

***QUESTIONNAIRE***

***REFERENCE***

***BOOK***

***2005 CENSUS OF  
POPULATION AND HOUSING***

***Office of Planning and Statistics  
Republic of Palau  
Koror, Palau 96940***

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## INTRODUCTION

The Questionnaire Reference Book (QRB) will help you to:

Be more knowledgeable in your job.

Know how to complete the questionnaire.

Familiarize yourself with the arrangement of this book. It has two parts and five appendixes.

Part I *Explanations of Housing Questions*, shows information concerning the housing questions.

Part II *Explanations of Population Questions*, shows information concerning the population questions.

Appendix A *Table of Residence Rules*, gives characteristics of two groups of people -- those you list as occupants of the household and those you do not list (in instances in which this is not obvious).

Appendix B *Table of Unacceptable and Acceptable Entries for Business and Industry* (Question 24).

Appendix C *Table of Unacceptable and Acceptable Occupation Descriptions* (Questions 25).

Appendix D *Uses Made of Population Information* explains why the government needs information on the population and how it is used.

Appendix E *Uses Made of Housing Information* explains why the government needs information on the housing stock and how it is used.

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

**GEOGRAPHY ITEMS**

<p><b>CENSUS OF POPULATION AND HOUSING</b></p> <p><b>2005</b></p> <p><b>REPUBLIC OF PALAU</b></p>	A. ED:	B. Block:	C. Household No.:
	D. Enumerator:		
	E. Village/Hamlet:		F. State:
	G. Address -- Location description		
	H. Respondent's name:		I. Phone number:

Before the interview, fill in items A to G on the front cover. After the interview, fill in items H and I in the upper right hand corner of the front page of the questionnaire, J and K in the lower right hand corner, and sign and date on the back cover.

- Item A. ED                                      Right in the Enumeration District (ED) or Address Register Area (ARA) number assigned to you for the enumeration. If you have more than one ED or ARA assigned to you, make sure you record the correct number in this box.
  
- Item B. Block                                      Record the block number from the map.
  
- Item C. Household Number                      Households are numbered sequentially in the Address Register. Record the appropriate household number in the box.

- Item D. Enumerator                      Print your name in this box.
- Item E. Village/Hamlet                 Record the Village or Hamlet in this box.
- Item F. State                              Record the State in Palau where the enumeration is occurring.
- Item G. Address -  
    Location description                 Record the location description for this housing unit in a way that permits finding the unit again later. Use the Enumerator's Instructions, if necessary, to help with this description. This is the same information recorded on the Address Register.
- Item H. Respondent's name             Record the name of the person actually giving the information for household, even if this is not the householder.
- Item I. Phone number                 If the household has a phone, record the phone number in case any information is missing or has to be verified later.

**QUESTION 1a NAMES OF HOUSEHOLD MEMBERS**

<p><b>1a. Please give me the name of each person living here on March 1, 2005, including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives somewhere else, give me the name of each person. Begin with the household member in whose name the home is owned, being bought, or rented. If there is no such person, start with any adult household member.</b></p> <p><i>Print last name, first name, and middle initial for each person.</i></p>	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

1. Who to List

List each person who usually lives in this household including those persons staying here who have no other home. If EVERYONE is staying in this household temporarily and usually lives somewhere else, follow the instructions in question 1b. See Appendix A for rules as to whether a person should be counted in this household or somewhere else.

2. How to List

Print the person's legal name, that is, the name used to sign checks and other important papers. Enter the last name, first name, and middle initial. If a person uses a first initial and a middle name, print it that way, for example, "Brown, G. Robert." For a newborn infant who does not yet have a given name, print "infant"

for the first name, for example "Jones, infant."

3. Names on Page 1. If your listing does not seem to be complete:

Ask at all households, using procedure A or B, as appropriate.

Note: These procedures are only for housing units. See instructions on listing names in group quarters.

*Procedure A (Nonresponse follow-up)* - Ask at households with no names listed in question 1a. Follow the same wording as in question 1a of the enumerator questionnaire.

If the household is owned, being bought, or rented by more than one person, print on line 1 the first name mentioned by the respondent. If no member of this household owns, is buying, or rents the household (that is, the mortgage or rent is paid by a person not living here), print the name on line 1 any adult household member at least 15 years old who is not a roomer, boarder, or live-in employee. For statistical purposes (to identify principal family groups), it is necessary to list an adult (15 years old or older) to whom all other household members, if any, may be related.

Then ask - "What are the names of the others?"

Print the name of each additional person, if any, in question 1a as instructed in 1 and 2, above.

*Procedure B (Failed edit follow-up)* - Ask at households with one or more names listed in question 1a.

CAUTION: You must speak to a household member who is already listed on the questionnaire. Mentioning personal information recorded on a questionnaire to a person not listed is a violation of the confidentiality of census information.

"Thank you for completing your census questionnaire. I would like to ask you some questions about it. We want to make sure that we have counted everyone who was residing at your home on Tuesday, March 1, the day we took the census. We have listed as living here (read the name of each person listed on the questionnaire). Was anyone else living here or staying here who had no other home on March 1?"

- a. If the respondent answers "No," ask the next question required for follow-up.
- b. If the respondent answers "Yes," print the name of each additional person in question 1a as instructed in 1 and 2, above.

4. Names on the Person Pages

Up to ten persons can be listed on the person pages.

- a. Nonresponse follow-up - If no names are listed on these pages, copy the names from question 1a to the proper pages in the order that they appear in question 1a. That is, the name of the person who owns, is buying, or rents this household is listed as Person 1, the second person listed in question 1a is listed as Person 2, etc.
- b. Failed-edit follow-up - If one or more of the names in question 1a are already listed on the person pages, make sure that the person's name is associated with the correct data. This will enable the failed edit follow-up enumerator to ask the questions more easily.

Print the last name first, as indicated. If more than ten people are listed in question 1a, print the names of ten of the people on the person pages and then use another questionnaire (of the same type as the original) for the additional names. Put person 11 on the first person pages on the continuation form, person 12 on the second set of pages, etc.

**QUESTION 1b USUAL HOME ELSEWHERE (UHE)**

1b. If EVERYONE listed above is staying here only temporarily and usually lives somewhere else, ask **Where do these people usually live?** Write their address here:

Ask at all households -

"Does EVERYONE listed at this address stay here only temporarily and usually live somewhere else?"

- a. If the respondent answers "No," ask the next question required for follow-up.
- b. If the respondent answers "Yes," write "1" in the box that is provided and ask -  
 "Where do these people usually live?"

Print the address in the space provided. DO NOT print the address that is listed in item F on the front cover of the questionnaire.

**TYPE OF HOUSEHOLD AND POPULATION**

Office of Planning and Statistics Republic of Palau Form P2005-1	J.If vacant: 1. Regular 2. UHE	If Occupied, FORM ____ of ____	K. Population
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ITEM J:

Write the number for the correct response in the space at the right in Item J on the front cover of the questionnaire.

A. OCCUPIED

Write the number for the correct response in the space at the right for "Occupied" for housing units occupied by persons whose usual home is the living quarters you are enumerating.

3. First form

- (a) Write "1" for "First form" if you use only one questionnaire at a housing unit.
- (b) Also write "1" for "First form" box on the *first* questionnaire for a housing unit occupied by more than 10 persons.

#### 4. Continuation

If you cannot list all the persons in a housing unit on one questionnaire, fill an additional or "Continuation" questionnaire. Write "2" for "Continuation" box for each extra questionnaire and print "Continuation" above the address label of each continuation questionnaire. Do not ask the housing questions again on the continuation form.

#### B. VACANT

Circle "1" or "2" for "Vacant" for all vacant housing units. A vacant unit is one which is either unoccupied at the time of enumeration (vacant, regular) or is temporarily occupied at the time of enumeration by persons all of whom have a usual home elsewhere (vacant, UHE). For more detailed discussions of these concepts, see instructions 1 and 2 below.

##### 1. Regular

Write "1" for "Regular" in the space at the right in the box if the housing unit is not occupied at the time of census enumeration. Do not consider a unit vacant if the occupants are only temporarily away.

##### 2. Usual home elsewhere (UHE)

Write "2" for "Usual home elsewhere" if all of the persons are staying here temporarily and have a usual home elsewhere.

Determine this from the answer to question 1b on page 1 of the questionnaire. If the UHE box in question 1b is filled and an address is supplied, write "4" for item C as "Usual home elsewhere." Examples include vacation homes, time-sharing condominiums, and resort cabins. Do not write "4" if no one is living in the unit at the time of enumeration.

ITEM K: Write in the total number of persons living in the household AFTER enumeration.

## PART I. EXPLANATIONS OF HOUSING QUESTIONS

Housing units may be of many different types. Most people think of a housing unit as a single-family house surrounded by open space on all four sides. Some housing units are attached to other units such as row houses or town houses. An apartment behind a store or a room above a garage may be a housing unit.

Mobile homes are also housing units if they are occupied or intended to be occupied on the site where they are situated. Occupied boats, vans, tents, and other types of shelter are also housing units if they are someone's usual place of residence or if they are occupied by someone who has no usual residence.

When you ask the census questions, use the appropriate term (house, apartment, mobile home, etc.) depending upon the type of housing unit you are enumerating.

### ITEM C1 VACANCY STATUS

- C1 Vacancy Status
1. For rent
  2. For sale only
  3. Rented or sold, not occupied
  4. For seasonal/recreational/Occasional
  5. For migrant workers
  6. Other vacant

In the space at the right, write the number corresponding to the appropriate VACANCY STATUS for every questionnaire for which you indicated "Vacant-Regular" or "Vacant-Usual Home Elsewhere" in Section C on the front cover.

#### 1. HOW TO DETERMINE VACANCY STATUS

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

#### 2. VACANCY STATUS DEFINED

- a. "For rent" -- Includes vacant units which are for rent and vacant units offered either for rent or for sale.
- b. "For sale only" -- Includes vacant units which are for sale only.

The following instructions apply to vacant housing units in multi-unit buildings only:

(1) *Individual* units for sale in a multi-unit building:

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

(2) *Entire* multi-unit building for sale. Write the appropriate response for the individual units in it as follows:

(a) If the individual vacant unit is offered for rent, write "1" for "For rent."

(b) If the individual vacant unit is intended to be occupied by the new owner, write "2" for "For sale only."

(c) If the individual unit is vacant because it is being held for sale of the entire building, write "6" for "Other vacant."

(d) If the entire building is vacant and rentals are not being sought, write "6" for "Other vacant."

c. "Rented or sold, not occupied" -- If any money rent has been paid or agreed upon, but the renter has not yet moved in, or if the unit has recently been sold but the new owner has not moved in, write "3" for "Rented or sold, not occupied."

d. "For seas/rec/occ" (For seasonal/recreational/occasional use) -- Includes vacant housing units such as:

(1) Units intended for occupancy during only certain seasons of the year, such as beach cottages, hunting cabins, etc.

(2) Units for weekend or other occasional use throughout the year.

(3) Shared ownership or time-sharing condominiums.

(4) Units held for herders, loggers, fish packers, and other workers *not employed in farm work*.

e. "For migrant workers" -- Includes vacant units intended for occupancy by migratory workers *employed in farm work* during the crop season. (Work in a cannery, a freezer plant, or a food processing plant is *not* farm work.)

f. "Other vacant" -- Includes vacant units which do not fall into any of the above classifications such as:

(1) Housing units held for settlement of an estate.

(2) Housing units held for occupancy of a caretaker, janitor or other employee.

(3) Housing units held for personal reasons of the owner or renter.

**ITEM C2 BOARDED-UP STATUS**

<p>C2 Is this unit boarded up?</p> <p>1. Yes</p> <p>2. No</p>
---

Complete this item from observation.

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

**ITEM D MONTHS VACANT**

<p>D Months vacant</p> <p>1. Less than 1</p> <p>2. 1 up to 2</p> <p>3. 2 up to 6</p> <p>4. 6 up to 12</p> <p>5. 12 up to 24</p> <p>6. 24 or more</p>
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**HOW TO COMPUTE THE TIME**

Write the appropriate code number for the time from the date the last occupants moved from the unit to the day of *your first attempt at enumeration*. For example, if the last occupants moved out on January 7 and you visit the unit on April 7, write "3" for "2 up to 6" (2 up to 6 months). If the occupants moved out April 3, write "1" for "less than 1" (less than 1 month).

1. FOR NEWLY CONSTRUCTED UNITS that have never been occupied, write the code for the time from the date construction was completed. Construction is considered to be completed when all the exterior windows and doors are in and final usable floors are in place.
2. FOR RECENTLY CONVERTED OR MERGED UNITS, report the time from the date conversion or merger was completed.

- a. *Conversion* is the creation of two or more housing units from fewer units through structural alteration or change in use. For example, one unit may be divided into two units or three units.
  - b. *Merger* is the combining of two or more housing units into fewer units through structural alteration or change in use. For example, two units may be combined into one.
3. For vacant units which are entirely occupied by persons with a USUAL HOME ELSEWHERE (UHE), write "1" for "less than 1."

**QUESTIONS H1a AND H1b PERSONS NOT LISTED OR ERRONEOUSLY LISTED**

<p><b>H1a When you told me the names of persons living here on March 1, did you leave anyone out because you were not sure if the person should be listed -- for example, someone temporarily away on a business trip or vacation, a newborn baby still in the hospital, or a person who stays here once in a while and has no other home?</b></p> <p>1. Yes -- Determine if you should add the person(s) based on the instructions for Question 1a.</p> <p>2. No</p>	<p><b>H1b When you told me the names of persons living here on March 1, did you include anyone even though you were not sure that the person should be listed -- for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?</b></p> <p>2. No</p>
---	--

Ask at each occupied housing unit. Do *not* ask these questions at institutional or noninstitutional group quarters.

- H1a. If the respondent answers that someone was left out because he or she was not sure if the person(s) should be listed, write "1" for "Yes." For each person whose status is in doubt, determine if the person is a member of the household. Refer to the rules for question 1a on the questionnaire and Appendix A (Table of Residence Rules) in this manual.
- a. If the person(s) is a household member, list the name(s) in question 1a and complete all population questions for the person. (NOTE: This will require using a continuation questionnaire for the household if all seven person columns have been used.)
  - b. If the person(s) is not a household member, determine if the person is a visitor who has a "Usual home elsewhere" (UHE).
    - (1) If the person is a visitor who has a UHE, but has no one at the UHE who will report him or her, complete an Individual Census Report (ICR) for the visitor and write the address of the UHE in the space provided on the ICR.
    - (2) If the person is a visitor without a UHE, list the name(s) in question 1a and complete all population questions for the person.

- H1b. If the respondent answers that someone was listed although he or she was not sure if the person(s) should be listed, write "1" for "Yes." If you are not sure if the person(s) should be included, refer to the rules for question 1a on the questionnaire and Appendix A (Table of Residence Rules) in this manual.
- a. If the person(s) is a household member, verify that the person is listed in question 1a and a person column has been completed for this person. All other population questions also should be completed for this person.
  - b. If the person(s) is not a household member, determine if the person is a visitor who has a "Usual home elsewhere" (UHE).
    - (1) If the person is a visitor who has a UHE, but has no one at the UHE to report him or her, complete an Individual Census Report (ICR) for the visitor and write the address of the UHE in the space provided on the ICR. Be sure to cross out the name(s) in question 1a and cancel with a large X this person's column on their person pages.
    - (2) If the person is a visitor without a UHE, verify that the person is listed in question 1a and all population questions also are completed for this person.

## **QUESTION H2 DESCRIPTION OF BUILDING**

**H2 Which best describes this building? Include all apartments, flats, etc., even if vacant.**

- 1 A mobile home or trailer
- 2 A one-family house detached from any other house
- 3 A one-family house attached to one or more houses
- 4 A building with 2 apartments
- 5 A building with 3 or 4 apartments
- 6 A building with 5 to 9 apartments
- 7 A building with 10 to 19 apartments
- 8 A building with 20 or more apartments
- 9 A boat, houseboat, or yacht
- 10 Other

Complete this item for all occupied and vacant housing units.

1. Count all occupied and vacant apartments in the house or building. Do not count stores or office space.
2. When one or more rooms have been added or built onto a mobile home or trailer, write "1" for a "one-family house detached from any other house." If, however, only a porch or shed has been added, write "9" for "mobile home or trailer."
3. "A one-family house" is a building that serves as living quarters for *one* household.
  - a. *Detached* means there is open space on all sides or the house is joined only to a shed or garage. A one-family house which contains a business is also detached if the building has open space on all four sides.

b *Attached* means that the house is joined to another house or building by at least one wall which goes from ground to roof.

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

4. If the building has 2 or more apartments, determine the total number of living quarters, both occupied and vacant, in the whole building and write the number for the correct response in the space at the right.

Separate apartments in an apartment house, even though each may be occupied by only one household, are not considered to be "one-family houses" as the whole building is occupied by more than one household. Do *not* classify it as detached or attached.

5. "A boat or houseboat" - Write the appropriate number in the box for any boats or house-boats occupied as a housing unit.
6. Write "9" for "Other" for any living quarters occupied as a housing unit that does not fit the other listed categories. Examples of living quarters that fit this category are abandoned cars, campers, tents, vans and caves.

### **QUESTION H3 HOUSE/APARTMENT OWNED OR RENTED**

<p><b>H3 Is this (house/apartment)</b></p> <ol style="list-style-type: none"> <li><b>1. Owned by you or someone in this household with a mortgage or loan?</b></li> <li><b>2. Owned by you or someone in this household free and clear (without a mortgage, incl traditional/customary practices?)</b></li> <li><b>3. Rented for cash rent?</b></li> <li><b>4. Occupied without payment of cash rent?</b></li> </ol>
--

Complete this item for all occupied housing units.

