



**NORTHWEST POWER  
NORTHWEST VALUES**

<b>Job Title &amp; Series:</b> Power System Electrician (Construction), BB-2810	<b>Job Announcement Number:</b> 9616-12-DE
<b>Grade &amp; Hourly Wage Rate**:</b> BB-2810: \$39.70 per hour  <i>**In addition to the wage rate, BPA currently pays a 3.16% differential per hour for each non-overtime hour worked. This differential is separate from other premiums that are paid under the negotiated collective bargaining agreement.</i>	<b>Opens:</b> 12/08/11 <b>Closes:</b> 12/27/11 <i>(Applications must be received by 11:59 p.m. Pacific Time)</i>
<b>Anticipated number of positions to be filled:</b> Few	<b>Location:</b> Vancouver, WA
<b>Type of Position:</b> This is a Permanent position with a full-time work schedule.	<b>Benefits:</b> BPA offers a comprehensive benefits package. <a href="http://www.jobs.bpa.gov/Benefits/">http://www.jobs.bpa.gov/Benefits/</a>

**Eligibility**

All United States citizens are eligible to apply.

**About BPA**

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free electricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable energy, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and rural areas. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

**Job Summary & Major Duties**

Power System Electrician (Construction) positions are responsible to perform, maintain, and repair of electrical equipment in high-voltage electrical transmission substations. The employee may be required to perform any duty of the craft concerning electrical equipment in substations. The work requires routine inspection, modification, troubleshooting, and repair of facilities. Equipment serviced may be electrical, hydraulic, mechanical, pneumatic, and/or electronic. Electricians work from sketches, drawings, blueprints, wiring diagrams, and instruction books. The Electrician usually reports to an Electrician Foreman but may occasionally work independently. All duties are performed in compliance with government regulations, BPA safety rules, and the BPA-CPTC Collective Agreement. Specific job tasks include:

- Installs and adjusts (construction) major electrical equipment such as power transformer and gas, oil, or air-insulated power circuit breakers; instrument and station service transformers, disconnect and circuit switches, protective devices, static capacitors, batteries and charges.
- Performs diagnostic testing to inspect parts and equipment.
- Performs work in shops on equipment components including bushings, motors, small power tools, etc. Assembles, installs, and modifies control and relay panels for substations.
- Assembles and erects steel racks and towers to support equipment.
- Installs and changes antennas, reflectors, transmitting or receiving devices, emergency power supplies, and other equipment located in microwave or radio stations.
- Occasionally takes clearances and performs switching to isolate a piece of equipment for repair.
- Conduit and trenches for equipment are installed under the service yard. Cables are pulled through the conduit.
- Completes associated documentation required of the above listed tasks.
- Drives 20-25% of the time in all weather conditions.

**Qualifications**

Please describe your experience and thoroughly address the elements below within your resume, cover letter, and/or other supporting material. You are strongly encouraged to submit the attached Supplemental Questionnaire as part of your application package. If you meet the minimum qualification standards for the position, you will be further evaluated to determine the appropriate Category Rating: Best Qualified, Highly

Qualified, or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority.

From your application packet, we must be able to determine that you have direct experience, education, and/or training sufficient to perform the following job elements:

**JOB ELEMENTS:**

- Element 1: Ability to perform the work of a Power System Electrician without more than normal supervision (Screen-Out Element).
- Element 2: Knowledge of use and maintenance of tools and equipment used in Power System Electrician work.
- Element 3: Knowledge of instruments used in shop and trade practices.
- Element 4: Technical practices used in power system electrician work.
- Element 5: Troubleshooting (electrical and mechanical).
- Element 6: Knowledge of electrical and associated equipment used by power system electricians.
- Element 7: Knowledge of safety.
- Element 8: Ability to use electrical drawings.

**SELECTIVE PLACEMENT FACTORS**

**Good Driving Record:** This position requires a good driving record. Candidates with a poor driving record will be immediately disqualified from consideration (as per definition of Disqualifying Driving Records below\*).

Applicants must submit a copy of their complete Non-Employment driving record (obtained from the Department of Motor Vehicles, covering the past 3 years and dated within the last 90 days). Failure to submit your current driving record will result in not receiving consideration. If selected, you will be required to maintain a valid state driver's license.

