



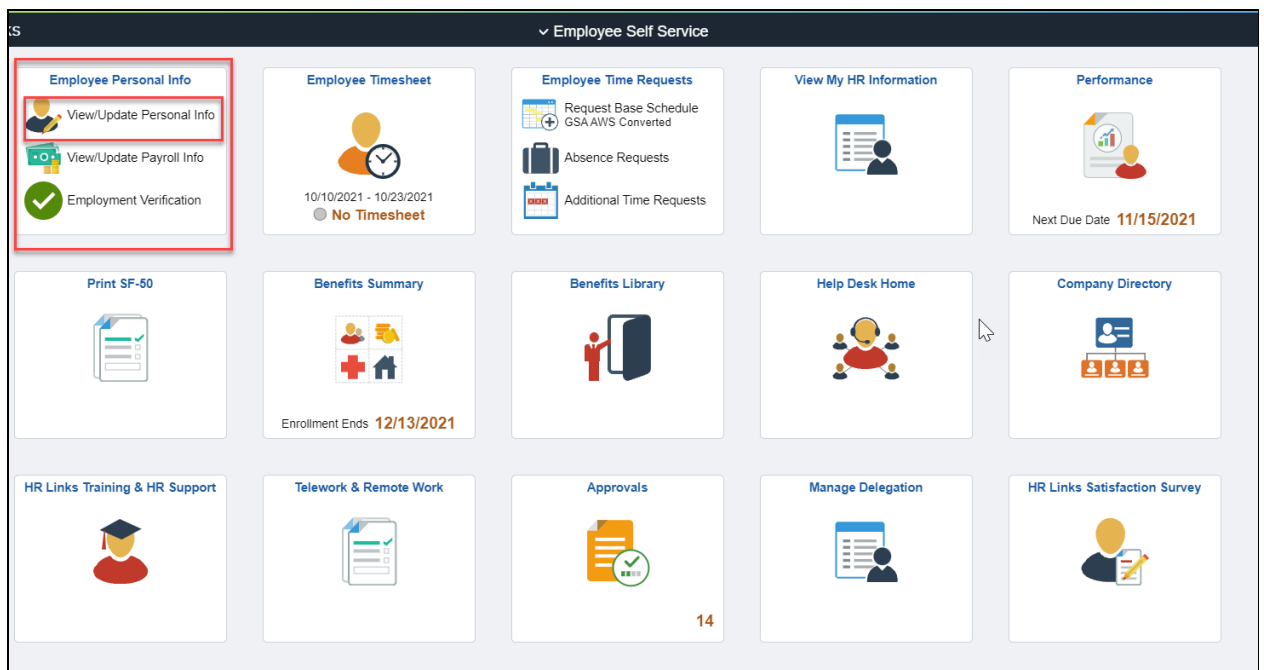
# Updating Your Ethnicity and Race

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.

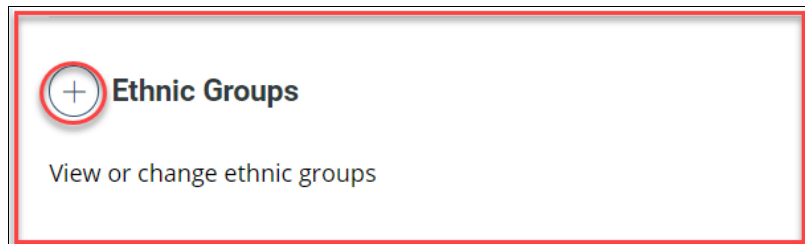
This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production 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.

Please refer to the [SF-181, Ethnicity and Race Identification](#), when updating your ethnicity and race in HR Links.

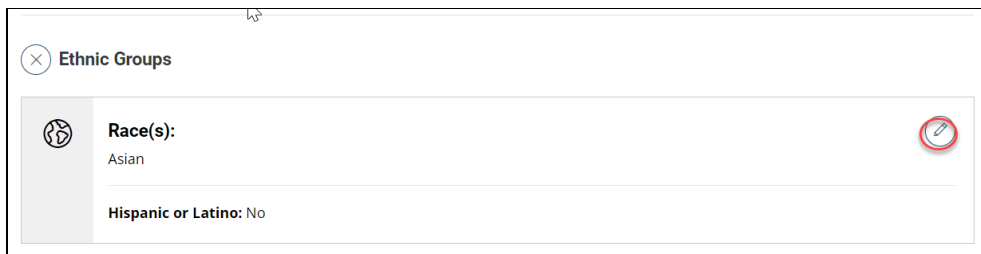
1. From the HR Links homepage, select the **Employee Personal Info** Tile; **View/Update Personal Info** link.



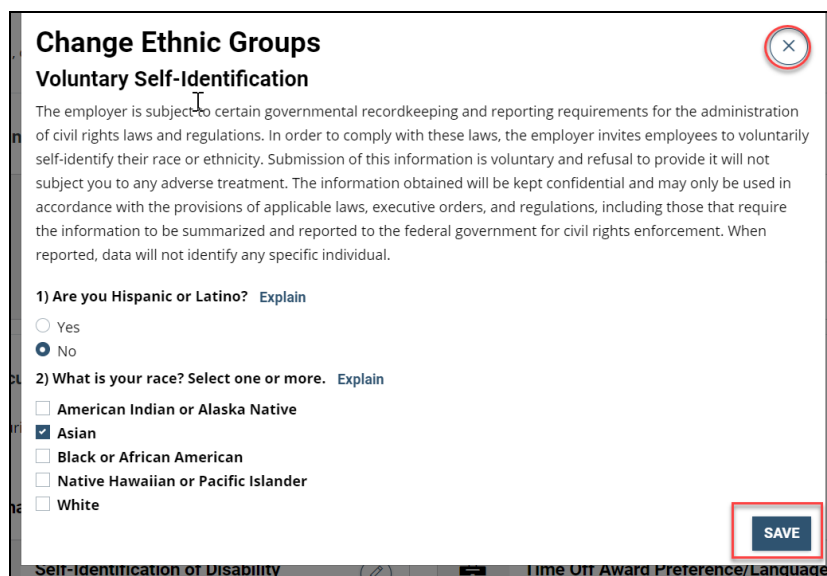
- From the **Personal Information** page, select the plus button next to **Ethnic Groups** to view or change your ethnicity and/or race.



- Your current ethnic group will display. If you'd like to update your ethnic group, select the **pencil icon**.



- Make any edits and click **Save**. Or Close out of the window by clicking the **X**.



**Change Ethnic Groups**

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1) Are you Hispanic or Latino? [Explain](#)

Yes

No

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

**SAVE**

- Your updated Ethnicity and/or Race will be displayed on the Personal Information page.