

Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2015-0004
Schedule Status	Approved
Agency or Establishment	Office of the Secretary of Defense
Record Group / Scheduling Group	Records of the Office of the Secretary of Defense
Records Schedule applies to	Major Subdivision
Major Subdivision	THE UNDER SECRETARY FOR PERSONNEL AND READINESS (USD P&R)
Minor Subdivision	DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY, DIRECTOR, HUMAN RESOURCES OPERATIONAL PROGRAMS AND ADVISORY SERVICES (HROPS), DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE (DCPAS), INJURY COMPENSATION & UNEMPLOYMENT COMPENSATION BRANCH (ICUC)
Schedule Subject	INJURY AND UNEMPLOYMENT COMPENSATION RECORDS
Internal agency concurrences will be provided	No
Background Information	Records documenting the DoD civilian injury and unemployment compensation programs in accordance with the Federal Employees' Compensation Act (FECA), 5 USC 8101et seq. FECA provides federal employees injured in the performance of duty with workers' compensation benefits, which include wage-loss benefits for total or partial disability, monetary benefits for permanent loss of use of a schedule member, medical benefits, and vocational rehabilitation. This Act also provides survivor benefits to eligible dependents if the injury causes the employee's death. In subchapter I of chapter 85, United States Code 5 U.S.C. 8501-8508, provides for a permanent program of unemployment compensation for unemployed Federal civilian employees. Each agency shall forward to the United States Department of Labor a copy of each judicial or administrative decision ruling on an individual's entitlement to payment of UCFE or to credit for a waiting period. On request, a State agency shall forward a copy of any determination or redetermination ruling on an individual's entitlement to UCFE or waiting period credit.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2015-0004

Sequence Number	
1	Pipeline Program Case Files Disposition Authority Number: DAA-0330-2015-0004-0001
2	Department of Labor (DOL) Unemployment Compensation Invoices Disposition Authority Number: DAA-0330-2015-0004-0002
3	State Detailed Unemployment Compensation Invoices Disposition Authority Number: DAA-0330-2015-0004-0003
4	Unidentified Unemployment Compensation Claims Disposition Authority Number: DAA-0330-2015-0004-0004

Records Schedule Items

Sequence Number	
1	<p>Pipeline Program Case Files</p> <p>Disposition Authority Number DAA-0330-2015-0004-0001</p> <p>The Pipeline Program is a DoD wide program designed to return employees currently out on workers compensation back to work in new positions with new or current agencies that align with their work-related injuries and illnesses. Pipeline Program case files include but are not limited to agreements (between employee and DoD Component), information datasheets that include basic information on the employee, i.e. current pay, proposed pay, PII on employee, insurance and alternate work schedules.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Close all case files annually, upon repayment or discharge of debt</p> <p>Retention Period Destroy 5 year(s) after cases are closed</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>Department of Labor (DOL) Unemployment Compensation Invoices</p> <p>Disposition Authority Number DAA-0330-2015-0004-0002</p> <p>Records documenting unemployment compensation paid by DOL to the States for former DoD employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSD, Joint Staff and Defense Agencies and Field Activities). Records include but are not limited to electronic copies and hard copy billing statements issued by DOL quarterly to DoD containing a break out of compensation paid to the States by DOL.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>
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3	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
	Cutoff Instruction	Close all case files annually, upon reconciliation of charges,
	Retention Period	Destroy 5 year(s) after cases are closed
Additional Information		
	GAO Approval	Not Required
State Detailed Unemployment Compensation Invoices		
	Disposition Authority Number	DAA-0330-2015-0004-0003
Records documenting unemployment compensation paid by DOL to the States for former DoD employees employed by the Department of Navy (DON) and Departments of Army and Air Force (including National Guard) and the 4th Estate (OSD, Joint Staff and Defense Agencies and Field Activities). Records (hardcopy and electronic) include but are not limited to detailed list of compensation made to individuals identified as former federal employees; containing PII associated with individuals such as full name, address, SSN, dates of employment and compensation paid benefit amounts and number of weeks benefits can be paid.		
4	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?		
	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?		
	No	
Disposition Instruction		
	Cutoff Instruction	Close all case files annually, on expiration of eligibility,
	Retention Period	Destroy 5 year(s) after expiration
Additional Information		
	GAO Approval	Not Required
Unidentified Unemployment Compensation Claims		
	Disposition Authority Number	DAA-0330-2015-0004-0004

Compensation claims submitted by the States to DoD for unemployment compensation paid by the States and Territories (including Puerto Rico and the US Virgin Islands) that were misidentified as former federal employees. Records include PII associated with individuals such as full name, address, SSN, dates of employment, DoD Component/Agency and compensation paid, dates of employment and compensation paid benefit amounts and number of weeks benefits can be paid.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Close all case files annually, upon repayment or discharge of debt.
Retention Period	Destroy 5 year(s) after closure
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/02/2014	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
05/12/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
05/14/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/14/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/18/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist