

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?
 - o What does the term “temporary employees” mean to this government entity?
 - o 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!