint, participating in the EEO complaint process, or opposing unlawful discrimination.

Sample

Topic 2: Safety

Introduction

This topic gives an overview of safety practices you should follow. It also tells you what to do in case of an accident or other incident.

Refer to Chapter 5 in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*, for additional information about personal safety while working for the Census Bureau.

Personal Security

Your personal safety is of the utmost importance to the Census Bureau. We value each employee and appreciate the work you do. You are the reason we can complete our important census work. To maximize your personal safety:

- Be aware of your surroundings at all times.
- Do not carry valuables or large sums of money with you.
- Carry your handbag, if you must bring it with you, across your shoulder with the clasp next to your body.
- Carry your wallet in an inside or front pocket.
- Stay on well-lit streets at night. Avoid walking past dark shadows near buildings or too close to doorways and other potential hiding places. If needed, use a flashlight. Wear comfortable shoes, in case you need to run.
- Avoid walking on uneven, broken or poorly constructed surfaces or stairs.
- In freezing weather, watch out for 'black ice.'
- Do not try to make entries on your forms or maps while you are walking.
- Stay alert for objects that pose tripping hazards.
- Grasp the handrails on stairways.
- When entering a building, pause and let your eyes adjust to the indoor lighting before going in any further.
- Always report anything suspicious to your supervisor.

Driving Safety and Seat Belt Use

You should always be prepared for work. Advance planning should prevent you from confusion and distraction while you are driving, and as a result, should allow you to pay 100% attention to your driving and road safety. The following list provides suggestions to help you stay safe while you are driving.

- Never attempt to review census materials while you are driving.
- If you need to check any census materials, including maps, on the way, pull off the road to a safe location such as a well-lit parking lot and turn on your hazard lights.
- Do not talk on a cell phone while driving. Pull off the road to a safe location such as a well-lit parking lot before using a cell phone.
- Follow all local motor vehicle laws while driving, including following posted speed limits, turning on your vehicle's lights in bad weather, using turn signals, and so forth.
- **Always wear your seat belt.** Executive Order 13043 requires all federal employees traveling on official business in a vehicle with seat belts to have their seat belts properly fastened whenever the vehicle is in motion.
- Drive defensively, always being alert to the movements of other drivers.
- When stopping, leave space between you and the vehicle ahead of you. If another vehicle 'rear-ends' your vehicle, this could prevent you from hitting the vehicle in front of you.
- Do not try to drive on impassable roads.
- Do not try to drive in bad weather.
- Never pick up hitchhikers.
- Keep your doors locked at all times.
- Do not travel roads posted with 'No Trespassing' signs. Instead, attempt to find a knowledgeable person who can provide access or information about housing units.

- Watch out for deer, moose, or other animals in rural areas.

Being Cautious with Animals

Beware of dogs and other animals. Adhere to posted warning signs about animals. Never assume an animal will not bite, even if the owner is present. If confronted by a dog, do not run; instead, face the dog without making direct eye contact and back away slowly.

If you are bitten by an animal:

- Seek medical attention immediately for treatment and advice on receiving a rabies shot.
- Report the bite to the local health department or police department.
- Report the incident to your supervisor.

Follow the instructions under the section 'Bodily-Injury Accidents.'

Assaults and/or Threatening Situations

Always keep your safety in mind and be aware of your surroundings.

- Do not enter buildings that are condemned, being torn down, or otherwise unsafe.
- Do not enter locked buildings or gates without permission.
- If you are threatened while working, leave the area immediately. Discuss the matter with your Crew Leader before making further attempts to contact a respondent.
- An assault or serious threat of any kind on census employees is a rare occurrence. However, if you are the victim of an assault, leave the area immediately and get medical attention, if needed. Then, call the police and notify your Crew Leader (CL).

What to do in Case of an Accident and/or Injury

Get emergency treatment at the nearest doctor's office or hospital, if necessary. All census employees are covered under the Federal Employees' Compensation Act (FECA) in case they have an accident and/or are injured on official business.

Contact the Administrative Coordinator at the Regional Census Center (RCC) using the toll free number '1-877-233-4776' as soon as possible after the incident. Then, notify your CL.

The RCC will send you the appropriate forms to complete.

Insurance Coverage

If you use your vehicle for official census duty, you must have insurance that covers any injuries and damages you receive and/or cause in an accident.

You are reimbursed for automobile expenses by the mile while on official business. The mileage rate is considered high enough to cover insurance and operating expenses.

Remember that as a Census Bureau employee, you are covered by FECA. If you are injured while performing your official census duties, you are entitled to immediate first-aid care and full medical care, including hospitalization.

Bodily-Injury Accidents

If you sustain any major or minor injuries while on official census duty:

- Get emergency treatment from a nearby medical facility.
- As soon as possible, report the injury to your supervisor.
- Fill out a Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- Assist the supervisor in completing a Form CD-137, *Report of Injury, Illness, Accident or Fatality*.

Accident or Injury Forms

If you have any questions about the forms you need to fill out, refer to Chapter 5 of the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*. It details which forms are necessary depending on the type of accident and/or injury. Copies of the forms are in the appendix of the handbook. Keep this handbook with you at all times.

Vehicular Non-Injury Accidents

If you have a non-injury automobile accident while working, do the following:

- Exchange information with the other involved party.
- Wait for a law officer to arrive before discussing the accident.
- Look for witnesses to the accident. If applicable, have witnesses fill out an SF-94, *Statement of Witness*.
- Fill out an SF-91, *Motor Vehicle Accident Report*.
- Notify your supervisor of your accident as soon as possible.

Sample

Topic 3: Confidentiality and Data Stewardship

Census Confidentiality

One of your most important duties as a NRFU enumerator is to protect Personally Identifiable Information (PII) and Title 13 data from disclosure to unauthorized persons.

You must not reveal census information to anyone who is not a sworn Census Bureau employee who has a need to know.

Title 13

Title 13 of the United States Code is the law that guarantees the confidentiality of census information for 72 years. It also establishes penalties for employees if they disclose confidential census information. The Census Bureau cannot share responses, addresses, or personal information with any individual or establishment, including government and law enforcement agencies.

