UNDER SECRETARY OF DEFENSE
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PERSONNEL AND
READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Injury Compensation Automated Data System

The Secretary of Defense has directed the Department of Defense to reduce work related injuries by 50 percent. Our program management efforts require full and effective use of the Department's related automated data systems. These systems are of particular importance to our civilian injury compensation program, which has a significant affect on operational readiness. To ensure the success of these efforts, your support of the following policies is necessary.

The standard enterprise-wide civilian HR system for injury compensation program management is the Defense Injury and Unemployment Compensation System (DIUCS2000). This system encompasses three web-based applications that are enhancements that will be integrated into the Defense Civilian Personnel Data System. These applications are: a) the DoD Injury and Unemployment Compensation (ICUC) tracking system that provides access to detailed information about individual workers' compensation claims; b) the Defense Portal and Analysis Center (DefPAC) that supplies aggregate, corporate-level data relating to workers' compensation case management; and c) the Electronic Data Interchange (EDI), which enables DoD Components to file workers' compensation claims electronically with the Department of Labor.

We must maintain appropriate safeguards for the protection of sensitive medical, personnel and payroll data. To ensure that these measures are taken, any plans to incorporate workers' compensation data elements into new or existing automated reporting systems must be approved in advance by my designated representatives in the Civilian Personnel Management Service. In addition, it is essential that we use standard processes and procedures to streamline operations and ensure data integrity.

As a result, it is critical that the EDI program implemented by DoD and the U.S. Department of Labor (DOL) in June 2002 be used to report and manage compensation claims. This program offers important advantages over paper processing of workers' compensation claims. Defense activities using EDI have experienced a significant reduction in the time associated with preparation, transmittal, and initial processing of

DOL claims. The program also enhances the integrity of workers' compensation claim data, a feature that will improve the Components' ability to manage their Injury Compensation, Safety and Occupational Health programs.

At present, one-third of DoD civilian workers' compensation claims are filed electronically. To ensure that the benefits of this system are realized throughout the Department, DoD Civilian Personnel Human Resources Offices are directed to utilize EDI when filing claims for injuries and occupational illnesses under the Federal Employees' Compensation Act (FECA). This directive applies only to the process by which FECA claims are transmitted from DoD Components to the Department of Labor. While it does not affect an employee's right to file a claim in any manner consistent with section 8121 of FECA, installation Injury Compensation Program Administrators must enter all claim data into the EDI program for transmittal. DoD Components should continue to encourage employees to use the automated system to avoid this additional step.

Questions concerning implementation and operation of the injury compensation data systems should be directed to Mr. John Wyatt, Civilian Personnel Management Service, at (703) 696-1985, or DSN 426-1985.

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