1. Write "1" for "Owned by you or someone in this household with a mortgage or loan" at the right in the box if the house, apartment, or mobile home is mortgaged. The unit must be owner-occupied (that is, the owner or co-owner must live in the unit). Include units being bought on land contract or contract to purchase, deed of trust, purchase agreement and units built on leased land if the unit is mortgaged.
2. Write "2" for "Owned by you or someone in this household free and clear (without a mortgage, including traditional/customary practices)" to the right in the box if there is no mortgage or other similar debt on the house, apartment, or mobile home. Include units built on leased land if the unit is owned outright without a mortgage.
3. Write "3" for "Rented for cash rent" if any money rent is paid or contracted for. Include rented condominiums and cooperatives.

- (a) The rent may be paid by persons who are not living in the house or apartment, such as a relative or

friend living elsewhere, or it may be paid by an organization, for example, a welfare agency.

- (b) "Continuing care," sometimes called life care, is a contract between an individual and a housing services provider. The contract requires the shelter, usually a house or apartment, and services such as meals, or transportation to shopping or recreation. For these kinds of living arrangements, write "3" for "Rented for cash rent."

4. Write "4" for "Occupied without payment of cash rent" if the house or apartment is *not* owned or being bought by a member of the household and if money rent is *not* paid or contracted for.

EXAMPLES:

- . military housing
- . a unit which is owned by friends or relatives who live elsewhere and who allow occupancy without charge
- . a house or apartment provided free to a janitor, caretaker, superintendent, or other employee in exchange for services.
- . housing provided free to members of the clergy
- . tenant farmer or sharecropper houses for which the occupants do not pay cash rent

## QUESTION H4 VALUE

H4 *Ask only if someone in this household OWNS OR IS BUYING this house, apartment, mobile home, or boat*  
**What is the value of this property; that is, how much do you think this (house and lot/condominium unit/mobile home/boat) would sell for it if were for sale?**

Complete this item for owner-occupied or vacant-for-sale only housing units.

1. If the respondent cannot answer the question because he or she thinks an exact figure is needed, ask the respondent for an estimate.

Help the respondent by explaining that the answer can be provided in a range rather than an exact dollar amount.

2. If the respondent has never thought of selling the property, ask whether he or she knows of a sale of a similar property in the neighborhood. If so, suggest that he or she estimate the value of the house, condominium, or mobile home accordingly.

3. If the respondent does not understand what is meant by "this property", explain that it includes:
  - a. FOR A ONE-FAMILY HOUSE:
    - (a) the entire building in which the owner lives, and
    - (b) the land on which it stands, and
    - (c) any additional buildings such as garages on the same plot of land.
  - b. FOR A CONDOMINIUM OR COOPERATIVE:
    - (a) the owner's individual unit, and
    - (b) the owner's share of the common area.
  - c. FOR A NONCONDOMINIUM MULTI-UNIT BUILDING:
    - (a) if the respondent owns a multi-unit building and lives in an apartment in the building, report the value of the building, the land, and any additional buildings such as a garage on the same plot of land.
  - d. FOR A MOBILE HOME OR TRAILER:
    - (a) the mobile home or trailer, and
    - (b) the land or lot on which it is currently placed.
4. If the respondent indicates that he or she owns the house (or mobile home) but not the land, ask the respondent to estimate the combined value of the house (or mobile home) and the land.
5. If joint ownership exists, report the value of the entire property whether or not all the owners live in the house, condominium, or mobile home.
6. If the respondent appears unwilling to answer the question, assure him or her that the estimate given is confidential and cannot be used for taxation or assessment.

## **QUESTION H5 MONTHLY RENT**

**H5** Ask only if this house, apartment, mobile home, or boat is RENTED FOR CASH RENT -- **What is the monthly rent?** If rent is NOT PAID BY THE MONTH, see your job instructions on how to figure a monthly rent.

Complete this item for all occupied housing units "rented for cash rent" and for all "vacant-for-rent" housing units.

1. Write in the amount of the rent in dollars. Write the amount of rent agreed to or contracted for, even if the rent is unpaid or paid by someone else.

Disregard pennies if 49 cents or less. If 50 cents or more, round to the next highest dollar. For example, if the rent is \$224.25, consider the rent to be \$224; if the rent is \$224.50, consider the rent to be \$225.

2. If rent is not paid by the month, use the following table to convert the rent to a monthly rent:

<i>If rent is paid:</i>	Multiply dollar amount by:	Divide dollar amount by:
Daily	30	-
Weekly	4	-
Biweekly or semimonthly (Every other week)	2	-
Quarterly (4 times a year)	3	-
Semiannually (2 times a year)	6	-
Annually (once a year)	-	12

3. Report the rent agreed upon even if the rent includes furnishings, utilities, meals or services.
4. Report the rent for *this unit only*. The rent must apply only to this house, apartment, or mobile home. If the rent includes rent for a business unit or for living quarters occupied by another household, report that part of the total rent the respondent estimates to be for his or her unit only.

For example, a renter pays \$250 monthly for a house, but he or she occupies only the unit on the first floor and rents out the other unit on the second floor. The renter estimates that the first floor unit, if rented separately, would be worth \$120. Report the monthly rent for this unit as \$120.

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

5. *Condominium fees or cooperative carrying charges* - If a renter pays rent to the owner of a condominium or cooperative, and the condominium fee or cooperative carrying charge is also paid by the renter to the owner, report the combined amount.
6. *Receipts from lodgers, roomers, others* - Report the rent paid or scheduled to be paid to the landlord or rental agent, *without* deduction for any payments received from lodgers or roomers who are listed in question 1 as members of the household. Also do not deduct any part of the rent that may be paid by friends or relatives living elsewhere, or a church, agency, etc.

**QUESTION H6 BUSINESS OR MEDICAL OFFICE ON THE PROPERTY**

**H6** *If this is a ONE-FAMILY HOUSE* -- **Is there a business (such as a store or barber shop) or a medical office on this property?**

Complete H6 for all occupied and vacant one-family houses and mobile homes.

1. A business is easily recognizable. It will usually have a separate outside entrance and have the appearance of a business, such as a grocery store, restaurant, barbershop, etc. It may be either attached to the house or mobile home or it may be located elsewhere on the property.

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

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

**QUESTION H7 YEAR MOVED IN**

**H7** **When did** (*Person listed on line 1*) **move into this (house/apartment)?**

Complete this item for all occupied housing units.

The "Person listed on line 1" refers to the person listed first on the front cover of the questionnaire. This person should be the household member (or one of the members) in whose name the house, apartment, or mobile home is owned, being bought, or rented. If there is no such person, any adult household member can be the person on line 1.

1. If the person listed on line 1 moved out and then moved back again, write the number of the category for the year of the most recent move; for example, for persons who have returned from the Armed Forces or those who have returned after completing college, write in the category for the date they returned.
2. If the person listed on line 1 moved from one apartment to another in the same building, write in the category for the year moved into the present apartment.
3. If the person listed on line 1 lived in the same mobile home but has moved to a different location in the same or another mobile home park, write in the category for the year when the person moved to the present location.
4. If the person listed on line 1 moved into a different mobile home at the same location, space, or site within the

same mobile home park, write in the category for the year when the person first moved to the location, space, or site.

### QUESTION H8 YEAR BUILT

#### H8 About when was this building first built?

- |                 |                 |                    |
|-----------------|-----------------|--------------------|
| 1. 2004 or 2005 | 4. 1990 to 1994 | 7. 1940 to 1959    |
| 2. 2000 to 2003 | 5. 1980 to 1989 | 8. 1939 or earlier |
| 3. 2000 to 1999 | 6. 1960 to 1979 | 9. Don't know      |

Complete this item for all occupied and vacant housing units.

- At the right, write the number corresponding to the period in which original construction was completed, *not* the time of any later remodeling, additions, or conversions.
- In a single-unit building, if the occupants do not know the year built, ask how old the building was when they moved in. It may be helpful to ask the occupants if the building was built before World War II. If so, write "8" for "1939 or earlier."
- In buildings containing more than one unit, you may obtain this information from the owner, manager, or janitor. The entry for this question should be the same for all units in the same structure.
- For units under construction which meet the housing unit definition, that is, all exterior windows and doors and final usable floors are in place, write "1" for "2004 or 2005."
- For a mobile home, trailer, or houseboat, write the number for the appropriate category for the *model year* in which it was manufactured.
- If the period when the building was first constructed cannot be estimated, write "9" for "Don't know."

### QUESTION H9 OUTSIDE WALLS

H9 What is the MAIN type of material used for the outside walls of this building? Read each category and mark (X) ONE box.

- |                    |          |
|--------------------|----------|
| 1. Poured concrete | 4. Wood  |
| 2. Concrete blocks | 5. Other |
| 3. Metal           |          |

Complete this item for all occupied and vacant housing units.

Write only ONE number to the right in the box for this question. Write the number corresponding to the type of material which is used most.

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

### **QUESTION H10 ROOF**

**H10 What is the MAIN type of material used for the roof of this building?** *Read each category and mark (X)*  
*ONE box.*

- |                    |           |
|--------------------|-----------|
| 1. Poured concrete | 4. Thatch |
| 2. Metal           | 5. Other  |
| 3. Wood            |           |

Complete this item for all occupied and vacant housing units.

Write only ONE number to the right in the box for this question. Write the number corresponding to the type of material which is used most.

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

**QUESTION H11 FOUNDATION**

**H11 What is the MAIN type of material used for the foundation of this building?**

1. Concrete
2. Wood pier or pilings
3. Other

Complete this item for all occupied and vacant housing units.

Write only ONE number to the right in the box for this question. Write the number corresponding to the type of material which is used most.

1. Write "1" for "Concrete" if the major portion of the foundation is of concrete.
2. Write "2" for "Wood pier or pilings" if the major portion of the foundation is of wood pier or pilings.
3. Write "3" for "Other" for all types of foundation materials which are not included in any of the above categories or if there is no foundation.

**QUESTION H12 NUMBER OF ROOMS**

**H12 How many rooms do you have in this (house/apartment)? Count living rooms, dining rooms, kitchens, and bedrooms, but do NOT count bathrooms, balconies, foyers or halls.**

Complete this item for all occupied and vacant housing units.

1. Write the total number of rooms in the space in the box.
  - a. Count only whole rooms used for living purposes such as:
    - . living rooms
    - . dining rooms
    - . bedrooms
    - . kitchens
    - . finished attic or finished basement rooms
    - . recreation rooms and family rooms
    - . permanently enclosed porches suitable for year-round use

- . lodger's rooms
  - . rooms used for offices by a person living in the unit
- b. Do *not* count:
- . bathrooms
  - . halls, foyers, or vestibules
  - . balconies or open porches
  - . closets
  - . alcoves
  - . pantries
  - . kitchenettes, or strip or pullman kitchens
  - . laundry, utility, or furnace rooms
  - . unfinished attics or unfinished basements
  - . other unfinished space used for storage
  - . offices used only by persons not living in the unit
2. A partially divided room, such as a dinette next to a kitchen or living room, is a separate room *only* if there is a partition from floor to ceiling, but not if the partition consists solely of shelves or cabinets.
3. If a room is used by occupants of more than one apartment, include the room with the unit from which it is most easily reached.

### **QUESTION H13 NUMBER OF BEDROOMS**

**H13 How many bedrooms do you have; that is, how many bedrooms would you list if this (house/apartment) were on the market for sale or rent?**

Complete this item for all occupied and vacant housing units.

1. Count as bedrooms all rooms designed to be used as bedrooms; that is, the number of rooms that would be listed as bedrooms if the house, apartment, or mobile home were on the market for sale or for rent. Include all rooms intended to be used as bedrooms, even if they are currently being used for other purposes.
2. Write "0" for "No bedroom" if the house or apartment consists of only one room, such as a one-room efficiency apartment.

**QUESTION H14 HOT AND COLD PIPED WATER****H14 Do you have hot and cold piped water?**

1. Yes, in this unit
2. Yes, in this building
3. No, only cold piped water in this unit
4. No, only cold piped water in this building
5. No, only cold piped water outside this building
6. No piped water

Complete this item for all occupied and vacant housing units.

Piped water means a supply of water is available at a sink, wash basin, bathtub, or shower. The hot water need not be supplied continuously. Hot water supplied by an electric faucet attachment at the kitchen sink, an electric shower attachment, etc., is *not* piped hot water.

Piped water may be located within the unit itself, or it may be in the hallway, or in a room used by several units in the building. It may even be necessary to go outdoors to reach that part of the building in which the piped water is located.

1. Write "1" for "Yes, hot and cold in this unit" if there is hot and cold running water inside the house, apartment, or mobile home AND *INSIDE THE UNIT* being enumerated.
2. Write "2" for "Yes, in this building" if there is hot and cold running water inside the house, apartment, or mobile home BUT NOT *INSIDE THE UNIT* being enumerated.
3. Write "3" for "No, only cold piped water in this unit" if there is cold running water available inside the unit. (THEN **SKIP TO H16**)
4. Write "4" for "No, only cold piped water in this building" if there is NO cold running water available inside the unit, but there is cold piped, running water in the building. (THEN **SKIP TO H16**)
5. Write "5" for "No, only cold piped water outside this building" if there is only cold running water available outside the building. (THEN **SKIP TO H16**)
6. Write "6" for "No, piped water" if there is no piped water on this property. (THEN **SKIP TO H16**)

**QUESTION H15 ENERGY FOR HEAT****H15 If Yes, What type of energy does your water heater use most?**

- |                |                |
|----------------|----------------|
| 1. Electricity | 3. Solar       |
| 2. Gas         | 4. Other fuels |

Complete this item for all occupied and vacant housing units that have hot and cold piped water in the unit or in the building.

Write only ONE number in the box for this question. Write the number which corresponds to the response for the energy the water heater uses most. In buildings containing more than one unit you may obtain this information from the owner, manager, or janitor. The entry for this question should be the same for all units in the same structure.

1. Write "1" for "Electricity" when electricity is used.
2. Write "2" for "Gas" when fuel such as bottled, tank, or LP gas is used. Bottled, tank, or LP gas is stored in tanks which are refilled or exchanged when empty.
3. Write "3" for "Solar power" when solar power is used.
4. Write "4" for "Other fuels" for any fuel not separately listed.

### **QUESTION H16 BATHTUB OR SHOWER**

<p><b>H16 Do you have a bathtub or shower?</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Yes, in this unit</td> <td style="width: 50%;">3. Yes, outside this building</td> </tr> <tr> <td>2. Yes, in this building</td> <td>4. No</td> </tr> </table>	1. Yes, in this unit	3. Yes, outside this building	2. Yes, in this building	4. No
1. Yes, in this unit	3. Yes, outside this building			
2. Yes, in this building	4. No			

Complete this item for all occupied and vacant housing units.

Count a bathtub or shower only if the equipment is permanently connected to piped running water. Exclude portable bathtubs.

1. Write "1" for "Yes, in this unit" if there is a bathtub or shower available inside the house or apartment you are enumerating.
2. Write "2" for "Yes, in this building" if there is a bathtub or shower available inside the building but not in the unit being enumerated.
3. Write "3" for "Yes, outside this building" if there is a bathtub or shower or shower outside the house or apartment being enumerated.
4. Write "4" for "No" if:
  - a. There are no installed bathing facilities; or
  - b. There is no piped water in the building; or
  - c. Only portable or temporary bathing facilities are available to the occupant.

**QUESTION H17 FLUSH TOILET****H17 Do you have a flush toilet?**

- |                               |                          |
|-------------------------------|--------------------------|
| 1. Yes, in this unit          | 4. No, outhouse or privy |
| 2. Yes, in this building      | 5. No, other or none     |
| 3. Yes, outside this building |                          |

Complete this item for all occupied and vacant housing units.

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

1. Write "1" for "Yes, in this unit" if the flush toilet is inside the house or apartment being enumerated.
2. Write "2" for "Yes, in this building" if there is flush toilet available inside the building but not in the unit being enumerated.
3. Write "3" for "Yes, outside this building" if there is a flush toilet outside the house or apartment being enumerated.
4. Write "4" for "No, outhouse or privy" if there is a outhouse, privy or benjo used by the unit being enumerated.
5. If the answer is "No" write "5" for "No, other or none".

**QUESTION H18 ELECTRIC POWER****H18 Does this house/apartment have electric power?**

1. Yes
2. No

Complete this item for all occupied and vacant housing units.

1. Write "1" for "Yes" for house or apartment equipped with electricity even though the current may be shut off because the unit is vacant or because the electric bills have not been paid. Write "1" if power is from a generator.
2. Write "2" for "No" if the unit doesn't use any source of electric power.

## QUESTION H19 TELEPHONE, CELL PHONE, AND COMPUTER

<b>H19a</b>	<b>Do you have a telephone in this (house/apartment)?</b>	<b>1 Yes 2 No</b>
<b>H19b</b>	<b>Do you have a cell phone?</b>	<b>1 Yes 2 No</b>
<b>H19c</b>	<b>Do you have personal computer?</b>	<b>1 Yes 2 No</b>

Complete these items for all occupied housing units.

Telephone:

1. Write "1" for "Yes" only if there is a telephone *in* the respondent's house, apartment, or mobile home.
2. Write "2" for "No" if there is no telephone in the respondent's house, apartment, mobile home, or if the respondent says there is one in the building, but it is not in the respondent's house, apartment, or mobile home.

