



# EEO-1 Reporting Compliance

## What Employers Need to Know

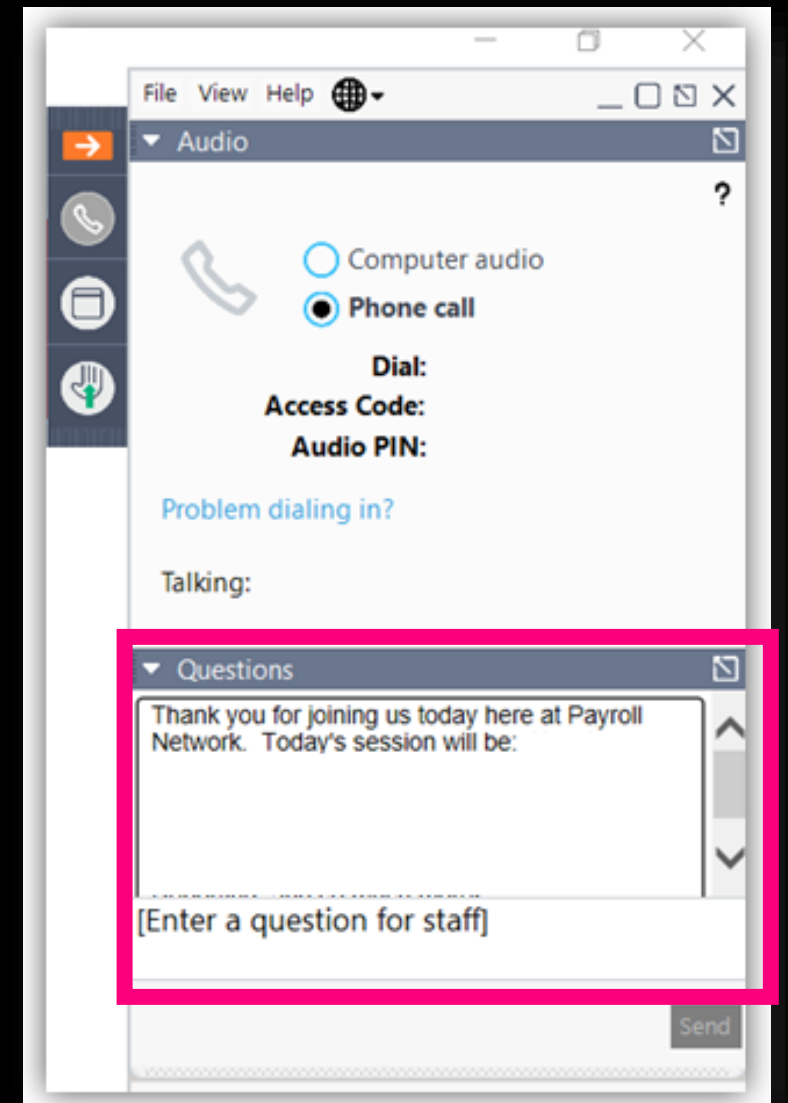


- Webinar will be recorded
- All attendees will be placed on mute
- Ask questions!
- Survey will be sent after the webinar
- Handouts available
- Certified Course – polls!



# For Today's Session

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- What is the EEOC / EEO-1 Form
- Reporting Deadlines
- Completing the EEO Form
- Gathering EEO Information

# Agenda

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# Your Presenter's Today

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**Amy Miller**

- VP of Training
- Payroll Network/GovConPay



**Susan Webster**

- HR Advisor Consultant
- Payroll Network/GovConPay



# Legal Disclaimer

The information presented today is provided for educational purposes and should not be considered legal advice.

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The viewpoints / opinions discussed in this presentation are not the position of Payroll Network and/or of its clients.

Table 1. EEO-1 Data

Organization	Demographic Data														Total
	White		Black		Hispanic		Asian		Native Hawaiian/Other Pacific Islander		American Indian/Alaska Native		Unreported		
2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
...	...	...	...	...	...	...	...	...	...	...	...	...	...	...	...

