

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER NO. 298-1

DATE: AUG 13 1981

SUBJECT: Data Collection Procedures for Race and National Origin Data
for Federal Employees in Guam, Hawaii, and Puerto Rico

Federal Personnel Manual Letter (FPM) 298-15 (Attachment 1) provides instructions for implementation of race and national origin identification requirements for employees in Guam, Hawaii, and Puerto Rico. It supplements the procedures and guidance contained in FPM Letter 298-10, dated September 26, 1980, to implement the race and national origin requirements of the Department of Commerce, Office of Federal Statistical Policy and Standards, Statistical Policy Directive 15: "Race and Ethnic Standards for Federal Statistics and Administrative Reporting".

The final requirements will necessitate the collection, for the first time, of race and national origin data for Federal civilian employees in Guam and Hawaii, but will not require any changes to the current procedures for collecting these data in Puerto Rico. Employees in Puerto Rico will continue to be coded as "D", Hispanic or "Y", Not Hispanic in Puerto Rico. For Guam, the combined standard described in Directive 15 (see FPM Letter 298-10) will be implemented. The combined standard will also be implemented for Hawaii; however, in Hawaii only, sub-categories are established in lieu of the single category of Asian or Pacific Islander. These sub-categories will be the same as those used for the 1980 Census in Hawaii, which will provide for comparability of Federal employee data with Census Civilian Labor Force data and will aggregate to a total Asian or Pacific Islander category.

Ms. Barbara Smith (426-4101) of my staff is designated as the Departmental official responsible for the implementation of these requirements for the Department of Transportation Personnel Management Information System (DOT PMIS). Attachment 2 is an advance draft page change to DOT 3291.1, Departmental Personnel Management Information System, reflecting the revised data

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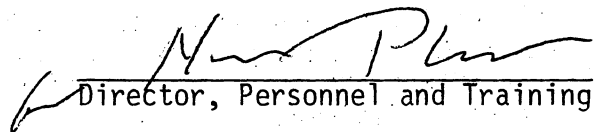
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standard requirements as appropriate. Each Administration must designate a responsible official for carrying out the actions and procedures prescribed by the FPM Letter and for ensuring that its own reports are examined and revised as necessary to conform to the new requirements.

All Federal employees in Hawaii and Guam must be given the opportunity to voluntarily choose the race and national origin code with which they most closely identify themselves. The initial collection effort must be completed in sufficient time for inclusion with the regular September 1981, DOT PMIS submission. Attachment 1 of the FPM Letter provides detailed procedures for the initial collection effort.

The new codes must be used for personnel actions effective September 1, 1981 and after. Under the new requirements, employees being reassigned to Hawaii must be given the opportunity to re-identify their race and national origin category. Employees being reassigned from Hawaii to other locations may either be given the opportunity to re-identify their category, or the agency may assign the Asian or Pacific Islander category (code B) if the employee had chosen one of the Asian or Pacific Islander sub-categories in Hawaii. In either case, a personnel action reflecting the new code is required. Attachment 2 of the FPM Letter provides detailed update procedures for actions processed on or after September 1, 1981.

2 Attachments


Director, Personnel and Training