

Instruction Manual
Part 19

Industry and Occupation Coding
for Death Certificates, effective **2003**

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U. S. Department of Health and Human Services
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This Instruction Manual was prepared in the Division of Vital Statistics (DVS) ***by Celia Dickens*** of DAEB under the general direction of Ron Chamblee, Chief of the Data Acquisition and Evaluation Branch (DAEB). ***Lacola A. Washington of Lockheed Martin Operation Support (LMOS) provided technical advice and content review. Arialdi M. Minino of the Mortality Statistics Branch, DVS, James T. Walker and Pamela K. Schumacher of NIOSH, Division of Surveillance, Hazard Evaluations, and Field Studies (DSHEFS) also provided content review. The intent of this instruction manual is to provide guidance and procedures for the reject coding staff as well as manual coders.***

Questions regarding this manual or its contents may be directed to the Data Acquisition and Evaluation Branch, National Center for Health Statistics, P.O. Box 12214, Research Triangle Park, North Carolina 27709 or the Surveillance Branch, National Institute for Occupational Safety and Health, Robert A. Taft Laboratories, 4676 Columbia Parkway, Cincinnati, Ohio 45226. Questions regarding the availability or analysis of Industry and Occupation data should be directed to the Surveillance Branch of NIOSH at the above address or the Mortality Statistics Branch, Division of Vital Statistics, National Center for Health Statistics, Center Building, Room 840, 6525 Belcrest Road, Hyattsville, Maryland 20782.

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INSTRUCTIONS FOR
INDUSTRY AND OCCUPATION CODING
FOR DEATH CERTIFICATES, EFFECTIVE **2003**

SECTION I - INTRODUCTION

The following procedures were developed to provide State and Local health and vital statistics agencies with a uniform system for coding Industry and Occupation (I&O) entries reported on death certificates. These procedures were adapted from the 2000 Census Industry and Occupation classification systems.

This manual is designed for use in conjunction with the Alphabetical Index of Industries and Occupations, U.S. Bureau of the Census, which is now available as Instruction Manual Part 19B from the National Center for Health Statistics. The Index contains a comprehensive list of over 21,000 industry and 31,000 occupation titles with appropriate codes. It is updated periodically as new titles are accumulated from continuing surveys.

SECTION II - GENERAL CONCEPTS

A. Industry

“Industry” is defined as the kind of activity at a person's place of work.

Typical places of work are factories, shoe stores, hotels, or banks. Industries are classified into activities such as goods production and service production industries. Some of the kinds of goods producing industries are agricultural production, construction, and manufacturing. For manufacturing, classification is based on production processes such as bakery, oil refinery, and auto manufacturing. Some of the service production industries are barber shops, newspaper publishing, museums, and computer systems design.

The latest industrial classification (which is used to organize the industry section of the Alphabetical Index) contains 265 categories arranged into 20 major groups. The industry codes, which are distinct numbers from those used as occupation codes, usually end with digits 7, 8, or 9. However, there are nine codes, which are exceptions to this end digit rule. These industry codes end with the digit 6. The industrial classification also includes a special category for active duty military.

B. Occupation

“Occupation” is the kind of work a person performed at his or her place of work. These jobs are described in many ways. Some are bakers, bank tellers, civil engineers, and parking lot attendants.

The occupational classification (which is used to organize the occupation section of the Alphabetical Index) has 509 categories, which are arranged into the 23 major groups of the Standard Occupational Classification System. For occupations within the census coding system, the numeric codes always end with digits 0 through 6. For death certificate coding, several additional categories have been added to cover entries such as volunteer, student, housewife, and “never worked” that are not in the Index.

C. Classification Systems

Industrial Classification System

The North American Industry Classification System (**NAICS**), prepared by the Office of Management and Budget and published in the North American Industry Classification System (NAICS) Manual, is the standard for industrial classification systems in the U.S. Government. The Census 2000 Industrial Classification System was developed using the structure of the NAICS. In the NAICS, establishments are grouped into industries based on the activities in which they are primarily engaged. The Bureau of Census coding system consists of 265 categories arranged into 20 sectors. The sectors are exactly the same as those found in the 1997 NAICS.

Occupational Classification System

The Census Occupational Classification System was developed to be consistent with the Standard Occupational Classification (**SOC**) Manual: 2000. The Standard Occupational Classification (SOC) System was developed in response to a growing need for a universal occupational classification system. The Bureau of Census coding system has 509 separate categories arranged into the 23 major groups of the SOC. Within these major groups are 96 minor groups, 449 broad occupations, and 821 detailed occupations.

Industrial Classification System

Summary Groupings and Major Sub-Groups

AGRICULTURE, FORESTRY, FISHING, AND HUNTING **(017-029)**

MINING **(037-049)**

UTILITIES **(057-069)**

CONSTRUCTION **(077)**

MANUFACTURING **(107-399)**

WHOLESALE TRADE **(407-459)**

RETAIL TRADE **(467-579)**

TRANSPORTATION AND WAREHOUSING **(607-639)**

INFORMATION **(647-679)**

FINANCE AND INSURANCE **(687-699)**

REAL ESTATE AND RENTAL AND LEASING **(707-719)**

PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES **(727-749)**

MANAGEMENT OF COMPANIES AND ENTERPRISES **(757)**

ADMINISTRATIVE AND SUPPORT & WASTE MANAGEMENT SERVICES **(758-779)**

EDUCATIONAL SERVICES **(786-789)**

HEALTH CARE AND SOCIAL ASSISTANCE **(797-847)**

ARTS, ENTERTAINMENT, AND RECREATION **(856-859)**

ACCOMMODATION AND FOOD SERVICES **(866-869)**

OTHER SERVICES (EXCEPT PUBLIC ADMINISTRATION) **(877-929)**

PUBLIC ADMINISTRATION AND ACTIVE DUTY MILITARY **(937-987)**

Occupational Classification System
Summary Groupings and Major Sub-Groups

MANAGEMENT **(001-043)**

BUSINESS AND FINANCIAL OPERATIONS **(050-095)**

COMPUTER AND MATHEMATICAL **(100-124)**

ARCHITECTURE AND ENGINEERING **(130-156)**

LIFE, PHYSICAL, AND SOCIAL SERVICES **(160-196)**

COMMUNITY AND SOCIAL SERVICES **(200-206)**

LEGAL **(210-215)**

EDUCATION, TRAINING, AND LIBRARY **(220-255)**

ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA **(260-296)**

HEALTHCARE PRACTITIONERS AND TECHNICAL **(300-354)**

HEALTHCARE SUPPORT **(360-365)**

PROTECTIVE SERVICE **(370-395)**

FOOD PREPARATION AND SERVING RELATED **(400-416)**

BUILDING AND GROUNDS CLEANING AND MAINTENANCE **(420-425)**

PERSONAL CARE AND SERVICE **(430-465)**

SALES AND RELATED **(470-496)**

OFFICE AND ADMINISTRATIVE SUPPORT **(500-593)**

FARMING, FORESTRY, AND FISHING **(600-613)**

CONSTRUCTION AND EXTRACTION **(620-694)**

INSTALLATION, REPAIR, AND MAINTENANCE **(700-762)**

PRODUCTION **(770-896)**

TRANSPORTATION AND MATERIAL MOVING **(900-975)**

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
AGRICULTURE, FORESTRY, FISHING AND HUNTING (11)		
017	Crop Production	111
018	Animal Production	112
019	Forestry except Logging	1131, 1132
027	Logging	1133
028	Fishing, Hunting and Trapping	114
029	Support Activities for Agriculture and Forestry	115
MINING (21)		
037	Oil and Gas Extraction	211
038	Coal Mining	2121
039	Metal Ore Mining	2122
047	Nonmetallic Mineral Mining and Quarrying	2123
048	Not Specified Type of Mining	Part of 21
049	Support Activities for Mining	213
UTILITIES (22)		
057	Electric Power Generation Transmission and Distribution	2211
058	Natural Gas Distribution	2212
059	Electric and Gas and Other Combinations	Pts. 2211, 2212
067	Water, Steam, Air-Conditioning, and Irrigation Systems	22131, 22133
068	Sewage Treatment Facilities	22132
069	Not Specified Utilities	Part of 22
CONSTRUCTION (23)		
077	Construction	23
MANUFACTURING (31-33)		
107	Animal Food, Grain, and Oilseed Milling	3111, 3112
108	Sugar and Confectionery Products	3113
109	Fruit and Vegetable Preserving and Specialty Food Mfg.	3114

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
117	Dairy Product Manufacturing	3115
118	Animal Slaughtering and Processing	3116
119	Retail Bakeries	311811
127	Bakeries except Retail	3118 exc. 311811
128	Seafood and Other Miscellaneous Foods n.e.c.	3117, 3119
129	Not Specified food Industries	Part of 311
137	Beverage Manufacturing	3121
139	Tobacco Manufacturing	3122
147	Fiber, Yarn, and Thread Mills	3131
148	Fabric Mills, except Knitting	3132 exc. 31324
149	Textile and Fabric Finishing and Coating Mills	3133
157	Carpets and Rugs Manufacturing	31411
159	Textile Product Mills except Carpets and Rugs	314 exc. 31411
167	Knitting Mills	31324, 3151
168	Cut and Sew Apparel Manufacturing	3152
169	Apparel Accessories and Other Apparel Manufacturing	3159
177	Footwear Manufacturing	3162
179	Leather Tanning and Products, except Footwear Mfg.	3161, 3169
187	Pulp, Paper, and Paperboard Mills	3221
188	Paperboard Containers and Boxes	32221
189	Miscellaneous Paper and Pulp Products	32222, 32223, 32229
199	Printing and Related Support Activities	3231
207	Petroleum Refining	32411
209	Miscellaneous Petroleum and Coal Products	32412, 32419
217	Resin, Synthetic Rubber and Fibers, and Filaments Mfg.	3252
218	Agricultural Chemical Manufacturing	3253
219	Pharmaceutical and Medicine Manufacturing	3254
227	Paint, Coating, and Adhesives Manufacturing	3255
228	Soap, Cleaning Compound, and Cosmetic Manufacturing	3256
229	Industrial and Miscellaneous Chemicals	3251, 3259
237	Plastics Product Manufacturing	3261

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
238	Tire Manufacturing	32621
239	Rubber Products, except Tires, Manufacturing	32622, 32629
247	Pottery, Ceramics, and Related Products Manufacturing	32711
248	Structural Clay Product Manufacturing	32712
249	Glass and Glass Product Manufacturing	3272
257	Cement, Concrete, Lime, and Gypsum Product Mfg.	3273, 3274
259	Miscellaneous Nonmetallic Mineral Product Mfg.	3279
267	Iron and Steel Mills and Steel Product Manufacturing	3311, 3312
268	Aluminum Production and Processing	3313
269	Nonferrous Metal, except aluminum, Production and Processing	3314
277	Foundries	3315
278	Metal Forgings and Stampings	3321
279	Cutlery and Hand Tool Manufacturing	3322
287	Structural Metals and Tank and Shipping Container Mfg.	3323, 3324
288	Machine Shops; Turned Product; Screw Nut and Bolt Mfg.	3327
289	Coating, Engraving, Heat Treating and Allied Activities	3328
297	Ordnance	332992-332995
298	Miscellaneous Fabricated Metal Products Manufacturing	3325, 3326, 3329 exc. 332992-332995
299	Not Specified Metal Industries	Part of 331 and 332
307	Agricultural Implement Manufacturing	33311
308	Construction Mining and Oil Field Machinery Mfg.	33312, 33313
309	Commercial and Service Industry Machinery Mfg.	3333
317	Metalworking Machinery Manufacturing	3335
318	Engines, Turbines, and Power Transmission Equipment Manufacturing	3336
319	Machinery Manufacturing, n.e.c.	3332, 3334, 3339
329	Not Specified Machinery Manufacturing	Part of 333
336	Computer and Peripheral Equipment Manufacturing	3341
337	Communications, Audio, and Video Equipment Mfg.	3342, 3343

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
338	Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	3345
339	Electronic Component and Product Manufacturing, n.e.c.	3344, 3346
347	Household Appliance Manufacturing	3352
349	Electrical Machinery, Equipment, and Supplies Mfg., n.e.c.	3351, 3353, 3359
357	Motor Vehicles and Motor Vehicle Equipment Mfg.	3361, 3362, 3363
358	Aircraft and Parts Manufacturing	336411-336413
359	Aerospace Product and Parts Manufacturing	336414-336419
367	Railroad Rolling Stock Manufacturing	3365
368	Ship and Boat Building	3366
369	Other Transportation Equipment Manufacturing	3369
377	Sawmills and Wood Preservation	3211
378	Veneer, Plywood, and Engineered Wood Product Mfg.	3212
379	Prefabricated Wood Buildings and Mobile Homes Mfg.	321991, 321992
387	Miscellaneous Wood Product Manufacturing	3219 exc. 321991, 321992
389	Furniture and Fixtures	337
396	Medical Equipment and Supplies Manufacturing	3391
397	Toys, Amusement, and Sporting Goods Manufacturing	33992, 33993
398	Miscellaneous Manufacturing, n.e.c.	3399 exc. 33992, 33993
399	Not Specified Manufacturing Industries	Part of 31-33

WHOLESALE TRADE (42)

407	Motor Vehicles, Parts and Supplies Wholesalers	4211
408	Furniture and Home Furnishing Wholesalers	4212
409	Lumber and Other Construction Materials Wholesalers	4213
417	Professional and Commercial Equipment and Supplies Wholesalers	4214
418	Metals and Minerals, except Petroleum, Wholesalers	4215
419	Electrical Goods Wholesalers	4216
426	Hardware, Plumbing and Heating Equipment, and Supplies Wholesalers	4217
427	Machinery, Equipment, and Supplies Wholesalers	4218

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
428	Recyclable Material Wholesalers	42193
429	Miscellaneous Durable Goods Wholesalers	4219 exc. 42193
437	Paper and Paper Product Wholesalers	4221
438	Drugs, Sundries, and Chemical and Allied Product Wholesalers	4222, 4226
439	Apparel, Fabrics, and Notions Wholesalers	4223
447	Groceries and Related Product Wholesalers	4224
448	Farm Product Raw Material Wholesalers	4225
449	Petroleum and Petroleum Product Wholesalers	4227
456	Alcoholic Beverage Wholesalers	4228
457	Farm Supplies Wholesalers	42291
458	Miscellaneous Nondurable Goods Wholesalers	4229 exc. 42291
459	Not Specified Wholesale Trade	Part of 42
RETAIL TRADE (44-45)		
467	Automobile Dealers	4411
468	Other Motor Vehicle Dealers	4412
469	Auto Parts, Accessories, and Tire Stores	4413
477	Furniture and Home Furnishing Stores	442
478	Household Appliance Stores	443111
479	Radio, TV, and Computer Stores	443112, 44312
487	Building Material and Supplies Dealers	4441 exc. 44413
488	Hardware Stores	44413
489	Lawn and Garden Equipment and Supplies Stores	4442
497	Grocery Stores	4451
498	Specialty Food Stores	4452
499	Beer, Wine, and Liquor Stores	4453
507	Pharmacies and Drug Stores	44611
508	Health and Personal Care, except Drug, Stores	446 exc. 44611
509	Gasoline Stations	447
517	Clothing and Accessories, except Shoe, Stores	448 exc. 44821 and 4483

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
518	Shoe Stores	44821
519	Jewelry, Luggage, and Leather Goods Stores	4483
527	Sporting Goods, Camera, and Hobby and Toy Stores	44313, 45111, 45112
528	Sewing, Needlework and Piece Goods Stores	45113
529	Music Stores	45114, 45122
537	Book Stores and News Dealers	45121
538	Department Stores	45211
539	Miscellaneous General Merchandise Stores	4529
547	Retail Florists	4531
548	Office Supplies and Stationary Stores	45321
549	Used Merchandise Stores	4533
557	Gift, Novelty, and Souvenir Shops	45322
558	Miscellaneous Retail Stores	4539
559	Electronic Shopping and Mail-Order Houses	45411
567	Vending Machine Operators	45421
568	Fuel Dealers	45431
569	Other Direct Selling Establishments	45439
579	Not Specified Retail Trade	Part of 44-45

TRANSPORTATION AND WAREHOUSING (48-49)

607	Air Transportation	481
608	Rail Transportation	482
609	Water Transportation	483
617	Truck Transportation	484
618	Bus Service and Urban Transit	4851, 4852, 4854-4859
619	Taxi and Limousine Service	4853
627	Pipeline Transportation	486
628	Scenic and Sightseeing Transportation	487
629	Services Incidental to Transportation	488
637	Postal Service	491
638	Courier and Messengers	492

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
639	Warehousing and Storage	493

INFORMATION (51)

647	Newspaper Publishers	51111
648	Publishing except Newspapers and Software	5111 exc. 51111
649	Software Publishing	5112
657	Motion Pictures and Video Industries	5121
659	Sound Recording Industries	5122
667	Radio and Television Broadcasting and Cable	5131, 5132
668	Wired Telecommunications Carriers	51331
669	Other Telecommunication Services	5133 exc. 51331
677	Libraries and Archives	51412
678	Other Information Services	5141 exc. 51412
679	Data Processing Services	5142

FINANCE AND INSURANCE (52)

687	Banking and Related Activities	521, 52211, 52219
688	Savings Institutions, Including Credit Unions	52212, 52213
689	Non-depository Credit and Related Activities	5222, 5223
697	Securities, Commodities, Funds, Trusts, and Other Financial Investments	523, 525
699	Insurance Carriers and Related Activities	524

REAL ESTATE AND RENTAL AND LEASING (53)

707	Real Estate	531
708	Automotive Equipment Rental and Leasing	5321
717	Video Tape and Disk Rental	53223
718	Other Consumer Goods Rental	53221, 53222, 53229, 5323
719	Commercial, Industrial, and Other Intangible Assets Rental and Leasing	5324, 533

