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1. Purpose and Scope. Part 1 of the Coal Mine (BLBA) Procedure Manual provides guidelines designed to standardize procedures within the Division of Coal Mine Workers' Compensation (DCMWC) that relate to record keeping and management of case files pertaining to implementing Title IV of the Federal Mine Safety and Health Act of 1977 and the Federal Coal Mine Health and Safety Act of 1969, as amended, known by the shorter title of the Black Lung Benefits Act (BLBA). Part 1 contains procedures for both manual and automated management of claims associated with mail processing, claim file creation, maintenance, transfer, records disposal and release of information under the Freedom of Information and Privacy Acts.

2. Authority and Responsibility. The District Directors and National Office Branch Chiefs, in order to maximize use of staff resources within their jurisdictions, may augment generalized procedures to achieve Program objectives.

3. Case Management (ADP). BLBA PM 1-200 describes the methods of case management utilized by DOL/DCMWC in its administration of the Black Lung Benefits Act.

The primary method of case management is through the use of the Automated Support Package (ASP) which consists of several subsystems that support day to day operations.

4. Mail. Procedures for receiving, recording, sorting and distributing mail within the respective DCMWC offices are contained in BLBA PM 1-300.

5. Creating Claim Records. Procedures that are outlined in BLBA PM 1-301 include instructions for screening claim applications to ascertain status of claim filings and establishing records for new and refiled claims in the Claimant and Payment Subsystem (CAPS).

6. File Maintenance. BLBA PM 1-400 outlines the procedures to utilize in locating, filing, repairing and reconstructing claim files within all DCMWC's Offices.

7. Transfer of Files. Procedures to use when transferring claim files from one location to another are outlined in BLBA PM 1-401.

8. Record Disposal. Procedures as designated by OWCP's Records Disposal Schedule for program records and GSA's General Schedules for administrative records are outlined in BLBA PM 1-402. Additionally, this chapter outlines authority for records retention and disposition.

9. Procedures for Processing FOIA and Privacy Act requests for information are outlined in BLBA PM 1-500.