



United States Department of Agriculture  
National Agricultural Statistics Service  
Great Lakes Region



TO: Great Lakes Region Field Enumerators and Supervisors  
FROM: Mike Laird & Paul Goings, Survey Statisticians  
DATE: March 12, 2025  
SUBJECT: ARMS Phase III Enumerator Memo

**GENERAL INFORMATION & INSTRUCTIONS**

	ARMS PHASE III
Stat Contact	Paul Goings
Stat Phone	517-324-5337
Project Code	904
Sample Size	IN: 1543, MI: 1541, OH: 1545
Pre-Survey Letter & Questionnaire Mailed	December 27, 2024 and February 6, 2025
Reminder Postcard Mail Dates	None
Enumeration Dates	Early/Mid February – April 11, 2025
Last Day to Send Reports with Data to NPC	April 14, 2025
Last Day to Submit Non-Response in CAPI	April 14, 2025
Release Date	July 25, 2025

NOTES:

- Enumerators are authorized 8 hours of self-study time to review materials in this package, become familiar with the questionnaire, watch training videos, complete the quiz, etc. Use project code **904** for the self-study, and designate this time in iSolved by leaving a comment indicating “home study”. Please refer to the training and supporting material on the Purdue/GLR Website for detailed survey information.
- Data collection may begin once your supervisor has certified you as fully ‘trained’. but enumerators are encouraged to wait until after the second mailing to make first contacts.
- Personal enumeration is allowed for ARMS III on a limited basis. Remember that **completes with data must be sent via UPS to NPC in Jeffersonville, IN.** The last day to UPS ARMS III completes with data is April 14.
- Out-of-business records and non-response records (refusals & inaccessibles) must be submitted via CAPI by April 14. Be sure to include comments in CAPI for out-of-business, refusals, & inaccessibles. Also, for out-of-business records, please complete (and send to the office in East Lansing) the out-of-business Screener, and please complete an ARMS III Screening supplement if you have any doubt whether or not the target qualifies for an ARMS III interview. Please do NOT send out-of-business screeners or paper questionnaires containing no usable survey data to NPC.
- Please review your CAPI listing daily for mail/EDR returns and comments.