



Office of the
Director

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

November 9, 2005

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER,
DIRECTOR

Subject: Transition to Reporting Ethnicity and Race Designations

In August you received a memorandum from the Office of Personnel Management regarding the implementation of Office of Management and Budget (OMB) standards for reporting the ethnicity and race of Federal employees to OPM, the Central Personnel Data File (CPDF) and Enterprise Human Resources Integration (EHRI).

Agencies should begin collecting ethnicity and race information for all accessions on January 1, 2006, using the new Standard Form (SF) 181 (July 2005). Beginning with June 2006, agency submissions to CPDF and EHRI should include (1) a data element for existing employees' race and national origin (RNO), and (2) a new data element for to indicate new employees' ethnicity and race indicator (ERI).

OPM will be using the bridging methodology described in the attached table in order to perform trend and historical analyses. The last two columns are most important, because they prescribe the specific recoding necessary to convert RNO to ERI (or vice versa) for each specific circumstance.

Over time, the CPDF and EHRI will be fully populated with the new ethnicity and race codes and bridging will not be necessary.

We appreciate your continued cooperation in these efforts and ask that you direct any questions you may have about these changes to Gary Lukowski at (202) 606-1449 or by email to Gary.Lukowski@opm.gov.

Attachment

RECODING THE WORKFORCE INTO NEW ETHNICITY AND RACE STANDARDS

<i>Previous/Current Designation ¹ (Current status employees)</i>	<i>New Ethnicity Label</i>	<i>New Race Label</i>	<i>New ERI Data Element (Accessions) ²</i>	<i>New Analytic Data Element (Entire Workforce) ³</i>	<i>Reverse Bridge Coding Scheme for Historical Comparison</i>
A – American Indian or Alaskan Native	No	American Indian or Alaska Native ⁴	010000	A – Not H/L & AI/AN	A – AI/AN
B – Asian or Pacific Islander	No	Asian ⁵	001000	B – Not H/L & Asian	B – Asian
C – Black not of Hispanic Origin	No	Black or African American	000100	C – Not H/L & Black/AA	C – Black
D – Hispanic	Yes	Unspecified	100000	G – Hispanic/Latino	D – Hispanic
	Yes	American Indian or Alaska Native	110000	H – H/L and AI/AN	D – Hispanic
	Yes	Asian	101000	I – H/L and Asian	D – Hispanic
	Yes	Black or African American	100100	J – H/L and Black/AA	D – Hispanic
	Yes	Native Hawaiian or Other Pacific Islander	100010	K – H/L and NH/PI	D – Hispanic
	Yes	White	100001	L – H/L and White	D – Hispanic
E – White not of Hispanic Origin	No	White ⁶	000001	E – Not H/L & White	E – White
F – Asian Indian (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
G – Chinese (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
H – Filipino (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
J – Guamanian (HI only)	No	Native Hawaiian or Other Pacific Islander	000010	D – Not H/L & NH/PI	B – Asian
K – Hawaiian (HI only)	No	Native Hawaiian or Other Pacific Islander	000010	D – Not H/L & NH/PI	B – Asian
L – Japanese (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
M – Korean (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
N – Samoan (HI only)	No	Native Hawaiian or Other Pacific Islander	000010	D – Not H/L & NH/PI	B – Asian
P – Vietnamese (HI only)	No	Asian	001000	B – Not H/L & Asian	B – Asian
Q – Other Asian / Pacific Islander (HI only)	No	Asian ⁷	001000	B – Not H/L & Asian	B – Asian
Y – Not Hispanic in Puerto Rico ⁸	No	Note ⁹	000000		E – White
System missing or not reported				* – Unspecified	* – Unspecified
Non-existent	Yes	Hispanic/Latino and of more than one race	1xxxxx	M	D – Hispanic
Non-existent	No	Not-Hispanic/Latino and of more than one race	0xxxxx	F	Note ¹⁰

¹ This data element will contain information submitted only for the existing workforce on the implementation date, and will be blank for accessions after that point.

² This data element will contain information submitted only for accessions on or after the implementation date, and will be blank for the existing workforce unless resurveyed.

³ This data element will contain information derived for all employees and allow OPM to meet minimum OMB reporting guidelines.

⁴ Categories remain the same.

⁵ Previous category included both Asian and Pacific Islander. The number of Pacific Islanders OUTSIDE of Hawaii who fall into this category will remain unknown until the data matures.

⁶ Categories remain the same.

⁷ Previous category included both Asian and Pacific Islander. The number of Pacific Islanders INSIDE of Hawaii will be lost.

⁸ This group has been previously coded as "White." The preferred option is to code as "Unspecified" as race was not collected in detail in Puerto Rico.

⁹ Reporting in Puerto Rico will be consistent with government-wide reporting and individuals will report in the new categories.

¹⁰ When an individual is NOT Hispanic or Latino AND of more than one race, that individual will be assigned to the largest NON-WHITE racial category for historical comparison.