Examples of NRFU materials that contain Title 13 information are the

- D-103, *Address List*
- D-103.A, *Add Page for Housing Units* (when you add a housing unit)
- Census block maps that contain map spots
Labeled D-1(E), *Enumerator Questionnaire*

Title 13 says that information the Census Bureau gathers can be used for statistical purposes only. It cannot be used against an individual by any government agency. The Census Bureau cannot publish or disclose a person's name or address to the public if it can be associated with specific data.

As a Census Bureau employee, you are responsible for protecting the data we collect. In order to have access to the Title 13 protected data, you signed a Sworn Affidavit of Nondisclosure when you were hired. This obligates you to keep all Title 13 data confidential. This responsibility does not end when your census employment ends. It is for the rest of your life.

An employee who discloses confidential information can be fined as much as \$250,000 or imprisoned for up to five years, or both.

Confidentiality is not just a Census Bureau standard of behavior - it is guaranteed by law.

PII Data

PII data include any information that could be used to specifically identify an individual. In the context of the decennial census, PII includes a person's name, age, address, and telephone number. In a broader sense, it includes information about a person's personal finances, medical history, and so forth.

Some examples of PII data include:

- Completed census questionnaires.
- Names on address lists.
- Census rosters that contain names and addresses of employees.

The Census Bureau views the protection of PII as a top priority, and, for this reason, maintains a high level of public trust.

In addition to protecting information about census respondents, the Census Bureau is also obliged to protect information about its employees.

Reporting Loss of Title 13 or PII

When you are calling to report a loss or suspected incident, be prepared to provide the following information:

- Name, address, and telephone number of the person who experienced the loss.
- Location where the loss occurred. You can use the Census Bureau Region or the geographic location.
- Time of the incident.
- Summary of the incident.
- The PII or Title 13 material that has been lost or suspected to be lost, stolen, or disclosed.
- The number of persons or addresses affected by the loss, if known.

Decennial Computer Incident Response Team (Decennial CIRT)

If paper documents containing Title 13 or PII information are lost, missing, or stolen, contact the Decennial Computer Incident Response Team, or Decennial CIRT for short, at **1-877-744-1522** within one hour of the occurrence. The Decennial CIRT is staffed 24 hours a day, seven days a week. Contact your supervisor immediately after calling Decennial CIRT. Remember, the reporting procedure **and** all the phone numbers you need are on the D-449, *Emergency Contact Information Card*, which is behind your ID badge.

If the incident requires someone to have medical attention, call '911' before making any other phone call.

Data Stewardship

The Census Bureau workforce is bound by an ironclad commitment that is backed by federal law. We may not release Title 13 or PII data.

Data stewardship means providing quality data for public good while protecting individual privacy and confidentiality. This is the Census Bureau's core responsibility.

Practicing data stewardship enables the Census Bureau to collect high quality data while complying with the Title 13, the Privacy Act, and other laws and requirements that apply to the census.

Keeping the public trust is critical to our ability to carry out our mission as the leading source of quality data about the nation's people and economy.

Ways to Maintain Confidentiality as a Data Steward

You must maintain the confidentiality of all census information. Follow these safe practices:

- Store census materials out of view, whether at home, in a public place, or in your vehicle. Always lock your vehicle if you must leave census materials in it.
- Do not put census materials on top of a vehicle or beside it when opening the door of the vehicle.
- Never leave forms containing Title 13 or PII unattended or unsecured.
- Never put Title 13 or PII in a written message.

- Be careful when discussing Title 13 and PII with other Census Bureau employees in public places. Make sure no one else can hear you.
- Return anything containing Title 13 and PII to your Crew Leader when you no longer have a use for it or you have completed your work for the Census Bureau.
- Do not share Title 13 or PII with another sworn employee who does not have a business need to know.
- Always ask your Crew Leader if you are not sure whether something is considered sensitive information.
- Be able to explain why the Census Bureau collects information and how it is used.
- Remember that when you take the confidentiality oath, you are sworn for life.

Public Participation

Confidentiality of data makes the public more likely to participate in the census because they know the Census Bureau does not release any personal information.

Privacy Act of 1974

The Privacy Act of 1974 requires that each federal agency advise people of their rights when collecting information from them. Specifically, a person must know:

- Under what law the information is being collected.
- How the information is used.
- Whether an answer to a question is mandatory.
- The consequences of not answering a question.

D-1(F), *Information Sheet*, and the Confidentiality Notice

The D-1(F), *Information Sheet*, contains the ‘Confidentiality Notice’ required by the Privacy Act of 1974. Census field staff **are required by law** to give an Information Sheet to each person from whom they request census-related information. The D-1(F) also contains the flashcard lists for determining occupancy, relationship, Hispanic origin, and race.

There is a separate D-1(F) in Spanish. Both versions of the 'Confidentiality Notice' section of the D-1(F), *Information Sheet*, are shown in Figure 8-1 that follows.

Figure 8-1: D-1(F), Information Sheet

United States Census 2010 INFORMATION SHEET
U.S. DEPARTMENT OF COMMERCE
Economic and Statistics Administration
U.S. CENSUS BUREAU

Your Answers Are Confidential

Your answers are confidential and protected by law. All U.S. Census Bureau employees have taken an oath and are subject to a jail term, a fine, or both if they disclose ANY information that could identify you or your household. Your answers will only be used for statistical purposes, and no other purpose. As allowed by law, your census data becomes public after 72 years. This information can be used for family history and other types of historical research.

You are required by law to provide the information requested. These federal laws are found in the United States Code, Title 13 (Sections 9, 141, 193, 214, and 221) and Title 44 (Section 2108). Please visit our Web site at <www.census.gov/2010census> and click on "Protecting Your Answers" to learn more about our privacy policy and data protection.

Thank you for your cooperation. The U.S. Census Bureau appreciates your help.

D-1(F) (E-20-2009)
U.S. CENSUS BUREAU

United States Census 2010 HOJA INFORMATIVA
U.S. DEPARTMENT OF COMMERCE
Economic and Statistics Administration
U.S. CENSUS BUREAU

Sus Respuestas Son Confidenciales

Sus respuestas son confidenciales y están protegidas por la ley. Todos los empleados de la Oficina del Censo de los EE.UU. toman un juramento y están sujetos a una penalidad de cárcel, una multa, o ambas, si divulgan CUALQUIER información que lo identifique a usted o su hogar. Sus respuestas sólo se usarán para propósitos estadísticos, y para ningún otro fin. Según lo permite la ley, sus datos censales se divulgan al público después de 72 años. Esta información puede ser usada para investigar la historia de su familia y otros tipos de investigaciones históricas.

