

INSTRUCTION BOOK

Fall Omnibus Survey

I. WHAT THIS STUDY IS ABOUT

The Fall Omnibus Survey again deals with a number of different subjects and will continue to provide the same type of data we have frequently collected before in the area of consumer attitudes and inclinations to buy.

The major parts of this survey are as follows:

PART A - Economic Attitudes and Behavior

The Fall Omnibus Survey represents a continuation of our studies of economic attitudes and behavior, and as usual, we are asking the traditional sets of questions, pertaining to the consumer's financial situation, his view of recent economic trends in the nation, and his feelings about and expectations for buying automobiles and durables for the balance of this year and into the following year.

PART B - Political Attitudes

With the off-year elections coming up early in November, we are interested in taking stock of the current political leanings of the American public.

Politics are much on people's minds these days and this part of the Survey dealing with people's political attitudes will provide some insight into the relative popularity of the major parties and their leaders.

PART C - Travel

In our Spring Omnibus we began interviewing people about their attitudes toward various forms of transportation when trips of relatively long distances are to be taken. Particularly, it investigates preferences between private automobile travel and other forms of public carriers, such as airplanes, trains, and buses. This part of the Survey is sponsored by several business firms, a public corporation, and an administrative agency of the Federal Government.

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PART D - Geographic Mobility

A substantial part of this survey is concerned with the geographic mobility of the population, especially the mobility of adults of working age. These questions, used for the first time on the Summer Omnibus Survey, have to do with moves from one town to another, not with moves within a town or city like moves from an apartment to a single family house.

Who moves from one area to another? Who does not move? Why do some people move while others do not? What is the cost of moving, both in terms of money and of the disruption of people's lives? Do some people move when they might better have stayed where they were and others stay put when they should have moved? What moves are successful in the opinion of the people who moved, and what moves were a mistake? This study is intended to make a contribution to answering such questions as these.

This part of the project has three sponsors: The Social Security Administration, the Area Redevelopment Administration, and the Bureau of Employment Security. All three are agencies of the federal government. They are concerned with the relation between mobility and problems of poverty and dependency, with the relation between the mobility of labor and the future of areas of chronic unemployment, and with the process of mobility and the role of the U. S. Employment Service.

While you may mention these organizations by name if asked specifically, we suggest that you should not do so without being asked. Many respondents will be satisfied to know that the study is sponsored by a group of government agencies. We will prepare a report for these agencies in which we will try to give them a picture of how conditions are in the country.

This study will also be of interest to people in colleges and universities such as economists and sociologists who are interested in the way the economic system matches people and jobs and in the migration of people from one part of the country to another.

PART E - Family Expectations and Personal Data

The Personal Data section again contains a series of questions concerned with actual and expected family size similar to the ones asked in the previous Spring and Summer Omnibus Surveys. It continues with the usual questions concerning information about the Head and the family.

SAMPLING PROCEDURES

Most of our sampling procedures are described in the Manual for Interviewers, and we will make frequent reference to specific pages in it. Any additional instructions you may need will be sent to you with the sampling materials.

Briefly, this section contains the following information:

Information on:	Instructions found in:																																					
A. General Procedures	<p><u>Section A.</u> (Page 5)</p> <p>How to Determine Family Units (Page 5) (Contains definitions of adult, married, Family Unit, Head)</p> <p>Whom to Interview (Page 7)</p> <p>Listing the Secondary Family Unit (Page 7)</p> <p>Use of Blank Cover Sheets (Page 7)</p> <p>Extra DUs and White Cover Sheets (Page 7)</p> <p>Sample Address Summary Sheets (Page 8)</p> <p>Non-interview and Non-sample Form (Page 8)</p> <p>Labor Market Areas (Page 8)</p>																																					
B. Sampling from Segments	<p><u>Section B</u> - all PSUs will be using segment samples (page 9)</p>																																					
C. City Directory Addresses	<p><u>Section C</u> - All PSUs that are listed below <u>will have</u> City (page 10) Directory assignments. If your PSU is listed, be sure to read the instructions on page 10.</p> <table><tr><td>Boston</td><td>Pittsburgh</td></tr><tr><td>Cleveland</td><td>St. Louis</td></tr><tr><td>Detroit</td><td>San Francisco</td></tr><tr><td>Los Angeles</td><td>Washington, D.C.</td></tr><tr><td>New Jersey</td><td></td></tr></table> <table><tr><td>Black Hawk</td><td>Knox</td><td>Onondaga</td></tr><tr><td>Butler</td><td>Leon</td><td>Pulaski, Ark.</td></tr><tr><td>Cortland</td><td>Lorain</td><td>Rensselaer</td></tr><tr><td>Fairfield</td><td>Lycoming</td><td>Richland</td></tr><tr><td>Forsyth</td><td>Marion</td><td>St. Joseph</td></tr><tr><td>Genesee</td><td>Minnehaha</td><td>San Diego</td></tr><tr><td>Harris</td><td>Montgomery, Ala.</td><td>Sarasota</td></tr><tr><td>Hennepin</td><td>Montgomery, O.</td><td>Taylor</td></tr><tr><td>Jefferson</td><td>New London</td><td>Worcester</td></tr></table>	Boston	Pittsburgh	Cleveland	St. Louis	Detroit	San Francisco	Los Angeles	Washington, D.C.	New Jersey		Black Hawk	Knox	Onondaga	Butler	Leon	Pulaski, Ark.	Cortland	Lorain	Rensselaer	Fairfield	Lycoming	Richland	Forsyth	Marion	St. Joseph	Genesee	Minnehaha	San Diego	Harris	Montgomery, Ala.	Sarasota	Hennepin	Montgomery, O.	Taylor	Jefferson	New London	Worcester
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D. Sampling from City Directory Block Supplement	<p><u>Section D</u> - The following PSUs will be working with City (page 12) Directory Block Supplements, and should be sure to read instructions on page 12.</p> <table><tr><td>New Jersey</td><td>Washington</td></tr></table> <table><tr><td>Black Hawk</td><td>Minnehaha</td></tr><tr><td>Forsyth</td><td>Rensselaer</td></tr><tr><td>Hennepin</td><td>St. Joseph</td></tr><tr><td>Lorain</td><td>Taylor</td></tr><tr><td>Marion</td><td></td></tr></table>	New Jersey	Washington	Black Hawk	Minnehaha	Forsyth	Rensselaer	Hennepin	St. Joseph	Lorain	Taylor	Marion																										
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E. Who is in the Household	<p>E. Instructions for Determining who is to be included as a member of the Household. (Page 13)</p>																																					

SECTION A

How to Determine Family Units

On this, as on every study, before you can proceed with the appropriate steps for selecting your respondents, you must first determine the number of Family Units in the Sample Dwelling Unit. To do this, please follow the steps below:

1. To determine the number of Family Units, list all adults in the Dwelling Unit in Listing Box which appears on the first page of the questionnaire. (See Section E, on page 13 of this book for instructions on who is considered a member of the household.)

DEFINITION OF ADULT Note that you are to list all adults. An adult, as defined for this study, is any person 18 years of age and over, and any married person, even those under 18 years of age.

DEFINITION OF "MARRIED" By "married" we mean persons who are presently married, with spouse present or only temporarily absent from the Dwelling Unit. Any man or woman separated from his or her spouse due to marital discord is not considered as "married" for the purpose of this survey.

Generally, you should accept what the R tells you, so if he considers himself married, then you should, too. Please explain any unusual circumstances in your thumbnail sketch.

EXAMPLE: A 17 year old son who is unmarried would not be listed, but a husband and wife who are both 17 years old would be listed; and they would be eligible for interviewing, if they qualify as Head or Wife of Head of a Family Unit.

2. To determine primary and secondary Family Units, you must first have listed all the adults by their relationship or connection to the Head of the DU and entered the sex and age of each.

DEFINITION OF A FAMILY UNIT Briefly, a Family Unit is one or more persons living in the same Dwelling Unit, and related to each other by blood, marriage or adoption. Notice that a single adult unrelated to the other occupants is a Family Unit by himself. Once you know the Family Units, you are ready to determine which is the primary one.

When you have a DU with only one family (all persons related by blood, marriage or adoption), that family is the primary Family Unit. When there are unrelated people living in the same dwelling, however, you will have secondary Family Units, and you will need to establish one of the families as the primary Family Unit.

DEFINITION OF PRIMARY FAMILY UNIT Specifically, we define the primary family as the financially more important family in the Dwelling Unit. So, by establishing the Head of the DU, you also help to establish the primary FU.

By definition, the Head of the DU is the person who bears the most responsibility for the DU (always the husband in cases of married couples); thus, his Family Unit would be the financially more important one. The Head of the DU, then, is also the Head of the primary Family Unit.

DEFINITION OF SECONDARY FAMILY UNIT A secondary family is any family or single adult in the Dwelling Unit not related by blood, marriage or adoption to the primary family.

EXAMPLES: Your household composition consists of a landlady with three adult roomers, all of whom are unrelated to each other. Because they're unrelated, you have to take four interviews there. Because the landlady owns and runs the dwelling (make sure), she is the primary family and had the original (white) cover sheet. Then, you would take an additional interview with each of her roomers (using a green cover sheet for each one).

Take another case where two adult girls have an apartment together, sharing the rent equally. They are unrelated, so you take an interview with each. It won't matter in this case who gets the white cover sheet and who gets the green cover sheet, as long as both are interviewed.

DEFINITION OF HEAD OF THE FAMILY UNIT Usually it will be readily apparent which person is the Head of the Family Unit (primary or secondary). Once in a while, though, you may find a situation in which it is difficult to determine who is the Head.

Here are the principles to use: the Head is the person mainly responsible for the family's finances - the person who owns the house or pays the major share of the rent; the person who provides the major share of the financial support, etc.

IMPORTANT - NOTE: In the case of a married couple - the husband is always considered the Head. The wife is never the Head, even though she may be earning the main income or have the house in her name.

EXAMPLE: Take the case of a widower living with his son's family. These people are all related, so they are all in the same Family Unit. This, of course, is the primary family because it is the only Family Unit there.

To determine the Head of this primary family, find out if the son or his father owns the house or pays the rent, or which one owns the household furnishings, etc.

If the father is the Head, he is the Respondent. If the son is the Head, look at the Cover Sheet to see whether he or his wife is to be interviewed.

3. Number the Family Units in Column 4 of the Listing Box. The primary family and all members of it are always number "1", and any unrelated secondary Family Units "2", "3", "4", etc., in whatever order convenient. All members of the same Family Unit should receive the same number.

4. Now that you have determined the number of Family Units, you need a cover sheet for each one of them. The white cover sheet originally assigned to the Dwelling Unit (either sent to you by us and already addressed, or made out by you for an address you listed) is for the primary Family Unit.

You are to make out a green cover sheet for each unrelated secondary Family Unit. Be sure to copy the address onto the green cover sheet exactly as it appears on the white cover sheet for the primary family.

Whom to Interview

(Head, or Wife of Head)

In this survey you are to interview either the Head, or the Wife of the Head, whichever is designated on the Cover Sheet, for each Family Unit present in a sample Dwelling Unit.

Each Family Unit at a sample address produces an eligible respondent, and the cover sheet for a Family Unit helps you choose the correct person. Once you have determined the Head of each Family Unit at a DU, simply look at the cover sheet for the Family Unit, and interview the person indicated by a red check mark in Item #13.

The red check will indicate if your R is to be the Head or the Head's wife. IF THE HEAD IS NOT MARRIED, INTERVIEW THE HEAD, as per instructions on the cover sheet. Once the Respondent is determined, interview the designated individual; MAKE NO SUBSTITUTION.

Listing the Secondary Family Unit

When there is more than one Family Unit to be interviewed at a sample Dwelling Unit, be sure that (in addition to filling out a green cover sheet with the proper address) you copy the Listing Box information from the original questionnaire on to each additional questionnaire used for secondary Family Units. The only difference in the information on each of these Listing Boxes will be your indication of the respondent in the Column 5.

All occupants of a DU should appear in the Listing box, whether you are contacting the primary Family Unit or a secondary Family Unit. Your Family Unit number in Column 4 will distinguish between them, and your check mark for your respondent in Column 5 will tell us which Family Unit is being covered.

Use of Blank Cover Sheets

You will receive stapled packs of blank white cover sheets, assembled in sets of five, and packs of green cover sheets assembled in sets of three. Within each set cover sheets are numbered in the upper right-hand corner, 1 through 5 (or 1 through 3). Use sheet "1" first, then sheet "2," sheet "3," etc.

You receive the packs of blank white cover sheets so you can account for those Dwelling Units you have listed (in segments, blocks, extra DUs). They will account for the primary Family Units at these DUs.

The packs of blank green cover sheets are for use with unrelated secondary Family Units at all DUs, those we send you AND the ones you listed.

Extra DUs and White Cover Sheets

When you have found an "extra" DU at one of your sample addresses, fill out a white cover sheet from your pack of blank white cover sheets, and plan to contact it for interviewing on P. 714. Instruction 14a on the cover sheet tells you to do this, too.

IMPORTANT - NOTE

Whenever you have found an extra DU, we must be able to distinguish it from the originally listed DU. In order for us to do this, you must record the location of each of the DUs within the structure on their own respective cover sheet. This information must be on both the original cover sheet for the address, and on the one you make out for the extra DU.