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES (54)		
727	Legal Services	5411
728	Accounting, Tax Preparation, Bookkeeping and Payroll Services	5412
729	Architectural, Engineering, and Related Services	5413
737	Specialized Design Services	5414
738	Computer Systems Design and Related Services	5415
739	Management, Scientific and Technical Consulting Services	5416
746	Scientific Research and Development Services	5417
747	Advertising and Related Services	5418
748	Veterinary Services	54194
749	Other Professional, Scientific and Technical Services	5419 exc. 54194
MANAGEMENT OF COMPANIES AND ENTERPRISES (55)		
757	Management of Companies and Enterprises	551
ADMINISTRATIVE AND SUPPORT AND WASTE MANAGEMENT AND REMEDIATION SERVICES (56)		
758	Employment Services	5613
759	Business Support Services	5614
767	Travel Arrangement and Reservation Services	5615
768	Investigation and Security Services	5616
769	Services to Buildings and Dwellings	5617 exc. 56173
777	Landscaping Services	56173
778	Other Administrative and Other Support Services	5611, 5612, 5619
779	Waste Management and Remediation Services	562
EDUCATION SERVICES (61)		
786	Elementary and Secondary Schools	6111

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
787	Colleges and Universities, including Junior Colleges	6112, 6113
788	Business, Technical, and Trade Schools and Training	6114, 6115
789	Other Schools, Instruction, and Educational Services	6116, 6117

HEALTH CARE AND SOCIAL ASSISTANCE (62)

797	Offices of Physicians	6211
798	Offices of Dentists	6212
799	Offices of Chiropractors	62131
807	Offices of Optometrists	62132
808	Offices of Other Health Practitioners	6213 exc. 62131, 62132
809	Outpatient Care Centers	6214
817	Home Health Care Services	6216
818	Other Health Care Services	6215, 6219
819	Hospitals	622
827	Nursing Care Facilities	6231
829	Residential Care Facilities, without Nursing	6232, 6233, 6239
837	Individual and Family Services	6241
838	Community Food and Housing, and Emergency Services	6242
839	Vocational Rehabilitation Services	6243
847	Child Day Care Services	6244

ARTS, ENTERTAINMENT, AND RECREATION (71)

856	Independent Artists, Performing Arts, Spectator Sports, and Related Industries	711
857	Museums, Art Galleries, Historical Sites, and Similar Institutions	712
858	Bowling Centers	71395
859	Other Amusement, Gambling, and Recreation Industries	713 exc. 71395

ACCOMMODATION AND FOOD SERVICES (72)

866	Traveler Accommodation	7211
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2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
867	Recreational Vehicle Parks and Camps, and Rooming and Boarding Houses	7212, 7213
868	Restaurants and Other Food Services	722 exc. 7224
869	Drinking Places, Alcoholic Beverages	7224

OTHER SERVICES EXCEPT PUBLIC ADMINISTRATION (81)

877	Automotive Repair and Maintenance	8111 exc. 811192
878	Car Washes	811192
879	Electronic and Precision Equipment Repair and Maintenance	8112
887	Commercial and Industrial Machinery and Equipment Repair and Maintenance	8113
888	Personal and Household Goods Repair and Maintenance	8114 exc. 81143
889	Footwear and Leather Goods Repair	81143
897	Barber Shops	81211
898	Beauty Salons	81212
899	Nail Salons and Other Personal Care Services	812113, 81219
907	Drycleaning and Laundry Services	8123
908	Funeral Homes, Cemeteries and Crematories	8122
909	Other Personal Services	8129
916	Religious Organizations	8131
917	Civic, Social, Advocacy Organizations, and Grantmaking and Giving Services	8132, 8133, 8134
918	Labor Unions	81393
919	Business, Professional, Political, and Similar Organizations	8139 exc. 81393
929	Private Households	814

PUBLIC ADMINISTRATION (92)

937	Executive Offices and Legislative Bodies	92111, 92112, 92114, pt. 92115
938	Public Finance Activities	92113

2000 INDUSTRIAL CLASSIFICATION SYSTEM

Numbers in parentheses following the industry titles indicate the sector.

<u>2000 Code</u>	<u>Industry Category</u>	<u>1997 NAICS Code</u>
939	Other General Government and Support	92119
947	Justice, Public Order, and Safety Activities	922, pt. 92115
948	Administration of Human Resource Programs	923
949	Administration of Environmental Quality and Housing Programs	924, 925
957	Administration of Economic Programs and Space Research	926, 927
959	National Security and International Affairs	928
967	U.S. Army	Part of 928
968	U.S. Air Force	Part of 928
969	U.S. Navy	Part of 928
977	U.S. Marines	Part of 928
978	U.S. Coast Guard	Part of 928
979	U.S. Armed Forces, Branch Not Specified	Part of 928
987	Military Reserves or National Guard	Part of 928

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-1

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
MANAGEMENT OCCUPATIONS (11-0000)		
Top Executives (11-1000)		
001	Chief Executives	11-1011
002	General and Operations Managers	11-1021
003	Legislators	11-1031
Advertising, Marketing, Promotions, Public Relations, and Sales Manager (11-2000)		
004	Advertising and Promotions Managers	11-2011
005	Marketing and Sales Managers	11-2020
006	Public Relations Managers	11-2031
Operations Specialties Managers (11-3000)		
010	Administrative Services Managers	11-3011
011	Computer and Information Systems Managers	11-3021
012	Financial Managers	11-3031
013	Human Resources Managers	11-3040
014	Industrial Production Managers	11-3051
015	Purchasing Managers	11-3061
016	Transportation, Storage, and Distribution Managers	11-3071
Other Management Occupations (11-9000)		
020	Farm, Ranch, and Other Agricultural Managers	11-9011
021	Farmers and Ranchers	11-9012
022	Construction Managers	11-9021
023	Education Administrators	11-9030
030	Engineering Managers	11-9041
031	Food Service Managers	11-9051
032	Funeral Directors	11-9061
033	Gaming Managers	11-9071

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
034	Lodging Managers	11-9081
035	Medical and Health Services Managers	11-9111
036	Natural Sciences Managers	11-9121
040	Postmasters and Mail Superintendents	11-9131
041	Property, Real Estate, and Community Association Managers	11-9141
042	Social and Community Service Managers	11-9151
043	Managers, All Others	11-9199

BUSINESS AND FINANCIAL OPERATIONS OCCUPATIONS (13-0000)

Business Operations Specialists (13-1000)

050	Agents and Business Managers of Artists, Performers, and Athletes	13-1011
051	Purchasing Agents and Buyers, Farm Products	13-1021
052	Wholesale and Retail Buyers, Except Farm Products	13-1022
053	Purchasing Agents, Except Wholesale, Retail, and Farm Products	13-1023
054	Claims Adjusters, Appraisers, Examiners, and Investigators	13-1030
056	Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation	13-1041
060	Cost Estimators	13-1051
062	Human Resources, Training, and Labor Relations Specialists	13-1070
070	Logisticians	13-1081
071	Management Analysts	13-1111
072	Meeting and Convention Planners	13-1121
073	Other Business Operations Specialists	13-1061, 13-1199

Financial Specialists (13-2000)

080	Accountants and Auditors	13-2011
081	Appraisers and Assessors of Real Estate	13-2021
082	Budget Analysts	13-2031
083	Credit Analysts	13-2041

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
084	Financial Analysts	13-2051
085	Personal Financial Advisors	13-2052
086	Insurance Underwriters	13-2053
090	Financial Examiners	13-2061
091	Loan Counselors and Officers	13-2070
093	Tax Examiners, Collectors, and Revenue Agents	13-2081
094	Tax Preparers	13-2082
095	Financial Specialists, All Other	13-2099

COMPUTER AND MATHEMATICAL SCIENCE OCCUPATIONS (15-0000)

Computer Specialists (15-1000)

100	Computer Scientists and Systems Analysts	15-1011, 15-1051, 15-1099
101	Computer Programmers	15-1021
102	Computer Software Engineers	15-1030
104	Computer Support Specialists	15-1041
106	Database Administrators	15-1061
110	Network and Computer Systems Administrators	15-1071
111	Network Systems and Data Communications Analysts	15-1081

Mathematical Science Occupations (15-2000)

120	Actuaries	15-2011
121	Mathematicians	15-2021
122	Operations Research Analysts	15-2031
123	Statisticians	15-2041
124	Miscellaneous Mathematical Science Occupations	15-2090

ARCHITECTURE AND ENGINEERING OCCUPATIONS (17-0000)

Architects, Surveyors, and Cartographers (17-1000)

130	Architects, Except Naval	17-1010
131	Surveyors, Cartographers, and Photogrammetrists	17-1020

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Engineers (17-2000)		
132	Aerospace Engineers	17-2011
133	Agricultural Engineers	17-2021
134	Biomedical Engineers	17-2031
135	Chemical Engineers	17-2041
136	Civil Engineers	17-2051
140	Computer Hardware Engineers	17-2061
141	Electrical and Electronics Engineers	17-2070
142	Environmental Engineers	17-2081
143	Industrial Engineers, Including Health and Safety	17-2110
144	Marine Engineers and Naval Architects	17-2121
145	Materials Engineers	17-2131
146	Mechanical Engineers	17-2141
150	Mining and Geological Engineers, Including Mining Safety Engineers	17-2151
151	Nuclear Engineers	17-2161
152	Petroleum Engineers	17-2171
153	Engineers, All Other	17-2199
Drafters, Engineering, and Mapping Technicians (17-3000)		
154	Drafters	17-3010
155	Engineering Technicians, Except Drafters	17-3020
156	Surveying and Mapping Technicians	17-3031
LIFE, PHYSICAL, AND SOCIAL SCIENCE OCCUPATIONS (19-0000)		
Life Scientists (19-1000)		
160	Agricultural and Food Scientists	19-1010
161	Biological Scientists	19-1020
164	Conservation Scientists and Foresters	19-1030
165	Medical Scientists	19-1040

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Physical Scientists (19-2000)		
170	Astronomers and Physicists	19-2010
171	Atmospheric and Space Scientists	19-2021
172	Chemists and Materials Scientists	19-2030
174	Environmental Scientists and Geoscientists	19-2040
176	Physical Scientists, All Other	19-2099
Social Scientists and Related Workers (19-3000)		
180	Economists	19-3011
181	Market and Survey Researchers	19-3020
182	Psychologists	19-3030
183	Sociologists	19-3041
184	Urban and Regional Planners	19-3051
186	Miscellaneous Social Scientists and Related Workers	19-3090
Life, Physical, and Social Science Technicians (19-4000)		
190	Agricultural and Food Science Technicians	19-4011
191	Biological Technicians	19-4021
192	Chemical Technicians	19-4031
193	Geological and Petroleum Technicians	19-4041
194	Nuclear Technicians	19-4051
196	Other Life, Physical, and Social Science Technicians	19-4061, 19-4090
COMMUNITY AND SOCIAL SERVICES OCCUPATIONS (21-0000)		
Counselors, Social Workers, and Other Community and Social Service Specialists (21-1000)		
200	Counselors	21-1010
201	Social Workers	21-1020
202	Miscellaneous Community and Social Service Specialists	21-1090

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Religious Workers (21-2000)		
204	Clergy	21-2011
205	Directors, Religious Activities and Education	21-2021
206	Religious Workers, All Other	21-2099
LEGAL OCCUPATIONS (23-0000)		
Lawyers, Judges, and Related Workers (23-1000)		
210	Lawyers	23-1011
211	Judges, Magistrates, and Other Judicial Workers	23-1020
Legal Support Workers (23-20000)		
214	Paralegals and Legal Assistants	23-2011
215	Miscellaneous Legal Support Workers	23-2090
EDUCATION, TRAINING, AND LIBRARY OCCUPATIONS (25-0000)		
Postsecondary Teachers (25-1000)		
220	Postsecondary Teachers	25-1000
Primary, Secondary, and Special Education School Teachers (25-2000)		
230	Preschool and Kindergarten Teachers	25-2010
231	Elementary and Middle School Teachers	25-2020
232	Secondary School Teachers	25-2030
233	Special Education Teachers	25-2040
Other Teachers and Instructors (25-3000)		
234	Other Teachers and Instructors	25-3000
Librarians, Curators, and Archivists (25-4000)		
240	Archivists, Curators, and Museum Technicians	25-4010

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-7

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
243	Librarians	25-4021
244	Library Technicians	25-4031

Other Education, Training, and Library Occupations (25-9000)

254	Teacher Assistants	25-9041
255	Other Education, Training, and Library Workers	25-9011, 25-9021, 25-9031, 25-9099

ARTS, DESIGN, ENTERTAINMENT, SPORTS, AND MEDIA OCCUPATIONS (27-0000)

Art and Design Workers (27-1000)

260	Artists and Related Workers	27-1010
263	Designers	27-1020

Entertainers and Performers, Sports, and Related Workers (27-2000)

270	Actors	27-2011
271	Producers and Directors	27-2012
272	Athletes, Coaches, Umpires, and Related Workers	27-2020
274	Dancers and Choreographers	27-2030
275	Musicians, Singers, and Related Workers	27-2040
276	Entertainers and Performers, Sports and Related Workers, All Other	27-2099

Media and Communication Workers (27-3000)

280	Announcers	27-3010
281	News Analysts, Reporters and Correspondents	27-3020
282	Public Relations Specialists	27-3031
283	Editors	27-3041
284	Technical Writers	27-3042
285	Writers and Authors	27-3043
286	Miscellaneous Media and Communication Workers	27-3090

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
	Media and Communication Equipment Workers (27-4000)	
290	Broadcast and Sound Engineering Technicians and Radio Operators	27-4010
291	Photographers	27-4021
292	Television, Video, and Motion Picture Camera Operators and Editors	27-4030
296	Media and Communication Equipment Workers, All Other	27-4099

HEALTHCARE PRACTITIONER AND TECHNICAL OCCUPATIONS (29-0000)

Health Diagnosing and Treating Practitioners (29-1000)

300	Chiropractors	29-1011
301	Dentists	29-1020
303	Dieticians and Nutritionists	29-1031
304	Optometrists	29-1041
305	Pharmacists	29-1051
306	Physicians and Surgeons	29-1060
311	Physician Assistants	29-1071
312	Podiatrists	29-1081
313	Registered Nurses	29-1111
314	Audiologists	29-1121
315	Occupational Therapists	29-1122
316	Physical Therapists	29-1123
320	Radiation Therapists	29-1124
321	Recreational Therapists	29-1125
322	Respiratory Therapists	29-1126
323	Speech Language Pathologists	29-1127
324	Therapists, All Other	29-1129
325	Veterinarians	29-1131
326	Health Diagnosing and Treating Practitioner, All Other	29-1199

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Health Technologists and Technicians (29-2000)		
330	Clinical Laboratory Technologists and Technicians	29-2010
331	Dental Hygienists	29-2021
332	Diagnostic Related Technologists and Technicians	29-2030
340	Emergency Medical Technicians and Paramedics	29-2041
341	Health Diagnosing and Treating Practitioner Support Technicians	29-2050
350	Licensed Practical and Licensed Vocational Nurses	29-2061
351	Medical Records and Health Information Technicians	29-2071
352	Opticians, Dispensing	29-2081
353	Miscellaneous Health Technologists and Technicians	29-2090
 Other Healthcare Practitioner and Technical Occupations (29-9000)		
354	Other Healthcare Practitioners and Technical Occupations	29-9000
 HEALTHCARE SUPPORT OCCUPATIONS (31-0000)		
Nursing, Psychiatric, and Home Health Aides (31-1000)		
360	Nursing, Psychiatric, and Home Health Aides	31-1010
 Occupational and Physical Therapist Assistants and Aides (31-2000)		
361	Occupational Therapist Assistants and Aides	31-2010
362	Physical Therapist Assistants and Aides	31-2020
 Other Healthcare Support Occupations (31-9000)		
363	Massage Therapists	31-9011
364	Dental Assistants	31-9091
365	Medical Assistants and Other Healthcare Support Occupations	31-9092, 31-9093, 31-9094, 31-9095, 31-9096, 31-9099

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-10

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
PROTECTIVE SERVICE OCCUPATIONS (33-0000)		
Supervisors, Protective Service Workers (33-1000)		
370	First-Line Supervisors/Managers of Correctional Officers	33-1011
371	First-Line Supervisors/Managers of Police and Detectives	33-1012
372	First-Line Supervisors/Managers of Fire Fighting and Prevention Workers	33-1021
373	Supervisors, Protective Service Workers, All Other	33-1099
Firefighting and Prevention Workers (33-2000)		
374	Fire Fighters	33-2011
375	Fire Inspectors	33-2020
Law Enforcement Workers (33-3000)		
380	Bailiffs, Correctional Officers, and Jailers	33-3010
382	Detectives and Criminal Investigators	33-3021
383	Fish and Game Wardens	33-3031
384	Parking Enforcement Workers	33-3041
385	Police and Sheriff's Patrol Officers	33-3051
386	Transit and Railroad Police	33-3052
Other Protective Service Workers (33-9000)		
390	Animal Control Workers	33-9011
391	Private Detectives and Investigators	33-9021
392	Security Guards and Gaming Surveillance Officers	33-9030
394	Crossing Guards	33-9091
395	Lifeguards and Other Protective Service Workers	33-9092, 33-9099
FOOD PREPARATION AND SERVING RELATED OCCUPATIONS (35-0000)		
Supervisors, Food Preparation and Food Serving Workers (35-1000)		
400	Chefs and Head Cooks	35-1011

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-11

Numbers in parentheses following the occupation categories in all caps indicates the major group.

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
401	First-Line Supervisors/Managers of Food Preparation and Serving Workers	35-1012
Cooks and Food Preparation Workers (35-2000)		
402	Cooks	35-2010
403	Food Preparation Workers	35-2021
Food and Beverage Serving Workers (35-3000)		
404	Bartenders	35-3011
405	Combined Food Preparation and Serving Workers, Including Fast Food	35-3021
406	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	35-3022
411	Waiters and Waitresses	35-3031
412	Food Servers, Nonrestaurant	35-3041
Other Food Preparation and Serving Related Workers (35-9000)		
413	Dining Room and Cafeteria Attendants and Bartender Helpers	35-9011
414	Dishwashers	35-9021
415	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	35-9031
416	Food Preparation and Serving Related Workers, All Other	35-9099
BUILDING AND GROUNDS CLEANING AND MAINTENANCE OCCUPATIONS (37-0000)		
Supervisors, Building and Grounds Cleaning and Maintenance Workers (37-1000)		
420	First-Line Supervisors/Managers of Housekeeping and Janitorial Workers	37-1011
421	First-Line Supervisors/Managers of Landscaping, Lawn Service, and Grounds keeping Workers	37-1012
Building Cleaning and Pest Control Workers (37-2000)		
422	Janitors and Building Cleaners	37-2011, 37-2019
423	Maids and Housekeeping Cleaners	37-2012
424	Pest Control Workers	37-2021

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-12

Numbers in parentheses following the occupation categories in all caps indicates the major group.

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Grounds Maintenance Workers (37-3000)		
425	Grounds Maintenance Workers	37-3010
PERSONAL CARE AND SERVICE OCCUPATIONS (39-0000)		
Supervisors, Personal Care and Service Workers (39-1000)		
430	First-Line Supervisors/Managers of Gaming Workers	39-1010
432	First-Line Supervisors/Managers Of Personal Service Workers	39-1021
Animal Care and Service Workers (39-2000)		
434	Animal Trainers	39-2011
435	Nonfarm Animal Caretakers	39-2021
Entertainment Attendants and Related Workers (39-3000)		
440	Gaming Service Workers	39-3010
441	Motion Picture Projectionists	39-3021
442	Ushers, Lobby Attendants, and Ticket Takers	39-3031
443	Miscellaneous Entertainment Attendants and Related Workers	39-3090
Funeral Service Workers (39-4000)		
446	Funeral Service Workers	39-4000
Personal Appearance Workers (39-5000)		
450	Barbers	39-5011
451	Hairdressers, Hairstylists, and Cosmetologists	39-5012
452	Miscellaneous Personal Appearance Workers	39-5090
Transportation, Tourism, and Lodging Attendants (39-6000)		
453	Baggage Porters, Bellhops, and Concierges	39-6010
454	Tour and Travel Guides	39-6020
455	Transportation Attendants	39-6030

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-13

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Other Personal Care and Service Workers (39-9000)		
460	Child Care Workers	39-9011
461	Personal Home Care Aides	39-9021
462	Recreation and Fitness Workers	39-9030
464	Residential Advisors	39-9041
465	Personal Care and Service Workers, All Other	39-9099
SALES AND RELATED OCCUPATIONS (41-0000)		
Supervisors, Sales Workers (41-1000)		
470	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
471	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
Retail Sales Workers (41-2000)		
472	Cashiers	41-2010
474	Counter and Rental Clerks	41-2021
475	Parts Salespersons	41-2022
476	Retail Salespersons	41-2031
Sales Representatives, Services (41-3000)		
480	Advertising Sales Agents	41-3011
481	Insurance Sales Agents	41-3021
482	Securities, Commodities, and Financial Services Sales Agents	41-3031
483	Travel Agents	41-3041
484	Sales Representatives, Services, All Other	41-3099
Sales Representatives, Wholesale and Manufacturing (41-4000)		
485	Sales Representatives, Wholesale and Manufacturing	41-4010
Other Sales and Related Workers (41-9000)		
490	Models, Demonstrators, and Product Promoters	41-9010

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-14

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
492	Real Estate Brokers and Sales Agents	41-9020
493	Sales Engineers	41-9031
494	Telemarketers	41-9041
495	Door-To-Door Sales Workers, News and Street Vendors, and Related Workers	41-9091
496	Sales and Related Workers, All Other	41-9099
OFFICE AND ADMINISTRATIVE SUPPORT OCCUPATIONS (43-0000)		
Supervisors, Office and Administrative Support Workers (43-1000)		
500	First-Line Supervisors/Managers of Office and Administrative Support Workers	43-1011
Communications Equipment Operators (43-2000)		
501	Switchboard Operators, Including Answering Service	43-2011
502	Telephone Operators	43-2021
503	Communications Equipment Operators, All Other	43-2099
Financial Clerks (43-3000)		
510	Bill and Account Collectors	43-3011
511	Billing and Posting Clerks and Machine Operators	43-3021
512	Bookkeeping, Accounting, and Auditing Clerks	43-3031
513	Gaming Cage Workers	43-3041
514	Payroll and Timekeeping Clerks	43-3051
515	Procurement Clerks	43-3061
516	Tellers	43-3071
Information and Record Clerks (43-4000)		
520	Brokerage Clerks	43-4011
521	Correspondence Clerks	43-4021
522	Court, Municipal, and License Clerks	43-4031

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
523	Credit Authorizers, Checkers, and Clerks	43-4041
524	Customer Service Representatives	43-4051
525	Eligibility Interviewers, Government Programs	43-4061
526	File Clerks	43-4071
530	Hotel, Motel, and Resort Desk Clerks	43-4081
531	Interviewers, Except Eligibility and Loan	43-4111
532	Library Assistants, Clerical	43-4121
533	Loan Interviewers and Clerks	43-4131
534	New Accounts Clerks	43-4141
535	Order Clerks	43-4151
536	Human Resources Assistants, Except Payroll and Timekeeping	43-4161
540	Receptionists and Information Clerks	43-4171
541	Reservation and Transportation Ticket Agents and Travel Clerks	43-4181
542	Information and Record Clerks, All Other	43-4199

Material Recording, Scheduling, Dispatching, and Distributing Workers (43-5000)

550	Cargo and Freight Agents	43-5011
551	Couriers and Messengers	43-5021
552	Dispatchers	43-5030
553	Meter Readers, Utilities	43-5041
554	Postal Service Clerks	43-5051
555	Postal Service Mail Carriers	43-5052
556	Postal Service Mail Sorters, Processors, Processing Machine Operators	43-5053
560	Production, Planning, and Expediting Clerks	43-5061
561	Shipping, Receiving, and Traffic Clerks	43-5071
562	Stock Clerks and Order Fillers	43-5081
563	Weighers, Measurers, Checkers, and Samplers, Record keeping	43-5111

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-16

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Secretaries and Administrative Assistants (43-6000)		
570	Secretaries and Administrative Assistants	43-6010
Other Office and Administrative Support Workers (43-9000)		
580	Computer Operators	43-9011
581	Data Entry Keyers	43-9021
582	Word Processors and Typists	43-9022
583	Desktop Publishers	43-9031
584	Insurance Claims and Policy Processing Clerks	43-9041
585	Mail Clerks and Mail Machine Operators, Except Postal Service	43-9051
586	Office Clerks, General	43-9061
590	Office Machines Operators, Except Computer	43-9071
591	Proofreaders and Copy Markers	43-9081
592	Statistical Assistants	43-9111
593	Office and Administrative Support Workers, All Others	43-9199
FARMING, FISHING, AND FORESTRY OCCUPATIONS (45-0000)		
Supervisors, Farming, Fishing, and Forestry Workers (45-1000)		
600	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers	45-1010
Agricultural Workers (45-2000)		
601	Agricultural Inspectors	45-2011
602	Animal Breeders	45-2021
604	Graders and Sorters, Agricultural Products	45-2041
605	Miscellaneous Agricultural Workers	45-2090
Fishing and Hunting Workers (45-3000)		
610	Fishers and Related Fishing Workers	45-3011
611	Hunters and Trappers	45-3021

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Forest, Conservation, and Logging Workers (45-4000)		
612	Forest and Conservation Workers	45-4011
613	Logging Workers	45-4020
CONSTRUCTION AND EXTRACTION OCCUPATIONS (47-0000)		
Supervisors, Construction and Extraction Workers (47-1000)		
620	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	47-1011
Construction Trades Workers (47-2000)		
621	Boilermakers	47-2011
622	Brickmasons, Blockmasons, and Stonemasons	47-2020
623	Carpenters	47-2031
624	Carpet, Floor, and Tile Installers and Finishers	47-2040
625	Cement Masons, Concrete Finishers, and Terrazzo Workers	47-2050
626	Construction Laborers	47-2061
630	Paving, Surfacing, and Tamping Equipment Operators	47-2071
631	Pile-Driver Operators	47-2072
632	Operating Engineers and Other Construction Equipment Operators	47-2073
633	Drywall Installers, Ceiling Tile Installers, and Tapers	47-2080
635	Electricians	47-2111
636	Glaziers	47-2121
640	Insulation Workers	47-2130
642	Painters, Construction and Maintenance	47-2141
643	Paperhangers	47-2142
644	Pipelayers, Plumbers, Pipefitters, and Steamfitters	47-2150
646	Plasterers and Stucco Masons	47-2161
650	Reinforcing Iron and Rebar Workers	47-2171
651	Roofers	47-2181
652	Sheet Metal Workers	47-2211

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

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<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
653	Structural Iron and Steel Workers	47-2221
Helpers, Construction Trade (47-3000)		
660	Helpers, Construction Trade	47-3010
Other Construction and Related Workers (47-4000)		
666	Construction and Building Inspectors	47-4011
670	Elevators Installers and Repairers	47-4021
671	Fence Erectors	47-4031
672	Hazardous Materials Removal Workers	47-4041
673	Highway Maintenance Workers	47-4051
674	Rail-Track Laying and Maintenance Equipment Operators	47-4061
675	Septic Tank Servicers and Sewer Pipe Cleaners	47-4071
676	Miscellaneous Construction and Related Workers	47-4090
Extraction Workers (47-5000)		
680	Derrick, Rotary Drill, and Service Unit Operators, Oil, Gas, and Mining	47-5010
682	Earth Drillers, Except Oil and Gas	47-5021
683	Explosives Workers, Ordnance Handling Experts, and Blasters	47-5031
684	Mining Machine Operators	47-5040
691	Roof Bolters, Mining	47-5061
692	Roustabouts, Oil and Gas	47-5071
693	Helpers--Extraction Workers	47-5081
694	Other Extraction Workers	47-5051, 47-5099
INSTALLATION, MAINTENANCE, AND REPAIR OCCUPATIONS (49-0000)		
Supervisors of Installation, Maintenance, and Repair Workers (49-1000)		
700	First-Line Supervisors/Managers of Mechanics, Installers, and Repairers	49-1011

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
Electrical and Electronic Equipment Mechanics, Installers, and Repairers (49-2000)		
701	Computer, Automated Teller, and Office Machine Repairers	49-2011
702	Radio and Telecommunications Equipment Installers and Repairers	49-2020
703	Avionics Technicians	49-2091
704	Electric Motor, Power Tool, and Related Repairers	49-2092
705	Electrical and Electronics Installers & Repairers, Transportation Equipment	49-2093
710	Electrical and Electronics Repairers, Industrial and Utility	49-2094, 49-2095
711	Electronic Equipment Installers and Repairers, Motor Vehicles	49-2096
712	Electronic Home Entertainment Equipment Installers and Repairers	49-2097
713	Security and Fire Alarm Systems Installers	49-2098
Vehicle and Mobile Equipment Mechanics, Installers, and Repairers (49-3000)		
714	Aircraft Mechanics and Service Technicians	49-3011
715	Automotive Body and Related Repairers	49-3021
716	Automotive Glass Installers and Repairers	49-3022
720	Automotive Service Technicians and Mechanics	49-3023
721	Bus and Truck Mechanics and Diesel Engine Specialists	49-3031
722	Heavy Vehicle and Mobile Equipment Service Technicians and Mechanics	49-3040
724	Small Engine Mechanics	49-3050
726	Miscellaneous Vehicle and Mobile Equipment Mechanics, Installers, and Repairers	49-3090
Other Installation, Maintenance, and Repair Occupations (49-9000)		
730	Control and Valve Installers and Repairers	49-9010
731	Heating, Air Conditioning, and Refrigeration Mechanics, Installers, and Repairers	49-9021
732	Home Appliance Repairers	49-9031

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
733	Industrial and Refractory Machinery Mechanics	49-9041, 49-9045
734	Maintenance and Repair Workers, General	49-9042
735	Maintenance Workers, Machinery	49-9043
736	Millwrights	49-9044
741	Electrical Power-Line Installers and Repairers	49-9051
742	Telecommunications Line Installers and Repairers	49-9052
743	Precision Instrument and Equipment Repairers	49-9060
751	Coin, Vending, and Amusement Machine Servicers and Repairers	49-9091
752	Commercial Drivers	49-9092
754	Locksmiths and Safe Repairers	49-9094
755	Manufactured Building and Mobile Home Installers	49-9095
756	Riggers	49-9096
760	Signal and Track Switch Repairers	49-9097
761	Helpers--Installation, Maintenance, and Repair Workers	49-9098
762	Other Installation, Maintenance, and Repair Workers	49-9093, 49-9099

PRODUCTION OCCUPATIONS (51-0000)

Supervisors, Production Workers (51-1000)

770	First-Line Supervisors/Managers of Production and Operating Workers	51-1011
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Assemblers and Fabricators (51-2000)

771	Aircraft Structure, Surfaces, Rigging, and Systems Assemblers	51-2011
772	Electrical, Electronics, and Electromechanical Assemblers	51-2020
773	Engine and Other Machine Assemblers	51-2031
774	Structural Metal Fabricators and Fitters	51-2041
775	Miscellaneous Assemblers and Fabricators	51-2090

Food Processing Workers (51-3000)

780	Bakers	51-3011
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2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-21

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
781	Butchers and Other Meat, Poultry, and Fish Processing Workers	51-3020
783	Food and Tobacco Roasting, Baking, and Drying Machine Operators and Tenders	51-3091
784	Food Batchmakers	51-3092
785	Food Cooking Machine Operators and Tenders	51-3093
Metal Workers and Plastic Workers (51-4000)		
790	Computer Control Programmers and Operators	51-4010
792	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	51-4021
793	Forging Machine Setters, Operators, and Tenders, Metal and Plastic	51-4022
794	Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	51-4023
795	Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	51-4031
796	Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4032
800	Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4033
801	Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4034
802	Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	51-4035
803	Machinists	51-4041
804	Metal Furnace and Kiln Operators and Tenders	51-4050
806	Model Makers and Patternmakers, Metal and Plastic	51-4060
810	Molders and Molding Machine Setters, Operators, and Tenders, Metal and Plastic	51-4070
812	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	51-4081
813	Tool and Die Makers	51-4111
814	Welding, Soldering, and Brazing Workers	51-4120

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-22

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
815	Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	51-4191
816	Lay-Out Workers, Metal and Plastic	51-4192
820	Plating and Coating Machine Setters, Operators, and Tenders, Metal and Plastic	51-4193
821	Tool Grinders, Filers, and Sharpeners	51-4194
822	Metalworkers and Plastic Workers, All Other	51-4199
Printing Workers (51-5000)		
823	Bookbinders and Bindery Workers	51-5010
824	Job Printers	51-5021
825	Prepress Technicians and Workers	51-5022
826	Printing Machine Operators	51-5023
Textile, Apparel, and Furnishing Workers (51-6000)		
830	Laundry and Dry-Cleaning Workers	51-6011
831	Pressers, Textile, Garment, and Related Materials	51-6021
832	Sewing Machine Operators	51-6031
833	Shoe and Leather Workers and Repairers	51-6041
834	Shoe Machine Operators and Tenders	51-6042
835	Tailors, Dressmakers, and Sewers	51-6050
836	Textile Bleaching and Dyeing Machine Operators and Tenders	51-6061
840	Textile Cutting Machine Setters, Operators, and Tenders	51-6062
841	Textile Knitting and Weaving Machine Setters, Operators, and Tenders	51-6063
842	Textile Winding, Twisting, and Drawing Out Machine Setters, Operators, and Tenders	51-6064
843	Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers	51-6091
844	Fabric and Apparel Patternmakers	51-6092

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-23

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
845	Upholsterers	51-6093
846	Textile, Apparel, and Furnishings Workers, All Other	51-6099
Woodworkers (51-7000)		
850	Cabinetmakers and Bench Carpenters	51-7011
851	Furniture Finishers	51-7021
852	Model Makers and Patternmakers, Wood	51-7030
853	Sawing Machine Setters, Operators, and Tenders, Wood	51-7041
854	Woodworking Machine Setters, Operators, and Tenders, Except Sawing	51-7042
855	Woodworkers, All Other	51-7099
Plant and System Operators (51-8000)		
860	Power Plant Operators, Distributors, and Dispatchers	51-8010
861	Stationary Engineers and Boiler Operators	51-8021
862	Water and Liquid Waste Treatment Plant and System Operators	51-8031
863	Miscellaneous Plant and System Operators	51-8090
Other Production Occupations (51-9000)		
864	Chemical Processing Machine Setters, Operators, and Tenders	51-9010
865	Crushing, Grinding, Polishing, Mixing, and Blending Workers	51-9020
871	Cutting Workers	51-9030
872	Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders	51-9041
873	Furnace, Kiln, Oven, Drier, and Kettle Operators and Tenders	51-9051
874	Inspectors, Testers, Sorters, Samplers, and Weighers	51-9061
875	Jewelers and Precious Stone and Metal Workers	51-9071
876	Medical, Dental, and Ophthalmic Laboratory Technicians	51-9080
880	Packaging and Filling Machine Operators and Tenders	51-9111
881	Painting Workers	51-9120
883	Photographic Process Workers and Processing Machine Operators	51-9130