\*Disqualifying Driving Records: Within the past three years, any of the following conditions disqualify an applicant for a U.S. Government Motor Vehicle Authorization:

- A. Conviction for operating a motor vehicle under the influence of alcohol or a controlled substance.
- B. Conviction for leaving the scene of an accident without making his or her identity known.
- C. Driver's license suspended, revoked or canceled.
- D. Any recurrent record of auto accidents/incidents, traffic violations, or arrests, which demonstrate that the applicant does not have an adequate sense of responsibility. This may be shown by any of the following:
  - Auto Accidents/Incidents
  - Traffic Arrests
  - Conviction for fleeing or attempting to elude a police officer.
  - Conviction for a felony involving the use of a motor vehicle.
  - Two or more accidents in which the applicant was at fault.
  - Two or more excessive speeding violations (15 miles per hour or more over the posted limit).
  - Four or more moving or traffic violations (including speeding).

**2. CONDITIONS OF EMPLOYMENT:** Persons filling Power System Electrician (Construction) positions are required to meet some or all of the following Working Conditions. Please indicate, in your application package, whether you WILL or WILL NOT work under such conditions. *(Failure to respond to each of the following statements will result in a determination of not qualified and your application will not receive any further consideration for this position.)*

Yes	No	Working Condition	Yes	No	Working Condition
<input type="checkbox"/>	<input type="checkbox"/>	Work with frequent overnight travel.	<input type="checkbox"/>	<input type="checkbox"/>	Work subject to emergency call-outs, at any time.

<input type="checkbox"/>	<input type="checkbox"/>	Work under varying climatic conditions, including abnormal weather conditions.	<input type="checkbox"/>	<input type="checkbox"/>	Use personal protective devices (harness, hard hat, respirator, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	Work around high voltage (up to 500kV) equipment.	<input type="checkbox"/>	<input type="checkbox"/>	Work with a team or a crew.
<input type="checkbox"/>	<input type="checkbox"/>	Work around high pressure (hydraulic and air) systems, moving or rotating machinery	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights up to 100 feet.
<input type="checkbox"/>	<input type="checkbox"/>	Handle hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	Drive in all weather conditions
<input type="checkbox"/>	<input type="checkbox"/>	Work from ladders, scaffolds, and other aerial lift equipment.	<input type="checkbox"/>	<input type="checkbox"/>	Drive over rough, uneven, or unstable roadways.
<input type="checkbox"/>	<input type="checkbox"/>	Follow and enforce the safety practices of BPA.	<input type="checkbox"/>	<input type="checkbox"/>	Be able to wear protective personal apparel required for worker safety including, but not limited to: respirator, safety equipment/apparel, safety glasses, protective footwear, hard hats, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Willing to drive standard and automatic transmission trucks.	<input type="checkbox"/>	<input type="checkbox"/>	Possess within 1-year after appointment, and maintain continuously thereafter, a BPA Clearance Certificate.
<input type="checkbox"/>	<input type="checkbox"/>	Possess and maintain a Valid Driver's License from State of residence. Traffic citations indicating poor driving habits may disqualify applicants.	<input type="checkbox"/>	<input type="checkbox"/>	Possess within 1-year after appointment, and maintain continuously thereafter, an Electrical Worker's Permit and Access Permits.
<input type="checkbox"/>	<input type="checkbox"/>	If exposed to health hazards, have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees will work in close proximity to substances, such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc., which may have effects on health unless prescribed handling procedures are followed.)	<input type="checkbox"/>	<input type="checkbox"/>	During the first year, successfully complete the Power System Electrician orientation training, which includes evaluation with both written and performance tests.
<input type="checkbox"/>	<input type="checkbox"/>	Possess within one year after appointment, and maintain continuously thereafter, a First Aid and CPR Card. And complete refresher training when provided by the agency.	<input type="checkbox"/>	<input type="checkbox"/>	

**PHYSICAL REQUIREMENTS:** Must be physically and mentally able to efficiently perform the essential duties of the position, with or without reasonable accommodation, without hazard to themselves or others.

Most work is performed outside in all weather conditions, but some work is done inside under normal shop conditions. Work is performed around energized equipment, such as switchboards containing critical control circuits where carelessness could cause a serious system disturbance or outage. Work is done in energized Substations at various heights in excess of 100 feet, such as on steel framework, platforms, and ladders adjacent to energized high-voltage equipment. The Electrician must frequently work on surfaces which are slippery due to insulating oil or ice. Installing conduit, pulling cable, working in oil circuit breaker (OCB) tanks, etc., involves working in restricted and cramped quarters. Approved respiratory and safety equipment shall be worn when hazardous substances are being handled (oil, acid, and solvent fumes, etc.). At times, work may be physically demanding. The work environment will occasionally include high noise levels or exposure to hazardous substances (i.e., mercury, acids, solvents, PCB's, etc.) that could, if precautions are not followed, pose a health risk. Potential exposure to radiation could occur if assigned to work at the WNP2 plant (Ashe and Hanford). Emergencies, critical system conditions, or outage limitations may require that work be system wide, done at night or under serious time pressures. System priorities may require extended periods of overtime including working weekends and holidays. When assigned to Construction the Electrician may be in continuous travel status.

