



Affiliate Workforce Tracking System

The IBC Affiliate Workforce Tracking System captures, manages, and tracks contract and non-contract/volunteer staff assignments, training, and system access.

Formerly known as eCStaffing, the IBC Affiliate Workforce Tracking System (AWTS) allows users to enter, track and report data on contractors and non-contract/volunteers, their PIV card information, history of assignment to contracts, history of work recorded by organization, assignment and status of training, and access to systems.

AWTS is role-based, and is primarily used by Contracting Officers and Contracting Officer's Representatives (CORs).

Why AWTS? Because AWTS...

- ▶ Addresses workforce planning, security, and auditor requirements
- ▶ Is acquisition-focused and not HR-focused
- ▶ Supports federal managers and employees with contract-related duties
- ▶ Can store vendor, contract, and affiliate data
- ▶ Is readily searchable
- ▶ Supports reporting requirements
- ▶ Can serve as a system of record

SYSTEM FEATURES & FUNCTIONALITY

Login & User Roles

- ▶ Single Sign-on Login
- ▶ Administrative Maintenance
- ▶ COR
- ▶ Contract Officer
- ▶ Invitation Management
- ▶ Program Manager
- ▶ Reports
- ▶ Security Admin
- ▶ Template Library

Online Form Completion

- ▶ System Access
- ▶ Fair Credit Reporting Release
- ▶ Standard & Agency Specific Forms
- ▶ Personnel Security Package Cover Sheet
- ▶ OF-306

Tracking & Notifications

- ▶ Modification information tracked for Vendor, Contract and Affiliate records
- ▶ Generate ad hoc emails

User Experience

- ▶ Create and store templates
- ▶ Upload related documents to Vendor, Contract & Affiliate records
- ▶ Reassign multiple affiliates to a different COR
- ▶ Terminate multiple assignments

Reports

- ▶ Affiliate Accession
- ▶ Affiliate Assignment
- ▶ Affiliate Assignment Terminations
- ▶ Affiliate Contacts
- ▶ Affiliate Systems
- ▶ Affiliate Terminations
- ▶ Affiliate Without Contacts
- ▶ COR Report
- ▶ Duty Location

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Drug-Free Workplace Program Support

IBC provides Drug-Free Workplace Program support for customers to comply with Executive Order 12564, Public Law 100-71 and the Omnibus Transportation Testing Act of 1991.

WHAT WE OFFER

- ▶ Specimen Collection (pre-employment, random, reasonable suspicion/cause, post-accident, return to duty, follow-up collections) nationwide and internationally
- ▶ Laboratory Analysis of specimens
- ▶ Medical Review Officer/Drug Test results
- ▶ Centralized web based database system to schedule and track tests

OUR SERVICES

- ▶ Access drug and alcohol specimen collection, lab, and medical review officer vendor contracts IBC has awarded
- ▶ Utilize random testing methodology for random testing selection
- ▶ Provide onsite collection services nationwide
- ▶ Assist with gathering data and resolve contract related service disputes
- ▶ Assist with program implementation
- ▶ Provide in-person or remote training or briefings on the Drug-Free Workplace program
- ▶ Provide access to the Main Interior Building collection site (in Washington, D.C.) to customer's donors without the need of an appointment
- ▶ Pay vendor invoices
- ▶ Execute random testing on behalf of customer
- ▶ Execute applicant/pre-employment testing on behalf of customer

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FedTalent

FedTalent is a talent management system that integrates learning management and performance management.

With a single system, FedTalent users create integrated electronic learning and performance records, including individual development plans and employee performance appraisals. These records can be customized for each customer agency's specific approved forms.

Reporting capabilities enable agency management to make data-driven decisions.

Data flow between learning and performance management within FedTalent enables agencies to manage employee development and performance in a consistent manner.



Data flow between IBC's Federal Personnel and Payroll System (FPPS) and FedTalent improves data integrity by reducing manual entry.

Planned integration with OPM's Electronic Official Personnel Folder (eOPF) system will eliminate the administrative burden of retaining paper forms and scanning paper documents.

EMPLOYEE EXPERIENCE

- ▶ Logging into and navigating FedTalent
- ▶ Finding courses for learning and training
- ▶ Launching online training courses
- ▶ Viewing required learning (certificates)
- ▶ Requesting external training (SF-182)
- ▶ Viewing performance plans

SUPERVISOR EXPERIENCE

- ▶ Using dashboard reporting
- ▶ Approving external training requests
- ▶ Performing annual performance evaluations
- ▶ Integration with OPM's eOPF

SECURITY ACCREDITATION

- ▶ Federal Information Security Management Act (FISMA) Compliance
- ▶ National Institute of Standards and Technology (NIST) Compliance

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Human Resources Services

IBC provides federal agencies high quality, cost-effective, and streamlined HR services in an all-inclusive model. We currently provide HR services to 15 federal organizations from our locations in Denver, Colorado, and Washington, D.C.