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-24

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
884	Semiconductor Processors	51-9141
885	Cementing and Gluing Machine Operators and Tenders	51-9191
890	Cooling and Freezing Equipment Operators and Tenders	51-9193
891	Etchers and Engravers	51-9194
892	Molders, Shapers, and Casters, Except Metal and Plastic	51-9195
893	Paper Goods Machine Setters, Operators, and Tenders	51-9196
894	Tire Builders	51-9197
895	Helpers--Production Workers	51-9198
896	Production Workers, All Other	51-9199

TRANSPORTATION AND MATERIAL MOVING OCCUPATIONS (53-0000)

Supervisors, Transportation and Material Moving Workers (53-1000)

900	Supervisors, Transportation and Material Moving Workers	53-1000
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Air Transportation Workers (53-2000)

903	Aircraft Pilots and Flight Engineers	53-2010
904	Air Traffic Controllers and Airfield Operations Specialists	53-2020

Motor Vehicle Operators (53-3000)

911	Ambulance Drivers & Attendants, Except Emergency Medical Technicians	53-3011
912	Bus Drivers	53-3020
913	Driver/Sales Workers and Truck Drivers	53-3030
914	Taxi Drivers and Chauffeurs	53-3041
915	Motor Vehicle Operators, All Other	53-3099

Rail Transportation Workers (53-4000)

920	Locomotive Engineers and Operators	53-4010
923	Railroad Brake, Signal, and Switch Operators	53-4021
924	Railroad Conductors and Yardmasters	53-4031

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

O-25

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
926	Subway, Streetcar, and Other Rail Transportation Workers	53-4041, 53-4099
Water Transportation Workers (53-5000)		
930	Sailors and Marine Oilers	53-5011
931	Ship and Boat Captains and Operators	53-5020
933	Ship Engineers	53-5031
Other Transportation Workers (53-6000)		
934	Bridge and Lock Tenders	53-6011
935	Parking Lot Attendants	53-6021
936	Service Station Attendants	53-6031
941	Transportation Inspectors	53-6051
942	Other Transportation Workers	53-6041, 53-6099
Material Moving Workers (53-7000)		
950	Conveyor Operators and Tenders	53-7011
951	Crane and Tower Operators	53-7021
952	Dredge, Excavating, and Loading Machine Operators	53-7030
956	Hoist and Winch Operators	53-7041
960	Industrial Truck and Tractor Operators	53-7051
961	Cleaners of Vehicles and Equipment	53-7061
962	Laborers and Freight, Stock, and Material Movers, Hand	53-7062
963	Machine Feeders and Offbearers	53-7363
964	Packers and Packagers, Hand	53-7064
965	Pumping Station Operators	53-7070
972	Refuse and Recyclable Material Collectors	53-7081
973	Shuttle Car Operators	53-7111
974	Tank Car, Truck, and Ship Loaders	53-7121

2000 OCCUPATIONAL CLASSIFICATION SYSTEM

Numbers in parentheses following the occupation categories in all caps indicates the major group.

Numbers in parentheses following the occupation titles in lower case indicates the minor group.

<u>2000 Code</u>	<u>Occupation Category</u>	<u>SOC Equiv's</u>
975	Material Moving Workers, All Other	53-7199

MILITARY SPECIFIC OCCUPATIONS (55-0000)

Military Officer Special and Tactical Operations Leaders/Managers (55-1000)

980	Military Officer Special and Tactical Operations Leaders/Managers	55-1010
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First-Line Enlisted Military Supervisors/Managers (55-2000)

981	First-Line Enlisted Military Supervisors/Managers	55-2010
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Military Enlisted Tactical Operations and Air/Weapons Specialists Crew Members (55-3000)

982	Military Enlisted Tactical Operations and Air/Weapons Specialists and Crew Members	55-3010
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D. Problem Cases

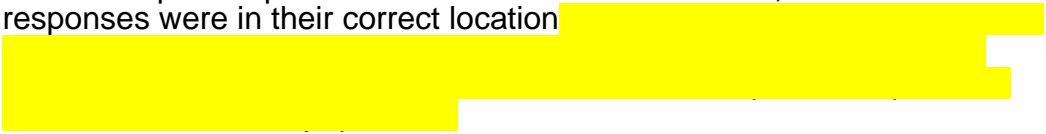
Some entries require more detailed instructions than those included in this manual or the Part 19B (Alphabetical Index) manual. These problem cases require additional research or referencing of other documents to determine the appropriate codes. State procedures vary as to the method of handling these problem cases. In some instances they are referred to a supervisor or senior coder for final resolution. Problem cases may be referred to the I & O central reject pool at NCHS, RTP, NC.

1. Misspelled Words

Sometimes there will be misspelled words on the certificates. Try to determine the correct spelling before using the Index since the Index does not take into account variations due to spelling errors.

2. Reversed Entries

At times the I&O responses may be reversed. That is, an occupation response may be found in the industry question or an industry response in the occupation question. When this situation occurs, code as if the responses were in their correct location



SECTION III - INTRODUCTION TO THE ALPHABETICAL INDEX

A. General Description

1. The Alphabetical Index of Industries and Occupations (Part 19B) lists industry and occupation titles used most often in the economy. **The Index is the primary reference for code assignments.** Sometimes the title being looked for is not listed in the Index because new industries and occupations are being developed constantly. These omissions may be attributed also to the assignment of new titles for existing industries and occupations. Use the Alphabetical Index for coding responses from the death certificates and other surveys or forms except when special cases are documented in the Instruction Manual Part 19.
2. The Index is divided into two parts: Industry and Occupation. The industry portion of the index has three columns. The first column shows the 2000 Census codes, the second column lists the industry titles, and the last column provides the appropriate NAICS codes. The occupation portion of the index has four columns. The first column shows the Census 2000 occupation codes, the second column lists the occupation titles, the third column lists the Bureau of Census industry restrictions (if appropriate), and the last column provides the SOC codes.

B. Alphabetization

The titles listed in the Alphabetical Index are arranged alphabetically following the “word system” used in telephone directories and encyclopedias. In the “word system,” the order of titles is based on the alphabetical order of one word at a time, without regard to the first letter of subsequent words. This is in contrast to the alphabetical letter system used in dictionaries where the first and second words, if any, are treated as one word. The following are selected titles from the Index with the same alphabetized titles using the letter system.

<u>Census Word System Used in Alpha Index</u>	<u>Letter System used in Dictionary</u>
Art dealer (ret.)	Art dealer (ret.)
Art exhibits	Artesian wells (const.)
Art institute	Art exhibits
Artesian wells (const.)	Artichokes, bottled (mfg.)
Artichokes, bottled (mfg.)	Art institute

C. Cross Indexing

1. Most titles listed in the Index contain two or more words. Multi-word titles can appear on the certificates in various word orders, e.g., “canning vegetables” or “vegetable canning.” In most cases, the multi-word titles are listed in the Index in all possible orders. However, some multi-word titles are listed only once in the index. For example, the title “Frozen dinners, packaged (mfg.)” is not listed again as “Packaged frozen dinners (mfg.)” Others are listed once as part of the “run” i.e., a succession of listings beginning with a common word. Below are examples from one of the industry runs:

Advertising, Agency
Advertising, Billboard
Advertising, Company
Advertising, Copy writers of
Advertising, Curtains (mfg)

2. If coders cannot find a particular order of words in the index, they should **try all combinations of the words or use words that have similar meanings** before deciding that the title is not listed.

SECTION IV - THE INDUSTRY SECTION OF THE ALPHABETICAL INDEX

Industry titles in the Index are arranged alphabetically with corresponding codes.

A. Prime Words

For industry, there are **8** titles designated as “prime words” because they are used frequently. The following titles form the longest industry runs:

Auto	Rental	State
City	Repair	U.S. (United States)
Electric	Self employed	

Industry titles listed as runs are usually listed only once under the title, but there are exceptions. For example, the title State Department will not be found under Department of State only under State, Department of; however, Auto Muffler will be found under Mufflers, Auto.

“**United States**,” **State**,” and “**City**” are industry runs that simplify the coding of government agencies and government - run industries.

B. Industry Titles

1. A Typical (Simple) industry Title

Dry cleaning 907

For an industry entry on the certificate of “Dry cleaning,” enter the code “907” in the industry space.

2. Abbreviations Following Industry Titles

The following abbreviations are used in the Index with certain industry titles and are considered an essential part of the title:

- 077 (**Const.**) - for such words as construction, building, excavating, etc.
- 037-049 (**Ext.**) - for such words as mineral extracting, coal mine, oil well, rock quarry, mining, etc.
- 107-399 (**Mfg.**) - for such words as manufacturing, factory, mill, plant, processing, etc.
- 407-459 (**Whsl.**) - for such words as wholesaling, wholesale company, wholesale store, warehouse, etc.
- 467-579 (**Ret.**) - for such words as retailing, retail store, retail shop, selling, etc.
(Note: Difference between retired and retail.)

For example:

Acetylene gas (mfg.)	229
Acetylene gas (whsl.)	438

Certificate entries such as “Acetylene gas factory” and “Acetylene gas plant” are coded “229.” On the other hand, entries such as “Wholesale acetylene gas company” and “Acetylene gas wholesaling” are coded “438.”

C. Residual Lines

Usually residual lines precede specified industry titles. Typical residual lines are:

1. A residual line of “**any not listed**,” without a major industry abbreviation (i.e., const., ext., etc.) following the title is to be used for either specified or not specified industries not shown in the list and there is no indication of manufacturing.

For example:

Garage \ any not listed	877
Garage, construction equipment	887
Garage, parking	909

In the example above, the code for “auto service garage” would be coded to “877” since “garage, auto service” is not listed in any of the following lines.

2. In the industry section of the Index, the phrase “**Any not listed (mfg.)**” sometimes appears following the industry title. The code for this line is for either specified or unspecified manufacturing industries not shown.

For example:

Benches \ any not listed (mfg.)	389
Benches, laboratory (mfg.).....	396
Benches, stone (mfg.).....	259

In the example, the code for “Benches \ any not listed (mfg.)” would apply to an entry of either “wood benches, (mfg.)” or “metal benches factory,” since these are not listed separately.

The industry response must indicate manufacturing to use the residual line, “Any not listed (mfg.)”

3. The Index also lists titles followed by the term “**exc.**,” which cover all the cases “except” the subsequent line(s). For example, the Index shows:

Desk pads, exc. paper (mfg.)	398
Desk pads, paper (mfg.).....	189

Code companies that manufacture desk pads other than paper, such as “desk pads, leather (mfg)” from the “exc.” Index line; assign code “398” for the industry. When the industry response is not specific enough, use the residual line.

4. Some industry titles in the Index end with the letters “**n.s.**,” which stands for “not specified.” Use these codes when the industry is not specific. For example, the Index lists:

Aviation \ n.s.	607
Aviation club	859
Aviation school	788

When the industry entry is not specified, use the residual “**n.s.**” line. For example:

Industry - Scott’s Aviation

Code “607” for the not specified aviation entry.

5. Occasionally a residual line with the term “**without**” follows the title in the Index with an activity description.

For example:

Home care with medical care	817
Home care without medical care	837

Institution, with medical or nursing care	827
Institution, without medical or nursing care	829

In the examples above, if unknown whether with medical care or without medical care, use “without medical care” as the not specified residual line.

Another type of residual line contains the term “**Any not listed, electric, exc. retail or mfg.**”. This is to be used when a non-retailing and non-manufacturing, electric industry is not described in the following list or when the industry does not specify manufacturing.

For example:

Repair	
Any not listed, electric, exc. retail or mfg.	879
Any not listed, exc. electric, retail or mfg.	887

Similarly, use the residual line “**Any not listed, exc. electric, retail or mfg.**” for non-electric, non-retailing or non-manufacturing industries as well as not specified industries.

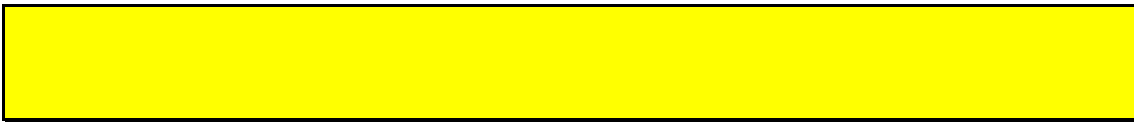
D. Self Employed with Occupation

The industry section includes a series of lines for “Self employed, with occ.” To save time in coding, this listing includes two codes. The first code is the industry code and the second is the occupation code. By using the instructions in this paragraph and the “self employed with occ.” run, both the industry and occupation can be coded at the same time without referring to the occupation section of the Index. If the self employed occupation is not listed in this section of the Index, code the industry and occupation separately.

For example, the first three Index lines in this section are:

<i>Self employed, with occ.</i>	Ind.	Occ.
Abstracter.....	727	215
Accountant	728	080
Actuary	739	120

If the industry entry is “Self employed” and the occupation is “Abstracter,” code “727” for industry and “215” for occupation. Self employed may be entered in the industry or occupation item with an occupation response. Code such entries using the industry Special Cases for “**Self employed.**”



Below are examples:

Industry - Self employed mechanic

In this example the decedent worked at the trade, look up self employed with occ. mechanic n.s. and code to “Repair auto - 877” for industry and “Mechanic auto, exc. body - 720” for occupation.

Industry - Home Business
Occupation - Bagel Shop

In this example the trade cannot be determined, assign the industry code “868 - Bagel shop” and code “031 - Owner” for occupation.

E. Class of Worker Restrictions

There are a few industry titles in the Index that have a “class of worker restriction.” Some of these titles are commonly found under the government (City, State, U.S.) runs. The class of worker abbreviations used in the Index are as follows:

PR = worked for a private company, business or individual for wages, salary, or commission

PR NON = worked for a private not-for-profit, tax exempt, or charitable organization.

GOV = worked for the government, subcategories sometimes seen are:
LGOV = local (city, county, etc.)
SGOV = state
FGOV = federal (U.S.)

OWN = worked in own business, professional practice, or farm

OBI = Own business incorporated
OBNI = Own business not incorporated

WP = worked without pay in a family business or farm.

Although the class of worker entry helps to determine the proper industry code, the death certificate does not have a place for class of worker. Therefore, if the Index shows PR and GOV restrictions as in the following example, use these instructions to code the entry on the certificate.

For example:

<u>City</u> -	
Urban Renewal Planning GOV	949
Urban Renewal Planning PR	729

Use the code for the “GOV” line only if the person appears to have worked for the Government. This assumption is based upon all of the I&O entries being considered. Use the PR line if this assumption cannot be made since most workers are in private industry.

For Index listing of OBNI and OBI, use the OBNI entry when there is no indication on the certificate whether the decedent owned an incorporated or unincorporated business. An example of restrictions for OWN (OBNI or OBI) is covered on page 41.

F. Instruction Lines

There are several titles and lines in the industry section of the Index that do not have codes, but give instructions to look elsewhere in the Index for a specific code. These are instruction lines. For example:

Filling Station--See "Service Station"

If the industry entry is "Filling station," the correct procedure would be to look for "Service station" and code the industry "509." Another example is:

Municipal--See "City"

Municipal is local self-government; therefore, look under the "City" run for the type of government specified in the Industry question.

G. Company Name Lists

Although death certificates usually do not ask for company names, sometimes funeral directors will enter a company name instead of the kind of industry. If the type of industry cannot be determined from the company name or industry description, refer to the additional references listing company names. In some States, there will be lists of company names available with industry codes. Instructions for using these lists will vary by state.

H. Other Entries

Blanks, Military, Non-paid workers and non-workers are other important entries included as "**Special Cases**" in the instruction manual.

SECTION V - INSTRUCTIONS FOR CODING INDUSTRY ENTRIES

A. Basic Concepts

Code industry first before coding occupation, even though occupation comes first on the death certificate. There are five (5) types of industry entries. Refer to the following chart and the industry flow chart on page 37 for instructions on how to code each of the five types of entries.

	Industry Entry	Coding Instructions
Type 1	blank "unknown" or "don't know" "refused" "classified" "NA" (See note below)	Industry title listed in or can be determined from occupation question - code industry title. Industry title not listed anywhere - code "999" for industry.
Type 2	Military-type entries such as "AF," "Armed Forces," or the name of a branch of the U.S. Armed Forces (Navy, Army, etc.), Department of Defense, National Guard, Reserves	Go to page 18.
Type 3	"Non-paid" or "non-worker" entries in industry and occupation such as: "own home," "own housework," "volunteer," "student," "retired," "never worked," "none," etc. (See note below)	Go to pages 19-20.
Type 4	Single industry entry	Code using the Index and instruction D. on page 21.
Type 5	More than one industry entry	Use directions beginning on pages 34-36 to choose one industry. Determine the correct code by considering industry and occupation entries together.

Note: Before assigning the "999" code to an industry entry which is blank, check for additional information related to the decedent's age or other indication that the decedent was "non-paid" (homemakers, volunteers, students) or "non-worker" (child, disabled, patient, etc.). See pages 19 - 20.

B. Type 2: Armed Forces

Use the following chart to code an "Armed Forces" entry.

