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POSTON CENSUS OFFICE

MANUAL



## FOREWORD

The residents of Poston have been gathered from many areas of the Western coastal region. For the first few weeks, the aim of both the Administration and the general population was the solution of the immediate pressing problems incident to the feeding and housing of newcomers. With this immediate emergency met, we can now turn more effectively to the permanent aspects of the program for the building of the city of Poston.

The Census provides a complete Individual Record for every resident of Poston. Information pertaining to vital statistics, education, training and employment history is included on one schedule. Analysis of this complete schedule determines the appropriate occupational classification for the best utilization of the talents and the abilities that are available. The statistical analysis of the total census will be used to aid in planning education and training programs, organized community activities, and general community enterprises such as the development of industries and occupations hitherto entered only rarely by the Japanese people.

The value of the Census record is dependent in good measure upon its accuracy and completeness which is affected in turn by the ability, interest and cooperation of every member of the Census Staff. The cooperation of Block Managers, Department Heads and every individual who is interviewed is sought to assure success. As the project proceeds toward completion, the importance of this program as the basic framework of the organization of our city will become even more clearly defined.

Poston, Arizona  
June 22, 1942

M. P. Bonack



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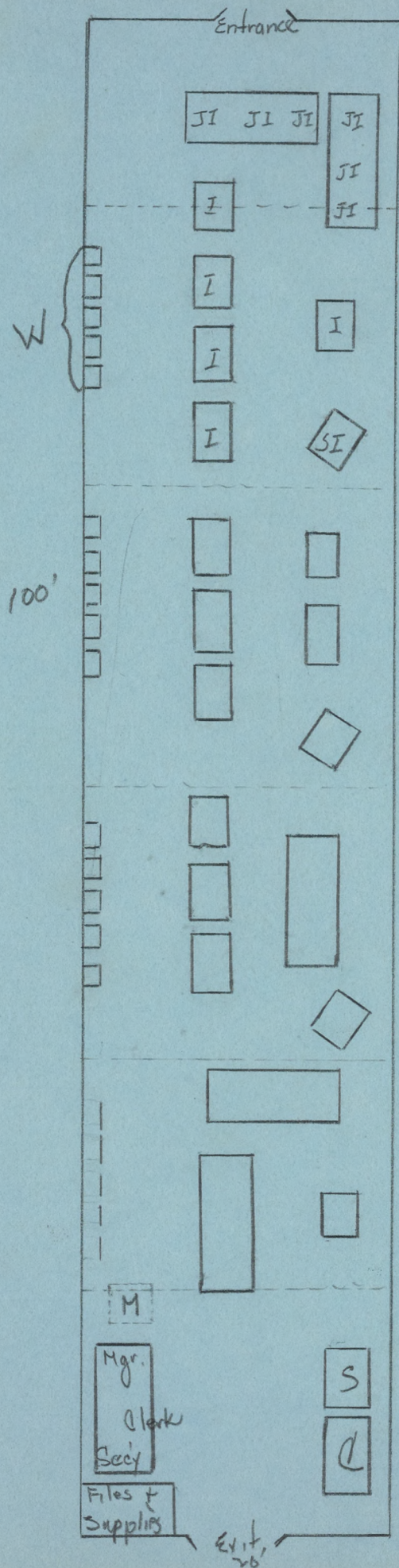




\* Census Office

Fig. I - - Map - - Poston Camp I





FLOOR PLAN BOSTON CENSUS OFFICE

Legend

- I - Interviewer
- JI - Junior Interviewer
- SI - Supervising Interviewer
- S - Statistician
- C - Classification
- M - Manager
- W - Waiting Section



ORGANIZATION: POSTON CENSUS OFFICE

WRA - Regional Office

Poston  
Administration

Manager

Sup.  
Int.

Sec'y

Doorman

Interviewers

Jr. Ints.

Unit  
Messengers

Clerks  
&  
Typists

Stat.  
Asst.

Bus  
Driver

Office  
Mess-  
enger

INTERVIEWING SECTION

CLERICAL SECTION

MAINTENANCE



### PERSONNEL ORGANIZATION

The Poston Census Office is so operated as to provide a practical and efficient division of responsibility among the members of the Office Staff. Under the general supervision of the MANAGER, personnel is grouped in three sections:

- I. Interviewing Section dealing directly with the public.
- II. Clerical Section carrying out the necessary operations to effect final disposition of schedules.
- III. Maintenance Section concerned with the physical setup and operation of the office.



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MANAGER is responsible for overall functioning of Census Office and is directly under supervision of Poston Administration and WPA Regional Office.

1. Hires and releases personnel
2. Makes office arrangements as planned
3. Coordinates work of units to achieve steady flow
4. Checks progress records
5. Adjusts office difficulties with tact and understanding
6. Checks classifications completed by Supervising Interviewers
7. Periodically reviews procedure, problems and progress at regular office meetings
8. May give additional training where indicated
9. Submits office reports to Administration and Regional Office on request
10. Represents Census Office at Departmental Meetings
11. Cooperates with all community agencies and officials for effective operation of program



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I. Interviewing Section is composed of Supervising Interviewers, Interviewers, Junior Interviewers, and Messengers.

A. Supervising Interviewer - has full charge of his unit and is responsible only to the Head of Census Office.

1. Receives from Office Secretary, Master List and Social Data Registrations as needed, Block by Block.
2. Arranges for scheduling by Junior Interviewer.
3. Enlists friendly cooperation of Block Manager as census of new block is scheduled.
4. Receives from Interviewers completed schedules and checks for completeness, accuracy and consistency.
5. Analyzes schedules for significant data affecting employment and assigns occupational classification (primary, secondary) accordingly.
6. Checks schedules against Social Data Registrations and enters interview number thereon.
7. Separates Social Data Registrations from schedules.
8. Transmits Social Data Registrations to the appropriate Junior Interviewer for checking against Master List.
9. Forwards completed Interview Schedules to Office Secretary for typing, Block by Block.
10. Retains incomplete family groups for assigned field work before commencing new Quad.
11. Maintains interest and active operation of individual unit.
12. Clears problems and questions as they arise, in consultation with Head of Census Office, if necessary.
13. Reports daily to Office Secretary total work hours for unit and other data as required.



**B. Interviewer**

1. Completes Census Schedules according to instructions, family by family, as assigned.
2. Fastens Social Data Registration and Invitation to family schedules and submits to Supervising Interviewer for checking.
3. Keeps daily tally of number of interviews completed and final number used each day.

**C. Junior Interviewer - is liaison between Census Office Staff and general public.**

**1. Reception**

- a. Checks Invitation against Master List and attaches to appropriate Social Data Registration.
- b. Escorts family to designated Interviewer
- c. Makes introductions and gives Social Data Registration to Interviewer
- d. May explain purpose of Census and give general information as needed.

**2. Scheduling**

- a. Receives from Supervising Interviewer, Social Data Registration and Master List
- b. Checks for address changes with Block Manager
- c. Schedules family groups as instructed
- d. Completes Invitation addressed to head of family and transmits to Messenger for delivery.

**3. Control**

- a. Receives Social Data Registration from Supervising Interviewer and copies on Master List all red interview numbers.
- b. Lists missing Social Data Registration
- c. Keeps record of incomplete families for final field work
- d. Returns Social Data Registration to Office Secretary for filing
- e. May fill out blank Social Data Registration from Individual Record as directed and transmit to Office Secretary for filing.



D. Messenger

1. Distributes Invitations to residents as directed by Junior Interviewer and receives signature of recipient as receipt.
2. Checks on absent interviewees as directed to determine whether field visit or second Invitation indicated.
3. May assist maintenance staff in keeping office orderly, cool and clean.
4. May do related errands as required.



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II. Clerical Section consists of Office Secretary, General Clerk, Statistical Assistant, File Clerks

A. Office Secretary

1. Makes up daily payroll record
2. Keeps daily progress records including number of interviews completed, number classified, number filed after typing, etc. - in collaboration with Statistical Assistant.
3. Keeps up-to-date personnel file
4. Keeps record of supplies on hand
5. Distributed supplies as needed
6. Responsible for Social Data Registration in Census files; filed Individual Records, Master Lists
7. Dictation and typing as needed

B. General Clerk

1. Sorts typed Schedules (Individual Records) for filing
2. General typing as needed
3. Generally useful in Clerical Section

C. Statistical Assistant

1. Tabulates Social Data Registration traffic
2. Tabulates primary and secondary classifications as filed.
3. Prepares completed Individual Record for mailing



D. File Clerks (stationed in Employment Office)

1. Receive Master List, Block by Block, from Housing Office
2. Pull from Social Data Registration file those listed on Master List
3. Transmit Social Data Registration and Master List to Office Secretary
4. Refile returned Social Data Registrations

III. Maintenance Section consists of Doorman, Bus Drivers and Office Messenger

A. Doorman

1. Examines Invitation and routes interviewees to appropriate Junior Interviewer
2. Keeps record of bus movements
3. Keeps drinking water iced
4. Supervises Office and Unit Messengers in hosing down office.
5. Opens and locks up at beginning and end of office hours
6. Answers general inquiries
7. Maintains orderly and quiet atmosphere