Cell phone:

1. Write "1" for "Yes" only if someone in the household has a working cell phone.
2. Write "2" for "No" if no one in the household has a working cell phone.

Personal computer:

1. Write "1" for "Yes" only if there is a working personal computer *in* the respondent's house, apartment, or mobile home.
2. Write "2" for "No" if there is no working personal computer in the respondent's house, apartment, mobile home, or if the respondent says there is one in the building, but it is not in the respondent's house, apartment, or mobile home.

## QUESTION H20 RADIO

<p><b>H20 Do you have a battery operated radio?</b> Count car radios, transistors, and other battery operated sets in working order or needing only new battery for operation.</p> <p>1. Yes 2. No</p>
--

Complete this item for all occupied housing units.

Count only car radios, transistors, and other battery operated sets in working order or needing only new batteries for operation.

1. Record "1" for "Yes" if there is at least one radio in the housing unit being enumerated.
2. Record "2" for "No" if no radios are in the house unit being enumerated.

## **QUESTION H21 TELEVISION**

**H21 Do you have a television set?**

1. Yes
2. No

Complete this item for all occupied housing units.

1. Record "1" for "Yes" if there is a TV in the housing unit being enumerated.
2. Record "2" for "No" if no TVs are in the house unit being enumerated.

## **QUESTION H22 AIR CONDITIONING**

**H22 Do you have air conditioning?**

- |   |                        |
|---|------------------------|
| 1. Yes, a central air-conditioning system | 3. Yes, 2 + room units |
| 2. Yes, 1 individual room unit            | 4. No                  |

Complete this item for all occupied and vacant housing units.

1. Write "1" for "Yes, a central air conditioning system" if a central installation which air conditions a number of rooms is used. In an apartment building, each apartment may have its own central system, or there may be several systems each providing central air conditioning for a group of apartments. A central system with individual room controls should be marked "Yes, a central air conditioning system".
2. Write "2" for "Yes, 1 individual room unit" in the box if the housing unit has ONE individual room unit.
3. Write "3" for "Yes, 2 or more individual room units" in the box if the housing unit has TWO OR MORE individual room units.
4. Write "4" for "No" if the unit is not cooled by air conditioner.

**QUESTION H23 SOURCE OF WATER**

H23 Do you get water from:

- |   |  |
|---|--|
| <b>1. A public system only?</b>           | <b>4. A public standpipe?</b>                                    |
| <b>2. A public system and cistern?</b>    | <b>5. Some other source like an individual well or a spring?</b> |
| <b>3. A cistern,tanks, or drums only?</b> |  |

Complete this item for all occupied and vacant housing units.

Write the number corresponding to the appropriate response for the source of the water used by the occupants of the house or apartment, whether or not it is in the building or some other place on the property, or if the occupants get water elsewhere. For example, if the occupants get water from neighbors, write the number for the category for the source of the neighbor's water.

1. A PUBLIC SYSTEM ONLY

Write "1" for "A public system only" in the box if there is running water which comes from any common source supplying *5 or more houses or apartments*. The water may be supplied by an island or city water system, water district, water company, etc., or it may be obtained from a well which supplies 5 or more houses or apartments.

2. A PUBLIC SYSTEM AND CISTERN

Write "2" for "a public system and cistern" in the box when there is running water which comes from a public system and there is also a cistern in which rain water is collected.

3. A CISTERN, TANKS, OR DRUMS ONLY

Write "3" for "a cistern, tanks, or drums only" in the box when the only source of water is a cistern, tanks or drums in which rain water is collected. Such sources usually serve only one structure.

4. A PUBLIC STANDPIPE

Write "4" for "a public standpipe" in the box when there is a vertical pipe which is connected to a public water system, and from which nearby residents draw water.

5. SOME OTHER SOURCE SUCH AS AN INDIVIDUAL WELL OR A SPRING

Write "5" for "other source" in the box when the water is obtained privately from an individual well, spring, rivers, irrigation canals, creeks, ponds, lakes, or other sources not listed separately.

**QUESTION H24 WATER FOR COOKING**

**H24 Do you use the public water system for cooking?**

1. Yes
2. No, use rainwater
3. No, use bottled water
4. No, use both rainwater and bottled water

Complete at all occupied and vacant units.

1. Write "1" for "Yes" if the housing unit uses the public water system for cooking.
2. Write "2" for "No, use rainwater" if the housing unit collects rainwater, and then uses it for cooking.
3. Write "3" for "No, use bottled water" if the housing unit buys bottled water to use for cooking.
4. Write "4" for "No, use both rainwater and bottled water" if the housing units uses both rainwater and bottled water for cooking.

**QUESTION H25 WATER FOR DRINKING**

**H25 Do you use the public water system for drinking?**

1. Yes
2. No, use rainwater
3. No, use bottled water
4. No, use both rainwater and bottled water

Complete at all occupied and vacant units.

1. Write "1" for "Yes" if the housing unit uses the public water system for drinking.
2. Write "2" for "No, use rainwater" if the housing unit collects rainwater, and then uses it for drinking.
3. Write "3" for "No, use bottled water" if the housing unit buys bottled water to use for drinking.
4. Write "4" for "No, use both rainwater and bottled water" if the housing units uses both rainwater and bottled water for drinking.

## QUESTION H26 SEWAGE DISPOSAL

**H26 Is this building connected to a public sewer?**

1. Yes, connected to public sewer
2. No, connected to septic tank or cesspool
3. No, use other means

Complete this item for all occupied and vacant housing units.

1. PUBLIC SEWER

The public sewer is operated by the government. Write "1" for "Yes, connected to public sewer" when the house or apartment is connected to the sewer system.

2. SEPTIC TANK OR CESSPOOL

A septic tank or cesspool is an underground tank or pit for disposal of sewage. Write "2" for "No, connected to septic tank or cesspool" for units provided with this method of sewage disposal. Do *not* include in this category small sewage treatment plants which in some localities are called neighborhood septic tanks. Write "1" for such installations as "Yes, connected to public sewer."

3. OTHER MEANS

Write "3" for "other means" when sewage is disposed of in any other way.

## QUESTION H27 MAIN COOKING FACILITIES

**H27 Are your MAIN cooking facilities inside or outside this building?**

1. Inside this building } *Go to H28*
2. Outside this building }
3. No cooking facilities -- *Skip to H30*

Complete this item for all occupied and vacant housing units.

Main cooking facilities are the ones that are used most often for preparation of meals. Additional equipment such as a range, stove, a hot plate, etc., not used regularly should not be classified as *main* cooking facilities.

1. Write "1" for "Inside this unit" if the main cooking facilities are located in the same building as the house or apartment being enumerated.
2. Write "2" for "Outside this unit" if the main cooking facilities are located in a different building or place other than the house or apartment being enumerated. Main cooking facilities outside the living quarters may be

shared with other living quarters. For example, a separate cooking house, is separate from the main unit.

3. Write "3" for "No cooking facilities" if there are no cooking facilities for the house or apartment being enumerated. **Skip to H30.**

### **QUESTION H28 FUEL FOR COOKING**

<b>H28 Which FUEL is used MOST for cooking in this (house/apartment)?</b>			
[Check all that apply]			
<input type="checkbox"/>	1. Electricity	<input type="checkbox"/>	4. Biomass
<input type="checkbox"/>	2. Gas: bottled or tank (LPG)	<input type="checkbox"/>	(Charcoal, wood)
<input type="checkbox"/>	3. Kerosene	<input type="checkbox"/>	5. Other
		<input type="checkbox"/>	6. No fuel used

These questions has to do with the fuel used for cooking. Question H28 has to do with general cooking activities, and question H29 has to do, specifically, with a microwave oven. For H28, check the box for each type of fuel the household uses for cooking. If the household uses only one type of fuel, check only the one appropriate box, but if the family uses more than one type of fuel, check all appropriate boxes. Complete this item for all occupied and vacant housing units.

### **QUESTION H29 MICROWAVE OVEN**

<b>H29 Do you have a microwave oven?</b>
1. Yes
2. No

If the household has a microwave oven, write "1" for yes. Otherwise write "2" for no.

### **QUESTION H30 SINK WITH PIPED WATER**

<b>H30 Do you have a sink with piped water in this building?</b>
1. Yes
2. No

Complete this item for all occupied and vacant housing units.

Write "1" for "Yes" if there is a sink *with piped water* in the building being enumerated.

Write "2" for "No" if there is NO sink with piped water in the building being enumerated.

NOTE: The sink has to be installed and the water running or available at the sink.

### **QUESTION H31 REFRIGERATOR**

**H31 Do you have a refrigerator in this building? If "Yes," ask -- What type?**

1. Yes, electric
2. Yes, gas
3. No refrigerator

Complete this item for all occupied and vacant housing units.

1. Write "1" for "Yes, electric" if the unit has a refrigerator that is operated by electricity.
2. Write "2" for "Yes, gas" if the unit has a refrigerator that is operated by gas.
3. Write "3" for "No refrigerator" if there is no refrigerator.

### **QUESTION H32a AUTOMOBILES, VANS AND TRUCKS**

**H32 How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household?**

Complete this item for all occupied housing units.

Count passenger automobiles, vans, pickups, and small panel trucks of one-ton capacity or less which are kept at home for the use of household members. Count vehicles of *all* members of the household including lodgers or other nonrelatives living in the house, apartment, or mobile home.

1. Include:

- a. Company cars, company vans, pickups, or small panel trucks of one-ton capacity or less, if kept at home for use of household members.
  - b. Taxicabs, police cars, and government cars if kept at home for use of household members for nonbusiness purposes.
  - c. Vehicles that are rented or leased for one month or more.
2. Do *not* include:
- a. Automobiles, vans, and trucks kept at home by a household member, but used *only* for business purposes.
  - b. Dismantled or dilapidated cars in an early stage of being junked or immobile cars used only as a source of power for some piece of machinery.

### **QUESTION H32b BOATS**

**H32b How many boats are kept at home for use by members of this household?**

Complete this item for all occupied housing units.

Count boats which are kept at home for the use of household members. Count boats of *all* members of the household including lodgers or other nonrelatives living in the house, apartment, or mobile home.

1. Include:
  - a. Company boats kept at home for use of household members.
  - b. Government boats if kept at home for use of household members for nonbusiness purposes.
  - c. Boats that are rented or leased for one month or more.
2. Do *not* include:
  - a. Boats kept at home by a household member, but used *only* for business purposes.
  - b. Dismantled or dilapidated boats in an early stage of being junked or immobile boats used only as a source of power for some piece of machinery.

**QUESTION H33 COST OF ELECTRICITY**

H33 What is the average monthly cost for electricity for this house/apartment?

For electricity costs, if the household DOES have electricity, obtain the average monthly cost of electricity for the unit.

If the cost of water usage is included with the electricity, record that in the space for average monthly water costs. If the household pays for its water separately from the electricity, record the amount paid for water in the space provided.

Complete for all occupied housing units.

1. Enter the average monthly costs in the spaces provided.

Report the average monthly cost if the respondent pays the entire utility or fuel bill (even if these bills are unpaid), or if all or part of the respondent's utility or fuel bill is paid by a welfare agency, relative, or friend.

If part of the cost of the utility or fuel is paid by the landlord and part paid by the occupants, report *only the part paid by the occupants*.

If the respondent pays the entire utility or fuel bill for a multi-unit building (for example, he or she is the landlord), report only the amount for his or her own housing unit. If necessary, accept an estimate.

2. If the respondent doesn't know the exact cost, an approximate figure will do. Ask additional questions as necessary to obtain a reasonable estimate (for example, "Is the cost greater than \$50 or less than \$50?", etc.). In some cases, it may be easier for you to compute the fuel or utility costs from information given by the respondent. If so, ask whether your estimate sounds reasonable before entering the amount.

If electricity and water are billed together, try to obtain an estimate for each of the utilities separately. If this is not possible, enter the combined amount on the electricity line and bracket { } the two utilities.

3. If the house or apartment is rented or is a condominium, enter the costs for utilities and fuels only if they are paid in addition to the rent or the condominium fee. If a utility or fuel is included in the rent or the condominium fee, write in the appropriate number for that response.
4. Write "0" for "No charge or ... not used" if the utility or fuel is not used, if it is not available to the household, or if it is provided to the renter or owner free of charge.
5. If the respondent has moved in recently, ask for his/her estimate based on previous experience and general knowledge of fuel and utility costs. Emphasize that we need an estimate in order to determine total housing costs for all housing units on a comparable basis.

**QUESTION H34 COST OF GAS**

H34 What is the average monthly cost for gas for this house/apartment?

\$ \_\_\_\_\_

Complete this item for all occupied housing units.

1. Enter the average monthly cost in the space provided.

Report the average monthly cost if the respondent pays the entire utility or fuel bill (even if these bills are unpaid), or if all or part of the respondent's utility or fuel bill is paid by a welfare agency, relative, or friend.

If part of the cost of the utility or fuel is paid by the landlord and part paid by the occupants, *report only the part paid by the occupants.*

If the respondent pays the entire utility or fuel bill for a multi-unit building (for example, he or she is the landlord), report only the amount for his or her own housing unit. If necessary, accept an estimate.

2. If the respondent doesn't know the exact cost, an approximate figure will do. Ask additional questions as necessary to obtain a reasonable estimate (for example, "Is the cost greater than \$50 or less than \$50?", etc.). In some cases, it may be easier for you to compute the fuel or utility costs from information given by the respondent. If so, ask whether your estimate sounds reasonable before entering the amount.
3. If the house or apartment is rented, enter the costs for utilities and fuels only if they are paid in addition to the rent. If a utility or fuel is included in the rent, write that in the appropriate box.
4. Write "0" if "No charge or ... not used" if the utility or fuel is not used, if it is not available to the household, or if it is provided to the renter or owner free of charge.
5. If the respondent has moved in recently, ask for his/her estimate based on previous experience and general knowledge of fuel and utility costs. Emphasize that we need an estimate in order to determine total housing costs for all housing units on a comparable basis.

**QUESTION H35 COST OF WATER**

H35 What is the average monthly cost for water for this house/apartment?

\$ \_\_\_\_\_

Complete this item for all occupied housing units.

1. Enter the average monthly cost in the space provided.

Report the average monthly cost if the respondent pays the entire utility or fuel bill (even if these bills are unpaid), or if all or part of the respondent's utility or fuel bill is paid by a welfare agency, relative, or friend.

If part of the cost of the utility or fuel is paid by the landlord and part paid by the occupants, *report only the part paid by the occupants.*

If the respondent pays the entire utility or fuel bill for a multi-unit building (for example, he or she is the landlord), report only the amount for his or her own housing unit. If necessary, accept an estimate.

2. If the respondent doesn't know the exact cost, an approximate figure will do. Ask additional questions as necessary to obtain a reasonable estimate (for example, "Is the cost greater than \$50 or less than \$50?", etc.). In some cases, it may be easier for you to compute the fuel or utility costs from information given by the respondent. If so, ask whether your estimate sounds reasonable before entering the amount.
3. If the house or apartment is rented, enter the costs for utilities and fuels only if they are paid in addition to the rent. If a utility or fuel is included in the rent, write that in the appropriate box.
4. Write "0" if "No charge or ... not used" if the utility or fuel is not used, if it is not available to the household, or if it is provided to the renter or owner free of charge.
5. If the respondent has moved in recently, ask for his/her estimate based on previous experience and general knowledge of fuel and utility costs. Emphasize that we need an estimate in order to determine total housing costs for all housing units on a comparable basis.

### **QUESTION H36 COST OF KEROSENE, OIL, COAL**

**H36 What is the average monthly cost for kerosene, oil, coal, etc. for this house/apartment?**

\$ \_\_\_\_\_

Complete this item for all occupied housing units.

1. Enter the average monthly cost in the space provided.

Report the average monthly cost if the respondent pays the entire utility or fuel bill (even if these bills are unpaid), or if all or part of the respondent's utility or fuel bill is paid by a welfare agency, relative, or friend.

If part of the cost of the utility or fuel is paid by the landlord and part paid by the occupants, *report only the part paid by the occupants.*

If the respondent pays the entire utility or fuel bill for a multi-unit building (for example, he or she is the landlord), report only the amount for his or her own housing unit. If necessary, accept an estimate.

2. If the respondent doesn't know the exact cost, an approximate figure will do. Ask additional questions as necessary to obtain a reasonable estimate (for example, "Is the cost greater than \$50 or less than \$50?", etc.). In some cases, it may be easier for you to compute the fuel or utility costs from information given by the

- respondent. If so, ask whether your estimate sounds reasonable before entering the amount.
3. If the house or apartment is rented, enter the costs for utilities and fuels only if they are paid in addition to the rent. If a utility or fuel is included in the rent, write that in the appropriate box.
  4. Write "0" if "No charge or ... not used" if the utility or fuel is not used, if it is not available to the household, or if it is provided to the renter or owner free of charge.
  5. If the respondent has moved in recently, ask for his/her estimate based on previous experience and general knowledge of fuel and utility costs. Emphasize that we need an estimate in order to determine total housing costs for all housing units on a comparable basis.

### **QUESTION H37 PRESCRIPTION DRUGS**

<b>H37 Where do you buy most of your prescription and non-Prescription drugs?</b>	
1. Hospital	4. Drug/grocery store
2. Clinic in own State	5. Elsewhere
3. Clinic outside State	6. Cannot afford to purchase
<input style="width: 40px; height: 20px;" type="checkbox"/>	

Complete this item for all occupied housing units.

