

Attachment H

2007 Economic Census

Information; Professional, Scientific, and Technical Services; Management of Companies and Enterprises; Administrative and Support and Waste Management and Remediation Services; Educational Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; and Other Services (Except Public Administration) Sectors

**Consultations with Federal Agencies, Trade Groups, and Trade Publications:
Selected Correspondence**



National Association
of Professional Employer Organizations

901 North Pitt Street
Suite 150
Alexandria Virginia 22314

T 703 836.0466
F 703 836.0976
www.napeo.org

March 29, 2005

Via Electronic Transmission and Facsimile

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20233-0001

Re: Comments Regarding Proposed Census
Report Form for 2007 – AS-56101

Dear Mr. Moody:

This is in response to your request to Milan P. Yager, Executive Vice President of the National Association of Professional Employer Organizations (“NAPEO”) for comments on the 2002 Economic Census Form(s) and instructions. These comments were requested as a part of the Bureau’s effort to develop the 2007 report forms.

As presented, the Census Form is confusing and will lead to commingling of information that ill serves the data analysis. The problem resides in first in the usage of differing terms - leasing, professional employer organization, and co-employment - all in the context of one request for information.

Secondly, the form appears to address two distinct audiences in the same form. It would appear that questions 1-7 apply to a commercial entity not engaged in staffing and questions 18 and thereafter are directed at staffing entities of varying types that are engaged in PEO, leasing or staffing activities. If this is the case, one question we would raise is why the two audiences are in a single form.

Confusion over PEO Services

The fundamental nature of our problems with the form goes back to actions by the Census Bureau and other agencies in developing a definition for our industry as a part of the North American Industrial Classification effort. At that point in time, there was an effort to distinguish professional employer organizations (“PEOs”) from temporary services. However, that distinction was and continues to be less than clear. There is still considerable confusion about what constitutes a PEO, leasing company, or temporary service. That confusion is heightened by state law which variously refers to PEO services as co-employment or employee leasing. For example, one of our NAPEO member companies who has a client with operations in Oklahoma and Florida would be subject to the Florida Staff Leasing Act and the Oklahoma Professional Employer Organization Act. In both cases, the service is the same.

The basic distinction between PEO services and staffing arrangements is summarized by stating that the former consists of employer services with respect to existing employees and the latter involves providing a new worker (or workers) to the client.

In a staffing arrangement (whether that be facility outsourcing, temporary services, or employee leasing), the client contracts for a worker who is provided by the staffing service. The worker is hired by the staffing entity, skill-sorted by that entity, compensated as determined by the staffing entity, assigned to work at a client, and then reassigned to another client at the conclusion of the initial assignment.

In a PEO arrangement, the workers are already existing employees of the client. They continue as employees of the client, but become co-employees of the PEO. Employer responsibilities are allocated or shared by and between the PEO and the client company by contract and by law. Pursuant to the service contract between the PEO and the client, the PEO will provide services regarding those co-employees. At a minimum, the employees will receive their compensation from the PEO who is their W-2 employer for federal taxation purposes. Contrary to the form (Question 22 1 a.), we do not consider that to be a "payroll service" since the PEO is the W-2 employer and is itself responsible for the payment of compensation and the remittance of related taxes. A payroll service usually does not involve employer status and the entity providing payroll services acts as the agent of the client.

The client service agreement and state law will provide what other services are required of the PEO. These may include workers' compensation coverage, unemployment compensation, access to benefits sponsored by the PEO, and/or human resource benefits. In addition, the PEO will generally provide employment law compliance assistance to the client. All of these services are tendered on an on-going basis as a co-employer.

While it would appear that a meeting between the Census Bureau and NAPEO would be desirable to further discuss this effort, the following reflect our preliminary observations.

Suggested Changes:

Question 6: It would be preferable to list under the section marked "exclude" the following:

Exclude: "Full- or part-time employees whose payroll was filed under an EIN other than that of the reporting enterprise. This would exclude temporary staff from a staffing service, outsourced operations staffed by employees of another entity, leased employees reported under the leasing company's EIN, or co-employees reported under a professional employer organization's EIN."