B. Bus Drivers

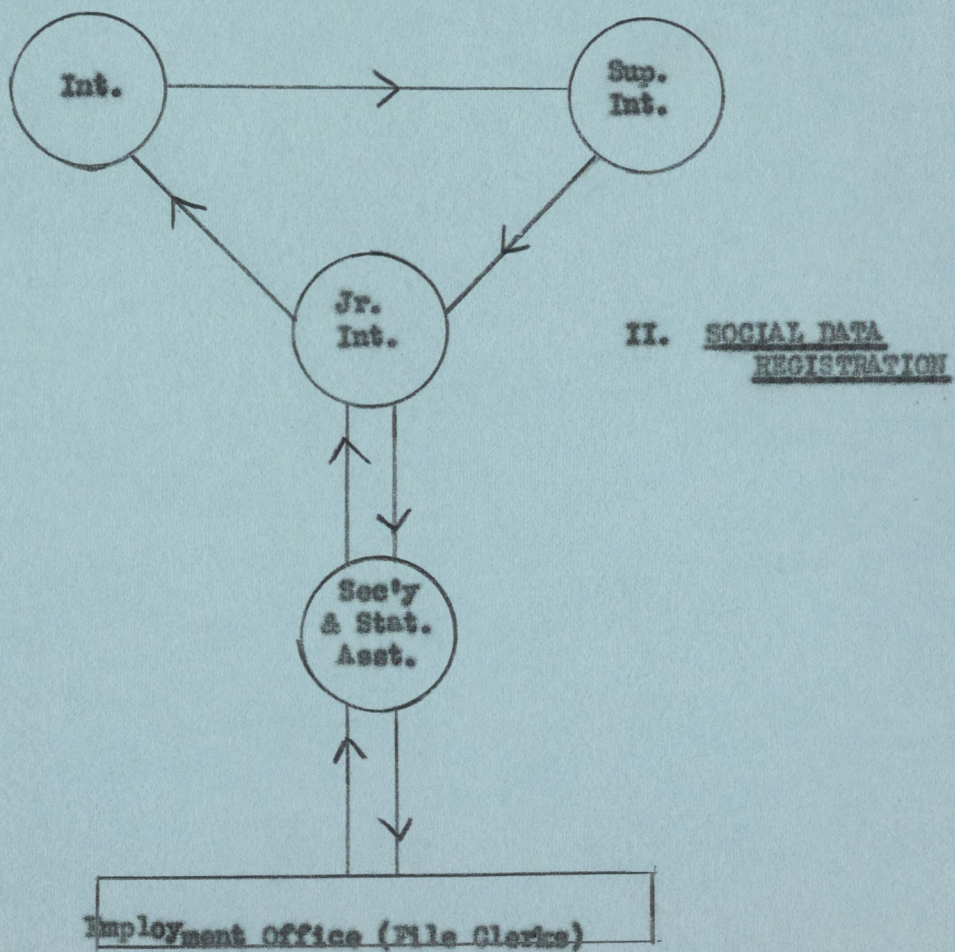
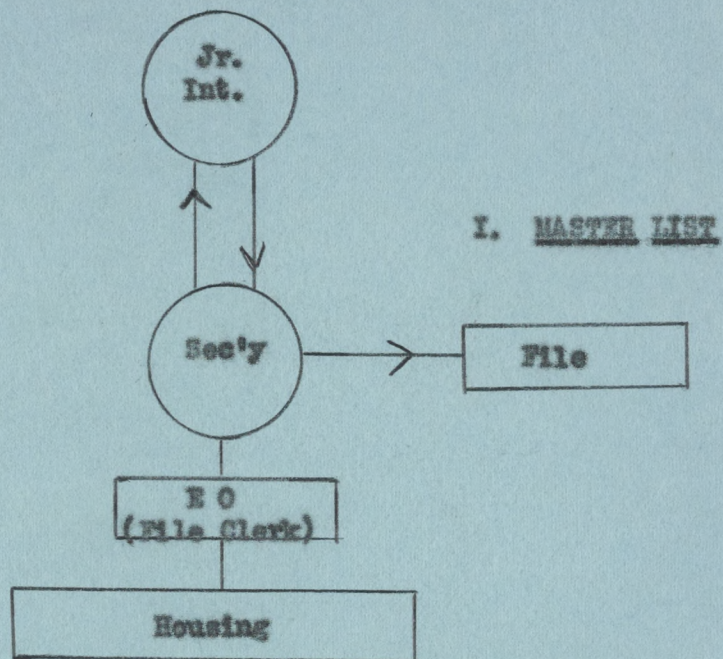
1. Transport Office Staff from home to Census Office as directed
2. Transport delayed interviewees in emergencies
3. Generally useful as needed in field work
4. Haul supplies, records, files as needed
5. Responsible for satisfactory relations with Poston Truck-Transportation Department

C. Office Messenger

1. Maintains errand service for office as a whole
2. Aids unit messengers in clean-up work as needed

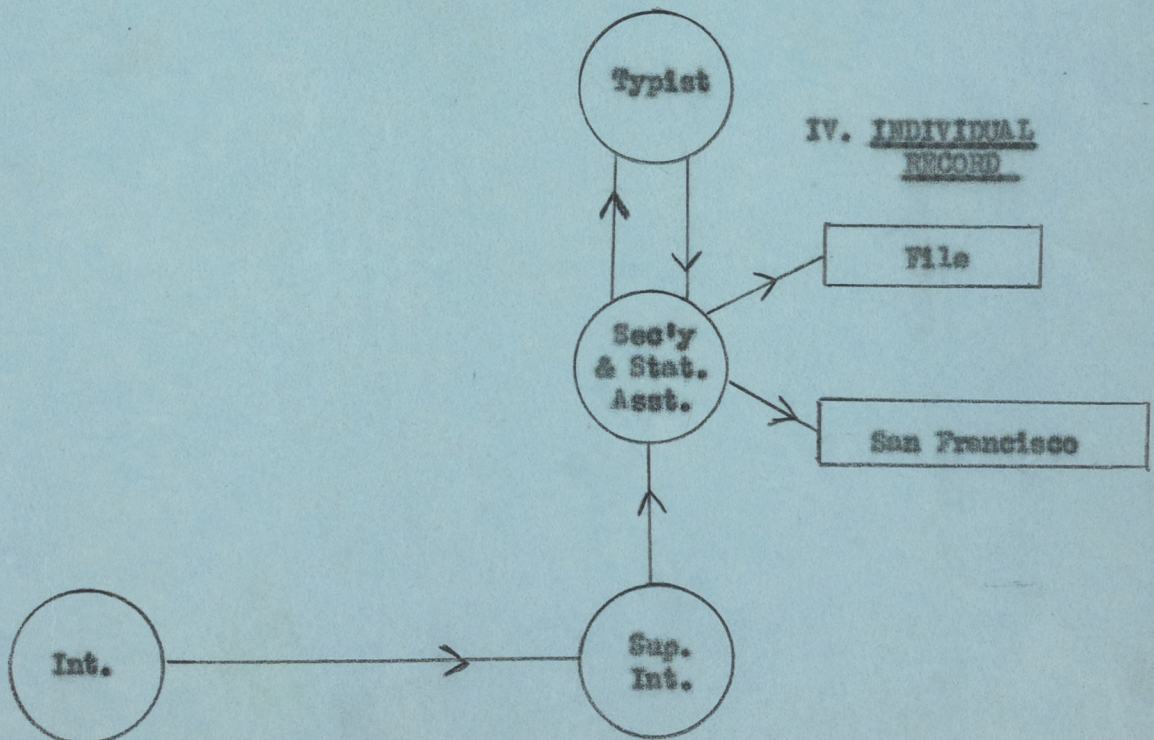
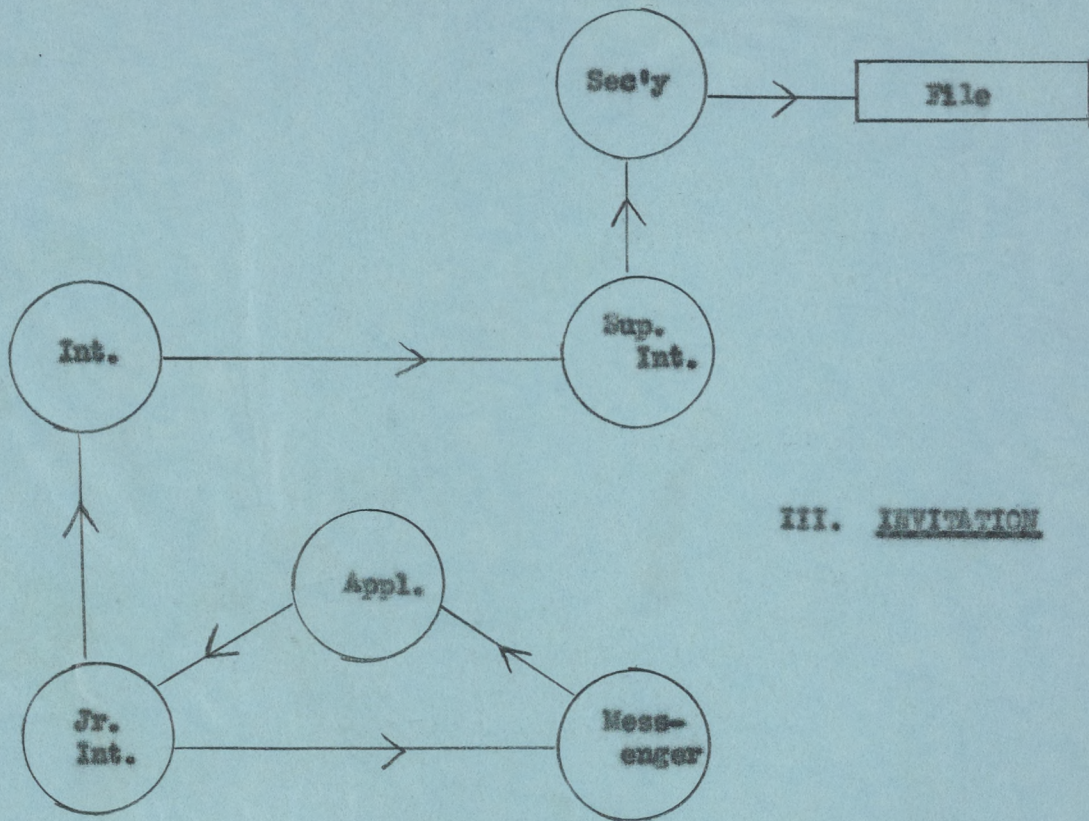


ROUTING OF FORMS USED BY CENSUS OFFICE





ROUTING OF FORMS USED BY CENSUS OFFICE





#### PROCEDURE

The Procedure employed in the operation of the Census Project may be divided into four steps - Preparation, Interview, Processing and Statistics and Distribution.



## I. Preparation

- A. Location of Census Office is decided upon and the order in which Blocks are to be surveyed is given to the Housing Office which makes up a list of residents, Block by Block. Using this list, the Census File Clerks extract the necessary Social Data Registration and transmit both Master List and Social Data Registration to Office Secretary, indicating families for whom no Social Data Registration's are available. The Statistical Assistant enters the number of Social Data Registrations received.
- B. The Junior Interviewer responsible for scheduling receives Master List and Social Data Registration from Office Secretary one block at a time as needed and checks addresses with Block Manager. At the same time, the Supervising Interviewer enlists cooperation of Block Manager and answers questions that may arise. The Junior Interviewer schedules appointments for interview allowing 15 - 20 minutes for each member and makes up Invitations which are delivered by Messenger who obtains signature of recipient.