WHAT WE OFFER

- ▶ Exceptional customer service
- ▶ HR Professionals partnering with you in support of your mission
- ▶ Direct access to knowledgeable and experienced HR Professionals
- ▶ 24/7 self-help portal
- ▶ Clean audits
- ▶ Quarterly metrics in all HR areas
- ▶ Customer visits
- ▶ Collaborative team environment

OUR SERVICES

Talent Acquisition

- ▶ Direct consultation with Hiring Managers to ensure timely hiring and quality applicant pools
- ▶ Direct access to HR professionals for applicant questions
- ▶ Entry on Duty System to track the status of new hires and complete new hire forms electronically
- ▶ Standard / Shared Job Analysis Library

Position Classification

- ▶ Direct consultation on position and organization structure
- ▶ Accurate and defensible position descriptions
- ▶ Standard / Shared Position Description Library

Employee Relations

- ▶ Direct consultation and support with supervisors following federal regulations and agency policies on:
 - Performance Management
 - Leave Programs
 - Reasonable Accommodation
- ▶ Collaborative and proactive approach on employee disciplinary and adverse actions

System Administration

- ▶ Enhanced system security and data integrity
- ▶ Streamlined business processes and system integration
- ▶ Efficient troubleshooting and resolution for all HR Systems

Labor Relations

- ▶ Expertise in Collective Bargaining negotiations and implementations
- ▶ Collaborative and ongoing relationships with Union Officials

Federal Benefits

- ▶ Direct consultation and support with employees on:
 - retirement estimates
 - benefits counseling (FEGLI, TSP, FEHB)
 - military leave
 - leave transfer programs
 - workers compensation
- ▶ Resolution of complex benefit/retirement issues
- ▶ Employee Express System for Employees to make online benefits and payroll changes



Personnel Security and Credentialing Services

IBC implements and manages Personnel Security and Personal Identity Verification (PIV) card programs services.

OUR SERVICES

PRE-EMPLOYMENT PROCESSING

Processing federal and contractor applicants for employment with or in support of the federal government. Pre-employment processing is a security based risk decision that allows the applicant to commence work before the required background investigation is completed or accepted through reciprocity. Pre-employment checks normally include a review of the credit report, criminal background fingerprint check, completed security questionnaire and forms.

CREDENTIALING

Processing and management of PIV credentials in accordance with FIPS PUB 201-2 to enhance security, reduce identify fraud and protect personal privacy by establishing a mandatory, governmentwide standard for secure and reliable forms of identification issued by the federal government. PIV credentials have certificates and key pairs, pin numbers, biometrics such as fingerprints and photos along with other unique identifiers to allow for multi-factor authentication for computer networks, software applications and facilities.

SUITABILITY/FITNESS ADJUDICATIONS

Initiation, analysis and adjudication of background investigations in order to make suitability/fitness determinations for continued employment with or in support of the federal government. Suitability/fitness adjudications address the level of character and conduct determined necessary for an individual to perform work for or in support of the federal government.

SECURITY ADJUDICATIONS

Initiation, analysis and adjudication of background investigations in order to make security determinations for the granting of national security clearances in support of the federal government. Security adjudications ensure only personnel whose personal and professional history affirmatively indicates loyalty to the United States, strength of character, trustworthiness, honesty, reliability, discretion, and sound judgment, as well as freedom from conflicting allegiances and potential for coercion, and willingness and ability to abide by regulations governing the use, handling, and protection of classified information.

REINVESTIGATIONS

Initiation, analysis and adjudication of reinvestigations in order to make suitability/fitness and security determinations for continued employment with or in support of the federal government.

SECURITY CLEARANCE PROCESSING

Security clearance determinations to grant, deny, suspend or revoke national security clearances. Initial and reoccurring Security Awareness Training. Continuous evaluation of clearance holders on an annual basis. Processing special access requests to include Sensitive Compartmented Information Access.

SPECIAL PROJECTS

Personnel Security support and consultation services to assist federal agencies in any aspect of the Personnel Security program.

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Workforce Transformation and Tracking System Entrance on Duty System (WTTS/EODS)

IBC provides comprehensive integrated HR products through its Human Resources Management Suite to facilitate seamless integration between systems and to track employment life cycle.

WTTS/EODS provides centralized and standardized automated business capabilities for the on-boarding process of new and transferring employees.

Along with FPPS, these systems provide seamless integration, eliminating data redundancy and increasing efficiencies in personnel processing.

WORKFORCE TRANSFORMATION AND TRACKING SYSTEM

WTTS allows supervisors or HR staff to create and track vacancies in advance of creation of SF-52 actions.

- ▶ Monitors hiring activity from end-to-end
- ▶ Assists in planning, reporting, and tracking of activities for prospective and actual hires
- ▶ Reviews and approves hiring documents and forms online
- ▶ Integrated with automated staffing systems
Transmits directly to FPPS new hire information from completed hiring documents and forms

- ▶ Shares new hire information in a timely manner with other organizational components including Datamart, which facilitates an agency's responding requirements
- ▶ Improves the overall quality of information captured in real time as the same data captured at the point of entry is shared and reused by other systems

ENTRANCE ON DUTY SYSTEM

Through EODS, HR staff can assign forms for completion by a new hire, track progress and approve forms online.

- ▶ Provides secure system access for new hires to complete on-line forms
- ▶ Pre-populates forms with information captured by automated recruitment during the selection process
- ▶ Feeds information to OPM's Electronic Official Personnel Folder eOPF

- ▶ Submits completed forms automatically to the HR Office
- ▶ Supports Paperwork Reduction Act and sustainability efforts

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