# EEO Overview

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## **Poll 1**

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**Reporting EEO Information for your company is not mandatory.**

# Defining EEO



## Equal Employment Opportunity

- The term used to describe laws, regulations, and processes related to the fair treatment of employees.
- The principle that every person, regardless of attributes such as race, gender or sexual orientation, has an equal opportunity to find employment based on merit.

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.



# Defining EEO



## Equal Employment Opportunity

- Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). Most labor unions and employment agencies are also covered.
- The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.



# It can be Costly!



- Retaliation: 37,632 (55.8 percent of all charges filed)
  - Disability: 24,324 (36.1 percent)
  - Race: 22,064 (32.7 percent)
  - Sex: 21,398 (31.7 percent)
  - Age: 14,183 (21.0 percent)
  - National Origin: 6,377 (9.5 percent)
  - Color: 3,562 (5.3 percent)
  - Religion: 2,404 (3.6 percent)
  - Equal Pay Act: 980 (1.5 percent)
  - Genetic Information: 440 (0.7 percent)
- \*more the 100% due to multiple allegations



# What you need to do now

- ▶ Train your Human Resource managers and staff on EEO laws.
- ▶ Implement a strong EEO Policy that is embraced at the top levels of your organization
- ▶ Train managers, supervisors and employees on its contents, enforce it, and hold them accountable.

TRAINING  
COMES  
FIRST



# Best Practices – Preventing Discrimination

- Promote an **inclusive culture** in the workplace by fostering an environment of professionalism and respect for personal differences.
- **Foster open communication** and early dispute resolution.
- Establish neutral and objective criteria to **avoid subjective employment decisions** based on **personal stereotypes** or **hidden biases**.



# EEO-1 Reporting Requirements

<https://eeocdata.org/EEO1/home/index>

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The image shows a screenshot of an EEO-1 Component 1 report form. The form is titled "EEO-1 Component 1 Report" and includes a header section with fields for "Organization Name", "Reporting Period", and "Reporting Date". Below the header is a large grid with columns for "Race", "Sex", "Disability", "Age", and "Hispanic or Latino". The grid contains numerical data representing the number of employees in each category. The form also includes a section for "Total" and "Percentage" at the bottom.

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## 2021

### EEO-1 Component 1 Data Collection

The 2021 EEO-1 Component 1 data collection is tentatively scheduled to open on Tuesday, April 12th, 2022. The tentative deadline to file the 2021 EEO-1 Component 1 Report is Tuesday, May 17th, 2022.

Updates regarding the 2021 EEO-1 Component 1 data collection will be posted on this website as they become available.

**Notice:** The 2019 and 2020 EEO-1 Component 1 data collections are **CLOSED**. No additional 2019/2020 EEO-1 Component 1 Reports will be accepted.

[Get Started](#)



The final deadline to submit  
EEO-1 Component 1 data is **May 17, 2022.**

EEO-1 Component 1 Report  
for calendar year 2021

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# EEO-1 Report



## Poll #2

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Have you begun to prepare your EEO-1 reports at this time?

# Who must file?

1. Does the entire company (at all locations combined) have at least 100 employees?
2. Is the company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
3. Does the company or any of its establishments hold a contract with the federal government worth \$50,000 or more and have 50 or more employees?
4. Is the company or any of its establishments a federal government contractor which serves as a depository of Government funds in any amount or a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes in any amount?



# Who must file?

- A private employer with 100 or more employees
- A private employer who has fewer than 100 employees if the company is owned or affiliated with another company, or there is centralized ownership, control or management (such as central control of personnel policies and labor relations) so that the group legally constitutes a single enterprise, and the entire enterprise employs a total of 100 or more employees.