CONTINUED ON NEXT PAGE

Thus, if we have given you an address of "10 Smith Street" and you find there are two DUs in the structure, you will have to add DU identification to the one already made out, and make out a new cover sheet for the extra DU. One cover sheet might then read "10 Smith Street, 1st floor" and the extra cover sheet might read "10 Smith Street, 2nd floor."

Sample Address Summary Sheets

The Sample Address Summary sheets are for the Office Contact's use in keeping track of the addresses in the PSU. There are two kinds:

The green sheets contain a carbon copy list of the sample addresses typed on labels and pasted on the cover sheets. Only one copy will be sent to each PSU, and they are for use by the Office Contact as she keeps track of the sample.

The white sheets are blank forms on which the Office Contact will keep a control record of sample dwellings not listed on the green sheets (for instance, all segment addresses, plus addresses for extra or new DUs) plus those addresses with secondary Family Units. Extras of the blank white Sample Address summary sheets will be sent to each PSU for use by interviewers in keeping track of their own part of the PSU assignment.

Non-interview and non-sample form on back of Cover Sheet

Whenever you have a sample address (an address sent to you on an addressed cover sheet, or an address which is on a line we have assigned), we must receive a cover sheet for it, even if the structure no longer exists, is vacant, or under construction. If you take an interview at the address, you will use the front of the cover sheet. If you do not take an interview, then you must complete the "Non-interview and Non-sample Form" on the back of the cover sheet.

You must check one of the categories for a non-response supplied in Box 1, thus telling us why no interview was obtained at the assigned address.

Box 2 is to be filled out whenever you have an address which is occupied, but at which no interview was obtained. Be sure to complete at least those items which you can answer from observation.

Box 3 is for your comments on a non-interview or non-sample address. Certain categories of non-response (from Box 1) ask for your comments; other times you may want to explain a situation. Be sure to explain any non-response you have classified as a "Refusal."

Labor Market Areas

The Labor Market Area in which an address appears is very important on this study. Each interviewer will receive a map defining the Labor Market Area boundaries for her specific PSU, and the moves of the R will be defined by whether or not he has moved in and out of this area. You will have to know the name of the LMA in which a DU exists in order to ask quite a few questions in the questionnaire.

Please see Field Notes, Pages 19-23 of this book, for further discussion on this, and for a list of the Labor Market Areas, by name, that each PSU will be covering.

SECTION 8

Sampling from Segments

Sampling Materials for Segment sample

You will receive the following materials:

1. We will send you the Blue Folder which is the "Office Copy" of the Segment Control Record Folder.
2. You will receive the yellow "Segment Control Record" folder if it is not already in your permanent PSU FILE.
3. A complete set of instructions for segment sampling is fastened in each of the blue "Segment Control Record" folders.

Assign a Cover Sheet to each Sample DU

When you have completed the listing of a segment, and know which lines on the listing sheet are assigned for P 714, you are ready to make out cover sheets.

White cover sheets are to be assigned to sample Dwelling Units in the order in which they are entered on the Listing Sheet (S203). That is, remove the top sheet from a pack of cover sheets, and assign the cover sheet to the first listed Dwelling Unit which falls into the sample; remove the second sheet from pack and assign it to the second sample Dwelling Unit; continue this process throughout the segment until every sample Dwelling Unit in the segment has an assigned cover sheet.

Note that within a segment, white cover sheets are assigned to all sample Dwelling Units at one time, but contacting each address and interviewing may be done at your convenience.

Address on Cover Sheet Identical with Address on Listing Sheet

When completing the identification items on a cover sheet (Items 5 through 11), be sure that the cover sheet address is entered in exactly the same way as it is listed on the Listing Sheet (S203). If there is any difference, we cannot check it off the master records in the office. If at the time of contact at the DU you find the listing needs correction, please send a special note to the office.

On the cover sheet, be sure to include the listing sheet line number as part of the identification.

Show Location of Each DU on Chunk Sketch

On the sketch in the front of each Blue Folder, show the location of each Dwelling Unit you have listed by drawing a small square (□) on the chunk sketch. Next to the square, record the listing sheet line number on which the DU is listed.

Copy Information from Blue Folder into Yellow Folder

Copy all information on the sample segment from the Blue Folder into the Yellow Folder. Be sure you copy this information from the front of the folder (information entered there by us before the Blue Folder was sent to you), from the chunk sketch, and that the carbon copy of the listing sheet is attached to the Yellow Folder while the original is in the Blue Folder.

Return Blue Folder to Ann Arbor Office

When you have assigned a cover sheet to each sample Dwelling Unit and have copied all the information into the Yellow Folder, return the Blue Folder to the Ann Arbor Office as quickly as possible. Do not hold the Blue Folder; work from your Yellow Folder, and send the Blue Folder in.

IMPORTANT**LARGE SEGMENTS****IMPORTANT**

If, after completing the listing of a segment, you find that more than 12 Dwelling Units are to be included in P. 714 (that is, you have 13 or more entries of "714" in Col. 3 of the Segment Listing Sheet), do NOT INTERVIEW in the segment.

Return the Blue Folder to us immediately, attaching an Immediate Action Form (bright pink) to the outside of the folder, and call our attention to the fact that you have 13 or more Dwelling Units in this segment on P. 714.

We do not want you to interview more than 12 Dwelling Units in a segment. By returning the Blue Folder, we will have your listing of the segment, plus the sketch for the segment, and we will make a new selection of lines which you will use for your P. 714 interviewing. We will return the Blue Folder as quickly as possible, giving you the new line number assignments for contact.

SECTION C**City Directory Addresses**

Samples that use city directory addresses may be divided into two kinds:

1. Those that have been previously checked by an interviewer in your PSU, or
2. Those which have not been checked previous to their assignment on a study.

Below you will find a list, showing which of the two kinds your PSU will receive. Be sure to check both lists; some PSUs will appear on both.

<u>Addresses Previously Checked</u>		<u>Addresses Not Checked</u>
Boston (Newton)	New Jersey (Bloomfield, W.Orange)	Boston (Boston)
Cleveland		New Jersey (Nutley)
Detroit	Pittsburgh	St. Louis
Los Angeles	San Francisco	
	Washington	
Black Hawk (Cedar Falls)		Black Hawk (Waterloo)
Butler	Montgomery, Ala.	Cortland (Cortland)
Cortland (Homer)	New London (Norwich)	Genesee
Fairfield	Pulaski, Ark.	Harris
Forsyth	Rensselaer	Hennepin (Minn.)
Hennepin (St. Paul)	Richland	Knox
Jefferson	St. Joseph (Three Rivers)	Lorain (Lorain)
Leon	San Diego	Taylor
Lorain (Elyria)	Sarasota	
Lycoming	Worcester	
Marion		
Minnehaha		

CONTINUED NEXT PAGE

Basically, the procedures involved with working with either kind are the same, and you will find a full discussion of them in the Manual for Interviewers, Pages 77-83. You may notice a few differences so we will call them to your attention now so they won't prove confusing.

City directory addresses are ones we know about, and we, thus, type them on labels which we paste on the cover sheets and send to you. When an address has been checked by an interviewer in a PSU at some prior date, we know for sure what did exist at that address. We, therefore, have been able to eliminate structures that are commercial or addresses that don't exist, etc. We also know how many DUs existed at the address, and are able to tell you on the label that we want, for instance, the "first floor, right" at 100 Elm Street. In other words, addressed cover sheets sent to you for addresses that have been previously checked are likely to be more accurate, or more likely to produce a valid DU.

When the addresses have not been previously checked, we are making out the address labels just as they appear in the city directory. Sometimes the directory is in error, sometimes the directory does not tell us an address is for a commercial structure, sometimes the address is not located with the nearest cross streets, and your check discovers it is outside the survey boundaries. Addressed cover sheets for addresses that have not been checked are more likely to produce structures that are not Dwelling Units, cover sheets you would return to us as non-sample cover sheets. The form known as the F102 (pink) is only for use on addresses that have not been checked earlier.

Sampling Materials for City Directory Samples

You will need the following materials:

1. Map of the city with Survey Boundary marked in green (in your permanent files).
2. Set of Worksheet C, Summaries (either already in your permanent files or being sent to you with study materials).
3. Carbon copies, if any, of all previously completed Form F102's (should be in your permanent files).
4. Addressed Cover Sheets or addressed Form F102's (in duplicate with carbon inserted) for all City Directory Addresses in this study. Any new F102's, those with carbons inserted, will be for addresses not previously checked.
5. Green "Sample Address Summary" which lists all of the addresses on the cover sheets and on the F102's.

Please See Manual for Interviewers, pp. 77-83

You will find a full discussion of City Directory samples in your Manual, including examples of the forms connected with them.

Please read the instructions in the Manual.

Be sure that the address is in your survey boundaries.

Report any unusual situations to us before you attempt interviewing if possible.

Commercial Addresses or Addresses Outside Survey Boundaries (OSB)

Usually, you will find that addressed cover sheets contain addresses of Dwelling Units inside the survey boundary. However, situations change and occasionally there are misunderstandings in the office or in the field. Therefore, verify that each address is within the survey boundary, and search diligently for the Dwelling Unit(s) at an address before classifying it as non-residential. This would be especially true for any PSU on the list above for "Addresses Not Checked." but is also true for the others.

Do not be concerned if some addresses turn out to be non-residential. Consider the addresses ANDs, and report what does exist at the location. Return the cover sheet to the office as a "non-sample," after completing the form on the back of it.

Small Multi-unit Structures

If a sample address falls into a small, multi-DU structure, check the number of Dwelling Units and Dwelling Unit designations as they actually exist against your Worksheet C Summary which should be in the PSU files. (If you can't find a set of Worksheet C Summaries - one for each cluster - in your files, notify us immediately.)

If you find any changes or differences, DO NOT INTERVIEW. Send us a listing of what you have found, and wait for further instructions.

In other words, if the addressed cover sheet we have sent you for Cluster 1 says "100 Elm Street, Apt. 1," look at your Worksheet C Summary for Cluster 1, and find the entry for 100 Elm Street. You should find some entry on the Summary which tells you how many apartments there are in the structure. Verify what exists against the Summary, and let us know if there is any discrepancy.

SECTION DSampling from City Directory Block Supplement

(A list of the PSUs using this procedure is on page 4 of this book.)

Sampling Material for City Directory Block Supplement Samples

You will receive the following materials:

1. F109 ("City Directory Block Supplement; Instructions for Checking Addresses").
2. Form F121 ("List of Addresses from City Directory") on which we have copied all addresses for the block listed in the City Directory.
3. A sketch of each block.
4. Form F105 ("List of Dwelling Units at Addresses Omitted from the City Directory") with heading items completed. Some of the blocks have been used in previous projects. In such a case, there may already be addresses in Col. 2 of the form F105. See Section IV B in the instructions (F109) for detailed procedures. On these forms you are to list all Dwelling Units at those addresses missed by the City Directory.

Detailed instructions for work on this type of sample will be included with the sampling materials sent to the PSUs involved.

IMPORTANT If the number of listed DUs exceeds the highest sample line number
NOTE appearing under the tape, notify us immediately.

SECTION EInstructions for Determining Who is to be Included as a Member of the Household

In a probability sample each individual should have a known and predetermined chance of falling into the sample. So when we find people who are staying in a household which is not normally their home, or when people are absent from what is normally their home, or when people have two homes, we need special rules to take care of these situations. We want to make sure that they don't get excluded completely, and, if they can be included in more than one location, we still want to give them their proper chance. Finally, we want to do this in such a way as to minimize "not at homes."

The general rules for household membership are:

1. Persons staying in the unit at the time of contact should be included as members of the household, if:
 - a. This is their usual or only place of residence; or
 - b. a place of residence is maintained for them both here and elsewhere; or
 - c. they have no other place of residence.
2. Persons absent at the time of contact should be included as member of the household, if:
 - a. A place of residence is held for them here, and
 - b. no place of residence is held for them elsewhere.
3. If any of these criteria cannot be determined, the person should be included in the household; however, you should tell us what you can about the situation.

The chart on the next page puts these rules in more systematic form, together with illustrative examples:

Does he have a place of residence here?	Does he have a place of residence elsewhere?	Examples	Should he be included in household?
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1. PERSONS "STAYING" IN SAMPLE UNIT AT TIME OF CONTACT

Yes	No	(a) Just "lives here" (b) Lodger (c) Servant	Yes
Yes	Yes	(a) Has country home or town house (b) Has summer home or winter home (c) Student living here while at school, or soldier while in service (d) Home on military leave or school recess	Yes*
No	No	(a) Waiting completion of new home (b) Takes turns staying with children, or parents	Yes
No	Yes	(a) Helping out with new baby, or during illness (b) Visiting friends or relatives (c) Works or eats here, sleeps elsewhere	No

2. PERSONS ABSENT FROM SAMPLE UNIT AT TIME OF CONTACT

Yes	No	(a) Traveling salesman on the road (b) Railroad man on a run (c) In general hospital (d) On vacation or visiting (e) Absent on business	Yes
Yes	Yes	(a) Has country home or town house (b) Has summer home or winter home (c) Away at school or in service (d) In prison or nursing home or special hospital	No*

3. If "Don't know" on any of these criteria, include in the household*

* Please describe situation.

III. FIELD NOTES

We feel you will find P. 714 is one of the least complicated Omnibus Surveys sent into the field in recent years. Although the questionnaire will prove a long one if your respondent has been a "mover," the addresses you will be visiting are new ones which we have not contacted before, there is no telephone sheet or followup sheet for future contacts, and there are no special procedures involved in making your calls. P. 714 is a straightforward Omnibus Survey using the Family Unit method of respondent selection.

Please read the following section carefully. Make sure you are up-to-date on all the procedures involved.

Interviewing Dates

Beginning date for P. 714 is Wednesday, November 7, the day after Election Day. PLEASE DO NOT TAKE ANY INTERVIEWS BEFORE THIS DATE. This is important to us - and to you since the political questions are so worded as to follow up on respondents' Election Day activities. We urge that you use the time between receiving the study materials and the interviewing starting date to study the instructions carefully, take a practice interview, start your sampling work, and generally get ready for a fast and organized start on November 7.

Deadline for P. 714 is Saturday, December 15. There will be no deadline extension, so please plan your work accordingly. Be sure that all study materials which should be returned to the office are in the mail to us on Dec. 15.

Scheduling Your Production

We ask that you follow the production schedule given below, thus helping us maintain a steady flow of interviews to the office and on to the Coding Section. It will ensure that your own work will meet the deadline.

DATES	PERCENTAGE
November 7	Starting Date - DO NOT START BEFORE THIS DATE
Nov. 7 - 13	20%
Nov. 14 - 20	50%
Nov. 21 - 27	70% (Nov. 22 is Thanksgiving)
Nov. 28 - Dec. 4	90%
Dec. 5 - 11	99%
Dec. 12 - 15	100%
December 15	FINAL MAILING DATE TO ANN ARBOR

The fact that Thanksgiving Day falls in the third week of the study may be worth some consideration; you should expect that some of your households and respondents will take advantage of a long weekend to travel. Also, the Christmas rush should be in its final stages by study deadline - something like seven shopping days left after the 15th of December. Both you and respondents will be busy at that time.

If you find you are falling behind the above schedule, or if you foresee any difficulty in maintaining a steady flow of interviews to the office, please let your Office Contact, Supervisor, and the office know.

Materials You Should Have

You should have the following materials in the approximate quantity listed. Please do not hesitate to request further materials if you find you are short.

1. Instruction Book 1 per Interviewer
2. Questionnaires 1 per sample, plus extras
3. Show Card 3 per Interviewer
4. Respondent Letters 1 per sample, plus extras
5. Envelopes for Respondent Letters . Same as Respondent Letters
6. Project Completion Forms 2 per PSU (for Office Contact use)
7. Sample Address Summaries Enough to cover sample records for each PSU
8. Envelope(s) of Sampling Materials
(Will contain the PSU assignment, the special LMA maps - 1 per Interviewer, plus packs of cover sheets - 5 per pack for the white ones, 3 per pack for the green ones.)

Contacting Local Authorities

The local authorities in each PSU should be notified by the Office Contact regarding the forthcoming study. They should be given information on:

1. the nature of the study,
2. the dates of the study,
3. the approximate areas in which interviewing will be done, and
4. the names and addresses of the interviewers who will be working on the study.

If anyone desires further verification of the Center's work, please have them contact Dr. Morris Axelrod at the Center (Ann Arbor - Normandy 3-1511, Ext. 2482.)

NOTE: The University Information and News Service will not prepare or release a press notice on this study.

Practice Interviews

We ask that each interviewer working on F. 714 take a practice interview and send it to her Supervisor. We further urge that you do this prior to November 7 so you will be off to a good start on the beginning date.

All of the Supervisors are on the road this fall, working on the Hospital Survey. If possible, we will send out addresses where they can be reached on any given date between Oct. 29 and Nov. 10, but if you are in doubt, please send your practice interview to the office and we will forward it.

The real value in a practice interview from your point of view is to get it back from your Supervisor in time to be of use to you as you take production interviews. Your Supervisors will be busy on the Hospital Study, so do allow a few extra days for them to go over the interviews and return them to you. You do not need to wait for them to be returned before beginning, unless you have a particular question or have noticed a trouble spot in the questionnaire which might complicate your production interviewing.

We in turn, in the office, will welcome any comments from you that might benefit all interviewers, and will be happy to answer any specific questions you might have. Please don't hesitate to write.

Return of Blue Folders

In order to ensure that each address in your sample receives the best possible chance to produce an interview, you should have visited each address by the second-third week of the study. In order to do this, especially in the segments, you must complete all sampling work required early in the study period. Sampling work in segments consists of checking an already listed take-part segment, or listing a new take-all segment, showing the DVs on the sketches, and making out the cover sheets.

Once this is done, there is no reason for you to hold on to the Blue Folders. You can work from the Yellow Folders, and by sending the Blue Folders to the office, we will have an accurate record of your addresses.

We have urged on recent studies that you do your listing and return the Blue Folders to the office as early as possible in the study period - and we still do for the above reasons. There are several other points to consider, however, brought up by the Supervisors during the recent Fall Conference here in Ann Arbor.

If it is more convenient for your PSU to do all the listing and sampling first, returning later for any contacts you must make, fine. We would assume that this would be done primarily in PSUs where the sample addresses would be divided equally among the interviewers active on the project. It is important that each interviewer be given sample addresses near her geographic location in the PSU in order to conserve on travel time and expense, and yet still receive an equal share of the work.

Some PSUs, however, have only one or two interviewers active on the project, and their sample consists of a few segments in one part of the PSU and some more in another area some distance away. For such PSUs it is often wiser to list, sample, and interview a segment - all in one trip. We have no objection to this plan if it seems the wisest. We would assume that even these PSUs would have visited all segments assigned on the study and completed the listings by the 2nd or 3rd week of the study, and that the Blue Folders will be on their way to us before we ask for the mid-study Progress Report.

One thing that has puzzled us for some time is that we often receive interviews for a segment before we receive the Blue Folder. Since the listing and sampling of a segment must be completed before contacts at specific addresses are made, it seems likely that the work on the Blue Folder has been completed. If so, it should be in the office.

In summary, please do the necessary work on your segments and return the Blue Folders to us as soon as is plausibly possible. We would hope that we would have received all Blue Folders by the second or third week of the study, and earlier if possible. This will be especially important to us on F. 714 since by late November the Sampling Section will already be working on the sample for the Survey of Consumer Finances, scheduled to go into the field right after the Christmas Holidays.

Respondent Letters

Each interviewer will address and send a respondent letter to every sample address in her PSU. If you would like to have the Ann Arbor postmark on your envelopes, return them to us, ready for mailing and we will send them on their way for you.

Feel free to enclose the "Why Ask Me?" folder if you like. Also, extra letters will be sent with the study materials so that you will have some to carry along while interviewing.

Use of Cover Sheets

There are two cover sheets for P. 714:

1. A white cover sheet - accounts for the Dwelling Unit and the primary Family Unit (Family Unit #1) at the DU. In other words, there should be a white cover sheet for each DU in your sample, which will also account for the primary Family Unit.
2. A green cover sheet - accounts for any unrelated secondary Family Unit (Family Unit #2 - or #3, #4, etc.) at a sample DU. There should be a green cover sheet for each secondary Family Unit, and it should be attached to the interview you take with the unit. If no interview is taken, the Non-interview Form on the back of it should be filled out in order to account for the secondary Family Unit.

Each cover sheet, both white and green, will tell you which member of the Family Unit is your Respondent.

For further information on the use of cover sheets, please:

1. See pages 5-8 of this book (Sampling Procedure Section) for step-by-step instructions.
2. Study the sample cover sheets in this book, following page 26.
3. Please see page 8 for a discussion of item 11a (Labor Market Areas) on your cover sheets.
4. Be sure you understand how to use the Non-interview and Non-sample Forms on the back of the cover sheets (also discussed on page 8 in this book), and
5. Study the procedures involved in selecting your Respondent, below.

Choosing Your Respondent

P. 714 will use the Family Unit method of Respondent selection, and you will find a general discussion of this method, as well as some examples, on pp. 114 through 120 of the Manual for Interviewers.

Below, you will find a summary of the basic points you should remember as you choose your respondent in the Family Unit method; however, we urge that you also read the general discussion in the Manual.

1. Determine the Head of the Dwelling Unit, and enter him (her) on the first line of the listing box on the first page of a questionnaire.
2. Enter all other adults in the DU (18 or over, OR married regardless of age) by their relationship to, or connection with, the Head.
3. Family Units are made up of all people within a DU who are related by blood, marriage or adoption, and should receive the same Family Unit number in Col. 4 of the Listing Box.
4. Whenever you have people in a DU who are not related by blood, marriage or adoption, you have unrelated, secondary Family Unit(s).
5. All occupied DUs must have at least a primary Family Unit (Family Unit #1), and thus, each DU must have a white cover sheet. In addition, there may be one or more unrelated, secondary Family Units, each one requiring a green cover sheet.
6. Each Family Unit, be it a primary or a secondary, produces an eligible respondent, so you will interview every Family Unit at your sample Dwelling Units.

(continued, next page)

Choosing Your Respondent - continued

7. Whenever you have a secondary Family Unit in a DU, you must first make out a green cover sheet, using one from your pack of green cover sheets. Then, copy the Listing Box information from the first page of your primary Family Unit questionnaire onto the first page of a new questionnaire. The Listing Boxes on the two questionnaires should be exactly the same (all adults in the DU listed in the same order, Family Unit numbers the same for each adult), EXCEPT for the check mark (✓) in Col. 5. Your check mark tells us which Family Unit you are interviewing; so, on one questionnaire, it will follow the person who was the respondent for Family Unit #1, and on the second questionnaire, it will follow the person who was the respondent for Family Unit #2 - and so on.
8. Look at your cover sheet (white one for Family Unit #1, or green one(s) you have made out for the secondary Family Unit(s) to see which person in the Family Unit you should interview. In Item #13 there will be a red check mark (✓) indicating whether you should interview the Head, or the Wife of the Head (if Head is married, or the Head only if Head is not married).

WE CANNOT ACCEPT ANY SUBSTITUTION FOR THE PERSON INDICATED ON THE COVER SHEET AS YOUR RESPONDENT. If you find a complicated situation and can afford to wait, write to us for a decision.

Labor Market Areas and Use of Special Maps

The concept of "Labor Market Area", used for the first time on the summer study, is again very important to P. 714. Whole sequences of questions in the questionnaire deal with moves the family may have made - moves into and out of the LMA. In addition, there are questions where you must fill in the name of the LMA in which the respondent lives in order to ask the question accurately. It is obvious, of course, that in order to do either of these things, you must be aware of the LMA boundaries, and the specific name of the LMA.

Each interviewer should carry a special map showing LMA boundaries with her whenever she is visiting sample addresses. Try to familiarize yourself with the boundaries prior to starting work on the study. Feel free to use the map; show it to your respondents whenever you want to be sure you both understand the area under discussion.

The specific name of each Labor Market Area is given on the list on the next page. Every PSU is on the list. Simply find yours, and look across the columns for the name of the LMA(s) in your PSU, and for any pertinent remarks concerning them. BE SURE TO USE THE NAME OF THE LMA EXACTLY AS IT IS GIVEN TO YOU ON THE LIST whenever it is necessary for you to insert the name in a question you are asking.

It may prove helpful to you to know exactly which questions will require you to insert the LMA name. You will spot them in the questionnaire because some words are left out of the question and we have put in a ".....(LMA)....." to indicate that you should insert the name of the LMA that applies to your particular respondent. The questions are:

Q. 17-17b	Q. B40
Q. B9-B10	Q. B70-B75
Q. B30-B32	Q. B78
Q. B35	Q. B81-B82

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Labor Market Areas - continued

Please note Item 11a on both the white and green cover sheets. You will find a red check mark in one of the two boxes when you receive your cover sheets. If the check mark is in the first or top box, you may simply proceed to Item 12; no entry is necessary in 11a. If the check mark is in the second or bottom box, your PSU has more than one Labor Market Area, and it will be necessary for you to enter the name of the one in which the address exists. You obtain this information from your sampling materials (for instance, in Col. 6 on the front of the Blue Folder). If we have addressed the cover sheet, we have also entered the name of the LMA whenever necessary in Item 11a.

PLEASE NOTE, After the little box for "NO ENTRY NECESSARY HERE" in Item 11a, we have said "the name of your LMA is the same as the name of your PSU." This is not always true. We found, after the cover sheets were printed, that we had to change the names of some of the LMAs so that the names you inserted into the questions would more accurately represent the area we wished the respondent to consider.

PLEASE BE SURE TO CHECK THE FOLLOWING LIST FOR THE NAME(S) YOU SHOULD USE.

