### Appendix A: QUALITY CONTROL FORMS

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>F-236, Crew Leader’s Check List for Map Review and Preparatory Work</td>
</tr>
<tr>
<td>2</td>
<td>F-239, Daily Report of Field Review</td>
</tr>
<tr>
<td>3</td>
<td>F-239A, Daily Report of Field Review (Single Stage)</td>
</tr>
<tr>
<td>4</td>
<td>F-243, Record of Field Review, PH-1 and PH-2</td>
</tr>
<tr>
<td>5</td>
<td>F-243A, Record of Field Review, Single Stage</td>
</tr>
<tr>
<td>6</td>
<td>F-244, Record of Field Review, PH-3 and PH-4</td>
</tr>
<tr>
<td>7</td>
<td>F-267, Office QC Record for PH-1</td>
</tr>
<tr>
<td>8</td>
<td>F-268, Office QC Record for PH-2</td>
</tr>
<tr>
<td>9</td>
<td>F-278, Office Verification of Transcription to PH-3 or PH-4</td>
</tr>
<tr>
<td>10</td>
<td>F-280, Office QC Record for PH-3 or PH-4</td>
</tr>
<tr>
<td>11</td>
<td>F-287, Office Payroll Verification Record for Two-Stage Areas</td>
</tr>
<tr>
<td>12</td>
<td>F-288, Evaluation of Map Review and Preparatory Work</td>
</tr>
<tr>
<td>13</td>
<td>F-289, Evaluation of Field Review for PH-1 and PH-2</td>
</tr>
<tr>
<td>14</td>
<td>F-289A, Evaluation of Field Review for PH-3 or PH-4</td>
</tr>
<tr>
<td>15</td>
<td>F-289B, Evaluation of Field Review, Single Stage</td>
</tr>
<tr>
<td>16</td>
<td>F-308, Regional Office Quality Control Report for Single-Stage Areas</td>
</tr>
<tr>
<td>17</td>
<td>F-309, Regional Office Quality Control Report</td>
</tr>
</tbody>
</table>
GENERAL INSTRUCTIONS

Fill out a separate Check List for each Enumerator's assignment. When you have finished the preparatory work for all ED's in the EA, send the Check List to the Technical Officer for review.

Keep in mind that the main purpose of the preparatory work is to eliminate Enumerator difficulties, and not merely to complete this Check List. Use the "Remarks" section to describe additional problems not specifically covered by the Check List.

This form will be returned to you to permit you to use the information you entered in reviewing the Enumerator's work.

Some items in the Check List apply only to areas where mileage is authorized while some apply only to non-mileage areas. For your convenience, we have listed below the items which apply to a particular kind of area. All other items are to be completed in all areas. If the original assignment must be divided among two or more Enumerators, do not go back to change this Check List. Enter the new assignments and any new ED numbers in the "Remarks" section on Page 2 of this Check List.

In mileage authorized areas only: Item 3.

In non-mileage areas only: Items 2A, 2B, 5 and 6.

I. CERTIFICATION

I certify that I have reviewed this EA in accordance with instructions and have corrected the maps as necessary. I further certify that I have prelisted the required number of units and have determined that the EA ☐ should ☐ should not be split.

Signature of Crew Leader

Date

I certify that I have reviewed this Check List and concur in the changes recommended by the Crew Leader.

Signature of District Technical Officer

Date
**QUALITY CONTROL OF THE FIELD ENUMERATION**

**REMARKS** - Use this section to tell the Technical Officer about any problems in the enumeration assignment not covered by the Check List. Also record the numbers of ED's which were split in Item 6.

<table>
<thead>
<tr>
<th>ITEM 1</th>
<th>Enter ED numbers in the order to be enumerated</th>
<th>Is there a map or description for each ED? (Mark &quot;X&quot;)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Yes</td>
</tr>
</tbody>
</table>

Check if there is an enumerator map for each ED (or name and address of an institution or special dwelling place which is a separate ED).

If you do not have a map or description for each ED, call the District Supervisor immediately and arrange to get one.

**COMPLETE ITEMS 1 THROUGH 3 BEFORE VISITING THE ENUMERATOR ASSIGNMENT**

<table>
<thead>
<tr>
<th>ITEM 2A</th>
<th>List block numbers in the space provided on the pink map backing sheet in the order in which the Enumerator should visit them.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Mark (X) as you complete each Item for all ED's</strong></td>
</tr>
<tr>
<td>ITEM 2B</td>
<td>Mark the first two blocks on each ED map with the starting point and arrows to show direction of travel for Enumerator.</td>
</tr>
</tbody>
</table>

**ITEM 3**

**MILEAGE**

**ED'S ONLY**

Mark each ED map with a starting point. Number the first three roads on the Enumerator's map in the order in which the Enumerator should visit them. (If the ED is laid out in blocks, follow the procedure in Item 2, but check the box in Item 3.)

---

Page 2
**QUALITY CONTROL FORMS**

**ITEM 4A**

**NON-MILEAGE ED'S** - List the first 25 dwellings, vacant or occupied, in the Enumerator's assignment. Use a separate line for each dwelling that you list.

**MILEAGE ED'S** - List the first 15 dwellings, vacant or occupied, along the three roads you have numbered. (If there are fewer than 15 units on the first three roads, list as many as there are). Use a separate line for each dwelling that you list.

<table>
<thead>
<tr>
<th>ED number</th>
<th>Block number or arrow road number</th>
<th>Street or road name (Or location of unnamed alleys, courts, etc.)</th>
<th>House number, rural box number, or location</th>
<th>Apartment number (If none, enter &quot;front,&quot; &quot;rear,&quot; etc.)</th>
<th>Entered in Listing Book on-</th>
<th>Not listed in Listing Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
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<td>(d)</td>
<td>(e)</td>
<td>(f) (g)</td>
<td>(h) (i)</td>
</tr>
</tbody>
</table>

**FOR USE IN FIELD REVIEW**

- Should have been*
- Should not have been

*At the next review, verify that Enumerator has gone back and listed any unit that was missed. Enter page and line number of Listing Book where missed unit appears.

*Mark "X" (if applicable)

(Explains)
ITEM 4A - Continued

<table>
<thead>
<tr>
<th>ED number</th>
<th>Block number or arrow road number</th>
<th>Street or road name (Or location of unnamed alleys, courts, etc.)</th>
<th>House number, rural box number, or location</th>
<th>Apartment number (If none, enter &quot;front,&quot; &quot;rear,&quot; etc.)</th>
<th>Entered in Listing Book on-</th>
<th>Not listed in Listing Book</th>
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</table>

FOR USE IN FIELD REVIEW

* At a later review, verify that Enumerator has gone back and listed any unit that was missed. Enter page and line number of Listing Book where missed unit appears.
ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED. 
The purpose is to estimate the number of dwellings in the ED, block by block.

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
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*REMARKS (Explain differences found during Field Review):

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IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-226
ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED. THE PURPOSE IS TO ESTIMATE THE NUMBER OF DWELLINGS IN THE ED, BLOCK BY BLOCK.

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
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**TOTAL**

**GRAND TOTAL**

*REMARKS (Explain differences found during Field Review):*

[Blank space for remarks]

IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-236
### QUALITY CONTROL FORMS

**ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED.**

**THE PURPOSE IS TO ESTIMATE THE NUMBER OF DWELLINGS IN THE ED, BLOCK BY BLOCK.**

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
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<th>GRAND TOTAL</th>
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*REMARKS (Explain differences found during Field Review):

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**IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-236**
ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED.
THE PURPOSE IS TO ESTIMATE THE NUMBER OF DWELLINGS IN THE ED, BLOCK BY BLOCK.

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
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*REMARKS (Explain differences found during Field Review):


IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-236
ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED. THE PURPOSE IS TO ESTIMATE THE NUMBER OF DWELLINGS IN THE ED, BLOCK BY BLOCK.

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
<th>Copy these from ED map before you start listing</th>
<th>Estimated number of dwellings listed by Enumerator (Explain serious differences below *)</th>
<th>FOR USE IN FIELD REVIEW</th>
<th>Number of dwellings listed by Enumerator (Explain serious differences below *)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
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</tbody>
</table>

**TOTAL**  

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**GRAND TOTAL**

*REMARKS (Explain differences found during Field Review):


IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-236
ITEM 5 - COMPLETE THIS ITEM FOR NON-MILEAGE ED'S ONLY. USE A SEPARATE PAGE FOR EACH ED. THE PURPOSE IS TO ESTIMATE THE NUMBER OF DWELLINGS IN THE ED, BLOCK BY BLOCK.

<table>
<thead>
<tr>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
<th>Block number</th>
<th>Names of all streets in this block</th>
<th>Estimated number of dwellings in this block</th>
<th>FOR USE IN FIELD REVIEW</th>
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**TOTAL**

**GRAND TOTAL**

**REMARKS** (Explain differences found during Field Review):

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IF THERE ARE MORE THAN 6 ED'S IN THIS ASSIGNMENT, USE ANOTHER CHECK LIST, FORM F-236
**COMPLETE ITEM 6 FOR NON-MILEAGE ED’S ONLY**

<table>
<thead>
<tr>
<th>ITEM 6</th>
<th>NUMBER OF UNITS IN ENTIRE ENUMERATOR ASSIGNMENT</th>
<th>ED number</th>
<th>Estimated number of units for each ED (Grand total of Column (a) in Item 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>(a)</td>
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</tbody>
</table>

(c) If the total is 500 or more, the assignment must be divided among two or more Enumerators. Always make the EA, which has the prelistings in Item 5, a first assignment.

**SHOULD THIS ASSIGNMENT BE DIVIDED?**

☐ Yes
☐ No

If “Yes,” follow the instructions for dividing the EA in the Crew Leader’s Manual. Show new EA’s and ED’s in the “Remarks” section on Page 2.

**ITEM 7** - List each place you come to which may have to be enumerated by special procedure. List all hotels, motels, YMCA’s, college dormitories, hospitals, jails, and institutions. If you have any doubt, list and decide later.

If the place you list is in one of the following groups, make it a special ED:

- **T-Night places** - Hotels, motels, YMCA’s, provided these places have 50 rooms or more for transient guests.
- **M-Night places** - Flop-houses, missions, etc., provided these places have 50 or more rooms or beds.
- **Jails** regardless of size.
- **Institutions** - Homes for juvenile delinquents, crippled children, etc., with 50 or more inmates.
- **Non-institutional Group Quarters** - Convents, monasteries, etc., with 50 or more persons.
- **Military Installations** - Army posts, naval stations, etc., with 50 or more persons.
- **General Hospitals** - Places with 50 or more patients.

If you receive an F-269 which shows a place which you failed to list, and you are certain that the place is not in the ED shown, notify the District Office by telephone.

<table>
<thead>
<tr>
<th>Number of persons or accommodations *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and address of place (a)</td>
</tr>
<tr>
<td>T-Night (Rooms or units) (b)</td>
</tr>
<tr>
<td>M-Night (Rooms, units, or beds) (c)</td>
</tr>
<tr>
<td>Institution (Persons) (d)</td>
</tr>
<tr>
<td>Non-institutional group quarters (Persons) (e)</td>
</tr>
<tr>
<td>Other military installation, etc. (Persons) (f)</td>
</tr>
<tr>
<td>ED number if a separate ED (g)</td>
</tr>
</tbody>
</table>

* If shown on F-269, copy without making further inquiry.
### COMPLETE ITEMS 8-12 FOR EACH ED IN THIS EA

**ITEM 8** Have any of the physical features of the boundaries changed? For example, has a boundary river or stream changed course or have boundary streets been removed to make way for a new highway?

- **ED number**
  - Yes
  - No

If "Yes," attach a sketch or written description of the difference to this check list showing how you changed the map.

**ITEM 9** Will any of the ED boundaries be difficult for the Enumerator to locate? For example, is one of them an invisible political line?

- **ED number**
  - Yes
  - No

If "Yes," make a notation here which will help the Enumerator identify those boundaries. When you make up assignments for Enumerators before training, you will transfer this notation to his ED Listing Book.

For example, the boundary is the city limits which are not visible on the ground. One end of this boundary intersects Ferndale Road at a point where blacktop paving ends and concrete paving begins. You might identify this end of the boundary as follows:

---

**FERNDALE ROAD**

---

**CONCRETE BEGINS**

**BLACK TOP ENDS**

---

**ITEM 10** Are there any streets with names different from those on the map; new streets; other changes?

- **ED number**
  - Yes
  - No

If "Yes," make all necessary corrections and additions to both your map and the Enumerator’s map.

---

**ITEM 11** Are there any incorporated places in the Enumerator’s assignment which are not separate ED’s?

- **Mark (X) for each Item**
  - Yes
  - No

If "Yes," follow the instructions in your Manual and submit the required map with the check list.

**ITEM 12** If this is a resort area, are there 50 or more seasonal vacancies in anyone of these ED’s?

- **Mark (X) for each Item**
  - Yes
  - No

If "Yes," assign such ED’s on an hourly rate and correct Form F-237 accordingly.

---

**REMARKS**
**INSTRUCTIONS** - Each Crew Leader and Field Reviewer must prepare a separate form daily and mail it to the District Office.

<table>
<thead>
<tr>
<th>NAME OF ENUMERATOR</th>
<th>ENTER NUMBER OF ERRORS FOUND IN FIELD REVIEW</th>
<th>FIELD REVIEW ACTION (Check one)</th>
<th>CLOSING REVIEW (Check one)</th>
<th>TRANSCRIPTION VERIFICATION (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
<td>FIRST REVIEW</td>
<td>NO FURTHER REVIEW UNTIL FINAL</td>
<td>ENUMERATOR RELEASED(f)</td>
</tr>
<tr>
<td>(b)</td>
<td></td>
<td>SEC, AND THIRD REVIEW</td>
<td>NO FURTHER REVIEW UNTIL FINAL</td>
<td>ENUMERATOR RELEASED(f)</td>
</tr>
<tr>
<td>(c)</td>
<td></td>
<td>FINAL REVIEW</td>
<td>EA ACCEPTABLE</td>
<td>EA ACCEPTED</td>
</tr>
<tr>
<td>(d)</td>
<td></td>
<td>TOTALS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td></td>
<td>STAGE II</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

1 Crew Leader, check when releasing enumerator. Field Reviewer, check when recommending enumerator for release.

(Use reverse side for Remarks)
# F-239A Daily Report of Field Review
1960 Census of Population and Housing
(Single Stage)

**INSTRUCTIONS** - Each Crew Leader and Field Reviewer must prepare a separate form daily and mail it to the District Office.

<table>
<thead>
<tr>
<th>LINE NO.</th>
<th>NAME OF ENUMERATOR</th>
<th>ENTER NUMBER OF ERRORS FOUND IN FIELD REVIEW</th>
<th>FIELD REVIEW ACTION (Check one)</th>
<th>CLOSE-OUT REVIEW (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SECTION I</td>
<td>SECTION II</td>
<td>SECTION III</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**

1 Crew Leader, check when releasing enumerator. Field Reviewer, check when recommending enumerator for release.
QUALITY CONTROL FORMS

F-243 RECORD OF FIELD REVIEW
PH-1 AND PH-2
1960 CENSUS OF POPULATION AND HOUSING

<table>
<thead>
<tr>
<th>a. Enumerator</th>
<th>b. ED Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

1. Appointment for review

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
</table>

First review | Second review | Third review | Final review

Section 1 - CHECK FOR MISSED UNITS

<table>
<thead>
<tr>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page one of Listing Book</td>
<td>All pages not yet checked</td>
<td>All pages not yet checked</td>
<td>All pages not yet checked</td>
</tr>
</tbody>
</table>

1. Number of units prelisted on F-236 not in Listing Book.

Enter in Column d, Item 5 of the F-236, the number of housing units listed in each block by enumerator.

<table>
<thead>
<tr>
<th>Check housing units on</th>
<th>Last full page in Listing Book</th>
<th>Last full page in Listing Book</th>
<th>Last full page in Listing Book</th>
<th>Pages 4, 9, 14, 19, and 24 in Listing Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listing Book Review</td>
<td>(Check one)</td>
<td>(Check one)</td>
<td>(Check one)</td>
<td>(Check one)</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Section II -

2. (For PH-2) Are block numbers in Column 2 in correct order?

3. Are housing units listed in correct sequence according to address?

4. Is sample key (Column 5) in correct order?

5. Does Column 12 show number of persons for each completed housing unit?

6. Is there an "A" or "GQ" for each sample unit in Column 13?

7. Total lines answered "No" in Section II.

Section III -

8. Are Columns 1, 3 and 4 adequately filled for each housing unit?

9. Is Column 6 filled correctly?

10. Is Column 7 filled for each housing unit?

11. Are callbacks recorded in Columns 8 and 9?

12a. Is method of completion shown in Columns 10 and 11? ............

12b. Is number of closeout cases reasonable? ............

13. Total lines answered "No" in Section III
### Section IV - POPULATION REVIEW

Check persons in housing units on (Check only persons in housing units completed by interview)

For Lines 14 through 20 tally and total the number of times.

<table>
<thead>
<tr>
<th>14. Either P1 or H1 is not in correct sample key order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank, double mark, or bad FOSDIC mark in P2 through P7.</td>
</tr>
<tr>
<td>P3 shows 5 or more &quot;Nonrelatives&quot; or one or more &quot;Inmates&quot; but P1 and H1 are not GQ.</td>
</tr>
<tr>
<td>P3 does not show one and only one &quot;Head&quot; for a housing unit (Exclude GQs).</td>
</tr>
<tr>
<td>P5 is &quot;Other&quot; and &quot;Race&quot; is not specified.</td>
</tr>
<tr>
<td>P6 shows decade of birth of 1950 or 1960 and P3 is &quot;Head&quot; or &quot;Wife&quot;.</td>
</tr>
<tr>
<td>P6 shows decade of birth of 1950 or 1960 and P7 is other than &quot;Never married&quot;</td>
</tr>
</tbody>
</table>

Total errors in Section IV.

### Section V - HOUSING REVIEW

For Lines 22 through 29 tally and total all blanks, double marks, and bad FOSDIC marks in—

| 22. H1 |
| 23. H2 through H11. |
| 24. H12 when H7 is "Occupied." |
| 25. H13 when H7 is "Vacant." |
| (For PH-2) H14 when H12 is "Owned or being bought" or H13 is "For sale only." |
| (For PH-2) H15 when H14 is "1 unit-no business." |
| (For PH-2) H16 when H12 shows "Rented." |
| (For PH-2) H16 when H13 shows "For rent." |

Total errors in Section V.

Also check the following points when you review the FOSDIC Book:

| 31. Are FOSDIC pages free of creases, tears, or marks in margin? Yes No |
| 32. Are persons in P2 listed in proper order? |
| 33. Is Enumerator leaving enough lines for callbacks? |
| (For PH-2) Are block and page numbers being entered? |
| 35. Are blank lines free of marks which may be picked up by FOSDIC? |
| 36. Is Enumerator cancelling lines properly? |

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>(Check one)</th>
<th>(Check one)</th>
<th>(Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
### Section VI - FOSDIC Book - Listing Book Review

<table>
<thead>
<tr>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last five FOSDIC pages with entries</td>
<td>Last five FOSDIC pages with entries</td>
<td>Last five FOSDIC pages with entries</td>
<td>FOSDIC pages 11, 44, 77 in all ED books</td>
</tr>
</tbody>
</table>

37. Check that P1 agrees with Column 5 of Listing Book. Tally for each time they differ.

38. Compare number of persons in FOSDIC Book with Column 12 of Listing Book. Tally each time they differ.

39. Total errors in Section VI.

### Section VII - HOW TO TAKE ACTION

#### 40. First Review

<table>
<thead>
<tr>
<th>Enter number from</th>
<th>Circle entry in Column (a) if greater than Column (b)</th>
<th>How to take review action</th>
<th>Initial the action you take</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td>Section I, Line 1</td>
<td>Non-mileage</td>
<td>2</td>
<td>If there are no circles in Column (a), do not review again until final review.</td>
</tr>
<tr>
<td></td>
<td>Mileage</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Section II, Line 7</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section III, Line 13</td>
<td>3</td>
<td></td>
<td>The Crew Leader will release the Enumerator if —</td>
</tr>
<tr>
<td>Section IV, Line 21</td>
<td>16</td>
<td>(1) Section I is circled</td>
<td>OR</td>
</tr>
<tr>
<td>Section V, Line 30</td>
<td>12</td>
<td>(2) 3 or more in Sections II through VI are circled</td>
<td>If none of the above, a second review will be necessary.</td>
</tr>
<tr>
<td>Section VI, Line 39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 41. Second Review

<table>
<thead>
<tr>
<th>Enter number from</th>
<th>Circle entry in Column (a) if greater than Column (b)</th>
<th>How to take review action</th>
<th>Initial the action you take</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td>Section I, Line 1</td>
<td>0</td>
<td></td>
<td>If there are no circles in Column (a), do not review again until final review.</td>
</tr>
<tr>
<td>Section II, Line 7</td>
<td>1</td>
<td></td>
<td>The Crew Leader will release the Enumerator if —</td>
</tr>
<tr>
<td>Section III, Line 13</td>
<td>3</td>
<td>(1) Section I is circled</td>
<td>OR</td>
</tr>
<tr>
<td>Section IV, Line 21</td>
<td>16</td>
<td>(2) 2 or more in Section II through VI are circled</td>
<td>If none of the above, a third review will be necessary.</td>
</tr>
<tr>
<td>Section V, Line 30</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section VI, Line 39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 42. Third Review

<table>
<thead>
<tr>
<th>Enter number from</th>
<th>Circle entry in Column (a) if greater than Column (b)</th>
<th>How to take review action (c)</th>
<th>Initial the action you take (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I, Line 1</td>
<td>0</td>
<td>If there are no circles in Column (a), do not review again until final review.</td>
<td></td>
</tr>
<tr>
<td>Section II, Line 7</td>
<td>1</td>
<td>The Crew Leader will release the Enumerator if one or more circles are in Column (a).</td>
<td></td>
</tr>
<tr>
<td>Section III, Line 13</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section IV, Line 21</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section V, Line 30</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section VI, Line 39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 43. Final Review

<table>
<thead>
<tr>
<th>Enter number from</th>
<th>Circle entry in Column (a) if greater than Column (b)</th>
<th>How to take review action (c)</th>
<th>Initial the action you take (d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I, Line 7</td>
<td>0</td>
<td>If there are no circles in Column (a), accept EA as completed.</td>
<td></td>
</tr>
<tr>
<td>Section II, Line 13</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section III, Line 21</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section IV, Line 30</td>
<td>16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section V, Line 30</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section VI, Line 39</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section VIII - CLOSEOUT REVIEW

44. Inspect FOSDIC entries of all units completed by closeout procedure.

45. Tally each population line with no entries for race and sex.  

<table>
<thead>
<tr>
<th>Tally</th>
<th>Total</th>
</tr>
</thead>
</table>

46. Tally each housing unit which does not have —  
"Head in P3 for one person, or "VAC" in P2, and entries in H3, H4 and H7."  

<table>
<thead>
<tr>
<th>Tally</th>
<th>Total</th>
</tr>
</thead>
</table>

47. Is sum of Lines 45 and 46 greater than 25? (Check one box)

- [ ] Yes - Give to closeout enumerator. Verify transcription when assignment is returned.
- [ ] No  - Fill in necessary entries according to instructions in your manual and proceed to transcription verification.

### Section IX - TRANSCRIPTION VERIFICATION (To be done after closeout review is completed)

48. Check the last sample housing unit or GO on each page of the Listing Book. Compare population and housing entries for these units in the Stage I and Stage II FOSDIC Books.

49. Enter the number of units checked.  

Number

50. Tally and total the number of transcription errors  

<table>
<thead>
<tr>
<th>Tally</th>
<th>Total</th>
</tr>
</thead>
</table>

51. Is the number in Line 50 less than the number in Line 49? (Check one box)

- [ ] Yes - The transcription is acceptable. Send to District Office.
- [ ] No  - The transcription is not acceptable and must be completely corrected and verified.
# Quality Control Forms

**F-243A RECORD OF FIELD REVIEW**

**SINGLE STAGE**

**1960 CENSUS OF POPULATION AND HOUSING**

<table>
<thead>
<tr>
<th>Enumer-</th>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section I - CHECK FOR MISSED UNITS

1. Number of units prelisted on F-236 not in Listing Book.

### Section II - LISTING BOOK REVIEW

2. Enter in column d, Item 5 of the F-236, the number of housing units listed in each block by enumerator.

3. (For P-H-2) Are block numbers in column 2 in correct order?

4. Are housing units listed in correct sequence according to address?

5. Is sample key (Column 5) in correct order?

6. Does Column 12 show number of persons for each completed housing unit?

7. Do Columns 12 and 14 agree for completed units?

8. Is there an "A" or "GQ" for each sample unit in Column 13?

9. Total lines answered "No" in Section II.

Also check the following points when you review the Listing Book:

10. Are Columns 1, 3, and 4 adequately filled for each housing unit?

11. Is Column 6 filled correctly?

12. Is Column 7 filled for each housing unit?

13. Are callbacks recorded in Columns 8 and 9?

14. Is Method of Completion shown in Columns 10 and 11?
### Section III - Stage I Population Review

<table>
<thead>
<tr>
<th>Check persons in housing units on: (Check only persons in housing units completed by interview)</th>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last five pages in ED book with entries</td>
<td>Last five pages in ED book with entries</td>
<td>Last five pages in ED book with entries</td>
<td>FOSDIC pages 11, 44, 77, in all books</td>
</tr>
<tr>
<td></td>
<td>ED</td>
<td>ED</td>
<td>ED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Last page checked</td>
<td>Last page checked</td>
<td>Last page checked</td>
<td></td>
</tr>
</tbody>
</table>

15. Either P1 or H1 is not in correct sample key order

16. Blank, double mark, or bad FOSDIC mark in P2 through P7.

17. P3 shows 5 or more "Nonrelatives" or one or more "Inmates" but P1 and H1 are not GQ.

18. P3 does not show one and only one "Head" for a housing unit (Exclude GQ's).

19. P5 is "Other" and "Race" is not specified.

20. P6 shows decade of birth of 1950 or 1960 and P3 is "Head" or "Wife".

21. P6 shows decade of birth of 1950 or 1960 and P7 is other than "Never married".

22. Total errors in Section III

### Section IV - Stage I Housing Review

For Lines 23 through 30 tally and total all blanks, double marks, and bad FOSDIC marks in:


24. H2 through H11.

25. H12 when H7 is "Occupied."

26. H13 when H7 is "Vacant."

27. (For PH-2) H14 when H12 is "Owned or being bought" or H13 is "For sale only."

28. (For PH-2) H15 when H14 is "1 unit-no business."

29. (For PH-2) H16 when H12 shows "Rented."

30. (For PH-2) H16 when H13 shows "For rent."