Record the place where the household purchases most of its prescription and non-prescription drugs. Report:

1. Hospital – if most of the purchases for prescription and non-prescription drugs are made at the hospital.
2. Clinic in own State – if most of the purchases for prescription and non-prescription drugs are made at a clinic in the household's own State in Palau.
3. Clinic outside own State – if most of the purchases for prescription and non-prescription drugs are made at a clinic outside the State.
4. Drug or grocery store – if most of the purchases for prescription and non-prescription drugs are made at a drug store or a grocery store.
5. Elsewhere – if prescription or non-prescription drugs are purchased, but not one of the above named places.
6. Cannot afford to purchase – if the household cannot afford to purchase prescription and non-prescription drugs, so don't use any of the places mentioned.

### **QUESTION H38 REMITTANCES SENT**

**H38 How much remittances did this household give or send to all persons inside or outside Palau last year?**

**Where was the largest amount sent outside of Palau?**

Ask this question at all occupied units.

Determine the TOTAL amount of remittances given to persons inside Palau or SENT to persons outside Palau, and record that TOTAL amount in the space provided.

THEN, ask "Where was the largest amount sent outside of Palau?" and record the country (such as the Philippines) or territory (such as Guam) where the largest amount was sent.

## PART II. EXPLANATIONS OF POPULATION QUESTIONS

The Population Items contain the information about the demographic, social, and economic aspects of Palau's population. The demographic items include age and sex, relationship, marital status, and ethnicity. The Census also collects information about migration, both long term migration -- where people were born compared to where they are now -- generational migration, and short term migration. The social items include education and language use. The economic items include what kind of work people did last week and last year, their incomes, and poverty.

### QUESTION 2 SEX

**2. Is...male or female?**

1. Male
2. Female

Determine the appropriate response by observation. If this is not possible, a person's sex can usually be determined from the name or relationship entry.

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

1. Write "1" for "Male" if the person is male.
2. Write "2" for "Female" if the person is female.

### QUESTION 3 RELATIONSHIP

**3. How is ... related to (Person 1)?**

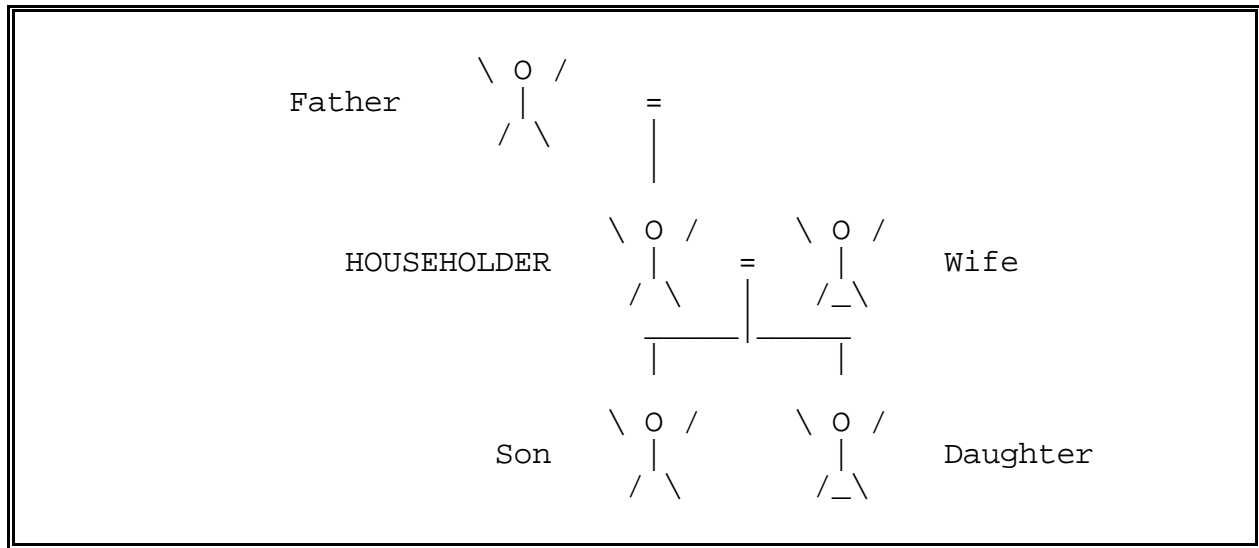
- |                                     |           |                       |
|-------------------------------------|-----------|-----------------------|
| 1. Householder                      | 2. Spouse | 6. Father/Mother      |
| 3. Natural or adopted son/daughter  |           | 7. Grandchild         |
| 4. Stepson/stepdaughter             |           | 8. Other relative:    |
| 5. Brother/sister                   |           | _____                 |
| If not related to Person 1:         |           |                       |
| 9. Roomer, boarder, or foster child |           | 11. Unmarried partner |
| 10. Domestic worker/helper          |           | 12. Other nonrelative |

1. GENERAL

Write the number of the appropriate response in the box to describe the relationship of each person to the "Person on line 1."

If the person *is* related to Person 1 by blood, marriage, or adoption, but is not the "Husband/wife," "Natural-born or adopted son/daughter," "Stepson/stepdaughter," "Brother/sister," "Father/mother," or "Grandchild" of Person 1, write "8" for "Other relative" and PRINT the person's exact relationship in the space provided.

For all of the other persons in the household, indicate or write in the actual relationship to head -- for example, wife (or husband), child, parent, etc. If the person is not related to the head, write in the applicable response, such as roomer, live-in help, etc. NOTE in the example below that each person is related TO THE HOUSEHOLDER, not the other way around. So the Householder's wife is related to the householder as "Wife". The father of the householder is listed as Father. And so forth.



IF the householder is a female, then her spouse will be listed as "Husband". That is, everyone is still related to HER, not the other way around. BE SURE THAT ALL ENTRIES MARKED ARE IN TERMS OF RELATIONSHIP TO THE HOUSEHOLDER. For example, the wife of a married son living with the son's father (entered as Person 1 as the Householder) should be reported as "daughter-in-law" or "son's wife", not "Wife".

If a person *is not* related to Person 1, write in the appropriate response, as applicable, for "Roomer, boarder, or foster child," "Domestic worker/helper," "Unmarried partner," or "Other nonrelative."

Be sure all entries marked are in terms of relationship to the "Person in line 1." For example, the wife of a married son living with the son's father (entered as Person 1) should be reported as "Other relative," not "Husband/wife." The child of an "Unmarried partner" of Person 1 should be reported as "Other nonrelative."

2. PERSON ON LINE 1

Write "1" for "Householder" for the person on line 1. Everyone else is to be "related" to that person.

3. HUSBAND/WIFE

Write "2" for "Husband/wife" for the person reported as the husband or wife of the "Person on line 1." There may be other married couples in the household but the entry for "Husband/wife" should only be recorded for the person reported as married to the "Person on line 1."

4. NATURAL-BORN OR ADOPTED SON/DAUGHTER

Write "3" for "Natural-born or adopted son/daughter" for a child who is a son or daughter of the "Person on line 1" by birth, regardless of the age of the child. Write "3" for "Natural-born or adopted son/daughter" for a child who is a son or daughter of the "Person on line 1" by legal adoption, regardless of the age of the child, only in cases where the "Person on line 1" is not also the stepparent of the child. Sons-in-law and daughters-in-law should be marked "Other relative" (see instruction 9 below). Foster children should be marked "Roomer, boarder, or foster child."

5. STEPSON/STEPDAUGHTER

Write "4" for "Stepson/stepdaughter" for a child who is the son or daughter of the "Person on line 1" through marriage but not by birth, regardless of the age of the child (exclude sons-in-law and daughters-in-law). If the "Stepson/stepdaughter" of the "Person on line 1" has also been legally adopted by the "Person on line 1" write "4" for "Stepson/stepdaughter" but do not mark "Natural-born or adopted son/daughter." In other words, "Stepson/stepdaughter" takes precedence over "Adopted son/daughter."

6. BROTHER/SISTER

Write "5" for "Brother/sister" for the brother or sister of the "Person on line 1." Stepbrothers, stepsisters, and brothers and sisters by adoption should be marked "Brother/sister." Brothers-in-law and sisters-in-law should be marked "Other relative" (see instruction 9 below).

7. FATHER/MOTHER

Write "6" for "Father/mother" for the father or mother of the "Person on line 1." Write "6" for parents by birth, stepparents, and parents by adoption as "Father/mother." Parents-in-law should be marked "Other relative" (see instruction 9 below).

8. GRANDCHILD

Write "7" for "Grandchild" for the grandson or granddaughter of the "Person on line 1."

9. OTHER RELATIVE

Write "8" for "Other relative" for anyone else related to the "Person on line 1" by blood, marriage, or adoption (sister-in-law, nephew, aunt, mother-in-law, son-in-law, daughter-in-law, cousin, grandparent, great-grandchild, etc.), and *print the exact relationship* in the space provided.

10. ROOMER, BOARDER, OR FOSTER CHILD

Write "9" for "Roomer, boarder, or foster child" for a roomer, boarder, lodger, or relative of such, and for foster children or foster adults of the "Person on line 1."

## 11. DOMESTIC WORKER/HELPER

Write "10" for "Domestic worker/helper" for persons who are not relatives of the "Person on line 1" and who share living quarters primarily to be domestic workers or helpers.

## 12. UNMARRIED PARTNER

Write "11" for "Unmarried partner" for a person who is not a relative of the "Person on line 1," who shares living quarters and who has a close personal relationship with the "Person on line 1."

## 13. OTHER NONRELATIVE

Write "12" for "Other nonrelative" for a person who is not related by blood, marriage, or adoption to the "Person on line 1" but *is* related to an "Unmarried partner" or "Domestic worker/helper" or who cannot be described by the categories given.

## 14. CONTINUATION QUESTIONNAIRES

When there are more than ten people to be entered, a continuation questionnaire is required. Start with person 11 on the first person pages of the continuation questionnaire, *and* be sure all relationships marked on the continuation questionnaire refer to Person 1 on the original (first form) questionnaire.

## QUESTION 4 ETHNIC ORIGIN OR RACE

4. What is ...'s ethnic origin or race?

If the respondent is unable to give a response or does not understand the question, say -- "Ethnic origin or race refers to a person's origin or descent, "roots," or heritage. Ethnic origin may refer to where the person the person's parents or ancestors were born. There is no set rule as to how many generations are to be taken into account in determining ethnic origin or race. A person may report his or her ethnic origin or race based on the origin or race of a parent, a grandparent, or more distant ancestors.

## 1. HOW TO DETERMINE ANCESTRY IN SPECIAL SITUATIONS

- a. When the respondent reports where more than one ethnic origin or race (for example, White Chamorro), print the first two groups reported.
- b. When only a GENERAL answer like "Asian," "Micronesia," or "European" is reported:
  - 1) Ask for a more specific group.

2) If the respondent does not know the specific ethnic origin or race, print the answer reported.

2. RULES FOR ENTERING ANCESTRY WHEN "AMERICAN" IS GIVEN

- a. If the respondent says he or she is "American", explain that ethnic origin or race refers to the origin or "roots" of the person or the person's ancestors (other than the United States). If the respondent still says "American," then print American.
- b. If the respondent gives "American" in addition to a specific origin group, such as "Chamorro-American," "Hawaiian-American," etc., print the entire answer.

### QUESTION 4A RELIGION

4a. What is ...'s religion?
-----------------------------

Print the person's religion. For people who say they have no religion, write "NONE". For people who refuse to answer the question, write "REFUSED".

If the person replies, "Protestant", ask which sect. If he or she does not respond with a specific sect, write "PROTESTANT".

### QUESTION 5 DATE OF BIRTH AND AGE

5. What is ...'s date of birth? (Month/Day/Year)	5b. Age
--	---------

1. QUESTION 5a. DATE OF BIRTH

Print each person's date of birth in the space provided, recording first the month, then the day, and then the year of birth. If year of birth is not known, ask for an estimate.

2. QUESTION 5b. AGE

Print each person's age at last birthday in the space provided. If the exact age is not known, ask for an estimate. For babies who are not yet one year old, print "OO".

**QUESTION 6 MARITAL STATUS****6. What is ...'s marital status?**

- |                         |                  |
|-------------------------|------------------|
| 1. Now married          | 4. Divorced      |
| 2. Consensually married | 5. Separated     |
| 3. Widowed              | 6. Never married |

**1. NOW MARRIED**

Write "1" for "Now married" for a married person regardless of whether his or her spouse is living in the household *unless* they are separated. For example, write "1" for "Now married" for persons who are temporarily living apart because the spouse is employed elsewhere or is in the Armed Forces, or who are temporarily living apart for any other SIMILAR reason. Couples who live together (unmarried persons, persons in common-law marriages, etc.) should report the marital status they consider to be most appropriate.

**2. CONSENSUALLY MARRIED**

Write "2" for "Consensually married" for persons who report that they live in a marital union without having a civil or religious matrimonial contract.

**3. WIDOWED**

Write "3" for "Widowed" for a person whose spouse has died, and the person has not remarried.

**4. DIVORCED**

Write "4" for "Divorced" for persons who are legally divorced because they no longer want to live together AND have obtained a divorce.

**5. SEPARATED**

Write "5" for "Separated" for persons who have been deserted or who have parted because they no longer want to live together (whether or not legally separated) but have not obtained a divorce.

**6. NEVER MARRIED**

Write "6" for "Never married" for a person who has never married or whose only marriage has been annulled. Also, write "6" for "Never married" for persons born September 1980 or later.

**QUESTION 7 PLACE OF BIRTH**

7. **Where was ...'s born?** *Print the name of the hamlet/State, island, U.S. State or territory, or foreign island or country in the space below.*

1. *For persons born in Palau:*

Print the name of the hamlet in Koror, the State or island in which the mother was living when the person was born. Do NOT report the hospital unless the mother was living in Koror at the time of the birth. If she went to the hospital to give birth, give the hamlet or State or island where she was living before she went to the hospital.

Also, if she travelled to Koror, and resided in Koror for some time to prepare for the birth (and for prenatal care), record the State or island where she usually lived, not the State where she was living, OR the hospital.

2. *For persons born in the United States:*

Print the name of the State in which the person was born. If the person was born in Washington, D.C., print District of Columbia.

3. *For persons born elsewhere:*

If the person was born in a U.S. territory or commonwealth, print Puerto Rico, Guam, Virgin Islands, American Samoa, or CNMI.

If the person was born in the Federated States of Micronesia, CNMI or the Marshall Islands, record the lowest level of geography. For example, for FSM and the Marshalls, give the island or municipality of birth.

If the person was born in a foreign country, print the name of the foreign country or area where the person was born. Use current boundaries, not boundaries at the time of the person's birth. Specify whether Northern Ireland or the Republic of Ireland (Eire); East or West Germany; North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean, (*not*, for example, West Indies).

## QUESTION 8 CITIZENSHIP

### 8. Is ... a CITIZEN of Palau?

- |   |  |
|---|--|
| 1. Yes, born in Palau -- <i>Skip to 11a</i> |  |
| 2. Yes, Palau citizen by naturalization     |  |
| 3. No, born in U.S. or U.S. territory       | 5. No, not citizen (permanent residence) |
| 4. No, US citizen by naturalization         | 6. No, not citizen (temporary residence) |

1. Write "1" for "Yes, born in Palau" if the person was born in Palau. Then, skip to question 11a for Mother's birthplace.
2. Write "2" for "Yes, Palau citizen by naturalization" if the person was not born in Palau but has achieved Palau citizenship through naturalization.
2. If the person was born in the United States, Puerto Rico, Guam, or American Samoa, write "3" for "No, born in the United States or another territory."
4. Write "4" for "No, U.S. citizen by naturalization" only if the person has completed the naturalization process and is now a United States citizen.
5. Write "5" for "No, not citizen/national (permanent residence)" if the person is not a citizen or national, but is residing permanently in Palau.
6. Write "6" for "No, not citizen/national (temporary residence)" if the person is not a citizen or national, but is residing only temporarily in Palau and intends to return to the previous or another country of residence.

## QUESTION 9 YEAR OF ENTRY

9. In what month and year did ... come to the Palau to stay? *If entered the Palau more than once, ask:*

What is the latest month and year? \_\_\_\_\_ / \_\_\_\_\_

IF the person was born outside of Palau, record the Month and Year when the person came to Palau to STAY. Do not record early visits if the person only came for a short time and then returned to a "home" country.

If the person entered Palau more than once, ask "What is the latest month and year" and record that information.

## QUESTION 10 WHY CAME TO PALAU

### 10. Why did ... migrate to Palau the first time?

- |   |                          |
|---|--------------------------|
| 1. Employment   | 6. Missionary activities |
| 2. Spouse of employed person                          | 7. Medical reasons       |
| 3. Dependent of employed person                       | 8. Visiting/vacation     |
| 4. Family subsistence/unpaid activities               | 9. Other, Specify:       |
| 5. Family business (including commercial agriculture) |                          |

Write the number for the reason the person came to Palau for the first time. If the person gives more than one reason, ask for the MAIN reason the person came.