Question 7: This section commingles leased employees provided by a staffing entity who are temporary or project specific and long-term co-employees under a PEO. One possible way to distinguish this would be as follows:

7. Co-employees, Leased Employees, and Payroll

A. Did this establishment have any full- or part-time co-employees whose payroll was filed under a professional employer organization or another entity's EIN?

Include: Any co-employees reported under a PEO EIN and any leased employees who were previously employed by the establishment or who are leased on a permanent or long-term basis and whose payroll was filed under the leasing company's EIN.

Exclude:

- Temporary Staffing obtained from a staffing service.
- Leased employees obtained from a leasing company on a temporary or job specific basis and were not previously employed by the establishment
- Contractors, subcontractors, or independent contractors.
- Purchased or managed services, such as janitorial, guard, or landscape services.
- Professional or technical services purchased from another firm, such as software consulting, computer programming, engineering, or accounting services
- Employees already reported in 6

For further information see information sheet(s)

Yes – *Go to line B*

No – *Go to 18*

B. Number of employees under A. above reported on PEO or leasing company EIN for pay period including March 12 ...

C. Amount paid by establishment to PEO or a leasing company for co-employees or leased employees not reported on the establishment's EIN (exclude employer's cost for fringe benefits and administrative fees of PEO or leasing company) ...

1. Annual payroll for co-employees/leased employees not on establishment's EIN ...

2. First quarter payroll for co-employees/leased employees not on establishment's EIN ...

The commentary on the information sheet for the form (page 3) should be modified to read:

7. Co-employees, Leased Employees, and Payroll – The enterprise is asked to identify co-employees or leased employees who work at the enterprise on a long term or permanent basis but who are reported on a PEO or leasing company EIN. It should not include leased employees who are assigned by a leasing company to the enterprise on a short term or project specific basis. Professional Employer Services entail the provision of human resources and human resource management services to client businesses. The PEO or long-term leasing service entity operates in a co-employment relationship with the client business or organization and becomes the W-2 employer of leased or co-employed workers. PEOs provide payroll to co-employees or leased employees as their W-2 employer and file related payroll taxes. The PEO may also provide co-employees with access to benefit programs, provide workers' compensation coverage, and provide human resource services. Management accountability for the work of the client's operations with regard to strategic planning, output, or profitability, resides with the client.

The transition from question 7 to question 18 is unclear and is not explained in the instructions that were provided to us. Information on the web site was not helpful in deciphering what was intended and required.

Question 18: Our initial question would be how a respondent is to answer the "Employee leasing services" section. You provide two boxes – one for Employee leasing services and another for Professional employer organization. What is our member licensed in Oklahoma under the Professional Employer Organization Act and in Florida under the Florida Staff Leasing Act to do? In both cases, the company is a 561330 category and therefore the question is why two boxes? What if the company provides both PEO and temporary staffing services as many of our companies do? How is that to be addressed? What if these services are provided by commonly owned or controlled companies? How is that to be addressed?

Question 22:

1. Co-employment staffing services
 - a. "Co-employment staffing services" should be "Co-employment services without benefit or human resource services." This should be defined in the instructions as to include services where the PEO or other entity as W-2 employer pays co-employee compensation and related taxes but provides no other services.
 - b. "benefit services" should be defined as to what is included. The broadest definition would be "Benefit services is intended to include access by co-employees to 401(k), group health, dental, employee assistance programs, or other benefit programs sponsored by the PEO for co-employees"

Moody, March 29, 2005

Page 5

c. "human resource services" should be defined as to include "Human resource services include personnel management and advice, recordkeeping, employment law compliance assistance, recruitment and screening, or dispute resolution assistance."

It is clear to NAPEO that the form and the related instructions need significant redrafting and explanation in order to be usable by our industry for reporting purposes. Moreover, greater clarity in terminology should provide information that is more useful to the Bureau.

The most productive methodology to further this effort would be for a face-to-face meeting to explore the goals of the survey with respect to our industry and how best to frame questions to achieve that purpose. NAPEO appreciates the opportunity to comment and would be happy to meet directly with the Bureau for a further discussion of our industry and the interests in the Bureau with regard to surveys and information.

Sincerely,

A handwritten signature in black ink, appearing to read "William Schilling". The signature is fluid and cursive, with a large loop at the end.

