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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

<u>"Industry" is defined as the kind of activity at a person's place of work.</u>
Typical places of work are factories, shoe store, 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

<u>"Occupation" is the kind of work a person performed at his or her place of work.</u> 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)**

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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 **(220-225)**

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

HEALTHCARE PRACTITIIONERS 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 SERVICES **(430-465)**

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

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

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

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

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

PRODUCTION **(770-896)**

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

MILITARY OCCUPATIONS (980-983)

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. **Always code industry even if the industry response is entered in the occupation question. The same is true for occupation, code occupation even if the occupation response is entered in the industry question.**

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.

Census Word System Used in Alpha Index	Letter System used in Dictionary
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

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: the 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 <u>manufacturing</u> to use the residual line, "Any
        not listed (mfg.)."

3.   The Index also lists titles followed by the "**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 flowing 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.

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:

Self employed, with occ.	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**."

"Self employed" and "owner" are not always the same. If the decedent worked at the trade, code to the specified trade. If Self employed and trade cannot be determined, code as owner.

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.

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   = worded for a <u>private company</u>, business or individual for
                      wages, salary, or commission

PR NON   = worked for a <u>private not-for-profit</u>, tax exempt, or
                      charitable organization

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

OWN   = worked on <u>own </u>business, professional practice, or farm

                      OBI   = Own business incorporated
                      OBNI = Own business not incorporated

WP   = worked <u>without pay</u> 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, sometime 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 State, 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.

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 occupations
	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	IND OCC 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 such as gunner or tank driver (see note below)	Air Force 968 983 Army 967 983 Coast Guard 978 983 Marines 977 983 Navy 969 983
Disabled Veteran Unknown		979 910 999 990
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 are 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.

(Armed Forces Page Insert)

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

Use the following situation/action chart to code entries that indicate homemakers, volunteer, 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) 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 no other industry entry	"Retired" with no other occupation entry	Code "988" for industry and "906" for occupation.
		Codable occupation entry or "Retired" with other occupation entry.	Code industry "988" and code occupation according to description provided.
	Codable industry entry or "Retired" with other industry entry	"Retired" with no 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.)

First look at the list of <u>Special Cases</u> 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.

Step1.   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."

Step2. If the industry entry or company name does not help by itself, then use both industry and occupation together:

Examples:

| Industry
   <u>Retail Store</u>

Occupation
  Manager of <u>Shoe</u> Store

Look up "Shoe store (ret.)"
  Code "518." | Industry
   <u>Cannery</u>

Occupation
  <u>Bean</u> sorter

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

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 other (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 sales person"		
Salesperson	119	913
Waiter	119	411
All other occupations (Retail industry indicated)	119	Code using
All other occupations (exc. Retail or Wholesale	127	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 organization 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.

In 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 tax office	

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 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 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 <u>dairy</u>, 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	Wal-Mart
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	Dollar Stores

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

<u>Department Stores with leased departments</u>

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

Department	Code	Department	Code
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 works "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 "United States – Post Office…637."

> **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 <u>personnel,</u> that is, the instructors and other working personnel, to industry "839."

14. <u>**Labor Union**</u>

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

Shoe (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 <u>students</u> who are enrolled in a military training program preparatory to active military officers duty. Code ROTC <u>students</u> "989" for industry and "905" for occupation.

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

<u>Instructors</u> 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.

Remember: This section provides both the industry and occupation codes and is to be used **only** if there is no other industry description. If an industry description can be determined, disregard "self-employed" and code the industry description.

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**

	Selling, such as:
	  Cashier
	  Delivery person
	  Stock handler
		Code to **retail** industry line

Consumer products, such as:
 	
furniture
groceries
shoes
toys
watches
	<u>Production</u>, such as:
	 assembler
	 foreman
	 machine operator
	 machinist
	
	<u>Any repairer or serviceman</u> of
	 production machinery such as:
	  wood working machinery
	  fork lifts
	  pattern stamper
		Code using the **manufacturing** line

	Repairer or serviceman <u>exc</u>. 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 <u>only</u> 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:

+---+
| Industry – Retail Store |
| Occupation – Manager |
+---+

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

H.   Type 5: Multiple Entries

The following are five rules 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:

+---+
| Industry – Food service, Security service |
| |
| Occupation – Security guard |
+---+

In this example, the appropriate industry code is "768 – Security guard service," because it matches the occupation "Security guard."