31. Total errors in Section IV

(Use same sample pages as above)
<table>
<thead>
<tr>
<th>Section V - STAGE I ED BOOK - LISTING BOOK COMPARISON</th>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check housing units on</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38. Check that P1 in Stage I FOSDIC Book agrees with Column 5 of Listing Book.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tally each time they differ.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39. Compare number of persons in Stage I FOSDIC Book with column 12 of Listing Book.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tally each time they differ.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40. Total errors in Section V.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section VI - TRANSCRIPTION VERIFICATION**

Compare population and housing entries in the Stage I and Stage II ED Books. Have the Enumerator read the Stage II entries to you.

<table>
<thead>
<tr>
<th></th>
<th>Tally</th>
<th>Total</th>
<th>Tally</th>
<th>Total</th>
<th>Tally</th>
<th>Total</th>
<th>Tally</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>41. Tally and enter the total number of transcription errors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Also check the following points in the Stage II ED Book for the same housing units as above:

<table>
<thead>
<tr>
<th></th>
<th>(Check one)</th>
<th>(Check one)</th>
<th>(Check one)</th>
<th>(Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>42. Are pages free of creases, tears, or other unauthorized marks in the margin?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>43. Are blank sections free of marks which may be picked up by FOSDIC?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44. Is enumerator entering page number from PH-1 or PH-2 for each unit?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Is enumerator filling &quot;Continuation&quot; circle when necessary?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section VII - STAGE II ED BOOK REVIEW - HOUSING ITEMS

Do not include close-out cases or QQ's. Count all omissions, double entries and bad FOSDIC marks in:

<table>
<thead>
<tr>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last five completed sample units in the Listing Book</td>
<td>Last five completed sample units in the Listing Book</td>
<td>Last five completed sample units in the Listing Book</td>
<td>First completed sample unit on Listing Book pages 2, 4, 6, 8, and 10</td>
</tr>
</tbody>
</table>

46. H17.

47. H18a when H17 is "on a place of less than 10 acres".

48. H18b when H17 is "on a place of 10 or more acres".

49. H19 through H21.

50. H22 through H28 when H7 is "Occupied".

51. H29 through H34.

52. H35 when H7 is "Occupied".

53. H35a when H35 is "Yes".

54. H36 when H7 is "Occupied".

55. H37 when H3 is "Trailer" and H7 is "Occupied".

56. H38 when H7 is "Vacant" (one of three vacancy entries).

57. H39 when H12 is "Owned or being bought" or H13 is "For sale only".

58. H40 when H39 is "1 unit - no business".

59. H41 when H12 is "Rented" or H13 is "For rent".

60. H42 when H12 is "Rented" or H13 is "For rent".

61. H43a, b, and c, when H12 is "Rented" or H13 is "For rent". (Each one of the three parts must be answered.)

62. H44a when H43a is "Yes" and H7 is "Occupied".

63. H44b when H43b is "Yes" and H7 is "Occupied".

64. H44c when H43c is "Yes" and H7 is "Occupied".

65. H45 when H12 is "Rented" or H13 is "For rent".

66. H46 when H45 is "Yes" and H7 is "Occupied".

67. Total errors in Section VII

Section VIII - STAGE II ED BOOK REVIEW - POPULATION ITEMS

Do not include close-out cases. Count omissions, double entries, and bad FOSDIC marks or inadequate written entries in:

(Use same sample housing units as above)

68. P3a when P3 is "Rel" or "Non"
## Section VIII (Continued)

<table>
<thead>
<tr>
<th>Section VIII</th>
<th>First review</th>
<th>Second review</th>
<th>Third review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>69. P8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70. P9 when P8 is foreign country</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71. P10 through P12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72. P13a when P12 is &quot;1959-1960&quot;, &quot;1958&quot;, &quot;1957&quot; or &quot;April 1955 to December 1956&quot;</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOR PERSONS BORN BEFORE APRIL 1, 1955</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73. P13b when P13a is &quot;This city&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74. P13c when P13a is &quot;Not in a city&quot;, &quot;This city&quot;, or &quot;Different city&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75. P14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76. P15 when P14 is &quot;Kindergarten&quot;, &quot;Elementary school&quot;, &quot;High school&quot;, or &quot;College&quot;, and P6 is &quot;April, 1925&quot;, or after.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77. P16 when P14 is &quot;Kindergarten&quot;, &quot;Elementary school&quot;, &quot;High school&quot;, or &quot;College&quot;, and P6 is &quot;April, 1925&quot;, or after.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78. P17 when P16 is &quot;Yes, regular school&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79. P18 and P19 when P7 is &quot;Mar&quot;, &quot;Wid&quot;, &quot;Div&quot;, or &quot;Sep&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80. P20 when P7 is &quot;Mar&quot;, &quot;Wid&quot;, &quot;Div&quot;, or &quot;Sep&quot;, and P4 is &quot;Female&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81. P21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FOR PERSONS BORN BEFORE APRIL 1, 1946</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>82. P22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>83. P23 when P22 is &quot;Yes&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>84. P24 when P22 is &quot;No&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85. P25 when P24 is &quot;No&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86. P26 when either P24 or P25 has an entry.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87. P27 (all parts) when P22 is &quot;Yes&quot; or P26 is &quot;1960&quot;, &quot;1959&quot;, &quot;1955-58&quot;, or &quot;1950-54&quot;, Be sure entries are adequate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88. P28a when P22 is &quot;Yes&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89. P28b when P28a is &quot;This city&quot; or &quot;Different city&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90. P28c when P22 is &quot;Yes&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91. P29 when P22 is &quot;Yes&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92. P30 when P22 is &quot;Yes&quot; or P26 is &quot;1960&quot;, &quot;1959&quot;, &quot;1955-58&quot;, or &quot;1950-54&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>93. P31 through P33 when P30 is &quot;Yes&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>94. P34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>95. P35 when P4 is &quot;Male&quot;.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>96. Total errors in Section VIII</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Section IX - SUMMARY OF ERRORS

<table>
<thead>
<tr>
<th>Enter number of errors from:</th>
<th>First review Circle entry in Column (a) if greater than Column (b)</th>
<th>Second review Circle entry in Column (c) if greater than Column (d)</th>
<th>Third review Circle entry in Column (e) if greater than Column (f)</th>
<th>Final review Circle entry in Column (g) if greater than Column (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I, Line 1</td>
<td>Non-Milestone: 2 Mileage: 1</td>
<td>0*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Section II, Line 9</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Section III, Line 22</td>
<td>16</td>
<td>16</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Section IV, Line 31</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Section V, Line 40</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Section VI, Line 41</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Section VII, Line 67</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Section VIII, Line 96</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>13</td>
</tr>
</tbody>
</table>

### Section X - HOW TO TAKE ACTION

**First Review**

The Crew leader will release the Enumerator if Section I is circled or there are 3 or more circles in Column (a) for Sections II through VIII.

If there are no circles in Column (a), do not review again until final review.

If there are 1 or 2 circles, a second review will be necessary.

**Second Review**

The Crew leader will release the Enumerator if Section I is circled or there are 2 or more circles in Column (c) for Sections II through VIII.

If there are no circles in Column (c) for Sections II through VIII, do not review again until final review.

If there is 1 circle, a third review will be necessary.

**Third Review**

The Crew leader will release the Enumerator if there are 1 or more circles in Column (e).

Otherwise, do not review again until final review.

**Final Review**

If there are 1 or more circles in Column (g), EA is not acceptable. If 1 circle, return to same Enumerator for correction. If more than 1 circle, reassign EA.

If there are no circles in Column (g), accept EA as completed.

### Section XI - CLOSEOUT REVIEW

Inspect Stage I ED Book entries of all units completed by closeout procedure (**X** in Column 17 of the Listing Book)

97. Tally each population line with no entries for race or sex

98. Tally each housing unit which does not have "Head" in P3 for one person, or "Vac" in P2, and entries in H3, H4 and H7.

99. Is sum of lines 97 and 98 greater than 25? (Check one box)

- Yes - Give to closeout enumerator. Record assignment on F-237. Verify entries when assignment is returned.
- No - Accept EA. Fill in necessary entries according to instructions in your manual. Send to District Office.

*See Appendix E, Section E3.122b.*
### Quality Control Forms

**F.244 Record of Field Review**

**Ph-3 and Ph-4**

1960 Census of Population and Housing

<table>
<thead>
<tr>
<th>e. Enumerator</th>
<th>Name</th>
<th>Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>f. Appointments for Review</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Place</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Use a separate F.244 for each listing book**

<table>
<thead>
<tr>
<th>First Review</th>
<th>Intermediate Review</th>
<th>Final Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 17 23 2</td>
<td>10 4 3 11</td>
<td>18 6 22 15</td>
</tr>
<tr>
<td>12 1 14 8</td>
<td>16 19 24 7</td>
<td>21 5 13 9</td>
</tr>
</tbody>
</table>

Section I - Listing Book Review

Review every sample housing unit on each of these pages.

Tally each time:

1. Callbacks are recorded incorrectly in columns 14, 14a and 15.
2. Method of completion is incorrect in column 16 and 17.
3. Column 18 is blank for a completed unit or otherwise does not agree with column 12. Do not count legitimate differences described in Enumerator's Reference Manual.
4. Total errors in Section I.

Section II - Household Questionnaire Transcription

Select the first 2 household questionnaires for sample units on these pages.

Compare entries on the questionnaires with ED Book.

5. Housing items - Tally each omission or other error in the ED Book if item answered on Questionnaire.
6. Population items - Tally each omission or other error in the ED Book if item answered on Questionnaire.
7. Total errors in Section II

8. Is enumerator noting missing Household Questionnaire entries on outer margin of ED book?
9. Is enumerator bringing Household Questionnaires to the field review for units which have been transcribed?
### Section III - ED Book Review - Housing Items

<table>
<thead>
<tr>
<th><strong>Review entries for these housing units</strong> (Exclude close-out cases)</th>
<th><strong>Tally each omission, double entry or bad POSDIC mark int:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10. <strong>H17.</strong></td>
<td></td>
</tr>
<tr>
<td>11. <strong>H18a</strong> when <strong>H17</strong> is &quot;on a place of less than 10 acres&quot; and &quot;Occupied,&quot;</td>
<td></td>
</tr>
<tr>
<td>12. <strong>H18b</strong> when <strong>H17</strong> is &quot;on a place of 10 or more acres&quot; and &quot;Occupied,&quot;</td>
<td></td>
</tr>
<tr>
<td>13. <strong>H19</strong> through <strong>H21.</strong></td>
<td></td>
</tr>
<tr>
<td>14. <strong>H22</strong> through <strong>H28</strong> when <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>15. <strong>H29</strong> through <strong>H34.</strong></td>
<td></td>
</tr>
<tr>
<td>16. <strong>H35</strong> when <strong>H7</strong> is &quot;Occupied.&quot;</td>
<td></td>
</tr>
<tr>
<td>17. <strong>H35a</strong> when <strong>H35</strong> is &quot;Yes&quot;.</td>
<td></td>
</tr>
<tr>
<td>18. <strong>H36</strong> when <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>19. <strong>H37</strong> when <strong>H3</strong> is &quot;Trailer&quot; and <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>20. <strong>H38</strong> when <strong>H7</strong> is &quot;Vacant&quot; (one of three vacancy entries).</td>
<td></td>
</tr>
<tr>
<td>21. <strong>H39</strong> when <strong>H12</strong> is &quot;Owned or being bought&quot; or <strong>H13</strong> is &quot;For sale only&quot;.</td>
<td></td>
</tr>
<tr>
<td>22. <strong>H40</strong> when <strong>H39</strong> is &quot;1 unit - no business&quot;.</td>
<td></td>
</tr>
<tr>
<td>23. <strong>H41</strong> when <strong>H12</strong> is &quot;Rented&quot; or <strong>H13</strong> is &quot;For rent&quot;.</td>
<td></td>
</tr>
<tr>
<td>24. <strong>H42</strong> when <strong>H12</strong> is &quot;Rented&quot; or <strong>H13</strong> is &quot;For rent&quot;.</td>
<td></td>
</tr>
<tr>
<td>25. <strong>H43a, b, and c</strong>, when <strong>H12</strong> is &quot;Rented&quot; or <strong>H13</strong> is &quot;For rent&quot;. (Each one of the three parts must be answered.)</td>
<td></td>
</tr>
<tr>
<td>26. <strong>H44a</strong> when <strong>H43a</strong> is &quot;Yes&quot; and <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>27. <strong>H44b</strong> when <strong>H43b</strong> is &quot;Yes&quot; and <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>28. <strong>H44c</strong> when <strong>H43c</strong> is &quot;Yes&quot; and <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>29. <strong>H45</strong> when <strong>H12</strong> is &quot;Rented&quot; or <strong>H13</strong> is &quot;For Rent&quot;.</td>
<td></td>
</tr>
<tr>
<td>30. <strong>H46</strong> when <strong>H45</strong> is &quot;Yes&quot; and <strong>H7</strong> is &quot;Occupied&quot;.</td>
<td></td>
</tr>
<tr>
<td>31. <strong>Total errors in Section III.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Section IV - ED Book Review - Population Items

<table>
<thead>
<tr>
<th><strong>Review entries for persons in these housing units</strong> (Exclude close-out cases)</th>
<th><strong>FOR ALL PERSONS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>32. <strong>P3a</strong> when <strong>P3</strong> is &quot;Rel&quot; or &quot;Non&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33. <strong>P8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34. <strong>P9</strong> when <strong>P8</strong> is &quot;Born outside the U.S.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35. <strong>P10</strong> through <strong>P12.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### QUALITY CONTROL FORMS

**Section IV - ED BOOK REVIEW - POPULATION ITEMS (Continued)**

**FOR PERSONS BORN BEFORE APRIL 1, 1955**

<table>
<thead>
<tr>
<th>Item</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>37.</td>
<td>P13b when P13a is &quot;This city&quot; or &quot;Different city&quot;.</td>
</tr>
<tr>
<td>38.</td>
<td>P13c when P13a is &quot;Not in a city&quot;, &quot;This city&quot;, or &quot;Different city&quot;.</td>
</tr>
<tr>
<td>39.</td>
<td>P14</td>
</tr>
<tr>
<td>40.</td>
<td>P15 when P14 is &quot;Kindergarten&quot;, &quot;Elementary school&quot;, &quot;High school&quot;, or &quot;College&quot;.</td>
</tr>
<tr>
<td>41.</td>
<td>P16 when P14 is &quot;Kindergarten&quot;, &quot;Elementary school&quot;, &quot;High school&quot;, or &quot;College&quot;, or is blank, and P6 is &quot;April, 1925&quot;, or after.</td>
</tr>
<tr>
<td>42.</td>
<td>P17 when P16 is &quot;Yes, regular school&quot;.</td>
</tr>
<tr>
<td>43.</td>
<td>P18 and P19 when P7 is &quot;Mar&quot;, &quot;Wid&quot;, &quot;Div&quot; or &quot;Sep&quot;.</td>
</tr>
<tr>
<td>44.</td>
<td>P20 When P7 is &quot;Mar&quot;, &quot;Wid&quot;, &quot;Div&quot; or &quot;Sep&quot; and P4 is &quot;Female&quot;.</td>
</tr>
<tr>
<td>45.</td>
<td>P21.</td>
</tr>
</tbody>
</table>

**FOR PERSONS BORN BEFORE APRIL 1, 1946**

<table>
<thead>
<tr>
<th>Item</th>
<th>Criterion</th>
</tr>
</thead>
<tbody>
<tr>
<td>46.</td>
<td>P22</td>
</tr>
<tr>
<td>47.</td>
<td>P23 when P22 is &quot;Yes&quot;.</td>
</tr>
<tr>
<td>48.</td>
<td>P24 when P22 is &quot;No&quot;.</td>
</tr>
<tr>
<td>49.</td>
<td>P25 when P24 is &quot;No&quot;.</td>
</tr>
<tr>
<td>50.</td>
<td>P26 when P22 is &quot;No&quot; or blank.</td>
</tr>
<tr>
<td>51.</td>
<td>P27 (all parts) when P22 is &quot;Yes&quot; or blank or P26 is &quot;1960&quot;, &quot;1959&quot;, &quot;1955-58&quot; or &quot;1950-54&quot;. Be sure entries are adequate.</td>
</tr>
<tr>
<td>52.</td>
<td>P28a when P22 is &quot;Yes&quot;.</td>
</tr>
<tr>
<td>53.</td>
<td>P28b when P28a is &quot;This city&quot; or &quot;Different city&quot;.</td>
</tr>
<tr>
<td>54.</td>
<td>P28c when P22 is &quot;Yes&quot;.</td>
</tr>
<tr>
<td>55.</td>
<td>P29 when P22 is &quot;Yes&quot;.</td>
</tr>
<tr>
<td>56.</td>
<td>P30 when P22 is &quot;Yes&quot; or blank or P26 is &quot;1960&quot;, &quot;1959&quot;, &quot;1955-58&quot;, or &quot;1950-54&quot;.</td>
</tr>
<tr>
<td>57.</td>
<td>P31 through P33 when P30 is &quot;Yes&quot;, or blank.</td>
</tr>
<tr>
<td>58.</td>
<td>P34.</td>
</tr>
<tr>
<td>59.</td>
<td>P35 when P4 is &quot;Male&quot;.</td>
</tr>
<tr>
<td>60.</td>
<td>Total errors in Section IV.</td>
</tr>
</tbody>
</table>

**CHECK THE FOLLOWING POINTS WHEN YOU REVIEW THE ED BOOK**

<table>
<thead>
<tr>
<th>Item</th>
<th>First review</th>
<th>Intermediate review</th>
<th>Final review</th>
</tr>
</thead>
<tbody>
<tr>
<td>61.</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>62.</td>
<td>Are FOSDIC pages free of creases, tears, or unauthorized marks in the margin?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>63.</td>
<td>Are blank sections free of marks which may be picked up by FOSDIC?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>64.</td>
<td>Is enumerator noting missing questionnaire entries on outer margin of FOSDIC page?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65.</td>
<td>Is the enumerator following the rules on the green sheet in front of the ED Book when he finds changes in sample housing units?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**PAGE 3**
## Section V - Listing Book - ED Book Comparison

<table>
<thead>
<tr>
<th>Make the comparison for these sample units (Exclude close-out cases)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First EA Only</td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>First review</td>
</tr>
<tr>
<td>First 4 completed units on pages 1-4 of Listing Book</td>
</tr>
</tbody>
</table>

### Section VI - How to Take Action

#### First Review

<table>
<thead>
<tr>
<th>First EA only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter totals from:</td>
</tr>
<tr>
<td>Section I, line 4</td>
</tr>
<tr>
<td>Section II, line 7</td>
</tr>
<tr>
<td>Section III, line 31</td>
</tr>
<tr>
<td>Section IV, line 60</td>
</tr>
<tr>
<td>Section V, line 65</td>
</tr>
</tbody>
</table>

**How to take action on the first review (First EA Only)**

1. If there are no circles in column (a), do not review this EA again until final review.
2. The Crew Leader will release the enumerator if column a shows 3 or more circles.
3. If there are either one or two circles in column (a), this EA must be reviewed again before final review.

#### Intermediate Review

<table>
<thead>
<tr>
<th>Intermediate Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>First EA only</td>
</tr>
<tr>
<td>Enter totals from:</td>
</tr>
<tr>
<td>Section I, line 4</td>
</tr>
<tr>
<td>Section II, line 7</td>
</tr>
<tr>
<td>Section III, line 31</td>
</tr>
<tr>
<td>Section IV, line 60</td>
</tr>
<tr>
<td>Section V, line 65</td>
</tr>
</tbody>
</table>

**How to take action on the intermediate review (First EA Only)**

1. The Crew Leader will release the enumerator if column (a) has 2 or more circles.
2. Otherwise, do not review the EA again until final review.

#### Final Review

<table>
<thead>
<tr>
<th>Final Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every EA</td>
</tr>
<tr>
<td>Enter totals from:</td>
</tr>
<tr>
<td>Section I, line 4</td>
</tr>
<tr>
<td>Section II, line 7</td>
</tr>
<tr>
<td>Section III, line 31</td>
</tr>
<tr>
<td>Section IV, line 60</td>
</tr>
<tr>
<td>Section V, line 65</td>
</tr>
</tbody>
</table>

**How to take action on the final review (Every EA)**

1. If there are no circles in column (a), accept this EA as completed.
2. If there are one or more circles in column (a),
   a. Reassign this EA for correction
   b. Reassign other EA's for completion.

### Section VII - Close-Out Review

66. Count the number of close-out units which did not return a Household Questionnaire ("X" in column 17 of Listing Book and dash (—) in column 18).

67. Count the number of close-out units which returned a Household Questionnaire ("X" in column 17 of Listing Book and number of persons in column 18).

68. Is the number in line 66 four or more or is the number in line 67 ten or more?

- **Yes** - Give to close-out enumerator. Record assignment on F-237.
- **No** - Accept EA. Send to District Office.
<table>
<thead>
<tr>
<th>QC Number</th>
<th>Last Name of QC Clerk</th>
<th>Sample Pages (a)</th>
<th>Items Plan H Identical (b)</th>
<th>Head in PS for Every A, B, C, D, E, F, Except Vacant Units (c)</th>
<th>Seven Fosdic Marks in P5 - 97 Except Vacant Units (d)</th>
<th>Nine Fosdic Marks in H5 - H7, Except in SQ (e)</th>
<th>Entry in H5 When #7 is Occupied (f)</th>
<th>Entry in H5 When #7 is Vacant (g)</th>
<th>Total Errors in Column (h)</th>
<th>Total Errors Reviewed (Total of QC clerk Lines) (i)</th>
<th>Adj. QC Reject (If Errors are more than Half of Lines) (j)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-31N</td>
<td>Bulson</td>
<td>5,25,45, etc.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>62 A</td>
<td>A</td>
</tr>
<tr>
<td>17-31P</td>
<td>Bulson</td>
<td>24,44,44, etc.</td>
<td>1</td>
<td>H1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7</td>
<td>32 A</td>
<td>A</td>
</tr>
<tr>
<td>17-34</td>
<td>Chak</td>
<td>11,61,41, etc.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>40 A</td>
<td>A</td>
</tr>
<tr>
<td>17-9</td>
<td>Oliff</td>
<td>3,32,63, etc.</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>31 A</td>
<td>A</td>
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<tr>
<td>17-55</td>
<td>Lipskind</td>
<td>4,24,44, etc.</td>
<td>H1 H1 H1</td>
<td>1</td>
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<td></td>
<td></td>
<td></td>
<td>16</td>
<td>57 A</td>
<td>A</td>
</tr>
<tr>
<td>17-43V</td>
<td>Verdin</td>
<td>17,42,79, etc.</td>
<td>H1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>5</td>
<td>37 A</td>
<td>A</td>
</tr>
<tr>
<td>17-43P</td>
<td>Verdin</td>
<td>1,11,41, etc.</td>
<td>1</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>3</td>
<td>24 A</td>
<td>A</td>
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<tr>
<td>17-18</td>
<td>Horak</td>
<td>11,41,71, etc.</td>
<td>1</td>
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<td></td>
<td></td>
<td>1</td>
<td>46 A</td>
<td>A</td>
</tr>
<tr>
<td>17-41B</td>
<td>Bulson</td>
<td>27,57,87, etc.</td>
<td>1</td>
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<td></td>
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<td>0</td>
<td>33 A</td>
<td>A</td>
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<tr>
<td>23,53,63, etc.</td>
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<td>16,46,78, etc.</td>
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<td>15,45,72, etc.</td>
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<td>12,42,72, etc.</td>
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<td>9,34,46, etc.</td>
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<td>14,44,74, etc.</td>
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<tr>
<td>29,38,82, etc.</td>
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<tr>
<td>20,87,82, etc.</td>
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<tr>
<td>9,29,44, etc.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO NUMBER</td>
<td>LAST NAME OF QC CLERK</td>
<td>SAMPLE PAGES</td>
<td>BLOCK NUMBER</td>
<td>ITEMS 1, 2, 5, 6, AND 11 IDENTICAL</td>
<td>HEAD IN 83 FOR EVERY A, B, C, E, I, O, AND I EXCEPT VACANT UNITS</td>
<td>THREE FOODIC MARKS ON P. 57 EXCEPT VACANT UNITS</td>
<td>ENTRY IN H14 WHEN H14 IS OCCUPIED</td>
<td>ENTRY IN H14 WHEN H14 IS OWNED</td>
<td>TOTAL ERRORS</td>
<td>THREE FOODIC MARKS ON P. 57 EXCEPT VACANT UNITS</td>
<td>TOTAL ERRORS</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>24-3</td>
<td>Willis</td>
<td>5, 20, 40, etc.</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>24-10</td>
<td>Leopold</td>
<td>2, 28, 66, etc.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>4</td>
<td>6</td>
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<tr>
<td>24-15</td>
<td>Lavender</td>
<td>12, 48, 72, etc.</td>
<td>III</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>24-13</td>
<td>Silva</td>
<td>8, 14, 92, etc.</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>24-14</td>
<td>Mening</td>
<td>14, 48, 72, etc.</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>4</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>24-17</td>
<td>Cook</td>
<td>17, 48, 72, etc.</td>
<td>III</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>24-16</td>
<td>Hanak</td>
<td>10, 48, 72, etc.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>24-16P</td>
<td>Hanak</td>
<td>7, 48, 72, etc.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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</tr>
</tbody>
</table>
**F-278 OFFICE VERIFICATION OF TRANSCRIPTION TO PH-3 OR PH-4**

1960 CENSUS OF POPULATION AND HOUSING

**GENERAL INSTRUCTIONS**

See your written instructions for the details of how to verify transcription. To select the units to be verified, first record below the ED numbers and the number of housing units in the EA. Then follow these sampling instructions:

<table>
<thead>
<tr>
<th>SAMPLING INSTRUCTIONS</th>
<th>THEN START WITH THE SECOND SAMPLE HOUSING UNIT OR GG PERSON ON A STARRED LINE AND TAKE EVERY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IF THE NUMBER OF HOUSING UNITS IN THE EA IS:</td>
<td></td>
</tr>
<tr>
<td>1 – 150</td>
<td>2ND</td>
</tr>
<tr>
<td>151 – 220</td>
<td>3RD</td>
</tr>
<tr>
<td>221 – 280</td>
<td>4TH</td>
</tr>
<tr>
<td>281 – 340</td>
<td>5TH</td>
</tr>
<tr>
<td>341 – 400</td>
<td>6TH</td>
</tr>
<tr>
<td>401 – 460</td>
<td>7TH</td>
</tr>
<tr>
<td>461 – 520</td>
<td>8TH</td>
</tr>
<tr>
<td>521 – 580</td>
<td>9TH</td>
</tr>
<tr>
<td>581 AND OVER</td>
<td>10TH</td>
</tr>
</tbody>
</table>

**TALLY OF ERRORS**

<table>
<thead>
<tr>
<th>ED NUMBERS (USE ONE LINE FOR EACH EA)</th>
<th>NUMBER OF HOUSING UNITS</th>
<th>STOP WHEN YOU FIND 25 ERRORS AND ENTER &quot;R&quot; IN COL. (d). IF FEWER THAN 25 ERRORS, ENTER &quot;A&quot; IN COL. (d)</th>
<th>RESULT OF VERIFICATION (&quot;A&quot; OR &quot;R&quot;)</th>
<th>LAST NAME OF VerIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
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</tr>
</tbody>
</table>

(CONTINUE ON REVERSE SIDE)
<table>
<thead>
<tr>
<th>EO Number</th>
<th>Last Name of QC Clerk</th>
<th>Tally of Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-14</td>
<td>Odell</td>
<td></td>
</tr>
<tr>
<td>17-20M</td>
<td>Pedersen</td>
<td></td>
</tr>
<tr>
<td>17-20P</td>
<td>Pedersen</td>
<td></td>
</tr>
<tr>
<td>17-5</td>
<td>Hancock</td>
<td></td>
</tr>
<tr>
<td>17-68M</td>
<td>Buckley</td>
<td></td>
</tr>
<tr>
<td>17-68P</td>
<td>Buckley</td>
<td></td>
</tr>
<tr>
<td>17-9</td>
<td>Jackson</td>
<td></td>
</tr>
<tr>
<td>ED NUMBERS</td>
<td>COMPARE NUMBER OF PEOPLE ON THESE PAGES IN THE FOCUSED BOOK WITH THE NUMBER IN THE LISTING BOOK (EVERY 50TH PAGE).</td>
<td>IF ANY ERROR IS FOUND, ENTER &quot;X&quot; BELOW AND GO TO STEP 2. IF NO ERROR, ENTER &quot;0&quot; AND GO TO STEP 3.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>17-21 N P</td>
<td>22,42,62, ETC.</td>
<td>0</td>
</tr>
<tr>
<td>17-34</td>
<td>1,3,5,7,11, ETC.</td>
<td>X</td>
</tr>
<tr>
<td>17-9</td>
<td>8,28,40,62, ETC.</td>
<td>0</td>
</tr>
<tr>
<td>17-43 N P</td>
<td>4,8,44, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>17-13</td>
<td>14,34,40,72, ETC.</td>
<td>0</td>
</tr>
<tr>
<td>17-41 B</td>
<td>13,23,33,23, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>17-37,37,77, ETC.</td>
<td>3,6,12, ETC.</td>
<td>1,3,7,10, ETC.</td>
</tr>
<tr>
<td>13,35,60,72, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>1,21,41,81, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>1,21,41,81, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>2,27,47,67, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>12,22,42,62, ETC.</td>
<td>3,6,12, ETC.</td>
<td>1,3,7,10, ETC.</td>
</tr>
<tr>
<td>10,32,30,70, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>10,42,40,62, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>10,36,30,70, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>10,22,40,62, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
<tr>
<td>10,18,30,70, ETC.</td>
<td>3,6,12, ETC.</td>
<td>3,6,12, ETC.</td>
</tr>
</tbody>
</table>

US CMN——DC
**F-288 EVALUATION OF MAP REVIEW AND PREPARATORY WORK**

**1960 CENSUS OF POPULATION AND HOUSING**

**INSTRUCTIONS:** Fill this form each time you visit a Crew Leader and observe the preparatory work. File forms in the District Office and use them to determine which persons need additional visits.

### A. GENERAL PERFORMANCE OF MAP REVIEW AND PREPARATORY WORK

<table>
<thead>
<tr>
<th>ITEM NUMBER</th>
<th>SUBJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAP FOR EACH ED</td>
</tr>
<tr>
<td>2 OR 3</td>
<td>ORDER OF VISIT</td>
</tr>
<tr>
<td>4a AND 4b</td>
<td>LISTING</td>
</tr>
<tr>
<td>5</td>
<td>ESTIMATING NUMBER OF DWELLINGS IN EACH BLOCK (Non-mileage ED's only)</td>
</tr>
<tr>
<td>6</td>
<td>DIVIDING ASSIGNMENTS (Non-mileage ED's only)</td>
</tr>
<tr>
<td>7</td>
<td>PLACES REQUIRING SPECIAL ENUMERATION PROCEDURES</td>
</tr>
<tr>
<td>8-9</td>
<td>BOUNDARY PROBLEMS</td>
</tr>
<tr>
<td>10</td>
<td>STREET CHANGES</td>
</tr>
<tr>
<td>11</td>
<td>INCORPORATED PLACES NOT SEPARATE ED's</td>
</tr>
<tr>
<td>12</td>
<td>SEASONAL VACANCIES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>RESULTS (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INSTRUCTIONS FOLLOWED CORRECTLY</td>
</tr>
<tr>
<td></td>
<td>INSTRUCTIONS NOT FOLLOWED CORRECTLY (Explain below in Remarks section)</td>
</tr>
</tbody>
</table>

### B. REMARKS:

### C. ACTION TAKEN:
F-289 EVALUATION OF FIELD REVIEW FOR PH-1 OR PH-2
1960 CENSUS OF POPULATION AND HOUSING

INSTRUCTIONS: Fill this form each time you visit a Crew Leader or Field Reviewer and observe a field review. File forms in the District Office and use them to determine which people need additional inspection.

A. GENERAL CONDUCT OF REVIEW

<table>
<thead>
<tr>
<th>SECTION OF F-243, RECORD OF FIELD REVIEW</th>
<th>RESULTS (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIELD REVIEW NOT MADE</td>
</tr>
<tr>
<td></td>
<td>FIELD REVIEW MADE BUT NOT COMPLETELY OR CORRECTLY (Explain on back in Remarks section)</td>
</tr>
<tr>
<td></td>
<td>FIELD REVIEW MADE ACCORDING TO INSTRUCTIONS</td>
</tr>
<tr>
<td>I. COVERAGE CHECK</td>
<td></td>
</tr>
<tr>
<td>II. LISTING BOOK REVIEW</td>
<td></td>
</tr>
<tr>
<td>III. LISTING BOOK REVIEW</td>
<td></td>
</tr>
<tr>
<td>IV. POPULATION REVIEW</td>
<td></td>
</tr>
<tr>
<td>V. HOUSING REVIEW</td>
<td></td>
</tr>
<tr>
<td>LINES 31-36</td>
<td></td>
</tr>
<tr>
<td>VI. FOSDIC BOOK - LISTING BOOK REVIEW</td>
<td></td>
</tr>
</tbody>
</table>

B. SPECIFIC ITEMS

1. Was the F-214 from an earlier review checked to see that errors were corrected?
2. Were the right pages reviewed in the Listing Book and the Fosdic Book?
3. Were all errors recorded on F-243, without exception?
4. Was Enumerator required to fill Form F-214?
5. Were manual references given when necessary?
6. Were appropriate entries made in Item 4 of F-236?
7. Was Column (d) of Item 5 on F-236 completed?
8. Were differences in dwelling counts in Item 5 of F-236 reconciled?
9. Was action taken correctly according to Section VII of F-243?
10. When a subsequent review was required, was the Enumerator given on F-242, Schedule of Field Appointments?

(Continue on reverse side)
F-289A EVALUATION OF FIELD REVIEW FOR PH-3 OR PH-4
1960 CENSUS OF POPULATION AND HOUSING

INSTRUCTIONS - Complete this form each time you visit a Crew Leader or Field Reviewer and observe a field review. File forms in the District Office and use them to determine which people need additional inspection.

A. GENERAL CONDUCT OF REVIEW

<table>
<thead>
<tr>
<th>SECTION OF F-244, RECORD OF FIELD REVIEW</th>
<th>FIELD REVIEW MADE ACCORDING TO INSTRUCTIONS</th>
<th>FIELD REVIEW MADE BUT NOT COMPLETELY OR CORRECTLY (Explain on back in Remarks section)</th>
<th>FIELD REVIEW NOT MADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. LISTING BOOK REVIEW</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. HOUSEHOLD QUESTIONNAIRE TRANSCRIPTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINES 8 AND 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. ED BOOK REVIEW - HOUSING ITEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. ED BOOK REVIEW - POPULATION ITEMS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. LISTING BOOK - ED BOOK COMPARISON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINES 61-64</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VII. CLOSE OUT REVIEW</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. SPECIFIC ITEMS

1. Were the right pages and units selected to be reviewed?

2. Were the right pages reviewed in the Listing Book and the ED Book?

3. Were all errors recorded on F-244, without exception?

4. Was Enumerator required to fill Form-214?

5. Was the F-214 from an earlier review checked to see that errors were corrected?

6. Was action taken correctly according to Section VI of F-244?

7. When a subsequent review was required, was the Enumerator given an F-242, Schedule of Field Appointments?

(Check one)

YES (Explain on back in Remarks)

NO
C. REMARKS

D. ACTION TAKEN
### QUALITY CONTROL FORMS

**F-289B** EVALUATION OF FIELD REVIEW

**SINGLE STAGE**

1960 CENSUS OF POPULATION AND HOUSING

**INSTRUCTIONS** - Complete this form each time you visit a Crew Leader or Field Reviewer and observe a field review. File forms in the District Office and use them to determine which people need additional inspection.

<table>
<thead>
<tr>
<th>A. GENERAL CONDUCT OF REVIEW</th>
<th>RESULTS (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION OF F-243A, RECORD OF FIELD REVIEW</td>
<td>FIELD REVIEW MADE ACCORDING TO INSTRUCTIONS</td>
</tr>
<tr>
<td>I. COVERAGE CHECK</td>
<td>X</td>
</tr>
<tr>
<td>II. LISTING BOOK REVIEW</td>
<td>X</td>
</tr>
<tr>
<td>LINES 10-14</td>
<td>X</td>
</tr>
<tr>
<td>III. STAGE I POPULATION REVIEW</td>
<td>X</td>
</tr>
<tr>
<td>IV. STAGE I HOUSING REVIEW</td>
<td></td>
</tr>
<tr>
<td>LINES 32-37</td>
<td>X</td>
</tr>
<tr>
<td>V. STAGE I ED BOOK - LISTING BOOK COMPARISON</td>
<td>X</td>
</tr>
<tr>
<td>VI. TRANSCRIPTION VERIFICATION</td>
<td>X</td>
</tr>
<tr>
<td>LINES 48-48</td>
<td>X</td>
</tr>
<tr>
<td>VII. STAGE II HOUSING ITEMS</td>
<td>X</td>
</tr>
<tr>
<td>VIII. STAGE II POPULATION ITEMS</td>
<td>X</td>
</tr>
<tr>
<td>XI. CLOSE OUT REVIEW (FINAL REVIEW ONLY)</td>
<td></td>
</tr>
</tbody>
</table>

**B. REMARKS**

Section I - Did not check H13 when H7 marked "Vacant"
C. SPECIFIC ITEMS

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO (Explain below in Remarks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was the F-214 from an earlier review checked to see that errors were corrected?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2. Were the right pages reviewed in the Listing Book and the ED Books?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>3. Were all errors recorded on F-243A, without exception?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>4. Was Enumerator required to complete a Form F-214?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>5. Were manual references given when necessary?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>6. Were appropriate entries made in Item 4 of F-236?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>7. Was Column (d) of Item 5 on F-236 completed?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>8. Were differences in dwelling counts in Item 5 of F-236 reconciled?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>9. Was action taken correctly according to Section X of F-243?</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>10. When a subsequent review was required, was the Enumerator given an F-242, Schedule of Field Appointments?</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

D. REMARKS

4. Had enumerator fill F-214, but did not have her record all the errors.


E. ACTION TAKEN

Retained on points above. Importance of F-214 explained.
<table>
<thead>
<tr>
<th>DISTRICT OFFICE</th>
<th>STAGE I OFFICE QC</th>
<th>OFFICE TRANSCRIPTION VERIFICATION</th>
<th>STAGE II OFFICE QC</th>
<th>NUMBER OF CREW LEADERS RELIEVED OF FIELD REVIEW DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>(g)</td>
<td>(h)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B.--CREW LEADER'S MANUAL, STAGE I OF TWO-STAGE AREAS
(Extracts)

Part I General Information

1.0 Introduction

1.1 Using the Manual
1.2 Crew Leader Appointments
1.3 Crew Leader's Job
1.4 Crew Leader Activity Calendar

2.0 The 1960 Census

2.1 A General View
2.2 Census Organization
2.3 Confidentiality of Census Data
2.4 Plans and Procedures

Part II Preparing for the Census

5.0 Checking ED's Before Enumeration

5.1 General
5.2 How to Fill Out Form F-236
5.3 Instructions for Dividing Enumerator Assignments

Part III Taking the Census

9.0 Enumeration Operations

9.4 Field Review
   9.41 General
   9.42 Frequency of Review
   9.43 Where to Conduct the Review
   9.44 How to Conduct the Field Review
   9.45 How to Use the Results of the Field Review
   9.46 The Final Review
   9.47 Closeout Review
   9.48 Transcription Verification

9.5 Refusals

Appendix E How to Use Form F-243, Record of Field Review

E1.0 When to Fill Out a Record of Field Review
E2.0 Completing the Heading of F-243
E3.0 Recording Appointments for Review
E4.0 How to Record Errors on the F-243
E5.0 How to Conduct First, Second, and Third Reviews
E6.0 How to Conduct the Final Review
E7.0 How to Conduct the Closeout Review
E8.0 How to Verify the Transcription
E9.0 Separate ED's Which are Institutions or Large Group Quarters
PART I GENERAL INFORMATION

1.0 INTRODUCTION. The role of Crew Leader is important to the Census of Population and Housing. Under the direction of the District Supervisor, you, the enumerator you supervise will be responsible for collecting complete and accurate population and housing information for your District.

1.1 Using the Manual. This manual contains instructions covering all phases of your assignment. It is composed of three parts:


b. Part II—Preparatory operations for Stage I of the Census.

c. Part III—Operations involved in conducting Stage I of the Census.

In addition to this manual you must become thoroughly familiar with the contents of:

1.1.1 The Enumerator's Reference Manual (Stage I)

1.1.2 The Crew Leader's Training Guide (Stage I)

1.2 Crew Leader Appointments. You will receive your official crew leader appointment notification on National Form 50, "Notice of Personnel Action," within ten days. You will be employed on a temporary appointment that terminates upon completion of your assignment, or at the discretion of the District Supervisor. You will not receive written notice when your appointment is terminated. Your appointment will specify that you will be working on an irregular tour of duty. This means that you are not entitled to earn annual leave, sick leave, overtime or holiday pay. Hours worked on a holiday or in excess of 40 per week will be paid at the regular hourly rate.

1.2.1 Day. You will be paid at a rate of $10.00 per 3-hour day when actually employed, including hours you are on training. Your pay is subject to income withholding taxes and Social Security deductions.

1.2.2 Hours. Except for the training period you will have no regular hours of duty. However, you must work such hours as are necessary to complete your assignments.

1.3 The Crew Leader's Job. It is your primary responsibility that the enumeration in your District be carried out accurately and rapidly. To accomplish this you will be involved in a variety of activities and will deal with many people. These activities are outlined in the following Crew Leader Activity Calendar.

1.4 Crew Leader Activity Calendar

Enter on Duty.......................March 9 or 14
Receive Preparatory Training........March 9 or 14
Begin Recruiting, Testing and Selecting Enumerators.........................March 10 or 13
Begin 80 Preparatory Class, Right, Night, Right, Institution and Group Quarter Listings........March 10 or 13
Begin Recruiting Progress Reports........March 14 or 17
Begin Securing Enumerator Training Space........March 16
Receive Technical Training...........March 16-19 or March 20-23
Report Address of Enumerator Training Space........March 17 or 18 or 22
Begin Preparation of Enumerators' Assignments and Materials..................March 19 or 20 or 21
Train Enumerators....................March 20, 29 and 30
Report Number of Enumerators that Reported for Training.......................March 20 or 29
Report Wages, Address and Telephone Number of the Enumerator Selected to be Field Reviewer........March 20 or 29
Report Number of Enumerators that Completed Training and Were Given A's........March 30 or 31
Train 7-Night Enumerators (If applicable)........March 31

2.0 THE 1960 CENSUS

2.1 A General View

2.1.1 Scope. Article 1 of the Constitution of the United States provides that a census of population be conducted every 10 years. The first census in 1960 enumerated the number of inhabitants in each State and a few facts about them. The 18th Decennial Census, starting April 1, 1960, will cover much population characterization as age, sex, occupation, educational attainment and income. It will also collect information about such housing characteristics as kind, condition and value of home, both occupied and vacant, and facilities and equipment in the home.

2.1.2 Authority. The 1960 Census of Population and Housing is authorized by the Census Act approved by Congress August 1964 (Annual Report 1964). Examples from this Act are in Appendix B of the "Enumerators Reference Manual." It states that each adult person is required to supply information to the best of his knowledge.

2.1.3 Value of Census Information. The 1960 Census of Population and Housing will provide a comprehensive inventory of the nation's people and their homes. A great many uses are made of this basic census information. For example:

a. The census is the basis on which the number of members of the House of Representatives for each State is determined.

b. State legislatures appoint the representatives in State legislative bodies among the counties and groups of counties.

c. Large amounts of money are paid by the Federal Government to the States and by State Governments to cities and counties on the basis of population counts.

d. Cities and towns determine the need for expansion of public services, utilities and schools.

e. Government and private agencies analyze the characteristics and location of the labor force, occupational skills, extent of unemployment, numbers of new workers, etc.

f. Businesses determine where and how much of their product they can sell, and measure other features of their market.

g. The quality of our housing supply and the areas where housing is most needed are determined.

h. By a comparison of the 1960 census data with those of previous censuses, changes in the characteristics and geographical distribution of our population are analyzed.

2.2 Census Organization

2.2.1 Organization of Personnel. To carry out the work of the Bureau of the Census, a permanent staff of census enumerators is located in Washington, D.C. and in Regional Offices throughout the United States. The primary function of this staff during the 1960 Census is to plan the collection of information, instruct the temporary force for the Census, and supervise the census operations.

Since the permanent staff is too small to collect the information about an estimated 100,000,000 people and
61,000,000 homes in the United States, a temporary staff will be employed during the enumeration period of the 1960 Census. This staff will operate from 392 temporary Census District Offices, each headed by a District Supervisor.

In these offices, 10,000 crews leaders will be employed to train and supervise 160,000 enumerators.

2.22 Geographic Organization. To insure complete coverage for the census, the United States has been divided geographically into approximately 2,000,000 enumeration districts, commonly called "ED's." An ED can constitute the assignment of one enumerator. Households in many instances, two or more ED's will be assigned into one enumerator's assignment called as "RA." In urban areas where people live close together, ED's generally consist of groups of city blocks. In rural areas, where the population is more scattered, ED's may consist of large land areas such as a township. Large apartment buildings, large institutions, hospitals, military installations and prisons are usually separate ED's. When the total area from all ED's is less than 15,000, we shall have complete census information for every city, county, and State in the Nation.

2.23 Organization Chart. The field organization for the 1960 Census of Population and Housing is illustrated below.

- Field Division
  - Robert B. Wolford
    - Chief
  - F. Regional Offices
    - Regional Field Director
  - 392 District Offices
    - District Supervisor

10,000 Crew Leaders
- Districts
- Crew Leaders

160,000 Enumerators
- Assignments
- Enumerators

2.3 Confidentiality of Census Data

2.31 Census Law. The basic law under which the Census Bureau operates prohibits employees from revealing, orally or in writing, any information contained in any schedule or report obtained from individuals respondents to anyone except authorized census employees. The Census Bureau places a legal restraint upon all census officers to guard and keep the names confidential. Only publications in general form may properly be released.

2.32 Census Rules. The following rules must be followed regarding unpublished information:

a. All schedules revealing data concerning individual respondents must be kept out of public view.

b. Crew leaders as well as enumerators must keep schedules in their possession protected and confidential. It is important that they understand:

1. They may be prosecuted for unauthorized disclosures, even if such disclosures are made after their employment with the Census Bureau has ended.
2. They must not assign any part of their work to any unauthorized person.
3. With the exception of interpreters and guides, all census employees may accompany any enumerator while at work.

(4) Schedules must not be placed where unauthorized persons will have access to them.

Schedule completed by any enumerator must not be examined by other census enumerators or employees except those having official reason for doing so.

(6) Enumerators may not deliver census information obtained for particular individuals with other census enumerators or employees, except when there is official reason to do so.

(7) Enumerators are forbidden to enter upon the schedule the name of any fistulous person or to make any fistulous or mutilated statement concerning any person or place enumerated.

2.4 Plans and Procedures

2.41 Development of Plans and Procedures. The Census Bureau is responsible for developing plans and procedures which will:

a. Provide efficient statistical data of value to the Nation.

b. Insure maintenance of the traditional high standards of accuracy and reliability of census information.

c. Minimize the cost of the census to the government and to the taxpayer.

The Census Bureau started intensive work on these problems early in 1957. It consisted of groups in government, business, financing, labor and other fields to find out exactly what kind of information was most needed. After the information to be obtained was decided upon, attention was directed to the best methods of obtaining it. The Bureau tested many forms of forms in different parts of the country, asked the same questions in different ways, and determined the cost and effectiveness of each procedure. The final decision on what to do will be based on this fundamental program.

2.42 Enumeration Plans. For most of the population, the 1960 Census will be conducted in two stages. In stage I, enumerators will interview a limited number of households. In stage II, enumerators will visit the remaining households. A standard questionnaires will be used in stage I. In stage II, an additional form will be used in addition to the stage I form. In stage II, the operation of obtaining complete enumeration in these additional questionnaires will be.

For part of the Nation, especially areas with low density of population, the two-stage operations will be combined and the Census will be conducted in a single stage operation. This manual is concerned only with stage I of the two-stage operation.

2.43 Stage I. On April 1, 1960, the Census Bureau throughout the United States, Stage I enumerators will start collecting the population and housing information. Every person from the one-day old infant to the oldest inhabitant alive on the Census Day must be enumerated. To get housing information, all places where people live or could live (in census terms each "housing unit") must be enumerated. Even though a housing unit in one county, but not in another, may not have to be enumerated.

The Stage I enumeration questions about people will be in general limited to name, relationship, age, sex, race and marital status. Stage I questions on housing will include questions on number of rooms, water supply, bathing and toilet facilities, tenure, ownership, and in many areas, value or monthly rent.

An advance questionnaire, called the Advance Census Report, containing these questions will be distributed to each household. The Advance Census Report begins the enumeration. Experience has shown that accurate census information can be collected more quickly and easily if the Advance Census Report is filled out by the household headed by the enumerator calls.

2.44 Stage II. On April 20, 1960, about one-third of the enumerators who worked during Stage I will start collecting additional information about persons and housing. The additional information about persons will include questions on place of birth, educational five years ago, week before, employment, occupation, income and other items. Additional housing information will include questions on housing equipment, cooking fuel used, year built, number of rooms, bathrooms, electric appliances, automobiles and others. This second stage of enumeration will cover the 25 percent sample of housing units and persons who live in them. The Stage II enumerator will complete the required information either by interviewing from the main household questionnaire to his census schedules, or by obtaining all missing information by telephone or personal visit to all information on sample housing units and persons who live in them in his assigned area.

The second stage, or sample enumeration, cannot begin in an ED until the first stage enumeration of that ED has been completed. It is essential, therefore, that the first stage be completed on schedule.
2.45 General Procedures - Stage I. To get information accurately and quickly, the enumerator must follow each procedure. Generally, the steps in this procedure for Stage I are:

a. canvassing - covering every part of the ED systematically so that no housing unit or person is overlooked.

b. listing - recording in a "listing book" the address of each housing unit, the name of the head of the household and the number of persons in each occupied housing unit. Vacant housing units will also be identified in the listing book.

c. sampling - designating the proper sample units, our household in every fourth, by assigning to each a sample key letter.

d. interviewing - filling up the Advance Census Report and copying the information from it to the permanent census schedule (IC-I or IC-II). When necessary, making the respondent the census questions, and recording them directly on the permanent schedule. A "schedule" is simply a form used to record the answers to census questions. For convenience, schedules are bound together into a book sometimes called an enumeration book, ED book, schedule book or LEDIC book. The Household Questionnaire is left with the respondent at one housing unit in each with the request that it be filled out and mailed to the Census District Office. The Household Questionnaire contains the sample questions for Stage II.

e. follow-up - calibrators are to be made at housing units where no one was at home at the time of the first call, or when, for any reason, interviews could not be completed.

f. transcribing - copying identifying information from the Stage I enumeration back into the sample schedule (Stage I) book. The sample schedules will be used by the Stage II enumerators for recording or transcribing answers to the sample questions.

2.46 General Procedures - Stage II. Prioritize the steps for the Stage II procedures now:

a. arranging household questionnaires - arranged by Stage I ED order and page and line number for many enumeration and checking.

b. transcribing - filling and transcribing household questionnaires into the sample schedule book.

c. telephone follow-up - calling sample households for data which they failed to report on their household questionnaire, or to correct inconsistencies or errors they made in their replies.

d. field follow-up - personal visits to households that did not meet in their questionnaire or those with an incomplete questionnaire that have no phone, or whose telephoning is not advisable such as a lodging or boarding house.

2.47 Special Procedures. Special procedures will be used for the enumeration of large institutionalized (hospitals, prisons, sanatoriums, colleges, military installations and similar places), for hotels having accommodations for 50 or more transients, and for motels or vacation camps having 50 or more units or rooms for transient guests, and for hotels or tourist courts having 10 or more rooms or units for transient guests. These procedures are outlined in other sections of this manual.

5.0 CREATING THE ADDRESS LIST

5.1 General. Before we end the time you train your enumerators, you must inspect each enumeration district assigned to you.

The reasons for checking each ED before the actual enumeration begin are:

a. See that the map or description of the ED is correct so that the enumeration will be able to find his way around his area easily.

b. Mark the maps so that the enumerator will know where to start and what direction to take during enumeration.

c. Specify the order in which he will visit his ED's and each of the blocks or first three road segments within in his ED's.

d. Verify that the number of dwellings in each enumerator's area is small enough so that the enumerator can finish his job on time.

e. Locate any places such as institutions, hospitals and large hotels or motels which will require special enumeration procedures.

f. Make a partial list of dwellings which you will use later to check whether the enumerator is missing any places which should be enumerated.

To help you accomplish all of these things in a systematic fashion, you will fill out a form F-206, "Leader's Check List for Map Review and Temporary Mark." For each enumeration assignment. This check list will take care of most of the situations you encounter. However, occasionally you will run into problems which will require some flexibility on your part. In unusual situations, keep in mind that the main reason for checking the area about your time in advance of the census enumerator is to verify that he will be able to tell him how to cover his ED most effectively. Whenever you meet with some problem which is not covered by the check list, use the description section on page 2 to describe the problem and what the enumerator will have to do to take care of it.

For example, if a new limited access highway, not shown on the map, cuts through an ED, you may need to tell the enumerator to cover everything on one side of the highway before attempting to answer any part of the other side.

Each day fill the check lists you have completed to the District Office to be reviewed by the Field Officer. After any changes or descriptions that you have made, you will need to explain changes in Item 6 on the front of the F-206. You will be able, on the average, to check approximately 100 ED's in an eight-hour day.