William Schilling
General Counsel



June 6, 2005

Jack Moody
Chief, Service Census Branch
U.S. Dept. of Commerce
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

Dear Mr. Moody,

In response to your inquiry regarding the 2007 Economic Census, I have reviewed the 2002 Economic Census report forms for: Nursing and Residential Care Facilities; Home Health and Miscellaneous Health Services; and Services for the Elderly, Mentally Retarded, and Disabled.

Overall I found the instructions and term uses to be clear and concise and did not find that any of the questions would be difficult for our members to answer. The only questions that I had were in regard to:

- the definition of "pay period" in question 6(a) on all three of the forms
- what is meant by "provide benefits for its members or dependants" in question 26(b)(1) on the Services for the Elderly, Mentally Retarded, and Disabled form.

Since these both refer to general terms, some higher level of specificity would be useful for clarity.

Please contact me if you have any further questions or inquiries.

Regards,

Jennifer L. Hilliard, Esq.
Corporate Compliance Officer and
Public Policy Attorney
American Association of Homes
and Services for the Aging



April 28, 2005

**National Newspaper Association
Washington Programs
PO Box 5737
Arlington, VA 22205
(703) 465-8808
(703) 812-4555 (fax)
NNAWashington@nna.org
www.nna.org**

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20233-0001

Dear Mr. Moody:

Please accept my apologies for the delayed response to your query to National Newspaper Association. Your letter was addressed to Xenia Boone, who is no longer here. Apparently it was forwarded to her, and belatedly returned to me.

I don't know how helpful these comments will be. I would imagine achieving compliance with the form in any way is the largest hurdle. Small business owners receive a deluge of surveys and forms. A lot of them most probably are ignored, despite the legal obligations.

For what it's worth, though:

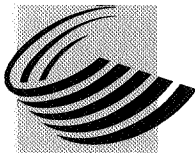
- a. Most community newspaper publishers also publish shopping news, Internet and directories. While they may identify themselves as newspaper publishers, many have primary revenues from sources other than the newspaper itself. If that matters to you, you probably need to clarify what is meant by "principal" kind of activity. By gross receipts? By primary mission? By traditional identity?
- b. "Inventory" will have little meaning. A year end inventory would be, I suppose, copies of last week's edition that haven't circulated. There would be no LIFO or FIFO booking of them. They would simply be waste copies.
- c. Under employees, many small newspapers also have interns, who work for a stipend, and receive university credit. Many also utilize independent contractors for key jobs, like delivery and writing.
- d. In re Question 22, #1: "Subscriptions and sales" will be confusing. "Sales" to a newspaper means advertising sales, which is covered in question 4. A parenthetical note in that question asking for advertising sales to be listed separately will be needed in Question 1. Also a few are charging subscriptions for Internet copies now. Is that included in Question 1?
- e. Question #25: Would a subscription to a Canadian subscriber be included in this definition? What about subscriptions to members of the armed services stationed abroad?

These comments may be of little value, as they arrive so late. However, you may want to list my name as the contact for NNA for the future. I am president of American PressWorks, Inc., a management firm representing NNA. I serve as its public policy director and general counsel.

Sincerely,

A handwritten signature in black ink, appearing to read "Tonda F. Rush".

Tonda F. Rush
Director/Public Policy



OPASTCO

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FOR THE PROMOTION
AND ADVANCEMENT
OF SMALL
TELECOMMUNICATIONS
COMPANIES**

April 26, 2005

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20233-0001

Dear Mr. Moody:

I am writing in response to your letter of April 18, 2005 asking for comments on the draft economic census report forms you supplied. While the form appears to be generally satisfactory, there are two items that could be addressed.

First, the instructions at the top of page 6 regarding Line 18, Multichannel programming distribution services, directs filers to include programming delivered over cable, satellite, or wireless terrestrial networks. It might be useful to clarify that fiber optic and digital subscriber line (DSL) technologies, both of which are used today to deliver video, should also be included.

More broadly, many of the services listed on pages 6 through 8 are now offered on a bundled basis. Local and long distance telephone services, plus features such as voice mail, call waiting, etc. are increasingly packaged together with along with dial-up or broadband Internet access, video, and wireless services. The possible combinations are myriad, and it may be very difficult for small companies such as our members to break out the revenue for each service separately. The form may wish to ask which services, if any, are offered in bundles. The form should also acknowledge that estimates for individual services that are offered on a bundled basis may be imprecise.