Usted es requerido por ley para proveer la información solicitada. Estas leyes federales pueden encontrar en el título 13 (secciones 9, 141, 193, 214, y 221) y título 44 (sección 2108) del Código de los EE.UU. Por favor, visite nuestro sitio en Internet <www.census.gov/2010census> y oprima en "Protecting Your Answers" para aprender más sobre nuestras normas de privacidad y protección de datos.

Gracias por su cooperación. La Oficina del Censo de los EE.UU. agradece su ayuda.

D-1(F)(S) (E-6-2009)
U.S. CENSUS BUREAU

Comments:

If you have any comments concerning the time it takes to complete this form or any other aspect of the collection, send it to: Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. You may e-mail comments to <Paperwork@census.gov> or write to "Paperwork Project 0607-0919-C" as the subject.

Respondents are not required to respond to any information collection unless a valid approval number has been assigned by the Office of Management and Budget. The approval number for the 2010 Census is: OMB No. 0607-0919-C; Approval Expires 12/31/2011.

Si usted tiene algún comentario relacionado con el tiempo que toma completar este cuestionario o con cualquier otro aspecto de la recopilación de datos, envíelo a: Paperwork Reduction Project 0607-0919-C, U.S. Census Bureau, AMSD-3K138, 4600 Silver Hill Road, Washington, DC 20233. Puede enviar comentarios por correo electrónico a <Paperwork@census.gov>; utilice "Paperwork Project 0607-0919-C" como tema.

No se requiere que las personas respondan a ninguna recopilación de información a menos que la Oficina de Administración y Presupuesto le asigne un número de aprobación válido. El número de aprobación para el Censo del 2010 es: Núm. de OMB 0607-0919-C; Aprobado hasta 12/31/2011.

Topic 4: Restrictions On Political Activities

Restrictions on the Political Activities of Federal Employees

While you are working for the Census Bureau, you are covered by the Hatch Act, which restricts certain political activities of federal employees. The following are examples of activities that are allowed or are prohibited under the Hatch Act.

Activities Allowed by the Hatch Act

Census employees may participate in the following activities during non-duty hours:

- Register and vote as they choose.
- Contribute money to political organizations.
- Attend political fund-raising functions.
- Attend and be active at political rallies and meetings.

Activities Prohibited by the Hatch Act

Census employees are prohibited from:

- Engaging in political activity while on duty.
- Engaging in political activity in a government office.
- Engaging in political activity while wearing an official uniform.
- Engaging in political activity while using a government vehicle.
- Soliciting or receiving political contributions.
- Wearing political buttons or displaying political bumper stickers on their vehicles while on duty.

Note: Employees may display a partisan political sign or sticker (such as a bumper sticker) on a privately owned (or rented) vehicle, as long as the vehicle is not used for official government work. The employee must remove or cover up any such sign or sticker on their vehicle during the period in which the vehicle is used for official government work (for example, while the employee is on duty). Employees **may** display a partisan political sign or sticker **from a past partisan campaign after the election**, so long as the person named on the sign or sticker is not currently running in a partisan political campaign.

How Does the Hatch Act Affect You?

It is your responsibility to speak with your CL about permissible political activities. Federal employees should know that certain political activities may also constitute criminal offenses under Title 18 of the U.S. Code.

For more information on the Hatch Act, refer to Chapter 2 in the D-590, *Census Employee Handbook for Enumerators, Recruiting Assistants, and Crew Leader Assistants*.

Sample

Sample

Appendix A: Abbreviations

AA	Assignment Area
AMA	Assistant Manager for Administration
AMFO	Assistant Manager for Field Operations
AMQA	Assistant Manager for Quality Assurance
AMR	Assistant Manager for Recruiting
AMT	Assistant Manager for Technology
BSA	Basic Street Address
CI	Conducted Interview
CIRT	Computer Incident Response Team
CL	Crew Leader
CLA	Crew Leader Assistant
CLD	Crew Leader District
CO	Closest
COU	County
DAPPS	Decennial Applicant, Personnel, and Payroll System
DK	Don't Know
EEO	Equal Employment Opportunity
EQ	Enumerator Questionnaire
FLD	Field
FOS	Field Operations Supervisor
FOSD	Field Operations Supervisor District
GQ	Group Quarters

HH	Household
HU	Housing Unit
ID	Identification
INFO-COMM	Information Communications
LCO	Local Census Office
LCOM	Local Census Office Manager
LQ	Living Quarters
MOV	In-Mover
NC	No Contact
NRFU	Nonresponse Followup
NV	Notice of Visit
NTE	Not-to-Exceed
OCS	Operations Control System
OJT	On-the-Job-Training
OOS	Office Operations Supervisor
OT	Other (Outcome code on EQ)
OT	Overtime
PII	Personally Identifiable Information
QA	Quality Assurance
RCC	Regional Census Center
RE	Refusal (Outcome Code on EQ)
REF	Refused (Write in bottom margin when respondent refuses)
SP	Spanish
ST	State

UHE Usual Home Elsewhere

WHUHE Whole Household Usual Home Elsewhere

Sample

Sample

Appendix B: Census Forms for 2010

Census Employee Handbook for Enumerators, Recruiting Assistants and Crew Leader Assistants, D-590

A reference document for use by enumerators, Recruiting Assistants, and Crew Leaders Assistants that contains information about personnel, payroll, employee relations, and safety issues.

Census Employee Handbook for Field Operations Supervisors and Crew Leaders, D-591

A reference document for use by Field Operations Supervisors and Crew Leaders that contains information about personnel, payroll, employee relations and safety issues.

Daily Pay and Work Record, D-308

A two-page, pressure-sensitive payroll form completed by field employees for each day worked on census business. The payroll form is a record of the hours worked on census business and reimbursable expenses. Employees must certify that the information entered on the form is correct to the best of their knowledge. A separate form is required whenever more than one task code is used.

Emergency Contact Information Card, D-449

A card worn on behind the enumerator's identification badge on a neck lanyard. It contains the procedures to follow if census materials containing Title 13 or PII data in the enumerator's possession are lost, misplaced or stolen.

Enumerator Continuation Questionnaire, D-1(E)SUPP

The form used by enumerators to collect person data for households with more than five members.