Situation		Action		
Industry	Occupation	Coding Instruction		
"Armed Forces" or "AF," "Military"	Blank	Code "979" for industry and "983" for occupation.		
	Non-commissioned officer (NCO) and other enlisted personnel	Code "979" for industry and "985" for occupation.		
	Commissioned officers and warrant officers	Code "979" for industry and "984" for occupation.		
Branch of Armed Forces Air Force Army Coast Guard Marines Navy	Blank		<u>IND</u>	<u>OCC</u>
		Air Force	968	983
		Army	967	983
		Coast Guard	978	983
		Marines	977	983
		Navy	969	983
	Non-commissioned officer and other enlisted personnel (such as sergeant or private)	Air Force	968	985
		Army	967	985
		Coast Guard	978	985
		Marines	977	985
		Navy	969	985
	Commissioned officers and warrant officer (such as captain or major)	Air Force	968	984
		Army	967	984
		Coast Guard	978	984
		Marines	977	984
		Navy	969	984
	Unique military occupations with rank not specified <u>such as gunner or tank driver</u> (see note below)	Air Force	968	983
		Army	967	983
		Coast Guard	978	983
		Marines	977	983
		Navy	969	983
Department of Defense Branches of the Armed Forces	Occupations that could be either civilian or military, such as "cook," "payroll clerk," "nurse," etc.	Code industry "959." The Department of Defense employs many civilian workers. Code occupation according to regular instructions for occupation.		
National Guard or Military Reserves, such as Army Reserve, Navy Reserve, etc.	Active duty	Code industry "987" and code occupation as described.		
	If active duty and the military rank is the only occupation reported.	Code "987" for the industry and code occupation by rank or "983."		

Note: If the specific branch of the military is not reported code "979" for industry and code military occupation as indexed. If active military and both rank and duties are specified, code occupations as stated, ignore military rank.

	ARMY	AIR FORCE	MARINE CORPS	NAVY & COAST GUARD
COMMISSIONED OFFICERS				
O-10	General (GEN)	General (GEN)	General (GEN)	Admiral (ADM)
O-9	Lieutenant General (LTG)	Lieutenant (LTGEN)	Lieutenant (LTGEN)	Vice Admiral (VADM)
O-8	Major General (MG)	Major General (MAJGEN)	Major General (MAJGEN)	Rear Admiral Upper (RADMU)
O-7	Brigadier General (BG)	Brigadier General (BRIGGEN)	Brigadier General (BRIGGEN)	Rear Admiral Lower (RADML)
O-6	Colonel (COL)	Colonel (COL)	Colonel (COL)	Captain (CAPT)
O-5	Lieutenant Colonel (LTC)	Lieutenant Colonel (LTCOL)	Lieutenant Colonel (LTCOL)	Commander (CDR)
O-4	Major (MAJ)	Major (MAJ)	Major (MAJ)	Lieutenant Commander (LCDR)
O-3	Captain (CPT)	Captain (CAPT)	Captain (CAPT)	Lieutenant (LT)
O-2	First Lieutenant (1LT)	First Lieutenant (1LT)	First Lieutenant (1STLT)	Lieutenant Junior Grade (LTJG)
O-1	Second Lieutenant (2LT)	Second Lieutenant (2LT)	Second Lieutenant (2NDLT)	Ensign (ENS)
WARRANT OFFICERS				
W-5	Master Warrant Officer (MW5)			
W-4	Chief Warrant Officer (CW4)		Chief Warrant Officer (CWO4)	Chief Warrant Officer (CWO4)
W-3	Chief Warrant Officer (CW3)		Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO3)
W-2	Chief Warrant Officer (CW2)		Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO2)
W-1	Warrant Officer (WO1)		Warrant Officer (WO1)	Warrant Officer (WO1)
ENLISTED PERSONNEL				
E-9	Command Sergeant Major (CSM)	Chief Master Sergeant (CMSGT)	Sergeant Major (SGTMAJ)	Master Chief Petty Officer MCPO)
E-9	Sergeant Major (SGM)		Master GunnerySgt.(MGYSGT)	
E-8	First Sergeant (1SG)	Senior Master Sergeant(SMSGT)	First Sergeant (1STSGt)	Senior Chief Petty Officer (SCPO)
E-8	Master Sergeant (MSG)		Master Sergeant (MSGT)	
E-7	Sergeant First Class (SFC)	Master Sergeant (MSGT)	Gunnery Sergeant (GYSGT)	Chief Petty Officer (CPO)
E-6	Staff Sergeant (SSG)	Technical Sergeant (TSGT)	Staff Sergeant (SSGT)	Petty Officer First Class (PO1)
E-5	Sergeant (SGT)	Staff Sergeant (SSGT)	Sergeant (SGT)	Petty Officer Second Class (PO2)
E-4	Coporal (CPL)		Corporal (CPL)	Petty Officer Third Class (PO3)
E-4	Specialist (SPC)	Senior Airman (SRA)		
E-3	Private First Class (PFC)	Airman First Class (A1C)	Lance Corporal (LCPL)	Seaman (Seaman)
E-2	Private (PV2)	Airman (AMN)	Private First Class (PFC)	Seaman Apprentice (SA)
E-1	Private (PV1)	Airman Basic (AB)	Private (PVT)	Seaman Recruit (SR)

C. Type 3: Non-Paid Workers and Non-Workers

Use the following situation/action chart to code entries that indicate homemakers, volunteers, students, retired, never worked, etc.

Situation			Action
Type	Industry	Occupation	Coding Instructions
Homemakers	Farm	Entries like "housewife and mother," "taking care of family," "farm wife," etc.	Code "017" or "018" for industry (see Special Case #9 on page 28) and "901" for occupation.
	Entries like "own family," etc., with no indication of farm	Entries like "housewife and mother," "taking care of family," etc.	Code "989" for industry and "901" for occupation.
	Note: Look in both industry and occupation for these kinds of entries. Do not confuse this kind of work with housework for pay for other individuals.		
Volunteers	Entries like church, Red Cross, school, or other organization with volunteers	Indication of volunteer, including "Candy Striper," "Gray ladies," etc.	Code "989" for industry and "902" for occupation.
	Note: (1) For VISTA volunteers, see Special Cases on page 32. (2) The majority of volunteer fireman are paid workers. Follow index for fireman.		
Students	Any kind of school (including college and university) Note: Consider military cadet as "student." See "ROTC" on page 30.	"Student" or typical student's activities, with no other occupation entry.	Code "989" for industry and "905" for occupation.
	Other than school (if CETA or JTPA program)	"Student" or typical student's activities, with no other occupation entry.	Refer to #3 on page 24.
	Any	"Student" with other occupation entry.	Code the non-student occupation entry.

Situation - Continued			Action
Type	Industry	Occupation	Coding Instructions
Retired	"Retired" with <u>no</u> other industry entry	"Retired" with <u>no</u> other occupation entry.	Code "988" for industry and "906" for occupation.
		Codable occupation entry or "Retired" <u>with</u> other occupation entry.	Code industry "988" and code occupation according to description provided.
	Codable industry entry or "Retired" <u>with</u> other industry entry	"Retired" with <u>no</u> other occupation entry.	Code according to industry description and code occupation "906."
Did not work	"Never worked," "none," "child," "infant," "inmate, n.s.," "patient," "disabled," ("retarded," "unable to work," etc.), or other indication that the person did not work		Code "989" for industry and "910" for occupation.

Note: (1) Information on coding the entry of "disabled veteran" is located on page 50, #2.

(2) If industry and occupation items are blank, reference age. If 14 years and under, code as child using "989" for Industry and "910" for occupation.

(3) If unemployed is reported for industry and occupation use "999" for industry and "990" for occupation. (Unknown if decedent has ever worked or temporarily out of work.)

D. Type 4: Single Entry

First look at the list of **Special Cases** on page 22. If the industry entry is one of the “Special Cases,” code according to the instructions. If the entry is not listed, use the Alphabetical Index. Most of the time industry can be coded from the industry entry alone. Other times industry and occupation entries will have to be combined in order to determine the industry code. The examples described below may help decide which combination of words to look up in the Alphabetical Index. **If the industry is not one of the “Special Cases,” use the Alphabetical Index (Part 19B) and follow the two steps listed below.**

Step 1. First try to use the industry entry or company name alone:

Example:

Industry
Repair and polish shoes

Look up “Shoe Repair and shoeshine Parlor.” Code “889.”

Step 2. If the industry entry or company name does not help by itself, then use both industry and occupation together:

Examples:

Industry
Retail Store

Occupation
Manager of Shoe
Store

Look up “Shoe store (ret.)”
Code “518.”

Industry
Cannery

Occupation
Bean sorter

Look up “Vegetable cannery (mfg.)” code “109.” Use occupation with industry because “cannery” alone is not sufficient to determine an industry code.

E. Special Cases - Industry

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1. Babysitting

Babysitting can be found in many industries. Those that work for schools, churches, and any business or government organization that may provide babysitting services should be coded to the industry reported. It may be more difficult to distinguish between babysitters who take children into their own home (coded to 847), and those who sit in the home of others (coded to 929). If person's "**own home**" is reported, code to "**847.**" If **work for others (in their home)** is reported, assign code "**929.**" If place of work is not reported, code to "929" if the age stated on the certificate is 24 or less. Code the person to "847" if age 25 or over.

2. Bakeries

The major industry grouping (that is, manufacturing, wholesale trade, or retail trade) for bakeries is often not reported or reported in error. When there is an industry entry of "bakery" and the major industry grouping is not reported, use the following list:

For an industry of bakery, with an occupation of:

Occupation	Use these codes:	
	Industry	Occupation
Baker	127	780
Baker's helper	127	895
Bookkeeper	127	512
Cashier	119	472
Deliverer (with indication of retail business)	119	913
Deliverer (with indication of manufacturing)	127	551
Dough machine operator	127	784
Driver salesperson	127	913
Janitor	127	422
Manager or proprietor	119	470
Route salesperson - "See driver salesperson"		
Salesperson	119	913
Waiter	119	411
All other occupations (Retail industry indicated)	119	
All other occupations (exc. Retail or Wholesale)	127	Code using Index

3. CETA (Comprehensive Employment Training Act) or JTPA (Job Training Partnership Act)

This program may be reported by different titles such as Neighborhood Youth Corp, JOBS, Manpower Development Training Programs (MDTA), or New Careers. People in these programs have been employed by a variety of organizations such as hospitals, schools, libraries, playgrounds, or city parks. Assign the industry code of the participant's place of employment, even in an on-the-job training program.

If the place of employment is not reported and the industry cannot be determined using the occupation question, code the industry "948 - Administration of Human Resources Program." When the occupation refers to the planning or administration of a CETA program code industry "939 - General Government." For students with only one entry of "CETA," code industry "939" and occupation "905."

For example:

Industry - County CETA program	Code "938" for "City Tax Office"
Occupation - Clerk typist in <u>tax office</u>	
Industry - City CETA program	Code "948" for "Administration of Human Resource Program"
Occupation - Assistant coordinator	
Industry - CETA	Code "939" for "General Government, n.e.c."
Occupation - Operating xerox	

4. Company, Corporation, Business, Industry

In general ignore the words “company,” “Co.,” “corporation,” “industry,” and “business” when they appear as part of an industry entry. There is one exception: If the word “business” is used as a description of the industry and is necessary in the title. For example: “Business machines (mfg.)”

5. **Construction, Craft and Repair Workers Working in Private Homes**

For certain construction, craft and repair workers (such as carpenters or plumbers) who work in private homes, “Private home,” “Private family,” and other such entries are sometimes reported. For such persons the industry code “929” is wrong since they were not actually in the “Private household” industry. The proper industry code in these cases depends on the service that was rendered, rather than on the person for whom the work is being done. Treat these cases as “self-employed” persons and look up the industry and occupation codes in the “self-employed with occ” section of the Index. For example, code an entry of “Private home carpenter” as “077” for industry and “623” for occupation (self-employed carpenter).

6. Correctional Center (Prison)

If the industry entry is “prison” and the occupation entry is “inmate” with a specified job title (such as furniture sander), use code “947 – Prison” and code occupation as stated, rather than the special category for “did not work,” which is “989” for industry and “910” for occupation.

Note: If the industry entry is “Prison n.s.” or “Correctional center n.s.” use the government run to determine the code for prison rather than “Prison PR.”

7. **Dairies** (does not include dairy farms)

The primary activity (that is, manufacturing, wholesale trade, or retail trade) for dairies is often not reported or reported in error. When there is an industry entry of “Dairy” and the major industry grouping is not reported, use the following chart.

For an industry entry of dairy, with an occupation entry of:

Occupation	Assign these codes:	
	Industry	Occupation
Bookkeeper	117	512
Bottling machine operator	117	880
Cashier	498	472
Deliverer	117	913
Driver salesperson	117	913
Manager or proprietor	498	470
Milkman	117	913
Route salesperson	117	913
Sales	498	476
Truck driver	117	913
Waiter	868 ^{1/}	411
All other occupations (Retail industry indicated)	498	Code using Index
All other occupations (Wholesale industry indicated)	447	Code using Index
All other occupations (exc. Retail and Wholesale)	117	Code using Index

^{1/} Indicates Dairy bar

8. Department Stores - Discount Stores - Variety Stores - Mail Order Chains

If the certificate contains the name of one of the following department, general merchandise, mail order, or discount stores, code as "538:"

GEMCO	Sears Roebuck
K-Mart	Target
Montgomery Ward	Walmart
J. C. Penney	Woolco

The following five and dime stores are to be coded "539" even if the entry specifies department store in the industry question:

Ben Franklin	Murphy
Kresge	Woolworth
J. J. Newberry	

For other department, discount, mail order, general merchandise, or variety stores not on this list, code using the Alphabetical Index.

Department Stores with leased departments

If the industry is reported as a "department store" and there is an indication that the person worked in any of the departments listed below, code the following departments to the industry code of the activity:

<u>Department</u>	<u>Code</u>	<u>Department</u>	<u>Code</u>
Beauty Shop	898	Real Estate	707
Optical Dept.	508	Financial Service	697
Optician's Office	508	Insurance	699
Photographic Studio	749	Auto Services	877

All other departments should be coded to "538 - Department store."

9. Farms

Most farms are coded to one of two industry categories. One of these is “**agricultural production, crops**” which gets code “**017.**” Crops include field crops such as corn, wheat, rice, and other field grains, vegetables, melons, fruits, flowers, shrubbery, and sod. The second industry is “**agricultural production, livestock**” which gets code “**018.**” Livestock includes dairy and beef cattle, hogs, chicken, turkey and other poultry (including eggs), horses, mules, donkeys, sheep, goats, rabbits, mink and other fur bearing animals, bees and fish farms. If a certificate reports that the farm raised both livestock and crops, code “018” for livestock.

If the entry is not clearly crop or livestock, look up the entry in the Index.

10. Federal Agencies

Most of the Federal Government agencies are listed in the industry section of the Index under “U. S.” for “United States.” These listings cover agencies which are clearly Federal even though the certificate may not include the words “Federal,” “National,” or “United States” (for example, “Post Office” or “Customs”). If the agency cannot be determined as “Federal,” do not use the “U. S.” list, but look elsewhere in the Index.

11. Government Titles

When using the Index, disregard a city or State name or words like “U.S.,” “Federal,” or “National” in the title unless it is clear that the industry is a government agency. For example, code a response of “New York Casket Co. Mfg.” as “casket (mfg.)” but code “New York City Fire Department” from the Index listing “City: Fire Department.” Likewise, “U.S. Steel,” “Federal National Bank,” or “U.S. Chamber of Commerce” are NOT Federal agencies and should be coded to the appropriate private industry. Consider “Board,” “Bureau,” “Commission,” “Department,” “Office” and the like as interchangeable.

The agencies which are clearly government (even though the entry may not include the words “City,” “Federal,” “State,” or “United States”) are listed in the industry section of the Index under one of the government runs (City, State, or United States). For example: the Post Office is listed as “United States: Post Office637.”

If level of government for whom the deceased worked cannot be determined, look under the “City” run first. If the agency is listed there, use the code; if not, go to the “State” run, then the “United States” run. For agencies listed under more than one run, the lower level of government has priority. For example, the Welfare Dept. is listed under the City and State runs; use the “City” code if there is no clear indication about the level of government.

12. Industry Combinations

Certain industries that occur frequently with other industries have been combined into one code and are found in the index. The following obsolete industry combinations maybe reported on death certificates and other survey documents.

General store and undertaking (ret.)	539
Undertaking and furniture (ret.)	477
Undertaking and insurance	908

13. Job Corps

Job Corps participants are persons who are trainees in work-related, academic, vocational, or job-counseling programs at Job Corps Centers. These trainees are not in the labor force and are to be coded to industry “989” and occupation “905.”

Code Job Corps personnel, that is, the instructors and other working personnel, to industry “839.”

14. Labor Union

If it can be determined that the decedent was an employee of the union itself code “918.” When the industry entry is “union” or “union hiring hall” and the occupation is carpenter, plumber, iron worker, etc., code to the construction industry “077” not to the union organization. With an occupation entry of longshoreman or stevedore, code to the water transportation industry “609.”

15. Manufacturing or Selling Multiple Products

When the certificate lists multiple products being made or sold by a company and the products go to different industry categories, assign the code for the first product that is more closely related to the occupation. If the occupation is appropriate for either product, code the first product listed.

For example:

Industry - Makes iron and wood fences Occupation - Hand Painter
--

Iron fences (mfg.) goes to code “287,” whereas wood fences (mfg.) goes to code “387.” Assign code “287” since the occupation is equally appropriate for both products and iron fences manufacturing is listed first.

Another example:

Industry - Retailing of shoes and hand bags Occupation - Shoe salesman

Shoes (ret.) goes to code "518" and handbags (ret.) goes to code "517." Since the occupation is more closely related to retail selling of shoes, code the industry "518."

16. Military or Base Exchange

For an industry response of military or base exchange (sometimes reported as post exchange, PX or BX), military commissary or a non-commissioned or commissioned officers club, code the industry "539" and the occupation as reported. If a military rank is the only occupation reported, code the branch of service for industry and code the specified rank for occupation using the situation action chart on page 18.

17. Peace Corps

Volunteers in the Peace Corps are considered employed by the United States Government even if they work in other countries. Code industry "959 - National Security and International Affairs."

18. "Retired" in Industry Description

Disregard the word "retired" when it is included as part of the industry entry along with another industry description, like "retired - Furniture sales." In this example, code "Furniture (ret.)." If only the word "retired" is entered in the industry question, use code "988." See situation action chart page 20.