**KEY REQUIREMENTS:**

- Travel up to 100%.
- Drive 20-25%.

- This position has two Selective Placement Factors (Good Driving; Conditions of Employment).
- This is a covered position under the DOE drug and alcohol testing program and subject to program requirements.
- Satisfactorily complete a 1-Year Probationary Period.
- A ranking interview will be required as part of the qualification determination for this position.

### **ADDITIONAL REQUIREMENTS**

If selected, you will be required to pass an Advanced level pre-appointment background investigation and physical examination and drug screening.

### **SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18)

### **APPLICATION PACKAGE CHECKLIST:**

- Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position. (Optional Application for Federal Employment (OF-612): <http://www.usajobs.opm.gov/of612.asp>.)  
**Applications must include the following information:**
  - Job Announcement number, title, and grade
  - Full legal name, mailing address, contact telephone number and email address
  - Country of citizenship (SSN or other ID is not requested at this time)
  - High school attended which includes name of high school and location.
  - Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
  - Indication if we may contact your current supervisor.
  - List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
- Supplemental Questionnaire (*Completion of the attached supplemental questionnaire will provide information to determine your qualification for further consideration*).
- Copy of your complete Non-Employment driving record dated within the last three months and covering the last 3 years obtained from the Dept. of Motor Vehicles. (*Failure to provide will result in a determination of not qualified and your application receive no further consideration*).
- VETERANS: To be considered for veteran's preference, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- All applicants are encouraged to complete and submit BPA Form F3330-11e, Applicant Disability, Race/National Origin and Gender Identification form and Applicant Source Form located at the end of this announcement, or at [http://jobs.bpa.gov/How\\_To\\_Apply/forms.cfm](http://jobs.bpa.gov/How_To_Apply/forms.cfm).

### **How to Submit Your Application**

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building.

- **Email to:** [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line and on any attachments.
- **Fax to:** 503-230-3149
- **Send via US Mail to:** Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

You will be notified via email to confirm receipt of your application package. *Applicants should retain a copy of their application as BPA does not return applications or provide copies.* For more information on the hiring process, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

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### **Additional Information**

**Veterans Information:** <http://www.usajobs.gov/vi>

**Career Transition Assistance Program/Interagency Career Transition Assistance Program**

**(CTAP/ICTAP):** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. **Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.** For additional information please refer to <http://www.opm.gov/ctap/>

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**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

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**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

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**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

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**Forms Availability:** All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272 or visiting: <http://www.jobs.bpa.gov> .

**POWER SYSTEM ELECTRICIAN, BB-2810  
SUPPLEMENTAL QUESTIONNAIRE**

Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City/State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone (Day) \_\_\_\_\_

(Evening/Cellular) \_\_\_\_\_

Electronic-mail address \_\_\_\_\_

**ELEMENT 1: Ability** to do the work of a Power System Electrician without more than normal supervision.

Indicate the length of experience you have as a journey level Power System Electrician:

Construction Experience \_\_\_\_\_ YRS \_\_\_\_\_ MO / Maintenance Experience \_\_\_\_\_ YRS \_\_\_\_\_ MO

**Education/training:** (college, apprenticeship craft, military): indicate length of training and completion dates

Years of college \_\_\_\_\_ Type of degree or certificate \_\_\_\_\_ Months of Technical

School \_\_\_\_\_

Apprenticeship (name of craft, number of years, and completion

date) \_\_\_\_\_

**On your resume, attached OF-612 application form. or on a separate document; please list your education and experience:**

- Education/training (college, apprenticeship craft, military): indicate length of training and completion dates
- Indicate your experience in the following fields of electrical work where applicable:
  - Utility (Utility substation construction and/or maintenance) Briefly describe duties and years of experience
  - Commercial (Commercial construction and/or maintenance) Briefly describe duties and years of experience
  - Residential (Residential construction and/or maintenance) Briefly describe duties and years of experience