Enumerator Questionnaire, D-1(E)

The form used by enumerators to collect information about NRFU addresses.

INFO-COMM, D-225

A form used by enumerators and other field staff to document situations that are not specific to the EQ, such as dangerous areas and large-scale apartment mix-ups.

Information Sheet, D-1(F)

A form that enumerators give to all respondents from whom information is requested. The Information Sheet contains the ‘Confidentiality Notice,’ which the Census Bureau is required by law to give to all respondents. In addition, the Information Sheet contains lists that provide respondents with choices for the questions on household residency, relationship to the reference person, Hispanic origin, and race. This form is available in both English and Spanish.

**Language Identification
Flashcard, D-3309**

A document that contains statements in 59 languages which is designed for enumerators show to respondents who speak a language other than English or Spanish. A respondent can scan the flashcard and point to the language he or she speaks. The enumerator can then tell the Crew Leader to provide an interpreter who speaks the respondent’s language, if the interview cannot be obtained in any other way or if the respondent requests an interpreter.

**NRFU Enumerator Manual,
D-547**

A reference document for use by NRFU enumerators that contains information about Nonresponse Followup procedures, forms, processes, and concepts. It is the primary source of subject-matter information for NRFU.

**NRFU Enumerator Quick
Reference Guide, D-547.1**

A one-page reference document for use by NRFU enumerators that contains the most important information about Nonresponse Followup procedures, forms, processes, and concepts. It is designed for enumerators use in the field when they need information in a hurry. It is used in addition to the D-547, *NRFU Enumerator Manual*.

Notice of Visit, D-26

A form for use by enumerators when they cannot find anyone at home at an occupied housing unit. The Notice of Visit tells occupants that an enumerator visited them and will be returning to gather census data. It also provides occupants with information about the enumerator and/or the LCO so they can contact the enumerator and/or the LCO if they have questions or are willing to be interviewed by telephone.

**Official Business
Sign/Employee, BC-1199**

A sign for census field employees to place on the dashboard of their vehicles when they are using their vehicles for official census business. The sign should be visibly displayed in the windshield of vehicles, so the public can tell that the driver is representing the Census Bureau on official census business. However, the sign should be placed in a position that does not block the vision of the driver.

**Enumerator Job Aid,
D-1(E)Job Aid(S)**

A form that contains a verbatim Spanish translation of the English Enumerator Questionnaire with enumerator instructions printed in English. It is designed for use by enumerators who speak Spanish well enough to conduct the interview in Spanish with a Spanish-speaking respondent.

Sample

Sample

Appendix C: Assignment Area (AA) Binder Contents

Sample

SPECIAL NOTICE

**INFORMATION CONTAINED IN THIS
ADDRESS BINDER IS CONFIDENTIAL**

**ALL ENTRIES YOU MAKE IN THIS ADDRESS BINDER
MUST BE LEGIBLE, COMPLETE, AND ACCURATE**

U.S. DEPARTMENT OF CENSUS
Economics and Statistics Administration
U.S. CENSUS BUREAU

2010 CENSUS

D-101A

BOOK _____ OF _____ BOOKS

D-103 (NRFU)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

1. IDENTIFICATION

ASSIGNMENT AREA BINDER COVER PAGE

2010 CENSUS

NOTICE- This binder contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is prohibited by the Privacy Act of 1974. It may be seen only by people sworn to uphold census confidentiality with a need-to-know. It may be used only for statistical purposes. OMB NO. 0606-0191-C. Approved under Executive Order 12812/2011.

2. ASSIGNMENT INFORMATION

Name	CLD Code	Address	Telephone number	Date assigned	Date returned
a. Crew Leader					
b. Initial assignment NRFU enumerator					
c. Reassignment NRFU enumerator					
d. Reassignment NRFU enumerator					

NOTICE TO FINDER - THIS ADDRESS BINDER IS THE PROPERTY OF THE UNITED STATES GOVERNMENT. CALL THE TOLL FREE TELEPHONE NUMBER BELOW AND ARRANGEMENTS WILL BE MADE TO PICK IT UP.

TOLL FREE TELEPHONE NUMBER _____ LOCAL CENSUS OFFICE LOCATION: _____

APPLY AA BINDER LABEL HERE

QUALITY ASSURANCE REVIEW	
<p style="text-align: center;">Section A - ENUMERATOR QUESTIONNAIRE REVIEW</p> <ol style="list-style-type: none"> Are Questions S1 through S5 filled, following the proper skip instruction? For occupied units, does the number of names listed in Question S5 equal the number of persons entered in Question S5? Are Questions 2 through 7 filled for each person listed in Question 1? Are Questions H1 and H2 completed? Is Question H3 completed for added questionnaires? Are the 'Respondent Information' and 'Interview Summary' sections filled correctly? If the interview was conducted with a proxy respondent, did the enumerator enter the 'Address of proxy' in Question R1? Does the number of people in 'Item C' in the 'Interview Summary' section match the number of people listed in Question 1? Are the enumerator's signature, Applicant ID number, and the date the questionnaire was completed entered in the 'Certification' section of the questionnaire? 	<p style="text-align: center;">Section B - ADDRESS BINDER REVIEW</p> <p>Is the enumerator -</p> <ol style="list-style-type: none"> Entering the appropriate status code ('C', 'V', or 'D') in Column 1 for all completed addresses? Entering the date the interview was completed on the D-103.1, <i>Address List</i>, for all completed addresses? <p style="text-align: center;">Section C - NOTES</p>
CERTIFICATION STATEMENTS	
ENUMERATOR	<p>I certify that this information is true and correct to the best of my knowledge, and that I completed the Address Binder according to instructions.</p> <p>Print name: _____ Signature: _____ Date: _____</p>
CREW LEADER	<p>I certify that I have reviewed the Address Binder and all accompanying documents, and that the work has been completed satisfactorily according to instructions.</p> <p>Print name: _____ Signature: _____ Date: _____</p>

This listing contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is protected by the Privacy Act of 1974.
OMB No. 0607-0919-C. Approval Expires 12/31/2011.