19. ROTC (Reserve Officers' Training Corps)

ROTC candidates are high school or college students who are enrolled in a military training program preparatory to active military officers duty. Code ROTC students "989" for industry and "905" for occupation.

Note: Military cadets are coded as students "989" for industry and "905" for occupation.

Instructors in ROTC are usually military personnel and should be coded using the specific branch of armed forces (see the situation chart for armed forces, page 18) if a military rank is given. If no rank or military status is given, code the industry as "High school or college" and code occupation as "Secondary or college teacher."

20. School Buses

Occasionally school districts will contract private bus companies to transport students. If the name of a private bus company is entered in the industry question, code the industry to “618 - Bus service and urban transit.” If a school district, school board, board of education or a school name is entered in the industry question, code to “786 - Elementary and secondary schools” or “787 - Colleges and universities.”

21. **Self employed with Occupation**

For industry entries of “own account,” “own business,” “self, own practice” and the like, use the “self employed with occ.” listing in the industry section of the Index.



For example:

Industry - Self employed house painter

Code the industry “077 - House painting” and occupation “642 - House painter.”

22. State Board of Education

Persons who worked in public schools (elementary or secondary) should be coded “786” even if the certificate has reported “State Board of Education,” “State Department of Education,” or “State School Board” in the industry question.

23. Store, Own Store

For an industry entry of “store” or “own store,” code “579 - Not specified retail store,” unless there is some indication of the merchandise being sold. For example, when the certificate shows an occupation entry of “grocery salesperson” and an industry entry of “store” assume that the “store” is a “grocery store” and code the industry accordingly.

24. Stores Operated by Schools

Code stores operated by secondary schools or colleges to retail trade by type of merchandise sold; e.g., "Book stores - 537," "Candy stores - 498," etc.

25. VISTA - Volunteers in Service to America

VISTA volunteers are classified as employed. Code industry "948 - Administration of Human Resources."

26. WIN - Work Incentive Program

This program provides training for employment, primarily through private employers. Persons who were placed in a regular job or were receiving on-the-job training through WIN should be assigned the industry code of their place of employment. If just WIN is reported and there is no employing company reported, code "948 - Administration of Human Resources Program," if the occupation entry indicates the person was involved with the program.

F. [When a Product is Listed](#)

Often the major industry group is not reported (such as manufacturing, wholesale trade, retail trade) or is reported in error. For these entries, use the occupation entry to determine the correct industry code -- **refer to the chart on the next page.**

WHEN A PRODUCT IS LISTED IN INDUSTRY

Situation		Action
Industry	Occupation	
Industrial products such as: Farm machinery Cranes Steel pistons Mining drills	<u>Selling</u> such as: cashier delivery person stock handler Mfg. representative	Code using the wholesale industry line
	<u>Production</u> , such as: assembler machine operator machinist <u>Repairer or serviceman</u> of production machinery such as: metal working machinery grain cleaning machinery farm machinery gas turbine generators textile machinery	Code using the manufacturing line
	Repairer or serviceman exc. production machinery such as: general auto furnace cleaning and repair surveying instruments	Code industry to business and repair service
Consumer products, such as: furniture groceries shoes toys watches	Selling, such as: cashier delivery person stock handler	Code to retail industry line
	Production, such as: assembler foreman machine operator machinist Any repairer or serviceman of production machinery, such as: wood working machine fork lifts pattern stamper	Code using the manufacturing line
	Repairer or serviceman exc. production machinery, such as: lawn mover and garden equipment household appliances office machines	Code industry to business and repair service

G. General Non-Specified Codes (n.s.)

If the only industry information on the certificate is one of the major groups: “construction,” “manufacturing,” “retail,” or “wholesale,” and determination cannot be made as to the type of product being manufactured or sold, assign the following as appropriate:

Construction, n.s.	077
Manufacturing, n.s.....	399
Wholesale, n.s.....	459
Retail, n.s.	579

For example:

<p>Industry - Retail Store Occupation - Manager</p>

In this situation, a product is not given but the major industry “Retail” is provided. Therefore, code the industry “579.”

H. Type 5: Multiple Entries

The following are five rules to use in order to determine the industry code when two industries are given.

1. If two industries are reported and only one occupation is reported, code the industry that seems most appropriate for the occupation entry.

Example:

<p>Industry - Food service, <u>Security service</u></p> <p>Occupation - <u>Security guard</u></p>

In this example, the appropriate industry code is “768 - Security guard service,” because it matches the occupation “Security guard.”

2. If an entry indicates both manufacturing and wholesale trade, proceed as follows:

Example 1: If the occupation is a sales occupation, code wholesale trade.

Industry - Make and sell silk flowers
Occupation - Sales representative

In this example, the appropriate industry code is “439 - Silk goods (whsl.),” because it matches the occupation “Sales representative.” If the occupation is not a sales occupation, code manufacturing.

Example 2: If the occupation is a production type trade, code to manufacturing.

Industry - Make and sell silk flowers
Occupation - Color blender

In this example, the appropriate industry code is “398 - Silk plants (mfg.),” because it matches the production occupation of “Color blender.”

3. If an entry indicates both retail and wholesale trade, code retail.

Example:

Industry - Beauty Supplies
Occupation - Salesman

In this example, the appropriate industry code is “508 - Beauty supplies (ret.)” Since retail and wholesale trade is indicated, select retail.

4. If there are two industries reported and only one occupation entry and both industries seem equally appropriate to the occupation (and instruction 2 or 3 does not apply), code the first industry description reported.

Example:

Industry - Bail bonding, Lawyer office

Occupation - Clerk

In this example, both industries are appropriate for the one occupation given; therefore, code the first industry reported.

5. If there are two industries and two occupations entries reported, code the first industry described.

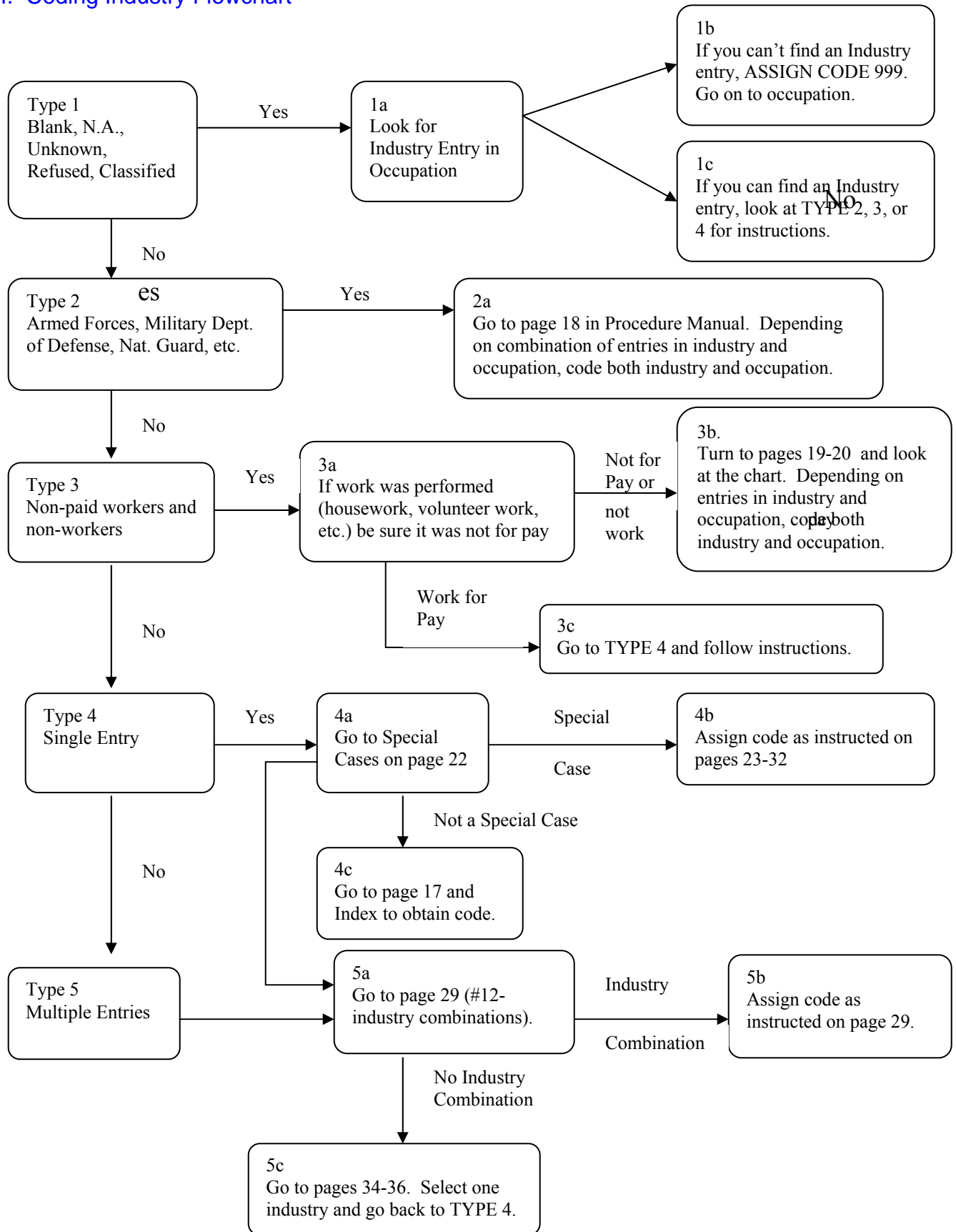
Example:

Industry - Gas station, and Parking garage

Occupation - Parking attendant and mechanic

The correct industry code for this example is “509 - Gasoline service station (ret.)” because it is listed first.

I. Coding Industry Flowchart



SECTION VI - THE OCCUPATION SECTION OF THE ALPHABETICAL INDEX

To determine the correct occupation code for a particular entry, look at the combination of the occupation entry with the classification of the industry. Occupational titles with these relationships are listed in several ways.

A. Key Words

There are **13** words used in the Index designated as “key words.” These key words form the primary occupation runs. Occupation titles containing these key words are listed only once in the Index. For example, the occupation title of “Auto salesman” will not be found under “auto.” Look for “Sales” first, and then look for “Auto” among the kinds of sales listed.

The key words are:

Apprentice	Helper	Repairer	Technician
Assembler	Inspector	Sales	
Assistant	Manager	Supervisor	
Engineer	Mechanic	Teacher	

For other multi-word occupation titles, if a particular order of words cannot be found in the Index, it may be listed in another way. Thus, it is necessary to try all possible orders of words before deciding that the title is not listed.

B. Types of Occupational Titles

1. Occupation Titles With No Center Restrictions

A few occupation titles in the Index can occur in any type of industry and, therefore, are not restricted to a particular industry. These titles do not have an industry code in the center column.

Bookkeeper512

Assign code “512 - Bookkeeper” because bookkeepers can work in any industry.

2. Occupation Titles With Activities Or Other Descriptions

- a. Occupation titles in the Index will be followed by a specific activity or additional words which will further describe a particular occupation.

Painter, animated cartoons	260
Painter, house or other bldgs	642

Each activity following the title “Painter” describes a particular type of painter. The specific activity will help determine the correct occupation code to use. For example, only use code “260” for “animated cartoons” painter.

- b. Occupation titles that are followed by an education level.

For example:

Accounting work, (exc. accountant), less than associate degree	512
Accounting work, associate degree or higher	080

Persons who report the activity “Accounting work,” but do not report whether they are an accountant or bookkeeper, are classified according to their education level. Use the residual line “Accounting work, (exc. accountant), less than associate degree ... 512” for all entries of “Accounting work” where no education information is available.

3. Occupation Titles with Industry Restrictions and/or Class of Worker Relationships

The following is a list of the types of occupation titles with center restrictions found in the Index. In all cases the occupation title is in the left column, the industry and/or class of worker restriction in the center column, and the occupation and SOC codes in the right columns.

- a. Titles with one industry code in the center, one listing:

General contractor.....	077.....	022
-------------------------	----------	-----

Assign code “022” to an entry of “General contractor” when the industry is “077,” “blank,” “unknown,” “refused” or if the only entry for industry is “retired.”

- b. Titles with one industry code in the center, more than one listing:

Color tester	227.....	192
Color tester	269.....	874

This means the occupation code “192” can be assigned to the entry “Color tester” only when the industry has been assigned the code “227.” Similarly, occupation code “874” can be used only when industry is coded “269.” Either of these lines can be used for a specified or not specified “Color tester” with the appropriate industry code.

- c. Titles with a range of industry codes:

Hand painter	147-167.....	881
--------------------	--------------	-----

Assign occupation code “881” to an entry of “Hand painter” only if the industry code falls within the range of “147-167.” For example, if the industry code is “153” then code “881” for the occupation because “153” falls within the range. If the industry code does not fall within this range of codes in the middle column, code “881” **should not** be used for occupation.

- d. Titles with several industry codes:

Pumper helper.....	217, 218, 228, 229.....	895
--------------------	-------------------------	-----

As with the industry range, assign the occupation code “895” only if the industry code assigned is one of those listed in the center.

- e. Titles with a specific industry entry:

Payroll examiner.....	Dept. of Labor 957.....	056
-----------------------	-------------------------	-----

Code the occupation entry “056” to an entry of “Payroll examiner” only if the industry entry is “Department of Labor” which is coded to “957.”

f. Titles with class of worker description:

Log buyerPR.....	053
------------------------	-----

- (1) As pointed out in the industry section, “Class of worker” does not appear on the death certificate. However, if a determination can be made from the entries that are provided whether the person worked for government, private industry, etc., then use the appropriate line in the Index. In the example above, the line shown could be used as long as there was a clear indication that the person had worked for a private company or business.
- (2) Another class of worker entry described previously in section E on pages 15-16 is “OWN” (OBI or OBNI). Use this kind of line in the Index if the response indicates that the decedent worked in his own business or farm:

Farmer, n.s.....GOV or PR 018, 029.....	605
Farmer, n.s.....OBNI 017, 018, 029.....	021

In the above example, use the OBNI line if there is no indication that the farm was incorporated.

g. Titles with a class of worker and industry code(s):

DiggerGOV or PR 017, 029.....	605
-------------------------------------	-----

This line is for workers of private companies or government (Federal, State, or Local). The person cannot be self-employed or an unpaid family worker. In addition, the industry code must be “017” or “029” (Refer to section E, page15).

4. Occupation Titles with a Residual Relationship

- a. Titles with center residual restrictions:

Draper	168	874
Draper	\ Any not listed	263
Draper	657,667	846

This title completes a listing of similar occupation titles and is used when none of the preceding industry restrictions apply, or where industry is blank. If the industry code is not “168,” “657,” or “667,” assign occupation code “263.” Other instructions similar to this are “mfg., not listed above,” “exc...,” and “mfg., exc...”

If industry cannot be determined, code industry “999” and use the residual line to code occupation.

- b. Titles with “n.s.” and industry restrictions:

Some occupation lines in the Index end with the letters “n.s.,” “exc.,” or “n.e.c.” The letters “n.s.” stand for “not specified,” “exc.” stands for “except,” and “n.e.c.” stands for “not elsewhere classified.” The code for these lines are for either specified or unspecified occupations not listed in the index.

For example, the Index lists “Laborer” with the descriptions “construction,” “laundry,” and “warehouse.” These lists are preceded by several “n.s.” lines with different industry codes.

Laborer \ n.s.	018	605
Laborer \ n.s.	019	612
Laborer \ n.s.	509, 877, 878	761
Laborer, construction		626

If the entry in the occupation question is “Laborer” without any other descriptive information, and the industry code is “019,” assign the occupation code “612.”

Another example:

Floorperson, body shop	715
Floorperson, exc. body shop	720

Code any occupation of "Floorperson" other than "body shop" floorperson, such as "gas company" floorperson, from the residual "exc." Index line as "720."

Another example:

Production worker	109-118, 128, 137	880
Production worker	297, 307-369, 396-399	775
Production worker	Mfg not listed above	896

The residual line "mfg. not listed above" must be used when an unspecified or a specified type of production worker is entered in the occupation question, but it is not listed in the preceding occupation lines. The production worker must have a manufacturing industry code (107-399) other than those previously listed.

Occasionally residual "n.s." occupation lines will be restricted to one or more industries. Use these codes when the job activities are not specific and the middle entry restrictions apply. If the specific middle restrictions do not apply, however, look for a residual line with a center restriction like "any not listed."

For example:

Investigator, n.s.....	699	054
Investigator, n.s.....	\ Any not listed	391
Investigator, n.s.....	Credit bureau 759	533
Investigator, n.s.....	251, 400	889

Use the residual line for an entry of "Investigator" in any industry other than those listed above (i.e., 699, 759, 251, and 400). The occupation code for this example is "391."

5. Instruction Lines

There are a few lines in the occupation section of the Index that provide instructions to look elsewhere in the Index for an alternate title and code.

For example:

Bellboy--see "Bellman"

This is a typical occupation instruction line. For occupation entries of "Bellboy," look for the run for "Bellman" and assign the occupation code with the appropriate industry restriction.

Bellman.....\Any not listed.....	896
Bellman..... 077.....	626
Bellman.....787, 819, 856, 859-867, 917, 919.....	453

Another example:

Administrator, exc. 817- 827, 829--see "Official"

If the industry is coded anything other than "817-827," or "829" look for "Official" and use the industry code to determine the correct "Official" line to use. With an industry code of "957" code occupation "043" from the "Official" run shown below.

Official.....687-689	095
Official.....787, 788	023
Official.....937-939, 948-959	043
Official.....786	023

C. Using Occupation Responses to Code Industry

Since, in some cases, there is a fixed or almost fixed relationship between industry and occupation, some blank industry questions can be coded from the occupation entry. In other cases, industry codes must be changed to be consistent with the occupation entry. The following are typical examples of three situations that are found in the occupation section of the Index.