5.2 How to fill out from F-206.

5.21 Item 1-Through 4. Fill out items 1-through 4 when you start each enumeration assignment (ED). Items 5-29, (column 2), which is your record for each enumeration assignment, will tell you whether or not an enumerator will be paid for a week. Refer to this form when you fill out Item 4. If there are both all-lowercase and non-all-lowercase EDs in the same enumeration assignment, fill out a separate check list for each the all-lowercase EDs. Enter 0 (O) the number of each ED included on the F-206. This information also comes from the F-259.

5.22 Item 5. When you finish checking the ED, list separately such sketch or description which you are sending in with the check list.

5.23 Item 6. Before you mail the check list, and attachments to the District Office, mark the identification and enter the date.

5.24 Item 7. Follow the instructions on the check list. If an ED is an institution, hospital, hotel, etc., fill out Item 9 only of the check list for that ED.

5.25 Item 25. Item 25 applies only to non-all-lowercase EDs. Non-all-lowercase enumerators will be in cities and towns which are laid out in blocks, as in the following illustration:

First Avenue

Second Avenue

Blocks may not always be laid out quite so regularly as in the illustration above; some blocks may be triangular; some may be semi-regular. Some blocks may be broken up by dead-end streets, alleys and service roads.

The blocks in large urban areas will be numbered on the 2D maps. In each block, list the block numbers on the map facing sheet, in the order in which the enumerator must visit them.

Blocks in smaller cities and towns are not always numbered on the map. In such places, number the blocks on the map yourself in ordinary pencil. Start with number "1" in each ED, and number the blocks in the order in which the enumerator must visit them.

Try to number blocks in such a way that the enumerator will be able to cover his area with a minimum of travel. On maps which show block numbers list them in the order in which the enumerator must visit them so that he will do as little traveling as possible.

5.26 Item 29. Item 29, also applies only to non-all-lowercase. Mark the first two blocks in each ED to show enumerators where to start and in what direction to enumerate. Wherever possible, put the starting point in the upper left (northwest) corner of the first two blocks and draw an arrow to show the direction of
QUALITY CONTROL OF THE FIELD ENUMERATION

In mileages areas which are laid out in blocks, follow the same procedure used for non-mileage areas (item 28).

5.26 Items 44 and 45. One of the enumerator's most important responsibilities will be to find all occupied and vacant dwellings in his assigned area. To check on whether he is finding all the dwellings, we are asking you to list the addresses of some dwellings in his area to compare later with those listed by the enumerator.

By "dwellings" we mean places occupied by one family, or if vacant, intended for occupancy by one family.

Such as:
1. House occupied by one family.
2. Apartment.
3. Each part of a house which has been divided into several apartments.
4. Living quarters above or behind stores or other commercial places.
5. Apartments or rooms above garages.
6. Tents, if occupied.

We are using the term "dwellings" now. When you receive your technical training, we shall use the term "housing unit" and give it a more precise definition.

In non-mileage areas, list the first 25 dwellings in the assignment, in mileage areas, list along the first three roads, in the order specified by the arrow-road numbers, until you have listed 35 dwellings or have covered the first three roads without finding 15. In sparsely populated areas do not drive more than 15 miles per day to make the preliminary listing complete for in Items 44 and 45. Then, in both mileage and non-mileage areas, list in Item 48 an additional 10 dwellings of your own choosing, scattered throughout the remainder of the assignment. Use a separate line of Items 47 and 48 for each dwelling which you list.

Enter the block number in column (a). In column (b) enter the black number or arrow-road number of the place where you began Preliminary. When you come to a new EB in column (a), or a new block in column (b), draw a line across the column to show where the old one ends.

Enter the street name or arrow road number in column (a). Use ditto marks in column (c) if the street name does not change. In column (d), enter the house number or rural road number of each dwelling you list. If there is no house number in a rural area, enter a brief description of the dwelling and the post office location from the nearest intersection. Enter name of family if you can determine it easily; for example, farm mail identification.

Example:

one story-brick house, 1/2 mile north of
Mt. 16.

Enter apartment numbers or location of apartments in column e. Leave columns (f), (g), (h), and (l) blank. You will use these later when you check your enumerator's work.

There is an important reason why you should be careful to get a complete and accurate listing of dwellings. If an enumerator should miss more than 2 or 3 dwellings you have listed, you will have to resample him. You would not want to take such action unless you were certain that the dwellings he missed were ones that he should have enumerated.

If you encounter stores, warehouses, etc., while listing, first cut if anyone lives upstairs or in back. Enter at other places when you are in doubt about whether the place is a dwelling.

5.29 Item 5. If it turns out that an assignment is too large for one enumerator you will have to divide it into two or more. You will divide it in non-mileage assignment by estimating the number of dwellings in each EB, block by block. There are six pages for Item 5 in the check list. Use one page for each EB. If you have more than six ED's in the assignment, use additional check lists as necessary.

Before you visit the ED, fill in columns (a) and (b) of Item 5. Enter each black number and the name of all boundary and internal streets for the block, as shown on your map. Be sure to follow the block sequence of enumeration which you have worked for the enumerator. Generally, you will enter street names in column (b) for each block, but occasionally a block may contain more or less than four streets.

Drive around the block in the ED, or walk if the area is too congested, and estimate the number of dwellings in each block by making a rough count. (If you are in an area which has large apartment houses, you may not be able to tell how many units are in the structure from the outside.) Totate this number in column (c). In some cases, you want to record several numbers in column (c), so do not lose count. For example, if you have counted 36 dwellings and you are only half way around the block, you may want to record 36 in column (c) immediately, and enter the remaining count later on.

Leave columns (d) and the remarks section at the bottom of the page blank. You will use these later to compare the enumerator's count with your estimate and to explain cases where the number of units listed by the enumerator differs significantly.

When you have gone around all blocks, enter the total number of dwellings in each ED in the total boxes at the bottom of the page.

5.30 Item 6. Enter from Item 5 the Grand Total of dwellings for each ED. Then get the total for all ED's. This is your estimate of the number of units in the assignment.

5.3 Instructions for Dividing Enumerator Assignments. If you have estimated that there are 500 or more dwellings in the assignment, you must divide it into two (or more) enumerators. Divide the assignment by grouping the ED's to form two (or more) assignments of approximately the same size. Although it would be desirable to assign adjacent ED's to one enumerator, this may not be possible always. If the assignment has two or more ED's, see if you can divide the work by re-grouping whole ED's. For example, suppose the assignment consists of ED's 29-38 with 130 dwellings 9-39 with 400 dwellings and 3-38 with 300 dwellings. You would divide
this assignment between two enumeration by giving one of them EDs #9-56 and #9-58. You would give the other F-257 even though #9-56 and #9-58 were not adjacent to each other.

When you divide an assignment, you must note this on your F-257 by changing the original brackets to indicate the new assignments.

You should avoid splitting an ED if possible. However, it may sometimes be necessary to do so. Keep the same ED number for each part, but assign a different letter suffix, beginning with "A". For example, if you split ED #1-12, you would have #1-12A and #1-12B. Or, if you split ED #1-27-36, you would have #1-27A and #1-27B. Send them to the District Office, together with your F-257, a sketch or description of how you have split the ED, giving the new ED numbers and the boundaries. Try to split EDs along boundaries which can be reasonably easily, such as major streets or roads.

Under no circumstances should you change the existing ED boundary line.

As an example, suppose an assignment consists of EDs #9-136 with 200 dwellings and #9-139 with 500 dwellings. In such a case, you might split #9-136 into #9-139A with about 300 dwellings and #9-139B with about 200 dwellings. This would permit you to assign #9-136 #9-139B to one enumerator, and #9-139A to another.

When you split an ED, you must enter the new ED number on your F-257. The numbers must be right, (1), (2), (3), (4), "Sample Key Start", column (c), and "Schedule Type Code", column (b), are the same for the new EDs as they were for the original.

When EDs must be divided, prepare maps for enumeration by drawing a dividing of the EDs to be assigned another enumerator. This can be done simply by putting the old map on a window pane with a sheet of paper on top. The light through the window will permit you to trace the original map. Then cut out the map on the original map that portion which will be reassigned.

It will not be necessary to prepare a checklist for the new assignment. Simply note on the front cover of the present checklist that it is being used to create one assignment.

5.3. Item 9. When marking your estimate of the number of "units" in the enumerator’s assignment, you may find "special places" which are not to be enumerated in the usual way. These include places such as hospitals, college dormitories, lodges, clubs, corporate houses, the aged, orphanages, etc., which will be enumerated by special enumeration procedures. If there is a college or university in the ED, find out whether the students will be on vacation at any time between April 1 to April 15. Enter the date when the college term closes. You will find this information in the Remarks section on page 7 of the F-257. Instructions for enumerating such places are in Section 6.0 of the manual. If you are at all in doubt, list the place in item 7, as well as those you know will be covered by special enumeration. Appendix 5 is a list of places which are enumerated in institutions and hospitals.

a. If you list a place in Item 7 which should be a separate ED, enter the ED number in column (c), under Item 5.4. Down that the York Hotel has 75 rooms for transient patrons. Therefore, he made the York Hotel ED #23-256B and the balance of the ED become 25-258B. The Crew leader entered York Hotel in column (e), 75 in column (h), and 25-258B in column (g).

b. If you divide an ED for any reason, correct the F-257.

c. Use column (p) of your F-257 to remind you to check enumerators not to enumerate separate EDs which are not the usual places such as transit places ("FTM" for transit places, etc.) and large institutions which will be handled by special procedure (See Section 6.0). Keep in mind that Nighthawk places ("FTM" for Nighthawk, clubs, etc.) will be enumerated during Stage II and are not to be assigned for Stage I enumeration. Use column (p) to remind you that there may be places in an enumerator’s assignment which have to be enumerated by special procedures even though they are not large enough to be made separate EDs.

d. Before you send the F-257 to the District Office, note that you have entered on the appropriate forms F-256, "F-256A, F-256B, "Special Roster Form," (Exhibit 12), all places listed in your ED. This is a check to make sure that you have no separate EDs. Exhibit 12 shown how form F-256B is to be filled out. Note that a separate Form must be prepared for each type of place listed in Item 9. Some of you will receive forms which were prepared in advance by the office. Make any necessary additions to these forms if you find places which were not listed in advance.

e. When you finish marking your F-257 and have completed all your F-257 forms, send the F-257 forms to the nearest place only to the District Office (See Section 6.0). These are to be assigned for Stage II enumeration. You may receive a set of forms F-257, "Office Information," (Exhibit 12), for institutions in your crew leader’s district which are to be enumerated by special procedure. These places are places which are too small to be separate EDs. Give these places to enumerators in whose assignment area the institutions are located as a reminder that they are to enumerate them by special procedure. Note in column (p) of the F-257 that there are cards for this ED.

5.39 Item 10. For item 10, locate each of the ED boundaries shown on the map. If the physical features of the boundaries have changed since the last census, make a sketch or write a description of the difference and mark it in with the check list. If there have been no boundary changes, check #9.

5.33 Item 9. In most cases, the ED boundaries will be already, fairly well-defined or clearly visible features. In some cases a boundary may not be visible on the ground both in an ED. To help the enumerator identify and locate the boundary, these instructions may be house numbers, fire hydrants, telephone pole numbers, permanent landmarks, etc., a more detailed description of the location. Enter on your F-257 these notes on the ED listing book to help the enumerator during enumeration.

In the following example you might show the location of the firehouse and telephone pole to help the enumerator identify the boundary which in this case is an imaginary line. In this case, enter: 4/10 mi. East #34, 156 Ela. Pole No. 114.

5.36 Item 10. Check carefully for street name changes, new streets, and other changes in the physical characteristics of the ED. Do this as you travel around each block to estimate the number of dwellings. If there are no changes, check #9. If there are changes, check #10, and correct your map and the enumerator’s map. Do this carefully and need an enumerator will be able to understand these changes.

If any changes have taken place in the area since the map was made, try to get up-to-date maps of the area from local city or county government. Keep one copy for the enumerator and mail another copy in with the F-257. Inform the enumerator to keep within the boundaries shown on the official map. If the boundaries have changed, draw these boundaries on the new map for him. Do not make an original map in a new area.

5.39 Item 11. If part of the ED in an incorporated place which is not a separate ED, you must arrange to get three copies of a map of this area as early as possible. Have those copies of the map certified by the mayor, town manager, or other responsible local official. The certification should be entered directly on the face of the map as follows:

"Hereby certify that the boundaries on the map of this city are true and correct as of (date) 1960. Signed__________" John Doe

Tom Engineer

Draw the boundaries of the ED shown on the original map on each of the three certified copies. Send two copies to the District Office and affix to the Check List F-257, for the RA. Keep the third copy for the enumerator who will be working in the incorporated place.

5.36 Item 12. If the ED you are checking is in a resort area, there may be a number of dwellings which are used during part of the year only; for example, cabins which are rented to campers or tourists on vacation. If some of or any of the EDs in the RA you are checking, assign each ED as a recreational area. Correct your Form F-257 if you do this by checking column (q) and explaining in Remarks column.
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9.4 Field Review

9.41 General. The purpose of the field review is to ensure that the information collected by the enumerators is accurate and complete. The best way to do this is to find out as quickly as possible how well each enumerator is doing his job by inspecting the work he has completed. Since he has been trained in many different things, you may find during the course of review that errors result from an enumerator's failure to remember or to understand some portion of the instructions. For this reason, you must not only locate errors but must show the enumerator how to avoid such errors in the future.

All work coming from your district will be inspected in the District Office. If enumerators know how you select housing units for review, they may tend to be particularly careful with those units and you may accept work non-locally which will be returned by the District Office for further examination.

If an X is returned to you from the District Office for correction, review the entire assignment for errors. First, see that the Listing Book agrees with the ED Books; particularly with respect to sample key letters. Next, check all ED Books for completeness, but FG600 cards and double work. Then make all necessary corrections in the Stage II ED Books. When you have acceptable work, return it to the District Office together with the Listing Book.

9.42 Frequency of Review. Each enumerator will receive at least two reviews (a half-yearly review) at the beginning of enumeration, and a final review when his assignment is completed. Schedule one or more additional reviews if the results of the first review show that the enumerator needs further supervision and training. Although the average review will take less than one hour, schedule the first two reviews you and the Field Reviewer may take 1 1/2 hours each; you will need a little extra time until you become familiar with the procedure. See paragraph E3.5.1 of Appendix F for more detailed instructions on scheduling appointments.

The Field Reviewer will make twice as many first reviews as the crew leader on April 2 and 4. This is so that the crew leader will be able to spend additional time during the first few days with any persons who require revisiting as well as to give the crew leader time to take on any of his other administrative duties. As far as possible schedule appointments first with your weaker enumerators.

9.43 Where to Conduct the Review. In order to review the work of as many enumerators as possible, instruct enumerators to meet you at the Field Office at some central location, whenever possible. Try to get the use of free space in places as schools, churches, office buildings, fire house, YMCA's, city parks, court houses, veterans' organizations, lodges, etc. As a last resort, you may use your home, provided this is agreeable to you and your enumerators. If your crew leader is sick in much of your enumeration need travel very far to reach the field review location, you may find it helpful for both you and the Field Reviewer to work at the same location. However, if your district covers a large area, you would do well to find a separate location for the Field Reviewer in order to cut down an enumerator travel.

9.44 How to Conduct the Field Review

a. The Enumerator's Record of Errors, F-24 (Exhibit 22) When you first review the form, note any errors you find in his work. When you find an error, be sure that you describe it to the enumerator in enough detail so that he understands it and can locate the item later. Check to see that the enumerator is recording all errors correctly.

At review the enumerator on his form F-24 the errors you find in his work. When you find an error, be sure that you describe it to the enumerator in enough detail so that he understands it and can locate the item later. Check to see that the enumerator is recording all errors correctly.

If time permits during the review, retrain the enumerator on his weak points. If you do not have time, try to arrange a meeting as soon as possible for such additional training.

At the end of each review instruct the enumerator to correct all the errors found during that review.

Tell him to check the unrevised portion of his work for errors of the type covered on F-24. These errors must be corrected also.

At the beginning of each review following the first, one that the errors on the F-24 from the previous review have been corrected. Check the entries themselves-do not count errors that were corrected because the enumerator's instructions appear in the back column of the form. If the form is still made in enumerating sample housing units or persons in 1960, be sure that the corrections are carried over to the units transferred to the Stage II ED Book. If he runs out of space, give him another form.

Collect all Forms F-24 from the enumerator when his assignment is accepted as complete. After the transcription verification and before forms are sent to the District Office along with the Listing Book, ED Books, F-248 and other materials.

b. Types of Errors You Will Find

(1) Failure to list a housing unit in a very serious error. If the enumerator has not listed the unit and, therefore, has not enumerated it, the population count for that area will be incorrect.

(2) Omission of entries (blanks) in items that require entries.

(3) Double marks result from filling more than one circle in an ED Book item.

(4) Pad numbers are marks that are too light or do not fill the circle completely. Such marks are the same as omissions.

(5) Incorrect order of enumeration. Certain entries are required to be in a specified order. For example, sample key, block numbers, and page numbers.

(6) Lack of agreement between ED Book and Listing Book. For example, if the number of persons in the ED Book differs from the number of persons shown in the ED Book for the same unit, it is an error.

(7) Uncompleted Filing. For example, if a man or man was born in March 1953, he has been enumerated "divorced" in item 78 since he is only 27 years old.

(8) Unnecessary entries. Do not count as an error any entry in an item when no entry is required. For example, an entry is unnecessary in item 13 when the housing unit is occupied. If there is an entry in item 13, it does not tally as an error but merely indicates the enumerator against wasting time making entries that are unnecessary.

c. How to use the F-243, Record of Field Review (Exhibit 22)

When you make a review of an enumerator's work, you will use a form F-243 which tells you how to remove the errors to be reviewed and what errors to remove when you found errors.

Detailed instructions for the use of this form are to be found in Appendix E of the manual. When you check for missed units in Section 1 of F-243, you will refer to the book's Check List for the exact number of pages covered before enumeration. Note: Do not use your Field Reviewer the F-246 Check List for the enumerators with whom you have appointments.

When you check in Sections IV and V of the F-243, examine the ED Books as if you were an enumerator conducting an interview. Review all population and housing items on each page at a time. Use the F-243 to record the errors you find. However, you have been thoroughly familiar with the F-243, treat the scoring of Field Review as a check list of the items to be reviewed.

9.45 How to use the Results of the Field Review. After you review the enumerator's work, you will decide on the basis of the results he has made whether:

(1) He can continue to work without further review.

(2) He must be given additional help and training.

(3) He must be released because his work is not acceptable.

a. How to terminate an enumerator's appointment. Any error that is found during the review should be corrected by the enumerator. If the errors are not corrected, the enumerator's appointment should be terminated. This is important because the accuracy of the work is crucial.
Only the Crew Leader may release an enumerator. Field Reviewers should recommend the release of an enumerator for the reasons shown above; however, a Field Reviewer has no authority to do so on his own initiative.

If you release an enumerator and reassign his work to another person, be sure to show this change on your F-259, Crew Leader Record of Assignment.

1. If the Crew Leader makes the change, he will complete the payroll form with the enumerator and submit it to the District Office.

2. When the Field Reviewer recommends release, he will not complete the payroll form. He will schedule a meeting for the enumerator with the crew leader, who will notify the enumerator of his release. The Crew Leader will complete the payroll form at that time.

3. All Census materials in the possession of the enumerator will be collected. Be sure to collect the enumerator's official identification as well as the ED and Listing Books, EA map, and other government property. The Crew Leader will give the Listing Book (with the payroll form) and the Record of Field Review when he meets the enumerator to confirm the release action.

4. If the released enumerator does not have all the materials with him, the Crew Leader should arrange to pick them up.

Do not submit the payroll form until you have recovered all Census property released from the released enumerator. If necessary, inform the enumerator that he cannot be paid until he has turned in all Census materials in his possession.

(4) When you must complete a payroll form before an EA is completed, insert a duplicate payroll form in the Listing Book for the enumerator who completed the assignment.

b. How to Tell an Enumerator He is in Error

You are required by the Census Bureau to release enumerators who do not accept work. When the Crew Leader releases an enumerator he should make it clear that he is carrying out Census Bureau instructions. Below is a statement that the Crew Leader will use as a model when he releases an enumerator.

"The Board of Field Review has made a finding of error in the above listing. You are required to rework the error as noted in the Census Bureau procedure. I am not permitted to let you continue enumerating."

Thank the enumerator and assure him that he will be paid for all acceptable work he has done up to this point.

9.46 The Final Review

a. If at the final review, the EA is accepted as complete:

1. See that all errors on the F-254, Enumerator's Record of Errors have been corrected.

2. See that all units visited by the enumerator according to your F-259, Crew Leader's Check List for Map Review and Preparatory Work, have been entered in the ED and Listing Books.

3. Complete the payroll form with the enumerator.

b. If the EA is not acceptable, instruct the enumerator to go over his work and correct the errors found during review and all other errors. When he returns the EA, check to see that he has corrected the errors noted on the F-254.

c. A review of all ED Books will also be made in the District Office to ensure that Field Review activities are being carried out effectively. Work that fails to pass field review will, in all likelihood, also fail the office review and these ED Books will be sent back to you so that they are corrected and submitted as acceptable.

9.47 Closed Account Review

If an enumerator completes a housing unit by closed account procedure, he may not get the amount of information required by the Census Bureau. A review of such cases must be made after the payroll completion for each EA according to the instructions in paragraph 9.4. Since the enumerator will not be present for this review, do this operation as time permits, before field review appointments.

If you find during the closed account review that the assignment needs further work, assign the book to one of the better enumerators (or the Field Reviewer) who is available for such work. Keep track of such an assignment on your F-259.
but you decide to keep him because he had not missed any units previously, explain your action on the reverse side of the F-263.

(4) Column (p) and (q), Closeout Review. Make entries in these columns only after the estimator has had a final review and you have reviewed the closeout cases. Your entries on this form will be based on Section VIII of the F-263.

(a) If line 47 in Section VIII is marked "no," check the column (q), "EA Assigned to Closeout Estimator."

(b) If line 47 in Section VIII is marked "yes," check column (q), "EA Accepted."

(c) Check only one of these two columns.

(5) Columns (r) and (s), Transcription Verification. Make an entry in these columns only after you have reviewed the transcription to the Stage II BD Books. Refer to Section IX of the F-263.

(a) If line 51 is marked "yes," check column (r), "EA Accepted."

(b) If line 51 is marked "no," check column (s), "EA Held for Correction."

It is possible that you may conduct a final field review for an estimator on one day, and perform the closeout review and transcription verification on another day.

If so, record the final review in the Daily Report for the day on which it was conducted, leaving the closeout and transcription review columns blank. Make the entry for the closeout review and transcription verification in the Daily Report for the following day, leaving the other columns blank. Be sure to enter the estimator's name on the report for the second day.

Detail column (b) through (q) for every Daily Report of Field Review. Note that you will have separate totals by type of review: first, second, third, and final. Enter the closest totals even though you make this review after the final review.

If you spent less than 6 hours on field review, closeout review, and transcription review, describe briefly your other outside work duties during that day in the "Remarks" on the reverse side of the Daily Report.

9.5 Refusals

Occasionally an estimator may encounter a respondent who refuses to give part of the required information or to be interviewed at all. Such cases will be reported to you.

You should call on the respondent to obtain the required information. Point out the confidential treatment accorded to Census information, and obtain the assurance obtained in the census cannot be used for purposes of taxation, investigation, or regulation. If necessary, you may point out the legal basis for the census and invite the respondent to read the section of the Act which pertains to refusals (section 251, Appendix F, Enumerator's Reference Manual). If the respondent is still unsatisfactory, inform him that you will have to make a written report to your District Supervisor. Do not become involved in any argument. Merely state that you are doing your job in accordance with your instructions.

Your report of a final refusal should be in a memorandum to your District Supervisor, including the following information:

a. Name and address of person refusing to give information.

b. Date of original and later calls, by whom made, and name of respondent at each call.

c. Extent of information refused.

d. Reason given, if any, for refusing information.

Note certain that, as a minimum, the estimator has recorded on the F263 list the names of all occupants, their race and sex, whether obtained from the respondent or from another source.

APPENDIX X

HOW TO USE FORM F-263, RECORD OF FIELD REVIEW

EX.1.0 When to Fill Out a Record of Field Review. One Record of Field Review is to be filled out for every estimator's assignment. If more than one estimator works on an assignment, fill out one form for each estimator. If an estimator works on more than one assignment, fill out one form for each of his assignments.

E2.0 Computing the Number of the F-263. Make the following entries before the first review:

Item a. District Office Number. Enter the District Office number, which appears on your F-264, Record of Assignment.

Item b. ED numbers. Enter numbers of all the EDs in the enumerator's assignment.

Item c. Name of Crew Leader. Enter your own name.

Item d. Name of Field Supervisor. Enter the name of the Field Supervisor.

Item e. Enumerator. Enter the name, address, and telephone number of the enumerator.

E3.0 Recalling Appointments for Review. When you make an appointment to review the enumerator's work, record the date, time, and place in "Appointments for Review," Item f of the F-264. Make your appointment with the enumerator for the last field review when you give him his assignment at the end of the training class. When you do this, give the enumerator the identical information in Section B of the same F-264, Schedule of Field Appointments, which tells him where to report for his induction. Schedule the first two appointments with the Field Supervisor to last one and one-half hours.

For example, on April 2 if the first review is scheduled for 8:30 A.M., the second appointment would start at 10:00 A.M. and continue until 11:30. Schedule the third appointment to last from 11:30 to 12:30. If the reviewer has more than one hour appointments in the afternoon, he will have reviewed the work of seven enumerators in all on April 2.

In paragraph 9.42 of this manual we suggested that the crew leader do fewer reviews on April 2 since he needs additional time for other duties. If the reviewer is scheduled to have two one-and-one-half hour visits each for the morning of April 2, he should schedule no more than two for the rest of the day.

Each time you finish reviewing an enumerator's work, be sure to schedule the next appointment so that you will be meeting with the enumerators at the rate of one per hour. When you complete the field review, enter the appointment for the next review on the F-264, Space 13, and then enter that number of hours when you enter the time and place where you will report for his field review. Note that you will have to change out the words "first" and "visit" in "second" or "third" as anannounced.

Since you will not be able to schedule the final review ahead of time, instruct the enumerator to notify you as soon as he has completed the assignment and is ready to have his work reviewed.

Since, in general, Field Supervisors will be assigned to other work after April 4, they should arrange for later reviews to be handled by the Crew Leader.

E4.0 How to Record Errors on the F-264. Record errors on the line which describes the type of error. For example, if you find during the second review that 9 is in blank in RD 20, tally the error on line 23 in the "second review" column. As you conduct the review, you may find errors in units other than those you are directed to check on the F-264. See that the enumerator records these on his F-264 and corrects them, but do not record these errors on your F-263. In some cases it may be difficult to determine the exact number of errors made. In such cases use your best judgment, which we are more concerned with seeing that a good job is done rather than having a perfect F-264. Do not interpret this instruction to mean that you may be careless in recording errors on the F-263.