# Who must file?

- All federal contractors who
  - (1) are not exempt as provided for by 41 CFR 60-1.5;
  - (2) have 50 or more employees;
  - (3) are prime contractors or first-tier subcontractors; and
  - (4) have a contract, subcontract, or purchase order amounting to \$50,000 or more; OR serve as depositories of Government funds in any amount; or are financial institutions which are issuing and paying agents for U.S. Savings Bonds and or savings notes.
- Establishments located in the District of Columbia and the 50 states are required to submit Employer Information Report (EEO-1), Standard Form 100.
- No reports should be filed for establishments in Puerto Rico, the Virgin Islands, or other American Protectorates.

# How to submit the report

- Two options:
  - Enter data into a secure web portal directly
  - Upload data files

The EEO-1 Component 1 Online Filing System is tentatively available starting April 12, 2022.

<https://eeocdata.org/eeo1>

## 2021 EEO-1 Component 1 Data Collection

The Employer Information Report EEO-1 Component 1, or the EEO-1 Component 1 Report, will open on Tuesday, April 12, 2022. EEO-1 Component 1 filers with accounts from the 2019/2020 reporting period will have to update their passwords when returning. New filers will have to set up an account to access the EEO-1 Component 1 Online Filing System. The deadline to submit and certify the EEO-1 Component 1 Report is Tuesday, May 17, 2022. Organizations must file their information through the EEO-1 Component 1 Online Filing System.

### Sign in

Username

This should be your email as established in registration, not your Company ID

Password

[Forgot Password?](#)

**Sign in**

Don't have an account? [Create an Account](#)

## Don't have an EEO-1 Component 1 Online Filing System account?

You will need an account in the Online Filing System to do the following:

- File 2021 EEO-1 Component 1 Report data
- Use a Company ID and unique PIN the company received to get access to a company record
- Register a new company in order to file 2021 EEO-1 Component 1 Report data for the first time
- Request Company ID and unique PIN to get access to an existing company record
- Contact the Filer Support Center through the Message Center
- Access additional support materials

<https://eeocdata.org/eeo1/signin>



# Let's review the report breakdown

EEO-1 Report

- Office of Federal Contract Compliance Programs (Labor)

**Section A—TYPE OF REPORT**  
Refer to instructions for number and types of reports to be filed.

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1) <input type="checkbox"/> Single-establishment Employer Report	Multi-establishment Employer: (2) <input checked="" type="checkbox"/> Consolidated Report (Required) (3) <input checked="" type="checkbox"/> Headquarters Unit Report (Required) (4) <input checked="" type="checkbox"/> Individual Establishment Report (submit one for each establishment with 50 or more employees) (5) <input checked="" type="checkbox"/> Special Report
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2. Total number of reports being filed by this Company (Answer on Consolidated Report only) \_\_\_\_\_

**Section B—COMPANY IDENTIFICATION (To be answered by all employers)**

	OFFICE USE ONLY
1. Parent Company	
a. Name of parent company (owns or controls establishment in item 2) omit if same as label	a.
Address (Number and street)	b.
City or town	c.
State	
ZIP code	
2. Establishment for which this report is filed. (Omit if same as label)	d.
a. Name of establishment	d.
Address (Number and street)	e.
City or Town	
County	
State	
ZIP code	
b. Employer identification No. (IRS 9-DIGIT TAX NUMBER)	f.
c. Was an EEO-1 report filed for this establishment last year? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Section C—EMPLOYERS WHO ARE REQUIRED TO FILE (To be answered by all employers)**

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Does the company or any of its establishments (a) have 50 or more employees <u>AND</u> (b) is not exempt as provided by 41 CFR 60-1.5, <u>AND</u> either (1) is a prime government contractor or first-tier subcontractor,

# Employment data to include

All full-time and part-time employees during the workforce snapshot –

**Oct 1 – December 31 (2021)**

Counted by sex and race/ethnicity for each of the ten occupational categories

Workforce  
Snapshot Period

The image shows a tilted, grayscale version of a data collection form. The form is titled "WORKFORCE SNAPSHOT" and includes various sections for data entry. At the top, there are fields for "Organization Name", "Address", "City/State/Zip", and "Date of Snapshot". Below these are several rows of data entry fields, including "Number of Employees", "Number of Full-time Employees", and "Number of Part-time Employees". The main body of the form is a large grid with multiple columns and rows, designed for recording detailed data for each employee. The grid has several columns with headers, and the rows are separated by horizontal lines. At the bottom of the form, there are additional instructions and a section for "Comments".