## II. Interview

- A. The family to be interviewed arrives at Census Office as scheduled. The Doorman examines Invitation and directs them to Junior Interviewer responsible for reception who checks appointment, extracts Social Data Registration for Interviewer. She escorts family to Interviewer, makes introduction and where necessary instructs younger members to wait their turn in designated waiting section in front of unit.
- B. Interviewer completes Individual Record for every member of family assigned. Notes names of missing members, if any, for later field work upon completion of Block. Dismisses family graciously. Fastens together Invitation, Social Data Registration and Individual Records and submits to Supervising Interviewer.
- C. Supervising Interviewer checks Individual Record for accuracy, consistency and completeness. Enters on Social Data Registration, in red pencil, Interview Number for every member of family. Separates Invitation, Social Data Registration and Individual Record. Retains Individual Records for processing; sends Social Data Registration to Junior Interviewer, sends Invitation to Office Secretary for disposal.
- D. Junior Interviewer enters red Interview Number as taken from Social Data Registration on to Master List. On completion of Block returns both Master List and Social Data Registration to Office Secretary.
- E. Office Secretary files Master List, returns Social Data Registration to File Clerks after checking number with Statistical Assistant.



### III. Processing

- A. The Supervising Interviewer analyzes Individual Records and classifies occupationally taking into account education and training, physical condition, significant employment history and vocational preference. Submits classified Individual Record to Office Manager for checking - unclassified to Office Secretary for typing.
- B. Office Manager checks occupational classifications and assigns Entry Codes as required. Transmits Individual Records to Office Secretary for typing.
- C. Office Secretary sends to cooperating offices all Individual Records to be typed Block by Block requesting one original and two carbons. Receives completed work from typists.



#### IV. Statistics and Distribution

- A. Statistical Assistant receives from Office Secretary typed Individual Records. With aid of General Clerk sorts written copy alphabetically; typed original by classification or if unclassified by age. Files Block by Block. Prepares transmittal for mailing of two carbons to Regional Office. Records necessary information and gives Individual Record to Office Secretary for mailing.
- B. Tabulates primary and secondary occupations as instructed.
- C. Maintains all statistical reports as required.



## INDIVIDUAL RECORD

1. Name: Last First Middle			OFFICE USE	14. Individual number:			OFFICE USE
2a. Other names: (Include maiden name if a married woman)				15. Family number:			
2. Relocation Center: Address Entry date				16. Sex: 1 <input type="checkbox"/> Male 2 <input type="checkbox"/> Female			
3. Assembly Center: Address Entry date				17. Race: Spouse's race: 1 <input type="checkbox"/> White 1 <input type="checkbox"/> White 2 <input type="checkbox"/> Japanese 2 <input type="checkbox"/> Japanese 3 <input type="checkbox"/> Other 3 <input type="checkbox"/> Other			
4. Previous address: Street and number, or R.F.D. number City State				18. Marital status: 1 <input type="checkbox"/> Single 2 <input type="checkbox"/> Married 3 <input type="checkbox"/> Widowed 4 <input type="checkbox"/> Divorced 5 <input type="checkbox"/> Separated			
5. Parents: Name of father; maiden name of mother Country of birth				19. Relationship to head of family group:			
5a. Father's occupation: in U. S. Abroad				20. Birthdate: 20a. Age:			
6. Person to notify in case of emergency: (Relationship, name, and address)				21. Birthplace: (City, county, state or province, and country)			
7. Education: Name and location From— To—				22. Alien registration number:			
Grammar school . . . . .				23. Attending school: 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No			
Junior high school . . . . .				24. Grade:			
High school . . . . .				25. Language: Speak Read Write			
Business school . . . . .				English . . . . . <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
College . . . . .				Japanese . . . . . <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Postgraduate . . . . .				German . . . . . <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
7a. Degrees, educational specializations, honors, and significant activities:				Italian . . . . . <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
8. Residence outside the United States: Country From— To—				26. Major activity or status:			
9. Military or naval service: Country Branch From— To—				27. Occupation:			
10. Public assistance: 1 <input type="checkbox"/> Aid to dependent children 2 <input type="checkbox"/> Aid to blind 3 <input type="checkbox"/> Old age assistance				Pri . . . . .			
11. Pension: Source . . . . . Amt. \$ . . . . . Pay period . . . . .				Sec . . . . .			
12. Height: (Inches) 12a. Weight: (Pounds) 13. Physical condition:				27a. . . . .			
				27b. . . . .			



28. **Employment history:** (List *most* recent employment first and account for all periods of unemployment)

OFFICE  
USE[illegible]

29. **Skills and hobbies:** (List skills other than those indicated in the above employment history. Include types of ability or experience such as carpentry, electrical work, auto and machine repair work, music, arts and crafts, etc.)

29a. Social Security Account No..... 30. Religion.....

31. **Additional information:** (Enter here additional information on any item for which adequate space is not provided. Indicate in the margin next to the item that it is continued here, and number each entry here according to the item number)

**Informant, if other than the registrant:**

Date of interview:

Signature of interviewer:



## SOCIAL DATA REGISTRATION

1. Last Name	First	Middle	2. Persons in Family	3. Family Number
4. Present Address			5. Assembly Center Notations:  (a) Location  (b)  (c)	
6. Normal Head of Family: <input type="checkbox"/> With Family <input type="checkbox"/> Elsewhere <input type="checkbox"/> Interned				
7. Departure to _____ on:			8. Medical inspection appointment:	
Day _____			Day _____	
Month and date _____			Month and date _____	
Hour _____			Hour _____	
Meet at (place) _____			Reported illness _____	
Mode of travel: <input type="checkbox"/> Own car <input type="checkbox"/> Bus or train				

## 9. Present Family group:

NAME	Relation to head	Sex	Age	Country of birth	Education		Occupation and industry	Alien Reg. No., or Remarks	Physical condition
					In school	Grade			
A	Head								
B									
C									
D									
E									
F									
G									
H									
I									

10. Property Arrangements needed: ☐ Household furniture ☐ Automobile ☐ Business ☐ Farm

11. Date of Registration: \_\_\_\_\_ 12. Interviewer: \_\_\_\_\_



Block No. \_\_\_\_\_

Receptionist \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Date: \_\_\_\_\_, 1942

APPOINTMENT SCHEDULE

Name	Bldg. & Apt.	Appointment date & hour	Inter- view No.	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				



WAR RELOCATION AUTHORITY  
Notice of Interview

Mr. or Mrs. \_\_\_\_\_ Block \_\_\_\_\_ Bldg. \_\_\_\_\_ Apt. \_\_\_\_\_

Dear Sir or Madam:

Please come for your census interview to Block \_\_\_\_\_ on \_\_\_\_\_  
at \_\_\_\_\_ o'clock, A.M. \_\_\_\_\_ P.M. \_\_\_\_\_. Report to Station \_\_\_\_\_.

Please bring with you all members of your family who are 14 years of age or older, if they are able to come. Each member of your family, 14 years old or over, will be interviewed separately.

This interview is to establish an official permanent record of every person. The record is essential both for you and for the Administration, because it will establish personal identification; it will help us plan for the education of your children; and will help in making proper job assignments to every worker.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE BRING THIS NOTICE WITH YOU  
PLEASE BRING YOUR ALIEN REGISTRATION BOOK. BE EXCUSED FROM WORK.  
BE ON TIME.

\_\_\_\_\_

WAR RELOCATION AUTHORITY  
Notice of Interview

Mr. or Mrs. \_\_\_\_\_ Block \_\_\_\_\_ Bldg. \_\_\_\_\_ Apt. \_\_\_\_\_

Dear Sir or Madam:

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at \_\_\_\_\_ o'clock, A.M. \_\_\_\_\_ P.M. \_\_\_\_\_. Report to Station \_\_\_\_\_.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE BRING THIS NOTICE WITH YOU  
PLEASE BRING YOUR ALIEN REGISTRATION BOOK. BE EXCUSED FROM WORK.  
BE ON TIME.

\_\_\_\_\_



APPENDIX



APPENDIX A

Instructions to Interviewers



## PROCEDURE

1. Receptionist gives SDR to Interviewers.
2. Interviewer completes interview and returned the Individual Schedules (attached to its SDR) to the Receptionist in half day lots.
3. At no time shall the SDR be separated from the Schedules for the persons on the SDR.
4. Receptionist checks the names on the Master List with those on the Individual Schedules. If the Schedules have full names and the Master List does not (i.e. only the first and last names, and no middle name) record on the Master List the other initial.
5. Receptionist gives SDR's and the attached Individual Schedules to the Supervising Interviewers.
6. The Supervising Interviewers will record on the SDR's in red the interview numbers of the attached Individual Schedules. They will then classify the Schedules.
7. At this stage, the SDR's and the attached Schedules need not be kept in lots of half day's work.
8. The Supervising Interviewers will return the classified Schedules to the Receptionist.
9. The Receptionist will record the red interview numbers from the SDR's on to the Master List.
10. The Receptionist will pull out any SDR's (with attached Schedules) if they contain names that have no red interview number. The missing interviews for these SDR's shall be completed during the field work.
11. After the field work is completed, the work is then handed over to the Scheduler who will see that there is a balance between the total number of interview numbers recorded on the Master List, and the actual number of Individual Schedules completed.
12. The Scheduler will check the names on the Master List to see if they accurately compare with those on the Individual Schedules.
13. The Scheduler will separate the SDR's from the Schedules.
14. The Scheduler will hand this checked work (SDR's, Schedules, and Master List) to the Statistician, who will segregate the classified from the non-classified Schedules, and check the aggregate with the number balanced by the Scheduler.
15. The classified Schedules will be given to the Supervising Interviewers for rechecking of classification and returned to the Statistician.



WAR RELOCATION AUTHORITY

INSTRUCTIONS TO INTERVIEWERS  
(FORM WRA 26)

May 30, 1942

GENERAL INSTRUCTIONS

This record will become the basic record file upon each person residing in an Assembly Center or Relocation Area. It will establish the basic facts of personal identification, family relationships, education, and occupation for each person in an official, permanent record. As such, it will be able to keep in touch by mail with relatives, friends, and business connections outside the Relocation Area. It will be the basic record for future education of the children. In future years it will be essential to the people in proving facts about themselves and in settling questions of inheritance and legacies.

The Administration will base many of its programs upon the facts contained in this record. The record is essential for planning educational and recreational programs and for selecting personnel for various activities. It is the desire of the Administration to place every person in the job which he is best qualified to do and to obtain maximum utilization of skills and talent, insofar as possible. The facts of occupation, education, and skills which this record provides are essential to accomplish these objectives.

This record is for official purposes only. It will go into the Administration files and only authorized Agencies of the Government will be allowed to use it.

