

**USE OF THE AUTOMATED LABOR AND EMPLOYEE RELATIONS TRACKER  
(ALERT-HR)**

1. **PURPOSE:** The purpose of this notice is to amend Department of Veterans Affairs (VA) Handbook 5021, Employee/Management Relations; VA Handbook 5023, Labor-Management Relations; and VA Handbook 5027, Senior Executive Service, to require certain data related to corrective actions and labor relations activities to be recorded in the Automated Labor and Employee Relations Tracker (ALERT-HR).
2. **POLICY:** ALERT-HR is established as the human resources information technology system used Department-wide to collect, monitor and report data related to labor and employee relations matters. The mandatory use of ALERT-HR addresses the reporting requirements in law and regulation; specifically, reporting related to VA Accountability and Whistleblower Protection Act of 2017 (P.L. 115-41).
  - a. To achieve the strategic management of human capital in accordance with Part 250 of title 5, Code of Federal Regulations (C.F.R.), VA's Chief Human Capital Officer (CHCO) determined that ALERT-HR will be used by all Administrations and Staff Offices with labor and employee relations duties and responsibilities for case management of all corrective actions, for tracking grievances, appeals and settlement agreements resulting from these actions, and for activities such as grievances, arbitrations and unfair labor practices. Effective immediately, all human capital offices performing labor and employee relations functions will use ALERT-HR to process and/or track the following actions:
    - (1) Written counselings,
    - (2) Admonishments,
    - (3) Reprimands,
    - (4) Suspensions,
    - (5) Demotions,
    - (6) Reductions in grade or pay,
    - (7) Transfers,
    - (8) Removals,
    - (9) Terminations (for other than expiration of appointments),
    - (10) Removal from supervision during supervisory probationary period,
    - (11) Opportunities to improve performance,

- (12) Administrative and negotiated grievances,
- (13) Appeals (e.g., Merit Systems Protection Board, Disciplinary Appeals Board),
- (14) Settlement agreements (in connection with corrective actions), and
- (15) Arbitrations, Demands to Bargain, Unfair labor practices and any other labor relations related action.

b. Additionally, in accordance with VA Notice 22-01, cases created due to non-compliance with mandatory COVID-19 vaccination requirements must be specifically identified in ALERT-HR. The case must be identified using the "Non-compliance with COVID-19 Vaccination Requirement" check box. Once a case is identified using the check box on the ALERT-HR Intake page, it must be further described by selecting one of the two options on the ALERT-HR Employee Information page under "reason for Consultation" as either "VHA Healthcare Provider (HCP)" or "All Other VA employees, including VHA non-HCP." The option to further describe as "VHA Healthcare provider" will only be available to Veterans Health Administration users. Changes to the specific steps to fulfill this tracking and reporting requirement may be published through ALERT-HR Bulletins.

- 3. **RESPONSIBLE OFFICES:** ALERT-HR system operations, Office of the Chief Human Capital Officer, Center for Enterprise Human Resources Information Services.
- 4. **RELATED HANDBOOKS:** VA Handbook 5021, Employee Relations and Performance Management Service; VA Handbook 5023, Labor Management Relations; VA Handbook 5027, Corporate Senior Executive Management Office.
- 5. **RESCISSION:** This notice will be rescinded and guidance incorporated into the appropriate directive/handbook no later than one year after the date of publication.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY OF  
VETERANS AFFAIRS:**

/s/  
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