I hope these comments are useful to you. Please feel free to contact me if I can be of any further assistance.

Sincerely,

John N. Rose
President

21 Dupont Circle, NW
Suite 700
Washington, DC 20036
202.659.5990
Fax 202.659.4619
<http://www.opastco.org>

February 10, 2005

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20233-0001

Dear Mr. Moody,

The President & CEO of the American Association of Museums, Mr. Able, has asked me to reply on his behalf to your letter seeking comments on the 2002 Economic Census report forms and instructions.

I have reviewed the form and instructions carefully, and have the following comments to make regarding how the form might be received by AAM's members.

- On Page One, concerning physical location. You should be aware that many historical house museums may have several physical locations that are considerably distant from one another. For example, Historic New England has physical locations in three states even though it is headquartered in Massachusetts. You should make sure the instructions reflect whether you want information on all the physical locations, or only the headquarters location.
- On Page Two, item 4, Revenue. You should specify if you wish to have restricted contributions included in revenue. Restricted contributions or grants are important to museum finances and it is not clear whether those revenues should be included or not.
- On Page Two, item 6, Employment. It is not clear whether "Number of Employees" should include non-paid employees such as docents and/or volunteers. Obviously, they are not included in the payroll; however, most museums have a significant number of regular docents who make up an important part of the staff even though they are non-paid.
- On Page Three, item 18, Kind of Business. Museums include more than art museums. Historic houses and heritage sites (page Four, under "Other") really should be moved up to be included in the "Museums and art galleries" group. History museums and historic houses are actually more numerous than art museums and their directors would find it confusing to be lumped in the "other" category—they are "real" museums.

I believe it would be much less confusing to our members if your "Kind of Business or Activity" heading on Page Three read something like

Art Museums and art galleries

- Art Museum
- Art galleries or ...etc.
- Art gallery with ...etc.
- Art councils

History museums

- History museum
- Natural history museum
- Historic houses and heritage sites

Science museum

Children's museum

Botanical and Zoological gardens

- Arboretum...etc.
- Zoo/zoological...etc
- Aquariums
- Other live...etc.

Other attractions or exhibits

- Planetaria....
- Wildlife sanctuaries...
- Conservation areas...
- Caverns...etc.

This approach would be much more understandable to our members and I believe you would get much more accurate data.

Thank you for this opportunity to comment on your form. We appreciate your attempt to make the Census Bureau's forms more accurate and understandable.

Sincerely,



Mary S. Bowie, CAE
Vice President, Finance & Administration/CFO



Fax

To:	Jack Moody Chief, Service Census Branch	From:	Michael Berens Director, Communications
Fax:	301-457-3132	Date:	3/31/2005
Pages:	one	Phone:	(202) 675-2362
Re:	Reviews of 2002 Economic Census	Fax:	(202) 546-3240

ASID Headquarters • 608 Massachusetts Ave, NE • Washington, D.C. 20002-6006
Phone (202) 546-3480 • Fax (202) 546-3240 • www.asid.org • www.interiors.org

Dear Mr Moody,

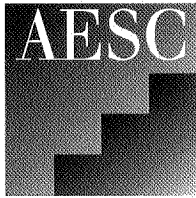
Thank you for providing us the opportunity to review and comment on the 2002 Economic Census document, as you prepare for the 2007 Census.

We at the American Society of Interior Designers have only one comment on the document. Question 18 (pg. 4) distinguishes between Interior design services and Interior decorating consulting, which we are happy to see, of course. However, Question 22 (which begins on pg. 6) does not include a separate section for interior decorating consulting. As interior designers and interior decorators both charge consulting fees and sell products specified as part of their services, this would lead to interior decorator revenue being reported with interior designers, thus blurring the distinction made in Question 18. We would like to see a separate listing for interior design services and interior decorating consulting reporting revenue in Question 18.

Please feel free to contact me if you have any questions. I can be reached at the phone number above (which is my direct line) or via e-mail at mberens@asid.org.

Thank you for your consideration.

