



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

October 24, 2022

## **PERSONNEL BULLETIN NO: 19-04 (Amended)**

**SUBJECT:** Electronic Tracking and Reporting System for Employee and Labor Relations Cases

**1. Purpose.** This Personnel Bulletin (PB) updates the policy for use of an electronic tracking and reporting system for employee and labor relations (ER/LR) cases initiated and managed within the Department of the Interior (DOI). This PB incorporates Reasonable Accommodation as a new required case type and supersedes the version dated April 23, 2019.

**2. Effective Date.** This policy update is effective October 24, 2022.

### **3. Authorities.**

- A. Title 5 of the United States Code, Chapter 43 and substantially similar authorities covering employees in alternate personnel systems
- B. Title 5 of the United States Code, Chapter 75 and substantially similar authorities covering employees in alternate personnel systems
- C. Title 5 of the United States Code, Chapter 71 and substantially similar authorities covering employees in alternate personnel systems
- D. 370 DM 430, Performance Management System
- E. 370 DM 752, Discipline and Adverse Actions
- F. 370 DM 711, Labor-Management Relations
- G. 370 DM 771, Administrative Grievance Procedures
- H. PB 21-03, Processing Requests for Reasonable Accommodation for Individuals with Disabilities
- I. PB 18-01, Prevention and Elimination of Harassing Conduct

**4. Coverage.** This policy applies to all DOI Bureaus and Offices, except for the Office of the Inspector General.

**5. Policy.** The Interior – Management Accountability and Reporting Tool (I-MART) is the only authorized Department-wide electronic tracking and reporting system for ER/LR cases. I-MART is not a separate system of records, but rather an information management system used in conjunction with existing records systems established by the U.S. Office of Personnel Management and supporting file systems established within DOI. Data maintained in I-MART is confidential and subject to control under the Privacy Act. Access to I-MART will be limited to DOI staff members who have been assigned employee and/or labor relations responsibilities and those management officials with a legitimate business need to access the information.

- A. **Required Case Types.** As they are developed and made available within the system, the following case types must be recorded in I-MART:

### 1. Employee Relations:

- Discipline and Adverse Actions
- Performance-Based Actions
- Administrative Grievances
- Denials of Within-Grade Increases
- Reasonable Accommodation Requests
- Reports of Harassing Conduct
- Related Appeals and Challenges

### 2. Labor Relations

- Negotiated Grievances/Arbitrations
- Unfair Labor Practices
- Negotiations (to include Negotiability Disputes and Impasses)
- Representation Proceedings
- Statutory Requests for Information
- Related Appeals and Challenges

## **6. Responsibilities.**

### A. The Director, Office of Human Capital (OHC) is responsible for:

1. Developing and approving I-MART program policy in consultation with OHC staff and Bureau/Office Human Resources Directors.
2. Approving changes to the I-MART electronic reporting system.
3. Ensuring adequate staff and financial resources are available to support and maintain the I-MART system.
4. Providing human resources information technology support to address ongoing application functionality issues.

### B. Bureau/Office Human Resources Directors or Equivalent are responsible for:

1. Providing sufficient staff resources to ensure I-MART is administered according to Departmental policy.
2. Establishing Bureau/Office policies that address operational aspects of I-MART such as system access and data entry requirements beyond the minimum requirements covered in this PB.
3. Approving requests for user access to I-MART for their Bureau/Office ER/LR staff.
4. Recommending system changes and enhancements to the Department.
5. Assisting in evaluating the effectiveness of I-MART as a management tool.

### C. I-MART System Users are responsible for:

1. Obtaining proper authorization from their respective HR Directors or designees in order to access the system.

2. Ensuring proper day-to-day entry and maintenance of data, report preparation, and confidentiality of information contained in I-MART, consistent with the requirements set forth in this PB.

## **7. Program Administration.**

- A. **Mandatory Data Elements and Recording.** To ensure consistency in data analysis and reporting, all available data elements must be completed for each case type. Case records must be established, and data entered into the system within 14 days of establishing the case. Information must be updated in the system as the case is developed but no less than once per bi-weekly pay period and closed out in a timely manner.
- B. **Reporting Functionality.** Bureaus and Offices are authorized and encouraged to use the reporting capabilities of I-MART for internal program monitoring and assessment purposes.
- C. **System Security.** Access to I-MART will be granted on an individual employee basis as determined by the respective Bureau/Office HR Director or designee and limited to only those employees whose performance is dependent on such access. Requests for system access (including changes to or termination of access) must be submitted via the I-MART User Access Request form and approved/processed by OHC.
- D. **Program Modifications.** Modifications to I-MART programming may be authorized only by the Director, OHC. Requests for modifications must be made in writing through the Bureau/Office HR Director or equivalent to the DOI-OHC and contain both justification citing benefits to be realized by the change and a commitment to finance any programming costs as applicable.
- E. **Training.** OHC will develop resource materials for I-MART to be used by the Bureau/Office and DOI human resources system users for orientation and training purposes and to serve as job aids when entering data into the system. Supplementation of materials to address Bureau/Office policies is encouraged.
- F. **System Evaluation and Use.** Annually, the Director of OHC may conduct an I-MART program assessment which may include a survey of Bureau/Office and DOI system users, and HR Directors.

**8. Inquiries.** Any Department employee or employee representative seeking further information concerning this policy may contact their Servicing Human Resource Office (SHRO). SHROs may contact the Department's Office of Human Capital concerning questions related to this policy.

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