## Getting Data Prepared & Ready to File

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- ✓ Count of all full and part-time employees during the specified workforce snapshot pay period selected by the employer.
- ✓ Sex and race/ethnicity of all employees.
- ✓ Job categories of all employees.
- ✓ Employer Identification Number (EIN).
- ✓ DUNS, if federal contractor.

# Section A

Establishments –  
Are you in a single location or  
multiple locations?

How many reports are you filing?

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## Section A—TYPE OF REPORT

Refer to instructions for number and types of reports to be filed.

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1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX).

(1)  Single-establishment Employer Report

Multi-establishment Employer:

(2)  Consolidated Report (Required)

(3)  Headquarters Unit Report (Required)

(4)  Individual Establishment Report (submit one for each establishment with 50 or more employees)

(5)  Special Report

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2. Total number of reports being filed by this Company (Answer on Consolidated Report only) \_\_\_\_\_

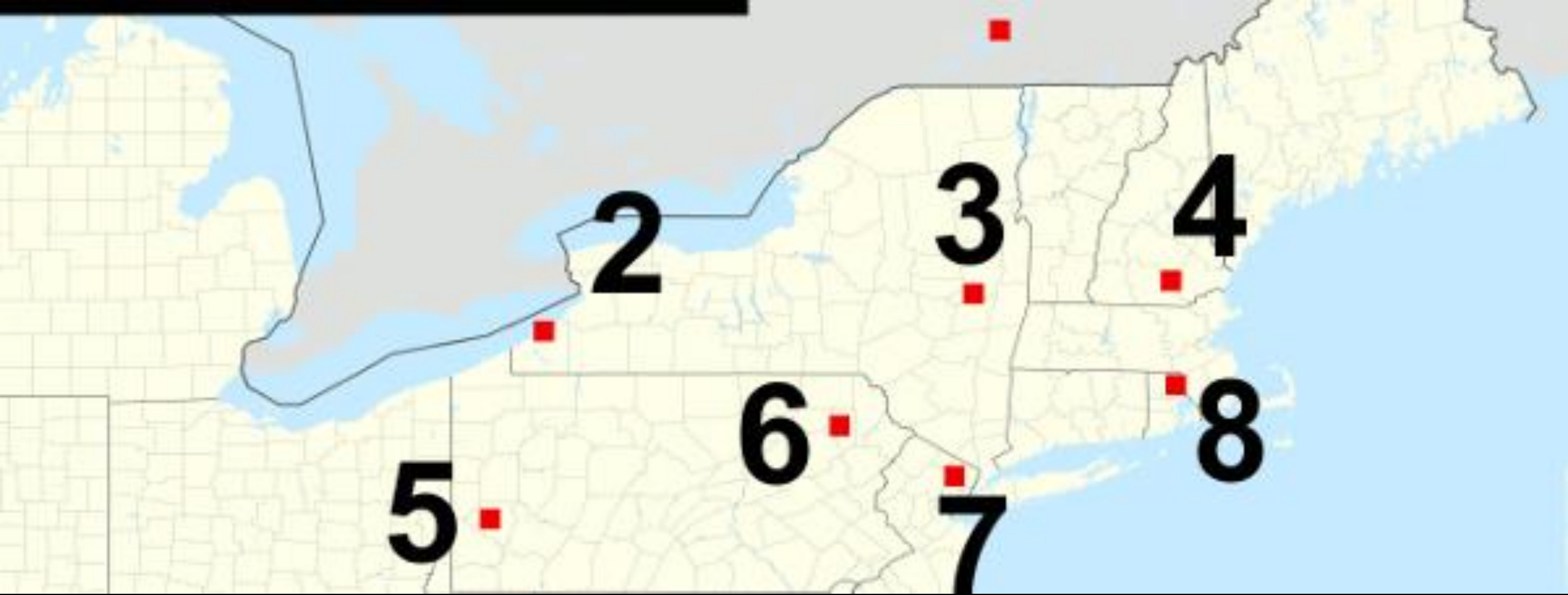
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# Single vs. Multi-Establishment Employers

