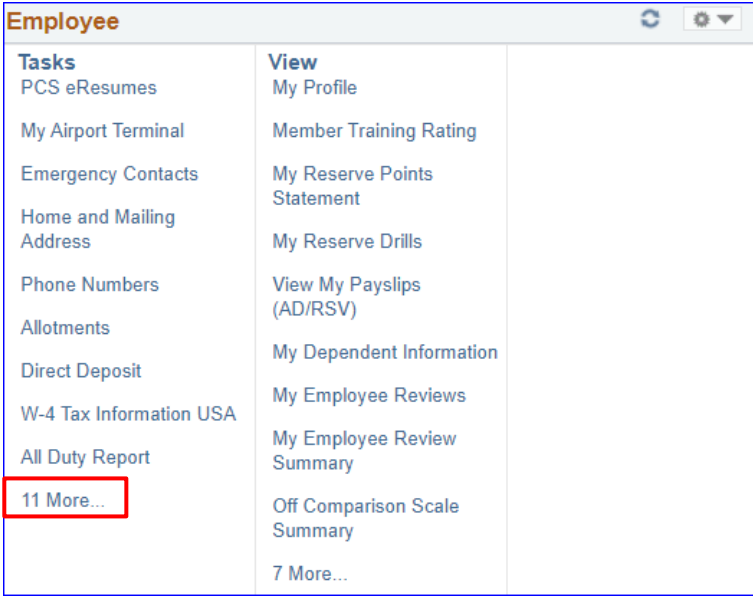
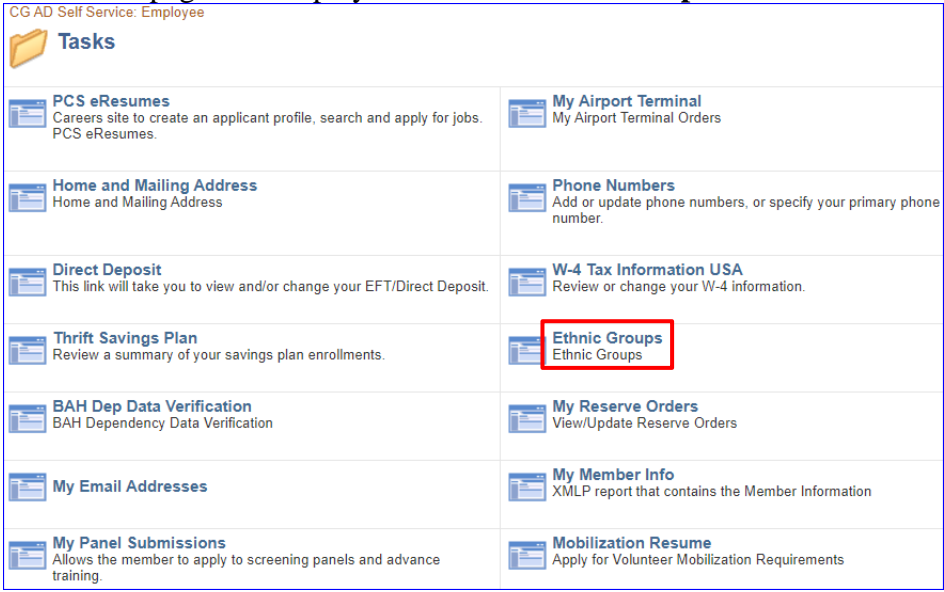


Self Service – Ethnic Groups

Introduction This transaction is used to edit a member’s Ethnic Group in Direct Access (DA). A member’s ethnic group is designated at time of accession; however, situations may arise when an edit is necessary.










Procedures See below.