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

Example1: 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 <u>both retail and wholesale</u> trade, code retail.

Example:

> Industry – Beauty supplies
>
> Occupations – 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 <u>two industries reported and only one occupation entry and both industries seem equally appropriate</u> to the occupation (and instruction 2 or 3 does not apply), code the first industry description reported.

Example:

> Industry – <u>Bail bonding</u>, 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 <u>two industries and two occupations entries</u> 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

(not doing flow chart)

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** word 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.

Bookkeeper   512

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	181

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 code:

Pumper helper	217, 218, 228, 229	285

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 buyer	PR	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):

Digger	GOV 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, page 15).

4. Occupation Titles with 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 letter "n.s." stand for "<u>not specified</u>;" "exc." Stands for
    "<u>except</u>," and "n.e.c." stand for "<u>not elsewhere classified</u>." 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 meddle 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 fun 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 "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; DO NOT 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 carrier | 637 | 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

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. <u>Remember to reference the following page 51 before going to the Alphabetical Index to code any farm occupations</u>. 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. <u>Farmers</u> (**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. <u>Farm managers</u> (**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.

   <u>Farm supervisors</u> (**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. <u>Farm workers</u> (**605**)-This group includes most other farm laborers who do no 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 green house 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 occupations 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," or "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:

> <u>Supply clerk</u> and dispatcher

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

> <u>Bartender</u> 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

(will not enter at this point)

F.   Examples of Occupation Entries In The Alphabetical Index

| Ad writer 284 | <u>No center restriction</u> | Use code "285." |

| Gear changer 357 720 | Single Industry restriction, single <u>line for occ. title</u> | (Only one entry for this occupational title) Use code "720" when industry code "357" or industry is blank. If industry is blank, assign "357." |

| Linesman 057 741
Linesman 368 806 | Single Industry restriction, multiple <u>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 | Industry restriction <u>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 | Multiple Industry <u>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 | Class of Worker <u>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	Class of Worker and Industry restriction	Use code "605" only 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	n.s. (not specified)	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	Residual	Use code "885" when none of the specified listings apply or when Industry is blank.
Magician _____ _____ (657) ___ 276	Middle numerical entry in parentheses	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	Middle entry prefixed by pound sign (#)	This occupation can only occur in this industry. Change any other industry code to the listed one.

SECTION VIII – SUGGESTED CODE FOR INADEQUATELY REPORTED INDUSTRY AND OCCUPATION ENTRIES
HOMEMAKERS

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

TEACHER

Industry	Occupation	Ind. Code	Occ. Code
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 exclude several healthcare facilities such as physician's office, outpatient care centers, and home health care providers, etc.

- Outpatient care centers is a more inclusive "catch-all" category for non-specified healthcare entries.

Industry	Occupation	Ind. Code	Occ. Code
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

Industry	Occupation	Ind. Code	Occ. Code
Sewing (Dressmaking at home)	Seamstress	888	168

ELECTRICAL/ELECTRONICS

Industry	Occupation	Ind. Code	Occ. Code
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

Industry	Occupation	Ind. Code	Occ. Code
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)		300 [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

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
Iowa	Des Moines	Burlington	Iowa Ordnance Plant	297	
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	Waterveliet	Waterveliet	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:

Industry Description	Industry Code
Boat Terminal	629
Bridges	629
Grain Terminal	639
Tunnels	629
Not Specified	629
Ports	629

NON-STORE SELLERS AND VENDORS

<u>Non-Store Sellers or Vendors</u>—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, or government worker (Federal, State, or Local), self-employed worker of 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	Alphabetical Index of Industries and Occupations (Part 19B manual) 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

(did not do-would have to scan one into computer)