

Integrated Mission Systems

Federal Hearings

Release Memo

November 23, 2009

New Statute

- A new statute will be added to the IMS applications, Genetic Information Nondiscrimination Act (GINA). The bases for this Statute are Genetic Information Discrimination and Retaliation. The GINA Issues include the standard issues available under Title VII, as well as two issues previously only available under ADA – Breach of Confidentiality and Prohibited Medical Inquiry/Exam. See *Figure 1*.

Motions Tab

- The 'Requesting Party' drop-down in the Motions tab has been updated to include the value of 'Joint Motion' as one of the selections. See *Figure 2*.

Agency Tab

- The address lines on the Agency tab no longer force the street name to be capitalized. The address is saved as typed in by the user. See *Figure 3*.

Benefits Tab

- "Union Membership" and "Punitive Damages" benefits have been removed from the Benefits tab for all new complaints. For cases that have not awarded these benefits, the choice should not be visible. These benefits will be visible for older cases that have awarded them. The benefit "Restored Pay" has been changed to "Back Pay & Front Pay" as a cosmetic change only. New monetary benefits, "Leave",

"Overtime", and "Awards", have been added to the Benefits tab. New non-monetary checkboxes, "Priority Consideration", "Detail", "Transfer/Reassignment", and "Proposed RMO Discipline", have been added to the Benefits tab as well. See *Figure 4*.

New Complaint

- The Agency address lines on the New Complaint screen no longer force the street name to be capitalized. The address is saved as typed in by the user. See *Figure 4*.
- A checkbox signifying HECAPS has been added to the New Complaint screen. See *Figure 5*.

Find Complaint

- On the Search tab the pre-repositioning offices have been removed from the "Docketing Office" and the "Accountable Office".
- The Results tab now has a "Print" button to allow the user to produce a printout of the results. See *Figure 6*.

Add Modify Actions

- The Federal Hearings action Y1, No Jurisdiction Closure, has had the "Reason Code" attribute modified so that the following selections have been removed:
 - No employer/employee relationship
 - Number of employees insufficient
 - Prior state ct
 - Private membership club.Added as a selection for the Y1's

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"Reason Code" attribute is 'Federal Court Proceedings'. *See Figure 7.*

- The Federal Hearings Y2, CP Withdrawal - No Benefits, now has an attribute, "Reason Code" added to it. The selections are as follows:
 - Withdrawal of Hearing Request,
 - Withdrawal of Complaint,
 - Individual Complaint Subsumed in Class. *See Figure 8.*
- Federal Hearings action N4, Hearing Decision - Record, has been added as a possible prerequisite for M6, Hearing Discrimination Finding. *See Figure 9.*
- The Agency Number field length has been increased to hold a value of 40 characters on the Open Claims screen. *See Figure 10.*

Information Tab

- A checkbox signifying HECAPS has been added to the information tab. *See Figure 11.*

Action Tab

- When deleting a closure action in Federal Hearings the Delete Closure Action screen opens with attribute fields for the user to enter closure information. The value "Supervisory AJ Decision" has been added as a selection from the attribute "Reopen Authority" drop-down. *See Figure 12.*

Reports

- The Federal Hearings reports that reference allegation information have been modified to include information regarding GINA if required.
- The age band columns in the Resolutions Age Band report have been altered. There is now a column for 90-180 days and another for 181-269 days.
- The Pending Inventory report now includes a column for "Location" (L2 Action - Hearing Scheduled). Please note that it is no longer mandatory to enter the "Scheduled Date" for this action, so this is now a more useful scheduling tool.

Additional Addresses

- The address lines in the Additional Address module no longer force the street name to be capitalized. The address is saved as typed in by the user. *See Figure 13.*

Form Letters

- The Federal Hearings application has a new form letter, Notice of Transfer. The Form Letter Facility will assume the current accountable office to be the "transfer to" office. The "transfer from" office is determined by looking the last "A1" action. There are LOV buttons on the Form Letter Facility screen that allow the user to select the correct staff. *See Figure 14.*
- The names of the Agency Heads now appear on the Form Letter Facility when generating a form letter within the Federal Hearings application. *See Figure 14.*

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Case Age Calculation

- The age calculation for a case is now standard throughout the Federal Hearings application. This is now calculated as (Today - File Receipt

Date), unless if the File Receipt Date has not been updated. In that case, the calculation is (Today - Hearing Request Received Date).