LABOR MARKET AREAS

Metro PSU	No. of LMAs in PSU	Name of LMA	Remarks
Baltimore	1	Baltimore Area	Your LMA is further defined geographically on the two-page memo sent with Sampling Materials
Boston	1	Boston Area	"
Chicago	1	Chicago Area	Made up of 6 counties - Cook, Dupage, Kane, Lake, McHenry, and Will. See two-page memo sent with Sampling Materials.
Cleveland	1	Cleveland Area	Your LMA is further defined geographically on the two-page memo sent with Sampling Materials
Detroit	1	Detroit Area	"
Los Angeles	1	Los Angeles Area	"
New Jersey	4	Paterson-Clifton-Passaic	Consists of 2 counties - Bergen and Passaic
		Newark Area	Consists of 3 counties - Essex, Morris & Union
		Jersey City Area	Consists of 1 county - Hudson
		New Brunswick-Perth Amboy	Consists of 2 counties - Middlesex & Somerset
New York	1	New York Area	Your LMA is further defined geographically on the two-page memo sent with Sampling Materials
Philadelphia	1	Philadelphia Area	"
Pittsburgh	1	Pittsburgh Area	"

(CONTINUED ON NEXT PAGE)

Labor Market Areas - continued

PSU (Metro-continued)	No. of LMAs in PSU	Name of LMA	Remarks
St. Louis	1	St. Louis Area	Your LMA is further defined geographically on the two-page memo sent with Sampling Materials
San Francisco	1	San Francisco Area	"
Washington, D.C.	1	Washington Area	"
Non-metro PSU	No. of LMAs in PSU	Name of LMA	Remarks
Adair	1	Adair County	None
Barron	1	Barron County	"
Black Hawk	2	Black Hawk County	"
		Buchanan County	"
**Boyd	2	**Huntington-Ashland Area	Consists of Boyd Co., Ky.; Cabell and Wayne Counties, W. Va.; and Lawrence Co., Ohio
		Greenup County	None
Butler	2	Butler County	"
		Warren County	"
Clark	1	Clark County	"
Cortland	1	Cortland County	"
Crawford	1	Crawford County	"
E. Carroll	1	E. Carroll County	"
Erath	1	Erath County	"
**Fairfield	1	**Fairfield Area	Consists of SE part of Fairfield Co., plus town of Milford, and New Haven County
Forsyth	1	Forsyth County	None
Franklin	1	Franklin County	"
Genesee	1	Genesee County	"
Gwinnett	1	Atlanta Area	Consists of 5 counties - Clayton, Cobb, DeKalb, Fulton, and Gwinnett
Harris	1	Harris County	None

**NOTE that LMA name is changed - from that used on P. 711

(CONTINUED, NEXT PAGE)

Labor Market Areas - continued

PSU (Non-metro-- continued)	No. of LMAs in PSU	Name of LMA	Remarks
Hennepin	1	Minneapolis- St. Paul Area	Consists of 5 counties - Hennepin, Ramsey, Anoka, Dakota, and Washington
Hickman	1	Hickman County	None
Jeff Davis	1	Jeff Davis County	"
Jefferson	1	Louisville Area	Consists of 3 counties - Jefferson and Clark, Ky ; and Floyd, Indiana
Knox	1	Knox County	None
Lane	1	Lane County	"
Leon	1	Leon County	"
Logan	1	Logan County	"
Lorain	1	Lorain County	"
Luzerne	1	Luzerne County	"
Lycoming	1	Lycoming County	"
Marion	1	Marion County	"
Minnehaha	2	Minnehaha County	"
		Turner County	"
Mitchell	1	Mitchell County	"
Montgomery, Ala.	2	Montgomery County	"
		Elmore County	"
Montgomery, Ohio	1	Dayton Area	Consists of 3 counties - Montgomery, Greene, and Miami
Muhlenberg	1	Muhlenberg County	None
New London	2	Norwich Area	The area covered by these two LMAs is still less than New London Co. area
		New London Area	
Onondaga	1	Syracuse Area	Consists of 3 counties - Onondaga, Madison, & Oswego
Page	1	Page County	None
Pitt	1	Pitt County	"

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Labor Market Areas - continued

PSU (Non-metro-- continued)	No. of LMAs in PSU	Name of LMA	Remarks
Plumas	2	Lassen and Plumas Counties	Consists of the two counties
		Sierra County	Just the one county
Pulaski, Ark.	2	Pulaski County	None
		Saline County	"
Pulaski, Va.	1	Radford-Pulaski Area	Consists of 5 counties - Pulaski, Floyd, Giles, Montgomery and Wythe Co's; and Radford City
**Rensselaer	1	**Schenectady- Albany-Troy Area	Consists of 4 counties - Rensselaer, Albany, Schenectady, and Saratoga
**Richland	1	**Richland- Lexington Area	Consists of both counties
St. Joseph	1	St. Joseph County	None
Salt Lake	1	Salt Lake Area	Consists of Salt Lake County, and part of Davis Co.
San Diego	1	San Diego County	None
**Sarasota	1	**Sarasota-Manatee Area	Consists of both counties
Susquehanna	1	Susquehanna Co.	None
**Taylor	1	** Abilene Area	Consists of two counties - Taylor and Jones
Traverse	1	Traverse County	None
Walthall	1	Walthall County	"
Watauga	1	Watauga County	"
Whatcom	1	Whatcom County	"
Worcester	1	Worcester Area	Consists of just the central part of the county, not all of it.
**York	2	Biddeford Area	These two LMAs together cover the entire county
		** Berwick Area	

**--NOTE that LMA name is changed --
from that used on P. 711

Call Procedure

In planning your work, allow for a spread of calls at each address which does not produce an interview on your first contact. Give yourself a chance to find the respondent at home and free. Make your first calls early in the study period. Your callbacks should then range over the entire study period, showing a spread between weekdays and weekends, as well as between mornings, afternoons, and evenings.

Plan to make at least four calls on all addresses in cities and towns, and three calls in rural areas. Additional calls should be made if more interviews are necessary to reach the minimum acceptable response rate of 85%.

The only exception to the above is in those cases where you find a house vacant (HV) on your first contact or call. In this case, do not call back, even if someone is moving in the next day. As far as we are concerned, these addresses will remain HVs for the duration of the study, since it is perfectly possible for the people who move in to have come from another address in the sample. The rule can also be applied in reverse; that is, if you find a DU occupied on your first contact, but the people move out before you can interview them, the address becomes a NI, Other and you will not have to make additional callbacks.

Computing the Response Rate

Throughout the study each Office Contact will be periodically computing the response rate for her PSU. These response rates become especially important toward the end of the study when it is necessary to decide if more callbacks at the NAs and RAs are needed to reach the required 85%. You may want to keep track of the response rate for your own portion of the sample as well, so this is the way you do it:

1. Add the total number of addressed (white) cover sheets assigned to you, the total number of white cover sheets you have made out, and the total number of green cover sheets you have made out. This figure is your total sample size.
2. Subtract from your answer to #1 all Non-sample cover sheets. (Non-samples are any addresses which are HV (House Vacant), AND (Address Not a Dwelling), NSN (No Such Number), and OSB (Outside Survey Boundaries).) This resulting number represents your total possible interviews.
3. Divide the total number of interviews you have completed by the answer to #2. This figure is your response rate.

As a check to make sure your figures are accurate, add your total number of Non-samples (#2), your total number of interviews completed, your total number of Non-interviews, and the number of cover sheets remaining to be interviewed. This total should be the same as your answer to #1.

Editing Interviews and Cover Sheets

A great deal of your valuable time and effort can be saved if all interviews and cover sheets are thoroughly edited before they are sent to the Ann Arbor office.

Cover Sheets:

1. Be sure to fill out a white cover sheet for each sample Dwelling Unit, and a green cover sheet for any secondary Family Unit which exists at any sample address.

(CONTINUED, NEXT PAGE)

Editing Interviews and Cover Sheets - continued

2. Make one final check before sending them in to be certain you have completed all the necessary identification on each cover sheet: name, interview number, date, length of interview in minutes, PSU, segment, cluster, or block number, etc.
3. Check to see that the address entered on your green cover sheets is exactly the same as the address that appears on the white cover sheet for the same Dwelling Unit, and that the Labor Market Area has been entered in item 11a whenever necessary.
4. The Non-interview and Non-sample Forms on the back of the cover sheets should be completed for all Family Units which result in a non-response. Please give as much of the information asked for as you can; your comments give us the details which will help us to understand and code the reasons why no interview was taken.

Interviews:

1. Edit your interviews right after you take them, while you still remember the respondent and the interview situation clearly.
2. Check to see that your writing is legible, and that each question is accounted for in some way. If a question is inapplicable, please mark it "(Inap)"; if a response is not clear, enter clarifying remarks in parentheses in the margins.
3. Use the Thumbnail Sketch freely to explain any unusual situation, or to give us additional information about your respondent not stated within the interview.

Mailing Your Interviews

Please send your first one or two interviews in to us as soon after you have taken them as possible, via Air Mail. Getting the first few in early helps us in setting up the codes and in training the coders.

Every time you have completed and edited two or three interviews, send them right off the the Ann Arbor office. Two or three interviews in an envelope make a fairly light package with less chance for loss or damage in the mails. Also, this kind of systematic, steady mailing allows us to keep the 25 or 30 people who will be coding busy throughout the study period.

"Why Ask Me?" Folders and Thank You Cards

The use of these materials is left up to you. Your respondents for P. 714 will be new ones who are unfamiliar with our work, however, and they have never seen these materials. You may find that the "Why Ask Me?" folders (perhaps mailed with the respondent letters) help to establish rapport, and that the Thank You Cards help to close the interview positively and pleasantly.

The Thank You Cards that are presently in use will not be used again upon the completion of Fall Omnibus. The many PSU changes across the country have made the sample point map on the back obsolete. We will make every effort to have up-to-date Thank You Cards made up by Survey of Consumer Finances in January.

(CONTINUED, NEXT PAGE)

"Why Ask Me?" Folders and Thank You Cards - continued

Since most FSUs have a fair stock of these materials on hand, we will not ship any in the P. 714 general mailing. If your FSU is running low on either the "Why Ask Me?" folders or the Thank You Cards, please order them separately.

Progress Reports

During the course of the study we will send each Office Contact a form to fill out and return to us which will bring us up to date on the P. 714 work across the country. Please keep your Office Contact informed about your progress, being especially sure to let her know whenever you find an extra DW or Secondary Family Unit so that she may add it to her summary sheets. These Progress Reports are frequently "timed" reports; that is, by having the figures for each FSU entered on the reports on the same day we will know where everyone stands at a given time all over the country. Our estimates regarding the completion of the study thus become more accurate.

Project Completion Form

Two copies of the Project Completion Form are being sent to each FSU. One copy should be filled out by the Office Contact upon the completion of the study in the FSU, and it should be sent in to us with the final mailing of materials for the study. The other copy is just in case an extra is needed.

Day-by-Days and Pay Records

Day-by-day records are required for work on this project. Remember, your time card and the accompanying day-by-day records should be sent in for each pay period - the 1st to 15th, and the 15th through the end of the month. Travel vouchers and the accompanying mileage statement should be sent in at the end of the month.

Reports to Respondents

You may request that a copy of the report on the results of the study be sent to some of your respondents. Please do this in a separate memo, giving us the project number (P. 714) and the mail address of the respondent. Do not request reports on the cover sheets or in the questionnaires.

THE UNIVERSITY OF MICHIGAN
SURVEY RESEARCH CENTER
ANN ARBOR, MICHIGAN

DIVISION OF THE
INSTITUTE FOR SOCIAL RESEARCH

November-December, 1962

Dear Sir or Madam:

Each year the Survey Research Center of The University of Michigan carries out nation-wide surveys. They are designed to get an accurate picture of how the American people are getting along financially these days, and how they feel about a number of current topics.

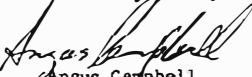
Your house has turned up as one of the addresses throughout the United States to be interviewed in our fall survey. These addresses were selected purely by chance, and are an accurate cross-section of the nation.

In order that this cross-section sample be accurate, we cannot make substitutions of addresses. We ask our interviewers to be sure to talk with someone at each of the selected addresses. One of our local interviewers will call at your home sometime during the next few weeks. The information you will be asked to give is important to businessmen, government officials, and economists for a better understanding of the ideas and conditions existing in this country today.

The results of all the interviews are combined and published in a report which represents the country as a whole. The report is entirely statistical, and no person or address is ever identified. Your interview is held in strict confidence.

If you have any questions, or would like additional information about our organization, we will be glad to answer any inquiries. Thank you very much.

Sincerely yours,


Angus Campbell
Director

AC:jaf
p. 714

NON-INTERVIEW and NON-SAMPLE FORM

1. INTERVIEWER: To be filled out for any Dwelling Unit at which no interview is obtained.

CHECK ONE:

- ☐ HV---- House Vacant; not being lived in. Record below if seasonal DU.
☐ AND --- Address Not a Dwelling. Describe below (commercial, house burned, etc.)
☐ NAH --- No one at Home; DU lived in but no one at home after required no. of calls.
☐ RA ---- Respondent Absent; someone at DU, but respondent absent. Describe below.
☐ Ref. -- Refusal. Give detailed description below.
☐ Other - No interview obtained for reason other than above. Explain fully below.