1. Write "1" for "Employment" if the person came to Palau the first time primarily for employment, even if the person had other reasons for coming.
2. Write "2" for "Spouse of employed person" if the person came to Palau the first time primarily because he or she was the spouse of a person who either came for employment or was already employed in Palau.
3. Write "3" for "Dependent of employed person" if the person came to Palau the first time primarily because he or she was the dependent (but not the spouse) of a person who either came for employment or was already employed in Palau.
4. Write "4" for "Family member of employed person" if the person came to Palau the first time primarily because he or she was a family member (other than a spouse of a direct dependent) of a person who either was employed or who came for employment in Palau.
5. Write "5" for "Student -- attending school/college" if the person came to Palau the first time primarily to be a student at either an elementary or high school or a college. If the person came primarily as the dependent of an employed person, and NOT primarily as a student, write "3" for dependent; however, if the person came primarily to be a student, then write "5" for "student".
6. Write "6" for "Missionary" if the person came primarily for missionary activities.
7. Write "7" for "Medical reasons" if the person came the first time to Palau primarily for medical reasons even if he or she had other reasons for coming.
8. Write "8" for "Visiting or vacation" if the person came for the first time primarily to visit or for vacation, even if the person eventually stayed or had other reasons for coming.
9. Write "9" for "Other" if the person had some other reasons for coming to Palau for the first time. If the person had "other" reasons, then record the specific reason in the blank provided.

If a person was born in Palau, this question should be left blank.

**QUESTION 11a PLACE OF BIRTH OF MOTHER**

**11a Where was ...'s mother born?** *Print the name of the hamlet/State in Palau or the name of the U.S. State or territory, island or foreign country in the space below.*

1. *For mothers born in Palau:*

Print the name of the hamlet/State or island in which the mother's mother was living when the person was born. Do NOT report the hospital unless the mother's mother was living in Koror at the time of the birth. If she went to the hospital to give birth, give the State or island where she was living before she went to the hospital. Also, if she travelled to Koror, and resided in Koror for some time to prepare for the birth (and for prenatal care), record the State or island where she usually lived, not the State where she was living, OR the hospital.

2. *For mothers born in the United States:*

Print the name of the State in which the person's mother was born. If the person's mother was born in Washington, D.C., print District of Columbia.

3. *For mothers born elsewhere:*

If the person's mother was born in a different U.S. territory or commonwealth, print Puerto Rico, Guam, Virgin Islands, American Samoa, or CNMI.

If the person's mother was born in the Federated States of Micronesia, CNMI or the Marshall Islands, record the lowest level of geography. For example, for FSM and the Marshalls, give the island or municipality of birth.

If the person's mother was born in a foreign country, print the name of the foreign country or area where the person was born. Use current boundaries, not boundaries at the time of the person's birth. Specify whether Northern Ireland or the Republic of Ireland (Eire); East or West Germany; North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean, (*not*, for example, West Indies).

**QUESTION H11b PLACE OF BIRTH OF FATHER**

**11b Where was ...'s father born?** *Print the name of the hamlet/State in Palau or the name of the U.S. State or territory, island or foreign country in the space below.*

1. *For fathers born in Palau:*

Print the name of the hamlet/State or island in which the father's mother was living when the person was born. Do NOT report the hospital unless the father's mother was living in Koror at the time of the birth. If she went to the hospital to give birth, give the State or island where she was living before she went to the hospital. Also, if she travelled to Koror, and resided in Koror for some time to prepare for the birth (and for prenatal care), record the State or island where she usually lived, not the State where she was living, OR the hospital.

2. *For fathers born in the United States:*

Print the name of the State in which the person's father was born. If the person's father was born in Washington, D.C., print District of Columbia.

3. *For fathers born elsewhere:*

If the person's father was born in a different U.S. territory or commonwealth, print Puerto Rico, Guam, Virgin Islands, American Samoa, or CNMI.

If the person's father was born in the Federated States of Micronesia, CNMI or the Marshall Islands, record the lowest level of geography. For example, for FSM and the Marshalls, give the island or municipality of birth.

If the person's father was born in a foreign country, print the name of the foreign country or area where the person was born. Use current boundaries, not boundaries at the time of the person's birth. Specify whether Northern Ireland or the Republic of Ireland (Eire); East or West Germany; North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean, (*not*, for example, West Indies).

## QUESTION 12 SCHOOL ATTENDANCE

**12 At any time since February 1, 2005, has .. attended regular school or college? Include only nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree. If "Yes," ask -- Public or private?**

1. No, has not attended since February 1
2. Yes, public school, public college
3. Yes, private school, private college

1. Write "1" for "No, has not attended since February 1" if the person was not attending school about February 1, 2005.

Write "2" for "Yes, public school, public college" if the person was attending a public school or public college on February 1, 2005.

Write "3" for "Yes, private school, private college" if the person was attending a public school or public college on February 1, 2005.

2. DEFINITION OF "REGULAR" SCHOOL OR COLLEGE

- a. "Regular" schooling advances a person toward an elementary school certificate, a high school diploma, or a college, university, or professional school (such as law or medicine) degree.
- b. "Regular" schools may be either public, parochial (church-related), or other private. Attendance can be either by day or night, full or part time. A school does *not* have to be graded to qualify as a "regular" school.
- c. Tutoring should be counted only if credit for it can be obtained in a "regular" school.

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

Write "1" for "No, has not attended since February 1" for those enrolled only in the following types of schools:

- a. Vocational, trade, or business schools *outside* the "regular" system, such as television repair schools, barber's colleges, or secretarial schools.
- b. Adult education classes, *unless* the schooling is being counted for credit in a "regular" school system, such as toward a high school diploma.
- c. On-the-job training.
- d. Correspondence courses *unless* they are taken from a "regular" school, such as a university, and count for credit in a "regular" school system.

4. TYPE OF SCHOOL

- a. A *public school* is any school which is controlled and supported primarily by a local, county, State, or Federal Government.

- b. A *private school* is a private or parochial school which is supported and controlled primarily by a religious organization or other private group. Private schools may be religious or nonreligious elementary schools, secondary schools, colleges, universities, professional schools, Montessori schools, or nursery schools (including pre-schools and pre-kindergartens).
- c. Do not assume that the name of the school indicates whether it is public or private. Also payment of tuition at college does not indicate the school is private.

### QUESTION 13 EDUCATIONAL ATTAINMENT

13. **How much school has ... COMPLETED?** Read categories if person is unsure. Circle the number for the highest level COMPLETED or degree RECEIVED. If currently enrolled, mark the level of previous grade attended or highest degree received.

- |                         |        |          |           |
|-------------------------|--------|----------|-----------|
| 31. No school completed | 4. 4th | 8. 8th   | 12. 12th, |
| 32. Nursery school      | 5. 5th | 9. 9th   | no        |
| 33. Kindergarten        | 6. 6th | 10. 10th | diploma   |
| 1. 1st 2. 2nd 3. 3rd    | 7. 7th | 11. 11th |           |

13. HIGH SCHOOL GRADUATE -- DIPLOMA or equivalent (GED)  
 14. Some college but no degree  
 15. Associate degree in college -- Occupational program  
 16. Associate degree in college -- Academic program  
 17. Bachelor's degree (For example: BA, AB, BS)  
 18. Master's degree (For example: MA, MS, Med, MSW, MBA)  
 19. Professional school degree (For example: MD, DDS, LLB, JD)  
 20. Doctorate degree (For example: Phd, EdD)

For persons who have not graduated from high school, write the number next to the response that includes the highest grade or year of "regular" school completed. For persons who have attended college but have not received a degree, write "14" for "Some college but no degree." For persons who have one or more college degrees, write the number for the response for the highest degree. Record the highest level of regular schooling the person has *completed*. Exclude vocational training, which is not creditable in the "regular" school system. See definition of "regular" school in instructions for question 12.

- For a person now attending a "regular" school, write the number for highest grade, year or degree successfully completed. For persons enrolled in elementary school or high school, including middle school and junior high school, write the number for the *previous* grade the person was enrolled in. Write "14" for "Some college but no degree" if the person is enrolled in college but has not completed a degree. If the person is enrolled in college but has completed at least one degree, write the number for the category for the highest degree this person has *received*.
- Write "31" for "No school completed" for persons who have never attended a "regular" school or have not completed the first year attended, such as nursery school or kindergarten.
- For those who have *completed* only nursery school or kindergarten thus far, write the number for the appropriate response.
- If the person successfully completed the 12th grade but did not receive a diploma, GED credentials or attend

- college, write "12" for "12th grade, **NO DIPLOMA.**"
5. If the person reports completion of the highest level in an ungraded or foreign school, estimate the equivalent grade level in the "regular" American school system.
  6. Vocational, business, and technical schools: For persons who have attended "post-graduate" high school courses or vocational or business school courses not creditable toward a college degree, after completing high school, write "13" for "**HIGH SCHOOL GRADUATE....**" These include technical, vocational, or paraprofessional training, and training in hospital schools.
  7. College: For persons who attended college, write the number corresponding to the highest academic *degree* they obtained.
    - a. Write "15" for "Associate degree in college -- Occupational program" if the highest degree was an associate degree in a program that prepared the person for a specific occupation. Course work may or may not be creditable toward a bachelor's degree.
    - b. Write "16" for "Associate degree in college -- Academic program" if the highest degree was an associate degree primarily in the arts and sciences and transferrable to a bachelor's degree program.
    - c. Write "19" for "Professional school degree" if one or more degrees were earned in such fields as medicine, dentistry, chiropractic medicine, optometry, osteopathic medicine, pharmacy, podiatry, veterinary medicine, law or theology. Do not include vocational training for a trade such as barber school or cosmetology, secretarial school, trade school or bartending.
  8. Do not include vocational certificates or diplomas from post-secondary vocational, trade, business, technical, hospital, or paraprofessional schools unless they were college level associate, bachelor's or master's degrees.
  9. Do not include honorary degrees awarded by colleges and universities to individuals for their accomplishments. Include only "earned" degrees.

### **QUESTION 13b and 13c COLLEGE MAJOR AND PCC ATTENDANCE**

13b *If high school graduate or above, What was ...'s major in academic college or vocational school?*

13c **Was this training received at PCC?** Yes No

1. QUESTION 13b
  - a. If the person did not graduate from high school, skip to item 14a.
  - b. Write the major course of study the person pursued, for example, "Business", "Air conditioner repair", "Secretarial science".
2. QUESTION 13c

Ask if the person pursued *ANY* of the course of study or received *ANY* of the training at the Palau Community College (PCC) (or Micronesian Occupational Center -- MOC).

- a. If the person attended PCC for any courses, record "1" for "Yes".
- b. If the person NEVER attended PCC for any courses, record "2" for "No".

## **QUESTION 14 RESIDENCE FIVE YEARS AGO**

14a **Did ... live in this house or apartment 5 years ago (on March 1, 2000)?**

1. Born after March 1, 2000 -- Go to questions for next person
2. Yes -- skip to 15
3. No

14b **Where did ... live 5 years ago?**

*Print the name of the hamlet/State or island in Palau, U.S. State or territory, or foreign island or country in the space below.*

### 1. QUESTION 14a

- a. If the person is under 5 years old, write "1" for "Born after March 1, 2000." Then turn to the next page for the next person.
- b. Write "2" for "Yes" if the person lived in this same house or apartment on March 1, 2000, even if he or she moved away and came back between then and now. Then go to question 15.
- c. Write "2" for "Yes" if the person is living in an institution and was a resident of the same institution 5 years earlier even if he or she was in a different room or building. Then go to question 15.
- d. Write "2" for "Yes" if the person lived in a different mobile home in the same location within the same mobile home park. Then go to question 15.
- e. Write "3" for "No" if the person lived in the same mobile home but at a different location in that mobile home park or in a different mobile home park.
- f. Write "3" for "No" box if the person did not live in the same house or apartment on March 1, 2000.

### 2. QUESTION 14b

If "3" for "No" was written in question 14a, print the location of the person's usual residence on March 1, 2000. If the person had no usual residence on March 1, 2000, report the place where he or she was staying on that date. Report actual residence rather than legal residence if they were different.

- a. If the person lived in Palau on March 1, 2000, print the name of the island on which he or she was living.
- b. If the person lived in a U.S. State on March 1, 2000, print the name of the State in which he or she was living. If the person was living in Washington, D.C., print District of Columbia.
- c. If the person lived in a different U.S. territory or commonwealth, print the name of the territory or commonwealth, such as Puerto Rico, Guam, or CNMI.
- d. If the person lived in the Federated States of Micronesia, CNMI or the Marshall Islands, record the lowest level of geography. For example, for FSM and the Marshalls, give the island or municipality.
- e. If the person lived elsewhere on March 1, 2000, print the name of the foreign country or area where the person was living. Specify whether Northern Ireland or the Republic of Ireland (Eire); East or West Germany; North or South Korea; England, Scotland, or Wales (not Great Britain or United Kingdom). Specify the particular country or island in the Caribbean, (*not*, for example, West Indies).

## QUESTION 15 MIGRATION

15a	If ... was not born in Palau, ask -- How many times has ... returned to his/her birthplace since arriving in Palau? _____	
15b	If at least one time, ask -- How long was the last stay there? _____ days weeks months yrs	*** CIRCLE ***

Ask these questions only to persons NOT BORN in Palau. If the person was born in Palau, skip to question 16.

1. Question 15a

Ask "How many times has ... returned to his or her birthplace since arriving in Palau" and record the total number of times the person has returned in the space provided. Record all visits reported, no matter how short the visit home.

2. Question 15b

If the person never returned home after coming to Palau, skip question 15b.

If the person did return home at least one time, ask "How long was the last stay there" and record the number of days, weeks, months, or years in the appropriate box. NOTE that only ONE blank is filled.

If the respondent gives a combination of days and weeks, round to the nearest number of complete weeks, and enter that in the space next to the word "weeks". Similarly, if the respondent gives a combination of months and weeks, round to the nearest month, and put the number in the space next to the word "month."

**QUESTION 16 LANGUAGE**

16a **Does ... speak only Palauan at home?**

1. Yes - Skip to 17    2. No

16b **What language does ... speak?** \_\_\_\_\_

16c **Does ... speak this language at home more frequently than Palauan?**

1. Yes, more frequently than Palauan    2. Both equally often  
3. No, less frequently than Palauan    4. Doesn't speak Palauan

1. QUESTION 16a

If the person speaks only Palauan with people at home, write "1" for "Yes" and skip to question 17.

Write "2" for "No" if the person speaks a language other than Palauan with people at home. Do not write "2" for "No" if the person usually speaks Palauan at home, but is learning a language at school or if speaking ability is limited to a few expressions or slang. Please answer questions 16b and 16c.

2. QUESTION 16b

Print the non-Palauan language spoken at home. If this person speaks two or more non-Palauan languages at home and cannot determine which is spoken most often, report the first language the person learned to speak.

3. QUESTION 16c

Write the number for the response that best describes the person's frequency in speaking PALAUAN.

- 1) Write "1" for "Yes, more frequently than Palauan" if the person speaks the other language at home more frequently than Palauan.
- 2) Write "2" for "Both equally often" if the person speaks the other language and Palauan about equally often at home.
- 3) Write "3" for "No, less frequently than Palauan" if the person speaks the other language less frequently than Palauan at home.
- 4) Write "4" for "Doesn't speak Palauan" if the person doesn't speak any English at home.

**QUESTION 17 LEGAL RESIDENCE**

17 If ... is 18 years and over, **where is ... registered to vote?** Print the hamlet/State in Palau, or the country where ... is registered to vote.

If the person is less than 18 years old, go to item 18 of fertility.

If the person is 18 years old and over, DETERMINE the place where the person is registered (or would be registered) to vote:

1. *For persons registered in Palau:*

Print the name of the hamlet in Koror, the State or island where the person is registered or would be registered.

2. *For persons born in the United States:*

Print the name of the State in which the person is registered or would be registered.

3. *For persons born elsewhere:*

If the person is registered in a different U.S. territory or commonwealth, print Puerto Rico, Guam, Virgin Islands, American Samoa, or CNMI.

If the person is registered in the Federated States of Micronesia, Palau or the Marshall Islands, record the lowest level of geography.

If the person is registered in a foreign country, print the name of the foreign country or area where the person is registered.

## QUESTION 18 FERTILITY

18a If ... is female born before 1990, ask -- **How many babies has ... ever had, not counting still births? Do not count stepchildren or children ... has adopted.** \_\_\_\_\_

18b If at least one, ask -- **How many are still alive?** \_\_\_\_\_

18c If at least one, **what is the date of birth of the last child?** \_\_\_/\_\_\_/\_\_\_\_

1. Question 18a. Children Ever Born
  - a. Ask of *all* females born before March 1, 1990.
  - b. Count all live births the woman has *ever* had, including any babies who died (even shortly after birth) or who no longer live with her. Be sure to include any children born to this woman during a previous marriage and those born out of wedlock.
  - c. Do not count this woman's stepchildren, foster children, or children she has adopted.
  - d. Exclude miscarriages and stillbirths (a birth at which the baby showed no sign of life). If there is any doubt about whether a birth was a stillbirth, do *not* count that birth among the babies a woman has ever had.
2. Question 18b. Children Still Alive
  - a. Ask of *all* females born before March 1, 1990.
  - b. Count all children the woman has *ever* had who are still alive. Exclude any babies who died (even shortly after birth) Be sure to include any children born to this woman during a previous marriage and those born out of wedlock and who are still alive.
  - c. Do not count this woman's stepchildren, foster children, or children she has adopted.
  - d. Exclude miscarriages and stillbirths (a birth at which the baby showed no sign of life).
3. Question 18c. Date of birth of last child.
  - a. Record the month, day, and year of birth of the last child born to the respondent. If the respondent has had no children, don't ask the question (Go on to Question 19).
  - b. If the respondent knows only the month and year of last birth, record that information. If the respondent knows only the year of last birth, record that. If the respondent does not know the year of birth, obtain an estimate.

## QUESTION 19 MILITARY SERVICE

**IF ... WAS BORN AFTER 1990, GO TO NEXT PERSON**

**19 Has ... ever been on active-duty military service in the Armed Forces of the United States or ever been in the United States military Reserves or the National Guard? "Active duty" does NOT include training for the military Reserves or National Guard.**

1. Yes, now on active duty
2. Yes, on active duty in past, but not now
3. Yes, service in Reserves or National Guard only
4. No

Record one of the two "Yes" categories if this person is currently or ever has been on active duty in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, even for a short time.

Count World War II Merchant Marine Seaman service as active duty. If the person served in the National Guard or military Reserves only, record one of the two "Yes" categories if and only if the person was ever called up for active duty, not counting the 4-6 months duty for initial training or yearly summer camps. If the person did service or is doing service in the Reserves or National Guard only, record "3".

Otherwise, record "4" for no.

If the person's only service was as a civilian employee or volunteer for the Red Cross, USO, Public Health Service, or War, Navy, or Defense Department, record "4" for "No."

## QUESTION 20a WORK LAST WEEK

**20a Did .. work at any time LAST WEEK, either full time or part time? Work includes part-time work such as delivering papers, or helping without pay in a family business or farm; it also includes active duty in the Armed Forces. Work does NOT include own housework, school work, or volunteer work. Subsistence activity includes fishing, growing crops, etc., NOT primarily for commercial purposes.**

1. Yes, worked full time or part time at a job or business AND did NO subsistence activity - *Skip to 21*
2. Yes, worked full time or part time at a job or business AND did subsistence activity
3. Yes, did subsistence activity only
4. No -- *Skip to 23*

1. "... last week": The time period covered is the full calendar week, Sunday through Saturday, preceding the date the census questionnaire is completed.

2. Count as work:

1) Paid work as an employee for someone else, including:

work for pay "in kind" (meals, living quarters, or supplies received in place of cash wages);

work at piece rates, on commission, or for tips;

- 2) Work in the person's own business, professional practice, or farm.
  - 3) Work with or without pay in a business or farm operated by a relative.
  - 4) *Part-time work*, such as an hour or two after school and baby sitting for pay.
3. Do not count as work:
- 1) Work around the house, such as the person's own housework, yard work, or odd jobs around the house (painting the porch, cutting grass, etc.).
  - 2) *Unpaid* baby sitting for family, relatives, or friends.
  - 3) *Unpaid* volunteer work for church, Red Cross, etc.
  - 4) Work done by a *resident of an institution*. Tasks performed by residents of institutions are not considered "work" for the purposes of the census.

### **QUESTION 20b KIND OF SUBSISTENCE ACTIVITY**

20b For people who did subsistence last week, ask **What kind of subsistence activity did ... do most last week?**

- |                               |  |
|-------------------------------|--|
| 1. Gardening                  | 5. Gardening and fishing               |
| 2. Animal raising             | 6. Fishing and animal raising          |
| 3. Fishing                    | 7. Gardening, fishing & animal raising |
| 4. Gardening & animal raising | 8. Handicrafts    9. Other, specify    |

For persons who did subsistence last week (question 20a = 2 or 3), ask what kind of subsistence activities the person was doing. If the person was doing only one kind of subsistence activity, for example, gardening or animal raising or fishing, then record the number of the activity. If the person was doing more than one activity then determine which activities the person was doing, and record the appropriate response.

### **QUESTION 21 HOURS WORKED LAST WEEK**

21 If this person did paid work, ask -- **How many hours did ... work LAST WEEK at all jobs? Subtract any time off and add any overtime or extra hours worked:**

1. The question refers to the *actual* number of hours worked *last week*, not the "usual" or "regular" hours. Do not

count lunch hours, sick leave, and vacation leave, but include overtime or extra hours worked last week.

2. *Two or More Jobs*

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

3. *Exact Hours Unknown*

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

## **QUESTION 22 WHERE WORKED LAST WEEK**

**22. In what hamlet did ... work most LAST WEEK?**

*Skip to 24-26*

1. Question 22 refers to the *actual* geographic location (village) of the plant, office, store, or other establishment where the person worked *most of the time* during the last week. Exclude subsistence activity. The location should include the name of the village or area of the island.
2. If the person worked in an office or shop in his/her own home, or on a farm where he/she also lives, enter the location of the person's residence.
3. If the person's employer operates in more than one location (such as a bank, grocery store chain, or public school system), enter the exact location or branch where the person worked most of the time last week.
4. If the person worked at more than one location last week, but reported to the same location each day to begin work, enter the location where he/she reported. If the person did not report to the same location each day to begin work, print the location where he or she worked *most of the time* last week.
5. If the person worked offshore or as an officer or crew member on a vessel, and did not report to a central headquarters or pier, print "at sea" as the place of work in question 22.
6. For a farm or other work place in open country, give as complete information as possible by specifying the name of the nearest village.
7. If the person worked in another territory, commonwealth, U.S. State, or a foreign country, print the name of the work place location in question 22.

**QUESTION 23 TEMPORARILY ABSENT FROM WORK**

**23 Was ... on layoff from a job or business LAST WEEK? If "No," ask -- Was ... temporarily absent or on vacation from a job or business last week?**

- |                   |   |
|-------------------|---|
| 1. Yes, on layoff | 2. Yes, on vacation, temporary illness, |
| 3. No             | labor dispute, etc.                     |

1. Write "1" for "Yes, on layoff" if the person had been laid off, and had not yet returned to work.
2. Write "2" for "Yes, on vacation, temporary illness" if the person was temporarily away from work because of vacation or temporary illness but would return to work as soon as returning from vacation or recovering from illness.
3. Write "3" for "No" for persons not on layoff and not on vacation or off because of illness. Write "3" for persons on call to work whenever there is a need for their services (such as substitute teachers) and for seasonal workers during an *off* season.

**QUESTION 24 LOOKING FOR WORK**

**24a Has ... been looking for work during the last 4 weeks?**

1. Yes 2. No -- Skip to 25

**24b Could ... have taken a job LAST WEEK if one had been offered? If "No," ask -- For what reason?**

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1. No, already has a job | 3. No, other reasons (in school, etc) |
| 2. No, temporarily ill   | 4. Yes could have taken a job         |

1. QUESTION 24a

Write "1" for "Yes" if this person tried to get a job or start a business or professional practice during the last 4 weeks, such as registering at a public or private employment office, being on call at a personnel placement office or nurses' register, meeting with prospective employers, etc. Other examples of looking for work are:

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

## 2. QUESTION 24b

"...*last week*": The time period covered is the full calendar week, Sunday through Saturday, preceding the date the census questionnaire is completed.

Write "1" for "No, already has a job" if the person was on layoff or was to report to a job within 30 days. If there was *another reason* why the person could not take a job last week, do not write "1", but write the number of the appropriate response.

Write "2" for "No, temporarily ill" for persons who were temporarily ill, so could not have taken a job. Write "2" only if the illness is expected to last less than 31 days; for longer illnesses, write "3" for "No, other reasons (in school, etc.)."

Write "4" for "yes, could have taken a job" if the person could have taken a job.

## QUESTION 25 DATE LAST WORKED

**25 In what year did ... last work, even for a few days? If Never worked, write "Never worked".**

*If Never worked, or last worked in 1999 or earlier, skip to 30*

1. "Work" is defined in the same way as for question 20a.
2. The date last worked is the most recent year in which the person did any work at all, even for a few days, and *not* necessarily the year last worked at a full-time job.
3. For *residents of institutions*, this question refers to the date they last worked *outside* the institution.

## QUESTIONS 26-28 EMPLOYMENT

### GENERAL INSTRUCTIONS FOR CURRENT OR MOST RECENT JOB ACTIVITY (INDUSTRY, OCCUPATION, AND CLASS OF WORKER)

**26-28 The following questions ask about the job worked last week. If ... had more than one job, describe the one ... worked the most hours. If ... didn't work, the questions refer to the most recent job or business since 2000.**

#### 1. CURRENT OR MOST RECENT JOB ACTIVITY

"Current" here means "last week," the same week referenced in question 20a. If a person had more than one job, enter the job at which he or she worked the most hours last week. If a person had no job or business last week, give the information for the *last* (most recent) job held in 2000 or later.

#### 2. JOB DESCRIPTION

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

#### 3. ACTIVE DUTY WITH U.S. ARMED FORCES

If the person is *now* on active duty in the U.S. Armed Forces, or if the person is not now employed but was on active duty in the U.S. Armed Forces in his or her last job since 2000; print the branch of service in the Armed Forces in question 26. The Armed Forces include Army, Air Force, Navy, Marine Corps, and Coast Guard.

## QUESTION 26 INDUSTRY

26 **For whom did ... work?** *If now on active duty, write "Armed Forces"; otherwise, print the name of the company, business or other employer.*

1. If not U.S. Armed Forces, print the name of the company, business, or employer:
  - a. The full name of the company, business, government agency, or other employer must be entered. Abbreviations of company names are not acceptable.
  - b. For employers without company names, such as a dentist's or lawyer's office or a construction contractor, print the name of the employer. For self-employed people without a company name, print "self-employed."
  - c. For employees of a government agency, report the specific organization for which the person worked. Be sure to state whether the organization is Federal (U.S.), territorial or one of the islands.
2.
  - a. The entry here should tell clearly and specifically what the company or business does at the location where the person worked.

In order to give a clear and exact description of the industry, the entry must state or indicate both a *general* and *specific* function for the employer; for example, dairy farm, pen manufacturer, wholesale grocery, retail book store, shoe repair service. The words "mine," "store" "repair service," etc., show the general function. The words "dairy," "book," "shoe," etc., indicate specific function.

b. Multiple Activity Businesses

Many firms carry on more than one kind of business or industrial activity. If there is more than one kind of business or industrial activity to report, answer question 26 as follows:

- 1) If the activities are carried on in *separate places*, describe the activity where the person actually worked.

Example: A company makes copy machines in one plant, and chemicals used to make copies in another. Report "chemicals for copy machine" for the people working in the chemical plant.

- 2) If the activities are carried on in the *same place*, describe the major business or activity at that location.

Example: A shoe factory also makes some leather purses at the same plant. If shoes are the major product, all people working at the plant should be reported as "shoe factory."

c. Government Organizations

The names of government organizations are often not descriptive of their business or activity. Be sure that the entry describes exactly what the activity is. For example, an entry of "Palau Public Works" in question 26 might be one or any combination of the following: "Road building," "Road repair," "Contracting for road building (repair)."

d. Domestic or Other Private Household Workers

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

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

## QUESTION 27 OCCUPATION

27 What kind of work was ... doing?

1. The entry should describe the kind of work the *person* does. The entry is acceptable if it tells *clearly* and *specifically* what the person does; for example, janitor, production clerk, TV repairer, auto body mechanic, welder, or shoe repairer.
  - a. Sufficient Detail -- One-word occupational descriptions are often not acceptable. For example, we need to know what type of nurse or engineer, clerk, teacher, etc., a person is. (Practical nurses, registered nurses, and nurses' aides are put in different groups in census statistics so a full description is necessary.)
  - b. Describing Farm Workers -- People who operate their own farm or ranch should be reported as *farmer* or *rancher*. Those who operate a farm for another owner should be reported as *farm manager*. Those who supervise other farm workers but report to a farmer or farm manager should be reported by their major activity such as *general farm worker*, *field worker*, *farm equipment operator*, etc.
  - c. Examples of unacceptable and acceptable entries for kind of work are given in Appendix C.

2. QUESTION 27

In question 27, we asked what kind of work this person did; that is, what a person is called who performs this kind of work. In question 25, we also need specific information on the most important activities and duties performed. For many occupations, the entry for duties differs from the entry for kind of work performed. The occupation of painter is an example of this. One could reply "paint houses" whereas another reports "toy painter."

## QUESTION 28 CLASS OF WORKER

<p><b>28 Was ... employee of:</b></p> <p>1. Private company or business or of an individual, for wages, salary, commissions</p> <p>2. National Government</p>	<p>3. State Government</p> <p>4. U.S./Other Government</p> <p>5. Self employed</p> <p>6. Working without pay</p>
---	--

1. All parts of questions 26 to 28 must refer to the same job. Be sure that the entries present a consistent description.
2. Question 28 can frequently be determined if complete and specific information has been obtained in questions 26 and 27. If there is any doubt at all, you must confirm the correct entry with the respondent.

- a. "Employee of a PRIVATE company or business or of an individual, for wages, salary, or commissions"

This also includes compensation by tips, piece rates or pay "in kind," if received from a nongovernmental source, regardless of whether the source is a large corporation or a single individual.

This category is also for employees of churches, unions, YMCA's, political parties, professional associations, not-for-profit hospitals and similar organizations. Note that only non-government organizations belong here, with the exception of foreign governments as noted below.

Also included in this category are people who work for condominium and cooperative housing projects, other cooperative businesses, mutual and fraternal insurance companies, mutual savings banks, and credit unions.

- b. "National GOVERNMENT employee": Use "2" for National government, including employees of public schools, government-owned bus lines, government-owned electric power utilities, etc.
- c. "State Government": record "3" for Palau State government employees.
- d. "U.S./Other Government": use "4" for U.S. and other government employees. Include persons elected to paid offices and civilian employees of the Armed Forces. Also write "4" for "Federal GOVERNMENT employee" for active duty members of the U.S. Armed Forces. Employees of foreign governments, the United Nations, or other formal international organizations controlled by governments should write "4" for other Government.
- e. "SELF-EMPLOYED in own business, professional practice, or farm"

"Own business" refers to work for profit or fees in the person's own business, farm, shop, office, etc. It does *not* include managers or other executives hired to manage a business or farm, salespersons working for a commission, or officers of corporations. This category includes sole proprietorships and partnerships, but the company can *not* be incorporated.

Some people who own all or most of the stock in a privately held corporation consider themselves self-employed and should ALSO be marked in this category.

- f. "Working WITHOUT PAY in family business or farm"

This category refers to work on a farm or in a business operated by a relative. Room and board and a cash

allowance are not counted as pay for these family workers. Do not check this category, however, if the worker receives money which is considered to be wages for work performed. Instead, write "1" for "Employee of a PRIVATE company or business or of an individual, for wages, salary, or commissions."

## QUESTION 29 WORK LAST YEAR

29a Last year (2004), did ... work, even for a few days, at a paid job or in a business or farm? 1. Yes 2. No <i>⊖ Skip to 29d</i>	<input type="checkbox"/>
29b How many weeks did ... work in 2004? <i>Count paid vacation, paid sick leave, and military service?</i> _____ Weeks	<input type="text"/>
29c During the weeks WORKED in 2004, how many hours did .. usually work each week? _____ Hours	<input type="text"/>
29d. Last year (2004), did ... grow any crops for own use or for sale? If yes, how many weeks during the year:	<input type="checkbox"/> <input type="text"/>
29e. Last year, did ... do any fishing for own use or for sale? If yes, how many weeks during the year:	<input type="checkbox"/> <input type="text"/>
29f. Last year, did ... raise any animals for own use or for sale? If yes, how many weeks during the year:	<input type="checkbox"/> <input type="text"/>
29g. Last year, did ... make any handicrafts for own use or sale? If yes, how many weeks during the year:	<input type="checkbox"/> <input type="text"/>

### 1. QUESTION 29a

"Work" has the same definition as for question 20a. Count part-time as well as full-time jobs and active duty in the Armed Forces.

If this question reminds the person of work more recent than the year marked in question 25, make any necessary changes in the earlier questions.

### 2. QUESTION 29b

Ask this question of all persons who are marked "Yes" in question 29a. Count as weeks worked any week in which work was done, even for one hour, or any week for which wages or salary were received. Include weeks on active duty in the Armed Forces, on paid vacation, or on paid leave. For example, enter "52" for a school teacher who worked 40 weeks and was paid for a full year. If the year's work is reported in months, multiply the number of full months of work by 4.33 to obtain the number of weeks worked.

### 3. QUESTION 29c

If the hours worked per week varied considerably during 2004, get an approximate average of the hours worked

per week.

4. 29d. Last year (2004), did ... grow any crops for own use or for sale? If yes, how many weeks during the year:

Ask this question to each person 15 years and over, whether or not they also did paid work in 2004. If the person did grow any crops for own use for sale in 2004, ask how many weeks they worked to crop crops during 2004, and record the number of weeks, rounding to the nearest week, if necessary.

5. 29e. Last year (2004), did ... do any fishing for own use or for sale? If yes, how many weeks during the year:

Ask this question to each person 15 years and over, whether or not they also did paid work in 2004. If the person did fish for own use for sale in 2004, ask how many weeks they worked to crop crops during 2004, and record the number of weeks, rounding to the nearest week, if necessary.

6. 29f. Last year (2004), did ... raise any animals for own use or for sale? If yes, how many weeks during the year:

Ask this question to each person 15 years and over, whether or not they also did paid work in 2004. If the person did raise animals for own use for sale in 2004, ask how many weeks they worked to crop crops during 2004, and record the number of weeks, rounding to the nearest week, if necessary.

7. 29g. Last year (2004), did ... make any handicrafts for own use or for sale? If yes, how many weeks during the year:

Ask this question to each person 15 years and over, whether or not they also did paid work in 2004. If the person did make any handicrafts own use for sale in 2004, ask how many weeks they worked to crop crops during 2004, and record the number of weeks, rounding to the nearest week, if necessary.

## **QUESTIONS 30 AND 31 INCOME**

### GENERAL INSTRUCTIONS FOR INCOME QUESTIONS 30a THROUGH 30l and 31

1. CONVERT TO ANNUAL TOTAL

Be sure that the dollar amounts represent the total amount received during the 12 months of 2004 for the particular type of income. If, for example, the amount is given in terms of a weekly or monthly payment, find out how many weeks or months it was received in 2004 and convert it to an annual total.