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

Complaint Information - (v 4.0.0)

Complaint Processing Workload Management Reports

Workload

Complaint Nbr. 490-2009-00203X Find Clear Complainant Ladd, Laurie L.
Agency Tennessee Valley Authority

Information Complainant Agency 1614 Notes (1) Claims (1) Actions (2) Benefits Additional Addresses (2) Motions

Motion Type	Received Date	Req. Party	Party Due Date	Party Resp. Date	Age	Order Due Date	Order Issue Date

Add Delete

Motion Detail

Motion Type* Agency Complainant Joint Motion

Requesting Party*

Received Date* Party Resp. Due Date Party Response Date

Order Due Date Order Issue Date

Note

Apply Cancel

Exit

Motion Type Record: 1/1 <OSC>

Figure # 2

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

ORACLE

Complaint Information - (V 4.0.0)

Complaint Processing Workload Management Reports

Workload

Complaint Nbr. 570-2009-00687X Find Clear

Complainant Alston, Remedios

Agency Defense Logistics Agency

Information Complainant Agency 1614 Notes Claims (12) Actions (2) Benefits (1) Additional Addresses Motions

Find Complaint

New Complaint

Forms / Letters

Complaint Detail

Exit

Agency Name* Defense Logistics Agency

Agency Site Fort Belvoir, VA

Address Line1 bldg 89

Address Line2 suite 212

City Ft. Belvoir

State Virginia Zip Code 22541

Country

Phone Extension

Fax

Email Address

Search Agency Add Apply

Print Forms & Letters

Record: 1/1

Figure #3

Integrated Mission Systems Federal Hearings Release Memo November 23, 2009

Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

ORACLE

Complaint Information - (V 4.0.0)

Complaint Processing Workload Management Reports

Workload

Complaint Nbr. 420-2009-00211X Find Clear Complainant Tate, Myrtle Agency Veterans Affairs, Department of

Information Complainant Agency 1614 Notes Claims (2) Actions (2) Benefits Additional Addresses Motions

Find Complaint

New Complaint

Forms / Letters

Complaint Detail

Exit

Benefit Group

Benefit Group	Number Person Benefited

Add Group Delete Group

Benefit Detail

Attorney's Fees	<input type="text"/>	<input type="checkbox"/> Detail
Awards	<input type="text"/>	<input type="checkbox"/> EEO Notices
Back Pay & Front Pay	<input type="text"/>	<input type="checkbox"/> Job Referral
Compensatory Damages	<input type="text"/>	<input type="checkbox"/> Other Non-Monetary Benefit
Fringe Benefits	<input type="text"/>	<input type="checkbox"/> Policy Change
Leave	<input type="text"/>	<input type="checkbox"/> Priority Consideration
New Hire	<input type="text"/>	<input type="checkbox"/> Proposed RMO Discipline
Overtime	<input type="text"/>	<input type="checkbox"/> Reasonable Accommodation
Other Monetary (Actual)	<input type="text"/>	<input type="checkbox"/> Religious Accommodation
Other Monetary (Projected)	<input type="text"/>	<input type="checkbox"/> Seniority
Promotion	<input type="text"/>	<input type="checkbox"/> Training/Apprenticeship
Reinstatement/Recall	<input type="text"/>	<input type="checkbox"/> Transfer/Reassignment
Total	<input type="text"/>	<input type="checkbox"/> Workplace Practice / Policy Change

Apply Cancel

Add Group Record: 1/1 <OSC>

Figure #4

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window ORACLE

New Complaint - (V 4.0.0)

Complaint Information

 **Docketing Office*** Memphis District Office **Case Number** 490-2010-00009X
Docketing Staff / Unit* Ward, Joan M. **Agency Number** **Stage** **HECAPS**

Hearing Request Rcvd Date* 11/20/2009

Complainant

Name Prefix Name Suffix
First Name Marie Middle Initial
Last Name* Medina
Address Line1 765 Oceanview Court
Address Line2
City Altair
State Texas Zip Code 77412
Country United States Of America
Email Address
Home Phone
Work Phone Extension
Cell Phone
Fax
Date of Birth
Sex
Ethnicity/Race/National Origin

Agency

Keep Agency
Quick Code
Agency Name* Appalachian Regional Commission
Agency Site
Address Line1 6756 oakridge circle
Address Line2 bldg 77
City Memphis
State Tennessee Zip Code
Country United States Of America
Phone Extension
Fax
Email Address

Other Actions

Add Note 0 Records **Add Address** 0 Records **Add Claim** 0 Records

Apply Next Done Cancel

Address Line One
Record: 1/1

Figure #5

Integrated Mission Systems Federal Hearings Release Memo November 23, 2009

Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

Federal Complaint Search - (V 4.0.0)

Complaint Processing Workload Management

Workload

Federal Complaint Search Search Results

Search Criteria

Complaint Number

Department

Agency Name

Complainant Last Name

Complainant First Name

Complainant Zip Code

Include Deleted Complaints

Status

All Open Closed

Accountable Office

Administrative Judge

Statute Title VII

Stage

Track

From: To:

Hearing Rcvd Date 01/20/2009

District Date

Charge Age

Days Until Motion Due

Clear All List Complaints

Complaint Number

Record: 1/1

Figure #6

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

ORACLE

Add/Modify Action - (V 4.0.0)

Complaint Number 410-2009-00195X
Complainant Boatswain, Cheryl R.
Agency Army, Department of the

Action

Action Group* Administrative Closures
Action Description* Y1 - No Jurisdiction
Action Date* [dropdown]
Reporting Office Atlanta District Office
Function Hearings
Unit 1

Comment

Attribute

Title	Reason Code

CP Failed To State Claim
CP Not Covered
CP's Claim Untimely
Federal Court Proceedings
Uncategorized Reason

Apply Next Done Cancel

Title
Record: 1/1

Figure #7

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IMS Utilities Help Window

ORACLE

Add/Modify Action - (V 4.0.0)

Complaint Number 410-2009-00195X
Complainant Boatswain, Cheryl R.
Agency Army, Department of the

Action

Action Group* Administrative Closures
Action Description* Y2 - CP Withdrawal - No Ben. Serial Number
Action Date* [Calendar Icon] Function Hearings
Reporting Office Atlanta District Office Unit 1
Comment

Attribute

Title
Individual Complaint Subsumed in Class
Withdrawal of Complaint
Withdrawal of Hearing Request
Reason Code

Apply Next Done Cancel

Title
Record: 1/1

Figure # 8

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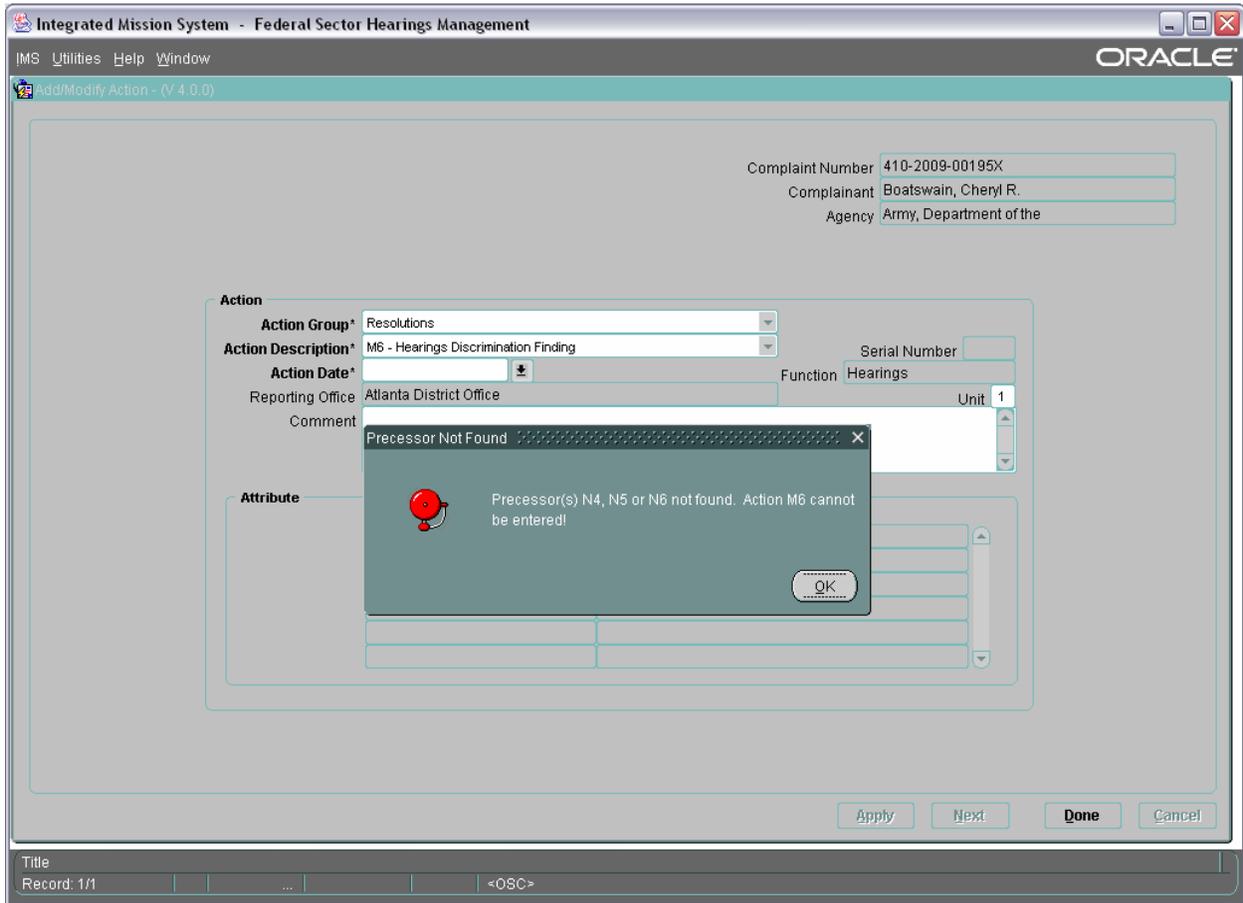