2. INTERVIEWER: Please supply as much of the following information as you can for any occupied Dwelling Unit at which no interview is obtained (NAHs RAs, Ref.'s, Others).

a. CHECK ONE: Most entries based on --- ☐ Actual Information ☐ Good Guess ☐ No entries; impossible to guess

b. Complete the Listing Box on the first page of a questionnaire if possible.

c. TYPE OF STRUCTURE in which respondent lives: Detached single family house

☐ Apartment in a partly commercial structure ☐ Apartment House, 5 or more units ☐ Detached 2-4 family house or row house
☐ Other (specify →)

d. NEIGHBORHOOD: Look at 3 structures on each side of DU but not more than 100 yards or so in both directions, and check as many boxes as are appropriate, below:

☐ vacant land ☐ Detached single family house ☐ Detached 2-4 family house or row house ☐ Apartment House, 5 or more units
☐ Mixed commercial and residential structure ☐ Wholly commercial or industrial structure ☐ Other (specify →)

e. Estimated family income: ☐ Under \$5,000 ☐ \$5,000-\$10,000 ☐ \$10,000 & over

f. How many adults in family? ☐ One (SKIP TO Q. h) ☐ Two ☐ More than two

g. Is there a married couple in this family? ☐ Yes ☐ No

h. Race: ☐ White ☐ Negro ☐ Other

i. Sex of Respondent: ☐ Male ☐ Female

j. Estimated age of Respondent: ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-64 ☐ 65 or over

k. Are there any children under 18 years of age in the family? ☐ Yes ☐ No

3. INTERVIEWER: Space for COMMENTS on Dwelling Units at which no interview was obtained.

The University of Michigan
Survey Research Center
Project 714

COVER SHEET

1962 Fall Omnibus Survey

Date _____
Taken _____

Int'r's Name _____ 3. Your Int. No. _____ 4. Length of Interview (min.) _____

Please fill in
APPRO-
PRIATE
line
5. Segment No. _____
or
6. Cluster No. _____
or
7. Block No. _____

Please fill in
ALL
lines
8. PSU _____
9. State _____
10. Town or City _____

11. Address (or Description), AND Line Number _____

11a. INTERVIEWER

- ☐ NO ENTRY NECESSARY HERE; the name of your Labor Market Area (LMA) is the same as the name of your PSU.
☐ Your PSU has 2 or more Labor Market Areas. Please enter the name of the one in which this address exists:

12. CALL RECORD

Call Number	1	2	3	4	5	6	More (specify)
Hour of the Day (plus AM or PM)							
Date							
Day of Week							
Results							

13. IN THIS FAMILY, INTERVIEW THE PERSON CHECKED

☐ HEAD of Family

☐ WIFE of Head of Family (if Head married), or Head (ONLY if Head is not married).

14. ASK AT ALL ADDRESSES

14a. Are there any other Dwelling Units at this specific address?

- ☐ NO
☐ YES → Make out a WHITE cover sheet(s) for any extra DU(s), and interview at each one. Tell us where each DU, including this one, is located in structure.

14b. Who in your family lives here?

INTERVIEWER: Enter persons age 18 or over & any married person, regardless of age, in Listing Box on 1st page of a questionnaire. List Head on first line, & all others in family by their relationship to Head, giving age and sex for each.

14c. Does anyone, either married or age 18 or over, live here who is not related to you?

INTERVIEWER: Enter in the Listing Box on the first page of the questionnaire, ALL persons by their connection with Head, and giving age and sex for each. Make out GREEN cover sheets, and take an interview with each of these unrelated, secondary Family Unit(s).

15. IF AN INTERVIEW IS TAKEN, ATTACH COVER SHEET TO INTERVIEW, AND MAIL TO FIELD OFFICE.

16. IF NO INTERVIEW IS TAKEN, COMPLETE FORM ON BACK OF THIS SHEET, AND MAIL TO FIELD OFFICE.

1. **INTERVIEWER:** Fill out for any unrelated secondary with whom no interview is obtained.

CHECK ONE:

- ☐ RA ---- Respondent Absent; someone at address, but respondent absent.
☐ Ref. -- Refusal. Give detailed description of situation, below.
☐ Other - No interview obtained for reason other than above. Explain fully below.

2. **INTERVIEWER:** Please supply as much of the following information as you can.

a. **CHECK ONE:** Most entries based on --- ☐ Actual ☐ Good ☐ No entries; impossible to guess
 Information Guess

b. Complete the Listing Box on the first page of a questionnaire.

c. **TYPE OF STRUCTURE** in which respondent lives: Detached single family house

Apartment in a partly
commercial structure

Apartment House,
(5 or more units)

Detached 2-4 family
house or row house

Other (specify →)

d. **NEIGHBORHOOD:** Look at 3 structures on each side of DU but not more than 100 yards or so in both directions, and check as many boxes as are appropriate, below:

Vacant land
only

Detached single
family house

Detached 2-4 family
house or row house

Apartment House,
(5 or more units)

Mixed commercial and
residential structure

Wholly commercial or
industrial structure

Other
(specify →)

e. **Estimated family income:** ☐ Under \$5,000 ☐ \$5,000-\$10,000 ☐ \$10,000 & over

f. **How many adults in family?** ☐ One (SKIP TO Q. h) ☐ Two ☐ More than two

g. **Is there a married couple in this family?** ☐ Yes ☐ No

h. **Race:** ☐ White ☐ Negro ☐ Other

i. **Sex of Respondent:** ☐ Male ☐ Female

j. **Estimated age of Respondent:** ☐ 18-24 ☐ 25-34 ☐ 35-44 ☐ 45-64 ☐ 65 or over

k. **Are there any children under 18 years of age in the family?** ☐ Yes ☐ No

3. **INTERVIEWER:** Space for **COMMENTS** on DUs where an unrelated secondary int. was not obtained.

IV. QUESTION-BY-QUESTION OBJECTIVES

Q. 1, 2 Self-explanatory

Q. 1a, 2a Any references to lay-offs, debts, and inflation are particularly important.

Q. 3, 3a How much concern is there about such things as prices, unemployment, debts, the economic implications of political and foreign affairs? We want to know the frame of reference in which R describes his own worries as well as those of his friends. Be particularly sure to note down references to prices, job security, income, in full detail.

Q. 4 Here we want to know what R expects financially in the coming year. Note that responses in terms of what R "hopes" are not what we're after. Find out what R actually expects.

Q. 5, 5a Q. 5 is concerned with R's housing plans for the next 12 months, and Q. 5a with the year after that. Note that we're interested here in reasonable expectations and not merely hopes or desires, so try to get at the degree of certainty of R's expectations. Be sure that we can distinguish between expectations and hopes.

Q. 6, 6a We want to know whether R thinks it's a good or bad time to buy a house for people in general. We are not interested here in R's own problems, but in what he thinks of the market for houses. Be sure to note all references to prices, good or bad times, credit terms, quality of houses being built, etc. in answer to Q. 6a.

Q. 7, 7a Q. 7, 7a apply to people in general. Does R think that it is - in general - a good time to buy household goods? Personal references such as, "It's a bad time for us," or "I'm so we can't afford to buy," do not answer the question. Replies like, "A lot of people are making more money and can buy now," however, are acceptable. You may find that in response to Q. 7a some people say something like "There is no reason not to buy if you need things and have the money." Such responses should be recorded especially carefully since they may be difficult to classify.

Q. 8 This question is designed to elicit R's observations about price changes during the past year. Emphasize the phrase "during the past year," so respondents won't talk about price changes which occurred 2 or 3 years ago - a subject which is not relevant to this question.

Q. 9 What does R expect prices to do during the coming year? We want R's expectations about prices in general of the things R and his family buy. If R talks of prices of specific things, repeat the introduction to the question to get him back on the track.

Q. 10 Accept R's frame of reference here. He may say that price changes or price stability is good or bad for either himself personally or for the economy as a whole. Either frame is acceptable.

Q. 11-11a How does R view price trends in the relatively distant future? If he has no clear idea, don't press him too much; just try using the probe, Q. 11a.

Q. 12-12a What does R expect of the economy as a whole? Once again, we're not interested in hopes and dreams, but in what R thinks will be the case. If any qualifications are mentioned in answer to Q. 12, check the appropriate box and record the qualifications as well.

Q. 13 Self-explanatory.

Q. 14-14a These questions are aimed to get at anything R has heard in the last few months concerning a change in business conditions in the country as a whole. In particular we want to know whether R's news is favorable or unfavorable. Has he heard that unemployment is declining or that it is still very extensive? Has he heard anything about the stock market? It is, of course, possible that R may have heard of both favorable and unfavorable developments; get detailed and specific information on both.

Once more, we're not interested in R's personal situation. Also, his answers here need not conform with his reply to Q. 12, 13, or 19. R may well feel that there will be an improvement in conditions, even though he has only heard of unfavorable changes lately. We're interested in topical answers relating to such things as taxes, recession, unemployment.

Q. 15 This should tell in what way people relate economic affairs in this country to the world situation. Please emphasize the words business conditions. It will not satisfy us to hear that people are upset about the Cold War; we want to explore what connection R sees between the Cold War and business conditions at home. Some people will see no connection. Therefore, if R cannot answer, don't push him.

Q. 15a-b By Q. 15a-b we want to find out whether people think world conditions make for good times or bad times at home.

Q. 16 We are here talking about the recent personal income tax cut proposals which have been widely publicized. We are interested in R's opinions about this proposal. Please note down any information R may volunteer. If R says - "D.K." or "haven't heard of it," try asking - "Well, what would you think of such a proposal?"

Q. 16a The probe should tell us for what reasons R approves or disapproves of the proposal.

Q. 17-17b We want to know whether R has heard if there is at present any unemployment in his Labor Market Area. We are not interested in unemployment which occurred in the past.

NOTE: In this study we make use of the concept of a "Labor Market Area" as defined by the Department of Labor. The area outlined on the special maps sent to you is a Labor Market Area. In cities a Labor Market Area is ordinarily the same as the metropolitan area as defined by the Census Bureau. In those parts of the United States which are not near large cities the county is used as the Labor Market Area.

NOTE: Refer to Question 11a on either the white or the green cover sheet to see the specific name of the LMA in which your R lives. Page 20 in this Instruction Book will also tell you what your LMA(s) is called.

Q. 18-18a If R spontaneously replies to Q. 18 in terms of local unemployment, his answer is acceptable. If, however, there is some doubt in his mind as to which we are referring to, and he raises the question, explain that we are interested in national rather than local unemployment.

Q. 19 We are interested in a comparison for the country as a whole. Note that R's answer here may not be the same as his answer to Q. 12. Times may be better than last year, but still bad - and vice versa.

Q. 20-20a The main purpose of Q. 20 is to discover whether people give some thought to the economic outlook for the more distant future; and if they do, we want to know what they expect.

Undoubtedly, some people never look more than a year ahead. Don't urge them to express a definite opinion in that case, but ask (Q. 20a) - "On what does it depend in your opinion?"

Q. 21-21a If possible, try to give us some indication of how likely R thinks it is that we will or won't have a depression like that of the thirties in the next 5 years or so in the country as a whole.

Q. 22-22b We are interested in R's opinion of the likelihood of a recession and unemployment like that of 1958, and in the winter of 1960-61, happening in the country as a whole. If R thinks that it will or might happen again, ask Q. 22a and the probe Q. 22b.

Q. 23-23a We are interested in R's opinion regarding the car market and not in R's personal ability or need to buy a car. The question refers to "the next 12 months or so" to discourage seasonal answers. "Fall is a good time to get bargains" is not what we want to know. If R insists upon such replies, please make them clear in your write-up.

If R should happen to distinguish between the markets for different types of cars (compact vs. regular size, new vs. used, etc.), please record his opinion separately for each car market.

Q. 24 We are primarily interested in car prices during the whole year and not in seasonal price changes. If R distinguishes between markets for different types of cars, try to determine whether he thinks the prices of each separately will rise, fall, or stay the same.

Q. 25-25c Does anyone in R's Family Unit own a car? If he mentions a jeep or pick-up truck or some other "half-car", please describe it fully so that we can classify it, and be sure to make it clear whether or not the box checked in Q. 25a includes or excludes this "half-car".

Q. 25b-25c Repeat these questions for each car. If more than two cars, enter the answers for the third in the margin.

Q. 26-27 Be sure to ask Q. 26 and Q. 27 of all respondents.

Q. 28 If R answers "yes" to either (or both) Q. 26-27, ask Q. 28 about each car the family, or some member of the family living with R, expects to buy. Use the margins for answers about a second planned purchase (if any). The degree of certainty about R's plans to buy a car is important to us. Please note any indications of it carefully.

Q. 29-30 Ask these questions about each car the R or family expects to buy, be it new or used or if R is uncertain. In Q. 30 we are especially interested in whether R thinks he will buy either a compact car or a foreign car. By compact car, we mean only those made in the U. S. (Rambler, Lark, Falcon, Corvair, Valiant, Comet, Etc.).

Q. 31-31b These questions are designed to check on R's awareness of 1963 models and changes - both in mechanical features and appearance - from 1962 models. D. K. is an acceptable answer to Q. 31. Don't force R to express an opinion. In this case go on to Q. 32.

Q. 32-32a This question is not limited to 1963 models, but refers to recent models. R may mention more than one thing which he would like to have on his car. Please be careful to record each mention.

Q. 33 In Q. 33 we want to know about any special expenditures R and his family would like to make during the next year. This may include lawn mowers, trips to Paris, dancing lessons, or a new kitchen range. NOTE, if no expenditures mentioned in Q. 33-33a, check NONE box and skip to Q. 34.

Q. 33a Q. 33a is a probe designed to give us specific information about eight items that are particularly important to our economy. Omit from the probe items already mentioned under Q. 33.

Q. 33b Check these boxes only if R mentions the item in answer to Q. 33 or Q. 33a. If R does not mention the item, leave all boxes referring to it blank. Do not check "no chance" unless the item is mentioned in Q. 33 or Q. 33a.