E4.1 Sections IV through VI require that you tally every error. Be sure that the tally, number for each error starting at the last hand side of the column. After you have completed the review count the number of entries on each line and place each total on the right hand side of the page and circle it. For example:

<table>
<thead>
<tr>
<th>Section IV-Population Review</th>
<th>First Review</th>
<th>Second Review</th>
<th>Third Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check persons in housing...</td>
<td>FD, ED, TD</td>
<td>FD, ED, TD</td>
<td>FD, ED, TD</td>
</tr>
<tr>
<td>(check only persons in housing units completed by interviewer)</td>
<td>Page 12</td>
<td>Page 12</td>
<td>Page 12</td>
</tr>
<tr>
<td>For Lines 14 through 20 tally the number of times...</td>
<td>ED, TD</td>
<td>Page 12</td>
<td>Page 12</td>
</tr>
<tr>
<td>14. Either P or E is not in correct sample key order.</td>
<td>—</td>
<td>Page 12</td>
<td>Page 12</td>
</tr>
<tr>
<td>15. Blank, double mark, or bad P+E mark in P or TD.</td>
<td>(10)</td>
<td>Page 12</td>
<td>Page 12</td>
</tr>
</tbody>
</table>

This example shows that, during the first review, you found 6 errors when checking items P through TD and that you entered and circled the total number of tally marks in the same column.

E4.2 Sections VII and VIII consist of questions that can be answered "yes" or "no." A "no" answer means that an error has been made. Check "no" even if there is only one housing unit in error; otherwise check "yes."

If you check "no" when you find an error in one of the units, continue the record for the remaining housing units. For example, if a housing unit in the listing book does not show number of persons in column (12), check "no" for Line 5 of the F-264; however, continue to check for entries in column.
E4.3 Line 31-36. The heading above lines 31 through 36 reads "Also check the following points when you review the FUDGEC Book." The questions are numbered in the same manner as Sections II and III.

E5.0 How to Conduct First, Second and Third Reviews.

E5.1 Section I - Check for Missed Units. For the first review turn to lines 4 of the F-263 for this assignment. Determine how the enumerator has gone. Read the address of the property. Is the property listed in the FUDGEC book?

E5.2 Section II and III - Listing Book Review.

E5.3 Section IV - Population Review.

E5.31 Sample Key Letter.

E5.32 Rules for Correcting Sample Key.

b. FUDGEC page with two or more sample key letters the same. (This rule does not apply to Q4's.) Consider the same property. Check the sample key letters on the FUDGEC page; suppose there are three sample key letters, A, B, and C. If two of these sample key letters in the sample key letter are the same and one of the sample key letters on the FUDGEC page is different, the sample key letter is incorrect. If the sample key letters on the FUDGEC page are different, the sample key letter is correct.

Example 1:

Although the first unit on page 3 should have been "A", do not make any changes in such a case.
Section V - Housing Review.

Check housing items only for the same housing units for which you made the population review. Tally all omissions, double marks and total F823 marks on lines 22 through 20 of the F-293. Enter the total number of errors in this section on line 30.

Section VI - ED Book - Listing Book Review.

Line 34. If you check the ED Book and the enumerator locates the unit in the Listing Book, ask him to send you the sample key letter in column (2). If you have a different sample key letter in the ED Book for that unit, tally an error. Refer to the rules in section 25.5 for making corrections.

Line 35. Ask the enumerator to send you the number of persons in column (1D) of the Listing Book. If a unit is vacant in the ED Book, only that unit is marked in the Listing Book. If the enumerator says that the unit requires a call back according to the Listing Book, see that this agrees with the ED Book and that correct black lines have been left. If the number of persons in the ED Book is different, tally an error.

Line 36. Enter the total number of errors tallied on lines 34 and 35.

Section VII - How to Take Action.

The section you take as a result of the first, second, or third review will depend on the number of errors you have found in each of the six review sections.

Enter in column (a) of Section VII the total number of errors made by the enumerator in each of the review sections. Do not make these entries in the appropriate part of Section VII depending on the review you are conducting. If this is the first review, enter totals in the space under line 40; if second review, under line 41, and if third review, under line 42. Compare your entries in column (a) with the numbers printed in column (b). If for any section your entry in column (a) is greater than the number in column (b) circle the entry in column (a).

Next look at column (c), "How to Take Action."

First Review.

a. If there are no circles in column (a), it indicates that the enumerator has added his job well and his made only a few errors. Tell him that his work will not be reviewed again until he has completed his entire assignment. You will at this time instruct him briefly in the transcription procedure. Have him transcribe one or two sample housing units to the Stage II ED Book in your presence so that you may see that he is doing it properly.

b. If the Crew Leader will release the enumerator and the field supervisor will recommend to the Crew Leader that he be released if either of the following occurs:

   (1) The entry for Section I, line 1 in column (a) is circled.

   (2) Three or more entries in column (a) are circled for Sections II through VI.

Paragraph 9.45 of this manual contains details on how to release enumerators who do poor work.

Only Crew Leaders can release enumerators. Field Supervisors will recommend release and submit the Form F-293 to the Crew Leader for his action.

a. All other enumerators (those not covered by parts a. and b. above) will require a second review and, in some cases, additional training. The enumerator is not to start transcribing to the Stage II ED Book until his work shown that no further review is required until the final review.

b. If you feel that the enumerator needs more training, arrange to meet with him as soon as your field review schedule permits. At that time go over his work points, with him and, if you have time, watch him enumerate several housing units.

(2) Schedule the second review within 24 hours. However, be sure that the enumerator has been able to list at least 25 more housing units in this time.

(3) Keep in mind that even though an enumerator passes field review, the crew leader may release him if in his opinion the overall quality of his work will not be satisfactory when his assignment is completed.

(4) If the enumerator wants to give you the AGA's he has picked up for his unit he has enumerated up to this time, take them from him. You must be sure that his AGA's are put back in the portfolio for his book when you return to the District Office. Therefore, tie the AGA's together securely and write the EA number on the top page.

Section VII - How to Take Action.

The section you take as a result of the first, second, or third review will depend on the number of errors you have found in each of the six review sections.

Enter in column (a) of Section VII the total number of errors made by the enumerator in each of the review sections. Do not make these entries in the appropriate part of Section VII depending on the review you are conducting. If this is the first review, enter totals in the space under line 40; if second review, under line 41, and if third review, under line 42. Compare your entries in column (a) with the numbers printed in column (b). If for any section your entry in column (a) is greater than the number in column (b) circle the entry in column (a).

Next look at column (c), "How to Take Action."

First Review.

a. If there are no circles in column (a), it indicates that the enumerator has added his job well and his made only a few errors. Tell him that his work will not be reviewed again until he has completed his entire assignment. You will at this time instruct him briefly in the transcription procedure. Have him transcribe one or two sample housing units to the Stage II ED Book in your presence so that you may see that he is doing it properly.

b. If the Crew Leader will release the enumerator and the field supervisor will recommend to the Crew Leader that he be released if either of the following occurs:

   (1) The entry for Section I, line 1 in column (a) is circled. If the enumerator did not add any predicted units on his first review and no more than one on his second review, you need not release him if you feel he is doing an acceptable job otherwise.

   (2) Three or more entries in column (a) are circled for Sections II through VI.

Paragraph 9.45 of this manual contains details on how to release enumerators who do poor work.

Only Crew Leaders can release enumerators. Field Supervisors will recommend release and submit the Form F-293 to the Crew Leader for his action.

a. All other enumerators (those not covered by parts a. and b. above) will require a second review and, in some cases, additional training. The enumerator is not to start transcribing to the Stage II ED Book until his work shown that no further review is required until the final review.

b. If you feel that the enumerator needs more training, arrange to meet with him as soon as your field review schedule permits. At that time go over his work points, with him and, if you have time, watch him enumerate several housing units.

(2) Schedule the second review within 24 hours. However, be sure that the enumerator has been able to list at least 25 more housing units in this time.

(3) Keep in mind that even though an enumerator passes field review, the crew leader may release him if in his opinion the overall quality of his work will not be satisfactory when his assignment is completed.

(4) If the enumerator wants to give you the AGA's he has picked up for his unit he has enumerated up to this time, take them from him. You must be sure that his AGA's are put back in the portfolio for his book when you return to the District Office. Therefore, tie the AGA's together securely and write the EA number on the top page.
CREW LEADER'S MANUAL, STAGE I

If the enumerator receives the third review, tell him his work will be reviewed again when he has completed his last.

Instruct him briefly in the transcription procedure. Have him transcribe one or two sample units to the Stage II ED Book in your presence so that you may see whether he is following correctly. Tell him to notify you by phone when he completes his last so that you can make an appointment for final review.

When you have taken a review notice for any review, initial that action in volume (d) of Section VII. Be sure that you have initialed the correct notice for the correct review.

Section I - Check for Mixed Units

For the final review turn to item 4b of the F-236 for this assignment. Read the address of the predicted housing units which you have not checked yet. Have the enumerator transcribe each unit in the Listing Book as you read it. When he locates the unit have him read you the Listing Book page and line number which will record in columns (f) and (g) on the F-236. During the final review examine column (b), items 4b and 4c, of your F-236 for units which the enumerator missed according to earlier reviews. Ask the enumerator to read to you the page and line number in the Listing Book for those units to see whether he has gone back to transcribe them.

If a predicted unit cannot be found in the Listing Book, check column (3) of form F-236. Tell the enumerator that he must go back to the beginning of the block or room segment where the unit was missed and recount so that he can see whether he has missed any other units in the area.

Line 1. Enter the number of units missed by the enumerator since the last review according to column (b) of the F-236.

Enter in item 5, volume (d), of the F-236 the number of housing units listed by the enumerator in each block enumerated since the earlier review.

Compare your estimate in column (e) with the number of units listed by the enumerator as shown in column (d). If the number in column (e) is appreciably different from your estimate, check first to see if he has failed to enter a block number in the Listing Book. If the difference cannot be explained, instruct the enumerator to go back to the block in question so that he can be sure that he has missed any housing units.

Examine entries appearing on pages 4, 9, 14, 19, 24 of the Listing Book.

Line 2. See that enumerator in block areas have completed tables D1, D2, and D3, and blocks 4 and 7 of the ED Book filled in conjunction with the enumerator. Only the number of columns, double marks and note FDBIC marks in Lines 12 through 15 on line 16. If the items you review for prior entries in block areas, or plans enumerated by special procedures as may have been difficult to get complete information do not occur, enter as errors. Make the consistency checks described in Lines 14 and 16 through 20 of the F-236. Enter the total number of errors in this section on line 21.

Sample Key Letter

The first thing you check when you review the population items is that entries in F1 and F3 and are in the correct sample key order, if you find an error in the sample key order, instruct the enumerator to note the error on his Second of Steven. However, before you do this, the review the entry for the sample key error. The enumerator will have to contact the sample key order himself. First, make the sample key error in the ED Book according to those in the Listing Book since the enumerator may have copied the sample key letter incorrectly. If they do not agree with the sample key, change sample key to the ED Book so that they do agree. If there is still an error in the FDBIC page, apply the rules which follow.

After all corrections have been made in the Listing and Stage I ED Books, have the enumerator correct the entries he has transcribed into the Stage II ED Book.

(a) For each unit for which the sample key letter (A, B, or C) was changed to A, the enumerator will transcribe the entries into the Stage II ED Book on the next blank line.

(b) For each unit for which the sample key letter changed from A to B, B to C, or C to B, the enumerator

Rule for Computing Sample Key

(1) FDBIC page with two or more sample key letters the same. (This rule does not apply to GQs.) Consider the case where one of the sample key letters is repeated on an ED book page for example, A B B C. If this sequence of letters in the ED book agrees with the existing Listing, copy the information for the unit for which the key letter is repeated to the first available blank line in the ED Book. In copying, use the same sample key letter on that page. Cancel the copied line on the original FDBIC page. Correct column (7) of the Listing Book to show the new page number in the ED Book.

(2) If you find that a letter has been skipped on the FDBIC page, the sample key letters are in the Listing book, as in the following examples, do not make any corrections.

Example:

Page 2

Page 2

B

C

D

A

B
QUALITY CONTROL OF THE FIELD ENUMERATION

Example 2:

Although the first unit on page 3 should have been "B", do not make any changes in such a case.

E6.4 Section VI -- Housing Review.  Check housing items only for housing units for which you have the population review.  Tally all existing, double units and bad PHSIC marks on lines 22 through 29 of the Form 7-243.  Enter the total number of errors in this section on line 30.

E6.5 Section V -- How to Take Action When You Review the PHSIC Book.  Keep these checks in mind during the entire field review.  If you check "no" for any line, it may be necessary to do some additional work on the ED books before you are sent to the District Office.  For example, if line 21 were checked "no", it may be necessary to have the book cleaned up or even recopied if it is in very bad condition.

E6.6 Section VI -- PHSIC Book -- Listing Book Review.  Compare entries in the ED Book for each unit with entries in the Listing Book for the same unit.

Line 27.  Ask the enumerator to locate the unit in the PHSIC book.  Ask him to read you the sample key in column (5).  If you have a different sample key in the ED Book for that unit, tally an error and make corrections according to Section E6.32 of Appendix E.

Line 28.  Ask the enumerator to read you the number of persons in column (12) of the Listing Book.  If the number of persons in the ED Book is different, tally an error.

Line 32.  Enter the total number of errors tallied on lines 27 and 30.

E6.7 Section VII -- How to Take Action.  The action you take as a result of the final review will depend on the number of errors you have found in each of the six review sections.

Enter in column (a) of Section VII the total number of errors made by the enumerator in each of the review sections.  Be sure that you make these entries in the final review part of Section VII, line 43.

Compare your entries in column (a) with the numbers printed in column (b).  If for any section your entry in column (a) is greater than the number in column (b) circle the entry in column (a).

Next look at column (e), "How to Take Review Action."

(1) If there are no circles in column (a), accept the enumerator's assignment as complete.

(2) If there are one or more circles in column (a), the enumerator's assignment is not acceptable.  Return the assignment to the enumerator and instruct him to correct the errors found and similar errors before you make the payroll computation.

E7.0 How to Conduct the Closeout Review.

E7.1 When to Conduct the Closeout Review.  Conduct the closeout review after the enumerator's assignment has been corrected for errors found in the final review and has been accepted during the closeout review.

E7.2 Select Housing Units to Select.  Review every housing unit completed by the closeout procedure.  None will be units with an "X" in column (11) of the Listing Book.

E7.3 How to Conduct the Closeout Review.  Inspect each population line in every closeout household to see if both of the following items have entries:

a. Sex of the person in item 24.

b. Race of the person in item 25.

If either one of these entries has been omitted, tally one on line 45.

Inspect each housing unit to see if all of the following items have entries:

a. Sample key in item 62 and in item 64 on one population line.

b. "Head" assigned in item 63 on one population line.

c. Type of housing unit in item 66.

d. Access to unit in item 68.

e. Occupancy of unit in item 70.

If any one of these necessary entries is omitted for a unit, tally one on line 46.  If the unit does not have necessary housing or population items, circle the line number of the unit in the Listing Book.

After you have examined all the closeout units, enter the number of tally on line 49 and line 46.

E7.4 How to Take Action in the Closeout Review.

a. If the sum of errors on lines 45 and 46 is greater than 25, give the assignment to a closeout enumerator.  Note the assignment on your P-237 so you will know who is working on the ED.  Instruct this enumerator to visit each closeout housing unit on line 45.  If someone is at home when he calls, he is to get all the necessary information, and correct any errors made by the original enumerator.  If this is a sample unit, he is to be sure they have a household questionnaire.  If no one is at home, he is to get the following information from neighbors if possible:

(1) Sex and race for each person in the unit.

(2) Sample key in item 64 and in item 66.

(3) Type of housing unit in item 66.

(4) Access to unit in item 68.

(5) Occupancy in item 70.

(6) Household questionnaire.

If the household is a sample unit he is to leave a Household Questionnaire for the unit; tell him to put it under the door.

When the closeout enumerator returns this assignment, inspect the closeout units again to see if they have the necessary characteristics.  Supply entries as shown in Section E7.5 which follows for those units that do not have the characteristics:

b. If the sum of errors on lines 45 and 46 is 25 or less, supply the entries that are missing, if possible, as shown in Section E7.5 which follows.

E7.5 How to Supply Missing Entries.

a. E4 -- Sex.  Enter male or female on the basis of the name entered in item 22 and relationship entry in item 23.  For example, Mrs. Jones would be marked "female" whereas Thomas Jones would be marked "male."  A person marked "wife" in item 23 is female.

b. E5 -- Race.  Enter race according to the prevalent race in the PHSIC book.  If there is one person in the unit with an entry in item 64, supply the same race entry for all persons in the same unit.  If there are no such entries in the unit to guide you, supply the "race" entry that appears for most of the persons on the ED book page or in the ED if there is only one unit on the page.

(1) E5, E6, E7, E8, E9, E10 -- Sample key.  These can be supplied for items E4, E6, E7, E8, E9, E10 by continuing the sample key order from the preceding unit, provided that the sample key order is then correct.

d. E7 -- Type of unit.  Enter the type of unit shown on the preceding unit enumerated.

e. E8--Access.  Enter the entry in item 66 for the preceding unit enumerated.

f. E9 -- Occupancy.  Enter the entry in item 68 for the preceding unit enumerated.

g. E10 -- Occupancy.  Enter item 70 on the ED book page as having completed the closeout procedure.

h. E11--Occupancy.  Enter item 70 on the ED book page as having completed the closeout procedure.
28.3 How to Verify the Transcription. For each unit compare the entry in the Stage I FED Book to be transcribed with the corresponding item in the Stage II FEDS Book. Each time you find that the enumerator has failed to transcribe an item or you find a difference between the entries in the two books, it is an error and you must:

a. Tally the error on line 50 in the space provided.

b. Correct the Stage II FED Book entry so that it is identical with the Stage I entry.

If the enumerator failed to transcribe an entire unit, count each item, which should have been transcribed, as an error. Be sure the unit was not transcribed elsewhere (out-of-order) in the Stage II FED Book. If the unit was definitely omitted, transcribe it to the next available space in the Stage II FED Book.

28.4 How to Take Action on the Transcription Verification. Enter the number of errors on line 50 in the space provided.

a. If the number of errors tallied on line 50 is less than the total number of units checked on line 49, the transcription is acceptable. Check the "yes" box on line 52.

b. If the number of errors tallied on line 50 is equal to or greater than the number of housing units checked on line 49, the assignment must be completely corrected and verified. Check the "no" box on line 52. Tell the enumerator that it failed verification and that he will not be paid for his transcription work until the entire assignment has been reviewed and corrected. After he has corrected the transcription, verify the work in the same way as before. Since you corrected the errors you found while you were verifying, this time check the transcription items in the first sample housing units on each listing book page.

If the enumerator is not available to correct his transcription, give the assignment to an hourly enumerator to review and correct all transcription. In this case the original enumerator should not be paid for transcription. Do not verify the work of hourly enumerators assigned to correct transcription.

29.0 SEPARATE ENUMERATION FOR INSTITUTIONS OR LARGE GROUP QuarTERS.

Make the following checks for I.D.'s in this category when you review the enumerator's work:

a. First, see that staff members and their families who are living in housing units have been enumerated separately.

b. Next, see that one Group Quarters has been listed for other persons, and that staff members living in the Group Quarters are enumerated first, and then the inmates.

c. Be sure that the enumerator made arrangements to get complete information for persons in Group Quarters enumerated on these in the FED Book with a "yes" in Item 2.

Detailed instructions for enumerating persons in institutions and Large Group Quarters which are separate I.D.'s are in Appendix A of the Stage I Enumerator's Reference Manual.
Appendix C. CREW LEADER'S MANUAL, STAGE II OF TWO-STAGE AREAS  
(Extracts)

Part 1--General Information

1.0 Introduction
1.1 Stage II Crew Leader Assignment
1.2 Crew Leader Appointment, Pay and Hours
1.3 Crew Leader Activity Calendar

Part III--Taking the Census--Stage II

4.3 Conducting the Field Review
  4.31 General
  4.32 Location and Frequency of Review.

4.4 How to Use Form F-244, Record of Field Review (PH-3 and PH-4)
  4.41 Heading Items a through f
  4.42 The Enumerator's Record of Errors, F214
  4.43 Types of Errors You May Find
  4.44 How to Record Errors on the F-244
  4.45 How to Select Units to be Reviewed
  4.46 How to Make the Checks in Section I, F-244
  4.47 Section II--How to Make the Checks in Household Questionnaire
     Transcription
  4.48 Section III--ED Book Review--Housing Items
  4.49 Section IV--ED Book Review--Population Items
  4.50 Additional ED Book Checks
  4.51 Section V--Listing Book--ED Book Comparison
  4.52 Section VI--How to Take Action
  4.53 Section VII--Close-out Review.
  4.54 Releasing enumerators who do unacceptable work
  4.55 Reassigning EA's
  4.56 Correcting Errors Found During Final Review
  4.57 How to Make Your Daily Report of Field Review, F-239
PART I - GENERAL INFORMATION

1.0 INTRODUCTION. As a Crew Leader during Stage I of the 1960 Census of Population and Housing, you have gained experience which will be extremely useful to you during the Stage II field operation. Under the direction of the District Supervisor, you and the enumerators selected from those who satisfactorily completed their Stage I enumeration will be responsible for obtaining complete and accurate replies to the questions directed to the specific sample units and persons selected in the 256 sample.

This manual provides the additional operations called for in Stage II. For many of the topics and steps to be covered, your Stage I Crew Leader's Manual is to be used as a reference, so you should keep it handy at all times.

Generally you will be supervising the work of 15-20 Stage II enumerators in three adjoining Stage I Crew Leader Districts, one of which will usually be that to which you were originally assigned. Each Stage II supervisor, similarly, will usually be given three Stage I enumeration assignments as a normal assignment. As in Stage I, you will be assisted by a Field Reviewer in reviewing the work done by the Stage II enumerators.

1.1 START II CREW LEADER ASSIGNMENTS. This manual contains the instructions for the operations you will be expected to conduct. Your assignment involves the following responsibilities:

a. Directly supervising technical training for Stage II given by the Technical Officers.

b. Conducting the technical training of your enumerators.

c. Supervising interview enumeration for any single establishments in your Crew Leader District.

d. Revising your enumerators' work.

e. Distributing additional EA assignments to the enumerators, completing final reviews, computer error reentries, and shipping completed EAs to the District Office.

f. Supervising the Field Reviewer's work.

1.2 CREW LEADER ASSIGNMENTS, PAY AND HOURS. Your original appointment covers your duties as a Stage II Crew Leader. You will continue to be paid at a rate of $1.75 per hour when actually employed, including hours you are in training. Except for your training period you will be expected to work such hours as are necessary to complete your assignment.

1.3 CREW LEADER ACTIVITY CALENDAR.

| Notification of Selection as Stage II Crew Leader | April 11 |
| Stage II Enumerator Training - Space Closed | April 13 |
| Stage II Enumerator Selected and Notified | April 13-14 |
| Stage II Crew Leaders and Field Reviewers | April 14-15 |
| (List Group) receive technical training | April 15-16 |
| Stage II Enumerator Training | April 17-18 |
| M-night arrangements completed | April 19-20 |
| Stage II Field Reviewers (2nd Group) trained | April 20 |
| Stage II Enumeration Begins | April 20 |
| M-night assignments complete | April 20 | |
| First Daily Report of Field Review sent | May 4 |
| Stage II Progress Reports begin | May 4 |
| Stage II Clean-up Crew Leaders selected | May 4 |
| Stage II Crew Leader assignments terminated | May 6 |

4.0 CONDUCTING THE FIELD REVIEW

4.11 General. In Stage II, as in Stage I, the purpose of field review is to ensure that the information collected by the enumerator is accurate and complete. The best way to do this is to find out as quickly as possible how well each enumerator is doing his job. The principles of field review are very similar to those in Stage I.

Stage II will be conducted in the form of reviews to ensure that all information is accurately transcribed to the ED Books from the Household Questionnaires. Some enumerators may need additional information, so you should be available to provide it.

Some Household Questionnaires will not have the necessary information. The District Supervisor will fill in the missing information. For this reason you must see that the enumerator knows when he must follow up for additional or correct information.

All work coming from your district will be inspected in the District Office. If enumerators know how to make housing unit for unit checks, they may tend to be particularly careful with those units specifically which will be returned by the District Office for further enumeration.

If an EA is returned to you from the District Office for enumeration, review the entire assignment for accuracy. First, note that the District Office reviews the ED Books particularly with respect to sample key letter. Next, check all ED Books for corrections, add EAs, check maps, and double matches. Then make all necessary corrections in the field (ED Books. When you have satisfied that the ED Books are acceptable, return them to the District Office together with the listing book.

4.12 Location and Frequency of Review.

a. Place of conduct the review. In order to review the work of as many enumerated as possible, instruct enumerators to meet you and the Field Reviewer at some central point before or after lunch in Stage I. See your Stage I Crew Leader Manual, P-250.

b. Frequency of review. You will review the enumerators' first EA at least twice and you will review each of his other EAs once only. Paragraphs (1), (2), and (3) which follow, tell in general, how you will schedule the first review and how to go about scheduling later reviews.

(1) First Review-Field Week. When you give the enumerators an assignment at the beginning of the calendar day, make an appointment with him for his first review. You and the Field Reviewer should work out together a plan so that the work of each enumerator will be reviewed at least once before the evening of April 23.

Review appointments will be scheduled on April 20, and 21, in order to give enumerators time to complete enough work to be reviewed. When you schedule the first field review with an enumerator, make a record of the date, time and place in Section 3 of the Form P-252, Schedule of Field Appointments, which you give to the enumerator. (Exhibit 11) Also record this information in Item B of the P-254, Record of Field Review, that you will keep for this enumerator's first EA, so that you will have a record.

Although the average review will take about one hour, allow 90 minutes for each of the first two reviews on X. Start for yourself and for each of the first two reviews scheduled for the Field Review you will work until a little extra time until you become familiar with the procedure. For example, on April 20 if the first review is scheduled for 2:30 p.m., you should start at 1:30 p.m. and work until 3:30. Schedule the second appointment to last from 3:30 to 5:30.

The reviewer should have these two appointments in the afternoon of one hour each, so that he will be reviewing the work of seven enumerators in all by April 25. In general, Field Reviewers and Crew Leaders should each be able to make about 6 or 8 reviews per day.

(2) Interim Review of first EA. If the results of the first review show that another review of the enumerators' first EA is necessary, schedule an "interim" review of this EA. Schedule the review so that the enumerator will have enough time in which to do the following:

a. Complete Household Questionnaires for sample units on pages 5 through 8 of the listing book.

b. Make one follow-up attempt at each sample unit for which additional information is required.

Allow at least two and a half for this to do this work. Give the enumerator a Schedule of Field Appointments, P-252, telling him where and when to report for his next review.