It is, therefore, essential that the information entering into this record be complete and accurate. This is your responsibility and it is necessary that you be thoroughly familiar with all definitions, know exactly what is meant by each question, and fill in the schedule properly and accurately. In each case you should interview the person for whom the record is filled out except where a person is incapable of supplying the proper answers for himself, for example: A child's parent should supply the information for a child, under 14 years of age.

Allow yourself sufficient time to complete each interview at one sitting. Be courteous and be patient with the interviewee. If you suspect an answer of being incorrect, attempt, as



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courteously as possible, to explain the question further to the person and solicit an accurate answer. If the individual does not want to change his answer and you have good reason for believing it to be incorrect, note this fact under item 31, "Additional Information".

Do not leave questions blank or use dashes or the entry "none" except where specifically so instructed or where the question is obviously inapplicable. In the latter case, leave the entry blank. Thus no entry should be made under item 7, "Education", for a 4 year old child who has never attended school.

Use pencil in filling out the schedule and be sure you know the proper entry before writing in the answer. In writing names, for example, you should write the name on a slip of paper before entering it on the Schedule.

Sign each schedule and give the date of interview. Also be sure to give the name of the person interviewed if other than the person to whom the record applies. Number your schedules in the order that they are taken, placing the number under your signature on the back of the page.

#### DETAILED INSTRUCTIONS

1. Name--Print here the full name of the person to whom this record applies. Enter the last name (or surname), then the given name in full, and the middle name in full. Make certain that you have spelled each name correctly. If the person has no middle name, enter a dash. If he has only an initial that does not stand for a name, enter the initial and after it in parentheses write "(initial)". For a new-born infant who does not have a given name write "Infant".

1.a. Other Names--Print here all other names by which the person has been known either in the United States or abroad. Enter the maiden name of a married woman. If a woman is widowed, divorced, or separated, list her maiden name if she is now using her married name; if she is now using her maiden name, list her married name. Indicate in parentheses whether the "other name" given is a married name or a maiden name. If many "other names" are given, use item 31. Write "yo-shi" names on second line. First name is name on birth certificate.

2. Relocation Center--If this record is made in a Relocation Center, enter here the address in the Relocation Center at which the person is residing at the time of the interview, and the date upon which he was admitted to the Relocation Center. For the address, give the name of the Center, the Block number and the Building or Barrack number. Example:



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Poston Project, Block 1, Building 2-A. For the date of entry, give the month, day and year. Example: 6/1/42.

No entry should be made under this item if the record is taken in an assembly center.

3. Assembly Center--Enter here the last address at which the person resided in an assembly center and the date he was admitted to that Center. For the address, give the name of the Assembly Center, the Block number and the Building or Barrack number. For entry date, give the month, day and year. If the person was evacuated to a Relocation Center, write "none" in the space provided for the name of the Assembly Center.
4. Previous Address--Enter here the last address at which the person resided before evacuation. If this was not his usual family address or if he had not resided at this address for two months or more, enter also his usual family address or his last permanent residence prior to the address from which he was evacuated. For example: Students, Traveling Salesman, and others temporarily living away from home should be recorded not only at the address from which they were evacuated, but also at their usual family address. Similarly, persons who moved with their family to a new address just before evacuation should be recorded not only at the address from which they were evacuated, but also at their last permanent address, (last permanent family residence address) before the family moved. For each address, give the street and number, or R.F.D. number, city and state. Example: 1784 Sutter Street, San Francisco, California; R.F.D. #1, Alviso, California.
5. Parents--Enter here the full name of the person's father, the full maiden name of his mother, and the country of birth of each parent. Enter the last name (or surname) first, then the given name in full and the middle name in full. Make certain that you have spelled each name correctly. Give the name of the country of birth as it was known at the time of the parent's birth. Write out the name of the country in each case and do not use ditto marks or "same". If the parent was born in the United States or any territory or possession, enter the name of the state or Territory or possession.
6. Person to Notify in Case of Emergency--Enter here the relationship, name and address of the person to notify in case of emergency. This will usually be the husband, wife, parent or other nearest relative, but may be a friend. Example: Husband, George Taro Nakamura, Tanforan Assembly Center, San Bruno, California. Father, Masami Tetsu Kagawa, 1010 Main Street, Denver, Colorado.



7. Education--Enter here the name and location of each school attended and the dates of such attendance, except where the person attended more than one grammar school, junior high school, or high school. In these instances, it is necessary to give the name and location of only the last of each such school attended, but the dates shown should apply to the entire period of attendance at grammar school, junior high school or high school rather than to the period of attendance at the specific school named. If the individual attended more than one business or trade school, college or university, the name and location and dates of attendance should be entered separately for each. For location, the name of the city and state, or country, if outside of the United States, is sufficient. For dates of attendance, give only the month and year.
- 7.a. Degrees, Educational Specialization, Honors, and Significant Activities--Enter first of all college or university degrees received, listing the highest degree first. Then list the major and minor subjects studied in business, trade, or technical schools, colleges and post-graduate schools. Next list special training received in these schools and in high school, such as: Teacher Training, Typing, Accounting, Manual Applied Arts, Domestic, Science, etc. Finally, list honors attained in school, membership in honor societies, and participation in extra-curricular activities, such as Journalism, Debating, Dramatics, Music, etc. Indicate to what level of schooling the items listed apply. If more space is needed, use the back of the page under Item 31 "Additional Information." List Sewing Schools, etc. on the back of the page under Item 31.
8. Residence Outside the United States--Enter here all periods in which the person resided outside the United States, territories and possessions, and the country in which he resided. List each period of residence separately although each such residence may have been in the same country. For the dates, give only the month and year. If the individual was born in a foreign country, the date entered under "From" will be the same as the birthdate. If he attended school in a foreign country, the dates of residence in that country will embrace the period of school attendance shown under item 7 but need not be the same. If the person did not establish residence in a foreign country, but visited or traveled in such a country for a period of one month or more, enter the name of the country and the period of visitation or travel. If the person has had more than two periods of residence outside the United States, list the two most recent periods here and continue the list under item 31, "Additional Information". If the person has never resided outside the United States write, "None".
9. Military or Naval Service-- If the person has had military or



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naval service in any country, including the United States, enter the name of the country, the branch of service (such as Army, Navy, Marines, Air Corps, etc.) and the dates of his enlistment and discharge. Enter each term of service separately and show the last period of service first. For dates, give the month and year. If the person has had no military or naval service write "None". Include State Guard and Militia, but not ROTC and CMTC.

10. Public Assistance--If the person received public assistance in the form of Aid to Dependent Children, Aid to the Blind, or Old Age Assistance, check the appropriate box. This should be checked for the person to whom the money disbursement is actually made. If none, write "None".
11. Pensions--Enter here pensions from public or private sources other than those indicated in item 10. Record the name of the Agency or Firm from which the pension is received, and the amount and pay period of each payment. Thus, if a person receives \$600 annually from an insurance annuity and is paid in monthly checks of \$50 each, the correct entry is: X.Y.A. Insurance Company, \$50, monthly. If none, write "None".
12. Height--Enter here the person's height in inches, without shoes.
- 13.a. Weight--Enter here the person's weight in pounds with clothing.
13. Physical Condition--Enter here only diseases requiring extended treatment and major defects of a more or less permanent nature, particularly those which limit the person's occupational, recreational, or educational activities. These include such conditions as tuberculosis, epilepsy, diabetes, heart disease, cancer, hernia, impairment of eyesight, impairment of hearing, and loss of limbs. Do not enter temporary illness, pregnancy, etc. Indicate whether the major defect, if correctable, is corrected by mechanical or other means, such as, glasses, hearing devices, artificial limbs, trusses, etc. If there are no such major defects under "No major defect". Do not attempt to appraise the person's general physical condition.
14. Individual Number--Enter here the number assigned to the individual in the evacuation program and under which his records are filed. Check against the Social Data Record.
15. Family Number--Enter here the number assigned to the family to which the individual belongs. Check against the Social Data Record.
16. Sex--Check the appropriate box.



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17. Race--Check the appropriate box. If the person is neither White nor Japanese, check "Other" and write after it the specific race. "Other races" include Negro, American Indian, Chinese, Filipino, Hindu. Anyone having Japanese blood in part is considered Japanese.
  18. Marital Status--Check the appropriate classification for the person's marital status. Consider as "Separated" a person who is married but is voluntarily living away from his spouse and does not intend to re-join his spouse. Do not consider as "Separated" a person involuntarily or temporarily living away from his spouse. Note that "Single" applies only to persons who are not now and who have never been married. Commonlaw marriage is recognized.
  19. Relationship to Head of Family Group--Enter here the relationship this person bears to the head of the family with whom he is residing at the time of the interview. If a person is the head of the family group enter "Head". Other possible entries are: Wife, son, daughter, son-in-law, daughter-in-law, grandson, granddaughter, brother, sister, brother-in-law, sister-in-law, father, mother, wife's father, wife's mother, cousin. Designate as lodger and person who is not related to the head by blood or marriage.
  20. Birth--Enter the month, day, and year of the individual's birth date.
  - 20-a. Age--Enter his age at his last birthday. Be sure that these items agree. If the person is doubtful, ask him if he has any papers, such as a birth certificate, passport, marriage license, or school record, which would establish his age. If he is sure of one item and not of the other, adjust the other to agree with the one he considers the more accurate.
  21. Birthplace--If the individual was born in the United States, give the city, county, and state in which he was born. If he was born in a hospital, enter the address of the individual's parents rather than the location of the hospital. If the person was born outside of the United States, enter the name of the province (ken) and the name of the country as it existed at the time of his birth.
  22. Alien Registration Number--If the individual gives his birthplace as a country other than the United States and is an alien, enter here the alien registration number given to him in the Alien Registration of 1940. This number normally has seven digits and appears on both the alien registration receipt card and the enemy alien registration certificate (inside) not confused with four digit number inside enemy alien registration certificate 1941.



23. Attending School--Check the appropriate box. Check "Yes" if the individual attended school at any time during the school year of 1941-42. Regular school system only.
24. Grade--If the individual attended school during the school year 1941-42 (answer "Yes" for item 23.) enter here the grade in which he was enrolled. If the individual was not attending school, enter here the last full grade of school completed; that is, the highest full grade that the person has successfully finished or from which he has been graduated. Do not include half years or grades that were not finished.