Michael Berens



**Association of
Executive Search
Consultants**
www.aesc.org

12 E. 41st Street, 17th Floor
New York, NY 10017
212 398 9556 phone
212 398 9560 fax

e-mail: pmf@aesc.org

March 11, 2005

Peter M. Felix CBE
President

Mr. Jack Moody
Chief Service Census Branch
US Census Bureau
Washington DC 20277-6081

Dear Mr. Moody,

Thank you for your letter of February 23rd concerning the 2007 Census.

My only comments on the census form are as follows:

There seems to be an inconsistency in definitions/wording between Sections 18 and 22 as they relate to executive search.

The full term that we use is "retained executive search consulting."

Section 22 4f also seemed to be a non sequitur since it is followed by other management consulting activities.

I hope that this is of some help.

Sincerely,

A handwritten signature in black ink that reads "Peter M. Felix". The signature is written in a cursive, flowing style.

Peter M. Felix, CBE
President
The Association of Executive Search Consultants
pmf@aesc.org
T/ 212-398-9556 Ext 225
F/ 212-398-9560
12 E. 41st St.
17th Floor
New York, NY 10017

Rue de Tervaete 34
1040 Brussels, Belgium
32 2 733 36 31 phone
32 2 733 47 56 fax

e-mail: barhold@aesc.org



AMERICAN
SPEECH-LANGUAGE-
HEARING
ASSOCIATION

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20277-6081

Dear Dr. Moody,

Thank you for the opportunity to provide comments on the 2002 Economic Census report form(s) and instructions.

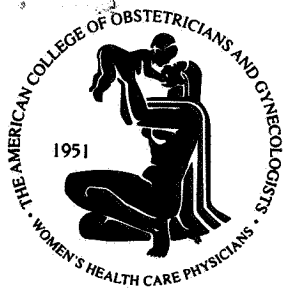
After a thorough review of these materials, please accept the following recommendations:

- The correct title for one of the professions represented by our Association is “speech-language pathologist.” This is also the title acknowledged by the U.S. Bureau of Labor Statistics (BLS). Please replace all instances of “speech therapist” with “speech-language pathologist.” ✓
- In Question 18 (“Other health practitioners”), it is important to gather separate data for the professions of audiology and speech-language pathology. Each profession is recognized by its respective Standard Occupational Classification code, as assigned by the U.S. Bureau of Labor Statistics. Separate data are important to monitor changes in the workforce for each profession, as the professions quite unique in many aspects. ✓
- We also strongly recommend gathering separate data for each of the occupations listed under Question 26 (“Special Inquiries, Personnel by Occupation”), item 9 (“Physical, occupational, and speech therapists and audiologists”) for reasons cited above. ✓
- Lastly, a typographical error appears in the instruction sheet. The numbering for “E-commerce sales, shipments, receipts, or revenue” should be 5, not 2. I’m certain that this was included in the documents solely as a validation of the thoroughness of our review and response. ✓

Please feel free to contact me if I may be of any further assistance. Again, many thanks for the opportunity to participate in this activity.

Sincerely,

Sarah Slater
Director, Research Information and Analysis Division
American Speech-Language-Hearing Association
10801 Rockville Pike
Rockville, Maryland 20852
Telephone: (301) 897-0149
E-mail: sslater@asha.org



Office of the Vice President
Fellowship Activities
Albert L. Strunk, JD, MD, FACOG
Telephone: 202/863-2468
Fax: 202/863-4295
E-mail: astrunk@acog.org

March 28, 2005

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC 20277-6081

Re: 2007 Economic Census Report Forms and Instructions; Health Practitioners

Dear Mr. Moody:

The American College of Obstetricians and Gynecologists (ACOG), an organization representing more than 48,000 physicians dedicated to improving women's health care, is pleased to be able to assist the U.S. Census Bureau by commenting on the "2002 Economic Census Report Forms and Instructions; Health Practitioners." ACOG recognizes the importance of having access to good economic data.

In general, the forms use terms that are familiar to physicians and medical practice managers. We make the following suggestions to clarify a couple of the questions:

Question #5: It is unclear whether this question refers to electronic billing for services and goods that have already been delivered.

Question #22: The "Note" says to report receipts from government programs and insurance, without mentioning direct payment from patients. "Line 1b" gives different instructions, asking for receipts from individuals and other sources as well. The instructions under "Note" should be modified for clarity and consistency with the "Line 1b" instructions. Also, you ask the practitioner to report the percent for each category of receipts. This seems like unnecessary work for the person completing the form, since the Census Bureau could easily calculate these figures.