(3) Final Review. You will make a final review of each EA. Since you will not have time to schedule a final review ahead of time, instruct the enumerator to notify you as soon as he has completed an EA and is ready to have his work reviewed. Since Field Reviewers will be assigned to other work after April 25, they should arrange for later reviews to be handled by the Crew Leader. In addition to the final review of the first EA, each EA will be given a final review.
QUALITY CONTROL OF THE FIELD ENUMERATION

4.4 HOW TO USE FORM F-264, RECORD OF FIELD REVIEW (P-23 AND P-24)

4.4.1 Reading items 4 through C. On the last day of enumerator training you will make an appointment with each enumerator to review his first 50 for the first time. His record of the first 50 will be the form F-264, Schedule of Field Appointments. The reviewer's record will be the form F-264 which you prepare in advance. (Exhibit 6)

Make the following entries on the F-264 in items A through E in the training class:

Item a. District Office Number. Enter the District Office number in Item 102 of your P-264, Crew Leader Record of Assignment.

Item b. ED Numbers. Enter numbers of all the ED's in the enumerator's first assignment.

Item c. Name of Crew Leader. Enter the Crew Leader's name.

Item d. Name of Field Reviewer. Enter the name of the Field Reviewer if he is to review the enumerator's work.

Item e. Enumerator. Enter the name, address, and telephone number of the enumerator. Prepare a separate F-264 for each ED, that is to say, for each Field Book. If more than one enumerator works on the ED, prepare a separate F-264 for each enumerator.

Item f. Record all appointments for field review in items A through E of the F-264. Enter the time, date, and place for each review at the time you make the appointment with the enumerator.

4.4.2 The Enumerator's Record of Progress, F-264. The first 50 are the first time, give the enumerator a black F-264 (Exhibit 5) to record his errors as he does in Exhibit 1.

When you find an error in a population item, the enumerator should record on the F-264 the name of the person for whom the error was made, the name of the person who made the error, and the nature of the error. Collect the forms F-264 from the enumerator when he completes an ED to be sent to the District Office along with his Field Book, ED Books, F-264 and other materials.

4.4.3 Types of Errors You May Find:

a. Definition of entries (blanks) in items that require entries. You must recognize when entries are required. For example, if the person is 10 years old and over, certain housing items apply only to occupied housing units. The schedule list, you will recall, tells you when information is necessary by means of printed instructions and arrows.

b. Double marks result from filling more than one circle in an ED Book item.

c. Bad ED Book marks are marks that are too light or do not fill the circle completely. Such marks are the same as question marks.

d. Inadequate written entries will occur mainly in item 227 in cases where the enumerator has not described the occupation and industry of a person in sufficient detail.

e. Failure to transcribe correctly from the Household Questionnaire to the ED Book. This may result either in an omission or in transcribing an entry incorrectly by marking the wrong FAMBO circle or copying the written information inaccurately.

f. Lack of agreement between ED Book and Listing Book. For example, if the number of persons in column 8 of the Listing Book is different from the number of persons shown in the ED Book for the same unit, it could be an error. The Enumerator's Reference Manual and the green sheet in the ED Book deal with certain cases where differences are permissible and should not be counted as errors.

4.4.4 How to Record Errors on the F-264. Record errors on the form F-264 which describes the type of error as you did in Section I. For example, if you find that ED 25 is blank in the ED Book, tally the error on item 12 of the F-264. As you

conduct the review, you may notice errors in units other than those you are checking. See that the enumerator records these on his F-264 and corrects them.

Lines 61 through 64 of form F-264 consist of questions that can be answered by the enumerator as he is reviewing his record. Check "Y" even if there is only one such error; otherwise check "N." If you check "N" when you find an error, continue to check for other errors. For example, "Is enumerator noting missing questionnaire entry on cover of sample ED Book?" Check "Y" for line 65 of the F-264 if the enumerator is failing to do this. However, continue to check for missing entries for all of the remaining housing units. Even though you check "N," after finding the first error, have the enumerator record all similar errors on his F-264 so that he will remember to correct them.

4.4.5 How to Select Units to be Reviewed. If the enumerator does not have enough work for you to review when you make a first or intermediate review, you may want to reschedule the review. However, do not permit enumerators to fall behind in their work.

c. First review. Select the units for the first review from those listed on pages 1 through 4 of the Listing Book.

(1) Section I. Listing Book Review - Check all sample units listed on pages 1 through 4 of the Listing Book.

(2) Section II. Household Questionnaire Review - Select the first two sample units on page 3 of the Listing Book for which you have Household Questionnaires.

If you do not have two sample units on page 3, try to select from pages 5 to 6. If there are no Questionnaires at all for this ED, when you make the review, omit this check. Enter "O" in line 7.

(3) Section III. ED Book Review-Listing Item. Select the first 6 sample housing units in the Listing Book that were completed by personal or telephone interview; that is, units that should have an entry in either column 1(4) or 16(4) in the Listing Book and an "N" in column 16.

(4) Section IV. ED Book Review-Enumeration Item. For this section review the population item for all persons in sample units selected for Section III.

(5) Section V. Listing Book - ED Book Comparison. Use the same units selected for Section III.

b. Intermediate review. The units for the intermediate review will be selected from those listed on pages 5 through 8 of the Listing Book. See paragraph 4.4.5 (c) of this manual.

(1) Section I. Listing Book Review. Check all sample units listed on pages 5 through 8 of the Listing Book.

(2) Section II. Household Questionnaire Review. Take the first two sample units on page 7 of the Listing Book for which you have Household Questionnaires.

If you do not have two sample units on page 7, try to select from pages 5 to 6. If there is none enter "O" in line 7 of F-264.

(3) Section III ED Book Review-Listing Item. Select the first 6 sample housing units listed on pages 5 through 8 of the Listing Book that were completed by personal or telephone interview; that is, units that should have an entry in either column 1(4) or 16(4) in the Listing Book and an "N" in column 16.

(4) Section IV ED Book Review-Enumeration Item. For this section review the population item for all units selected for Section III.

(5) Section V Listing Book - ED Book Comparison. Use the same units selected for Section III.

a. Final review. In order to get a good cross-section of the enumerator's work you must select the units to be examined for the final review from different pages of the Listing Book in accordance with the instructions which follow:

(1) Item 1 of form F-264, shows how you are to select the units to be reviewed. The form F-264 has these instructions: "At least one of sample units from each of different pages of the Listing Book, the numbers from one to twenty-four are shown in item 1 in random order as follows:

<table>
<thead>
<tr>
<th>Sample</th>
<th>Page 1</th>
<th>Page 2</th>
<th>Page 3</th>
<th>Page 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1  4  5  8</td>
<td>2  6  7  A</td>
<td>9  12 13 B</td>
<td>10  11 C</td>
</tr>
<tr>
<td>2</td>
<td>1  5  6  8</td>
<td>2  4  7  A</td>
<td>9  10 12 B</td>
<td>11  13 C</td>
</tr>
<tr>
<td>3</td>
<td>1  2  4  8</td>
<td>3  6  7  A</td>
<td>9  10 12 B</td>
<td>11  13 C</td>
</tr>
<tr>
<td>4</td>
<td>1  5  6  8</td>
<td>2  4  7  A</td>
<td>9  10 12 B</td>
<td>11  13 C</td>
</tr>
</tbody>
</table>
When the enumerator comes in for the first review of an E4, look in the Listing Book for the last page on which a blank unit is listed. Then starting with the top line of Item 1, read over to see if you were reading a blank. Circle each number if there is a blank unit on that page of the Listing Book.

Stop when you have circled 6 page numbers.

Do not circle a number if it is in a page of the Listing Book which otherwise contains one E4 from the next, and has no blank unit.

Example: the last sample counting unit in the E4 is in page 12 of the Listing Book. The remaining pages are blank. Circle the first six page numbers in the series if the number is 12 or lower;

<table>
<thead>
<tr>
<th>20</th>
<th>17</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>22</td>
<td>15</td>
</tr>
<tr>
<td>12</td>
<td>14</td>
<td>8</td>
</tr>
<tr>
<td>19</td>
<td>26</td>
<td>7</td>
</tr>
<tr>
<td>21</td>
<td>5</td>
<td>13</td>
</tr>
</tbody>
</table>

You would select sample Listing book pages 5, 10, 4, 11, and 6 for review.

When you perform the checks called for in Sections 1 through 6 of E4, you will review sample units on the various pages as follows;

(a) Section I Listing Book Review. Inspect all sample units on each of the first 8 sample pages. In the example, you circled pages 2, 10, 4, 11 and 6. If you make the first 8 sample pages of the Listing Book, you would circle all sample units on each of the first 8 sample pages of the Listing Book.

(b) Section II Household Questionnaire Transcription. Examine the first two sample units on each of the first 8 sample pages. In the example, you circled pages 2, 10, 4, 11 and 6. If you make the first 8 sample pages of the Listing Book, you would circle all sample units on each of the first 8 sample pages of the Listing Book.

(c) Section III E4 Book Review - Housing. Examine the first sample unit on each of the four sample pages. In the example, you circled pages 4, 3, 11 and 6. If you make the first 8 sample pages of the Listing Book, you would circle all sample units on each of the four sample pages.

(d) Section IV E4 Book Review - Population. Review the population items for persons in the case units selected for Section II.

(f) Section V Listing Book - E4 Book Comparison. Review the same units selected for Section III.

Line 1. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 2. Check that the enumerator is rating items requiring follow-up by marking the item numbers on the margins of the E4 book pages. If he is failing to do so, point out that this type of error may cause him to forget about units requiring follow-up and seriously affect the quality of his work.

Line 3. Check whether the enumerator is not bringing Household Questionnaires with him for field review. You will need the questionnaires he has transcribed for making the checks on line 5 and 6.

Line 4. Enter the total number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 5. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 6. Review the population items for persons in the case units selected for Section II.

Line 7. Review the population items for persons in the case units selected for Section II.

Line 8. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 9. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 10. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 11. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 12. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 13. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 14. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 15. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 16. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 17. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 18. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 19. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 20. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 21. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 22. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 23. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 24. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 25. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 26. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 27. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 28. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 29. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 30. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 31. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 32. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 33. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 34. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 35. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 36. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 37. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 38. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 39. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 40. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 41. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 42. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 43. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 44. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 45. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 46. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 47. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 48. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 49. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 50. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 51. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.

Line 52. Enter the number of errors tallied on line 5 and 6. Enter 10 if no Questionnaires were available.
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4.51 Section VI - Listing (Part 2) - 2D Book Comparison. Examine the entries in column (10) of the 2D listing form for each of the four housing units you selected. If the number of persons in the 2D Book for each unit differs from the entry in column (18), tally an error on line 65. It can also be an error if a unit is "missing" in the 2D Book and column (10) is one or more persons.

4.52 Section VI - How to Take Action. As in Stage I, you review the enumerator's work according to Sections I through V of F-264, you will have to decide whether the enumerator will not go to the bottom of the page should the error be released. The action you take as a result of the review will depend on the number of errors you find in each of the five review sections.

In column (a) of Section VI, enter the total number of errors made by the enumerator in each of the review sections. Make these entries in the appropriate part of Section VI depending on whether you are conducting a first review, an intermediate review, or final review.

Compare your entries in column (a) with the numbers printed in column (b). If your entry in column (a) is greater than column (b), circle the entry in column (a).

Next, look at column (c), "How to take action." When you have determined the action to take according to column (c) write your initials in column (d) next to that action.

a. How to take action after the first review

(1) If there are no circles entered in column (e), the enumerator has apparently learned his job well and has made relatively few errors. Tell him his work will be reviewed again when he completes the 2D.

Inform him to complete his enumeration of the first EA. He may also start transcription of household questionnaire entries in his second EA, but must not make calls until it is in his instructions to do so unless he has to stop working until his work is reviewed. With the enumerator to notify you as soon as he has completed the first EA so that you may schedule a final review of his first EA.

(2) If 3 or more circles are entered in column (e), the crew leader will release the enumerator or the field reviewer will recommend to the crew leader that he be released.

Paragraphs 4.54 and 4.55 of this manual contain instructions on how to release enumerators and reassign EAs.

(3) In all other cases schedule an intermediate review for this EA. Allow at least a day and a half for him to do enough additional work to be reviewed. Inform the enumerator to transcribe household questionnaire entries for units listed on pages 9 through 13 of the listing book for the first EA. He must make at least one follow-up call either by telephone or personal visit, for each incomplete unit on those pages.

Record the time, date, and place of the intermediate review in part "g" of the F-264. Give the enumerator an F-264, Schedule of Field Appointment on which you will record the appointment information for the intermediate review.

b. How to take action after the intermediate review of the first EA

(1) If there are less than 2 circles in column (e) of Section VI, tell the enumerator that his work will not be reviewed again until the final review of his first EA.

Inform him to complete the first EA, making all necessary transmissions and callbacks. He may also start transcribing household questionnaire entries in his second EA.

Have the enumerator notify you as soon as he has completed the first EA so that you can schedule a final review.

(2) If there are 2 or more circles in column (e), the crew leader will release the enumerator or the Field Reviewer will recommend to the crew leader that he be released. Paragraphs 4.54 and 4.55 of this manual contain instructions on how to release enumerators and reassign EAs.

4.53 Section VII - Close-out Review. Upon this review in to be made after the payroll computations, the Field Reviewer will not make this review unless directed to do so by the crew leader after the payroll computations are completed. Contact the close-out review for each EA as soon as possible after its final review. Since the enumerators will not be present for this review, this operation as soon as time permits between field reviews.

Line 64. Count the number of units in the EA which were completed by the close-out procedure and for which household questionnaires were not returned. These units will have an "X" in column (17) of the Listing Book and an "X" in column (19) of the F-264. Tally these units and enter the total number on line 66 of Form F-264.

Line 66. If the number of close-out units on line 66 is 4 or more, or if the number of close-out units on line 67 in 10 or more, you must assign the EA to an hourly-rate close-out enumerator. Be sure to note the assignment on your F-279, Crew Leader Record of Assignment (Exhibit 1). Inform the enumerator to make one additional personal visit to every close-out unit in the EA. If he is unsuccessful in finding a respondent at home in a unit, he is to verify the information already in the ED book and obtain information for the missing entries. If he cannot find anyone at home, he is to make no further visits to that unit. After making one visit to each close-out unit, he is to return the EA to you.

If the number of close-out units on line 66 is less than 4 and the number of units on line 67 is less than 10, the EA may be returned to the District Office since it has been completed.

Check the proper box on line 66 for the action you are taking and write your initials in the column beside it.

4.54 Releasing enumerators who do unacceptable work

a. When to release an Enumerator. After you review the enumerator's work, you may decide, on the basis of the errors he has made whether to retain or release him. As in Stage I, any enumerator should be released if it is quite clear to you that he is doing poor work and it is unlikely that the quality of his work will improve.

b. How to Release an Enumerator. Only the crew leader may release an enumerator. The Field Reviewer should, there-
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Core, recommend the release of an enumerator to the Crew Leader if the results of a review so indicate.

1. If the Crew Leader makes the review, he will complete the payroll form with the enumerator and submit it to the District Office.

2. When the Field Reviewer recommends release, he will not complete the payroll form. He will inform the enumerator not to do any more work and will make an appointment for the enumerator with the Crew Leader who will notify the enumerator of his release. The Crew Leader will complete the payroll form at that time.

3. The Crew Leader will collect all Census materials in the possession of the enumerator. He should collect the enumerator's official identification as well as the ID Book, Listing Book, RA maps and other government property. The Crew Leader should have the Record of Field Review when he meets the enumerator to confirm the release action.

If the released enumerator does not have all the materials with him, the Crew Leader should arrange to pick them up.

Do not submit the payroll form until you have recovered all Census materials from the released enumerator. If necessary, inform the enumerator that he cannot be paid until he has turned in all Census materials in his possession.

4. When you complete a payroll form before an RA is completed, insert a duplicate payroll form, P-230, in the Listing Book for the enumerator who completed the assignment.

5. How to Tell an Enumerator If He Is Released. You are required by the Census Bureau to release enumerators who do not do acceptable work. When the Crew Leader releases an enumerator he should make it clear that he is inquiring about Census Bureau instructions. Follow a statement in the instruction that the Crew Leader may use as a model when he releases an enumerator:

"The Record of Field Review shows you have made more than the allowable number of errors. According to Census Bureau rules, I am not permitted to let you continue enumerating."

Thank the enumerator and assure him that he will be paid for all work he has completed up to this point.

4.55 Requiring RA's. Some enumerators may resign before they complete their assignments; others may be released for doing unacceptable work. In either case you must require the RA's that they have not yet fully completed. You must also require for additional enumeration all completed RA's that have failed the close-out review.

a. RA's which have not been started. Record place-rate RA's in a place-rate volume if no appreciable amount of transcription or other work has been done.

b. RA's which have been started. If the original enumerator has not been started work on an RA, recalculate the RA to an hourly enumerator.

c. RA's that failed close-out review. Always require these RA's to hourly enumerators for additional enumeration of close-out cases.

Record all assignments of RA's in your P-237, Crew Leader Record of Assignments.

4.56 Correcting Errors Found During Final Review. After you complete the final review of an RA, make the following checks:

a. If you accept the RA as completed, see that all errors on the Enumerator's Record of Errors, P-214, have been corrected before you send the RA to the District Office.

b. If you return the RA to the enumerator for correction, check the P-214 after he has made all necessary corrections.

c. If you require an RA to another enumerator because the original enumerator either resigned or was released for doing unacceptable work, you will see that all errors have been corrected on the original enumerator's P-214 as well as those on the replacement enumerator's P-214 before sending the RA to the District Office.

4.57 How to Make Your Daily Report of Field Review, P-239

a. Who makes the Daily Report. You and the Field Reviewer should complete separate Daily Reports and mail them to the District Office. However, on those days when the Field Reviewer is doing enumerations without you and does no field review work at all, he should not fill out an F-239. (Exhibit 7)

b. How to complete the Daily Report. A Daily Report, F-239, must be completed for each work day during the Stage II enumeration until the last RA in your district is transmitted to the District Office. Complete the form after the last review of the day and mail it immediately afterward.

Even if a Crew Leader does not do any review work during a working day, he is to be complete and submit a Daily Report, F-239 using the blank form to describe the activities for that day.

c. How to complete the Daily Report.

Item 1. Date. This entry should be the date of the Field review work shown on the form.

Item 2. Distrcit Office Number - The code number of your District Office.

Item 3. Stage - The name of the State in which your District Office is located.

Item 4. Name of Crew Leader - Enter the name of the Crew Leader.

Item 5. Signature of the Person Who Is Filling This Report. Sign your name in the appropriate box even if it appears in Item 4.

d. How to Record Review Activity for Each Enumerator.

1. Name of Enumerator - Enter the name of each enumerator whose work you have reviewed during the work day. All details of the review for each enumerator will be entered on the same line as his name. Be sure you use only the Space I portion of the F-239 to record this information.

2. Enter the errors tallied in Section 71 of the P-244 in column (a) through (f) of the F-239. Leave column (d) blank.

3. Field Review Notes

(a) For first review, check column (b) if the enumerator failed, column (i) if he was released, check column (j) if he requires an intermediate review.

(b) For intermediate review check column (j) if the enumerator failed, column (i) if the enumerator is released.

(c) For final review, check column (n) if the RA is acceptable.

If you release an enumerator, check column (n) and write the word "released" on the line. If he is his last RA which is unacceptable, check column (n) only.

4. Closeout Review. Since this review is to be made after the payroll computation, the Field Reviewer will not make this review since directed to do so by the Crew Leader after the payroll computation is completed. Note mistakes in these columns only after the final review of an RA where you have reviewed the closeout cases. Your entries on this part of form will be based on Section VII of the P-244.

(a) If line 61 in Section VII is marked "no", check the column (p), "RA Accepted." 

(b) If line 61 in Section VII is marked "yes", check column (q), "RA Assigned to Closeout Enumerator."

(c) Check only one of these two columns.

If you conduct a final field review for an enumerator on one day, and perform the closeout review on another day, record the final review on the Daily Report for the day on which it was conducted, leaving the closeout review column blank. Make the entries for the closeout review in the Daily Report for the following day, leaving the other column blank. Be sure to note the enumerator's name on the report for both days.

Count the number of obsolete columns in brackets (b) through (f) and (n) through (p) for every Daily Report of Field Review. Note that you will have separate totals by type of review: Final, Intermediate, and Closeout. Enter the closeout totals even though you make this review after the final review.

If less than 6 hours are spent on field review during the day, describe briefly your other census activities during that day on the reverse side of the Daily Report.
Appendix D.—OFFICE PROCEDURES SUPPLEMENT, DISTRICT OFFICE
MANUAL: TWO-STAGE AREAS (Extracts)

Office Procedures Flow Chart

Chapter I Introduction
A. Procedures Covered in This Manual
B. Who Will Conduct These Operations

Chapter III Stage I Office Operations
C. Stage I Office Processing
  1. Quality Control of Stage I ED Books
  2. Verification of Transcription to the FOSDIC Stage II Books

Chapter IV Stage II Office Operations
C. Stage II Office Processing
  1. Quality Control of Stage II FOSDIC Books
OFFICE PROCEDURES FLOW CHART

(Reference Office Procedures Supplement)

Enumeration

Stage 1 crew leaders pick up enumeration supplies
MARCH 9 - Rural crew leaders
MARCH 14 - Urban crew leaders

Stage 1 crew leaders pick up remaining supplies
MARCH 18 - One half
MARCH 24 - Other half

APRIL 1-15: Stage 1 enumeration
Stage 1 crew leader returns completed EA to district office as soon as enumerator completes and turns it in.

APRIL 7-15: Stage 1 crew leader (or clean up crew leader) box ED corrected. Returns 11 to district office.

Stage 11 crew leaders pick up remaining assignments by mail APRIL 16-20.

APRIL 20-MAY 6: Stage 11 enumerators
Stage 11 crew leader returns completed EA as soon as enumerator turns it in.

APRIL 25-MAY 6: Stage 11 crew leader has ED corrected returns it to district office.

APRIL 26-MAY 6: Returns ED's which fail QC to stage 11 crew leader for correction.

APRIL 27-MAY 10: Stage 11 quality control inspection edits each stage 11 book in the EA.
1. Returns ED's which fail QC inspection
2. Returns EA's which pass QC inspection.

APRIL 25-MAY 6: District office receives completed stage 11 EA's.
1. Routes enumeration books to stage 11 quality control.
2. Stores ED maps, household questionnaires.
3. Stacks portfolios, cartons.

APRIL 19-27: Prepare stage 1 books for shipment to Jeffersonville as prefix areas are complete.
1. Sort books and check HCR's, ICR's, "Were you counted" forms to stage 1 books.
2. Pack and ship stage 1 books for prefix area to Jeffersonville.

APRIL 17-19: Receive EA's completed in office processing.
1. Store listing and stage 11 books until April 12.
2. April 12-20: Assemble stage 11 assignments.

Stage 11 crew leader receives remaining assignments by mail APRIL 16-20.

APRIL 7-15: Return ED's which fail QC to stage 1 crew leader for correction.

APRIL 3-4 THROUGH APRIL 23: District office receives household questionnaires HCR, ICR's, etc., by mail each day.
APRIL 5-7 THROUGH APRIL 15: District office receives completed EA's from stage 1 crew leader.
1. Routes enumeration books to stage 1 quality control inspection.
2. Stores maps, ACR's, etc.
3. Stacks cartons, portfolios.

FEB. 15-MARCH 1: Supplies received.
FEB. 15-MARCH 14: Assemble preparatory supplies for stage 1 crew leaders.
FEB. 15-MARCH 24: Assemble remaining supplies for stage 1 crew leaders.
Arrange office space for stage 1.

APRIL 3-18: Stage 1 quality control inspects stage 1 book for each ED in the EA.
1. Returns ED's which fail QC inspection.
2. Send entire EA to transcription verification if all ED's pass inspection.

APRIL 5-16: Transcription verification section inspects transcription for each sample household to stage 11 book. Corrects errors. Returns entire EA to receipt and control section.

APRIL 13-20: District office closes.

Receipt and Control Section

Quality Control and Transcription Verification Section

MAY 13-20: District office closes.
Chapter I - Introduction

A: Procedures Covered in this Manual. This manual contains instructions for the Census District Officer on carrying out his responsibilities for the complete enumeration of the population to the District Officer and enumeration, and for the receipt, control, and inspection of the completed enumeration books, and their final shipment to the Jeffersonville office.

These responsibilities and the procedures by which they will be carried out are not fully described in the following chapters. In order to give a comprehensive view of them, they are summarized as follows:

By the end of February the district officer will have received, in bulk shipment, most of the office supplies and enumeration materials that are required to conduct the census (a few items, however, only in Stage I, will be received later, on date #191). As soon as these materials are received and checked, the supply clerk will begin the process of the preparation and counting of supplies for each stage of the census. This list includes all of the supplies that the census officer requires in order to conduct the enumeration in Stages I and II. It is expected that these supplies will be distributed at an earlier date, in view of the anticipated completion of the Stage I supplies, and the opening of the Stage II supplies, in mid-June. The remaining materials, enumeration books for each enumeration, and the Census Office, will be assembled and mailed on the date of his preparatory training session (March 18 or 24).

By March 25, Stage I census supplies will have been received and distributed, and the Census Office will be in operation. The supply clerk will begin the process of the preparation and counting of supplies for each stage of the census, as they are received by the Census Officer. These separate work sessions will be set up: a Recept and Control Session to receive, count and ship the enumeration books; a Quality Control Session to inspect the completeness and accuracy (including payroll verification), and a Transmission Verification Session to inspect the completeness of the sample locations at the Stage II level.

Stage I enumeration will begin on April 1. The census officer will appoint one or more enumerators (a minimum of 10), as Enumerators Assigned (EAs). As soon as the enumerator complete the enumeration of these EAs satisfactorily, the census officer will pick up the enumeration books for the EAs and return them to the District Office. Complete EAs should begin to be received on Stage I's census level by April 6 or 7.

As soon as the EA is received and checked in, the enumeration books will be routed to the Quality Control Section. Clerks in this section will examine the Stage I books (or Stage II books, if Stage I is complete) of the EA, to make sure that they are complete and correct. If any clerical error is noted, the EA will be sent back to the Transmission Verification Section. Any clerical errors will be returned to the census officer for correction.

The clerks in the Transmission Verification Section will examine the transmission of identifying information for the sample household to the Stage II book (NSM 3 or 4). Errors in transmission will be corrected and the EA will be returned to the Recept and Control Section. The Stage I books will be checked, and a check of EOs, EAs, and 'Were You Counted,' forms, and then will be shipped to Jeffersonville. The Stage II and listing books will be prepared (beginning April 12) for distribution to the Stage II census level.

By April 15, Stage I enumeration should be complete. By April 18 or 19, most of the EAs should have been returned to the Census Office and processed through Quality Control and Transmission Verification.

Starting April 12, the Supply Clerk will begin preparing the EAs with completed office processing, for distribution to the Stage II census level. By April 20, most of the EAs will be packaged and distributed for Stage I enumeration. Stage II census officers will pick up those EAs which are ready for them, on April 27, or April 28, after that, they will be packaged and mailed to the census officer as they are completed in office processing.