This question refers only to the education obtained in public, private, or parochial schools, colleges, or universities. Education obtained at vocational schools is not to be considered, unless such school or college was a part of the regular school system. For a person who completed his formal education in an ungraded school or in a foreign country, enter the approximate equivalent grade in the American school system, or if this cannot readily be determined, the number of years the person completed school. For a person who obtained his entire education in night school, enter the approximate equivalent grade completed. Indicate the grades as follows:

<u>Grade Completed</u>	<u>Entry</u>
None	0
Elementary School:	
First Grade	1
Second Grade	2
Third Grade (etc. to)	3
Eighth Grade	8
High School, Academy, or Equivalent:	
First Year (sometimes known as 9th grade)	High-1
Second Year (sometimes known as 10th grade)	" -2
Third Year (sometimes known as 11th grade)	" -3
Fourth Year (sometimes known as 12th grade)	" -4
College, University, or Professional School:	
First Year	College-1



Second Year	College-2
Third Year	College-3
Fourth Year	College-4
Post Graduate	Post Grad.-1, 2, etc.

Enter College-1 to College-4, for a person who completed 1, 2, 3, or 4 years at college or university or a professional school (law school, or theological school), whether or not the person was graduated from high school. Professional school also includes Medical, Dental, Engineering and Normal Schools.

For persons whose highest grade completed was in Junior high school, it will be necessary to ascertain the equivalent in terms of Elementary-School or regular High-School grades.

For children under school age, and for persons who have had no formal schooling, that is, who never attended school, enter "0".

25. Language--Check the appropriate box for each language. For example, if the person can speak English but cannot read it, check only the box for speaking English, and so on. If he can speak or read languages not listed here, space is provided for listing two such. If his proficiency exceeds this number, enter the additional languages under item 31 "Additional Information", and list here the two languages in which he is most proficient.
26. Major Activity or Status.
27. Occupation--The interviewer will leave these spaces blank because the information will be transcribed later from an analysis of item 28 on the reverse side of the record and other items. Lines 27-a and 27-b are also reserved for later use and no entries will be made in the original interview.
28. Employment History--The history under this item should provide a clear statement of the employment history of each person. Because of the occupational importance of recent employment, the first entry should be the most recent period of employment, the next entry the immediately previous employment period, etc. A complete employment history is desired, but in the case of older workers and persons who have had many shifts in occupation, the employment history for at least the past ten years is sufficient.

Each change in occupation or industry or place of employment



should be entered on a new line. Entries should also be made for breaks in occupational history because of unemployment, school attendance, home duties, periods of serious illness, etc. If the ten lines provided under item 28 are not sufficient, continue the answers for this item under item 31, or on a separate sheet.

For each employment history entry, enter the month and year of its beginning under "from" and the month and year of its end under "to". In most cases there will be a complete accounting of time from the earliest date on the last line to the most recent date on the top line.

Occupation--Do not begin by asking the person what his occupation is or was. Ask him where he worked and what he did. Enter as detailed a description as possible of the exact nature of the duties this person performed on his job. Describe any machines which he operated. Use the entry for industry to show as fully as possible the kind of industry or establishment, that is, the kind of factory, kind of farm, store, or other place of business, in which he performed these duties.

Thus, for example, if a person has been a salesman in a novelty store, the answer under occupation should be "salesman" and the answer under industry should be "Novelty Store."

Other Examples are:

"Fruit Packing Hand" .....	"Fruit Packing House"
"Manager" .....	"Truck Farm"
"Irrigator" .....	"Fruit Farm"
"Tractor Driver" .....	"Grain Farm"
"Fish Culturist" .....	"Fish Hatchery"
"Sewing Machine Operator .....	"Garment Factory"
"Composer" .....	"Job Printing Shop"
"Proprietor" .....	"Restaurant"
"Lawyer" .....	"Law Firm"

Care should be taken to avoid general descriptions such as "Clerk", "Engineer", etc. Use, instead, such terms as "Saleslady", "Filing-Clerk", "typist", "Stationary Engineer", etc. The term "Laborer" should be avoided, if it is at all possible to indicate the specific type of work done, such as "Ditch Digger", "Warehouseman", "Stevedore", etc. The term "Mechanic" should also be avoided if a more specific description is possible, such as "Carpenter", "Electrician", "Auto-repairman", etc.

Persons having two occupations--If the interviewee regularly had two part time occupations, or one part time occupation combined with home housework, or attendance at school, this fact should be indicated by entering the designation



of each occupation or activity.

Since it is the object of this item to secure as complete an occupational history as possible for each individual, entries for occupation and industry should be made for persons even though they are not now available for employment or work. Thus a housewife who previously was a trained nurse should have her employment history entered in the same manner as a woman who recently worked at this profession. From the date columns can be determined the period of time which has elapsed since last she worked at this profession. Similarly persons who are aged or infirm should be recorded for employment history.

Farm Workers--Record a person who was in charge of a farm as a "Farmer", if he owned the farm or operated it as a tenant or renter; but a person who managed a farm for someone else for wages or salary should be reported as a "Farm Manager". A man who directed farm labor under the supervision of the owner, tenant, or manager should be reported as a "farm foreman" or a "Farm overseer." In the Industry Column show the type of farm such as fruit farm, truck farm, dairy, livestock ranch, poultry farm, grain farm, etc.

Do not report persons who worked for wages on a farm simply as "Farm Laborers" but indicate what kind of farm laborers they were, such as sugar beet workers, dairymen, irrigators, sheepherders, vegetable packers, chick sexers, dehydrator operators, tractor drivers, nursery workers, hatchery operators, etc. Always get a description of the specific kind of work the person did.

Unpaid Family Workers--Give an occupation such as vegetable packer, delivery boy, salesman, etc., for each member of a family who worked customarily without wages or salary on the family's farm, in a shop or store from which the family obtained its support, on other work that contributed to the family income.

Builders and Contractors--Only persons who were engaged principally in obtaining building or other construction contracts and supervising their execution should be recorded as "builders" or "contractors". Craftsmen who work with their own tools should be recorded as "carpenters", "plasterers", etc., and not as contractors. Carpenter getting his own contracts is still carpenter.

Engineers--Distinguish carefully the different kinds of engineers by stating the full descriptive titles as "civil engineer", "electrical engineer", "locomotive engineer", "mechanical engineer", "mining engineer", "stationary engineer", etc.

Foreman and Proprietors-- In the case of a foreman or pro-



prietor, always include with the entry "Foreman" or "Proprietor", the specific craft or trade, if any, that the person pursues, as "Foreman-carpenter", "Foreman-electrician", "Proprietor-pharmacist", "Proprietor-tailor", etc.

Industry--Enter here the term or terms describing the kind of industry or establishment, that is, the kind of farm, factory, store, or other place of business in which the person followed the occupation described for each period of employment. In most cases, there will be little difficulty in determining the industry, since most persons are clearly engaged in one distinct industry. Difficulties will sometimes arise, however, in connection with persons whose occupation is connected with more than one industry. In such cases, the person should be definitely reported in the principal industry in which he or his concern is engaged. Whenever possible, avoid the use of the word "company" in describing the industry in which the person worked. An "oil company" for example, may operate oil wells, or a pipe line, or an oil refinery, or a cottonseed oil mill or it may be engaged in selling oil. Likewise, never enter a firm name as "Jones & Co." but state the industry or business in which the person follows his occupation, as "Building Construction, Retail Hardware, etc.".

Avoid General or Indefinite Terms--Give the occupation and industry precisely. For example, record a worker in a textile mill as a spinner, cotton mill; weigher, woolen mill; spooler, silk mill, etc. Do not report industry in such indefinite terms as a refinery, transportation, electrical, etc., but specify petroleum refinery, sugar refinery, copper refinery; steam railroad, or bus line; electrical power company or electrical appliance factory, etc. Never enter as "industry" such indefinite terms as "factory", "mill", "shop", "store" or "office" without stating the kind of factory, etc., as soap factory, cotton mill, auto-repair shop, grocery store, real estate office.

Manufacturing and Trade--It is important to distinguish between manufacturing establishments, wholesale establishments and retail establishments, particularly, in entering the industry for workers whose occupations are common to all three classes of establishments as are, for example, the occupations of salesman and bookkeepers. The entry Salesman, for occupation, and soap for industry or the entry bookkeeper, for occupation, and radio, for industry would not indicate whether the person worked in a factory, a wholesale store, or a retail store. Salesman, soap factory, and bookkeeper, retail radio store would be satisfactory entries.

Wholesale and Retail Trade--Be careful in making the entry for industry, to distinguish between wholesale and retail trade. Specify in each entry for a person employed at any



occupation in a sales establishment both the kind of business and whether the establishment is engaged in retail or wholesale trade. If the establishment is engaged in both retail or wholesale trade, specify the more important branch of the firm's activity, retail or wholesale trade. If that cannot be ascertained, abbreviate "wholesale-retail" as in the following example: Traveling Salesman, W-R Plumbing Supplies. In some cases, especially for professional persons, you may use in the industry column the expression private practice or independent; or, for some laborers odd jobs.

Unusual Occupations for Young Persons--It is unusual for a person under 18 years old to be a farmer or a proprietor of any kind; or to be an official, a manager, or a foreman; or to follow a professional pursuit; or to pursue any of the skilled trades such as that of a plumber, carpenter, or machinist. If, therefore, you are told that a person under 18 follows an occupation usually followed only by older persons in the occupation, ask whether he is not a helper or apprentice and if so, make the entry accordingly, as carpenter's helper.

Cooks--Distinguish carefully between cooks and general houseworkers. Record a person who does general housework as a servant and not as a cook. In each case, state in the industry column whether the person worked for a private family, a hotel, a restaurant, etc.

Industrial Homework and Other Work at Home--For a person regularly employed at home by an outside employer (person or factory) or on needlework, sewing clothes, making artificial flowers, etc., enter for occupation, a concise description of the work actually done, followed by the words "at home", such as seamstress at home, flower maker at home, headworker at home, lacemaker at home. Enter for industry the kind of business or factory by which the person was employed, such as ladies' clothing factory, necktie factory, artificial flower factory, etc.

The appropriate industry entry for a woman who worked at home but was not engaged by a commercial employer is at home. Thus, for a woman who made dresses for individual customers in her own home, enter dressmaker for occupation and at home for industry. For a woman who took in washing in her own home, enter laundress or washerwoman for occupation and at home for industry.

29. Skills and Hobbies--There should be listed here the person's skills other than those revealed by his employment history. Particular effort should be made to include special abilities or experience, apart from regular employment, in fields such as carpentry, electrical work, auto and machine repair-



ing, music, arts and crafts, etc., which might be developed through special training and experience in Relocation Projects.