1. Titles with industry code in parentheses:

If the industry question is blank or has an entry such as “unknown,” “NA,” “refused,” “retired,” etc., then code the industry based on the occupation; use the suggested industry code in parentheses.

a. For example:

Private eye(768)..... 391

If the industry question is blank and the occupation is “Private eye,” then code industry “768” and occupation “391.”

b. If the industry question was not blank and an industry code was assigned other than the suggested code, DO NOT change the industry code. For example, if the industry was coded “727” for “Attorney’s office” and the occupation was “Private eye,” code the occupation “391.” DO NOT change the industry to “768.”

Industry	
Attorney’s office	Coded 727; <u>DO NOT</u> change to 768
Occupation	
Private eye	Code 391

2. Titles with industry code preceded by a number sign (#) :

If an occupation title has a center industry code preceded by a number sign (#), this occupation can occur only in the industry listed. If an industry code was assigned other than the one preceded by the number sign (#), **change it to match the center industry code listed.**

For example:

School traffic guard.....# 947 394
--

Here, if industry was anything but “947” and the occupation was “School traffic guard,” then change the industry code to “947.” Of course, if industry is blank, also use code “947.”

3. Title with one industry restriction, one listing:

Letter carrier637..... 555

As mentioned earlier (page 39, 3a.), when there is only **one** listing of an occupation title with **one** center industry restriction, that industry code can be assigned to a blank, “unknown,” “refused” or “retired” industry entry.

SECTION VII. - INSTRUCTIONS FOR CODING OCCUPATION ENTRIES

A. Basic Concepts

1. After the industry question has been coded, review the entries in the occupation question to determine the appropriate occupation code. There are three types of occupation situations. Refer to the following chart and the flow chart on page 55 for coding instructions for each of the three types of occupation situations. Entries in the industry and occupation questions may have to be considered together in order to assign consistent codes to a person's job or profession. There are various occupations in the Alphabetical Index that are restricted by the industry and there are some occupations that can help determine a code for industry.

Type	Occupation Entry	Coding Instructions
Type 1	Blank, Unknown, Don't Know, Refused, Classified, or NA	Check to see if occupation is listed in, or can be determined from, industry entry. Code occupation. If occupation is not listed anywhere, code "990" for occupation.
Type 2	Single Occupation Entry	Code using the Alphabetical Index and instruction B on page 48.
Type 3	Multiple Occupation Entries	Use instructions on pages 53 and 54 to choose the correct occupation to code.

2. For persons in the Armed Forces or for non-paid and non-workers, see the instructions for Industry on pages 18-20.
3. When a specific occupation description on the certificate is not in the Index, look up a more general term with the same meaning. See the following examples:

"Peach canner" is not listed in the Index. Look up "Fruit canner" to get an occupation code of "880."

"Chicken cutter" is not listed in the Index. Look up "Poultry cutter" to get an occupation code of "781."

“Pony breeder” is not listed in the Index. Look up “Horse breeder” to get an occupation code of “602.”

4. If the occupation entry on the certificate is not specific, use both industry and occupation together to obtain a more specific code before using an n.s. code.

For example: Industry = Hotel
Occupation = Night Manager

Look up “Hotel manager” in the index to get an occupation code of “034.”

B. Type 2: Single Entry

First determine if the entry is one of the Special Cases for occupation which are listed on page 49. If the entry is a Special Case code directly from the Special Cases segment without using the Index. If the entry is not a Special Case, use the Alphabetical Index.

Remember that in some cases a blank industry question can be coded from the occupation entry. In other cases, the industry code must be changed to be consistent with the occupation entry. For example, if the occupation is “Dress store salesman” and the industry is blank, the code for the occupation entry would be “476” and the code of “517- Clothing and accessories, except shoe, stores” may be used for the industry. On the other hand, if the occupation is “Gospel worker,” the only allowable industry code is “916 - Religious organizations” because “916” is a numeric sign (#) industry center restriction for this occupation title.

C. Special Cases - Occupation

As mentioned above, if the occupation entry is one of the Special Cases included in the following list, code following the instructions without using the Index. Also see the Occupation Quick Reference on page 58.

Special Cases - Occupation

	Page
1. Camp Counselors	50
2. Disabled Veterans.....	50
3. Education Sensitive Occupations (“accounting work, exc. accountant;” “engineer;” and “nurse”)	50
4. Farm Occupations	50
5. Prison and Jail Inmates.....	52
6. Religious Denominations	52
7. Retired	52
8. Teachers	52

1. Camp Counselors

Code industry entries of “camp” or similar occupations such as “camp counselor,” “counselor,” junior counselor,” or “senior counselor” only after checking the age on the certificate. For ages 17 and younger, code these entries “443 - Miscellaneous entertainment attendants.” For ages 18 and over, assign code “462 - Recreation and fitness workers.”

2. Disabled Veterans

Code entries of “Disabled Veterans” (DAV) with no other codable industry or occupation to “979” for industry and “910” for occupation.

3. “Education” Sensitive Occupations

In order to assign the correct code to these three occupations:

1. Accounting work, exc. Accountant
2. Engineer, n.s.
3. Nurse, other specified or n.s.

It is necessary to reference the “decedent’s education” and “age” items on the death certificate.

4. Farm Occupations

Correct coding of farm entries depends upon the combination of industry and occupation. Remember to reference the following page 51 before going to the Alphabetical Index to code any farm occupations. Farm occupations are classified into four categories as follows:

- 021 - Farmers (owners and tenants)
- 020 - Managers, farms
- 600 - Supervisors, farm workers
- 605 - Farm workers

The following are descriptions of these occupations as background information to help decide which words to look up in the Index.

- a. Farmers (021)--A farmer is one who operates a farm as an own business. He or she may own the land or rent it from others, or be a sharecropper. Occupation entries describing some sort of farming such as "farming," "farm chores," "plowing," etc., with industry stating "self," "own farm," etc., should be coded as a farmer.

Note: For Index listings of OBNI and OBI regarding farmers and farm managers, use the OBNI entry when there is no indication on the certificate whether the decedent owned an incorporated or unincorporated business.

- b. Farm managers (020)--A farm manager manages the whole operation of a farm but does not own it. He or she is like a farmer, but is paid a salary. Usually farm managers include occupation entries like "managers" or "superintendents" in any variation.

Farm supervisors (600)--A farm supervisor supervises farm laborers but does not manage other aspects of a farm operation. Farm supervisors include such occupation entries as "boss," "chief," "foreman," or "supervisor."

- c. Farm workers (605)--This group includes most other farm laborers who do not own a farm, do not manage a farm, or do not supervise farm employees. Common titles used for these people are: farm hand, farm laborers, farm worker, helper on farm, hired-hand, and laborer. If "Class of Worker" is reported with farm worker see Index, otherwise use code "605."
- d. Other workers on farm--There are other occupations found on farms that get codes other than those listed above. These can be grouped into two types.

- (1) The first type is other agricultural related jobs.

Example: "604" Graders and sorters, agricultural products

Some entries that are included in these occupations are greenhouse worker, potato grader, and tobacco sorter. Use the Index to code these and similar entries.

- (2) The second type includes generic occupations that are not primarily agricultural, but may be found working in agricultural settings.

Examples: Bookkeepers, carpenters, horse trainers, mechanics, secretaries and truck drivers.

These occupations should be coded directly from the Index.

5. Prison and Jail Inmates

Code entries of “prison” or “jail inmates” with no other industry or occupation entry to industry “989” and occupation “910.” If a codable occupation is given, code the occupation as described and code industry to “947 - Prison.” However, some prisons have work contracts with other establishments. If such information is indicated, code industry and occupation accordingly.

6. Religious Denominations

Disregard denominational designations given to members of the clergy. For example, “Methodist minister,” “Jewish rabbi,” and “Catholic priest” are all coded “204 - Clergy.”

Note: Remember, if industry is not reported use suggested code “916 - Religious Organizations.”

7. “Retired” in Occupation Description

Disregard the word “retired” when included as part of the occupation entry along with other descriptions, such as “retired plumber.” In this example code “plumber.” If only the word “retired” is entered in the occupation question, code occupation as “906.”

8. Teachers - Elementary and Secondary School

Apply the following rules to distinguish between elementary and secondary school teachers:

- a. Always assign code “231 - Elementary school teacher” to terms such as “elementary school teacher,” “grade school teacher,” “middle school teacher,” or a grade description of 1 through 6.
- b. Always assign code “232 - Secondary school teacher” to terms such as “high school teacher,” “secondary school teacher,” or “junior high school teacher,” or a grade description of 9 through 12.
- c. Teachers of grades 7 and 8 may be coded as either elementary or secondary teachers. If teaching grades 7 or 8 is reported with no additional information or with “middle school” reported, code “231 - Elementary school teacher.” If teaching grades 7 or 8 is reported with a subject designated (e.g., 8th grade English teacher) or with “junior high” reported, code “232 - Secondary school teacher.”

If industry is not reported but the occupation of “teacher” with a specific subject is listed (ex: math teacher), code industry “786” and occupation “232.” If neither subject nor level is specified, code industry “786” and occupation “231.”

D. Type 3: Multiple Entries

1. Multiple entries in occupation field and **all entries are related to the same job:**

If the occupation field has two or more entries, code the first occupation given, as long as all the occupations seem to be related to the same job.

For example:

Supply clerk and dispatcher

Code the first entry, "562 - Supply clerk."

Bartender and waiter

Code "404 - Bartender."

2. Multiple entries in occupation field and **two or more distinct jobs listed:**

If a certificate describes two or more clearly distinct jobs, that is, jobs for two or more different employers, use the following instructions:

- a. Two or More Occupations Given--**One** Related to Industry:

- (1) If two or more occupations are given, try to determine which occupation is most appropriate to the industry which has already been coded and assign the proper code for that entry.

For example:

Industry - Insurance Co., Newspaper Office

Occupation - Journalist, Claim clerk

Assign the code "584 - Claim clerk" because it is consistent with the first industry coded. See illustrations on pages 34-36 for proper industry selection.

- (2) If multiple occupations are equally appropriate, code the first occupation reported.

For example:

Industry - Credit union, Accounting service
Occupation - <u>Financial manager</u> , Accountant

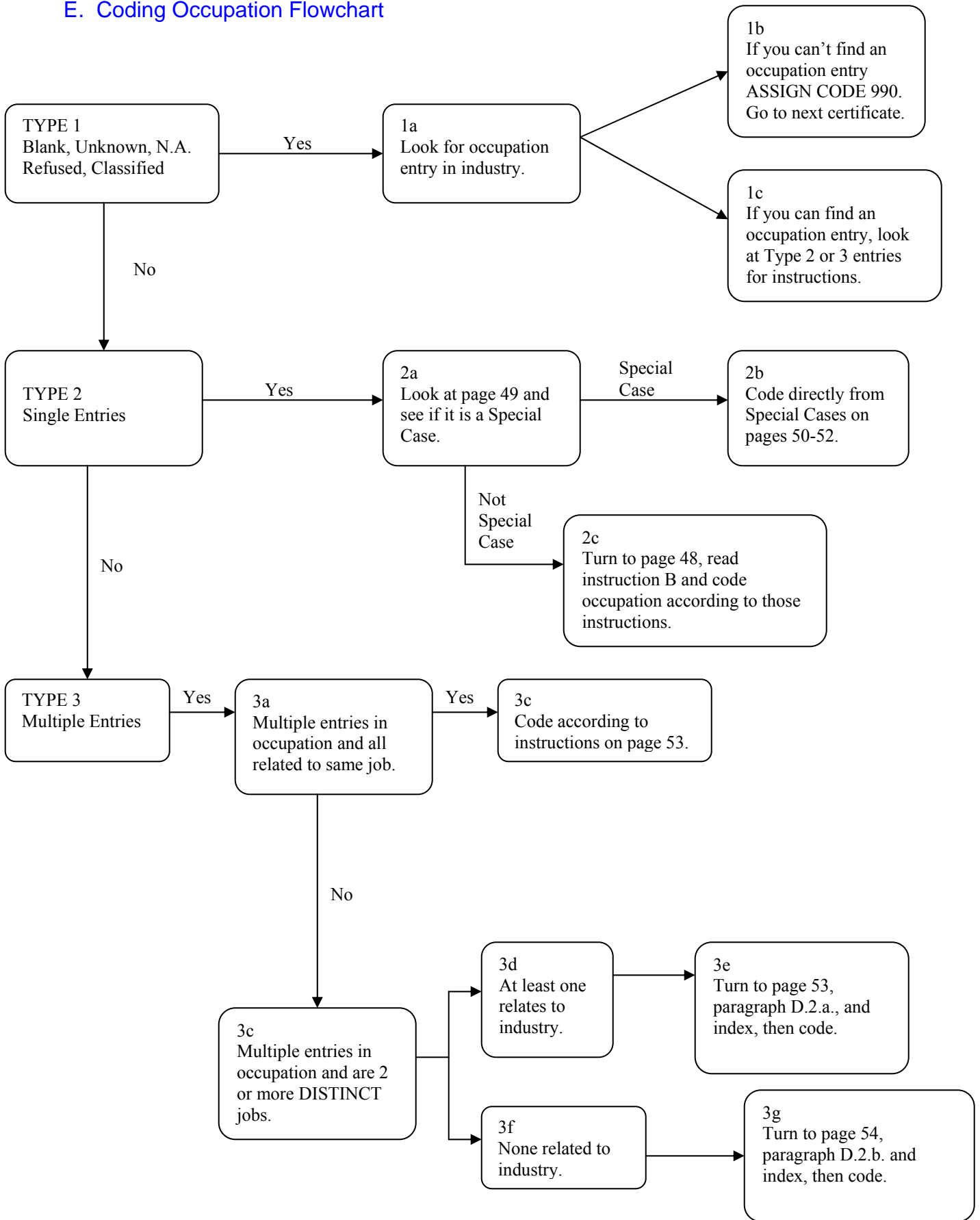
Code the occupation "012 - Financial manager," rather than accountant, because financial manager is described first and either occupation is appropriate for Credit union.

- b. Two or More Occupations Given--**None** Relates to Industry

If none of the occupations relates to the industry, code the first occupation listed.

Note: Refer to page 49 to determine if the first occupation is a Special Case. If it is a Special Case follow the specific instructions. If it is not a Special Case, use the Index to code the first occupation.

E. Coding Occupation Flowchart



F. Examples Of Occupation Entries In The Alphabetical Index

Ad writer.....285	<u>No center restriction</u>	Use code "285."
Gear changer.....357.....720	<u>Single Industry restriction, single line for occ. title</u>	(Only one entry for this occupational title) Use code "720" when industry code is "357" or industry is blank. If industry is blank, assign "357."
Linesman.....057.....741 Linesman.....368.....806	<u>Single Industry restriction, multiple lines for occ. title</u>	Use code "741" <u>only</u> when industry code is "057." Use code "806" <u>only</u> when industry code is "368."
Hand weaver.....147-167...835	<u>Industry restriction range</u>	Use code "835" <u>only</u> if industry code falls within "147-167" such as "157." If not, do not use this occupation code.
Mixer operator.....337, 657, 667.....290	<u>Multiple Industry restrictions</u>	Use code "290" <u>only</u> if industry code is "337, 657 or 667."
Reviewer..... U.S. Internal Revenue Service 938.....093	<u>Industry entry</u>	Use code "093" <u>only</u> if the industry entry on the certificate is "U.S. Internal Revenue Service 938."
Pulpwood buyer.....PR.....053	<u>Class of Worker restriction</u>	Use code "053" as long as there is no indication of government or self-employment.

Cattle feeder....GOV or PR 018, 029.....605	<u>Class of Worker and Industry restriction</u>	Use code "605" <u>only</u> if entry meets class of worker and industry restrictions (for class of worker in this example, there should be no indication of self-employed). Also industry can only be "018" or "029."
Wirer \ n.s.....357.....711 Wirer, cable.....742	<u>n.s. (not specified)</u>	Use code "711" when the activities of an occupation are not specified and industry is coded "357."
Sealer.....028.....611 Sealer.....108-128.....880 Sealer....Any not listed...885	<u>Residual</u>	Use code "885" when none of the specified listings apply or when industry is blank.
Magician.....(657).....276	<u>Middle numerical entry in parentheses</u>	If the industry is blank with this occupation, code industry using the suggested industry code. If an acceptable industry has been reported DO NOT change the industry code to this code.
Forest Ranger....#019.....375	<u>Middle entry prefixed by pound sign (#)</u>	This occupation can <u>only</u> occur in this industry. Change any other industry code to the listed one.

G. Quick Reference

INDUSTRY

Prime Words (i.e. Runs)

Auto	Rental	State
City	Repair	U.S. (United States)
Electric	Self-Employed	

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OCCUPATION

Key Words

Apprentice	Engineer	Manager	Sales	Technician
Assembler	Helper	Mechanic	Supervisor	
Assistant	Inspector	Repairer	Teacher	

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SECTION VIII. - SUGGESTED CODES FOR INADEQUATELY REPORTED INDUSTRY AND OCCUPATION ENTRIES

HOMEMAKERS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
"None" or "No"	Domestic	929	423
Domestic	Blank	929	423
Domestic	Domestic	929	423
Self-employed	Domestic	929	423
Domestic	Homemaker	989	901
Blank	Homemaker	989	901
Homemaker	Homemaker	929	423
Self-employed	Homemaker	989	901
Home	Homemaker	989	901
Domestic	Housewife or works in own home	989	901
Homemaker	Housewife	989	901
Blank	Housewife	989	901

TEACHER

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Retired School Teacher [Level not specified]	Retired School Teacher [Subject or level not specified]	786	231

HEALTH CARE

Healthcare n.s. "818 - All Other Ambulatory Health Care Services" as listed in the Alphabetical Index does not represent many of the healthcare n.s. responses reported on the death certificate. The category "809 - Other Outpatient Care Centers" comprises many establishments engaged in providing general or specialized out patient care.