D-103.1 (NRFU)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U. S. Census Bureau




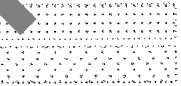

ADDRESS LIST
OPERATION: NONRESPONSE FOLLOWUP
2010 CENSUS

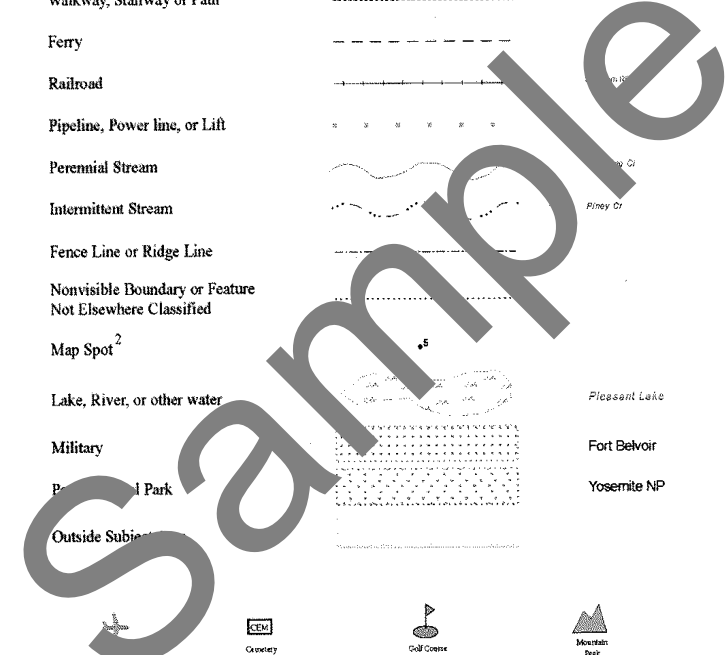
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ST/COU: 54/101 TX/Anycounty
TRACT: 010300 AA: 32-1001

Create Date/Time: 04/20/2010 8:40 A.M.
Print Date/Time: 04/21/2010 10:40 A.M.
Page 1 of 3

LINE NO.	STATUS	DATE	Case ID	BLOCK NO.	MAP SPOT NO.	STREET NAME/PHYSICAL LOCATION	UNIT DESIGNATION	ZIP	MAILING ADDRESS	OCCUPANT NAME
(1)	(2)	(3)	(4)	(5)	(6)	(8)	(9)	(10)	(11)	(12)
1			NLOs	19996		LIVING QUARTERS				
2	XXXXXX	XXXXXX	10100145769201	19998	1	CLIFF DR		12345		
3	Z	XXXXXX	10100145773242	19998	2	CLUBHOUSE DR		12345		
4			10100145789857	10008	3	FAIRVIEW DR		12345	ROUTE 4, BOX 624	
5			10100145729287	19998	4	FAIRVIEW DR		12345		
6	XXXXXX	XXXXXX	10100145731044	19998	5	HORSE CREEK RD	APT.	12345		WHITE, SUSAN
7			10100145732201	19998	5	HORSE CREEK RD		12345		
8	XXXXXX	XXXXXX	10100145732234	19998	5	HORSE CREEK RD		12345		DOE, JOHN
9			10100145732398	19998	5	HORSE CREEK RD	APT. 4	12345		
10			10100145732458	19998	5	HORSE CREEK RD	APT. 5	12345		
11	XXXXXX	XXXXXX	10100145753567	19998	5	HORSE CREEK RD	APT. 6	12345		SMITH, JANE
12	XXXXXX	XXXXXX	10100145734722	19998	5	HORSE CREEK RD	APT. 7	12345		JONES, JOHN

2010 CENSUS Assignment Area and Block Map Legend

<u>SYMBOL DESCRIPTION</u>	<u>SYMBOL</u>	<u>NAME STYLE</u>
County or County Equivalent	□ □ □ □ □ □ □ □ □ □	ERIE
Incorporated Place	○ ○ ○ ○ ○ ○ ○ ○ ○ ○	Rome
Collection Block ¹	13265*
Interstate and U.S. Highway	—————	 
State Highway or County Road	—————	RT 362
City Street or Local Road	—————	Cashell Rd
4WD Trail or Private Road	- - - - -	Norwalk Fire Trail
Walkway, Stairway or Path	
Ferry	- - - - -	
Railroad	—+—+—+—+—+—+—	
Pipeline, Power line, or Lift	x x x x x x x x x x	
Perennial Stream	~~~~~	Maple Cr
Intermittent Stream	~~~~~	Piney Cr
Fence Line or Ridge Line	- - - - -	
Nonvisible Boundary or Feature Not Elsewhere Classified	
Map Spot ²	• ⁵	
Lake, River, or other water		Pleasant Lake
Military		Fort Belvoir
National Park		Yosemite NP
Outside Subdivision	



Where international, state, and/or county boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries.

1. An asterisk following a block number indicates that the block number is repeated elsewhere in the block or the block is shown partially on the adjacent map sheet.
2. A number in parentheses following a map spot indicates the number of units at a multiple unit living quarters.

Appendix D: Household Residency Rules

Who to Count

Count people at their usual residence, which is the place where they live and sleep most of the time, with a few exceptions. People who do not have a usual residence, or cannot determine a usual residence, should be counted where they are on Census Day.

Include people on the D-1(E) *Enumerator Questionnaire*, (or EQ for short) who:

- Live or stay at the address on the EQ most of the time.
- Stayed at the address on the EQ on April 1, 2010 and had no permanent place to live.
- Stay at the address on the EQ more time than any other place they might live or stay.

If the respondent is still unsure whether to include someone on his or her EQ, please read the section on 'Special Living Situations' below for more help. This information is organized by headings that describe types of people and situations to help you find the particular situation about which the respondent has questions.

Special Living Situations

Follow the rules below that apply to a variety of special living situations.

Births and Deaths

Do not include on the EQ:

- Babies born after April 1, 2010.
- People who die before April 1, 2010.

Do include on the EQ:

- Babies born on or before April 1, 2010.
- People who die on or after April 1, 2010.

Correctional Facilities

Do not include on the EQ:

- People in correctional residential facilities on April 1, 2010.
- People in federal detention centers on April 1, 2010.

- People in federal and state prisons on April 1, 2010.
- People in local jails and other municipal confinement facilities on April 1, 2010.
- People in military disciplinary barracks and jails on April 1, 2010.
- People in correctional facilities intended for juveniles on April 1, 2010.

People in these places will be counted at the facility.

Foreign Citizens

Do not include on the EQ:

- Citizens of foreign countries visiting the United States, such as on a vacation or business trip.

