



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

September 8, 1993

PERSONNEL MANAGEMENT LETTER NO. 93-15 (810)

SUBJECT: Department's Workers' Compensation Program - Required  
Bureau Reports

The Office of the Inspector General recently audited the Department's Workers' Compensation Program. As a result of the recommendations made from the audit, this office has agreed to establish positive requirements for carrying out several areas of the Workers' Compensation Program. These include the following areas:

1. Light Duty.
  - A Bureaus are required to identify specific positions that can be utilized or modified to allow employees recovering from job related injuries to return to light duty.
  - B In a quarterly report, bureaus are required to identify the number of employees placed or not placed (justification required) in light duty positions.
2. Return to Work Programs.
  - A Bureaus are required to reemphasize the importance of returning injured employees to duty as well as the possibility of retraining employees for other positions
  - B. Bureaus are also required to include information on the light duty report concerning employees returned to work and enrolled in retraining programs.
3. Verification of Chargeback Reports.
  - A. Bureaus are required to verify the accuracy of claimants listed on the Department of Labor's quarterly chargeback report. Verification will require the signature of the bureau personnel officer. Because of the lag time in receiving quarterly reports from the Department of Labor, verification will be for the chargeback report of the previous quarter.

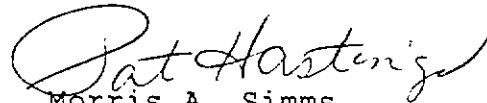
The functions described above will be added to the Injury Compensation chapter, 370 DM 810, when it is revised in the near future.

INQUIRIES: Division of Employee Relations, Mail Stop 5203

The first of the quarterly reports on light duty and employees returning to work will be due in this office on October 15, 1993. Bureaus will indicate the following data in their reports covering the previous 3-month period:

1. Number of employees placed in light duty positions.
2. Number of employees considered for light duty positions but not placed. A supplementary justification for these non-placements should be added to the bureau report.
3. The number of employees returned to work (not light duty positions).
4. The number of employees enrolled in retraining programs.

Subsequent reports will be due on April 15th, July 15th, October 15th, and January 15th of each year. Please indicate on your bureau report the contact person and telephone number in your bureau personnel office in the event we have any questions.



Morris A. Simms  
Director of Personnel