2. USE OF INCOME TAX FORM

Accept answers from an income tax form *if* the person offers them. Do not, however, ask the respondent to refer to income tax forms.

If an income tax form is used, make certain the amounts you enter for each person are for *that person only*; many income tax returns show the combined income of husband and wife. Also remind the respondent that certain types of income are not taxable (for example, unemployment compensation and public assistance). Ask

whether the person received any such additional money income in 2004.

If Form 1040 contains the combined income of husband and wife, find out what share was received by each person.

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

#### a. Stress Confidentiality

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

#### b. Explain Why Tax Returns Alone Are Not Enough

If the respondent does not understand why the data cannot be obtained from income tax returns instead of being asked in the census, explain that the income data given on tax returns cannot be used to meet all statistical needs because not all people file returns and not all kinds of income are taxable (and hence are not reported on tax returns).

Also, the tax returns do not show age, family relationship, education, and other items needed to study the social and economic status of the people of Palau.

## **QUESTION 30a WAGES, SALARIES, COMMISSIONS, TIPS**

30 **The following questions are about income received during 2004. If an exact amount is not known, accept a best estimate.**

30a **How much ... earn in income from wages, salary, commissions, bonuses, or tips? Report amount before deductions for taxes, bonds, dues, etc.**

#### 1. Definition of wage or salary income

Wage or salary income is the total amount of money earned by a person working as an employee for a private enterprise (unincorporated business or farm) or a branch of government. Wage or salary income includes "take-home" pay plus all deductions for withholding tax, Social Security, union dues, bonds, uniforms, etc. If a respondent knows only the amount of "take-

	home" pay, ask for an estimate of the deduction in order to obtain total wage or salary income.
2. Specific types of wage or salary income	In addition to what is ordinarily considered wage or salary income, the following types of money receipts are also to be included as wage or salary income:
a. Piece-rate payments	Money received for work done at a specific amount per piece.
b. Commissions	Money received by a person for transacting business for another person or corporation.
c. Tips	Payments received as supplements to wages or for services rendered to the customer.
d. Bonuses	Payments made by employers as supplements to wage or salary income.
e. Salary of farm manager	Periodic, regular payments received by a farm manager, supervisor, or overseer.
f. Armed Forces pay	Money received as payment for service in the Armed Forces is wage or salary income. It includes base pay <i>plus</i> cash housing and/or subsistence allowance (but <i>not</i> the value of rent-free quarters), incentive pay, longevity pay, flight pay, etc.
g. National Guard or reserve pay	Payments received for training period in the National Guard or its military reserve units.
h. Wages for babysitting or mowing lawns	Payments received for care of persons who do not live in the babysitter's home or mowing lawns for other persons.
i. Sick leave pay	Payments received in place of wages while an employee is not at work because of illness.
j. Assistantships and teaching fellowships	The money that graduate students receive for teaching part time or for working part time for a college or university is included as wage or salary income.

## QUESTION 30b OWN FARM OR NONFARM BUSINESS

**30b How much did ... earn from (his/her) own farm or nonfarm business, proprietorship, or partnership? Report net income after business or operating expenses.**

### FOR OWN NONFARM BUSINESS, PROPRIETORSHIP, OR PARTNERSHIP:

- |                         |   |
|-------------------------|---|
| 1. Total money receipts | Include as total (gross) money receipts all money received from goods sold or services rendered plus the value of any net inventory increase.   |
| 2. Business expenses    | Include as business expenses the cost of merchandise purchased; expense for rent, heat, light, and power used in the business; annual depreciation of machinery and other business property; accidental damages to business property; decrease in the value of inventory; wages and salaries paid to employees; expense allowances; business taxes; interest on business mortgages or debts, etc. <i>Do not count as business expenses money spent for the purchase of buildings or machinery, or for permanent improvements of existing buildings or machinery.</i> However, count the annual depreciation on such improvements or purchases as an expense. Do not count personal expenditures, such as money spent for personal income taxes, life insurance, food, and shelter as business expenses. <i>The so-called salary that some owners of unincorporated businesses pay themselves is not a business expense.</i> Count these "salaries" as part of gross receipts. |

### FOR FARM BUSINESS:

- |                                     |  |
|-------------------------------------|--|
| 1. Total money receipts             | Include as total money receipts, income received from: (1) the sale of farm products, (2) participation in government farm programs such as payments for natural crop disasters, price supports, or incentive payments, (3) net income from custom farm work, (4) net income from recreational services provided by the farmer such as proceeds from hunting and fishing, or camping, and (5) commodity credit loans which were not repaid in 2004.  |
| 2. Farm operating expenses          | Include as farm expenses the cost of feed, fertilizer, seeds, bulbs, plants, trees, sprays, insecticides, hardware, dairy supplies, tools, livestock purchases, rental of machinery, cash wages for farm hands, cash rent paid or cash profits paid to the owner, interest on farm mortgages, building repairs, depreciation on farm equipment, farm taxes, etc.   |
| 3. Sharecroppers and tenant farmers | Sharecropper and tenant farmers generally live on and farm land owned by another (landlord). Many types of arrangements can be made between the landlord and farmer by which the farmer receives payment. For example, the farmer may receive a specified share of the crop or the farmer may pay the landlord a predetermined amount. The landlord may extend credit to the farmer or pay advances on the farmer's share of the crop before the crop is harvested. Any cash or credit advances should be added to the amount of cash settlement (between farmer and landlord) on the crop to obtain net income. |

**QUESTION 30c – 30f SALES OF SUBSISTENCE PRODUCTS**

30c How much did ... earn from selling crops or garden products?

30d How much did ... earn from selling fish? \$

30e How much did ... earn from selling animals? \$

30f How much did ... earn from handicrafts? \$

Record the total amount of sales from each source of subsistence for all of 2004.

- Sales of crops and garden produce should be recorded to the nearest dollar amount in 30c.
- Sales of fish should be recorded to the nearest dollar amount in 30d.
- Sales of animals should be recorded to the nearest dollar amount in 30e.
- Sales of handicrafts should be recorded to the nearest dollar amount in 30f.

**QUESTION 30g CUSTOMS PAYMENTS**

30c How much did ... receive in customs payments?

Record the total amount of customs payments from all sources. For example, all *Ocheraol* or home parties over the year should be added together and recorded here.

## QUESTION 30h SOCIAL SECURITY AND RETIREMENT

30d How much did ... receive in Social Security payments or from retirement, survivor, or disability pension(s)? For Social Security, include income payments to retired workers, dependents, and disabled workers. For retirement, include payments from companies, unions, Federal or Palau government, and U.S. military.

### FOR SOCIAL SECURITY:

1. Include as Social Security, payments by the Federal government made under retirement, survivors, and disability insurance programs to retired persons, to dependents of deceased insured workers, or to disabled workers.
2. Some persons receiving Social Security checks will have already had the premiums for Medicare (health insurance) deducted from their checks. You should count the amount of these deducted health insurance premiums as income. During 2004 these deductions amounted to \$31.90 per month per person. Include deductions for children and other household members who were also covered by Medicare, but do not receive Social Security checks.
3. If Social Security payments were increased in early 2005, be sure that the Social Security entry reflects the total amount of the previous monthly payments received during the calendar year 2004.
4. Include also in question 30e retirement, disability, and survivor benefit payments made under the Railroad Retirement Act. These payments are received in the form of checks from the U.S. Government.
  - a. Married couples receiving joint check      Most married couples receiving Social Security or Railroad Retirement receive a joint amount in a single check. If the respondent can tell you how much is for each member, report these amounts separately for husband and wife. If not, report the *total* amount on the husband's page, and write "0" in question 30e on the wife's page.
  - b. Benefit checks for children      If the person reports that he/she is receiving two Social Security checks, one for himself/herself and one for his/her children, follow the procedures outlined below:
    - (1) If the individual amounts allotted to each child are unknown, include the total amount for the person to whom the check is made out.
    - (2) If the individual amounts allotted to each person are known, enter these amounts on the appropriate page for each person 15 years old and over. Include any amounts for persons under 15 years old with the amount for the person to whom the check is made out.

## RETIREMENT OR DISABILITY INCOME:

- |                                 |   |
|---------------------------------|---|
| 1. Private pensions             | Private retirement pensions include money received by a retired person or his or her survivors from a former employer or labor union, either directly or through an insurance company.  |
| 2. Government employee pensions | Include money received from retirement pensions paid by Federal, State, county, or other governmental agencies to former employees (including members of the Armed Forces) or their survivors.  |
| Include deductions              | Monthly pension checks may already have taxes and/or health insurance premiums deducted. If the respondent gives a monthly amount, add any deductions that may have been made to obtain an accurate annual amount.  |
| 3. Disability pensions          | Disability income is received by persons as the result of some severe and/or permanent illness, injury, or disability. Sources include worker's compensation; company or union disability; Federal, State, or local government disability; U.S. military retirement disability; accident or disability insurance; Black Lung miner's disability, etc. |
| 4. Annuities                    | Annuities include money received periodically as a return on an investment wherein a person purchases the right to receive a monthly, annual, or other periodic income. Include also as annuities periodic payments from paid-up endowment policies and from life insurance policies.   |
| 5. IRA and KEOGH Plans          | Include regular income from Individual Retirement Accounts (IRA) or KEOGH plans for individuals who are 59-1/2 years old and over or disabled.  |

**QUESTIONS 30i TO 30k REMITTANCES**

30i How much did ... receive in remittances from persons living on Guam and the CNMI?
---

30j How much did ... receive in remittances from Hawaii or the U.S. mainland?
---

30k How much did ... receive in remittances from all other places?
--

Include as remittances money received *periodically* (weekly, monthly, etc.) from persons outside the household, such as voluntary contributions by nonresident relatives or friends, money received by parents from children not living with them, and voluntary allotment checks sent by U.S. Armed Forces personnel to relatives *not living with them*. Exclude occasional gifts or contributions.

## QUESTION 30I OTHER INCOME

**30I How much did ... receive from unemployment compensation, child support or alimony, or any other REGULAR source of income? Do NOT include lump-sum payments such as money from an inheritance or the sale of property.**

- |   |   |
|---|---|
| 1. Veterans' payments   | Veterans' payments include money paid periodically by the Veterans Administration to disabled veterans or survivors of deceased veterans, subsistence allowances paid to veterans for education and on-the-job training, and annual "refunds" paid on GI life insurance policies.   |
| 2. Unemployment compensation  | <p>Unemployment compensation includes any money received in 2004 from State unemployment insurance funds, railroad unemployment benefits, strike benefits paid from union funds, and supplemental unemployment benefits paid by private companies (auto companies, etc.) to help replace wages during times of layoffs. This includes Federal Supplementary Compensation payments made by the Federal government to persons who have exhausted their state unemployment compensation payments.</p> <p>Also include money received for training allowances, transportation, and/or subsistence by persons undergoing <i>classroom training</i> provided through the JTPA (Job Training Partnership Act) which provides training for persons receiving welfare payments under Aid to Families with Dependent Children. This money and training will have been provided through the State or local government.</p> |
| 3. Child support  | Child support is money received for the support of children not living with one parent as the result of a divorce or legal separation. In some cases, child support may be paid indirectly through the court.   |
| 4. Alimony  | Include as alimony, money received periodically after a divorce or legal separation.  |
| 5. Any other source of income received regularly                        | Include under "any other source" the types of income described in sections (a) through (d) below.   |
| a. Assistance from private charities                                    | Periodic income received from a private charitable organization such as the Red Cross, church, etc.   |
| b. Other regular contributions from persons not living in the household | Income as contributions, money received <i>periodically</i> (weekly, monthly, etc.) from persons outside the household, such as voluntary contributions by nonresident relatives or friends, money received by parents from children not living with them, and voluntary allotment checks sent by Armed Forces personnel to relatives <i>not living with them</i> . Exclude occasional gifts or contributions.  |

- c. Nonservice scholarships and fellowships      Cash scholarships, fellowships, or stipends received by students for which *no* service or work was required.
- d. Any other source      Include any other sources of money income received regularly but *not* specified in questions 30d through 30g.

## ADDITIONAL SOURCES OF INCOME INCLUDE THE FOLLOWING:

1. Interest      Money received or credited to a person's account by institutions such as a bank for the use of money. Notes, bonds, deposits in banks and savings and loan associations, credit unions, and postal savings certificates are the most common sources of interest. Include interest accruing to a savings account, regardless of whether the person actually withdrew the interest.
2. Dividends      Payments made by corporations and mutual funds to stockholders.
3. Net rental income      The total money received from the rental of property of real estate, or from roomers or boarders, *less* all rental expenses.
  - a. *Net income of property (including farm property)* is cash rent received from property *less* the expenses incurred by the landlord in connection with the property. Expenses include depreciation, taxes, repairs, insurance, interest paid on mortgages, fees paid for a real estate agent's commissions, etc.
  - b. *Net rental income from roomers and boarders* is the total cash receipts less all expenses, such as the cost of food served to boarders, laundry, share of the rent used to pay the wages of a housekeeper for cleaning, share of the rent used to pay for the house, (or the estimated share of the taxes, depreciation, interest, etc.).
4. Net royalty income      Include net royalties which consist of gross royalties less deductions. Gross royalties include income from oil, gas, and other mineral rights, income from patents, copyrights on literary works, trademarks, formulas, and so on. Deductions against gross royalties are made for depletion, depreciation, office rent, legal fees, clerical help, interest, taxes, and similar items.
5. Estates and trust funds      *Periodic payments* received from estate or trust fund.

**QUESTION 31 TOTAL INCOME IN 2004**

31 Do not ask this question if 30a through 30h are complete. Instead, sum these entries and enter the amount below. **What was ...'s total income in 2004?**

Total income is the sum of all dollar amounts entered in questions 30a through 30h. If the person had no income in 2004 ("No" in questions 30a through 30h), write "0" in all of the boxes. If the net income in questions 30b and 30c or the sum total for question 31 was a loss, write "Loss" above the dollar amount.

## PART III PEOPLE WHO HAVE LEFT PALAU

In order to get a better idea about the amount of migration out of Palau, and about the possibilities of Palauans who are currently out of Palau but coming back to help the Republic grow economically, we need to know about people in your housing unit who have left Palau. Please fill in the information below for each person in your household who is currently away.

As shown in the box, the Government of Palau needs to collect information on potential return migrants to Palau in order to plan for schooling, health, and the labor force. The information collected here will be analyzed to help the Government in these areas.

### QUESTION E1 NAME

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M  F		Schooling Military Working						

Record the name of each person in this household who is temporarily away. DO NOT record persons who have left the household permanently because of marriage or adoption. However, if there is some question about whether the person has actually left the household permanently, that is, the person is currently in school in Hawaii or the mainland or in the military or working temporarily in the States, and is likely to come back, then include the person on this list.

If the household has more than 5 persons temporarily away, call the Office of Planning and Statistics to determine how to handle this household.

**QUESTION E2 SEX**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Circle either M for male or F for Female.

**QUESTION E3 AGE**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Record the age in completed years for each person. If no one in the household knows the actual age of the person, obtain an estimate from the household members.

**QUESTION E4 CURRENT ACTIVITY**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Circle the appropriate entry. If the person is currently in school or is the dependent of someone who is currently in school, then circle *schooling*. If the person is currently in the military, or is accompanying AND is dependent on someone in the military, then circle *military*. If the person is working or is the dependent of someone who is working, then circle *working*. However, if the person is in school, even if he or she is the dependent of someone who is in the military or is working, circle *schooling* because schooling takes precedence over dependency.

**QUESTION E5 EDUCATIONAL ATTAINMENT**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Record the current educational attainment of the person. Refer to the information in Population item 13 on educational attainment to assist. Here, you should enter the actual grade or level completed, even if the person is still in school. For example, if a person is currently a Freshman at a University in the States, the educational attainment is *High School Graduate* because the person has not yet completed the Freshman year. However, if the person is a Sophomore in college, write *1 year of college* because he or she finished the Freshman year. For children in elementary school, again, record the actual grade completed even if they are currently in the next grade. So children currently in the second grade should be reported as completing *Grade 1*. Persons who never attended school because schooling wasn't available (for very old people) or because they have yet to start school, should be recorded as *None*.

**QUESTION E6 OCCUPATION**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Record the occupation of the person. If they are working in the private sector, record the kinds of duties they perform, like *sales clerk* or *auto mechanic*. Similarly, people in the public sector should be recorded with appropriate detail like *elementary school teacher* or *director of minority affairs*. For persons in the military, give the branch of service and the work the person is doing. For persons who are not working, record *None* unless they previously worked, and are only temporarily not working -- in that case give their most recent occupation. For people who are retired, write *Retired*, but if they are only temporarily not working, record the usual occupation.

**QUESTION E7 LEFT PALAU FOR THE FIRST TIME**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Record when, that is the *month and year* that the person left Palau for the first time. If the month is unknown, obtain the year. If no one in the household knows the year that the person left Palau for the first time, get an estimate of the year from the household members.

Record the reason the person left, for example, for schooling or for military service or for work. If no one in the household knows why the person left for the first time, get the best guess from the household members.

**QUESTION E8 LAST TIME WENT AWAY**

E1 Name	E2 Sex	E3 Age	E4 Current Activity	E5 Educational Attainment	E6 Occupation	E7 Left Palau for the First Time		E8 Last time went away	
						When	Reason	When left	Time away
1.	M F		Schooling Military Working						

Record the month and year that the person left Palau for the last time. If the household does not know the month, record the year of last departure. If the household does not know the year, get the best estimate from the household members.