Interviewers should ask, in connection with this item, for a statement of the person's preference as to occupation. Enter this information on the last line under item 29.

30. Religion--Enter here the name of the religious sect to which this person belongs or with which he has been affiliated most recently. For Protestant sects indicate the denomination.
31. Previous instructions have indicated that if adequate spaces were not provided for an item, the additional information should be entered here. Indicate in the margin next to the item that it is continued here and number each entry here accordingly.



WAR RELOCATION AUTHORITY  
POSTON CENSUS BUREAU

SUPPLEMENTARY INSTRUCTIONS  
(Form WRA 26)

1. Some people are apparently worried that the information called for by this census may possibly be used against them. In this connection, it should be pointed out that all information which may be of military significance has already been secured by Intelligence and Investigational Agencies of the Federal Government. This applies to such items as alien status, etc. These items are called for in the present census only for the purpose of having all statistics on one record. The items of possible military significance should therefore cause no embarrassment.
2. Regarding Item 9 "Military or Naval Service", it should be noted that Veteran status frequently confers preferential treatment in job placement. It is, therefore, desirable to know which members of the community can be included in such preferred groups.
3. It cannot be too strongly emphasized that this inventory of skills and occupations has nothing whatsoever to do with conscripting labor. In fact, this occupational analysis makes it possible for persons to be assigned to jobs most suitable to them. Also this record will make it possible to present to the general labor market, the resources available in Poston.
4. No further interviews are contemplated unless there is a specific job opening in view. Then a small group apparently qualified according to the work history in this census will be selected for final interview and placement.
5. For persons who received their education in a foreign country, indicate only the number of years attended. Do not attempt to translate foreign school achievement into American grade equivalents.



TRANSLATION OF JAPANESE CALENDAR

Year	Emperor	Year of Reign	Age of Client	Year	Emperor	Year of Reign	Age of Client
1942	Showa	17	0	1902	Meiji	35	40
1941	"	16	1	1901	"	34	41
1940	"	15	2	1900	"	33	42
1939	"	14	3	1899	"	32	43
1938	"	13	4	1898	"	31	44
1937	"	12	5	1897	"	30	45
1936	"	11	6	1896	"	29	46
1935	"	10	7	1895	"	28	47
1934	"	9	8	1894	"	27	48
1933	"	8	9	1893	"	26	49
1932	"	7	10	1892	"	25	50
1931	"	6	11	1891	"	24	51
1930	"	5	12	1890	"	23	52
1929	"	4	13	1889	"	22	53
1928	"	3	14	1888	"	21	54
1927	"	2	15	1887	"	20	55
				1886	"	19	56
1926	Showa	1	16	1885	"	18	57
1926	Taisho	15		1884	"	17	58
				1883	"	16	59
1925	"	14	17	1882	"	15	60
1924	"	13	18	1881	"	14	61
1923	"	12	19	1880	"	13	62
1922	"	11	20	1879	"	12	63
1921	"	10	21	1878	"	11	64
1920	"	9	22	1877	"	10	65
1919	"	8	23	1876	"	9	66
1918	"	7	24	1875	"	8	67
1917	"	6	25	1874	"	7	68
1916	"	5	26	1873	"	6	69
1915	"	4	27	1872	"	5	70
1914	"	3	28	1871	"	4	71
1913	"	2	29	1870	"	3	72
				1869	"	2	73
1912	Taisho	1	30	1868	Meiji	1	74
1912	Meiji	45		1867	Keio	3	75
				1866	"	2	76
1911	"	44	31	1865	"	1	77
1910	"	43	32	1864	Genji	1	78
1909	"	42	33	1863	Bunkyo	3	79
1908	"	41	34	1862	"	2	80
1907	"	40	35	1861	"	1	81
1906	"	39	36	1860	Meiyen	1	82
1905	"	38	37				
1904	"	37	38				
1903	"	36	39				



APPENDIX B

Supplies and Equipment



40

EQUIPMENT REQUIREMENTS  
POSTON CENSUS PROJECT

Tables (Interviewers)  
(Large)

Chairs

Stools

Filing Cabinets

Water Cooler or Buckets and Dippers

Typewriters

Occupational Dictionaries



41

SUPPLY REQUIREMENTS  
POSTON CENSUS PROJECT

81,000	WRA 26	1	Quart Ink
68	Pkg. Carbon Paper (100 sheets per package)	1	Dozen Penholders
10	Reams Onion Skin	1	Box Ball Pen Points
4	Reams Bond	2,000	Paper Clips
8	Reams Mineo	2	Stiff Typewriter Brushes
400	Manila Folders	1	Pencil Sharpener
350	Large Franked Envelopes	4	Stapling Machine and Staples
250	Legal Size Franked Envelopes	4	Rulers
3	Dozen Shorthand Notebooks	4	Wastebaskets
5	Dozen Pencil Tablets	2	Bottles Type Cleaner
3	Columnar Pads	1	Dozen Stencils
4	Gross Indelible Pencils (Medium)	20	Boxes Paper Cups (1,000 per box)
1	Gross Black Pencils, #2.5	1	Sponge
1	Dozen Typewriter Erasers	6	Dozen Red Pencils
		6	Spools Typewriter Ribbon

NOTE: Should the present arrangement of "farming out" typing in Housing & Registration Office prove inadequate, we will find it necessary to requisition:

9 Typewriters  
18 Spools Typewriter Ribbon  
9 Stiff Brushes  
18 Typewriter Erasers  
5 Bottles Type Cleaner



APPENDIX C  
Office Reports



## 42

[illegible]











POSTON BLOCK #

CARBON #

\_\_\_\_ COMPLETE CENSUS SCHEDULES

- - 1942

Mary F. Bonack  
Poston Census Office



BLOCK TABULATION OF OCCUPATIONAL  
CLASSIFICATION (Primary)

Code	Block						
0-01.							
0-02.							
0-03.							
0-04.							
0-06.							
0-07.							
0-08.							
0-11.							
0-12.							
0-13.							
0-15.							
0-16.							
0-17.							
0-18.							
0-19.							
0-20.							
0-22.							
0-23.							
0-24.							
0-25.							
0-26.							
0-27.							
0-28.							
0-30.							
0-31.							
0-32.							
0-33.							
0-34.							
0-38.							
0-39.							
0-41.							
0-42.							
0-43.							
0-44.							
0-45.							
0-46.							
0-48.							
0-50.							
0-52.							
0-53.							
0-56.							
0-57.							
0-61.							
0-62.							
0-64.							
0-65.							
0-66.							
0-68.							
0-69.							
0-71.							
0-72.							
0-73.							
0-74.							



APPENDIX D

Three-Digit Occupational Breakdown



MAJOR OCCUPATIONAL GROUPS AND DIVISIONS

0 Professional and managerial occupations

0-0 through 0-3 Professional occupations  
 0-4 " 0-6 Semiprofessional occupations  
 0-7 " 0-9 Managerial and official occupations

1 Clerical and Sales occupations

1-0 through 1-4 Clerical and kindred occupations  
 1-5 " 1-9 Sales and kindred occupations

2 Service occupations

2-0 Domestic service occupations  
 2-2 through 2-5 Personal service occupations  
 2-6 Protective service occupations  
 2-8 " 2-9 Building service workers and porters

3 Agricultural, fishery, forestry, and kindred occupations

3-0 through 3-4 Agricultural, horticultural, and kindred occupations  
 3-8 Fishery occupations  
 3-9 Forestry (except logging) and hunting and trapping occupations

4) Skilled occupations

6) Semiskilled occupations

8) Unskilled occupations



THREE-DIGIT OCCUPATIONAL GROUPS  
PROFESSIONAL AND MANAGERIAL OCCUPATIONS

Professional Occupations

- 0-01. Accountants and auditors
- 0-02. Actors and actresses
- 0-03. Architects
- 0-04. Artists, sculptors, and teachers of art
- 0-06. Authors, editors, and reporters
- 0-07. Chemists, assayers, and metallurgists
- 0-08. Clergymen
- 0-11. College presidents, professors, and instructors
- 0-12. County agents and farm demonstrators
- 0-13. Dentists
- 0-15. Engineers, chemical
- 0-16. Engineers, civil
- 0-17. Engineers, electrical
- 0-18. Engineers, industrial
- 0-19. Engineers, mechanical
- 0-20. Engineers, mining
- 0-22. Lawyers and judges
- 0-23. Librarians
- 0-24. Musicians and teachers of music
- 0-25. Pharmacists
- 0-26. Physicians and surgeons
- 0-27. Social and welfare workers
- 0-28. Statisticians
- 0-30. Teachers, primary school and kindergarten
- 0-31. Teachers (secondary school) and principals
- 0-32. Teachers and instructors, n.e.c.
- 0-33. Trained nurses
- 0-34. Veterinarians
- 0-38. } Professional occupations, n.e.c.
- 0-39. }

Semiprofessional Occupations

- 0-41. Aviators
- 0-42. Chiropractors
- 0-43. Decorators and window dressers
- 0-44. Commercial artists
- 0-45. Dancers and chorus girls
- 0-46. Designers
- 0-48. Draftsmen
- 0-50. Laboratory technicians and assistants
- 0-52. Healers and medical service occupations, n.e.c.
- 0-53. Optometrists
- 0-56. Photographers
- 0-57. Athletes, sports instructors, and sport officials
- 0-61. Radio operators
- 0-62. Showmen
- 0-64. Surveyors
- 0-65. Embalmers and undertakers
- 0-66. Technicians, except Laboratory
- 0-68. } Semiprofessional occupations, n.e.c.
- 0-69. }



THREE-DIGIT OCCUPATIONAL GROUPS  
PROFESSIONAL AND MANAGERIAL OCCUPATIONS

Managerial and Official Occupations

- 0-71. Hotel and restaurant managers
- 0-72. Retail managers
- 0-73. Wholesale managers
- 0-74. Buyers and department heads, stores
- 0-75. Floormen and floor managers, stores
- 0-79. Inspectors, managerial and official
- 0-81. Advertising agents
- 0-83. Officials of lodges, societies, unions, etc.
- 0-85. Credit men
- 0-87. Managers and superintendents, buildings
- 0-88. Ship captains, mates, pilots and engineers
- 0-91. Purchasing agents and buyers, n.e.c.
- 0-92. Conductors, railroad
- 0-94. Public officials, n.e.c.
- 0-95. Inspectors, public service, n.e.c.
- 0-97.)
- 0-98.) Managers and officials, n.e.c.
- 0-99.)