If somebody expects to trade-in their old TV for a new model, the purchase of the new model is a planned expenditure and should appear here.

As in previous surveys, check the items R would like to buy in the column of boxes, and ask Q. 33b for each box checked. Note the boxes for "deep freeze" and "clothes dryers." These items are not referred to in Q. 33a, but they should be checked if the R mentions these items in answer to Q. 33.

NOTE: ASK Q. 33b FOR EACH ITEM CHECKED IN LIST.

Political

Q. 34 Here we are attempting to measure the respondent's "party identification." By party identification we mean a person's feeling of attachment or belonging to a party. The question is intended to pin down the respondent's "usual" or customary sense of party affiliation, not particularly how he intends to vote in this election. This means that a response such as "Oh, I have been a Democrat off and on, but I really don't know about this year" classifies the respondent as a Democrat, and not as an Independent. The people who are deviating from a usual party will ~~not~~ be identified by later questions, but at this point we want to know if they have a "usual" party.

A few respondents may shy away from the question with responses such as "I am an American." Such evasions should be probed further with something such as "Well, a lot of us who feel that we are good Americans also think of ourselves as Democrats, Republicans, and so forth. Generally speaking, do you usually think of yourself ..."

A one-word answer may be perfectly adequate for Q. 34. A line is available, however, for the comments of respondents who qualify their answers. For R's who say "Republican" or "Democrat," ask Q. 34a or 34b, as appropriate.

Q. 34a-b Again, the question refers to his customary or usual feelings about strength of party attachment. If R mentions a change in his feelings toward a party, be sure to record that information.

Q. 34c This question is asked if the R answered "Independent" or something other than Republican or Democrat to Q. 34. Again, we want the respondent's "usual" or customary feelings toward the parties. If the R is usually Independent in his feelings, we of course want to know that. (In this case, the party he feels closest to right now will be indicated by answers to other political questions.)

Q. 35-37 If R has ever voted for president, ask Q. 36 and 37; if he has never voted for president, skip to Q. 38. None of these questions should present any problems as they are old and time-tested.

Q. 38 Try to pin R down to one of the three categories offered in the question. We are not interested in "why" his interest or lack of interest, but we do want to be able to locate him in one of the three (very much, somewhat, or not much interested).

Q. 39 We have previously asked R a question (Q. 38) about his interest in the election campaign. Here we are aiming more at the level of interest in politics which he sustains generally, whether a campaign is underway or not. Therefore, the emphasis should be upon "...generally".

Q. 40-43 NOTE TO SOUTHERN INTERVIEWERS: Over this sequence of questions, R may confuse the November general election with the primary held earlier. The ending of Q. 40, "...in the November election," is intended to clarify this point.

Q. 40 This is a revised version of an old question. We are trying to avoid an "over-reporting" of the vote. There is a visible tendency in every post-election study for some non-voters to remember incorrectly that they voted. This gives us too many apparent voters when we compare our figures with national totals, and usually the people who make a mistake tell us that they voted for whoever won the election. Hence, the long and permissive introduction to the question. If you have any doubt about the accuracy of R's report, note reasons for your doubt in the margin. If R says he voted, but includes the slightest qualification suggesting lack of personal certainty, check "no" rather than "yes".

Q. 40a This question requires only the name of the Congressional candidate or party for whom R would have voted. This answer is to be obtained even if R never votes or is ineligible to vote. We are interested in his preference nevertheless. If R has no preference, hasn't yet made up his mind, or for any other reason does not favor a particular candidate or party, be sure to get this down. Do not force the R to choose if he actually isn't inclined that way. If R mentions one of the minor party candidates, take this down since we're interested in these kinds of preferences too.

Important Note: Please familiarize (don't memorize) yourself with the names of Congressional candidates in the areas where you will be interviewing. Do not use this information to coach R; but, rather, to clarify any confusions that may come up during interviewing.

- Q. 41 This sequence of questions will tell us how R actually voted in the November election. Try to get down R's exact words, i.e., we want to know if he answers by giving a candidate or party name. If R answers by saying he doesn't know whom he voted for or doesn't remember the candidate's name, probe to see whether R remembers which party he voted for. In 1952, our instructions were not sufficiently clear and we ended up with about 15% of the voters telling us they didn't know the candidate's name and then not even being asked which party the vote was cast for.

Special Instructions to interviewers in: CONNECTICUT, MARYLAND, MICHIGAN, OHIO, AND TEXAS.

Since in your states there was one Congressman-at-Large elected by all voters in the state in addition to the regular Congressmen elected one to a district, you should get two statements of how R voted for Congressman. By this we mean R should tell you about both Congressmen, and if he does, enter answers on both.

- Q. 42 Here we would like, in the respondent's own words, his perception of special concern about the Congressional race in R's district on the part of President Kennedy. The kind of things we hope to find out are: did Kennedy visit the district? If so, how many times? Did he make "spots" with the Democratic candidate which appeared on radio or television? Did he, on the other hand, seem to ignore the district, or seem unwilling to help? THE PRECEDING QUESTIONS SHOULD NOT BE CONSIDERED PROBES: THEY ONLY INDICATE THE KINDS OF INFORMATION WE ARE LOOKING FOR.

We are interested in the perceived intensity of Kennedy's concern: statements like "every time I turned around it seemed like Kennedy was in the district" are important and should be recorded. Also, please be especially sensitive to getting R back into thinking about the Congressional election if he veers and talks in terms of the state election.

- Q. 43-43a These are general questions about state and local offices other than Senator, Congressman and Governor. By voting a "straight ticket" we mean voting for all candidates of one party. If R is a Democrat and has voted for all Democratic candidates excepting one Republican, he has voted a split ticket according to our definition. If R says he has voted "mostly" for one party, get some indication of what this means - how many votes on each side, etc.

- Q. 44a-f Here we cover an important objective of the study: the citizen's involvement in political affairs. This is primarily a check list of activities.

- Q. 45-47 This is a much abbreviated version of the attitudes on government policy which were so important in our 1956 study. However, these questions will be very important and it is necessary that they be asked just as indicated, with no changes in wording and no changes in format of presentation.

We have given this section very close attention and have, over the years, tried a whole series of approaches to the problem of asking the same alternatives for a series of issues.

The "a" part of each question calls for the respondent's position on a specific issue of governmental policy. We have two problems on this part of the question: We want statements of opinion only from those respondents who really do have opinions because (a) our analysis plans depend on getting meaningful responses to these questions and (b) we don't want to bore or tire respondents who really don't have anything to say here but who may feel that they have to say something or else appear ignorant, poorly informed citizens.

To meet these problems, these three issue questions are introduced to the R by a short paragraph on the preceding page of the questionnaire. In addition, each statement is followed by a question which indicates that "No opinion" is a permissible response. Then, making it very easy for a person who does not have an opinion on an issue to tell us just that, we solve our other problems and, at the same time, save time in the interview (because we will not ask him any more about that particular issue) and avoid damaging your rapport with him (which might happen if you had to ask him more questions about an issue which doesn't mean anything to him).

Following the question, "Do you have an opinion on this or not?" we have ☐ YES and ☐ NO. If there is any indication that R has an opinion about the issue, even if he gives you a "qualified no," ask the "a" part of the question, and be sure to record what he says about it in any side comments. Skip to the next issue only if the respondent gives you a straightforward "No Opinion."

Q. 48

Please do not introduce Q. 48 by any statement about travel. Last spring some interviewers said, "Now, I have some questions about travel ..." and then read the sentence completion item: "If I had an extra month's income to spend I would ...". The effect was to obtain a biased and useless distribution of answers to that item. Simply use the introduction included as part of Q. 48.

We are using these "sentence completion" questions to obtain some idea of the associations in R's mind to the topics we mention. We do not want him to think over his answers and we do not want you to probe. We do want him to tell us what comes first into his head.

In some instances a respondent may "block" on a particular question. That is, he may be giving you answers easily, completing the sentences you start, until on some particular sentence he stops talking and, perhaps, seems a bit reluctant to proceed. Do not push him too hard. We are working here at a psychological level slightly deeper than that tapped in many of our more conventional questions, and the rules are different. If the R finds it hard to give us his associations to a question, please record that fact. You might say to him something like, "Don't take these too seriously, we just want the first thing you think of", and go on to the next item. We would rather know he had trouble with a question than have him think up some conventional response for us.

Remember, you should do no probing in this sequence. Just take the one word or few words R gives you to each item, and note any items on which he has difficulty.

Travel

Definition of a trip A "trip" is defined by its length. By plane, auto, train, or bus, a trip is acceptable only if it is to a place 100 miles or more away.

Types of trips General rule: a trip is what is commonly referred to as a Round Trip (a person leaves "true origin", goes to a place 100 miles or more away, and returns to "true origin").

Exceptions:

- a. One-way trips.
 1. A person may leave from "true origin" but never return to it, as in the case of a person moving permanently from one place to another.
 2. A person may travel from "true origin" to "true destination" by one means of transportation, and then return by another, as in flying from New York to Detroit, but taking the train back.

You may still enter a one-way trip, but **YOU MUST INDICATE THAT THEY ARE ONE-WAY TRIPS**. We will consider all trips as round-trips, **UNLESS YOU TELL US DIFFERENTLY**.

- b. Side trips are not counted as separate trips. They are included with the basic trip which starts from "true origin," goes to "true destination," and returns to "true origin." Count a basic trip and all its side trips as "1 trip."

True Origin of a Trip The "true origin" of a trip is the place R actually leaves from - his home, office, etc. - in starting on the trip. It is not the airport. It is not a city. Furthermore, if the R leaves from his home and stops at his office on the way to the airport, the "true origin" of the trip is his home. Similarly, if he leaves from his office and stops at his home on his way to the airport, his office is the "true origin."

True Destination of a trip The "true destination" would be the house, office, or hotel, etc., to which he went in the most distant city he reached.

People who fly as their living Do not include as "trips" those taken by airplane pilots, stewardesses, etc., if the trips were taken as part of their job.

Q. T1-2a We want only the reaction of the driver - not a rider - in this question. A mile per hour figure is what we want in Q. T2.

Q. T3-3a If the Head has rented an automobile we want to know whether trips were for personal or business reasons - or both (see T9 for definition of business trips). Ask about the Head regardless of who is R.

It occasionally happens that someone who does not own a car rents one for use in his own locality. He should be entered as having rented in T3 and the purpose for which he used the car should appear in T3a.

T4 - T9d: THESE QUESTIONS ARE ASKED ABOUT EACH ADULT IN A FAMILY UNIT.

From the Listing Box on the first page of the questionnaire, enter each adult in the family by their relation to the Head and by their Listing Box number, using a separate column for each adult (T4). PLEASE BE SURE THAT ALL ADULTS IN THE FAMILY UNIT ARE ENTERED. Ask the questions for the respondent and ask the respondent the questions about each other adult in the family unit.

If there are more than three adult members in the family, use an extra sheet of paper to record the information. Be sure to ask all the questions for each adult in the Family Unit, following the appropriate contingencies.

In asking these questions, we suggest you complete T5-T9d for one adult, and then go through the sequence again for the second adult, and so on. However, if you know, say, that all the adults in the Family Unit went on these trips, there would be no reason for not working across the page, answering for all adults at one time.

Q. T5a The time period relates to the date the interviews are actually taken; that is, "during the last two years", means in the 24 months prior to the interview.

Q. T5b-5e The sequence of questions T5b to T5e is intended to give us as accurate as possible a count of trips for each adult for the 12 months prior to interview. The "last 12 months" refers to the 365 days prior to the interview. We want to be able to compare our figures with actual counts of plane tickets used. We want to count only trips by regular commercial airline, not privately owned personal planes or company planes. If in T5e you run into trips that were made partly by one mode and partly by another, please make us a marginal note. For example, ONE WAY - AIR (this will count as 1/2 of a trip). We ask for the exact month in T5c and d in order to get straight which trips are in the period we want to cover.

Q. T6-8 These are questions concerning train, bus, and auto respectively. The questions for each mode follow the format in T5 (air travel), but are shorter since two of the questions in the air travel part are not repeated for train, bus, and auto sections. Again, the objective is an accurate count of trips for each adult.

Q. T9 Business trips are those taken in connection with one's job. We do not mean travel on personal business, such as travel to settle an estate. If the trip was paid for by one's employer, it is almost sure to have been business travel. If a person took a trip in connection with his work and spent a few days vacation at his destination, we would count it as a business trip only. Self-employed people may also make business trips, of course. For example, an author may take a trip to New York to visit his publisher. If a man takes a business trip while his wife goes along for fun, we do not count her trip as a business trip. (We do not include at all trips by people whose job it is to operate planes, trains, or buses if these trips were taken as part of their job.)

Q. T10-10b Be sure to check one of the two boxes in T10; it will tell you where to go next. The most distant point is the city farthest from home (starting point of trip). We do not want the distance traveled in getting to the most distant city, as this may include side trips, etc. We want the distance by a direct route.

T10d We want to know who went; please list everyone in terms of their relation to the Head of the Family Unit, and including anyone not in this family such as friends who went. We will try to estimate how many adults, and how many children 2-12 were in the party.

T10g Convenience can mean different things to different people. We are interested in the respondent's perception of convenience in regard to air, rail, or bus travel.

T10h If possible, we prefer that the respondent select a mode. But "don't know" is also acceptable if it represents R's real reaction.