Finally, we were surprised that there are no questions about expenses, other than payroll costs. To have income without expense data does not provide a very useful picture of the economic status of medical practices.

ACOG hopes that these comments are useful as the U.S. Census Bureau prepares for the 2007 Economic Census. We appreciate knowing that this census is planned, and look forward to using the data when it becomes available.

Sincerely,

Albert L. Strunk, JD, MD, FACOG
Vice President, Fellowship Activities



AMERICAN OSTEOPATHIC ASSOCIATION

142 EAST ONTARIO STREET, CHICAGO, ILLINOIS • 60611-2864 • 800-621-1773 • 312-202-8000 • FAX 312-202-8200

April 4, 2005

Jack Moody
Chief, Service Census Branch
US Census Bureau
FAX: 301-457-3132

Dear Mr. Moody,

Thank you for the opportunity to review the draft 2007 Economic Census surveys covering the health care and social assistance sector. Our comments are on the Health Practitioners draft survey.

Overall, we believe the terminology in the survey is succinct and understandable. There were only two areas where there was some confusion. One of our reviewers had some difficulty with the terminology regarding "leased employee" - that terminology wasn't universally understood, although easily discernable. It would be helpful to have a definition of "leased employee" instead of just the list of what to exclude as not a "leased employee."

The survey question on e-commerce sales is understandable. However, with the expansion of electronic billing in health care, we would suggest that you consider moving the phrase "exclude online billing where the order or contract was not negotiated online" onto the survey for clarity. The exclusion currently resides on the information sheet and may be missed by hurried respondents causing inaccurate survey results.

I hope this information is of use to you. We appreciate the opportunity to review your surveys and we will be devoting time to a review of the current data you have published online.

Sincerely,

John B. Crosby, JD
AOA Executive Director

ELECTRICAL APPARATUS SERVICE ASSOCIATION

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April 5, 2005

Jack Moody
Chief, Service Census Branch
U.S. Census Bureau
Washington, DC

Dear Mr. Moody:

I asked **Dan Parsons, chair of our association's Management Services Committee** to review the material you sent regarding the 2007 Economic Census. The information he provided below is relevant to his company, AC Electric Corp. in Auburn, Maine.

- Do the report forms(s) and instructions use term and definitions for the industry you represent?

Answer: Yes

- Are there problems that make certain questions for your members to complete?

Answer: No

- Are instructions clear and helpful?

Answer: I found the instructions understandable as well as the accompanying Information Sheet with definitions very helpful, but the accompanying Information Sheet did not seem to be synched as it could be with the Census Report Form.

- Do you have suggestions for improving the report form(s) and instructions?

Response: The Information Sheet on Page 2 identifies questions #5 (E-commerce sales, shipments, receipts, or revenue) on the report form as question #2. The Information Sheet is very helpful but is a little disorienting because it begins addressing each question up to question #7, then skips #19, #25 and #30. It left me wondering if I had all the information I needed to fully understand the questions.

I hope this information is helpful. If you would like to talk to Mr. Parsons further, you can contact him at:

AC Electric
120 Merrow Road
Auburn, Maine 04211
Phone: 207-784-7341
Fax: 207-782-6759
Email: dparsons@acelec.com

Sincerely,

A handwritten signature in black ink, appearing to read "Randy D. Joslin".

Randy D. Joslin
Communications Manager
Electrical Apparatus Service Association



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American Staffing Association

277 South Washington Street, Suite 200 • Alexandria, VA 22314-3646



703.253.2020

703.253.2045 direct

703.253.2053 fax

sberchem@staffingtoday.net

www.staffingtoday.net

July 14, 2005

Jack B. Moody
U.S. Census Bureau
Service Census Branch
Service Sector Statistics Division
Washington, DC 20233

Steven P. Berchem

Vice President

RE: Response to request for comments and suggestions on the 2002 Economic Census of Employment Services in preparation for the 2007 Economic Census of Employment Services.