THREE-DIGIT OCCUPATIONAL GROUPS  
CLERICAL AND SALES OCCUPATIONS

Clerical and Kindred Occupations

- 1-01. Bookkeepers and cashiers, except bank cashiers
- 1-02. Bookkeeping machine operators
- 1-03. Checkers
- 1-04. Clerks, general
- 1-05. Clerks, general office
- 1-06. Financial institution clerks, n.e.c.
- 1-07. Hotel clerks, n.e.c.
- 1-08. Insurance clerks, n.e.c.
- 1-10. Printing and publishing clerks, n.e.c.
- 1-11. Railroad clerks, n.e.c.
- 1-12. Clerks in trade, n.e.c.
- 1-15. Collectors, bills and accounts
- 1-16. Correspondence clerks
- 1-17. File clerks
- 1-18. General industry clerks
- 1-20. Library assistants and attendants
- 1-23. Messengers, errand boys, and office boys and girls
- 1-24. Telegraph messengers
- 1-25. Office machine operators
- 1-26. Paymasters, payroll clerks, and timekeepers
- 1-27. Post office clerks
- 1-28. Mail carriers
- 1-31. Express messengers and railway mail clerks
- 1-32. Physicians' and dentists' assistants and attendants
- 1-33. Secretaries
- 1-34. Shipping and receiving clerks
- 1-36. Statistical clerks and compilers
- 1-37. Stenographers and typists
- 1-38. Stock clerks
- 1-41. Telegraph operators
- 1-42. Telephone operators
- 1-43. Baggage men, transportation
- 1-45. Weighers
- 1-48. Agents and appraisers, n.e.c.
- 1-49. Clerks and kindred occupations, n.e.c.



THREE-DIGIT OCCUPATIONAL GROUPS  
CLERICAL AND SALES OCCUPATIONS

Sales and Kindred Occupations

- 1-51. Auctioneers
- 1-52. Salesmen, brokerage and commission firms, n.e.c.
- 1-55. Canvassers and solicitors
- 1-56. Demonstrators
- 1-57. Salesmen, insurance
- 1-58. Newsboys
- 1-61. Hucksters and peddlers
- 1-63. Salesmen, real estate
- 1-65. Salesmen, stock and bond
- 1-70. Sales clerks
- 1-75. Salespersons
- 1-80. Salesmen, to consumers
- 1-85.)
- 1-86.) Salesmen and sales agents, except to consumers
- 1-87.)
- 1-96. Sales clerks, dry cleaning and laundry
- 1-97. Shoppers



THREE-DIGIT OCCUPATIONAL GROUPS  
SERVICE OCCUPATIONS

Domestic Service Occupations

- 2-01. Day workers
- 2-02. Laundresses, private family
- 2-03. Housekeepers, private family
- 2-04. Housemen and yardmen
- 2-05. Cooks, domestic
- 2-06. Maids, general
- 2-07. Nursemaids
- 2-08. Parlormaids
- 2-09. Miscellaneous servants, private family

Personal Service Occupations

- 2-21. Bartenders
- 2-22. Bellmen and related occupations
- 2-23. Boarding-house and lodging-house keepers
- 2-24. Maids and housemen, hotels, restaurants, etc.
- 2-25. Housekeepers, stewards, and hostesses
- 2-26. Cooks, except private family
- 2-27. Waiters and waitresses, except private family
- 2-28. Ship stewards
- 2-29. Kitchen workers in hotels, restaurants, railroads, steamships, etc., n.e.c.
- 2-32. Barbers, beauticians, and manicurists
- 2-34. Bootblacks
- 2-36. Guides, except hunting and trapping
- 2-38. Midwives and practical nurses
- 2-40. Attendants, recreation and amusements, n.e.c.
- 2-42. Attendants, hospitals and other institutions, n.e.c.
- 2-43. Attendants, professional and personal service, n.e.c.
- 2-44. Camp attendants
- 2-45. Doormen
- 2-47. Apprentices to service occupations
- 2-48. Ushers



THREE-DIGIT OCCUPATIONAL GROUPS  
SERVICE OCCUPATIONS

Protective Service Occupations

- 2-61. Guards and watchmen, except crossing watchmen
- 2-62. Crossing watchmen and bridge tenders
- 2-63. Firemen, fire department
- 2-65. Policemen and detectives, except in public service
- 2-66. Policemen and detectives, public service
- 2-67. Sheriffs and bailiffs
- 2-68. Soldiers, sailors, marines and coast guards, n.e.c.

Building Service Workers and Porters

- 2-82. Charwomen and cleaners
- 2-84. Janitors and sextons
- 2-86. Porters, n.e.c.
- 2-91. Pullman porters
- 2-92. Baggage porters
- 2-95. Elevator operators



THREE-DIGIT OCCUPATIONAL GROUPS  
AGRICULTURAL, FISHERY, FORESTRY, AND KINDRED OCCUPATIONS

Agricultural, Horticultural, and Kindred Occupations

- 3-01. Cash grain farmers
- 3-02. Cotton farmers
- 3-03. Crop specialty farmers
- 3-04. Dairy farmers
- 3-05. Fruit farmers
- 3-06. General farmers
- 3-07. Animal and livestock farmers
- 3-08. Poultry farmers
- 3-09. Truck farmers
- 3-11. Farm hands, grain
- 3-12. Farm hands, cotton
- 3-13. Farm hands, crop specialty
- 3-14. Farm hands, dairy
- 3-15. Farm hands, fruit
- 3-16. Farm hands, general farms
- 3-17. Farm hands, animal and livestock
- 3-18. Farm hands, poultry
- 3-19. Farm hands, vegetable
- 3-30. Fruit and vegetable graders and packers
- 3-31. Blight control laborers and bindweed eradicators
- 3-32. Irrigation occupations
- 3-35. Farm mechanics
- 3-36. Farm couples
- 3-37. Farm managers and foremen
- 3-38. Nursery operators and flower growers
- 3-39. Nursery and landscaping laborers
- 3-40. Gardeners and grounds keepers, parks cemeteries, etc.
- 3-41. Hatchery men
- 3-42. Laborers, hatchery
- 3-43. Stablemen
- 3-44. Barn bosses
- 3-47. Cotton ginner
- 3-48. Technical agricultural occupations, n.e.c.
- 3-49. Agricultural occupations, n.e.c.

Fishery Occupations

- 3-87. Fishermen and oystermen
- 3-88. Sponge and seaweed gatherers
- 3-89. Fishing occupations, n.e.c.

Forestry (Except Logging) and Hunting and Trapping Occupations

- 3-91. Forestry occupations, except logging
- 3-96. Hunting and trapping guides
- 3-97. Hunters and trappers



### THREE-DIGIT OCCUPATIONAL GROUPS SKILLED, SEMISKILLED, AND UNSKILLED OCCUPATIONS

**NOTE:** A number of the following occupational groups extend across two or more of the skill levels. These levels are differentiated by the first digit of the code number, the other digits remaining constant for the entire occupational groups. If the first digit be an even number, the first digit of the other skill levels of the occupational group will likewise be even. This relationship also holds true when the first digit is an odd numeral.

- 4 and 5 indicate the skilled levels
- 6 and 7 indicate the semiskilled levels
- 8 and 9 indicate the unskilled levels

In the following list of code numbers, where occupational groups extend over two or more of the skill levels, the index digit of each skill level is given. Thus, 4, 6, 8-00. indicates that there are skilled, semiskilled, and unskilled levels within the occupational group, whereas, 4, 6, 00. would indicate that only the skilled and semiskilled levels are represented.

#### OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES

(4, 6, 8-00 through 5, 7, 9-18)

#### Occupations in Production of Food Products

- 4-01. Bakers
- 4, 6, 8-02. Occupations in production of bakery products, n.e.c.
- 4, 6, 8-03. Occupations in production of beverages
- 6, 8-04. Occupations in canning and preserving of foods
- 4, 6, 8-05. Occupations in production of confections
- 4, 6, 8-06. Occupations in processing of dairy products
- 4, 6-07. Millers, grain, flour, feed, etc.
- 4, 6, 8-08. Occupations in production of grain-mill products
- 4, 6, 8-09. Occupations in slaughtering and in preparation of meat products
- 4, 6, 8-10. Occupations in production of miscellaneous food products.

#### Occupations in Manufacture of Tobacco

- 4, 6, 8-12. Occupations in manufacture of tobacco products.



THREE-DIGIT OCCUPATIONAL GROUPS  
OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES  
(4, 6, 8-00 through 5, 7, 9-18)

Occupations in Manufacturing of Textiles

- 4, 6, 8-14. Occupations in manufacture of knit goods
- 4-15. Weavers, textile
- 4-16. Loom fixers
- 4, 6-18. Nonprocess occupations, in manufacture of textiles
- 4, 6, 8-19. Occupations in manufacture of textiles, n.e.c.

Occupations in Production of Fabricated  
Textile Products

- 4, 6, 8-21. Furriers and occupations in fabrication of fur goods
- 4-23. Milliners
- 4, 6, 8-24. Occupations in manufacture of hats and caps, n.e.c.
- 4, 6-25. Dressmakers and seamstresses
- 4-26. Tailors and tailoresses
- 4, 6, 8-27. Occupations in fabrication of textile products, n.e.c.

Occupations in Production of Lumber and Lumber Products

- 4, 6-29. Inspectors, scalers, and graders, logs and lumber
- 4, 6, 8-30. Lumbermen, raftsmen, and woodchoppers
- 4, 6, 8-31. Sawmill occupations, n. e. c.
- 4-32. Cabinetmakers
- 4, 6, 8-33. General woodworking occupations, n.e.c.
- 4, 6, 8-34. Planing mill occupations, n.e.c.
- 4, 6-35. Upholsterers
- 4, 6, 8-36. Occupations in manufacture of furniture, n.e.c.
- 4, 6, 8-38. Cooperage occupations, n.e.c.
- 4, 6, 8-39. Occupations in manufacture of miscellaneous finished lumber products, n.e.c.

Occupations in Production of Paper and Paper Goods

- 4, 6, 8-41. Occupations in manufacture of paper and pulp
- 4, 6, 8-42. Occupations in manufacture of paper goods



THREE-DIGIT OCCUPATIONAL GROUPS  
OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES  
(4, 6, 8-00 through 5, 7, 9-18)

Printing Occupations

- 4, 6-44. Compositors and typesetters
- 4-45. Electrotypers and stereotypers
- 4-46. Lithographers
- 4-47. Photoengravers
- 4-48. Pressmen and plate printers, printing,
- 4, 6, 8-49. Occupations in printing and publishing, n.e.c.