Record the total time away from Palau for all trips in the last column.

**QUESTION E9 COMPACT IMPLEMENTATION**

E9 In ROP, Oct 1, 1994?
1. Yes
2. No

If the person was in the Republic of Palau on October 1, 1994, circle "1"; if the person was outside of Palau on October 1, 1994, circle "2".

## APPENDIX A - TABLE OF RESIDENCE RULES

This table identifies the "usual residence" of a person, that is, the place where a person should be counted in the census. "Usual residence" is defined as the place where the person lives and sleeps most of the time. Column 1 describes the living situation (college student, member of the Armed Forces, etc.), and Column 2 identifies where that person should be counted.

Column 1 - Situation	Column 2 - Person is a Usual Resident of
1. Person lives in this household but is temporarily absent on a visit, business trip, vacation, in connection with a job (e.g., bus driver, traveling salesperson, boat operator)	This household
2. Lives in this household on weekends only. Works most of the week in another place and maintains a place to live there. The other household	The other household
3. Lives in this household but is in a general or a Veterans Administration hospital. Includes babies who have not yet been brought home.	This household, unless in a psychiatric or chronic disease ward; if so, the person will be listed in the hospital.
4. Person is a member of the Armed Forces: (a) Living on a military installation in the United States  (b) Stationed on a nearby military installation or ship but living off base in this household  (c) Assigned to a military vessel which is "deployed" to the 6th or 7th Fleet  (d) Assigned to a military base outside the United States	The military installation  This household (the person will also receive a census form through his or her military unit, and should be listed on both forms)  DO NOT LIST  DO NOT LIST
5. Person is a college student: (a) Not living in this household during the school year -- here only on vacation  (b) Living in this household during the school year	Place where they live while attending college  This household

APPENDIX A ... TABLE OF RESIDENCE RULES (continued):	
Column 1 - Situation	Column 2 - Person is a Usual Resident of
6. Person is a student attending school below the college level such as a boarding school or a Bureau of Indian Affairs boarding school	This household
7. Persons is under formally authorized, supervised care or custody, in special places such as:  (a) Correctional institutions, such as Federal and state prisons, local jails or workhouses, federal detention centers, and halfway houses  (b) Nursing, convalescent, and rest homes for the aged and dependent  (c) Juvenile institutions, such as school for delinquents  (d) Homes, schools, hospitals. or wards for physically handicapped, mentally retarded, or mentally ill patients	The special place
8. Persons in camps for temporary workers such as agricultural migrant workers, logging, pipeline, or construction	The camp
9. Person is an officer or crew member of a merchant vessel engaged in coastwise, inter-coastal, or foreign transportation	The merchant vessel
10. Person is an officer or crew member of a merchant vessel engaged in inland waterway transportation	This household
11. Person is a member of a religious order living in a monastery or convent	The monastery or convent
12. Person is a staff member living in a hospital or nursing home	The hospital or nursing home
13. Person who has more than one home and divides time between them	The household where they spend the greater part of the calendar year

APPENDIX A ... TABLE OF RESIDENCE RULES (continued):	
Column 1 - Situation	Column 2 - Person is a Usual Resident of
14 Person is a domestic worker who "lives in"	Determine if the worker occupies a housing unit separate from the main household:  If "No," list on this household questionnaire  If "Yes," list on a separate census questionnaire
15 Person is staying temporarily in this household	Determine if the visitor has another home:  If "No," list on this household questionnaire  If "Yes," ask if there is someone at home to report the person to the census taker:
16 Person is an American citizen overseas: (a) On vacation or temporarily away on a business trip  (b) Employed by the U.S. government with place of duty abroad, including family members living with them  (c) Any other American working, studying, or living abroad	This Household  DO NOT LIST  DO NOT LIST
17 Person is a citizen of a foreign country  (a) Who has established a household while working or studying, including family members living with them  (b) Temporarily traveling or visiting in the U.S.  (c) Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate	This Household  DO NOT LIST  DO NOT LIST

## APPENDIX B - TABLE OF UNACCEPTABLE ENTRIES FOR INDUSTRY

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

UNACCEPTABLE	ACCEPTABLE
Credit company	Credit rating bureau, loan company, etc.
Discount store	Retail clothing store, retail general merchandise, retail electrical appliances, etc.
Electrical parts mfg.	Electronic chip manufacturing, Electronic components mfg. memory core manufacturing, radio manufacturing, etc.
Federal government	U.S. Postal Service, Bureau of the Census, etc.
Foundry	Iron foundry, brass foundry, aluminum foundry, etc.
Freight company	Motor freight, air freight, water transportation, railway, etc.
Island government	Palau public works for street repair, Palau Department of Education, etc.
Oil company Oil industry Oil pipeline, wholesale oil	Petroleum refinery, retail gasoline station, petroleum distributor, Retail fuel oil, etc.
Paper company Paper plant Paper products	Paper cups mfg., cardboard box mfg., stationery store, newspaper publishing, etc.
Public utility	Palau Power Authority: Electric light and power company, gas utility, telephone company, water supply authority. If the company supplies more than one service, specify the services, such as gas and electric utility, electric and water authority, etc.

## APPENDIX C - TABLE OF UNACCEPTABLE OCCUPATIONS

Use the following list to tell if a person's entry in question 29a "kind of work" is acceptable. If the entry is one of those in column (1) it is unacceptable. Other words meaning the same thing are also unacceptable. If unacceptable, check the combination of entries in questions 29a and b to see if sufficient information is given to make the answer acceptable as shown in column (2). If not, then question 29a is unacceptable.

Column 1	Column 2
UNACCEPTABLE	ACCEPTABLE
Apprentice	Apprentice carpenter, apprentice auto mechanic, apprentice electrician, etc.
Building engineer, window washer, painter, janitor, etc.	Specify the activity involved, such maintenanceas: carpenter, stationary
Clerical work Clerk Clerical	Stock clerk, shipping clerk, sales clerk, file clerk, payroll clerk, etc. See also "Office work."
Consultant	Tax consultant, consulting civil engineer, financial advisor, etc.
Data processing	Computer programmer, data typist, coding clerk, peripheral-equipment operator, commercial systems analyst, etc.
Engineer	Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, etc.
Equipment operator	Bulldozer operator, boiler operator, lift truck operator, power shovel operator, etc.
Factory worker	Electric motor assembler, forge heater, lathe operator, weaver, loom fixer, punch press operator, toy painter, etc.
Installation Installer	Furnace installer, window installer, intercom installer, aircraft-instrument installer, etc.
Laborer	Sweeper, baggage porter, janitor, stevedore, car cleaner, section hand, hand trucker, etc.
Mechanic	Auto engine mechanic, dental mechanic, radio mechanic, office-machine mechanic, aircraft frame mechanic, etc.
Nurse Nursing	Registered nurse, nursemaid, practical nurse, licensed vocational nurse, nursing aid, etc.

## APPENDIX C

## OCCUPATION DESCRIPTIONS (continued):

Column 1	Column 2																		
UNACCEPTABLE	ACCEPTABLE																		
Office clerk Office work Office worker	Timekeeper, accounting-machine operator, file clerk, bookkeeper, typist, statistical clerk, etc. Where "general" office work is involved the entry must specify the type of work done <i>most</i> of last week, for example, checking, reviewing, typing, messenger, etc.																		
Programmer	Computer programmer, electronics data programmer, radio or TV program director, production planner, etc.																		
Research	Specify field of research, such as research physicist, research chemist, research mathematician, research biologist, etc.																		
Salesman	Advertising salesperson, insurance Saleslady agent, bond salesperson, canvasser, Salesperson driver-salesperson, route salesperson, furniture salesperson, shoe sales clerk, etc.																		
Serviceman vending machine filler, etc.	Jukebox servicer, telephone repairer, sewing-Servicemachine adjuster,																		
Supervisor <i>supervised</i> such as supervisory carpenter,	Typing supervisor, chief bookkeeper; specify (Foreman) <i>type of work</i> steward, kitchen supervisor, etc.																		
Teacher	Teachers should report the <i>level of school</i> they teach and the <i>subject</i> . Those below high school who teach many subjects may just report level. Examples of acceptable entries are kindergarten teacher, junior high english teacher, university mathematics professor. The following guide may help.																		
	<table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><i>Level with no subject</i></th> <th colspan="2" style="text-align: left;"><i>Level with subject</i></th> </tr> <tr> <td></td> <th style="text-align: left;"><i>Level</i></th> <th style="text-align: left;"><i>Subject</i></th> </tr> </thead> <tbody> <tr> <td>Preschool</td> <td>Middle school</td> <td>Music</td> </tr> <tr> <td>Kindergarten</td> <td>Junior high</td> <td>English</td> </tr> <tr> <td>Elementary</td> <td>High school</td> <td>Art</td> </tr> <tr> <td>Middle school</td> <td>College</td> <td>Mathematics</td> </tr> </tbody> </table>	<i>Level with no subject</i>	<i>Level with subject</i>			<i>Level</i>	<i>Subject</i>	Preschool	Middle school	Music	Kindergarten	Junior high	English	Elementary	High school	Art	Middle school	College	Mathematics
<i>Level with no subject</i>	<i>Level with subject</i>																		
	<i>Level</i>	<i>Subject</i>																	
Preschool	Middle school	Music																	
Kindergarten	Junior high	English																	
Elementary	High school	Art																	
Middle school	College	Mathematics																	
Technician Technologist	Dental laboratory technician, X-ray technician, medical technologist, radio sound mixer, dry color tester, etc.																		
Trainee	Bank manager trainee, buyer trainee, bookkeeper trainee, laundry route trainee, etc.																		

## APPENDIX D - USES OF POPULATION INFORMATION

	Question	Example of Use
1	Name	<p>If necessary, the respondent can get a record from the Central Statistics Division to prove age or family relationship. For example, some use it later to prove their age when they apply for Social Security benefits and they do not have a birth certificate.</p> <p>A convenient way to be sure everyone in the household is included, particularly in large households where it is easy to forget who was counted and who was not.</p>
2	Sex	Used to compare changes in the social and economic characteristics of males and females and to study fertility patterns.
3	Relationship	Used to classify the population into families and other groups, to show, for example, how many families have three generations in the same household, how many young married couples do not have their own household, and show areas where children are living with only one or neither parent.
4	Ethnic Origin or Race	Used to identify the ethnic origin and racial origin of the population so as to understand cultural difference more fully. Used to measure social and economic characteristics of these groups.
4A	Religion	Used to identify numbers and characteristics of persons in different religions.
5	Date of Birth and Age	Used for planning major government programs in health, education, and Social Security. For subjects such as labor force, unemployment, and school enrollment.
6	Marital Status	Used with age and relationship to identify areas with large numbers of employed wives, elderly, widowed persons, or young single people who soon may be establishing homes of their own, etc. The information is used to plan facilities and services for these groups.
7	Place of birth	Used to study long-time trends in migration and measure migration patterns among the different regions.
8	Citizenship	Used to determine the proportion of immigrants and citizens.
9	Date of entry	Used to study how immigrant groups have adjusted to

	living in Palau based on the number of years they have been in this area. Identifies area where newly arrived immigrants live so that any special problems may be anticipated.
10 Reason for migration	Used to study how many people are moving to Palau for different reasons to assist migrants already here and to help plan for continued migration.
11 Parental birthplace	Used to study generational migration trends and measure migration patterns among the different island groups and regions.
12 Attendance at school or college	Used to identify the number of students in the area, their age, grade, and location. It is also used to plan education programs and to describe the characteristics of school dropouts which are useful for groups working on programs to encourage persons to stay in school.
13 Highest year of school completed, major, and PCC attendance	Used to indicate the educational level of the population so improvement or further requirements of each community can be identified. Government agencies and businesses concerned with training and development of workers need this information for a starting point in all their program planning.
14 Place of residence 5 years ago	Used to study the effects of short term migration. Knowing the number and characteristics of movers is essential to programs for improvement in Palau.
15 Return to birthplace	Used to study at circular migration, people who move back and forth between Palau and their home islands or countries.
16 Language	Used to identify communities with a large number of persons who speak a language other than or in addition to English to assess access to schools and social services.
17 Legal Residence	Used to assist in determining current and potential voters, and could possibly be used to determine election districts.
18 Children ever born and Last Birth	Used to study prior patterns and changes in the natural growth of the population and to provide a basis for making assumptions about the future course of population growth. Resulting population projections are especially important to government and private industry in planning programs for the future.
19 Military Status	Used to determine numbers of persons currently in the military and those who have served previously.
20a Work last week	Used to develop, administer, and evaluate government programs concerning employment, training, education, and other related topics. The statistics are also used to
20b Subsistence Activities	

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21	Hours worked last week	determine the employment resources available in an area and to measure the level of unemployment in local areas.
22	Place of work	Used for planning highway construction, public transportation services, and programs for easing traffic problems, conserving energy, and reducing pollution. The place-of-work question is also used to develop estimates of the daytime population of various areas for civil defense purposes.
23	Temporarily absent from work	See example in Question 19.
24	Looking for work	
25	Year last worked	
26	Industry	Used to formulate economic development programs and to provide information to government and private firms in locating facilities and new plants.
27	Occupation	
28	Class of worker	The statistics provide information on the occupational skills of the labor force in a given area.
29a	Work in 2004	
29b	Weeks worked	The replies give information about the economic well-being and needs of the area. For example, the information identifies the number and kinds of unemployed persons and the work experience of persons who have or want jobs; government and businesses use this knowledge to encourage the creation of jobs and industries where they are needed the most.
29c	Hours worked	
30	Income in 2004	Used to determine income level and economic well-being in the area. Income level is used as a basis for distributing money to States and local areas for programs such as those under the Elementary and Secondary Education Act of 1965 and general revenue sharing under the State and Local Fiscal Assistance Act of 1972, etc.
31	Total income	Also used to formulate business marketing plans, to develop social programs in areas with a large number of families or persons with low income, and to evaluate regional, Local, or urban development policies.

## APPENDIX E - USES OF HOUSING QUESTIONS

Question	Examples of Use
H2 Description of building	Indicates areas of single-family homes and of small or large apartment buildings. Used as a screening question to exclude certain housing units from the statistics on rent, value, and shelter costs. Also, an aid in planning the extension of utility lines, estimating automobile parking, schools and playgrounds, and shopping centers needs.
H3 Whether living quarters are owned or rented	Used to measure the extent of home ownership. Characteristics of owner-occupied and renter-occupied units and characteristics of the households occupying these units are used by builders, mortgage lenders, planning officials, government agencies, etc., in the planning of housing programs.
H4 Value	Government and planning agencies use this information in combination with income and other characteristics to develop housing programs designed to meet the housing needs of people at different economic levels.
H5 Monthly rent	
H6 One-family house Business or medical office	Screening questions to exclude certain rental units and homeowner property from the statistics on rent and value. For example, single-family properties that contain a commercial establishment, or medical office are excluded from the data on value.
H7 Year moved in	Used as a measure of housing turnover.
H8 Year built	Indicates the amount of new housing constructed during the decade. Provides age of Palau's housing. It also measures, when used in combination with data from previous censuses, the disappearance of old housing from the inventory.
H9 Outside walls	Provides information about the structural composition and as an indicator of housing that might endanger the health and safety of the occupants. Also provides information about changing housing conditions, typhoon and earthquake readiness, etc.
H10 Roof	
H11 Foundation	
H12 Number of rooms	Provides the basis for estimating the amount of living and sleeping space in the housing unit. Used in combination with number of occupants to provide a measure of crowding. Builders and planners use this information to find out how much additional housing is needed to relieve crowded housing conditions.
H13 Number of bedrooms	
Complete plumbing facilities	The presence of these basic plumbing items is a very significant indicator of housing quality. Used as an aid in developing major housing programs designed to
H14 Hot and cold piped water	
H15 Water heat	

H16	Bathtub or shower	improve living conditions in housing units that lack these items.
H17	Flush toilet	
H18	Electric power	Used as measure of power consumption and water usage and in planning rural electrification programs. Used as an aid in developing housing programs designed to improve housing quality
H19	Telephone in living quarters	Used in planning health and assistance health and assistance programs. Also, used as an indicator of isolation of the household.
H20	Radio	Used to determine the number of household who can receive emergency messages (radio) and as a measure of who can be reached by television.
H21	Television	
H22	Air conditioning	A measure of power consumption and water usage. This information can be used to help prevent power failure and water shortage.
H23	Source of water	Used by public health officials for the bearing of these items on problems of water-borne disease and of pollution. Also used by local public works officials in estimating prospective need for water and sewage facilities.
H24	Water vendor - cooking	
H25	Water vendor - drinking	
	H26 Method of sewage disposal	
	Complete kitchen facilities	Used as a measure of the level of living and to determine the adequacy of household facilities. Fuel for cooking important for energy usage and air pollution studies, identifying areas where sudden increases in load on utility companies may be anticipated, and projecting future demand and need for additional facilities.
H27	Facilities inside/outside	
H28	Fuel for cooking	
H29	Microwave oven	
H30	Sink	
H31	Refrigerator	
H32	Number of automobiles, vans, and light trucks	Information on the number and value of automobiles and trucks regularly used is helpful to officials who plan highways, thruways, parking facilities, etc.
H33	Cost of utilities and fuels	These data are increasingly important components of shelter costs when combined with rent and mortgage payment.
H34		
H35		
H36		
H37	Number of Boats	Information on the number and value of boats regularly used is helpful to officials who plan waterways, energy consumption, etc.
H38	Remittances sent	Used to determine how much income generated in Palau is leaving the Republic.