**ELEMENT 2: Ability** to use and maintain tools and equipment used in Power System Electrician work.

Fill in the highest level of experience or training you have had on using and maintaining the following tools and equipment:

- (1) Have **no experience**
- (2) Have **completed training** that provided knowledge of tools and equipment
- (3) Have used and maintained **as an apprentice or trainee**
- (4) Have independently used and maintained **as a journeyman electrician**

Grinder		Growler		Hydraulic & mechanical benders		Induction heaters
PVC hot box bender		Heat Sinks		Stationary & portable pipe threading machines		Hydraulic/mechanical punches
Drill press		Cadweld		Hot line tools		Soldering tools
Tap and dies		Vacuum pumps		Reciprocating saw		Rotary hammer drill
Cranes		Torque wrench		Solderless connector tools		Torches
Table saw		Portable band saw		Trenchers		

**ELEMENT 3: Knowledge** of instruments used in shop and trade practices.

Fill in the highest level of experience or training you have had on the following instruments:

- (1) Have **no knowledge**
- (2) **Completed a trade program or related training** that provided knowledge of shop and trade practices.
- (3) Have independently used as a journeyman electrician in a **residential/commercial** environment
- (4) Have independently used as a journeyman electrician in an **industrial maintenance** environment
- (5) Have independently used as a journeyman electrician in an **electrical utility construction or maintenance** environment

	Volt/Ohm Meter		Oil dielectric tester		Turns Ratio Tester (TTR)		Vacuum gauge
	Infrared Camera		Gas pressure gauges and regulators		Ammeter		Oscilloscope
	Millivolt drop tester or ductor/micro-ohmmeter		Phase rotation indicator		Power factor tester		Circuit Breaker Timing device
	Moisture detector or analyzer		Instrument controllers		Oxygen analyzer		Audible Noise Tester
	Underground cable locator		Variac		Capacitance tester		Insulation testers

**ELEMENT 4: Technical** Practices used in Power System Electrician work.

Fill in the highest level of experience or training you have had on the following Technical Practices:

- (1) Have **no experience**
- (2) Completed a **trade program or related training** that provided knowledge of technical practices
- (3) Have independently performed as a journeyman electrician in a **residential/commercial** environment
- (4) Have independently performed as a journeyman electrician in an **industrial maintenance** environment
- (5) Have independently performed as a journeyman electrician in an **electrical utility construction or maintenance** environment

	Transformer oil sampling and testing		Cable pulling & splicing of shielded cable		SF6 gas quality testing & handling
	Outdoor equipment wiring		Fiberoptic cable, installation and termination		Connecting and pressure testing high pressure hydraulic and pneumatic systems
	Battery & battery charger diagnostic and service		Equipment regasketing		Conduit installation
	Underground Cable locating		Voltage regulator diagnostic and service		Engine generator & control inspection and service
	Vacuum equipment operation		Hi-Potting		Cable tray or support installation
	Inspection, adjustment and repair of electro-mechanical devices		Reconditioning insulating oil		Transformer Processing (I.e. Vacuum Dryout and/or Hot Oil Circulation)
	Construction and installation of panel boards, switches & related switching gear		Disconnect switch assembly and adjustment		Compound filled & Kit-type pot head terminations
	Protective overload testing		Power circuit breaker assembly, inspection and/or service. (12.5 KV or higher)		Power transformer assembly, inspection and/or service. (12.5 KV or higher)
	Circuit breaker timing		High current electrical connections		Turns ratio testing
	Ground mat/Ground Grid connections		Power factor testing		

**ELEMENT 5: Troubleshooting** (Electrical & Mechanical)

Fill in the highest level of experience or training you have had with troubleshooting electrical and mechanical systems:

- (1) Have **no experience**
- (2) Completed a **trade program or related training** that provided knowledge of troubleshooting
- (3) Have independently performed troubleshooting as a journeyman electrician in a **residential/commercial** environment
- (4) Have independently performed troubleshooting as a journeyman electrician in an **industrial maintenance** environment
- (5) Have independently performed troubleshooting as a journeyman electrician in an **electrical utility construction or maintenance** environment

Electronic equipment	Electrical Control circuits	Mechanically actuated systems
Low pressure Pneumatic & hydraulic systems up to 300 psi	Battery & charging systems	Voltage regulators
Power transformer load tap changers	Power transformers. (12.5 KV or higher)	Power circuit breaker operating mechanisms. (12.5 KV or higher)
Heating, air-conditioning & ventilation systems	Pneumatic and hydraulic systems over 300 psi	Engine generators & controls
Lighting systems	Motor control centers	Pneumatic control circuits

**ELEMENT 6: Knowledge** of electrical and associated equipment.

Fill in the highest level of experience or training (1, 2, 3, 4, or 5) you have had on the following equipment and indicate the highest voltages at which performed (where applicable).