Occupations in Production of Chemicals and Chemical Products

- 4, 6, 8-50. Occupations in production of paint and varnish
- 4, 6, 8-51. Occupations in production of rayon and allied products.
- 4, 6, 8-52. Occupations in production of industrial chemicals
- 4, 6, 8-53. Occupations in production of chemical products

Occupations in Production of Petroleum and Coal Products

- 4, 6, 8-55. Occupations in refining of petroleum
- 6, 8-56. Occupations in production of miscellaneous petroleum and coal products

Occupations in Production of Rubber Goods

- 4, 6, 8-57. Occupations in production of rubber goods.

Occupations in Manufacture of Leather and Leather Products

- 4, 6, 8-59. Occupations in manufacture of leather
- 4-60. Shoemakers and shoe repairmen, not in factory
- 4, 6, 8-61. Occupations in manufacture of boots and shoes
- 4, 6, 8-62. Occupations in manufacture of leather products other than boots and shoes

Occupations in Production of Stone, Clay and Glass Products

- 4, 6, 8-63. Occupations in production of glass and glass products
- 4, 6, 8-66. Occupations in production of clay products
- 6, 8-67. Occupations in production of cement, concrete, gypsum, and plaster products
- 4-68. Stone-cutters
- 4, 6, 8-69. Occupations in stoneworking, n.e.c.
- 4, 6, 8-70. Occupations in production of asbestos products, abrasives and polishing products



THREE-DIGIT OCCUPATIONAL GROUPS  
OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES  
(4, 6, 8-00 through 5, 7, 9-18)

Metal Working Occupations

- 4-71. Jewelers, watchmakers, goldsmiths, and silver-smiths
- 4, 6, 8-72. Occupations in manufacture of clocks, watches, jewelry, and articles of precious metals, n.e.c.
- 4-73. Engravers
- 4, 6, 8-74. Occupations in electroplating, galvanizing, and related processes
- 4-75. Machinists
- 4-76. Toolmakers and die sinkers and setters
- 4, 6-77. Filers, grinders, buffers, and polishers (metal)
- 4, 6, 8-78. Machine shop and related occupations, n.e.c.
- 4-80. Tinsmiths, coppermiths, and sheet metal workers
- 4, 6-83. Boilermakers
- 4, 6-81. Molders
- 4, 6, 8-84. Structural and ornamental-metal workers
- 4, 6, 8-82. Foundry occupations, n.e.c.
- 4, 6-85. Welders and flame cutters
- 4, 6-86. Blacksmiths, forgers, and hammermen
- 4, 6, 8-87. Heat treaters, annealers, and temperers
- 4, 6-88. Occupations in mechanical treatment of metals (rolling, stamping, forging, pressing, etc.) n.e.c.
- 4, 6-90. Ore dressing occupations
- 4, 6-91. Furnacemen, smelters and pourers
- 4, 6, 8-92. Occupations in production of ferrous and non-ferrous metals
- 4, 6, 8-93. Occupations in fabrication of metal products, n.e.c.
- 4, 6, 8-94. n.e.c.
- 4, 6-95. Inter-industry metal working occupations, n.e.c.

Electricians and Occupations in Manufacture of Electrical Equipment

- 4-97. Electricians
- 4, 6, 8-98. Occupations in manufacture of radios and phonographs
- 4, 6, 8-99. Occupations in manufacture of electrical machinery and accessories, n.e.c.
- 5, 7, 9-00. Occupations in manufacture of miscellaneous electrical equipment, n.e.c.



THREE-DIGIT OCCUPATIONAL GROUPS  
OCCUPATIONS IN MANUFACTURING AND RELATED ACTIVITIES  
(4, 6, 8-00 through 5, 7, 9-18)

Occupations in Manufacture of Transportation Equipment

- 7, 9-02. Occupations in manufacture of automobiles, n.e.c.
- 5, 7, 9-03. Occupations in building of aircraft, n.e.c.
- 5, 7, 9-05. Occupations in building transportation equipment (except automobiles and aircraft), n.e.c.

Occupations in Manufacture of Miscellaneous Products

- 5-08. Opticians, lens grinders, and polishers
- 5, 7, 9-09. Occupations in manufacture of professional and scientific apparatus, n.e.c.
- 5, 7, 9-10. Occupations in manufacture of fabricated plastic products
- 5-12. Piano and organ tuners
- 5, 7, 9-13. Occupations in the manufacture of miscellaneous products

Miscellaneous Manufacturing Occupations

- 5, 7, 9-16. Painters, except construction and maintenance
- 5, 7-17. Pattern and model makers, except paper
- 5, 7-18. Dyers.

OCCUPATIONS IN NONMANUFACTURING ACTIVITIES  
(5, 7, 9-20 through 5, 7, 9-61)

Occupations in Extraction of Minerals

- 5, 7, 9-20. Occupations in production of petroleum
- 5, 7-21. Miners, and mining-machine operators
- 5, 7, 9-22. Occupations in extraction of minerals, n.e.c.

Construction Occupation

- 5, 7-23. Construction machinery operators, n.e.c.
- 5, 7-24. Brick and stone masons, and tile setters
- 5-25. Carpenters
- 5, 7-26. Cement and concrete finishers
- 5, 7-27. Painters, construction and maintenance
- 5-28. Paperhangers
- 5-29. Plasterers
- 5-30. Plumbers, gas fitters, and steam fitters
- 7-31. Roofers and slaters
- 5, 7, 9-32. Construction occupations, n.e.c.
- 5, 7-33. Asbestos and insulation workers



THREE-DIGIT OCCUPATIONAL GROUPS  
OCCUPATIONS IN NONMANUFACTURING ACTIVITIES  
(5, 7, 9-20 through 5, 7, 9-61)

Transportation Occupations

- 7, 9-35. Routemen
- 5, 7-36. Chauffeurs and drivers, bus, taxi, truck and tractor
- 5, 7-37. Teamsters
- 5, 7-38. Brakemen, railroad
- 5, 7-39. Conductors, bus and street railway
- 5, 7-40. Motormen (vehicle), except railroad, milway and bus
- 5-41. Locomotive engineers
- 5-42. Locomotive firemen
- 5-43. Motormen, street, subway, and elevated railway
- 5, 7-44. Switchmen, railroad
- 7-45. Gatemen and train callers
- 7, 9-47. Longshoremnen and stevedores
- 7, 9-48. Sailors and deckhands, except U. S. Navy
- 5, 7, 9-49. Transportation occupations, n.e.c.

Communication and Utility Occupations

- 5-51. Power station operators
- 5, 7-53. Linemen and servicemen, telegraph, telephone and power
- 7, 9-54. Occupations in furnishing utilities, n.e.c.

Trade and Service Occupations

- 5, 7-55. Motion Picture projectionists
- 5, 7, 9-56. Amusement, recreation, and motion picture occupations, n.e.c.
- 5, 7, 9-57. Occupations in laundering, cleaning, dyeing and pressing apparel and other articles
- 5, 7-58. Meatcutters, except in slaughtering and packing houses
- 5, 7, 9-59. Occupations in trades and services, n.e.c.
- 7-60. Attendants, filling stations and parking lots.

Public Service Occupations, n.e.c.

- 5, 7, 9-61. Public service occupations, n.e.c.



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THREE-DIGIT OCCUPATIONAL GROUPS  
MISCELLANEOUS OCCUPATIONS  
(5, 7, 9-63 through 5, 7, 9-89)

- 7, 9-63.)
- 7, 9-64.) Nonprocess occupations in manufacturing, n.e.c.
- 7, 9-65.)
- 7-68. Packing, filling, labeling, marking, bottling and related occupations, n.e.c.
- 7-70. Firemen, other than process firemen
- 7, 9-71. Oilers of machinery
- 5, 7-72. Engineers, stationary
- 5, 7-73. Crane men, derrick men, hoist men and shovel men
- 5, 7-74. Blasters and powder men
- 5, 7-75. Drillers, extraction of minerals and construction
- 5, 7-76. Inspectors, n.e.c.
- 5, 7, 9-77. Glaziers
- 5-78. Millwrights
- 5, 7-79. Mechanics and repairmen, railroad and car shop
- 5-80. Mechanics and repairmen, airplane
- 5, 7-81. Mechanics and repairmen, motor vehicles
- 5, 7, 9-83. Mechanics and repairmen, n.e.c.
- 5, 7-84. Tool sharpeners and dressers
- 7, 9-85. Garage laborers and car washers and greasers
- 5, 7, 9-86. Photographic process occupations
- 7, 9-87. Chainmen, rodmen, and axmen, surveying
- 5, 7-88. Warehousing, storekeeping, handling, loading, unloading, and related occupations, n.e.c.
- 5, 7, 9-89. Miscellaneous occupations, n.e.c.

Foremen  
(5-91 through 5-99)

- 5-91.)
- 5-92.) Foremen, manufacturing
- 5-93. Foremen, extraction of minerals
- 5-94. Foremen, construction
- 5-95. Foremen, transportation, communication and utilities
- 5-97. Foremen, services, amusements
- 5-99. Foremen, n.e.c.

Apprentices  
(7-93 through 7-99)

- 7-93. Carpenters' apprentices
- 7-94. Machinists' apprentices
- 7-95. Electricians' apprentices
- 7-96. Plumbers' apprentices
- 7-97. Apprentices to other construction and hand trades
- 7-98. Apprentices to printing trades
- 7-99. Apprentices to other trades



ENTRY OCCUPATIONAL CLASSIFICATION

Professional, Technical and Managerial Work

- 0-X1. Artistic work
- 0-X2. Musical work
- 0-X3. Literary work
- 0-X4. Entertainment work
- 0-X6. Public Service work
- 0-X7. Technical work
- 0-X8. Managerial work

Clerical and Sales Work

- 1-X1. Computing work
- 1-X2. Recording work
- 1-X4. General Clerical work
- 1-X5. Public Contact

Service Work

- 2-X1. Cooking
- 2-X3. Child care
- 2-X5. Personal Service

Agricultural, Fishery and Forestry Work

- 3-X1. Farming
- 3-X8. Fishery work
- 3-X9. Forestry work

Mechanical Work

- 4-X2. Machine trade
- 4-X6. Crafts

Manual Work

- 6-X2. Observational work
- 6-X4. Manipulative work
- 6-X6. Elemental work