Do include on the EQ:

- Citizens of foreign countries living in the United States, so long as they are living and sleeping most of the time at the United States address on the EQ.
- Citizens of foreign countries living in the United States, who are members of the diplomatic community, so long as they are living and sleeping most of the time at the United States address on the EQ. That could be the embassy, consulate, United Nations facility, or other residences where diplomats live. However, they have the right to refuse to provide any or all information.
- Foreign students living in the United States while attending college in the U.S., so long as they live and sleep most of the time at the address on the EQ.

Group Homes

Do not include on the EQ:

- People staying in group homes on April 1, 2010.

Do include on the EQ:

- People staying away in religious group quarters, so long as they live and sleep most of the time at the address on the EQ.
- People staying away in workers group living quarters and Job Corps Centers, so long as they live and sleep most of the time at the address on the EQ.

Healthcare Facilities

Do not include on the EQ:

- People in hospitals on April 1, 2010 who have no usual home elsewhere.
- People in mental or psychiatric hospitals on April 1, 2010.
- People in psychiatric units for long-term non-acute care in other hospitals on April 1, 2010.
- People in nursing facilities or skilled nursing facilities on April 1, 2010.
- Juveniles in residential treatment centers (non-correctional) on April 1, 2010.
- People in military treatment facilities on April 1, 2010 with assigned active duty patients.

Do include on the EQ:

- People staying away in a hospital, so long as they live and sleep most of the time at the address on the EQ.
- People staying away in in-patient hospice facilities, so long as they live and sleep most of the time at the address on the EQ.
- Adults staying away in residential treatment centers (non-correctional), so long as they live and sleep most of the time at the address on the EQ.
- Patients staying away in Veterans Affairs hospitals, except psychiatric units, so long as they live and sleep most of the time at the address on the EQ.
- Newborn babies staying away in a hospital, so long as they will live and sleep most of the time at the address on the EQ.

Merchant Marine

Do not include on the EQ:

- Crews of United States flag maritime or merchant vessels, who on April 1, 2010, were:
 - Docked in a foreign port.
 - Sailing from one foreign port to another foreign port.
 - Sailing from a U.S. port to a foreign port.
 - Sailing from a foreign port to a U.S. port.
- Crews of United States flag maritime or merchant vessels who live and sleep most of the time on the vessel.

Do include on the EQ:

- Crews of United States flag maritime or merchant vessels docked on April 1, 2010 in a U.S. port or sailing from one U.S. port to another U.S. port, so long as they live and sleep most of the time at the onshore address on the EQ.
- Crews of U.S. flag maritime or merchant vessels engaged in U.S. inland waterway transportation on April 1, 2010, so long as they live and sleep most of the time at the onshore address on the EQ.

Military

Do not include on the EQ:

- United States military personnel living in barracks.
- United States military personnel, and dependents living with them, who live on or off a military installation outside the United States.
- United States military personnel on U.S. military vessels with a homeport outside the U.S.
- United States military personnel on U.S. military vessels with a U.S. homeport if they live and sleep most of the time on the vessel.
- People on military vessels if they live and sleep most of the time on the military vessel.
- A person in military disciplinary barracks and jails.
- A person in military treatment facilities on April 1, 2010 with active duty patients assigned to the hospital.
- All other people living in military quarters.

Do include on the EQ:

- United States military personnel living on an installation or off an installation and **not** in barracks in the U.S., so long as they live and sleep most of the time at the address on the EQ.
- United States military personnel on U.S. military vessels with a U.S. homeport, so long as they live and sleep most of the time at the onshore U.S. address on the EQ.
- People on military vessels, so long as they live and sleep most of the time at the onshore U.S. address on the EQ.
- Patients in general or Veterans Affairs hospitals, except psychiatric units, on April 1, 2010, so long as they live and sleep most of the time at the address on the EQ.

- Newborn babies still in a Veterans Affairs hospital on April 1, 2010.

More Than One Residence

People may live in multiple places for several reasons. For example, they might live away from home while working to be closer to work. They might live at two or more residences during the month, week or year (i.e., those who travel seasonally). And, sometimes children live in more than one place due to shared custody or other arrangements.

Do include these types of people on the EQ:

- People who stay at the address on the EQ more than anywhere else.
- People staying at the address on the EQ on April 1, 2010, and their time is equally divided between other places they might stay.

Movers

Do not include on the EQ:

- People who moved out of the residence around April 1, 2010 and who are already listed on a census form for another residence.

Do include on the EQ:

- People who moved out of the residence around April 1, 2010 and who are **not** already listed on a census form for another residence.

Nonrelatives

Include everyone on the EQ who lives and sleeps most of the time at the address on the EQ, even if they are **not** related to anyone living there.

Do include on the EQ:

- Roomers or boarders.
- Housemates or roommates.
- Unmarried partners.
- Foster children or foster adults.
- Live-in employees, such as caregivers or domestic workers.

**Shelters and Outdoor
Locations**

Do not include on the EQ:

- People in domestic violence shelters on April 1, 2010.
- People staying in emergency and transitional shelters with sleeping facilities for people experiencing homelessness on April 1, 2010.
- People at targeted nonsheltered outdoor locations.

Do include on the EQ:

- People who live and sleep most of the time at the address on the EQ, even if they sometimes visit soup kitchens or regularly scheduled mobile food vans.
- People in living quarters for victims of natural disasters, so long as they live and sleep most of the time at the address on the EQ.

Students

Do not include on the EQ:

- College students if they do **not** live and sleep most of the time at the parental home, even if they return to the parental home while on break or vacation.
- College students living at and attending college outside the United States.
- People staying in residential schools for people with disabilities on April 1, 2010.

Do include on the EQ:

- College students if they are living and sleeping most of the time at the parental home.
- Boarding school students living away from their parental home while attending boarding school below the college level, including Bureau of Indian Affairs boarding schools.
- Foreign students living and sleeping most of the time in the United States while attending college.

Transitory Locations

Transitory locations include recreational vehicle (RV) parks, campgrounds, hotels and motels including those on military sites, hostels, marinas, racetracks, circuses, and carnivals.

Do include on the EQ:

- People who sometimes stay at transitory locations if they live and sleep at the address on the EQ most of the time.
- People who stay at the address on the EQ more than anywhere else.
- People staying at the address on the EQ on April 1, 2010, and their time is equally divided between other places they might stay.