T10i The respondent may really have no preference. In such a case "no preference" is an acceptable answer. We expect most people will have a choice.

Q. T11 Be sure to check one of the two boxes in T11; it will tell you where to go next.

T11a-i This sequence of questions is essentially the same as those in T10a-i. This section has to do with trips taken by common carriers. There are, however, a few differences in the two sequences.

T11c The auto box refers to auto used for part of the trip.

T11d We are interested in finding out whether or not a "drive-it-yourself" car was rented for any part of the trip.

T11e If this was a tour involving many people, we do not want them all listed, of course. We want to know who from the family went and would be grateful for the information that it was a tour involving a large party. Again, we will try to estimate how many adults and how many children 2-12 were in the party.

T11g For a discussion of what, exactly, is a business trip see T9 above.

T11h At least one of these modes of travel must have been used. We want to know if it was a convenient way to go and if the other modes would also have been convenient.

T11i "Schedule" is the important word here. We want to be able to distinguish this aspect of convenience from all others. We want R's impression even if he is not sure.

Q. T12-12a We want to get some idea of the relationship of air travel to price. Even those who never fly should be asked T12. T12a is contingent upon a NO answer to T12. Would these people fly if it were free? Please note any reasons given for saying "no".

Q. T13 A NO answer is acceptable, but if the answer is YES, we would like to know what information the respondent has about the things the government does.

Q. T14 We want to know whether respondent thinks air travel is becoming safer. If he really has no opinion about this, D. K. or no opinion is an acceptable answer.

Q. T15-15a This refers to a plan where you pay one organization for the whole tour. All the arrangements for the tour are taken care of and all the traveler's needs except pocket money for incidentals they may want to purchase. We are interested in any comments about what people liked or did not like.

Geographic Mobility

NOTE: In the questionnaire there are sections where we ask questions about the Head and other places where we are asking questions about the wife of Head. The person to which the questions refer is indicated in parentheses within the questions.

Q. B1-B2 Please be as specific as you can about the type of work that the Head of the family does. A description of where a man works is no substitute for a statement of what kind of work he does there.

Note that on the basis of B1 we classify the Heads into five groups according to whether they're unemployed, retired, students, housewives, or working and the subsequent questions are asked depending on which category the Head fits into. A large block of questions is skipped for those who are retired, students or housewives. In marginal cases where it's hard to be sure which of these categories Head belongs in please ask the questions.

Q. B1a-B2 We must be able to classify the Head of the SU into one of a series of occupation classifications, but getting an accurate picture of someone's occupation can be difficult.

A few warnings:

1) Beware of vague job titles which may apply to a broad range of occupations. If R tells you, for example, that he is an engineer, he may: 1) design bridges or airplanes, 2) operate a railroad locomotive, 3) tend an engine in a plant, or 4) shovel coal into an office building's furnace. We sometimes have trouble distinguishing among skilled, semi-skilled, and unskilled workers.

"What would you say is the main thing you do on your job" is a good probe if, instead of a specific title, a vague description is given with no further explanation.

2) If R answers in terms of the place he works-"I work at the gas works," for example-the interviewer should ask "what sort of work do you do there?"

Q. B1b-B2a Next, we want to classify people according to the industry in which they work. By kind of business, we mean answers like "auto assembly plant," "retail grocery store," or "steel mill." We don't need the name of whether, for example it is a manufacturing or a selling enterprise and what kind of product or service they manufacture or sell.

Q. B3 Some people both work for themselves and for others, but ordinarily they can be classified as primarily self-employed or primarily employees. The distinction is of importance here because a major block of questions is not asked of the self-employed. If you're not sure whether someone works for someone else, ask the questions as if he did work for someone else.

Q. B4 This question is intended to separate the lone operators who simply are self-employed and work alone from those who are employers.

Q. B5-B5b We are interested here in what we think of as changes in occupation since 1950. You will note that there are a number of questions in this study that refer to events since that date. In B5b we are interested in finding out which is the preferred line of work if the Head has engaged in more than one. For example, he may be a carpenter who temporarily is making ends meet by working as a gardener, but he clearly prefers working as a carpenter.

Q. B6 This question is the first in a series intended for those Heads who are employees (people who work for someone else). We want to know approximately how many different employers Head has worked for since 1950. If he has had a large number of employers, all we want is an estimate (for instance in the case of workers in the construction trades who may work for many different employers over a period of a few years).

Q. B7-B8b The objective of this sequence is the same as that of B5 for the self-employed. We are interested in what different occupations Head has pursued. Be sure to get occupation and the type business Head is in.

Q. B9-B10 It is quite possible that the respondent will not be able to make these comparisons. We are interested in his opinion as to whether there are differences in wage rates and unemployment rates between this labor market area and others.

NOTE: In this study we make use of the concept of a "Labor Market Area" as defined by the Department of Labor. The area outlined on your special map is a Labor Market Area. In cities a Labor Market Area is ordinarily the same as the metropolitan area as defined by the Census Bureau. In those parts of the United States which are not near large cities the county is used as the Labor Market Area.

Q. B9 is one of several places where you are asked to refer specifically to the Labor Market Area. Items 11 and 11a on both the white cover sheet and the green cover sheet may help you, but to find out exactly what your Labor Market Area is to be called, see page 20 in this instruction book.

Q. B11 "A second job or additional work" includes everything done for pay in addition to Head's main job. We are particularly interested in comments revealing the extent and regularity of the second job or additional work.

Q. B11a We would like to code second jobs and additional work in the same manner as the main job; hence the objectives given for the Q. B1 sequence (occupation) apply here.

Q. B12 We want to make a rough division between those for whom unemployment is a frequent experience, those for whom it is an unusual experience, and those who are never unemployed.

Q. B13-B13a If in doubt about whether Head is (or was) unemployed, for example, if he has been ill for a long period, go on to Q. B14, etc., anyway.

Q. B14 In this question we ask Head to add up the total number of weeks which he has been out of work in the last year, being careful to include any periods of unemployment prior to his current lay-off if he is now out of work.

Q. B15 We want to know why Head is out of work.

Q. B16-B16c This sequence is intended to find out whether Head received any money as an unemployment benefit of any kind from any one of the three sources mentioned. He may very well have received such benefits from more than one of these sources.

Q. B17 In the analysis we will want to know the total number of weeks during which Head received benefits from any of the sources mentioned in B16.

Q. B18-B19 Q. B18 minus Q. B19 should tell us the amount of money Head lost because he was unemployed. Note the amount in Q. B18 should be greater than that in B19.

Q. B20-B20h If in answer to the open question, B20, R tells you that he did use any of the specific ways of getting along mentioned in B20a-B20g, check the appropriate "yes" box. Be sure to ask all the other B20a-h questions not spontaneously mentioned in responding to Q. B20.

Q. B21 This question is aimed directly at one of the objectives of this study, which is to find out whether and under what circumstances people would be willing to move to take a job at a distance. Note that Q. B21 focusses on steady work 100 miles or more away whereas Q. B21b focusses on a higher paying job 100 miles or more away.

Q. B22 We want to know if the R himself has ever visited a state employment agency for any reason. Note preceding questions have been about Head; if you are talking to the Wife, you are now asking her about herself.

Q. B23-B23d The purpose of this sequence is to find out why R went to the state employment agency and to get some idea of what his reaction was to the experience.

Q. B24-B24a We want to know whether he is aware of the existence of a state employment agency. We are not interested in the facts but in what he thinks are the facts.

Q. B25-B25a Does R think there is a reasonable chance of his getting a job through a state employment agency?

Q. B26-B26c Here, the objective is the same as in question B23, except we are now asking about private employment agencies.

Q. B27-B27b A "don't know" answer to B27b is perfectly acceptable. We suspect a number of people really don't know.

Q. B28-B28a We want to know if Head is covered, and whether in his own opinion he stands to lose his unemployment compensation if he moves to another state. Ordinarily this will be state unemployment compensation. We are not so much interested in the facts as in what Head believes to be the facts on this point.

Q. B29-B29a Many workers are entitled to supplemental unemployment benefits sometimes called SUB for short. We mean here arrangements such as some companies have for paying regular sums of money to unemployed workers in addition to what they may receive from the government. We do not mean schemes by which unemployed workers don't have to keep up their payments, or something of that kind. Exclude sickness and accident benefits. Once again the objective is whether R believes Head would lose his right to this money if he moved away.

Q. B30-B32 While we want to know the town, county, and state where Head was born, we recognize that some people don't know the name of the county, and we'll have to settle for what they know. Please enter a "D.K." whenever R says he doesn't know; don't have the line blank. There is a tendency for people to refer loosely to broad geographical areas which is the reason for our asking for this much precision. For example, a man may say that he was born in Chicago, when in fact he was born 50 miles outside of Chicago.

The answer to Q. B30 should be enough to make it possible for you to determine whether or not the respondent was born in the area shown on the special map which we have furnished to you, showing Labor Market Area boundaries. If there is any question in your mind, you may want to show the map to the respondent and find out from him whether the location of his birthplace is inside or outside the area outlined in color. If at any time after looking at the map you are still in doubt, assume that the place is outside the Labor Market Area and ask the questions. For clarification of the concept of the Labor Market Area, see the instructions for questions B9-B10.

Note that you should ask either the question B31 or question B32 depending on whether Head was born in or outside the designated area.

Q. B30a. refers to any period in Head's life - as a child or as an adult. If in doubt as to whether it is a full year, that is "just about a year", include it.

Q. B33 Space is allowed on the questionnaire for the Head to tell you of three places where he lived during his childhood. By childhood, we mean through the school years. If he lived in more than three, it will be satisfactory to indicate that fact and tell us about the three where he spent the most time.

Q. B34 We mean where he was living at the time when he stopped going on a regular basis, full-time, to school, not counting night school. If he dropped out of school and resumed later, we mean when he finally graduated or left school.

Q. B35 Be sure to show map to R. This question is intended as an introduction to a sequence in which we will account exactly for each place where the Head has lived since January, 1950. Between the following sequence and questions B76-B77 we hope to get a complete account of where he has lived and worked. If he has lived in a large number of areas for very short periods, e.g. doing construction work, describe the pattern in B76 or B77, but we do not need to know all the places he worked. The B35-B36 sequence is intended for changes in Head's home base.

Note that this sequence is asked about the Head. The reason for this is that the family composition may have changed since 1950. For most families, however, Head and wife will have moved together.

Q. B36-B39

In this sequence, keep in mind that we are not interested in local moves, such as moves from one house to another within the same town. We want moves in and out of the area designated on the map during the period prior to Head's move into his present Labor Market Area; we want an account of all moves across Labor Market Area lines.

Begin with B36 by finding out where the Head was living at the beginning of 1950. Then ask the next question, namely how long did he stay there. We want to know what year that was. Then we want to know what the reason was for his leaving that area (Q. B38). We want a reasonably complete account of why he left there and moved on, hence, Q. B38a. You should repeat the sequence and use the additional columns until you find Head mentioning the area where he now lives. Do not assume that he has remained without interruption in his present area, but probe to determine whether he has gone away from his present location and then returned.

If you find out at the beginning of this sequence that there have been many moves just ask R to tell you about the four major ones and note the situation under "Comments". If you find out at the end of this sequence that there have been more than four moves, please summarize the additional moves on a separate sheet. Don't feel that you have to give us the full detail on the additional moves.

We have left space at the bottom of the page to allow for any comments you may have about any peculiarities of Head's mobility. We will appreciate anything that will help us to make sense out of his moves.

Years away at school: If Head went away to school prior to the time he became a Head of a household, we do not want to count this as a move. If Head went away to school after he became a Head of a household we do want to count this as a move.

Years away in service: If Head went away to service, we want to know when and where he entered and when and where he left military service. It is not necessary to enter moves made within the armed forces; only the mustering-in move and the mustering-out move are required.

Q. B40

Ordinarily it should be possible to check a box (B40) to indicate whether or not the Head moved to this area within 5 years without asking an additional question. The area meant is the same area defined by the map previously discussed. Ordinarily the Head and the rest of the family will have moved together, but, as before, the instruction refers to the Head in case his movements have been different from those of the wife or other members of the family. Follow the "go" and "skip" instructions carefully.

Q. B41-B42

These two questions are intended to make clear what the composition of the family was when they moved to this area and what the composition of the family was at the time immediately before they moved. For example, it may turn out that a man and his wife moved together to this area but before the move they had been living with her parents, who did not come to the new home with them.

Q. B43

There may have been some event, some conversation or something of the kind which brought up the idea of moving to this area. Our objective is to find out about this initial event or origin of the idea if R can recall it.

Q. B44

This question is intended to give us some notion of the length of time the idea of the move was developing and being considered.