- Ambulatory healthcare services excludes several healthcare facilities such as physician's offices, outpatient care centers, and home health care providers, etc.
- Outpatient care centers is a more inclusive "catch-all" category for non specified healthcare entries.

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Health Care	Doctor	809	306
Health Care	Nurse	809	313
Health Care	Registered Nurse	809	313
Health Care	Office Manager	809	500
Medical	Nurse	819	313
Medical	Blank	819	990

NURSES

For “nurses n.s.” and the industry listed as blank, age and/or education should be referenced.

- If age is under 21 and education is 13 years or less code occupation to “350 - LPN.”
- If age is less than 75 and education is 13 years code industry to “819 - Hospital” and occupation to “350 - LPN.”
- If age is over 75 and education is not specified code industry to “819 - Hospital” and occupation to “313 - RN.”
- If nurse n.s. and industry is blank, use age and education to select industry code. If age and education are not available use “999 - Unknown” for industry.
- If private duty nurse n.s. and age is over 75 and education is listed as unknown, code industry to “758 - Employment services” and occupation to “313 - RN.”

NURSES AIDE

- If industry is blank and age is over 75 code industry to “819 - Hospital.”
- If industry is blank and age is under 75 and education is 12 years or above code industry to “819 - Hospital.”
- If industry is blank and age is under 75 and education is less than 12 years code industry to “827 - Nursing home.”
- If industry is blank and age is under 75 and education is unknown code industry to “827 - Nursing home.”

SEAMSTRESS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Sewing (Dressmaking at home)	Seamstress	168	835

ELECTRICAL/ELECTRONICS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Electrical ^{1/}	Electrician	077	635
Power	Electrician	057	635
Electrician	Electrician	077	635
Electric Co.	Blank	057	990
Electronics, n.s.	Blank	339	772

^{1/} Use the occupation response of “electrician” to determine electrical construction for industry.

MISCELLANEOUS

<u>Industry</u>	<u>Occupation</u>	<u>Ind. Code</u>	<u>Occ. Code</u>
Blank ^{1/}	Bookkeeper	728	512
Blank ^{1/}	Carpenter	077	623
Blank ^{1/}	Secretary	759	570
Civil Service ^{2/}	Civil Service Worker	939	586
Depot	Employee or Blank	959	586
Diet Center	Blank	818	990
Lumber ^{3/}	Logger	027	613
Manufacturing	Tool & Die Maker	399	813
Office	Office Worker	778	586
Office, n.s.		778	
Self-employed Engineer	Engineer, n.s.	729	153
Engineering or Blank	Engineer n.s. (educ.13+)	729	153
Tool Mfg.	Machinist	399	803
Wire, n.s. (Mfg)		399 ^{4/}	
RR	RR Engineer	608	920
Any	Office Manager	Any	500

^{1/} Major industry groupings for some industry & occupation responses can be determined by the occupation. If industry is blank and no additional information is listed on the certificate regarding the industry activity or company name and the occupation is listed as "bookkeeper, secretary, carpenter, etc." code the industry to the service rendered.

^{2/} If additional information indicates personnel type duties (such as personnel clerk, human resource assistant, etc.), use occupation code "536" for "civil service worker."

^{3/} Use the occupation of "logger" to determine "lumber camp" or "lumbering" for industry.

^{4/} If specific type wire can be determined use a more specific industry code.

Appendix A - Special Cases for Problem Referrals

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Non-Store Sellers And Vendors.....	65

MANUFACTURING ARSENALS

Industry State	County	City	Installations	Code	COW
Alabama	Madison	Huntsville	Redstone Arsenal	359	GOV
Arkansas	Jefferson	Pine Bluff	Pine Bluff Arsenal	297	GOV
Colorado	Adams	Denver	Rocky Mountain Arsenal	297	GOV
Illinois	Rock Island	Rock Island	Rock Island Arsenal	229	GOV
Indiana	Clark	Charlestown	Indiana Army Ammo Plant	297	PR
Indiana	Martin	Crane	Crane Army Ammo Plant	297	
Iowa	Des Moines	Burlington	Iowa Ordnance Plant	297	PR
Kansas	Labette	Parsons	USA Kansas Ammo Plant	297	PR
Louisiana	Caddo	Shreveport	Louisiana Army Ammo	297	PR
Maryland	Hartford	Edgewood	Edgewood	297	GOV
Missouri	Jackson	Independence	Lake City Army Ammo	297	PR
Nevada	Mineral	Hawthorne	Hawthorne Army Ammo	297	
New York	Albany	Watervliet	Watervliet	297	GOV
Oklahoma	Pittsburg	Mcalester	Mcalester Army Ammo	297	GOV
Pennsylvania	Lackawanna	Scranton	Scranton Army Ammo	297	PR
Pennsylvania	Philadelphia	Philadelphia	Frankford Arsenal	297	GOV
Tennessee	Gibson	Milan	Milan Army Ammo Plant	297	PR
Tennessee	Hawkins	Kingsport	Holston Army Ammo	297	GOV
Texas	Harrison	Marshall	Longhorn Army Ammo	297	PR

SOURCE: Duty Stations of Civilian Personnel - Department of the Army State Directories.

PORT AUTHORITY

The correct procedure for coding problem cases of the maintenance and operation of Port Authority can be determined by the activity recorded on the death certificate. Use the following industry description and industry codes to solve these problem cases:

<u>Industry Description</u>	<u>Industry Code</u>
Boat Terminal	629
Bridges	629
Grain Terminal	639
Tunnels	629
Not Specified	629
Ports	629

NON-STORE SELLERS AND VENDORS

Non-Store Sellers or Vendors--When an entry on a certificate indicates that a person is selling goods from a temporary location, other than a store with a fixed location, use the following rules:

NOTE: Usually these people will be self-employed, but not always.

1. Artists, sculptors, etc., who paint or produce and sell their works of art are to be coded to the industry of "Miscellaneous professional and related services - 749" and the occupation to "Painters and sculptors - 260." If there is no evidence that the deceased produced the works of art he/she is selling, code industry to "Direct selling - 569" and occupation to "Salesperson - 495."
2. Persons making and selling jewelry, ceramics, pottery, leather goods, and other arts and crafts should be coded to the industry of "Direct selling - 569" and the occupation to "Production workers, n.e.c. - 896." If there is no indication that they are making these articles, code occupation to "Salesperson - 495."
3. Persons reported themselves as "Teaching and selling" jewelry, ceramics, pottery, leather goods, and other arts and crafts, code industry to "Miscellaneous professional and related services - 749" and occupation to "Teachers, n.e.c. - 234."

Glossary

A. Definitions

Alphabetical Index

A list of industry and occupational titles used most often in the economy; commonly referred to as the Index. See page 7 for details.

Central Administrative Office (CAO)

An establishment primarily engaged in management and general administrative functions performed centrally for other establishments of the same company. Generally, the CAO does not produce any products nor provide any services for the general public or other companies or government.

Class of Worker

Class of worker refers to the classification of the worker as private wage or salary worker, government worker (Federal, State, or Local), self-employed worker or unpaid family worker in a family farm or business. The abbreviations designating class of worker used in the Index and in this manual are included on page 15.

Company Name List

A list of major employers in a specific geographic area with a corresponding industry code. Only some States will use these lists.

Establishment

A single physical location where business is conducted or where services or industrial operations are performed. A company may have more than one establishment if it is engaged in more than one major activity. For example, an automobile manufacturing company may have an engine plant, sheet metal stamping plant, and assembly plant. Each is a different establishment and has a distinct industry code. In addition, the company may have sales offices which are also establishments and are coded to wholesale trade. Another example would be a retail grocery chain that operates its own bakery plant for its stores. The bakery would be coded to manufacturing.

Industry

Major activity at a person's place of work. Examples are coal mining, metal stamping, retail hardware store, hospitals, etc.

Glossary

Key Words

Thirteen types of frequently reported occupations that are grouped together and listed once in the Alphabetical Index:

Apprentice	Engineer	Manager	Sales	Technician
Assembler	Helper	Mechanic	Supervisor	
Assistant	Inspector	Repairer	Teacher	

Manufacturing

Making or processing of products.

Multi-Establishment Companies

A company with more than one establishment. When the establishments are in different industries, there will be more than one industry code.

Occupation

Activity that a person does to earn a living. Examples are file clerk, machinist, medical doctor, judge, taxi driver, coder, etc.

Prime Words

Eight common words frequently used in industry titles usually listed only once in the Alphabetical Index:

Auto	Rental	State
City	Repair	U.S. (United States)
Electric	Self Employed	

Retail Trade

Selling products primarily to individual consumers. A retailer may buy goods from a manufacturer or wholesaler.

Run

Succession of industry or occupation listings in the Index beginning with a common word, such as:

Advertising		Educational film production
Aerial		Educational insurance
Agency	or	Educational motion pictures
Billboard		Educational research agency
Company		Educational services

Service Establishments

Companies that render services to individuals and organizations. Examples are hotels, laundries, advertising agencies, and automobile repair shops.

Wholesale Trade

Buying (not making) of products in large quantities for resale to retailers, industrial users or to other wholesalers.

B. Abbreviations

Below is a list of commonly used abbreviations and their meanings.

Asst.	Assistant
CPA	Certified Public Accountant
Const.	Construction as used in the Index; e.g., building, excavating, erecting, etc.
Dept. Store	Department store
exc.	“except” as used in the Index
Ext.	Extraction, mining as used in the Index; e.g., coal mine, oil well, rock quarry, ground removal of minerals, etc.
F.B.I.	Federal Bureau of Investigation

Glossary

GOV (Govt)	Government LGOV = Local Government (City, County, Township, etc.) SGOV = State Government FGOV = Federal Government NOTE: In the Index, the class of worker restriction for occupation is abbreviated "GOV" to include all categories of government.
Hwy	Highway
Index	<u>Alphabetical Index of Industries and Occupations (Part 19B manual)</u> which is based on the 2000 Census of Population and Housing.
I.R.S.	Internal Revenue Service
Mfg.	Manufacturing; e.g., mill, plant, etc.
Mgr.	Manager
n.e.c.	"not elsewhere classified" as used in the Index
n.s.	"not specified" as used in the Index
OBNI	Own Business Not Incorporated
OBI	Own Business Incorporated
Oper.	Operator
OWN	Self-employed business as used in the Index
PR	Employee of a private company, business, or individual for wages, salary, or commissions
Ret.	Retail trade
Supt.	Superintendent
Whsl.	Wholesale trade
WP	Working without pay

Standard Certificate of Death

DRAFT 02/05/2002

U.S. STANDARD CERTIFICATE OF DEATH

LOCAL FILE NO.

STATE FILE NO.

NAME OF DECEDENT
For use by Physician or Institution

1. DECEDENT'S LEGAL NAME (Print, Middle, Last)		2. SEX		3. SOCIAL SECURITY NUMBER	
4a. AGE-Last Birthday (Years)		4b. UNDER 1 YEAR Months: _____ Days: _____		4c. UNDER 1 DAY Hours: _____ Minutes: _____	
5. DATE OF BIRTH (Mo/Day/Yr)		6. BIRTHPLACE (City and State or Foreign Country)			
7a. RESIDENCE-STATE		7b. COUNTY		7c. CITY OR TOWN	
7d. STREET AND NUMBER		7e. APT. NO.		7f. ZIP CODE	
7g. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No					
8. EVER IN US ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. MARITAL STATUS AT TIME OF DEATH <input type="checkbox"/> Married <input type="checkbox"/> Married, but separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Never Married <input type="checkbox"/> Unknown		10. SURVIVING SPOUSE'S NAME (If wife, give name prior to first marriage)	
11. FATHER'S NAME (Print, Middle, Last)		12. MOTHER'S NAME PRIOR TO FIRST MARRIAGE (Print, Middle, Last)			
13a. INFORMANT'S NAME		13b. RELATIONSHIP TO DECEDENT		13c. MAILING ADDRESS (Street and Number, City, State, Zip Code)	
14. PLACE OF DEATH (Check only one; see instructions)					
14. DEATH OCCURRED IN A HOSPITAL: <input type="checkbox"/> Inpatient <input type="checkbox"/> Emergency Room/Outpatient <input type="checkbox"/> Dead on Arrival		14. DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify)			
15. FACILITY NAME (If not institution, give street & number)		16. CITY OR TOWN, STATE, AND ZIP CODE		17. COUNTY OF DEATH	
18. METHOD OF DISPOSITION: <input type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from State Other (Specify): _____		19. PLACE OF DISPOSITION (Name of cemetery, crematory, other place)			
20. LOCATION-CITY, TOWN, AND STATE		21. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY			
22. SIGNATURE OF FUNERAL SERVICE LICENSEE OR OTHER AGENT				23. LICENSE NUMBER (Of Licensee)	
ITEMS 24-28 MUST BE COMPLETED BY PERSON WHO PRONOUNCES OR CERTIFIES DEATH					
24. DATE PRONOUNCED DEAD (Mo/Day/Yr)		25. TIME PRONOUNCED DEAD			
26. SIGNATURE OF PERSON PRONOUNCING DEATH (Only when applicable)		27. LICENSE NUMBER		28. DATE SIGNED (Mo/Day/Yr)	
29. ACTUAL OR PRESUMED DATE OF DEATH (Mo/Day/Yr) (Spell Month)		30. ACTUAL OR PRESUMED TIME OF DEATH		31. WAS MEDICAL EXAMINER OR CORONER CONTACTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CAUSE OF DEATH (See Instructions and examples)					
32. PART I. Enter the <u>chain of events</u> —diseases, injuries, or complications—that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line. Add additional lines if necessary.					
IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. _____ Due to (or as a consequence of):		b. _____ Due to (or as a consequence of):		c. _____ Due to (or as a consequence of):	
Sequentially list conditions, if any, leading to the cause listed on line a. Enter the UNDERLYING CAUSE (disease or injury that initiated the events resulting in death) LAST		d. _____ Due to (or as a consequence of):		Approximate interval (Check to death)	
PART II. Enter other significant conditions contributory to death but not resulting in the underlying cause given in PART I				33. WAS AN AUTOPSY PERFORMED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
34. WERE AUTOPSY FINDINGS AVAILABLE TO COMPLETE THE CAUSE OF DEATH? <input type="checkbox"/> Yes <input type="checkbox"/> No					
35. DID TOBACCO USE CONTRIBUTE TO DEATH? <input type="checkbox"/> Yes <input type="checkbox"/> Probably <input type="checkbox"/> No <input type="checkbox"/> Unknown		36. IF FEMALE: <input type="checkbox"/> Not pregnant within past year <input type="checkbox"/> Pregnant at time of death <input type="checkbox"/> Not pregnant, but pregnant within 42 days of death <input type="checkbox"/> Not pregnant, but pregnant 43 days to 1 year before death <input type="checkbox"/> Unknown if pregnant within the past year		37. MANNER OF DEATH <input type="checkbox"/> Natural <input type="checkbox"/> Homicide <input type="checkbox"/> Accident <input type="checkbox"/> Pending investigation <input type="checkbox"/> Suicide <input type="checkbox"/> Could not be determined	
38. DATE OF INJURY (Mo/Day/Yr) (Spell Month)		39. TIME OF INJURY		40. PLACE OF INJURY (e.g., Decedent's home, construction site, restaurant, wooded area)	
41. INJURY AT WORK? <input type="checkbox"/> Yes <input type="checkbox"/> No					
42. LOCATION OF INJURY: State _____ City or Town _____ Street & Number _____ Apartment No. _____ Zip Code _____					
43. DESCRIBE HOW INJURY OCCURRED:				44. IF TRANSPORTATION INJURY, SPECIFY: <input type="checkbox"/> Driver/Operator <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Other (Specify)	
45. CERTIFIER (Check only one): <input type="checkbox"/> Certifying physician To the best of my knowledge, death occurred due to the cause(s) and manner stated. <input type="checkbox"/> Pronouncing & Certifying physician To the best of my knowledge, death occurred at the time, date, and place, and due to the cause(s) and manner stated. <input type="checkbox"/> Medical Examiner/Coroner On the basis of examination, and/or investigation, in my opinion, death occurred at the time, date, and place, and due to the cause(s) and manner stated. Signature of certifier: _____					
46. NAME, ADDRESS, AND ZIP CODE OF PERSON COMPLETING CAUSE OF DEATH (Item 32)					
47. TITLE OF CERTIFIER		48. LICENSE NUMBER		49. DATE CERTIFIED (Mo/Day/Yr)	
50. FOR REGISTRAR ONLY: DATE FILED (Mo/Day/Yr)					
51. DECEDENT'S EDUCATION Check the box that best describes the highest degree or level of school completed at the time of death. <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th - 12th grade, no diploma <input type="checkbox"/> High school graduate or GED completed <input type="checkbox"/> Some college credit, but no degree <input type="checkbox"/> Associate degree (e.g., AA, AS) <input type="checkbox"/> Bachelor's degree (e.g., BA, BS) <input type="checkbox"/> Master's degree (e.g., MA, MS, MEd, MEd, MEd, MEd) <input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, LL.M., etc.)		52. DECEDENT OF HISPANIC ORIGIN? Check the box that best describes whether the decedent is Spanish/Hispanic/Latino. Check the "No" box if decedent is not Spanish/Hispanic/Latino. <input type="checkbox"/> No, not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Specify) _____		53. DECEDENT'S RACE (Check one or more boxes to indicate what the decedent considered himself or herself to be) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Other (Specify) _____	
54. DECEDENT'S USUAL OCCUPATION (Indicate type of work done during most of working life. DO NOT USE RETIRED).					
55. KIND OF BUSINESS/INDUSTRY					

To Be Completed By:
MEDICAL CERTIFIER

To Be Completed By:
FUNERAL DIRECTOR