While the Office Operations Calendar shows the period between April 5 and April 19 as the time during which Stage I materials will be received and processed, the period 20-26 of the EAs may be returned in a relatively few days, probably between April 11, and April 15. This will prove a real problem for the processing stage above. EAs must be checked in, and inspected very quickly at this point, and the Stage II assignments prepared as quickly as the inspection is completed. Every effort must be made to get all of the EAs in the office, through office processing and back out for Stage II enumeration by April 19 or 20. In most cases this will mean the rapid addition of clerks to handle all of the processing activities during this period. Computer enumerators, possessing the necessary computing skills, are the number of clerks to handle all three of the processing activities during this period. Computer enumerators, possessing the necessary computing skills, are the number of clerks to handle all three of the processing activities during this period. Computer enumerators, possessing the necessary computing skills, are the number of clerks to handle all three of the processing activities during this period. Computer enumerators, possessing the necessary computing skills, are the number of clerks to handle all three of the processing activities during this period. Computer enumerators, possessing the necessary computing skills, are the number of clerks to handle all three of the processing activities during this period. Once the distribution of Stage II assignments is largely complete (April 19 or 20), EOs, OAs, and 'Were You Counted' forms will be checked to the Stage II books for each EAO, in order to determine whether the persons listed on these forms were enumerated at home during the regular census. Mailed persons will be added to the Stage I Books. Stage I Books for an entire precinct area will be prepared and shipped as a single document to Jeffersonville. Clerks in this section will inspect each Stage I Book for completeness and accuracy. Unacceptable EAs will be returned to the Stage I Census Officer for correction. If any are not needed for the purpose, and are not needed for Stage II enumeration, will be placed on inactive status, and will be returned to the Recept and Control Section where the Stage II and listing books will be mailed, separately, for shipment to Jeffersonville. When each book for all EAs in the area are complete, the Stage I and the listing Books will be posted separately, shipped to Jeffersonville.

By May 6 Stage I enumeration should be largely complete. By May 9 or 10, first of all, all of the Stage I assignments should have been returned to the Census Office, and all the Census Office should have been completed. The seven-day field assignment to Jeffersonville should be largely completed, and the Census office will close.

By the time the census operation was completed, the following steps should have been completed:

1. A Supply Clerk who will head up the Recept and Control Section (and will be assisted by enumerators who have completed their Stage I assignments, and who are being used as "clerks," being paid as hourly rate enumerators). The Supply Clerk will:

   1.1 Receive and maintain the necessary stocks of enumeration forms and supplies; and prepare and distribute supplies to the census officers.

2. Establish and maintain a systems for the receipt and control of Census Assignments, and the preparation and shipment of completed Stage I Books.

3. Assist in the packing and shipment of records, unusual supplies, etc., when the Census Office is closed.

2. A Supervisory Clerk of the Quality Control Section will supervise the necessary number of QCs (two in an inspection of completed Stage I Books, and four, in an inspection of completed Stage II Books). For completion of all clerical and clerical errors, the clerks of this section will be Stage II enumerators who have completed their assignments. They will be employed, beginning April 5 and May 6, as required. All enumerator, especially competent, should be selected as the Supervisory Clerk.

3. A Supervisory Clerk of the Transmission Verification Section will supervise the necessary number of verification clerks in an inspection of the completeness and accuracy of the transmission of information from the Stage I to the Stage II Book. Once again, all clerks will be former Stage I enumerators, one being selected as a supervisory clerk.

The remaining chapters of this manual describe in detail how each of these operations is to be carried out. Most of the instructions were written for the direction of the Assistant Supervisor or Administrative Clerk, as the person in charge of these operations, it will be used by him to inform the District Officer, or the enumerator, under his direction, in their respective duties, and to provide them with a guide for their continued reference. (Note: Additional copies of these sections of this manual dealing with the Quality Control and Transmission Verification Section operations will be available for distribution to the clerks employed in these sections.)

(Note: In a few District Offices these procedures will be modified slightly in order to meet the needs of a special research program.)
OFFICE PROCEDURES SUPPLEMENT, DISTRICT OFFICE MANUAL 117

STATE I OFFICE PROCEDURES. Before reading the detailed instructions for office procedures, note that we are accustomed to clerks and their superintendents to be familiar with the flow of work in these operations. The major steps in Stage I of office procedures are shown below:

1. The Inspect and Control Section checks all EOA's, by Crew Leader District, in the (see the QC section).
2. Clerks take 3D books for an EA from those bins, perform QC inspection, and prepare certification, and deliver complete work to the QC Supervisor's Clerk.
3. The QC Supervisor's Clerk accepts EOA's, by Crew Leader, in bins in the Transcription Certification Section. The 3D books are returned to the Inspect and Control Section to be sent to the next users.
4. Verifiers take 3D books from the bins, perform transcription verification, and deliver complete work to the Transcription Supervisor.
5. The Transcription Supervisor then selects 3D books for correction in the office, and then returns corrected books to the Inspect and Control Section.

Responsibility for maintenance of quality standards will rest with the Technical Officer, since quality control is in one of his major functions. He will make the QC, QC Supervisory Clerk, and the QC Supervisor responsible. Furthermore, he will not always be available in the office to monitor the flow and speed of the inspection, nor to control the quality control of field review and part of it must be on the job, which is in other major functions. Consequently, the Assistant Technical Officer, QC Supervisor/Assistant, and QC Supervisor will be responsible for the general supervision of all office operations.

1. QUALITY CONTROL BY STAGE I OFFICE.

1.4 GENERAL. There are two reasons for having a quality control (QC) operation, one is to locate and reject housing Stage I 3D books which have too many errors or omissions. The other is to identify Crew Leaders and Field Reviewers who are submitting acceptable books. Accordingly, the QC Supervisor will have no power of inspection except that given him by the Chief of the QC Supervisor as a responsible for the general supervision of all office operations.

1.3 TRANSFER OF STAGE I BOOKS.

1.3.1 How to group 3D books to be checked. As the books are for an EA in the office, the Inspect and Control Section will group the entire EA in one section, using a different bin for each Crew Leader District. Make a 3D book for each Crew Leader District.

1.3.2 How to place in QC Supervisory Section. For each Crew Leader District, make a QC Supervisory Sheet. The QC Supervisory Sheet will be placed in the bin for that EA in the Inspect and Control Section.

1.3.3 How to handle QC books. Each 3D book which is to be returned will be returned to the Transcription Certification Section, and then 3D books will be returned to the Inspect and Control Section. The QC operation will consist of checking the completeness of pages, as shown in books. Each QC check should be able to handle 3D books for about twelve to fifteen days. If a visible handling occurs in the operation, clerks shall be brought in to handle.

1.3.4 How to handle QC books. Each 3D book which is to be handled will be returned to the Transcription Certification Section. The 3D books which are returned will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section.

1.3.5 How to handle QC books. Each 3D book which is to be handled will be returned to the Transcription Certification Section. The 3D books which are returned will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section.

1.3.6 How to handle QC books. Each 3D book which is to be handled will be returned to the Transcription Certification Section. The 3D books which are returned will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section.

1.6 SPECIFIC INSTRUCTIONS FOR STAGE I OFFICE.

1.6.1 Preparing for QC. To prepare for QC:

a. Select an EA from one of the bins. Wherever possible, select the bin for a Crew Leader District which you have not yet reviewed. Determine whether the signature in Part B of Form P-307 or P-307s in the daily report book for the Crew Leader is the same as the signature in Part B of Form P-607, or from the bin.

b. Check the general appearance of each Stage I book. Look for:

1.6.2 How to handle QC books. Each 3D book which is to be handled will be returned to the Transcription Certification Section. The 3D books which are returned will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section.

1.6.3 How to handle QC books. Each 3D book which is to be handled will be returned to the Transcription Certification Section. The 3D books which are returned will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section, and then 3D books will be returned to the Inspect and Control Section.
QUALITY CONTROL OF THE FIELD ENUMERATION

1. Item pages
2. Crossed pages
3. Marks in the margin

Give RA's containing books with these defects to your supervisor immediately. The FOGGIE machine will not be able to "read" them.

c. Examine the listing book to determine the number of closest housing units and total housing units in the EA. A closest unit is identified by an "*" in column (11) of pages 1-26. The column total appears at the bottom of each page. The total number of enumerated housing units is shown in column (6) on page 27. Divide the total number of housing units by the number of closest units. If the result is 2 or greater, proceed to the next step. If the result is less than 5, write "null closest" on page 1 of the listing book under column (11) at the very bottom of the page. Then give the RA to your supervisor immediately for return to the field.

If a book has an entry of "null closest" on page 1 of the listing book under column (11) when it reaches you, you do not need to make the above check again. An RA will not be sent back to the field a second time for failing closest.

d. Enter the UD number in column c of Form F-267 or F-268 and enter your last name in column b.

Treat a book which has previously failed QC and is going through the operation again as if you were receiving it for the first time. Treat those books having more than one book in the same way you treat RUs with one book.

You are not to look at every housing unit and every item. You will have enough time and money to inspect a sample of housing units and item. Therefore, make no checks except those specified below.

1.42 How to count errors for schedule M-1.

a. Examine the pages listed in column c of Form F-267. Continue the sampling pattern by examining every 30th page throughout the Stage I ED book (or books).

b. After examining each page, write down on a piece of scratch paper the number of housing units and population lines on that page. For example, if there are 16 population lines and 4 housing lines on a page, write down 16. When you finish the UD, you will add these numbers to get the total number of lines that you looked at.

c. Tally any errors as you find them in column d of Form F-267 as discussed below. Do not correct the errors you find. Use this system of tabbing:

/ / /

That is to say, use vertical marks for the first four errors and a slanted mark through the four for the fifth error. Then repeat. Since the FOGGIE machine will not "read" lightly marked circles, count light marks as missing.

d. Tally an error if items Pi and PI are not identical for the same unit.

e. Tally an error if there is no entry of head in items F3 for every A, B, C, or D in item PI, unless the unit is vacant or "WAC-EDI".

f. Look at items F3 to F7, one line at a time, for lines which are not marked "vacant" or "vac-are". Place a ruler under each line in turn and look for even FOGGIE marks. Tally one error if one mark is missing or if there are too many. Tally two errors when two marks are missing; three errors when three marks are missing; etc.

Make no checks on population lines which are marked "vacant" or "vac-are".

g. Look at items H3 to H11, one line at a time, for lines which are not marked QX in item H1. Place a ruler under each line in turn and look for nine FOGGIE marks. Tally one error whenever one mark is missing or there are too many. Tally two errors when two marks are missing; three errors when three marks are missing, etc.

Make no checks on lines which are marked "QX".

h. Look at items I3 to I11, one line at a time, for lines which are not marked Q8 in item H1. Place a ruler under each line in turn and look for nine FOGGIE marks. Tally one error whenever one mark is missing or there are too many. Tally two errors when two marks are missing; three errors when three marks are missing, etc.

Make no checks on lines which are marked "Q8".

i. Tally an error if there is no entry in item H12 when item H7 is marked "occupied".

ej. Tally an error if there is no entry in items H14 when item H12 is marked "occupied".

k. Tally an error if there is no entry in items H15 when item H12 is marked "occupied" and item H14 is marked "A unit, no business."

l. Tally an error if there are not three FOGGIE marks in item H12 when item H12 is marked "occupied".

1.44 How to fill the summary section of both QC record forms. Fill the summary sections of Forms F-267 and F-268 in the same way, as follows:

a. Add the tallies in the tally of errors section and enter the total in the total error column.

b. Obtain the total number of housing units and population lines on the sample pages that you looked at by adding the numbers you have recorded on your scratch paper. Enter the number in the total lines column.

c. Compare total errors and total lines. If the total number of errors is more than half of total lines, enter "X" (for reject) in the A or R column to signify that this UD has failed QC. If total errors are half of total lines or less, enter "X" (for accept) to signify that this UD has passed QC.

1.45 How to process rejected UD's. If you enter an R in the last column of Form F-267 or F-268, do the following:

a. Look at column 11 on pages 1-26 of the listing book for the housing unit which you have examined during QC.

b. Identify each unit marked with an X in column 11. Repeat the QC process for these units, tallying errors in red pencil on the same line of the F-267 or F-268.

c. Subtract the number of red tallies from the original number of errors. Correct the total errors column accordingly by crossing out the previous total with a single red line and entering the new total alongside.

d. Using the new total, decide whether A or B should be entered in the last column. If it is still R, make no change in the last column. If it is now A, draw a single red line through the R and enter A in red.
1.44 You to verify final counts. You will have a Form F-250, Office Payroll Verification Record or F-248, Payroll Checklist, and Field Reviewer. Follow the instructions on the form, step by step. The purpose of this check is to verify that the number of persons and housing units claimed on Form F-250, Supervisor's Re-verification and Payroll Voucher, are correct. Since a complete verification would be too expensive, sampling inspection and other methods of control will be used.

The steps described in detail on Form F-250, Office Payroll Verification Record for 1941 or 1942, will not be repeated here. But the following is a general picture of the operation:

a. One F-250A page out of every twenty in inspected to verify that the population count for the page matches the number of persons on that page in column (12) of the Listing Book. If no error is found, the entire F-250A book is checked in the same manner.

b. The addition of persons is checked on every third page of the Listing Book. If no error is found, then the addition is checked on every page.

c. The addition is checked on page 29 (the summary page) of the Listing Book in both the population and housing columns.

d. Total population and housing unit counts for each ED are posted on the ED label of the appropriate Stage I ED Book.

When you finish payroll verification for an ED, check lines 2 and 3 in column K of Part A of the Form F-250. Then put the Stage I ED books, Stage II ED books, and Listing Book together, and give them to your supervisor.

1.47 Tending work in the Supervisory Clerk. When you turn ED books in to the QC Supervisory Clerk, separate books which have failed and books which have passed QC. Have the Supervisory Clerk your Form F-250 and F-248 and Form F-247 for the books which you are reviewing. Then return the forms to the appropriate Crew Leader bin and begin work on a different bin.

2. VERIFICATION OF TRANSCRIPTION TO THE FISCAL STAGE II BOOK

2.1 GENERAL. The purpose of the transcription verification operation is to insure that the Stage II books prepared by enumerators and reviewed by Crew Leaders are of acceptable quality. The operation will be directly supervised by a clerk who will work under the direction of the Administrative Clerk or Assistant District Supervisor. In most instances one of the latter enumeraons will be given an appointment as a QC clerk and given special training to serve as a clerk in this capacity.

2.2 FORM REQUISITES:

Form F-276, Office Verification of Transcription to FH-2 or FH-4.

2.3 SPECIFIC INSTRUCTIONS FOR TRANSCRIPTION VERIFICATION

2.3.1 How to compile books to clerks. The QC Supervisory Clerk will deliver EDs to you by placing each Crew Leader's ED books in a different bin in your section. You will verify all work by taking EDs for certain Crew Leaders directly from these bins.

Make up a Form F-276, Office Verification of Transcription to FH-2 or FH-4 for each Crew Leader, select his name and Crew Leader District Worker in the heading. Put these forms, by Crew Leader, in the bins in which EDs will be placed by the QC Supervisory Clerk.

Collect all forms for Crew Leaders directly from these bins. Then the forms are returned to the form to the appropriate ED bins, and the accompanying forms, as they are verified. Instruct them to return the form to the appropriate ED bins, and begin work on a different bin the next time.

2.3.2 How to process completed books

a. When an ED fails transcription verification, notify the Technical Officer immediately so that he may take corrective action by telephoning the Crew Leader. Then follow the instructions in section 2.3.3.

b. When an ED passes transcription verification, turn to page 20 of the Listing Book. Divide the number of persons in the ED (column 6) by the number of persons transcribed (column 7). Then divide the number of enumerated housing units in the ED (column 8) by the number of housing units transcribed (column 9).

3. RECORDING RESULTS

If the housing results in between 3.9 and 4.1, and the population record for 1940 is under 3,400, no further check is required. Enter your initials in the upper right corner of page 27 to show that you made a check.

If either result is not in between these limits, verify the counts in columns 2 and 9 of page 29 by checking the Stage II book against the Listing Book. Correct page 27 as required.

Next, post population and housing counts for each ED on Form F-250, ED Control Register. The columns to be filled on F-250, together with the sources, are shown below:

Column on Form F-250 Column on page 27 of the Listing Book
1941 population count Total persons (col. 4)
1941 housing count Total housing units enumerated (col. 6)
1941 population sample Persons enumerated (col. 7)
1941 housing sample Housing units enumerated (col. 8)

Then deliver the entire ED to the Report and Control Section.

2.3.3 How to handle EDs which fail verification. Family ED books in the EDs which failed, to send to the Stage II book and be done over completely or if repair work is sufficient, have the verifiers make the corrections, but do not work on each ED until the other EDs have been processed so that the flow of work will not be interrupted.

Specific instructions cannot be written for determining when a book must be done over completely and when it can safely be returned to filing. This will be your decision, although you may want to get the Technical Officer's advice. There are some general guidelines, however. If many housing units have been omitted or transcribed out-of-order, it would probably be better to start over. If the memset difficulty is miscellaneous or wrong entries, it would probably be advisable to repair the book by entering the necessary F-250D marks and correcting those errors.

If the decision is made to repair an ED book rather than reprint it, you must do it very carefully, and the verifier who repairs the book should check each sample housing unit or sample QO person from start to finish. Detailed housing and population units should be added and the rules for missing sex, color, and marital status data should be followed. Correct errors by making the wrong F-250D mark and entering the right one (or unmarking), following the instructions in the Enumeration Manual.

If the number of persons or housing units transcribed changes as a result of repair work, correct the entries in column (7) and (8) on page 27 of the listing book.

2.6 SPECIFIC INSTRUCTIONS FOR VERIFICATION OF TRANSCRIPTION TO THE FISCAL STAGE II BOOK

2.6.1 How to use this verification of transcription operation is to verify that the information for sample housing unit and sample QO person in the Stage I book has been transcribed correctly to the Stage II book. Books which do not pass verification will be corrected in the office.

2.6.2 Drafting work. Select an ED and a Form F-276, Office Verification of Transcription to FH-2 or FH-4 from one of the bins. Wherever possible, select a bin for Crew Leader District which you have not yet verified.

2.6.3 Verification

a. Record the RA number in column c of Form F-276 and the number of housing units, which you will find on the ED book itself, in column B. Compare the sampling table on F-276 to see which sample units and persons in the Stage I book to select for verification. Select the sample from Lines PI of the Stage I book.

If there are 609 housing units in the EA, for example, you would select the second sample housing unit (see sample QG person) in Line P1 and every 7th sample unit for each sample QO person in Line PI thereafter. In counting to every 7th unit, you would 4 in your count housing units with an *A* sample key in Lines FI and QG persons on starred lines in Line PI. For example, if you were to select six *A* sample housing units followed by a QG person on a starred line, the units to be verified would be the QG person. If you were to select three QG persons on starred lines followed by four A housing units, the next unit to be verified would be the fourth of the A housing units. In other words, take every 7th unit, whether it happens to be housing unit with an *A* sample key or a QG person on a starred line.
QUALITY CONTROL OF THE FIELD ENUMERATION

1. QUALITY CONTROL OF Stage I Field Work

1.2 Scope. The QC operation for Stage II will be similar to that for Stage I. P2900 books with too many errors will be rejected and sent back to the field. Inspection reports will be maintained on a Crew Leader and Field Supervisor basis so that Crew Leaders and Field Supervisors who are not admitting acceptable books will be identified.

QC will consist of checking the completeness of entries in these books. Each QC clerk should be able to process about 500's a day. If a sample book comes in the operation, other clerks should be brought in to assist.

The Technical Officer will be responsible for Stage II office processing. He will train the Stage II QC supervisory clerks. Although he will be spending some time in the field on quality control of field work, he should be able to spend more time on Stage II office quality control than he did on Stage I office QC. The Assistant District supervisor and the Administrative Clerk will supervise the operation when the Technical Officer is not present.

1.3 Field Processing.

P2900 Office QC Report for P2900 or P270.

1.4 Specific Instructions for QC Supervisory Clerks

1.4.1 Preparing for QC

a. Select an EA from one of the bins. The Listing Book will accompany Stage II books. Look for Form P-270 in the Listing Book. The signature in part II will tell you whether the Crew Leader or the Field Supervisor completed final review. Select the Form P-270 for that person from the bin.

b. Examine the general appearance of each Stage II book. Look for:

1. torn pages
2. creased pages
3. marks in the margins
Give books with these defects to your supervisor immediately. The P2900 machine will not be able to "read" them.

c. Enter the ED number in column a of Form P-270 and enter your last name in column b.

Treat a book which has previously failed QC and is going through the operation again as if you were receiving it for the first time. Treat large ED's having more than one book in the same way you treat ED's with one book.
You are not to look at every housing unit and every item. Do only have enough time and money to inspect a sample of housing units and items. Therefore, make no checks except those specified below.

1.8.1 How to count errors
a. If you know from your experience as an enumerator, each list in the Stage II book has room for housing information and the population counts for three persons. Count sheets in the Stage II book until you come to the one specified in column c of Form F-C-80. If there are any entries in columns II to IV on this sheet, select this housing unit and the persons in it. (Otherwise select the next housing unit and the persons in it.)

Before reviewing the unit, check page 2-21 of the Listing Book to see if the unit has an entry in column 37 with columns 16 and 18 blank. If so, do not review the unit. Otherwise, review the unit.

Then count 12 more sheets and select another unit in the same way. Continue sampling pattern (every 12th sheet) throughout the book.

b. As you finish reviewing each housing unit, write down on a piece of scratch paper the number of housing units and population counts in that housing unit. For example, if there are 5 persons in the housing unit, you would write down "5." After you have reviewed population counts and the housing section. When you finish the book, you will add these numbers to get the total number of housing units that you looked at.

c. Tabulate errors as you find them in columns 4-6 of Form F-C-80 as indicated below. Do not correct the errors which you find, but use this system of tabulating:

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omitted</td>
<td>Enter 0</td>
</tr>
<tr>
<td>Wrong</td>
<td>Enter correct value</td>
</tr>
</tbody>
</table>

Note that in any one vertical mark for the first four errors and a slanted mark through the four for the fifth error. Then repeat. (Since the PBSC machine will not "read" right PBSC marks, count right marks as omissions.)

col. d. Item 27 tells you whether or not a unit is occupied. If it is not, the presence of population entry will show that the unit is unoccupied.

Note that there are two different kinds of housing sections in a Stage II book. One kind has a (37) in the Form number box in the upper left corner of the page. This kind requires 5 PBSC marks in the group NQ to QL on Form F-C-80 and 7 PBSC marks on Form F-C-80.

The other kind has a (5) in the Form number box in the upper left corner of the page. This kind requires 5 PBSC marks in the group NQ to QL for both 3-3 and 3-6.

Examine questions 119 to 143 for occupied units. Look for either 5 9, or 5 153 PBSC marks, depending upon which kind of form not pages you have. Taby one error whenever one mark is missing or there are too many. Taby two errors when too marks are missing, three errors when three marks are missing, etc.

col. e. An assessed unit has an entry of "Occupied or being bought" in 522. Taby no error if there is an entry in item 75 for such units when item 75 in marked "1, unit not built.

col. f. A rented unit has an entry of "Rented" in 112. Taby no error if there is an entry in item 115 for such units when item 115 is marked "1, unit not built.

Examine questions 119 to 143 for rented units. Look for either 5 9 153 PBSC marks. Taby one error whenever you have nothing other than these 3 PBSC marks.

col. g. Examine questions 119 to 143 for rental units. Look for 5 153 PBSC marks in 119 and one in 143. Taby one error whenever one mark is missing or there are too many. Taby two errors when too marks are missing, three errors when three marks are missing, and four errors when all four marks are missing.

col. h. Look for entries in 37 and 130 to 133 for each person. Taby one error for each entry which is missing.

col. i. Month and year of birth appear in item 110. Look for one entry in 70 and one in 111 for each person born before April, 1936. Taby one error for each entry which is missing.

col. j. When 524 is "Yes," or blank, look for entries in 733 and 724A-724C. Taby one error for each entry which is missing. If all entries are missing, tally also errors. There should always be four entries in 724 except for members of the armed forces.

col. k. When 530 is "Yes," look for entries in 714-716. Taby one error for each entry which is missing.

1.8.3 How to fill the summary section of Form F-C-80
a. Add the errors in column 4-6. Enter this total in column I.

b. Enter in column 5 the number of housing sections and population counts you examined.

c. Write the entry in column 5 by the entry in column 3 and enter the result in column 5. If the entry in column 3 is zero, simply enter 0.00 in column 5.

d. If the entry in column 5 is greater than 1,500, enter "*" (for example) in column 5 to signify that this 3F has been crossed. Otherwise, enter the (for reasons in column 5 to signify that this 3F has been crossed.

1.4.4 How to verify payroll cards
a. Turn to page 79 of the Listing Book. Verify that the total of column (4) in the Stage II section is within one percent of the total in column 7 in the Stage I section. For example, if there are 1,202 persons in column 7, then allow one percent of 1,202 in 3, column (4) should be between 1,190 and 1,214.

Verify that the total of column (5) in the Stage II section is within one percent of the total in column 6 in the Stage I section.

b. If both of the conditions that described are satisfied, verify that the count in column (4) and (5) of the Stage II section have been posted correctly to Form C-209. Enter these counts on the 30 labels. Then check Items 3 and 6 in column I of Part A of F-209 and return the 3F to the OF Supervisory Clerk.

c. If either (or both) of the conditions that not satisfied, check the posting to column (1) to (6) on page 79. Then check the addition in column (1) to (6). If column (6) is not within one percent of column (5), entry step b above and make no further checks.

If not, turn to page 8-24 of the Listing Book. Find the unit which have an entry in column 17 and no entry in column 18. Count the persons shown in column 18 for these units. On a piece of scratch paper, add the count of persons to the column 18 total. If the count you just made the column total, figure one percent of column (5), entry step b above and make no further checks. Otherwise, follow the procedures described below.

Turn again to page 8-24 of the Listing Book. Compare columns (1) and (18) for each Stage II unit. Where there is a difference, check the Stage II F-C-80 book to find out why. Change column (18) as necessary. Add column (18) on each page and compare the entries on page 27 and Form F-C-80 as required. Return the correct population and housing counts on the 90 labels. Then check Items 3 and 6 in column I of Part A of F-209 and return the 3F to the OF Supervisory Clerk.

1.45 Furnish in work to the Supervisory Clerk
When you turn books in to the OF Supervisory Clerk, separate books which have some filled and books which have been crossed. Show the Supervisory Clerk the Form F-C-80 for the books which you are returning. Then return it to the appropriate bin and collect an 6S and 2200 from a different bin.
1.0 Introduction

1.1 General
1.2 Responsibilities

2.0 ED Check Activities Before Enumeration

2.1 Training Crew Leaders to Check ED’s Before Enumeration
2.2 Practice Exercise
2.3 Observing Crew Leaders in the Field
2.4 Reviewing Crew Leader Reports on Map Review and Preparatory Work

3.0 Stage I Activities

3.1 Training Crew Leaders to do Enumeration and Field Review
3.2 Training Space
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3.6 Reviewing Forms F-239, Daily Report of Field Review
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4.9 Filling Form F-285, District Office Quality Control Report
QUALITY CONTROL SUPPLEMENT, DISTRICT OFFICE MANUAL

1.0 INTRODUCTION

1.1 GENERAL

The Quality Control Supplement of the District Office Manual describes the various general activities that have to be done with controlling the quality of the information collected by supervisors. The District Supervisor will be the person directly responsible for the quality of input work in his office.

