Self-Identification using HRLinks

Voluntary Race/Ethnicity Self-Identification

- **Self-identification of race/ethnicity is voluntary**
- **If an individual does not voluntarily provide race/ethnicity information, the agency must:**
  - **Make visual identification (i.e., pick a "best guess")**
  - **Inform the employee of the data it will be reporting**
- **Data collected shall only be disclosed as gross statistics**
- **Employees in authority shall not discriminate against *or for* any employee or applicant for employment on the basis of race, ethnicity, or other protected bases**

Updating Your Race/Ethnicity – 1/2

- **Employees can review and update race/ethnicity via self-service at https://hrlinks.gsa.gov/**

Step 1

Employee Personal Info

View/Update Personal Info

View/Update Payroll Info

Employment Verification

Step 2

Ethnic Groups

View or change ethnic groups

Step 3

Ethnic Groups

Race(s):
White

Hispanic or Latino: No

Updating Your Race/Ethnicity – 2/2

Voluntary Disability Self-Identification

- Self-identification of disability status is voluntary

- Refusal to provide the information will not subject the individual to any adverse treatment

- The data will be kept confidential and used only for affirmative action purposes by designated personnel

  - Data is not shared with supervisors or managers

- Individuals may self-identify at any time

- Agencies must adhere to Rehabilitation Act requirements, even if applicants do not complete the SF-256 or respond to pre-offer invitations to self-identify

Updating Your Disability Status Code

- **Employees can review and update disability status and race/ethnicity via self-service at https://hrlinks.gsa.gov/**

Step 1

Employee Personal Info

View/Update Personal Info

View/Update Payroll Info

Employment Verification

Step 2

Self-Identification of Disability

Time Off Award Preference/Language Skills

Step 3

DO YOU HAVE A DISABILITY? *   YES   NO   PREFER NOT TO SAY

SELECT DISABILITY CODE *

Search for disability code, e.g. "01" or "Speech impairment"

VIEW ALL DISABILITIES

MY DISABILITY IS NOT LISTED   CLEAR SELECTION

If you cannot find your disability among those listed, you may self-identify using the "My disability is not listed" option

Step 4

Key Definitions

Race

- **Race:** **Any combination of five racial categories authorized by the Office of Management & Budget (OMB) & listed on Office of Personnel Management (OPM) Standard Form 181 (SF-181):**

  - **White**
  - **Black or African American**
  - **Asian**
  - **Native Hawaiian or Other Pacific Islander**
  - **American Indian or Alaska Native**

Expect addition of Middle Eastern or North African later

Race & Ethnicity

- **Two or More Races:** A *non-selectable* racial category that is assigned automatically (based on OPM business rules) when individuals self-identify with two or more racial categories *other than White*

- **Ethnicity (a.k.a. "national origin"):** OPM & EEOC track only two ethnicity options:

  - Hispanic or Latino
  - Not Hispanic or Latino

Disability Status

- **Person with a Disability (PWD)**: *For purposes of data analysis only*, any person **identified in the USA Staffing &/or HR Links data** systems as having one of the 33 disability codes from OPM Standard Form 256 (SF-256) that indicate a general disability or serious health condition

- **Targeted Disabilities:** 12 disabilities identified on OPM SF-256 that are tracked by EEOC and OPM because of historical discrimination & employment-related issues

Targeted Disabilities

- **Targeted Disabilities:** 12 disabilities identified on OPM SF-256 that are tracked by EEOC/OPM because of historical discrimination & employment-related issues

  - Developmental disabilities, traumatic brain injury, deafness, blindness, missing extremities, intellectual disabilities, seizure disorders, paralysis, psychiatric disorders, significant mobility impairments, dwarfism, & significant disfigurement

- **Person with a Targeted Disability (PWTD):** An individual identified as having one of the *targeted* disability codes listed on OPM SF-256

Codes for Targeted Disabilities

- **02 - Developmental Disability, for example, autism spectrum disorder**
- **03 - Traumatic Brain Injury**
- **19 - Deaf or serious difficulty hearing, benefiting from, for example, American Sign Language, CART, hearing aids, a cochlear implant or other supports**
- **20 - Blind or serious difficulty seeing even when wearing glasses**
- **31 - Missing extremities (arm, leg, hand and/or foot)**
- **40 - Significant mobility impairment, benefiting from the utilization of a wheelchair, scooter, walker, leg brace(s) and/or other supports**
- **60 - Partial or complete paralysis (any cause)**
- **82 - Epilepsy or other seizure disorders**
- **90 - Intellectual disability**
- **91 - Significant Psychiatric Disorder, for example, bipolar disorder, schizophrenia, PTSD, or major depression**
- **92 - Dwarfism**
- **93 - Significant disfigurement, for example, disfigurements caused by burns, wounds, accidents, or congenital disorders**

Codes for Other Disabilities – 1 of 2

- **13 - Speech impairment**
- **41 - Spinal abnormalities, for example, spina bifida or scoliosis**
- **44 - Non-paralytic orthopedic impairments, for example, chronic pain, stiffness, weakness in bones/joints, some loss of ability to use part of the body**
- **51 - HIV Positive/AIDS**
- **52 - Morbid obesity**
- **59 - Nervous system disorder for example, migraine headaches, Parkinson's disease, or multiple sclerosis**
- **80 - Cardiovascular or heart disease**
- **81 - Depression, anxiety disorder, or other psychiatric disorder**
- **83 - Blood diseases, for example, sickle cell anemia, hemophilia**
- **84 - Diabetes**
- **85 - Orthopedic impairments or osteo-arthritis**

Codes for Other Disabilities – 2 of 2

- **86 - Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema**
- **87 - Kidney dysfunction**
- **88 - Cancer (present or past history)**
- **94 - Learning disability or attention deficit/hyperactivity disorder (ADD/ADHD)**
- **95 - Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphexia**
- **96 - Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis**
- **97 - Liver disease, for example, hepatitis or cirrhosis**
- **98 - History of alcoholism or history of drug addiction (but not currently using illegal drugs)**
- **99 - Endocrine disorder, for example, thyroid dysfunction**

Other Disability Codes

- **06 - I have a disability or serious health condition, but it is not listed on this form**

- **01 - I do not wish to identify my disability or serious health condition**

- **05 - I do not have a disability or serious health condition**

- **See https://www.opm.gov/forms/pdf_fill/sf256.pdf for more information**