- Single Establishment
  - Operate and conduct business at a single physical location
  - Required to submit one EEO-1 data report
- Multi-Establishment
  - Operate and conduct business at two or more physical addresses.
  - Required to submit multiple reports:
    1. Report for the Headquarters
    2. Report for each location with 50 or more employees
    3. Report for each location with less than 50 employees
    4. Consolidated Report that includes all employees

The EEO-1 Component 1 Online Filing System is available  
Starting April 12, 2022.





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# Poll #3

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Are you a single Establishment  
or Multi-establishment  
employer?

# Section B

Enter Company related information  
 – Names, Address, EIN, and the location this report is documenting

Section B—COMPANY IDENTIFICATION (To be answered by all employers)					OFFICE USE ONLY
1. Parent Company					
a. Name of parent company (owns or controls establishment in item 2) omit if same as label					a.
Address (Number and street)					b.
City or town	State	ZIP code			c.
2. Establishment for which this report is filed. (Omit if same as label)					d.
a. Name of establishment					d.
Address (Number and street)	City or Town	County	State	ZIP code	e.
b. Employer identification No. (IRS 9-DIGIT TAX NUMBER)					f.
c. Was an EEO-1 report filed for this establishment last year? <input type="checkbox"/> Yes <input type="checkbox"/> No					

# Section C

## Confirming Employers that are required to file

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### Section C—EMPLOYERS WHO ARE REQUIRED TO FILE *(To be answered by all employers)*

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- Yes    No   1. Does the entire company have at least 100 employees in the payroll period for which you are reporting?
- Yes    No   2. Is your company affiliated through common ownership and/or centralized management with other entities in an enterprise with a total employment of 100 or more?
- Yes    No   3. Does the company or any of its establishments (a) have 50 or more employees AND (b) is not exempt as provided by 41 CFR 60-1.5, AND either (1) is a prime government contractor or first-tier subcontractor, and has a contract, subcontract, or purchase order amounting to \$50,000 or more, or (2) serves as a depository of Government funds in any amount or is a financial institution which is an issuing and paying agent for U.S. Savings Bonds and Savings Notes?
- If the response to question C-3 is yes, please enter your Dun and Bradstreet identification number (if you have one):
- 

NOTE: If the answer is yes to questions 1, 2, or 3, complete the entire form, otherwise skip to Section G.

Job Categories	Race/Ethnicity														Total Col A - N
	Hispanic or Latino			Not-Hispanic or Latino											
	Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Executive/Senior Level Officials and Managers 1.1															
First/Mid-Level Officials and Managers 1.2															
Professionals 2															
Technicians 3															
Sales Workers 4															
Administrative Support Workers 5															
Craft Workers 6															
Operatives 7															
Laborers and Helpers 8															
Service Workers 9															
<b>TOTAL</b> 10															
<b>PREVIOUS YEAR TOTAL</b> 11															

2. Date(s) of payroll period used:

1. What is the major activity? Include the specific type of work performed.

Use this item to give any identifying pertinent information.



# Section D

insurance, etc.

tion of reporting units and other

# How Do I Capture This Information?

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## Self Identification

- Self-identification is the preferred method of identifying race and ethnic information necessary for the EEO-1 Component 1 Report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-1 Component 1 Report.
- (1) offer employees the opportunity to self-identify; (i.e. in Onboarding Survey)
- (2) provide a statement about the voluntary nature of this inquiry for employees.