Dear Mr. Moody,

Thank you for the opportunity to comment on the 2007 Economic Census of Employment Services and for your attendance at the American Staffing Association's industry information committee meeting in mid-May. Your expertise was fundamental to our understanding of the Census Bureau's request and being able to develop recommendations that fall within the frameworks of the North American Industry Classification System and the North American Product Standard.

It was the consensus of the committee that questions 18 and 22 of the 2002 Economic Census of Employment Services would be troublesome for our industry to complete. As the industry continues to evolve and expand its service offerings, it becomes increasingly difficult for companies to classify their type of business, especially in the terms identified in the 2002 questionnaire. Our member companies (staffing firms) offer a wide variety of services; while some may be easily classified into existing categories, others might find it impossible to identify a category that matches their business offering.

In an effort to provide better classification of industry business types and revenues, ASA's industry information committee has developed the following recommendations for revisions to questions 18 and 22. (See enclosed Recommendations.) In addition, we have also developed a list of associated definitions, to help ensure consistency of data. (See enclosed Definitions.) These definitions should be provided under their corresponding sections of the survey information sheet.

The American Staffing Association strongly encourages the U.S. Census Bureau to adopt the accompanying recommendations and definitions for implementation into the 2007 Economic Census of Employment Services. Improved data collection, analysis, and reporting would benefit the staffing industry and those who study the industry because it is a vital part of the U.S. economy and a leading employment indicator. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Berchem', with a long horizontal flourish extending to the right.

Recommendations

The following are the American Staffing Association's recommendations for revisions to the Economic Census of Employment Services. Additions and revisions have been underlined. Omissions are marked with a strikethrough.

18. Kind of Business or Activity
Principal kind of business or activity in 2007
(Mark "X" only ONE box.)

Employment placement agencies

- Employment agencies
- Executive placement or search consulting services
- Employment registries
- Casting bureaus and agencies

Staffing Services

- Staffing services (Examples: commercial [office/administrative or industrial] staffing, professional staffing, health care staffing, technical and IT staffing, permanent placement, payrolling, etc.)
- Home health care provider
- Outsourcing/solutions
- Farm labor

Employee Leasing

- Employee leasing services
- Professional employer organization (PEO)

Other employment services

- Payroll services
- Other type of help supply service or labor contractor

Other kind of business or activity

- Supply of management and nonmanagement personnel to provide specific services to a client's organization, including engineering service, security service, and hotel operation
- Other kind of business or activity

22. Detail of Sales, Shipments, Receipts, or Revenue

This would
double count
revenues from
1 in the total
of 7?

1. Co-employment staffing services (professional employer organizations)
 - a. Co-employment staffing with payroll services only
 - b. Co-employment staffing with both payroll and benefit services
 - c. Co-employment staffing with both payroll and human resource services
 - d. Co-employment staffing with payroll, benefit, and human resource services
 - e. ~~Sum lines 1a through 1d~~
2. Temporary and contract staffing or placement services
 - a. Temporary and contract staffing
 - (1) Office/administrative
 - (2) Light industrial/industrial
 - (3) Health care
 - (4) Information technology (IT)
 - (5) Engineering
 - (6) Scientific
 - (7) Accounting/financial
 - (8) Executive/management
 - (9) Sales/marketing
 - (10) Legal
 - (11) Other professional
 - (12) Other staffing (n.e.c.)
 - b. Permanent placement
 - c. Temporary to permanent conversion (fees)
 - d. Independent contractor placement (IRS Form 1099)
 - e. Outsourcing/solutions
 - f. Program management fees (billed separately)
 - g. Payrolling services (not PEO or payroll services)
3. On-line employment services
 - a. On-line job listing service
 - b. On-line resume listing service
 - c. On-line job site membership fees
 - d. On-line employment database search services
 - e. Sales of advertising space for on-line job sites
4. Other employment services
 - a. Human resources consulting services
 - b. Employee evaluations services
 - c. Outplacement/career counseling services
 - d. Payroll services
 - e. Executive search services, including retained search
 - f. Training services
 - g. Personal background checks
 - h. Medical examinations for employment
 - i. Sales of employment-related computer software
5. Sales of merchandise, excluding computer software
6. All other operating receipts
7. Total operating receipts

Definitions

The following are definitions to be included with the survey questionnaire to ensure clear understanding of staffing classifications and more accurate reporting.

