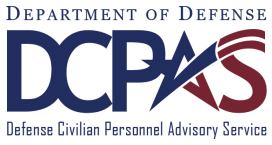
REQUEST FOR ICUC SYSTEMS ACCESS



☐ Account Reinstatement ☐ New User Request

Check all that apply

☐ DIUCS Analytics (formerly DefPAC)
☐ DOL Agency Query System (OWCP maintained)
☐ LMS - Distance Learning Access
☐ DIUCS Injury/EDI Access Only
☐ DIUCS Unemployment Access Only
☐ DIUCS Injury/EDI/Unemployment Access

USER INFORMATION (* denotes required field)

Last, First, Middle*

SSN Last Four* Position Title*

Comm. Phone* DSN

Individual email* EDI email

AGENCY INFORMATION

(Agency CPO/CSU may be found in the first two digits of your position number.)

Component* Agency CPO or CSU*

ICPA Office Name and Mailing Address *

For Unemployment Only - Agency POI or SON (may be f ound in block 48 on Form SF50)

For Injury Compensation Only - Enter all assigned DOL Chargeback Codes (4 digit numeric)

For Injury Compensation Only - Enter all assigned DOL CPO Codes (2 character Alpha)

To digitally sign, click in the appropriate field

Do not use with digital signature

Requestor Signature Date

Approving Official Date

DoD Liaison Signature Date

Submit to Liaison Reset Form Print Form

INSTRUCTIONS FOR FILLING OUT ACCESS REQUEST FORM

This form is used to request access to the following systems:

- Defense Injury and Unemployment Compensation System (DIUCS)
- Defense Portal and Analysis Center (DefPAC)
- DoL Agency Query System (AQS)

The user will select whether this request is for a new user or a reinstatement by selecting either the **Account Reinstatement** or the **New User Request** box at the top of the form.

NEW USER REQUEST

A new user request is used for an individual who has never had access to the above systems before and requires access to perform the duties of their current position. An existing user that moves to another agency but still requires access to the above systems in their new position is required to fill out a new user request. The user should then fill out the required information on the form, sign and forward the form to their DoD Liaison. This can be accomplished either electronically or via hard copy.

ACCOUNT REINSTATEMENT

A reinstatement request is used for an individual who has access to the above systems but has had their account deleted due to inactivity. The user will check the box of the system for which they are requesting reinstatement and provide the required information. The user should then sign and forward the form to their DoD Liaison. This can be accomplished either electronically or via hard copy.

USER AND AGENCY INFORMATION

The individual will then fill out their User and Agency Information. Required fields are annotated with and asterisk (*).

SIGNING THE FORM

The form can be electronically signed by clicking in the signature section. The completed form can then be saved to the user's computer. The form can also be attached to an email as well.