## Observer Identification

- If employees decline to self-identify their race/ethnicity, employment records or observer identification may be used.
- Where records are maintained, it is recommended that they be kept separately from the employee's basic personnel file or other records available to those responsible for personnel decisions.



# Section E

## Basic description of your business

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### Section E - ESTABLISHMENT INFORMATION (Omit on the Consolidated Report.)

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1. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.)
-

# Section F

Report any major changes  
from the previous year

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## Section F - REMARKS

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Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

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# Section G

Certify that everything is true  
and accurate

## Section G - CERTIFICATION

- Check one  1 All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only.)  
 2 This report is accurate and was prepared in accordance with the instructions.

Name of Certifying Official	Title	Signature	Date
Name of person to contact regarding this report	Title	Address (Number and Street)	
City and State	Zip Code	Telephone No. (including Area Code and Extension)	Email Address

# Payroll Network and isolved Reporting options

## How do I prepare?

- Do you have an EEO Policy Statement or anti-discrimination policy posted?
- Are you using Onboarding? Employee Self Service?
- Are you in Multiple Locations and need to setup Establishments?
- What pay periods between October 1 and December 31 of the calendar year will you use for reporting?

# Payroll Network and isolved Reporting options

## How do I prepare?

- Are you using Onboarding? Employee Self Service?

**Gender Identification** (select only one):

- Female
- Male
- Non-binary
- I do not wish to disclose

**Race/Ethnic Identification** (select only one):  
[Click here for definitions of Race/Ethnicity](#)

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- Native American or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- I do not wish to disclose

You can also do  
policy  
acknowledgements  
with Employee  
Messages



# Establishments

Name	ID	Headquarters	Work Locations
ACME - Rockville, MD		Yes	Rockville, MD
ACME - Field Sales - KY		No	LOUISVILLE, KY
ACME - Field Sales - IN		No	JACKSON TOWNSHIP, IN

+ Add New  Refresh  Save  Cancel



## Establishments

\*Name: ACME - Field Sales - IN

ID:

\*Address: Jackson Township

123 Main Ave.  
Jackson Township, IN 46304

NAICS Override: 813920 - Professional Organiz

\*Major Business Activity: Field Sales - IN

First Year EEO Filed:

First Year CA EEO Filed:

Headquarters

## Work Locations

- Select All
- BARRIGADA, GU
- Batesville, IN
- Batesville, IN
- BUFFALO, NY
- CHARLOTTE AMALIE, VI
- DETROIT, MI
- FAIRVIEW PARK, OH
- GUAYNABO, PR
- JACKSON TOWNSHIP, IN
- LARCHMONT, NY
- LOUISVILLE, KY
- MOUNT WASHINGTON, KY
- Mt Airy
- MURRAY, KY
- PADUCAH, KY

## Selected Work Locations

- JACKSON TOWNSHIP, IN

# Payroll Network and isolved Reporting options

## Client Reports

Report Category:

Search:

Output Name	Report Type
EE01 Component 2 Pay Data Export	As Of Date
FF01 Component 2 Pay Data Report	As Of Date
EE01 Export	Date Range
EE01 Report	As Of Date

[Generate Report](#) [Go To My Reports Queue](#)

Once your report request has been submitted you can do any of the following: Run another report screen to perform other tasks. The report will be available in My Reports Queue for 72 hours.

### EE01 Export

Standard: This report generates a Data File 1 (csv) which can be used by single or multi-establishment employers to submit EEO data via the EEO-1 Component 1 Online Filing System.

#### Filtering

From Date:

To Date:

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

#### Options

Headquarters:



## Poll #4

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Do you include a disclaimer around EEO on your Job Postings or Job Application?

# Collecting Data

- ✓ isolved Attract and Hire
- ✓ Onboarding
- ✓ Employee Self Service
- ✓ Employee Messages

Contacts

Federal Reporting

Disability

EEO

Veteran

## Definitions of race and ethnicity

The definitions for each category have been established by the Equal Employment Opportunity Commission (EEOC.)

### Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

### White (not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Black or African American (not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

### Native Hawaiian or Pacific Islander (not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### Asian (not Hispanic or Latino)

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.

### Native American or Alaska Native (not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

### Two or More Races (not Hispanic or Latino)

All persons who identify with more than one of the above five races.

## Anti-discrimination notice

It is an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex (including pregnancy), national origin, disability, age, genetics, or veteran status.

if your employer invites

and will not use it to

discriminate against you or requires your employer

to hire you in one of the categories on (EEOC). If you



# Best Practices – Recruitment, Hiring, and Promotion

- Make sure promotion criteria are made known, and that job openings are communicated to all eligible employees.
- When using an outside agency for recruitment, make sure the agency does not search for candidates of a particular race or color. Both the employer that made the request and the employment agency that honored it would be liable.

Things to consider: do you have an EEO statement on your career page, job postings and job application

# Best Practices – Recruitment, Hiring, and Promotion

- Recruit, hire, and promote with EEO principles in mind, by implementing practices designed to widen and diversify the pool of candidates considered for employment openings, including openings in upper-level management.
- Monitor for EEO compliance by conducting self-analyses
- Analyze the duties, functions, and competencies relevant to jobs. Then create objective, job-related qualification standards related to those duties, functions, and competencies. Make sure they are consistently applied when choosing among candidates.
- Ensure selection criteria do not disproportionately exclude certain racial groups unless the criteria are valid predictors of successful job performance and meet the employer's business needs.

# Ongoing EEO Best Practices

- Ongoing training for your organization.
- Monitor compensation practices and performance appraisal systems for patterns of potential discrimination.
- Develop the potential of employees, supervisors, and managers with EEO in mind.
  - Employees of all backgrounds should have equal **access to workplace networks**.
- Protect against retaliation.

# Resources

- Handouts
- University
  - Learn & Grow
- Law(s) Summary: <https://www.eeoc.gov/statutes/laws-enforced-eeoc>
- Workplace laws not enforced by EEOC: <https://www.eeoc.gov/workplace-laws-not-enforced-eeoc>
- Uploading EEO Instructions: <https://eeocdata.org/EEO1/support/instructionbooklet>

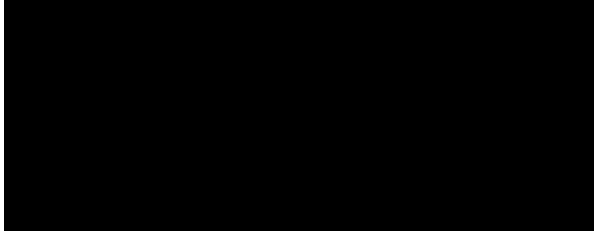
Continue to visit our website for training/blog posts/webinars, etc.

[payrollnetwork.com](http://payrollnetwork.com)

[support@payrollnetwork.com](mailto:support@payrollnetwork.com)

[hradvisor@payrollnetwork.com](mailto:hradvisor@payrollnetwork.com)





# Job Categories

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Executive/Senior  
Level Officials and  
Managers

First Level  
Officials and  
Managers

Professionals

Technicians

Sales Workers

Administrative  
Support Workers

Craft Workers  
(formerly Craft  
Workers Skilled)