**United States Citizens
Outside the United States**

Do not include on the EQ:

- U.S. citizens living outside the United States.

Visitors and Travelers

Do not include on the EQ:

- People visiting on April 1, 2010 who will return to their usual residence.

Do include on the EQ:

- People temporarily away from their usual residence on April 1, 2010, (such as on a vacation or business trip, visiting, or traveling outside the U.S.), so long as they live and sleep most of the time at the address on the EQ.
- People temporarily away from the address on the EQ on April 1, 2010 working elsewhere without a usual residence there (for example, truck driver or traveling salesperson), so long as they live and sleep most of the time at the address on the EQ.

Sample

Glossary

- Additional Housing Unit** A housing unit an enumerator discovers while interviewing at a NRFU address that is not listed on the D-103.1, *Address List*, in the AA binder.
- Adult** For the decennial, an adult is a person who is at least 15 years old.
- Assignment Area (AA)** A geographic area established for data collection purposes, usually consisting of housing units in close proximity to each other in one or more blocks of a neighborhood.
- Assignment Area Number** A number that identifies a specific AA on forms. The AA number for NRFU is a six digit number that begins with the NRFU operation code, '32', and a hyphen. An example is '32-1001.'
- Assignment Area Binder** A legal size (8 ½" x 14") three ring, black notebook that contains a complete listing of the addresses for all known housing units in an AA. Each AA Binder contains the following:
- Assignment Area Binder Contents**
 - D-101A, *Special Notice Page***, is the first page in the AA binder and contains a statement that the contents of the binder are confidential.
 - D-103, *Cover Page/Quality Assurance Review Page***, is a two-sided page. The Cover Page is used to record the AA number, the Crew Leader's name, and the enumerator's name. The Quality Assurance Review Page contains the checklists the enumerator, CL, CLA, and LCO staff use to review the questionnaires and the binder contents as they are completed by enumerators.
 - D-114, *Block Listing***, provides a listing of the block numbers within the AA.

D-103.1, *Address List*, contains the addresses of all known housing units in the AA.

D-103.A, *Add Page for Housing Units*, is used by the enumerator to list additional living quarters discovered in the AA.

Map Envelope

The map envelope contains census block locator maps, census block maps, and a map legend.

Assistant Manager for Administration (AMA)

The AMA oversees and is responsible for the administrative area in the LCO, which includes personnel and payroll activities.

Assistant Manager for Field Operations (AMFO)

The AMFO oversees and is responsible for planning, managing, and monitoring all field data collection production operations, which include NRFU. The AMFO directly supervises the FOS and the OOS for field operations.

Assistant Manager for Quality Assurance (AMQA)

The AMQA oversees and is responsible for planning, managing, and monitoring all field quality assurance operations. The AMQA directly supervises the FOS and the OOS for field quality assurance operations.

Assistant Manager for Technology (AMT)

The AMT oversees and is responsible for managing and monitoring the computer system and other technological systems in the LCO.

Basic Street Address (BSA)

The house number and street name portion of an address that does not include a unit designation. An example is '11 Main Street.' When a building uses a fractional number or letter, the fraction or letter is part of the BSA. Examples are '120½ Main St.' and '505A Market Street.'

Callback Attempts	After the enumerator's first personal visit attempt to obtain information at a NRFU address, the enumerator may make two callback attempts in person or, depending on the number of contacts allowed in the 'Record of Contact' section on the EQ, between one to three (usually three) telephone callback attempts.
Census Block	A geographic area bounded on all sides by visible features, such as roads, railroad tracks, or rivers; or by invisible features, such as county lines, city limits, political boundaries, or property lines.
Census Block Map	A map that shows the details within the census block in which an AA is located. It is a large white area that shows all the roads and housing units (designated by map spots) that are located within the block.
Census Block Locator Map	The census block locator map helps determine the location of a block and ways to get there. The block is a small shaded area, usually in the center of the page, within a large white area with roads and landmarks that help pinpoint the exact location of the block.
Census Block Number	A five-digit number that identifies a specific block on census maps and forms.
Census Day	The reference date for collection of census data. For the 2010 Census, Census Day is April 1, 2010.
Confidential Data	All existing and newly collected address and personal data (including map spots) contained in Census Bureau materials are considered to be confidential data and are protected under Title 13 United States Code (U.S.C.). Confidential data must be maintained in secured, locked areas. Only persons who have taken the Oath of Office or have special sworn status, with a need to know, are allowed access to confidential data.

Confidentiality	Not divulging any of the data that is census confidential, including the data we collect, to anyone who is not sworn to maintain census confidentiality or who does not have a business need to know. Confidentiality is required by law, and is the basis for the public's trust that the Census Bureau protects their privacy.
Confidentiality Notice	The section on the D-1(F), <i>Information Sheet</i> , that is titled 'Your Answers Are Confidential,' which, by law, must be provided to all respondents, either as a handout when personal contact is made or read by the enumerator during a telephone interview.
Crew Leader (CL)	A Census Bureau employee who supervises enumerators and Crew Leader Assistants (CLAs). The CL reports directly to the FOS.
Crew Leader Assistant (CLA)	A Census Bureau employee who assists the Crew Leader by performing delegated tasks from the CL. The CLA reports directly to the Crew Leader.
Crew Leader District (CLD)	A geographic area assigned to a Crew Leader.
Data Stewardship	Providing quality data for the public good while protecting individual privacy and confidentiality is the Census Bureau's core responsibility.
Decennial Census	Article I, Section 2 of the United States Constitution mandates that a census of the population be taken every ten years, and it is, therefore, called the 'Decennial Census.' The constitutional reason for conducting the census every ten years is to determine the congressional representation of each state in the U.S. Congress. However, the results of the census are used for many purposes in addition to determining congressional representation.