Step	Action
<p>1</p>	<p>Select the 11 more... link from the Tasks column in the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a "Tasks" column on the left and a "View" column on the right. The "Tasks" column contains links such as "PCS eResumes", "My Airport Terminal", "Emergency Contacts", "Home and Mailing Address", "Phone Numbers", "Allotments", "Direct Deposit", "W-4 Tax Information USA", "All Duty Report", and "11 More...". The "View" column contains links such as "My Profile", "Member Training Rating", "My Reserve Points Statement", "My Reserve Drills", "View My Payslips (AD/RSV)", "My Dependent Information", "My Employee Reviews", "My Employee Review Summary", "Off Comparison Scale Summary", and "7 More...". The "11 More..." link is highlighted with a red box.</p>
<p>2</p>	<p>The Tasks page will display. Click the Ethnic Groups link.</p>  <p>The screenshot shows the "CG AD Self Service: Employee" page with a "Tasks" section. The tasks are listed in a grid format. The "Ethnic Groups" link is highlighted with a red box. The tasks listed are: PCS eResumes, My Airport Terminal, Home and Mailing Address, Phone Numbers, Direct Deposit, W-4 Tax Information USA, Thrift Savings Plan, Ethnic Groups, BAH Dep Data Verification, My Reserve Orders, My Email Addresses, My Member Info, and My Panel Submissions, Mobilization Resume.</p>

