

Department of Homeland Security U. S. Coast Guard CG PSC-5200 (Rev. 02/05)		Ethnicity and Race Self-Reporting Worksheet	
Purpose: Federal standards emphasize self-reporting or self-identification as the preferred method for collecting data on race and ethnicity. The standards do not establish criteria or qualifications (such as blood quantum levels) that are to be used in determining a particular individual's racial or ethnic classification. They do not tell an individual who he or she is, or specify how an individual should classify himself or herself. Self-identification for race and Hispanic or Latino origin means that the responses are based on self-perception and therefore are subjective, but by definition, the responses are accurate. Because the standards allow individuals to report one or more races , the importance of self-identification is underscored; it is generally difficult for observers to report an individual's multiple racial heritages.			
Instructions: <ol style="list-style-type: none"> 1. Mark one or more races in Section I and then refer to the table on the reverse or next page of this worksheet to determine the corresponding "Diversity Description". The Diversity Description is an abbreviation used in PeopleSoft to record racial heritage. 2. Mark one of the choices in Section II. 3. If you can access PeopleSoft, log into the system and update your diversity data using the self-service menu. If you cannot access PeopleSoft, complete the identification data at the bottom of this worksheet, sign, date and forward it to your Servicing Personnel Office for data entry. 			
Section I – Ethnic Group			
What is your race? Mark one or more races to indicate what you consider yourself to be.			
<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	
1a. Please refer to the table on the next page (reverse) to determine the Diversity Description and enter it here: _____		Example: If you marked <i>American Indian or Alaska Native AND Asian</i> above the Diversity Description is: <i>Am Ind/AK Native/Asian.</i>	
If none of the above applies or you can't answer this question, mark ONE of the choices below.			
<input type="checkbox"/>	Don't Know	Identification Pending	
<input type="checkbox"/>	Don't Want to Answer	Declined to Respond	
Section II – Ethnic Category			
Are you of Hispanic or Latino origin?			
<input type="checkbox"/>	Yes	Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.	
<input type="checkbox"/>	No	Not Hispanic or Latino.	
<input type="checkbox"/>	NA	Declined to Comment.	
Section III – Data Update Options			
<input type="checkbox"/>	Option 1	Use PeopleSoft/DA to update your Diversity Data (Self Service > Employee > Tasks > Diversity Update).	
<input type="checkbox"/>	Option 2	Enter your name and employee ID number below, sign and forward this worksheet to your Servicing Personnel Office for data entry.	
Name (last, first, MI):		Employee ID:	
Unit:	Signature:	Date:	
Privacy Act Statement			
<small>In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority: 10 USC Sec. 113 and Section 533 of Pub. L. 103-337 Principal Purpose(s): Records maintained solely for statistical research or program evaluation purposes and are not used to make decisions on the rights, benefits, or entitlement of an individual. Routine Uses: Same Disclosure: Disclosure of this information is mandatory.</small>			

Continued on Reverse

Instructions: Please select the Race or combination of Races that best describes you. Enter the **Diversity Description** in Block 1a on the front of this worksheet.

One Race		
If the Race is	Then the Diversity Description is	And the Code is
<input type="checkbox"/> American Indian or Alaska Native	American Indian/Alaska Native	A
<input type="checkbox"/> Asian	Asian	Asian
<input type="checkbox"/> Black or African American	Black or African American	C
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	Nat Hawaiian/Pacific Islander	D
<input type="checkbox"/> White	White	White
Multiple Races		
If the Races are	Then the Diversity Description is	And the Code is
<input type="checkbox"/> American Indian or Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	AI/AN/AS/BK/AA/NH/OPI	K
<input type="checkbox"/> American Indian or Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AI/AN/AS/BK/AA/NH/PI/W	L
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AI/AN/AS/NH/OPI/White	P
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	AI/AN/AS/NH/PI	N
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AI/AN/B/AA/H/PI/White	T
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	AI/AN/BK/AA/NH/OPI	S
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AI/AN/NH/OPI/Wht	W
<input type="checkbox"/> American Indian or Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American	AInd/AKNat/AS/BK/AA	I
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Asian AND <input type="checkbox"/> White	AM Ind/Ak Nat/Asian/White	Q
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Black or African American	AM Ind/AK Nat/Black/Afr Am	R
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> White	Am Ind/AK Nat/White	X
<input type="checkbox"/> American Indian or Alaska Native AND <input type="checkbox"/> Asian	Am Ind/AK Native/Asian	H
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> White	Am Ind/AKNat/Bk/AfAm/White	U
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	Am Ind/AKNat/NHaw/OPacIsl	V
<input type="checkbox"/> American Indian/Alaska Native AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Asian AND <input type="checkbox"/> White	AM/AN/AS/BK/AA/White	M
<input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	AS/BK/AA/NH/OPI	Z
<input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AS/BK/AA/NH/PI/Wht	1
<input type="checkbox"/> Asian AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	AS/NH/OPI/Wht	4
<input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American AND <input type="checkbox"/> White	Asian, Black/African Am, Wht	2
<input type="checkbox"/> Asian AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	Asian, Nt Hawaiian, Pac Isl	3
<input type="checkbox"/> Asian AND <input type="checkbox"/> White	Asian, White	5
<input type="checkbox"/> Asian AND <input type="checkbox"/> Black or African American	Asian/Black/African Am	Y
<input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	BK/AA/NH/OPI/Wht	7
<input type="checkbox"/> Black or African American AND <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	BK/Nat Haw/Pac Islander	6
<input type="checkbox"/> Black or African American AND <input type="checkbox"/> White	Black or African Am, White	8
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander AND <input type="checkbox"/> White	Nat Hawaiian or Pac Isl, Wht	9
Didn't Respond or Doesn't Know		
If	Then the Diversity Description is	And the Code is
<input type="checkbox"/> Did not want to answer	Declined to Respond	Declined
<input type="checkbox"/> Did not know	Identification Pending	ID Pending