- Q. B45-B46 On what basis do people make the choice between one Labor Market Area and another?
- Q. B47 Here we are interested, not in what first brought up the idea, but in what finally brought the family to the point of decision.
- Q. B48 Ordinarily at this point you will know whether the Head of the family was either looking for work or had obtained work when he moved here. Hence, it will not be necessary to ask a question in order to check one of these boxes. The purpose of the instruction is to prevent your having to ask irrelevant questions of retired people moving to Florida, for example, and other people not in the labor force who may be moving about the country.
- Q. B49 Some employers, including such organizations as the United States Government and the Armed Forces, transfer people to new locations for reasons having to do with the nature of the work and the need for their services. The people involved get a special set of questions, B50 and B51.
- Q. B50-B51 There may be some marginal cases where it's not entirely clear whether the transfer was at the desire of the employer or the employee. B50 is intended to find out about that. Employers frequently pay moving expenses in the event of a transfer and we want to know about that. It is also sometimes true that some employers pay settlement costs. That is, they may pay such items as a bill for living in a hotel for two weeks while looking for a permanent home. We want to know about that, too.
- Q. B52 Here we really mean the work itself. We ask a separate question about changes in income (Q. B60) resulting from the move.
- Q. B53 It is possible that the husband was unemployed for a period of time just before he moved, or a period of time just after he moved to the new area, or both, or neither.
- Q. B54 We want to know how much information the Head has about the job situation here before he moved. Was it vague general information, or specific and detailed?
- Q. B55 This question is intended to find out how Head finally did get his job.
- Q. B56-B57a We want to know specifically whether or not Head found out about the job situation in the new area in any of these eight different ways. We want to know about each source of information he used, what type of information he obtained from it, and whether this information was actually useful to him.
- Q. B58, B59, B60 The purpose here is to find out how the move affected Head's seniority rights, any pension or retirement plan he had, and his earnings. He may have suffered a long term loss in the move.
- Q. B61-B61a This question asks about friends and relatives living in the new area and any help they may have given. Include any kind of help - financial, physical - not just moving - but getting located.
- Q. B62 Friends and relatives are sometimes important even though they live in a different area than the destination area. We want to get some indication of that. They might have helped with letters of introduction, references, contacts, loans, etc.

- Q. B63-B67 This sequence is intended to get a reasonably complete account of the actual process of moving. We want to know if the family's possessions came in a moving van or by rented truck or whether they could bring them all in a suitcase, and how much it cost. Did the family all come together or did the husband come first to be followed later on by the rest? What method of transportation was used for the move? How many hours or days did the drive take if they came by automobile? Finally in B65 we want a rough estimate of the total cost of moving the people in the family. This amount should be given separately from the total cost of moving the possessions of the family which is asked for in B67.
- Q. B68 For many people the problem of selling their home may be a major obstacle to moving. In this sequence we try to find out whether people who owned a house before they moved sold their house and how well they made out on it.
- Q. B69 This question is the last one discussing the most recent move within the last 5 years. It asks for a general evaluation on the part of the respondent of whether this move was a good idea or not, and why. By "here" we mean, again, this Labor Market Area. The point is, did it prove to be a good choice of location?
- Q. B70-B75 This sequence is asked of those people who had not moved in the last 5 years and hence did not answer the preceding sequence. It is intended to find out about any attempts to move or serious plans to move that the family may have gone through during the period since they have lived in their present area. What we want essentially is a description of any efforts to move away. If there was more than one such effort, please describe the most recent.
- Note we are interested only in considered moves in and out of the Labor Market Area and not in moves within the present Labor Market Area.
- Q. B76-B77b In an earlier sequence we asked specifically about changes in where Head has lived. Here we want to know what he has done which has involved working elsewhere without changing his basic place of residence. We want to know about people like the following: a man who would go away to a summer resort for three months every year to play in the band; a construction worker who left his family in Kentucky and took a job in New York State coming home to see them on weekends; a worker in an Oklahoma oil field who drives 100 miles each way every day.
- Q. B78-B80a These questions are aimed at finding out about future plans to move away from the Labor Market Area in the year subsequent to the interview. The questions are intended to get the respondent's own estimate of the probability of his moving, the possible reasons for moving, the probable place to which the family may go, and the reasons for thinking of moving to that Labor Market Area.
- Q. B81-B82 The underlying objectives of these questions is to find out whether the respondent has friends and relatives only in the Labor Market Area where he lives or whether he has in some degree a broader geographical distribution of his friends and relatives.
- Q. B83 This instruction is intended to serve as a guide to whether questions about the wife of the Head are applicable in this interview.
- Q. B84-B87a These questions are similar to the questions asked about the early migration history of the Head (B30-B34).

Q. B88-B90d If the wife has ever worked, we want to know roughly how many years out of 12 years since 1950 she has worked, and whether she is working at the present time. If she is now working we want to know enough to classify her occupation. We also want to know whether she works full-time or part-time. In a marginal case, if anybody asks, anything over 35 hours a week may be called full-time, but we ordinarily expect you simply to take what the respondent says about whether the job is full-time or not.

Q. B91-B91f This sequence is to be asked with respect to any living adult children aged between 18-29 who are the children either of the husband or the wife in the family you are interviewing. We want to know how many such children they have, if any. If the respondent is under 36 you need not ask these questions, simply because it is unlikely that people of that age would have children who are already grown up. If the respondent has never been married and this has been brought out during the interview, do not ask these questions.

With regard to each child in the 18-29 year age group we want to know his sex, his education, and his present place of residence including the state, town and county. You may occasionally have to include an extra sheet of paper or write in the margin to allow for more than 3 children in this age bracket.

Q. B92-B93 This question is intended to discover whether people have any funds at all in checking accounts, savings accounts, government savings bonds, or other liquid reserves. If they do, we want a broad indication of the total amount as shown by the brackets.

Q. B94 We want to include as home owners both people who own outright, and people who are buying with a mortgage or through some kind of land contract or other plan. Also, people who own their own house trailers are considered home owners.

HAND R SHOW CARD.

Q. B95-B95a This question is the standard income question on Omnibus surveys. Be sure to ask Q. B95a and if necessary, correct the answer to Q. B95 to make sure that the income of the entire family is included. You may find your R answers by giving a letter (A, B, C, etc.) or you may encourage this if he is reticent about responding. Simply check the box corresponding to the letter.

Q. B96-B96a The figures in the box opposite R's income bracket represent a hypothetical increase in income after taxes of about 3 percent. Use them in asking the question. If R only says that he doesn't think there will be such a tax cut, or says that it will be some other amount, then say something like: "No one can be sure whether there will be a tax cut or how much it will be but suppose for a moment ... ". If R then says that he pays no income taxes, this is a perfectly good answer - be sure to write that down.

Q. B97 Please be careful to check the correct box; and take note of the skip contingencies.

Q. B98-B100

Note that this series of questions should be asked if, and only if, family income is under \$4000. The purpose of this sequence is to obtain information about the proportion of the population who have received different types of assistance from the public officials during the last 12 months (Q. B98-B100b) or during the period since they were 18 years old. (Q. B100c-B100e) For most respondents, even in this income class, we expect that the answers to these questions will be "no". Nevertheless, the questions should be asked. Do not rely on a hunch as to what the situation probably is.

Q. B98

Q. B98 refers to special plans by which the government distributes surplus food. It does not refer to such things as trading stamps given by super-markets.

Q. B99

Q. B99 may be left to the respondent to interpret. Our interest is in help with family living expenses; that is, help with the basic cost of supporting the family, and not in any gifts which are intended to provide small comforts or luxuries beyond the basic expenses.

Q. B100-B100a

Q. B100 is intended to inquire about all forms of assistance, welfare and aid from the state and local governments. We do not mean to include, however, unemployment compensation or social security. The remaining questions in the sequence refer to the approximate amount and duration of receipt of this type of support. We have added question B100a so that we can verify that any assistance reported actually qualifies as government assistance.

Personal Data

Q. Y1 As this instruction implies, it is very important that your first step with the following question sequence is to enter ALL ADULTS IN THE FAMILY UNIT. Enter them by relation to Head and Listing Box Line number. Please use an extra sheet of paper if there are more than four adults (including Head) in the family.

Ask questions Y2-6 for one adult, then repeat the sequence for the second adult, and so on, until all questions have been asked for all adults.

Q. Y2-2c These are the usual education questions. Note, however, that we want the information about EACH ADULT in the family.

Q. Y3 Please check one of the five boxes. If there are any "problem" cases, give us all the details so we can make a decision here.

Q. Y4-6 For all adults other than Head or wife in the family, be sure to ask these questions. DO NOT ASK Q. Y4-6 for either the Head and/or the wife.

Q. Y4-4a As we explained earlier in the Question-by-Question objectives (Q. B1 and B2), we want a specific enough job title or description so we will be able to classify people into categories like farm operator, semi-skilled workman, professional, unskilled worker, sales clerk, and so forth. Beware of vague job titles like "engineer" which may mean either a locomotive engine or a designer of bridges. Beware also of answers in terms of where someone works instead of what he does there.

Note that the questionnaire instructs you to ask Q. Y4a if the (Adult) is unemployed, and that you then continue with Q. Y5, even though the adult is not working.

Q. Y5 Please see Question-by-Question objectives for Q. B1b and B2a, page 37 of this booklet.

Q. Y6 Please see Question-by-Question objectives for Q. B3, page 38 in this booklet.

Q. Y7-Y32 These questions are concerned with expected and actual size of American families. This part of the study stems from our previous family studies which showed that such questions did an unusually effective job of predicting future population growth over a five year period. These questions will test further and extend some of the findings of these earlier studies with a view to improving their predictability and to gain a better understanding of some of the dynamics of population change.

The core questions are applicable only to families in which the husband and wife are living together (or husband is in military service) and the wife is under 40. There is one set of questions to be used if the respondent is female and a parallel set to be used if the respondent is male. Be sure to check whether R is male or female at the top of page 42.

(women)
Q. Y7-8

(men)
Q. Y19-20

These are screening questions to determine whether this family meets our criteria - women under 40 who are living with their husbands. Check the marital status and age very carefully to prevent skipping the entire set of "family growth" questions.

Note (in Q. Y7) that for the purpose of this set of questions we consider that a man who is in military service is a member of the household, even though he may be living away from home.

Q. Y7 (Y19) need not be asked. You will know the marital status from Q. Y3 on the preceding page.

Q. Y8

Q. Y20

Be sure to get all three - month, day, and year for all married women. Then check the box whether she is over or under 40. You will now know whether the respondent is "eligible" and whether to proceed with Q. Y9 or Q. Y21, or skip to Q. Y33.

If there is any doubt about the exact date of birth, we prefer that you err in the direction of considering that the respondent satisfied our criteria for eligibility for these questions rather than skipping them. Whenever in doubt, ask this set of questions.

Q. Y9

Q. Y21

Both month and year of the present marriage.

Q. Y10-11 Q. Y22-23

These refer to wife. If she has been married before, we want the month and year of her very first marriage, if she is R. If the husband is R, just year is sufficient.

Q. Y12

Q. Y24-26

Include all children from this marriage or any previous marriage for the wife only, whether or not they are members of this household. We do not want to include any children her present husband may have had by previous marriages. Count as children all of her pregnancies which resulted in live births even though the infant may not have lived. Do not include any still births.

Q. Y13

Q. Y27

We realize that there will be varying degrees of certainty - for some only a wild guess. However, most respondents will have a fairly firm notion of how many children they expect to have. Sometimes they may give you a range such as 2 or 3, 3 or 4, or 3-5, etc. This is acceptable.

However, if they give a minimum number ("at least 3 more") or a maximum number ("no more than 2 more") repeat the question to see whether he or she can give the most probable number, rather than outside maximum or minimum.

We call your special attention to the fact that this question asks for the number of children the R expects in addition to what they now have, not the total number R expects to have.

If this is a childless couple, omit "more" and the last phrase which begins with "in addition to ..." from the question.

(women) (men)
Q. Y14-15 Q. Y28-29

Q. Y14 (Y28) does not require an answer - it is an introduction to the next question for those Rs who may feel that it is not right for them to determine the number of children. After this introduction, they are usually able to make a reasonable and not entirely unrealistic guess in answer to Q. Y15 (Y29).

Others will be uncertain for various reasons. Even so, they, too, should be able to make a reasonable guess within limits.

Q. Y16-17 Q. Y30-31

Q. Y16 and Y30 are for those who expect one or more children, that is, all who expect more children.

For those who expect only one child, Q. Y17 and Y31 are skipped. Q. Y17 and Y31 are only for those who expect at least two or more additional children.

If the next child is expected in the distant future, R may not be able to give the answer in months. Don't press for it - years will be acceptable.

Q. Y17 Q. Y31

When does R expect they will stop having children?

Q. Y18 Q. Y32

Work means "work for pay", not housework.

Q. Y33-33b

These questions refer only to children under 18 years of age; that is, up to but have not yet reached their 18th birthday.

Q. Y34-34b

We want to find out which class R considers that he fits best. We also want to know whether or not R feels he has "come up in the world" in terms of social class. If R asks what we mean by "class", try to get him to use whatever meaning the term has for him.

Q. Y35-35a

Self-explanatory. "Catholic" refers to Roman Catholic.

Q. Y36a

Self-explanatory.

Q. Y37-38

By observation!

Q. Y39-40

Please check a box for each kind of place found.

-A detached single family house is the free standing structure surrounded by a yard.

-An elevated apartment building would clearly fit into "apartment house with five or more units."

-Intermediate cases require some thought. If it is located above a store, in the back of a shop, or if the business owner lives on part of his business premises, then this is an "apartment in a partly commercial structure".

-Duplexes, the four flat apartment building and intermediate styles fall into the "Detached 2-4 family house or row house". Row houses are those which are side by side and share a wall in common.

MAIL BOXES OR DOOR BELLS may often be counted to reveal the number of units in a house when there is doubt.

ALWAYS OFFER YOUR BEST ESTIMATE.

Q. Y41

Self-explanatory.