Continued on next page

Self Service – Ethnic Groups, Continued

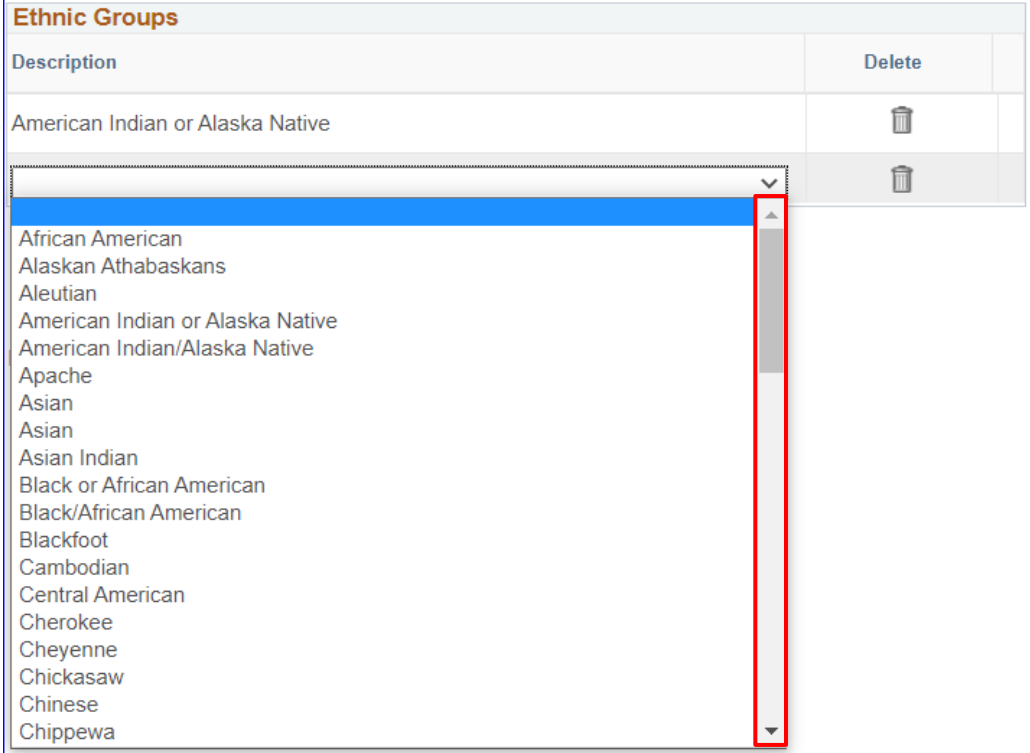






Procedures,
continued

Step	Action						
<p>3</p>	<p>Current Ethnic Groups data will display. Ethnic Group data may be deleted or added.</p> <p>In this example, we will add an ethnic group. Select Add an Ethnic Group.</p> <div data-bbox="352 633 1385 1323" style="border: 1px solid blue; padding: 5px;"> <p>Ethnic Groups</p> <p>Jane Doe</p> <p>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.</p> <table border="1" data-bbox="360 1014 1377 1155"> <thead> <tr> <th data-bbox="360 1014 1145 1043">Ethnic Groups</th> <th data-bbox="1145 1014 1377 1043"></th> </tr> <tr> <th data-bbox="360 1043 1145 1099">Description</th> <th data-bbox="1145 1043 1377 1099">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1099 1145 1155">American Indian or Alaska Native</td> <td data-bbox="1145 1099 1377 1155" style="text-align: center;"></td> </tr> </tbody> </table> <p data-bbox="360 1171 716 1211" style="border: 2px solid red; display: inline-block; padding: 2px 10px;">Add an Ethnic Group</p> <p data-bbox="360 1234 489 1267" style="border: 1px solid gray; display: inline-block; padding: 2px 10px;">Save</p> <p data-bbox="360 1290 512 1319">Return to Tasks</p> </div>	Ethnic Groups		Description	Delete	American Indian or Alaska Native	
Ethnic Groups							
Description	Delete						
American Indian or Alaska Native							
<p>4</p>	<p>The drop-down will appear. Click the Description down arrow to open the list.</p> <div data-bbox="352 1435 1385 1648" style="border: 1px solid blue; padding: 5px;"> <p>Ethnic Groups</p> <table border="1" data-bbox="360 1462 1377 1648"> <thead> <tr> <th data-bbox="360 1462 1145 1491">Description</th> <th data-bbox="1145 1462 1377 1491">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1491 1145 1585">American Indian or Alaska Native</td> <td data-bbox="1145 1491 1377 1585" style="text-align: center;"></td> </tr> <tr> <td data-bbox="360 1585 1145 1648" style="border: 2px solid blue;"> <input data-bbox="360 1597 1145 1637" type="text" value=""/> ▼ </td> <td data-bbox="1145 1585 1377 1648" style="text-align: center;"></td> </tr> </tbody> </table> </div>	Description	Delete	American Indian or Alaska Native		<input data-bbox="360 1597 1145 1637" type="text" value=""/> ▼	
Description	Delete						
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Self Service – Ethnic Groups, Continued