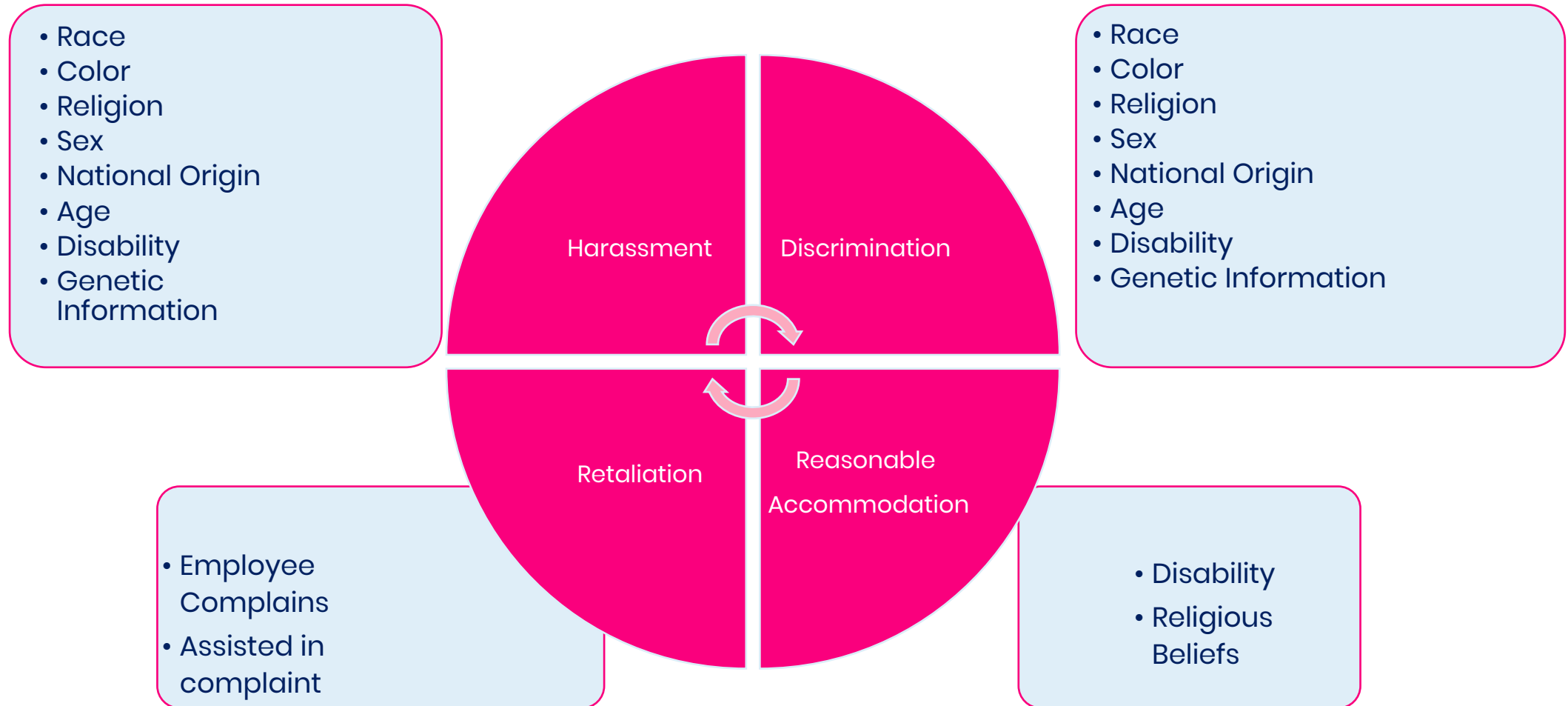
Operatives  
(formerly  
Operatives –  
semi-skilled)

Laborers and  
Helpers  
(formerly Laborers  
– unskilled)

Service Workers



# EEO Enforcement



# Discrimination by Type



- Age
- Disability
- Equal Pay/Compensation
- Genetic Information
- Harassment
- National Origin
- Pregnancy
- Race/Color
- Religion
- Retaliation
- Sex
- Sexual Harassment

# Race & Ethnicity Categories

- **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Black or African American** – A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **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.
- **Native American or Alaska Native** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- **Two or More Races** – All persons who identify with more than one of the above five races (White, Black or African American, Native Hawaiian or Pacific Islander, Asian, Native American or Alaska Native). For the purposes of this group, identifying as Hispanic or Latino and only one of the listed 5 race groups does NOT qualify.