- (1) Have **no knowledge**
- (2) Completed a **trade program or related training** that provided knowledge of electrical equipment.
- (3) Have installed/maintained equipment as a journeyman electrician in a **residential/commercial** environment
- (4) Have installed/maintained equipment as a journeyman electrician in an **industrial maintenance** environment
- (5) Have installed/maintained equipment as a journeyman electrician in an **electrical utility construction maintenance** environment

**EXAMPLE:**

E	V		E	V	
5	500kV	Potential transformers, current transformers, or potential devices	4	230kV	Circuit breakers

**EQUIPMENTS:**

E	V		E	V	
		Potential transformers, current transformers, or potential devices			Circuit breakers
		Electrical bus, supports and insulators			Load tap changers
		Hook, Gang or Motor operated disconnect switches.			Load break disconnects
		Power transformers (12.5 KV or higher)			Vacuum Interrupters
		Surge arrestors			Entrance bushings
		High voltage fuses			SF6 insulated equipment
		Reactors			Shunt or series capacitor banks



THERE ARE NO VOLTAGES FOR THESE ITEMS; INDICATE EXPERIENCE ONLY		Distribution transformers	THERE ARE NO VOLTAGES FOR THESE ITEMS; INDICATE EXPERIENCE ONLY		Substation ground mats
		Engine generators			Substation structures
		Protective relaying			Cooling water systems

**ELEMENT 7: Knowledge of Safety**

Check all that apply:

<input type="checkbox"/>	Formal first aid training course within last 3 years	<input type="checkbox"/>	CPR training within last 2 years
<input type="checkbox"/>	Lock-out/Tag-out procedures on electrical equipment	<input type="checkbox"/>	Safety award
<input type="checkbox"/>	Respirator training and fit testing	<input type="checkbox"/>	Hazardous materials training
<input type="checkbox"/>	Installed portable protective grounds	<input type="checkbox"/>	Use of electrical protective guards or barriers
<input type="checkbox"/>	Fall protection training	<input type="checkbox"/>	Worked from aerial lift equipment
<input type="checkbox"/>	Confined spaces training	<input type="checkbox"/>	

List any other safety-related training or experience \_\_\_\_\_

\_\_\_\_\_

**ELEMENT 8: Ability to use electrical drawings**

Fill in the highest level of experience or training you have had with the following types of documentation:

- (1) Have **no experience**
- (2) Completed a **trade program or related training** that provided ability to use electrical drawings.
- (3) Have independently used as a journeyman electrician in a **residential/commercial** environment
- (4) Have independently used as a journeyman electrician in an **industrial maintenance** environment
- (5) Have independently used as a journeyman electrician in an **electrical utility construction or maintenance** environment

<input type="checkbox"/>	Manufacturers' instruction books	<input type="checkbox"/>	Wiring diagrams	<input type="checkbox"/>	Schematics diagrams
<input type="checkbox"/>	Reference manuals or operation & maintenance bulletins	<input type="checkbox"/>	National Electric Code	<input type="checkbox"/>	Hydraulic diagrams
<input type="checkbox"/>	One line diagrams	<input type="checkbox"/>	Mechanical drawings	<input type="checkbox"/>	Pneumatic diagrams
<input type="checkbox"/>	Installation drawings	<input type="checkbox"/>		<input type="checkbox"/>	

## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number	Position Title, Series, Grade

**BPA Website**

**USAJOBS Website**

**Job Board** (CareerBuilder, Craigslist, Employment Dept, etc.)

**(please specify):** \_\_\_\_\_

**Industry Website or Event** (National Institute of Government Purchasers, GreenDrinks, etc.)

**(please specify):** \_\_\_\_\_

**Social Media Website** (Facebook, LinkedIn, etc.)

**(please specify):** \_\_\_\_\_

**Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

**BPA employee**

**Other (please specify):** \_\_\_\_\_

## ETHNICITY AND RACE IDENTIFICATION

(Please read the Privacy Act Statement and instructions before completing form.)

Name (Last, First, Middle Initial)

Agency Use Only

### Privacy Act Statement

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. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.

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.

**Specific Instructions:** The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

**Question 1. Are You Hispanic or Latino?** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Yes  No

**Question 2.** Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<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.