



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN 16-02

SUBJECT: Requirement for Establishing and Maintaining Supervisor and Employee Relationships in the Federal Personnel Payroll System

Servicing Personnel Offices in the Department of the Interior (DOI) must establish and maintain the relationship between supervisors and employees in the Federal Personnel Payroll System (FPPS), which is the system of record for DOI employee personnel and payroll information.

This requirement is driven by the need for better workforce management capability, performance management, continuity of operations, employee accountability in emergency situations, exit clearance procedures when employees leave positions, charge card approval/authorization, and improved procedures for user access review and timely account revocation in IT systems when employees leave.

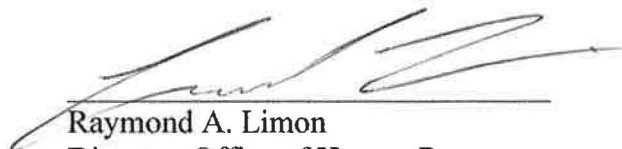
Annual audits of DOI IT systems have found material weaknesses in the utilization of management, operational and technical controls by several bureaus for the timely suspension of IT system accounts for separated employees.

To establish and maintain the supervisor/employee relationship(s) in FPPS, the Requesting Office/Servicing Personnel Office (RO/SPO) must use the SUPV (Supervisory Report) command for the organizations they service. For the relevant organizations, this report will display a table with employees in supervisory positions, who will each have a system-generated unique supervisor identifier (7 space alpha-numeric) field. This supervisor identifier is tied to a position ID. The employees in the organization to be assigned to a supervisor can then be selected, and users will be able to change, move, view history, and view data as needed.

The Interior Business Center Training Portal has web-based training for using the FPPS SUPV report available at the following link:

<https://hrdtrainingportal.ibc.doi.gov/FILES/4/SupervisoryReportLearning/SupervisoryReportLearning.swf>

DOI Servicing Personnel Offices must have all supervisor/employee relationships established in FPPS by the end of Fiscal Year 2016.



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