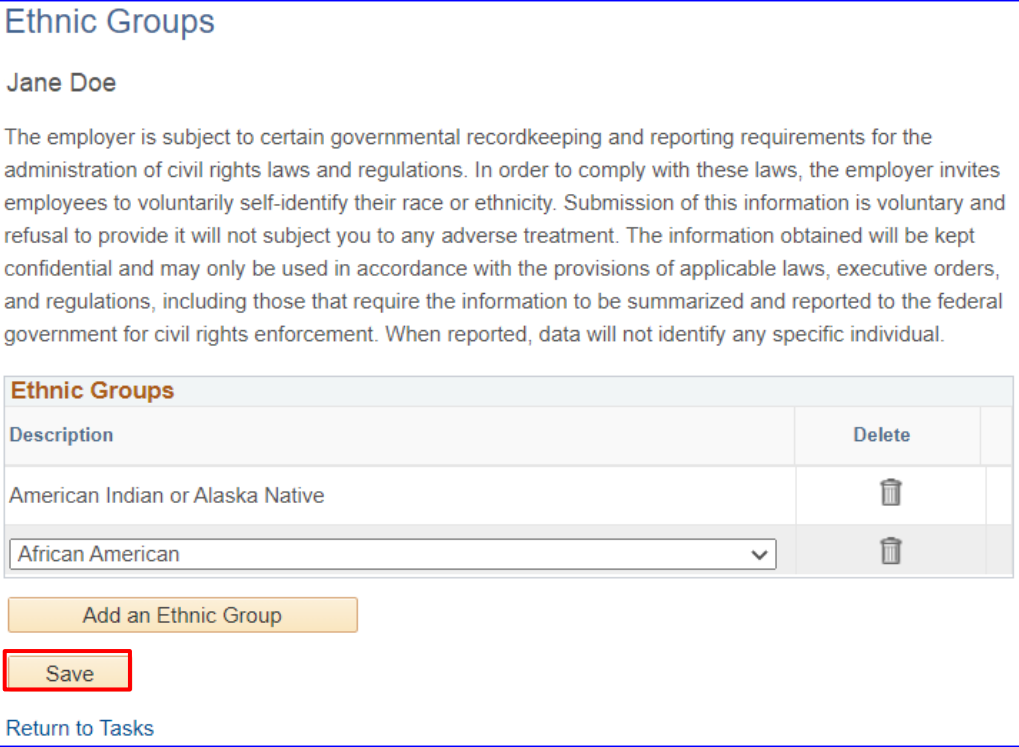






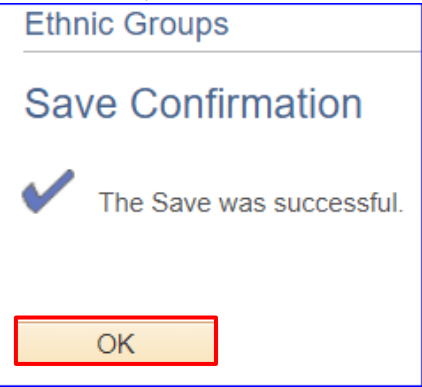

Procedures,
continued

Step	Action																																												
5	<p data-bbox="352 495 1166 528">Scroll through the list and select the appropriate Ethnic Group.</p>  <p>The screenshot shows a table with the following content:</p> <table border="1"> <thead> <tr> <th data-bbox="360 577 1158 611">Description</th> <th data-bbox="1158 577 1377 611">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 633 1158 667">American Indian or Alaska Native</td> <td data-bbox="1158 633 1377 667"></td> </tr> <tr> <td data-bbox="360 689 1158 723">American Indian or Alaska Native</td> <td data-bbox="1158 689 1377 723"></td> </tr> <tr> <td data-bbox="360 745 1158 779">African American</td> <td data-bbox="1158 745 1377 779"></td> </tr> <tr> <td data-bbox="360 779 1158 813">Alaskan Athabaskans</td> <td data-bbox="1158 779 1377 813"></td> </tr> <tr> <td data-bbox="360 813 1158 846">Aleutian</td> <td data-bbox="1158 813 1377 846"></td> </tr> <tr> <td data-bbox="360 846 1158 880">American Indian or Alaska Native</td> <td data-bbox="1158 846 1377 880"></td> </tr> <tr> <td data-bbox="360 880 1158 913">American Indian/Alaska Native</td> <td data-bbox="1158 880 1377 913"></td> </tr> <tr> <td data-bbox="360 913 1158 947">Apache</td> <td data-bbox="1158 913 1377 947"></td> </tr> <tr> <td data-bbox="360 947 1158 981">Asian</td> <td data-bbox="1158 947 1377 981"></td> </tr> <tr> <td data-bbox="360 981 1158 1014">Asian</td> <td data-bbox="1158 981 1377 1014"></td> </tr> <tr> <td data-bbox="360 1014 1158 1048">Asian Indian</td> <td data-bbox="1158 1014 1377 1048"></td> </tr> <tr> <td data-bbox="360 1048 1158 1081">Black or African American</td> <td data-bbox="1158 1048 1377 1081"></td> </tr> <tr> <td data-bbox="360 1081 1158 1115">Black/African American</td> <td data-bbox="1158 1081 1377 1115"></td> </tr> <tr> <td data-bbox="360 1115 1158 1149">Blackfoot</td> <td data-bbox="1158 1115 1377 1149"></td> </tr> <tr> <td data-bbox="360 1149 1158 1182">Cambodian</td> <td data-bbox="1158 1149 1377 1182"></td> </tr> <tr> <td data-bbox="360 1182 1158 1216">Central American</td> <td data-bbox="1158 1182 1377 1216"></td> </tr> <tr> <td data-bbox="360 1216 1158 1249">Cherokee</td> <td data-bbox="1158 1216 1377 1249"></td> </tr> <tr> <td data-bbox="360 1249 1158 1283">Cheyenne</td> <td data-bbox="1158 1249 1377 1283"></td> </tr> <tr> <td data-bbox="360 1283 1158 1317">Chickasaw</td> <td data-bbox="1158 1283 1377 1317"></td> </tr> <tr> <td data-bbox="360 1317 1158 1350">Chinese</td> <td data-bbox="1158 1317 1377 1350"></td> </tr> <tr> <td data-bbox="360 1350 1158 1384">Chippewa</td> <td data-bbox="1158 1350 1377 1384"></td> </tr> </tbody> </table>	Description	Delete	American Indian or Alaska Native		American Indian or Alaska Native		African American		Alaskan Athabaskans		Aleutian		American Indian or Alaska Native		American Indian/Alaska Native		Apache		Asian		Asian		Asian Indian		Black or African American		Black/African American		Blackfoot		Cambodian		Central American		Cherokee		Cheyenne		Chickasaw		Chinese		Chippewa	
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Self Service – Ethnic Groups, Continued






