ASPEP Cognitive Interview Protocol – Form E-3

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# Item 1

Let’s begin by looking at the first question on the form:

# In your own words, what is this question asking you?

* How did you arrive at your answer?

# Item 2

Take a look at the next question on the form:

* What is this question asking you?
* What does the term “paid employees/officials” mean to this government entity?
* How did you arrive at your answer?

# Item 3

* What is this question asking you?
* How did you arrive at your answer?
* What does the term “contractors” mean to this government entity?

# Item 4

* What is this question asking you?
* How did you arrive at your answer?
* What does the term “non-governmental contractors” mean to this government entity?
* What does the term “government contractors mean to this government entity?
* Would it be difficult to provide this information for a specific timeframe (i.e. March 2012)? [If yes] What timeframe would be better?
* [If Respondent Can’t Provide Information to a Question] What information can this government provide?
* How well do these data requests match with your records?

# Item 5

* What is this question asking you?
* How did you arrive at your answer?
* What does the term “on average” mean to this government entity?
* What are the bullets under the word “include” asking you to do?
  + What does the term “temporary employees” mean to this government entity?
  + What does the term “seasonal employees” mean to this government entity?
* What are the bullets under the word “exclude” asking you to do?

# Item 6

* How would you go about completing this question?
* What is this question asking you?
* How did you arrive at your answer?
* What does the term “part-time employees” mean to this government entity?
* What are the bullets under the word “include” asking you to do?
* What are the bullets under the word “exclude” asking you to do?
* What are the bullets under the words “do not report” asking you to do?
* What information are you putting in the two left-hand columns? The three right-hand columns?

# Item 7

* How would you complete this item?
* How did you arrive at your answer?

# Item 8

* How would you complete this item?
* How did you arrive at your answer?

**Wrap-up Questions**

* What do you like about the current form that you don’t like about this new form we showed you today?
* What do you like about the new form we showed you today that you don’t like about the current form?
* About how long would it take you to complete this form (estimate in hours)?

**Thank you for your help!**