18. Kind of Business or Activity

Staffing services: Where a staffing firm hires its own employees and assigns them to support or supplement a customer's work force in situations involving employee absences, temporary skill shortages, seasonal workloads, special projects, or strategic work force management. A staffing firm may also provide permanent placement services, whereby the staffing firm brings together job seekers and potential employers for the purpose of establishing a "permanent" employment relationship. (Examples include: commercial [office/administrative or industrial] staffing, professional staffing, health care staffing, technical and IT staffing, permanent placement services, payrolling, etc.)

Outsourcing/solutions: Where a staffing firm provides a full spectrum of services to a customer, often offered as a "solutions package," where the staffing firm is responsible for function, management, and final outcome (completed project, cost savings, etc.). Services may include project development and management, business process, as well as associated staffing or payroll services.

Payroll services: Where a company provides payroll administration services to a customer and its employees. Services may include banking, financial, and tax services; 401(k), Section 125, and workers' compensation administration; and pay check services.

22. Detail of Sales, Shipments, Receipts, or Revenue

1. **Co-employment staffing services:** Includes revenues received from a business placing all or most of its work force onto the payroll of a staffing firm and the staffing firm assumes responsibility for payroll, benefits, and other human resource functions. Also called professional employer organization services.

2a. Temporary and contract staffing:

(1) **Office/administrative:** Includes positions such as secretaries, general office clerks, receptionists, administrative assistants, wordprocessing and data entry operators, cashiers, etc.

(2) **Light industrial/industrial:** Includes positions such as manual laborers, food handlers, cleaners, assemblers, drivers, tradesmen, machine operators, construction workers, maintenance workers, etc.

(3) **Health care:** Includes positions such as physicians, dentists, nurses, hygienists, medical technicians, therapists, custodial care workers, etc.

(4) **Information technology (IT):** Includes positions such as consultants, analysts, programmers, designers, installers, and other occupations involving computer sciences (hardware or software) or communications technology (Internet, telephony, etc.).

(5) **Engineering:** Includes positions such as engineers (both in product development and design, and manufacturing) and engineering technicians. Also includes architects, draftsmen, and designers (for product development, manufacturing, and architecture).

(6) **Scientific:** Includes positions such as scientists, laboratory technicians, statisticians, and other individuals with special skills or training in technical fields involving math or science (not including information technology).

(7) **Accounting/financial:** Includes positions such as accountants, finance managers, financial analysts, accountants, auditors, etc.

(8) **Executive/management:** Includes executive and management level positions.

(9) **Sales/marketing:** Includes sales, marketing, and related positions such as help desk personnel, product placement personnel, product demonstrator, telemarketer, sales representative, etc.

(10) **Legal:** Includes positions such as lawyers, paralegals, legal assistants, and law clerks.

(11) **Other professional:** Other professional temporary and contract staffing positions not elsewhere classified, but requiring higher skill and education level.

(12) **Other staffing (n.e.c):** Other temporary and contract staffing not elsewhere classified.

2b. **Permanent placement:** Revenue collected as retainer or contingent fees when a staffing firm brings together a job seeker and a potential employer for the purpose of establishing a “permanent” employment relationship.

2c. **Temporary to permanent conversion (fees):** Revenue collected as a worker transitions from a temporary assignment to a permanent position with a customer, where the worker is no longer an employee of the staffing firm.

2d. **Independent contractor placement:** Positions staffed on an IRS Form 1099 basis.

2e. **Outsourcing/solutions:** Where a staffing firm provides a full spectrum of services to a customer, often offered as a “solutions package,” where the staffing firm is responsible for function, management, and final outcome (completed project, cost savings, etc.). Services may include project development and management, business process, as well as associated staffing or payroll services.

2f. **Program management fees (billed separately):** Revenue collected separately from staffing services but related to overall project management for programs like vendor management systems (VMS), onsite operations, etc.

2g. **Payrolling services (not PEO or payroll services):** Where the customer recruits workers but asks a staffing firm to hire and assign them to perform services. Or workers currently employed by the customer are placed on the payroll of a staffing firm (generally temporary assignments and make up a small proportion of the customer’s work force). Not classified as “Co-employment staffing services (professional employer organizations)” and different from “Payroll services” previously defined in question 18.