

# ARMS 3:

Data Collection, Mailing, Misc.



**United States Department of Agriculture**  
National Agricultural Statistics Service



# ARMS 3

- Data Collection Guidelines
- Data Collection Benchmarks
- Mailing Flow Chart
- Mailing Procedures



# ARMS 3: Data Collection Guidelines

- Please do not drive out and drop off blanks – we do not have enough questionnaires
- 2 personal visits to per operation – phone only after that
- Use your CAPI instrument to review all comments prior to any interviews



# ARMS 3: Data Collection Guidelines

- Plan your routes with regards to all your surveys
- Please charge matched surveys (Irrigation, Aquaculture) to 904
- Supervisors - review a few of the first interviews conducted by new enums
- Experienced enums – mail completes directly to NPC for processing



# ARMS 3: Data Collection Guidelines (cont.)

- CAPI instrument will be used to enter refusals, inaccessible, and OOB records
- OOB records will need Screening form completed.
- Screening forms will need to be sent to NPC for scanning.

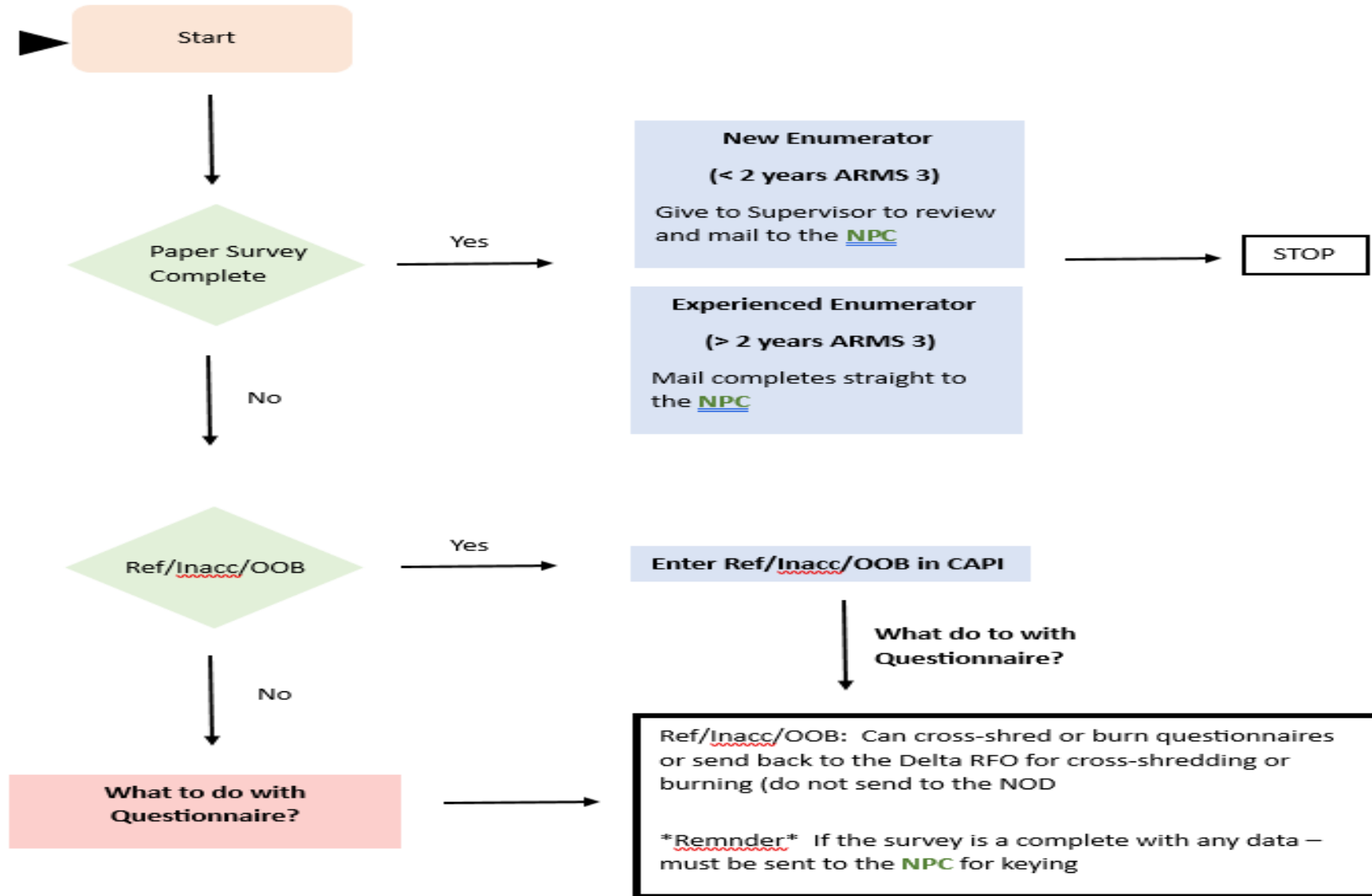


# ARMS 3: Data Collection Benchmarks

- **March 15<sup>th</sup>** – 50 percent for data collection
- **April 1<sup>st</sup>** – 75 percent for data collection
- **April 18<sup>th</sup>** – 100 percent for data collection
- **April 18<sup>th</sup>** – Last day to UPS questionnaires to NPC



# ARMS 3/Irrigation: Mailing Flow Chart



# ARMS 3: Mailing Procedures

## ARMS 3 - UPS TRACKING SHEET

**Date UPS Sent**

**UPS Tracking Number**

**POIDs included in UPS**






# ARMS 3: Mailing Procedures

## Irrigation & Water Management Survey - UPS TRACKING SHEET

**Date UPS Sent**

**UPS Tracking Number**

**POIDs included in UPS**

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# ARMS 3: Mailing Procedures

Attn: Neil Collignon  
U.S. Census Bureau  
Building 60 B  
1621 Dutch Lane  
Jeffersonville, IN 47130

**ARMS 3 or Irrigation & Water Management Survey  
Forms: Scan and Key**

For questions, please contact:  
Region: USDA, NASS, Delta Region  
Statistician: Shaylind Nance (ARMS 3) or Brenda Pfitzner  
(Irrigation)



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# Things to remember

- Maintain contact with your supervisors or NASDA Coordinator
- If you need any supplies blanks / respondent booklets, please let us know because supplies are limited
- All completed forms must sent to NPC for processing
- Make sure to use “Confidentiality” envelopes when mailing completes to NPC



# Things to remember

- Please review completed surveys prior sending them to the NPC for scanning
- Please ship materials at least every 2 weeks
- DO NOT send Refusals, Inaccessible or OOB to NPC
- Quality Control Forms are due to DRO and sent to Little Rock by April 19, 2024, in enclosed business reply envelope.



# ARMS 3 – “The Farm Story”

When the interview is concluded, ask yourself:

“Does the questionnaire make sense?”

“Does it ‘tell the whole story’?”



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# Questions?



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