Figure #9

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window ORACLE

Complaint Information - (V 4.0.0)

Complaint Processing Workload Management Reports

Workload

Complaint Nbr. 410-2009-00195X Find Clear Complainant Boatwain, Cheryl R.
 Agency Army, Department of the

Information Complainant Agency 1614 Notes Claims (1) Actions (3) Benefits Additional Addresses Motions

Find Complaint

Status Open Stage
 Track
 HECAPS

Hearings Request* 03/16/2009
 File Request Date 03/16/2009
 File Due Date 04/05/2009
 File Received Date 03/19/2009

This Office Date 03/19/2009
 District Date 03/19/2009
 Assignment Date 03/19/2009
 Last Action / Date N5 11/20/2009
 Closure Action / Date

Docketing Staff Shepard, Constance L.
 Docketing Office / Unit Atlanta District Office 1
 Agency Number ARSTEWART08AUG3204
 Accountable Office Atlanta District Office
 Administrative Judge Davi, Philip

Action History L1,L2,N5
 DMS Items

Process Instruction
 Class Merits Class Procedural Individual
 OFO Remand Apply

Add Claim Add 1614 Add Action Add Additional Address

Exit

HECAPS Case Record: 1/1 <OSC>

Figure #11

Integrated Mission Systems Federal Hearings Release Memo November 23, 2009

Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

ORACLE

Delete Closure Actions - (V 4.0.0)

Complaint Number: 570-2009-00687X
Complainant: Alston, Remedios
Agency: Defense Logistics Agency

Case / Action Information

Action Date: 27-SEP-2009
Serial Number: 3
Action Description: M2 - Settlement With Benefits

Reopen Date:
Reopen Reason: Supervisory AJ Decision
Reopen Authority:

Commissioner Decision
District Director Decision
OFO Decision
Supervisory AJ Decision

OK Cancel

Enter the Reopen Date for this Case
Record: 1/1 ... <OSC>

Figure #12

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Integrated Mission System - Federal Sector Hearings Management

IMS Utilities Help Window

ORACLE

Add / Modify Additional Address - (V 4.0.0)

Complaint Number: 490-2009-00203X
Complainant: Ladd, Laurie L.
Agency: Tennessee Valley Authority

Additional Address

Relationship*: Agency Representative

Prefix: Mr.

Last Name*: Horace
First Name: Manny
Middle / Init:
Suffix:
Organization:
Address Line1: 890 greenleaf Dr.
Address Line2: Suite 89
City: Altair State: Texas Zip Code: 77412
Country: United States Of America
Email:
Phone: Extension:
Cell:
Fax:

Apply Next Done Cancel

Record: 1/1 ... <OSC>

Figure #13

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The screenshot displays the 'Integrated Mission System - Federal Sector Hearings Management' application window. The interface includes a menu bar (IMS Utilities Help Window), a toolbar (Forms / Letters - (V 4.0.0)), and a main content area. The 'Forms / Letters' section on the left has a dropdown menu set to 'Notice of Transfer'. The main form contains the following fields and sections:

- Complaint No.:** 490-2009-00079X (with Find and Clear buttons)
- Complainant:** Graves, Kenna R.
- Agency:** Agriculture, Department of
- Notice of Transfer Section:**
 - Agency Head*:** The Honorable Michael O Johanns (Name*) / HOA (Title*)
 - Mailed / Faxed By*:** Joan M. Ward (Name*) / IT Specialist (Title*)
 - Sending Office:** Memphis District Office
 - Sending AJ*:** Shirley A Richardson / Administrative Judge
 - Receiving Office:** Miami District Office
 - Receiving AJ*:** Richard O Brooks / Administrative Judge
 - Phone*:** (886) 876-0987
 - Facsimile*:** (887) 985-1882
- Certificate of Service Section:** Radio buttons for First Class Mail, Electronic Mail, and Facsimile.

Navigation buttons include 'Complaint Detail', 'Done', and 'OK'. The status bar at the bottom shows 'Mailed / Faxed By Name' and 'Record: 1/1'.

Figure #14