


Approved for Release
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Date

**DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN #021, FY06

SUBJECT: Ethnicity and Race Designations Reporting

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: N/A

BACKGROUND: New standards for collecting race and ethnicity are defined in the Federal Register notice, "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity," 62 FR 58782 (1997). The standards incorporate the classification of Federal data on race and ethnicity contained in OMB Directive 15, Race and Ethnic Standards for Federal Statistics and Administrative Reporting. This classification provides a minimum standard for maintaining, collecting, and presenting data on race and ethnicity. The standards have five categories for race and two categories for ethnicity. They also allow individuals to select more than one race, based on self-identification.

PURPOSE: To ensure compliance with the Office of Management and Budget (OMB) standards for reporting the ethnicity and race of Federal employees to the Office of Personnel Management (OPM), the Central Personnel Data File (CPDF), and Enterprise Human Resources Integration (EHRI).

PROCEDURES: Effective immediately, each HR office should ensure that all new hires complete a copy of the attached Standard Form 181 (Revised August 2005). The National Finance Center (NFC) has determined that the required database change to keep record of this information will occur at a later date, therefore, an alternate method has been devised. As a result, each bureau will be required to document the ethnicity and race designation by processing a Master File Change (030) document within NFC's Entry, Processing, Inquiry, and Correction System (EPIC) in the interim. Changes to the Master File Change document to record the ERI will be effective May 8, 2006 (Pay Period 2006-09).

The current RNO designation is a 1-digit alpha element. However, the new designation is a multiple-digit alpha element that identifies both the ethnicity and race(s). The new NFC ERI data element consists of six (6) positions. Each HR office will be required to record both the ethnicity and race designation using all 6 positions. Users should enter a '1'-Yes or '0'-No in the first position of the field to designate the stated ethnicity and a '1'-Yes or '0'-No for each racial category. For example, a designation of a Hispanic/Latino ethnicity and race designation of 'White' would be recorded as '100001'. In addition, the paper copy must be retained within the HR office until the proposed database change has been completed.

It should be noted that the data element cannot be all zeros (00000), however, it can contain all ones (111111). During this interim process, there will not be a system edit to ensure that this information be included as part of any accessions. This edit will be addressed and implemented as a part of the NFC database change scheduled for later this year. Also, NFC plans to update the Front-End System Interface (FESI) to include this data element. The new field number for FESI users will be D00077 with a field type/size of 9(06).

Beginning June 2006, each payroll/personnel provider will prepare submissions to CPDF and EHRI to include (1) a data element for existing employees' race and national origin (RNO), and (2) a new data element to indicate new employees' ethnicity and race indicator (ERI). Through the use of the bridging methodology, as outlined by OPM, over time, the CPDF and EHRI will be fully populated with the new ethnicity and race codes and bridging will no longer be necessary. No action is necessary by the HR office for CPDF and EHRI reporting. Also, an internal review will be conducted to determine how this new information will be recorded for existing workforce.

REFERENCES: OPM memorandum dated November 9, 2005, titled 'Transition to Reporting Ethnicity and Race Designation'

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Attachment

Name (Last, First, Middle Initial)	Social Security Number	Birthdate (Month and Year)
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Agency Use Only

Privacy Act Statement

Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.

Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.

Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
 Yes No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.