Reporting directly to the District Supervisor will be a Technical Officer who in primarily concerned with training and supervising the operations that affect the quality of the input. The instructions contained in this supplement are addressed to the Technical Officer who will be especially concerned with these operations. He is responsible to the District Supervisor for seeing that they are being performed correctly.

1.2 RESPONSIBILITIES

Your responsibilities as Technical Officer include:

a. Training Crew Leaders to input their data and check it on F-296 before the start of Stage II of a session.

b. Inspecting field review and KB check operations to ensure that Crew Leaders are doing the job correctly and are not falling behind in their work.

c. Training Crew Leaders on enumeration and field review functions both for Stage I and Stage II.

d. Checking that Crew Leaders and Field Supervisors are following the work of their enumerators according to field review procedures.

e. Training Office Quality Control Supervisors to check KB books so they are converted from the field and

f. Supervising Office Quality Control Operations.

Although you will be given general supervision by the District Supervisor, you will be requested to carry out your duties with a minimum of guidance using the procedures in this manual. The District Supervisor will make a report on quality control activities to the Regional Office so that you may have information on your own work. This report will be based on observations you supply him. Your work will be reviewed by a Regional Program Technician who will visit you about once a week to review the quality control forms and help you with any problems that you may have.

Section 5.0 of this supplement contains a list table which shows you how you will schedule your work between March 7 and the time the district office is closed.

2.0 KB CHECK ACTIVITIES BEFORE SUPERVISION

2.1 TRAINING CREW LEADERS TO CHECK KB BEFORE SUPERVISION

On March 1, (March 2 in rural areas) you will train Crew Leaders in the use of Form F-296 (District I Crew Leader's Check List for KB Review and Preparatory Training) and Stage I, at this time. Review the sections of the Guide which you will use for training before you come to class. This Guide will contain the list of materials you will use for KB training and the class notes for KB training. For more detailed instructions to the KB Crew Leaders in Stage I, see Section 3.1 of the District Office Manual.

2.2 PRACTICE SESSION

As part of their training, Crew Leaders will be given a practice assignment for which they will prepare an F-296. The Technical Officer should prepare these assignments during the week of March 7 as follows:

a. Using the map for the Crew Leader in whose district the training is being conducted, prepare a different practice assignment area on the map block for every 20 Crew Leaders in the class. Prepare one map block for each class, and use the map blocks on which actual problems occur in the Crew Leader's check list so that the Crew Leaders will have an answer assigned to them that the three blocks will represent an assignment.

b. Crew Leader training is to go through all of the steps shown on the F-296 Check List as if the practice assignment were an actual enumeration assignment.

c. Collect all assignments at the end of the day and run them carefully to see whether the Crew Leader training understood the procedure. If the results of the practice session indicate that the training must be improved for a Crew Leader job, take this in the attention of the District Supervisor immediately so that steps may be taken to implement a new assignment as soon as possible (see Section 2.6).

2.3 SUPERVISION OF CREW LEADERS IN THE FIELD

2.3.1 How to make appointments for supervision.

Visit Crew Leaders while they are on the job to see that they are carrying out the procedures described in clues. You may discover that Crew Leaders who have not been called on with a problem will have many questions when you arrive personally on the scene.

Before you finish training Crew Leaders, make appointments to visit them while they are checking KB's. Ask Crew Leaders who you have visited to report their schedule so that they are visiting KB review and preparatory work rather than reviewing work you visit them. Start with Crew Leaders who you believe are using your help in their work, since they may be more able to visit all of them. Try to see as many Crew Leaders as possible each day, but allow yourself enough time with each one to make the visit profitable. Check with the District Supervisor before you go out to see if there is any problem which he would like you to take up with the Crew Leader. Always communicate your comments with the supervisor and give him information on your location. Always call him if specified time in case he has any further instructions for you.

2.3.2 How to observe a Crew Leader checking KB's before supervision.

Ask each Crew Leader to start KB check work on a new KB when you arrive, even though another may be in progress. This will give you an opportunity to see the operation from start to finish and will make it easier for you to fill out the Form F-289, Evaluation of KB Review and Preparatory Work (District I). Ask the Crew Leaders to start this check work. Follow his progress and make sure that all steps are being followed and that the work is being done according to instructions. Refer to a blank F-296 as he makes the check. Take along a copy of the instructions in Section 5.0 of the Crew Leader's Manual for reference.

At each item on Form F-289 checked by the Crew Leader, observe his performance by checking one of the two columns in section A of F-299. A blank F-289 will be filled by a KB check list, follow his progress and make sure that all steps are being followed, and that the work is being done according to instructions. Refer to a blank F-296 as he makes the check. Take along a copy of the instructions in Section 5.0 of the Crew Leader's Manual for reference.

In Section C, record the number that you have taken as a result of your visit. If the Crew Leader makes major errors, the appropriate action may be to compliment him if he has made minor errors, reprimand him on his work point. If he has made major errors, but you believe he is not being reprimanded, you may want to make an appointment with him for an extended training session. However, if he has done such a poor job that you feel he should be released, make that recommendation to the District Supervisor without investing any further time in his retraining. The Crew Leader will be doing a poor job if he is not correcting problems when necessary; if he is failing to divide KB's which are clearly too large for one enumerator; if he is failing to list units in Form A and Form B of Form F-289, etc.

3.0 More to File (Form F-289)

Arrange all forms F-289 submitted by Crew Leader District in a folder in the District Office. Review them to see which Crew Leaders are not following instructions and need additional visits. The Regional Program Technician will examine the file of forms F-289 when he visits you.
2.4 REVIEWING CREW LEADER REPORTS OR MAP REVIEW AND PREPARATORY WORK

2.4.1 How to control forms F-236.

Make a simple check-in sheet like the following to use in controlling the receipt of F-236's:

<table>
<thead>
<tr>
<th>Crew Leader</th>
<th>Date</th>
<th>Number</th>
<th>Total Number of F-236s received to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>1/3/45</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This will tell you quickly who is falling behind in his map review and preparatory work. Call each Crew Leader whose reports are not arriving at all or are arriving so slowly that you believe he will not finish the preparatory work in his area. Find out what his problems are and discuss with the District Supervisor what steps are necessary to expedite the preparatory work.

In some cases you may have to arrange assistance for Crew Leaders falling behind in F-236 work. This may include checking with the Crew Leader to find out why he is not keeping up and then reaching out to the job. For example, the Crew Leader may be attempting to make exact counts of dwelling units even though he was instructed to make rough counts.

Some of your Crew Leaders may be in areas where it is difficult to acquire enumerators. In such cases, keep in mind that recruiting must take priority over 1-night preparations and other preparatory work such as reviewing maps and checking ED's. Nevertheless, every effort must be made to complete preparatory work. Overdue should be authorized and additional assistance should be provided, if at all possible. If reserve Crew Leaders are available, they should be called upon to help complete this work.

2.4.2 How to control forms F-236.

As they are received in the District Office, examine each form F-236 in detail to determine whether it has been filled completely and correctly. Review each item in turn throughout the form to see that the Crew Leader took the appropriate action in each situation. Call him to discuss any errors and omissions he may have made.

There are two groups of Crew Leaders whom you should schedule for an early inspection: One consists of those who are filling forms F-236 incorrectly or incompletely and the other consists of those who never seem to find anything unusual. By the latter, we mean Crew Leaders who never find 2-night or 7-night places or other special places.

If your review turns up anything that requires District Office action, either take the action yourself or notify the District Supervisor.

2.4.3 Items 6 and 7 of F-236.

There are two situations which must be brought to the attention of the District Supervisor:

a. Item 6 shows that the EA has been divided.

b. Item 7 (column 2) shows that a separate ED has been established.

In each case, see if the District Supervisor receives the form F-236, Crew Leader Sheet, so that necessary changes may be made on the office copy of:

a. Form F-273, Crew Leader Record of Assignment (Field U.S.)

b. Form 81-21-9, Advance Transmittal Listing

c. Form F-250

d. District Office Maps, etc.

See Section 7.9 of the District Office Manual, F-250.

2.4.4 How to file forms F-236.

Prepare a separate folder for each Crew Leader in which to file the F-236's that have been checked in and reviewed. Arrange the folders numerically by Crew Leader District. The Regional Program Technician will want to inspect this file when he visits your office.

The F-236's will be reviewed by Crew Leaders during enumeration, of course, and must be returned to them early enough so they can use them to prepare an enumerator assessment before the first enumerator training class.

3.0 OTHER ACTIVITIES

3.1 TRAINING CREW LEADERS IN ENUMERATION AND FIELD REVIEW

You will receive Form F-273, Technical Officers Guide for Training Crew Leaders, for instructing Crew Leaders on Stage 1 enumeration activities. This sheet includes supervising Enumerators and Field Reviewer, and conducting field reviews. The guide shall be read carefully and at least one copy shall be kept by you to use in training your Crew Leaders.

3.2 TRAINING SPACE

Section 5.6 of the District Office Manual, F-250, contains detailed instructions on training space and facilities needed.

3.5 OBSERVING FIELD REVIEW

3.5.1 How to make appointments.

One of your most important functions as a Technical Officer will be to see that field review, the basic quality control operation, is carried out properly and in accordance with the District's policies. This will be done by visiting Crew Leaders and Field Reviewers on the job to watch the conduct of Field Review and to consult on any necessary.

Start with Crew Leaders whom you did not observe filling out forms F-236.

Plan to visit two Crew Leader districts a day on April 2, 3, and 4 for an inspection of Crew Leader and Field Reviewer. After April 5, you will be spending most of your time in the District Office.

Call Crew Leaders and Field Reviewers a day ahead to make arrangements, and it makes no difference whether you will be doing field review before you schedule a visit. Start with the Crew Leaders and Field Reviewers who appear to need the most help. When you meet with them, examine any F-236 forms which they have filled out up to this time to see whether they are doing the job correctly.

3.5.2 How to observe field review and fill form F-280.

Complete the headed forms of Form F-280, Evaluation of Field Review for PH-1 or PH-2 (Rev. 6616244) for each Crew Leader or Field Reviewer before he starts his field review. To conduct the review using Form F-280, Record of Field Review, follow his progress and make sure that all steps are being followed and that the work is being done according to instructions. It will be useful to have in front of you a blank F-280, and a copy of field review instructions in the Crew Leader's Manual.

As the Crew Leader completes each section of F-243, evaluate his performance by
checking one of the three columns in section A of Form F-239. If you check the correct column, explain in section C that the Crew Leader or Field Reviewer failed to do so or did incorrectly. When he has finished the review, answer the questions in the second column in section A of F-239 by checking one of the two columns. If you check the second column, explain in section C that the deficiency was corrected.

After the examiner leaves, discuss the results of your observations with the Crew Leader or Field Reviewer. Will him as to his actions and what he did incorrectly. Explain how the reviews should be performed in the presence where he was active.

In section B, record the action that you have taken as a result of your visit. If the Crew Leader or Field Reviewer does a good job, tell him so. If he has made minor errors, you would want to train him on his points of the spot. If he has made major errors, you believe he can be trained effectively, you might want to make an appointment with him for an extended training session. However, if he has done such a poor job that you feel he should be released, make that recommendation to the District supervisor without incurring any further time in his retainer.

3.54 How to file Forms F-239.

File all forms F-239 separately by Crew Leader district or Field Reviewer in a folder in the District office. Have him to see which Crew Leaders or Field Reviewers may need additional visits. The Regional Program Coordinator will be sending the file of F-239 to him as he visits the office.

3.64 How to check in forms F-239 (Table 45).

Take a simple check-in sheet like the following to use in controlling the receipt of F-239: etc.

<table>
<thead>
<tr>
<th>Crew Leader District</th>
<th>Name of Crew Leader or Field Reviewer</th>
<th>Date checked on F-239</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Johnson (CL)</td>
<td>April 3 4 5 6 etc.</td>
</tr>
<tr>
<td>2</td>
<td>Klein (FR)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Williams (CL)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Weber (CL)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Dolan (CL)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hoffman (FR)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Owen (CL)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Robin (FR)</td>
<td></td>
</tr>
</tbody>
</table>

This will tell you quickly who is not sending in their F-239 each day. Each Crew Leader and Field Reviewer is to submit a report daily, starting April 2nd, until Stage I is completed. Of course, field reviewers will not be working on field review throughout the entire period. We plan to have them do field review on April 3, 4, and 5 return to field review later when final review activities are at their peak. In the meantime, field reviewers will be assigned to do some review work in RA's where examiners drop out or where close-out work is required.

Although you will not always know when an F-239 is due from a Field Reviewer, you will know that a Crew Leader is to send you one each day, except Sunday, and that you can call Crew Leaders whose F-239's are not arriving to find out why.

Since Field Reviewers are authorized to work for 26 hours, exclusive of examiner and Field Reviewer training, during Stage I, visit F-239 to see whether any Field Reviewers are exceeding the authorization. However, you will authorize more time for a Field Reviewer if his Crew Leader is retained as a field review officer. (See sections 3.81 and 4.8 of this Supplement.)

3.65 How to reply to Forms F-239.

Look for two things on each Form F-239 which arrives:

1. In the field review action consistent with the number of errors shown in columns (b) through (g). If the wrong action was taken, call the Crew Leader to correct him.

2. Are Crew Leaders and Field Reviewers doing enough field review? As of April 2, the Field Reviewers should make six reviews and the Crew Leader should make four. After that, they should conduct six reviews per day. If the number conducted is substantially below six, call out to find out why. Perhaps the Crew Leader in neglecting his own time or that of his Field Reviewer with others less important than field review. If no, insist on his giving field review first priority. After the first three weeks, the number of field reviews required daily should increase until examiners finish their assignments and field review begins.

3.66 How to file Forms F-239

Prepare a folder for each Crew Leader district in which to file the F-239's that have been checked in and reviewed, after you prepare a form F-240, District Office Quality Control Report. The instructions for preparing F-240 are in Section 3.9 of this Supplement.

When you file the F-239's, arrange the folders by Crew Leader District. Include F-239's for the field reviewers as well as for the Crew Leader. The Regional Program Coordinator will want to inspect this file each time he visits your office.

3.7 Supervising the Office Quality Control Staff

3.71 How to recruit clerical supervisors and clerks.

You will be responsible for recommending supervisors and clerks to be assigned to the two Stage I office operations which are concerned with quality Stage I QC and Transcription Verification. A complete description of these operations is contained in the Office Procedure Manual, F-164.

The supervisors and clerks are to be selected from examiners who finish early and are recommended by their Crew Leaders. Select persons who live in or within commuting distance of the District office city. The Quality Control Supervisor will be needed fairly soon in the operation as about the time the first complete ED Books begins to arrive in the field.

Recruit by calling Crew Leaders in the District office city and the first ED Books arrive and asking for their recommendations about examiners in their districts who have finished. When the District supervisor has approved your selection, either call these examiners directly or ask the Crew Leader to inquire for you and call you back. If you cannot get enough qualified persons in this way, turn to the Crew Leaders just outside the District office city.

3.72 How to supervise the operations.

Although each of the operations will have a clerical supervisor, you will have overall responsibility for the conduct of the office work. However, you will be away from the office frequently, conducting training, observing field review, and following up Crew Leaders who have not updated their work. Consequently, you will have to rely on the Administrative Clerk to look after these operations during your absence. The Administrative Clerk should be trained, therefore, on both quality control and transcription verification at the same time that you train the supervisory clerks of these operations.

Train each QC Supervisor thoroughly in all aspects of his job, using the Office Procedure Supplement as a guide. Four hours have been allowed for training each supervisor. When you train the clerical work, use a completed
QUALITY CONTROL OF THE FIELD ENUMERATION

You will have to check with each supervisor frequently to satisfy yourself that the procedure in the manual is being followed. Rather than wait for a supervisor to come to you with problems, visit each of the supervisors frequently to see if you understand whether things are going well or not. Pay particular attention to the way supervisors train their clerks.

In the Stage 1 QC section, examine the forms completed by Quality Control Clerks to see that they are correct. In the Transcription Verification section, review the verification forms to see that the counting and the verification have been done according to instructions.

Note the speed with which these operations are performed. If a bottleneck develops, arrange for extra clerical help before first making sure there has been no delay because clerks are checking more than we have assigned to them.

On April 22, review forms F-267 to see whether the number of EDs which passed Transcription Verification is about the same for each Crew Leader. If you find that very few EDs have been verified for certain Crew Leader districts, give priority to those EDs in both operations. The purpose of this is to insure that each Stage II Crew Leader will have enough EDs to give to his enumerators and that EDs will be equally distributed throughout his district.

What to do about damaged books

The QC Supervisor will automatically show you damaged books which are torn or wrinkled, have missing pages, or have torn margins on a number of pages. You will have to decide whether those books are still good and should be counted or left as they are. The ROLLER machine will not be able to "read" pages which are too badly damaged. On the other hand, copying by hand over in a time-consuming and expensive process.

It is difficult to give precise rules for making this decision. If pages are only slightly damaged, or slightly torn, or the margins can be easily corrected, do not do the ED book copied over. However, if the book is too damaged to correct, it will be easier to have it copied over. In such cases, be sure to have the work verified by your reading.

1.8 TAKING CONSTRUCTIVE ACTION WHEN ED NUMBERS ARE INCOMPLETE, FAULT OFFICE, QUALITY CONTROL, OR TRANSCRIPTION VERIFICATION

1.9 OFFICE QC

The Stage 1 QC Supervisor will inform you when an ED falls off the list. If you are able to see if it is a separate special enumeration procedure, such as a hospital, motel, YMCA, for transient counts. If so, the ED will be considered not to have been rejected at all, and you will cross out the ED in the last column of Form F-267 or F-268 and enter a 2 (see updates in F-268). If the ED is not a transient establishment, treat it as a book in damaged condition, and it will be easier to have it copied over. In such cases, be sure to have the work verified by your reading.

Examine the Form F-267 or F-268 to determine what items contributed next to rejection. This information will be used when you discuss these failures with the Crew Leader in Wino district it occurred. Also note whether the F-267 or F-268 was filled out by the Crew Leader or his Field Enumerator.

The first time an ED is given final review by the Field Enumerator is rejected in the office, telephone the Crew Leader immediately and see what kinds of errors were made and instruct the Crew Leader to visit his Field Enumerator either to retrain or release him. The second time a Field Enumerator has a rejected ED, he is to be reprimanded by his Field Enumerator immediately, even though he may not have had a chance to be retrained between the time the first ED and the second ED Failed. We may be assigned to do enumeration, however, if any work is available.

The first time a Crew Leader has a rejected ED, you are to make an appointment with him immediately to observe him conducting a final field review. Watch him carefully as he conduct a final review and fill in Form F-289.

3.3 TRANSCRIPTION VERIFICATION

The Transcription Verification Supervisor will inform you whenever an ED fails transcription verification. If the ED is to be returned to the Field Supervisor, but will not be corrected in the office. The Transcription Verification Supervisor may ask you about the quality of transcription. The following rules for making this decision appear in the Transcription Verification section of the Office Procedures supplement.

Even though rejected EDs will be returned to the Field Supervisor, we still need to have one ED in each Crew Leader district to see that the EDs are being filed correctly. If we do not do this, the final EDs will not be filed correctly.

If a Field Enumerator is to be reprimanded or released, you are to inform him immediately and then call in your supervisor, who will decide on the best course of action. If you are required to return an ED to the Crew Leader, note it on the form F-267 or F-268.

3.9 PREPARING F-285, DISTRICT OFFICE QUALITY CONTROL REPORT

Form F-285, (Exhibit 4) summary for the Regional Office and Washington the entire quality control process in your office from Field Interview, Census classification and Verification through Office Quality Control and Office Transcription Verification, is to be completed in duplicate. Prepare this report for the District Supervisor, who will mail the original copy to your supervisor, who will forward it to the Regional Office. The Regional Office will have to be made in the office. The District Supervisor will report the number of columns (log) to the Regional Office by telephone when the program report information is ready for each Monday and Tuesday.

The first seven days of data for Stage I in Monday, April 12th. Therefore, each form for Stage I must be prepared each Thursday and Tuesday until the last Stage I ED has been counted. This will be reported on F-285. Write "Final Stage I Report" at the top of the F-285 when you have prepared the last Stage I report. (When Stage II begins, the District Supervisor will also have to send in a report for Stage II activity on Monday and Thursday.) During the period when Stage I is underway but Stage I is not yet completed, he will be making two forms F-285 on each report date.

If you have clerical assistance in preparing Form F-285, you must work that the work has been done correctly. You should allow between two and three hours to prepare this report for about 15 Crew Leaders district.

Form F-285 is always a cumulative report.
4.3 TRAINING SPACE

Section 5.6 of the District Office Manual, F-289, contains detailed instructions on training facilities.

4.4 ORIENTING STAGE II ENROLLEES IN TRAINING

Plan to visit as many locations where Crew Leaders are training their enrollees as possible. Select Crew Leaders who are willing to help you. For particular attention to the enrollee during which household questionnaires are transferred to PVC or 3600 books.

4.5 OBSERVING FIELD REVIEW

How to Be: Acceptable

One of your most important functions as Technical Officer in Stage II will be to see that field review, the basic quality control operation, is carried out correctly by Crew Leaders and Field Reviewers. This will be done by visits to those Crew Leaders and Field Reviewers on site to watch the conduct of field review and to determine if necessary.

Plan to visit all Crew Leaders and Field Reviewers at least once a month, starting April 22, to see both the Crew Leader and Field Reviewer. Start with Crew Leaders. Field Reviewers will be assigned to other duties and Crew Leaders will be doing field review elsewhere, so you may be able to visit three or more Crew Leader districts in one day. However, as soon as Stage II begins you should make trips to the office, you will have to spend most of your time supervising office 3S operations.

Call Crew Leaders and Field Reviewers a day ahead to make arrangements, and make sure they will be doing field review before you schedule a visit. Start with the Crew Leaders and Field Reviewers who appear to need the most help.

How to Be: Acceptable

How to Be: Acceptable

How to Be: Acceptable

4.6 COMPLIANCE OFFICE QUALITY CONTROL STAFF

How to Select the Aide Superintendent and Aides

You will be responsible for recommending supervisors and clerks for the Stage II office 3S operations.

A complete description of this operation is contained in the Office Procedures Supplement, F-290.

The supervisor and clerks should be the same persons who were used in the office in Stage I, providing they were satisfactory. Otherwise, they should be selected from other persons who were used in Stage I and were not used in the field in Stage II. As soon as Stage I, the OC Superintendent will be notified at once of the time the first 3S books begin to arrive from the field.

4.7 SUPERVISING STAGE II ACTIVITIES

How to Supervise the Operation

Although the operation will have a central supervisor, you will have overall responsibility for the conduct of the work there. Therefore, you will be away from the office frequently, observing field review, and following up Crew Leaders who have had poor results. Consequently, you will have to rely on the administrative
QUALITY CONTROL OF THE FIELD ENUMERATION

Clock to look after the operation during your absence.

Train the supervisor thoroughly in all aspects of his job, using the Office Procedure Manual as a guide.

Four hours have been allowed for this training. When you train as the clerical work, use a completed SD book as an illustration and actually conduct the required operations for it.

You will have to check with the supervisor on a frequent basis to verify that the procedures in the manual are being followed. Never wait for him to come to you with problems. Visit him frequently to see for yourself whether things are going well or not. Pay particular attention to the way he trains his clerks.

While in the Stage II QC Section, examine the form 2-280 completed by clerks to see that they are correct. Note the speed with which the operation is conducted. If a bottleneck does develop, arrange for more clerical help, after first making sure that there has not been delay because clerks are checking more than we have asked them to.

What to do about damaged books.

Handle these as you did in Stage I.

4.6 TAKING COOPERATIVE ACTION WHEN CRAW LEADERS OR FIELD REVIEWERS FAIL OFFICE QUALITY CONTROL

The Stage II QC Supervisory Clerk will inform you when an SD fails office QC. Examine the form 2-280 to determine which items contributed most to rejection. This information will be used when you discuss the failure with the Crow Leader in the district where you are located. The form 2-200 was for this Crow Leader or his Field Reviewer. Do not return reprints 200's.

The first time that an SD gives final review by the Field Reviewer is rejected in the office, telephone his Crow Leader immediately. Point out what kinds of errors were made and instruct the Crow Leader to visit the Field Reviewer either to retrain or release him. The second time a Field Reviewer has a rejected SD, he is to be relieved of the field review functions even though he may not have had a chance to be retrained between the time the first SD and the second SD failed. He may be assigned to do enumeration, however, if any work is available.

The first time a Crow Leader has a rejected SD, you are to make an appointment with him immediately to observe him conducting a final field review. Watch him carefully as he conducts final review, and fill a form 2-280A for him. Pay particular attention to the way he handles errors and omissions. If there are no errors (or very few) in the SD he reviews, catch him review another. Point out the kinds of errors found in office QC. Decide whether to retrain him or to recommend to the District Supervisor that his field review work be transferred to his Field Reviewer.

The second time a Crow Leader has a rejected SD, check the date of final review in the listing book to see whether the review took place after you observed him review. If so, he is to be relieved of his field review duties, and his Field Reviewer is to conduct all further final reviews. The Crow Leader will continue as usual in all other activities. If the review took place before you observed and retrained him, take no action.

If the Crow Leader has been relieved of field reviews and his Field Reviewer has also been relieved because of two rejections, assign the remaining work to a reserve Crow Leader or Field Reviewer in a neighboring district who has finished his work.

4.9 PREPARING F-285, DISTRICT OFFICE QUALITY CONTROL REPORT

Form F-285 summaries for the Regional Offices and Washington the entire quality control picture in your office form field review, through office quality control. It is to be completed in duplicate. Prepare this report for the District Supervisor so that he may mail the original copy each Monday and Thursday to the Regional Office. The second copy is to remain in the District Office. The District Supervisor will report the totals of column b-5 (by the Regional Office by telephone when the progress report information is planned each Monday and Thursday.

The first mailing date for Stage II is Monday, April 25. Therefore, one form for Stage II should be prepared each Thursday and Monday until the last Stage II SD has gone through office quality control and has been reported on F-285. Write "Final Stage II Report" at the top of the F-285 when you prepare the last Stage II report. (During the period when Stage II is underway but Stage I is not yet completed, the District Supervisor will be sending you forms F-285 as each report date.) If you have clerical help in preparing Form F-285, you want verify that this work has been done correctly.

Form F-285 is always to be a cumulative report. That is, it includes not only everything that has happened since the previous report but everything before that as well. Thus, each entry will be the total amount so far.

Detailed instructions for completing Form F-285 are the same as in Section 3.9 except that columns o and p will not be used in 5 Stage II.