Demographic Surveys	Surveys the Census Bureau conducts on an ongoing basis, between and during censuses, on behalf of various federal, state, and local government agencies.
Direct Access	An entrance to living quarters directly from the outside of the building or through a common hall.
Enumeration	The process of gathering census information and recording the information on census forms.
Enumerator	A Census Bureau employee who interviews people to get information for the census. The enumerator reports directly to the Crew Leader.
Equal Employment Opportunity (EEO)	EEO is the right of all persons to apply for and be evaluated for job opportunities without regard to such non-merit factors as race, gender, national origin, color, religion, disability, age, marital status, or political affiliation. The EEO complaint process is an administrative process designed to safeguard these rights. All applicants and employees have a right to freedom from retaliation for filing an EEO complaint, participating in the EEO complaint process, or opposing unlawful discrimination.
Falsification	The deliberate act of entering false information on census forms, including EQs and payroll forms. Falsification is not tolerated by the Census Bureau and is grounds for immediate termination of employment.
Field Operations Supervisor (FOS)	A Census Bureau employee who supervises Crew Leaders. The FOS reports directly to the AMFO.
Gated Community	A community composed of houses, duplexes, townhouses, and/or apartment buildings that has a secured gate, fence, or other barrier to limit access to nonresidents.

Hatch Act	The law that regulates federal employee's participation in political activities.
Household (HH)	A person or group of people who occupy a housing unit as their usual place of residence.
Housing Unit (HU)	Housing units are places where people live, such as houses, townhouses, apartments, mobile homes or trailers, single rooms, or a group of rooms that are occupied as separate living quarters or, if vacant, are intended for occupancy as a separate living quarters.
Identification Badge	Commonly called the ID badge, it is used to identify all census employees and must be worn at all times when they are working on official census business.
In-Movers	Household occupants who moved into the NRFU address after Census Day, April 1, 2010.
Local Census Office (LCO)	A temporary office established for decennial data collection purposes. LCO staff manage and support census field operations.
Local Census Office Manager (LCOM)	A Census Bureau employee who has overall responsibility for the quality and progress of all field and office operations in a single Local Census Office (LCO). The LCOM directs census activities for the LCO area, and monitors the progress and costs of operations to ensure they are on schedule, within budget, and meet data quality standards. The LCOM supervises the AMA, the AMFO, the AMQA, and the AMT.
Manipulation of Hours	Moving hours from one pay period to another in order not to be paid overtime. Also called moving, accumulating, or banking hours, manipulation of hours means the employee knowingly submitted a false payroll. Manipulation of hours is not tolerated and is grounds for termination of employment.

Map Feature	Any part of the landscape portrayed on a map as a point, a line, or an area, including invisible boundaries of legal entities, such as city limits or county lines.
Map Legend	A single sheet of paper that shows the symbols used on census maps and gives a brief description for each one. A map legend is placed in the map envelope in each AA binder.
Map Spot	A circle symbol on the census block map with a number. It identifies the location of residential addresses on the census block map.
Map Spot Number	The number assigned to each map spot on the census block map. If the map spot number has a number within parentheses beside it, the map spot represents a multi-unit structure or mobile home park.
Mobile Home/Trailer Park	A group of mobile homes/trailers or sites occupied or intended for occupancy at a single location.
Mobile Home/Trailer site	A mobile home/trailer site is a location in a mobile home/trailer park that is occupied by or intended for occupancy by mobile homes and trailers.
Multi-Unit Building	A building that contains two or more housing units at the same basic street address.
Nonresponse Followup (NRFU)	Nonresponse Followup is the field operation in which enumerators visit the addresses for which the Census Bureau did not receive completed census questionnaires by mail.
Not-to-Exceed Date (NTE)	The expiration date of a decennial employee's appointment, which is eight weeks from the date the decennial employee began working for the Census Bureau.

Observation	Enumerators are observed by a CL or by a CLA after initial training, usually during the first week of field work, to ensure they understand and correctly follow census rules and procedures.
On-the-Job Training (OJT)	Additional training after initial training class for enumerators who do not understand a concept or procedure, make errors on their work, have problems in the field, or ask for help.
Outcome Code	The code the enumerator prints in the 'Record of Contact' section of the EQ every time an attempt is made to contact someone about a NRFU address.
Overtime	Hours of work that exceed 40 hours in a workweek. Overtime must be approved in advance and in writing by the appropriate supervisor at the LCO.
Pay Period	A weekly period, beginning with Sunday and ending on the following Saturday.
Payroll Hotline	The toll free number decennial employees call for personnel and payroll problems. It is 1-877-233-4776.
Personally Identifiable Information (PII)	Any information about an individual maintained by an agency that includes, but is not limited to, education, financial transactions, medical history, criminal history, or employment history information, which can be used to distinguish or trace an individual's identity.
Privacy Act of 1974	The law that requires each federal agency to advise people of their rights when collecting information from them.

Proxy	A nonhousehold member of a NRFU address who has knowledge about the Census Day status of the address, and its occupants, if the address was an occupied housing unit on Census Day, with whom you conduct the interview for that address. Any eligible respondent must be at least 15 years old.
Quality Assurance (QA)	The process of reviewing work to ensure that accurate data is collected, and that census rules and procedures are being followed. The main purpose of QA is to detect and deter falsification of data, and is one of the CL's primary responsibilities.
Reference Person	Person 1 in Question 1 on the EQ, who is usually an adult household member who is one of the owners or renters of the housing unit.
Reimbursable Expenses	Expenses that employees incur performing their duties while on official census business for which they receive repayment. Examples include mileage, tolls, and telephone calls that result in charges. Purchase of items for reimbursement must have supervisory approval in advance of the purchase.
Respondent	The person who answers questions about the NRFU address.
Separate Living Quarters	Living quarters in which one or more occupants live separately from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall. For vacant units, the criteria of separateness and direct access are applied to the intended occupants.

Title 13 of the United States Code (U.S.C.)

Title 13 of the U.S.C. is the positive law that governs the Census Bureau. Title 13 stipulates that information gathered by the Census Bureau can only be used for statistical purposes, not for any use against and individual by any government agency.

Unit Designation

A designation for each living quarters in a multi-unit building or mobile home park. Examples are: 'Apartment A,' 'Unit 302,' and so forth. Sometimes a description is used as a designation. An example is: 'Basement Apartment.'

Vacant – Regular

A housing unit that is intended for year-round occupancy and was not occupied on Census Day.

Vacant – Usual Home Elsewhere

A housing unit that is intended to be occupied for seasonal or occasional use only. It may be occupied by persons with a usual residence elsewhere at the time of the NRFU enumerator's contact.

Whole Household – Usual Home Elsewhere (WHUHE)

Everyone in the household at the NRFU address has a usual home elsewhere,

Writing Conventions

Writing styles that the enumerator uses to print information in fill-in boxes, or that helps the enumerator determine how to read and administer the EQ.