Procedures,
continued

Step	Action								
<p>6</p>	<p>Once selected, click the Save button.</p>  <p>Ethnic Groups</p> <p>Jane Doe</p> <p>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.</p> <table border="1"> <thead> <tr> <th data-bbox="360 969 1158 1003">Ethnic Groups</th> <th data-bbox="1158 969 1382 1003"></th> </tr> <tr> <th data-bbox="360 1003 1158 1059">Description</th> <th data-bbox="1158 1003 1382 1059">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 1059 1158 1115">American Indian or Alaska Native</td> <td data-bbox="1158 1059 1382 1115"></td> </tr> <tr> <td data-bbox="360 1115 1158 1171">African American</td> <td data-bbox="1158 1115 1382 1171"></td> </tr> </tbody> </table> <p>Add an Ethnic Group</p> <p>Save</p> <p>Return to Tasks</p>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
African American									
<p>7</p>	<p>Once saved, the Save Confirmation screen appear. Click the OK button.</p>  <p>Ethnic Groups</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p>								

Continued on next page

Self Service – Ethnic Groups, Continued

Procedures,
continued

Step	Action								
8	<p>The Ethnic Groups page will re-display with the updated information. If no additional changes are needed, click Return to Tasks.</p> <div data-bbox="352 562 1385 1301" style="border: 1px solid blue; padding: 5px;"> <p>Ethnic Groups</p> <p>Jane Doe</p> <p>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.</p> <table border="1" data-bbox="363 931 1374 1131"> <thead> <tr> <th data-bbox="363 931 1145 965">Ethnic Groups</th> <th data-bbox="1145 931 1374 965"></th> </tr> <tr> <th data-bbox="363 965 1145 1016">Description</th> <th data-bbox="1145 965 1374 1016">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 1016 1145 1077">American Indian or Alaska Native</td> <td data-bbox="1145 1016 1374 1077" style="text-align: center;"></td> </tr> <tr> <td data-bbox="363 1077 1145 1131">African American</td> <td data-bbox="1145 1077 1374 1131" style="text-align: center;"></td> </tr> </tbody> </table> <p data-bbox="368 1151 719 1182" style="text-align: center;"><input type="button" value="Add an Ethnic Group"/></p> <p data-bbox="368 1211 491 1243" style="text-align: center;"><input type="button" value="Save"/></p> <p data-bbox="363 1263 523 1294" style="text-align: center;">Return to Tasks</p> </div>	Ethnic Groups		Description	Delete	American Indian or Alaska Native		African American	
Ethnic Groups									
Description	Delete								
American Indian or Alaska Native									
African American	