MOD USE OF ADMINISTRATIVE SOURCES FOR STATISTICAL PURPOSES

Background

1. Official statistics published by the Ministry of Defence (MOD) are based on two main sources – data gathered from statistical surveys, and data extracted from its own and from other organisations' administrative or management systems.

2. By using data which is already available within administrative or management systems, rather than collecting data afresh, the MOD is able to limit the overall burden placed on data providers, and also avoid the costs of mounting dedicated data collection exercises. In addition, the information extracted from such systems often has the advantage of being more timely than statistical data derived from surveys and it can also deliver data with a greater breadth of coverage than surveys.

3. The UK Statistics Authority actively encourages public bodies to exploit administrative and management sources for statistical purposes. However the Authority recognises that the statistical advantages of such arrangements can only be fully realised if statisticians have appropriate access to such systems; if statistical purposes are reflected in the design, management, and development of such systems; and if adequate safeguards are put in place to ensure the professional integrity of any official statistics derived from them.

4. The Authority's main requirements are set out in the third Protocol attached to their *Code of Practice for Official Statistics*. Amongst other things, this Protocol requires all producers of official statistics to publish, in consultation with the National Statistician, a 'Statement of Administrative Sources' which lists:

   - the administrative systems they currently use to produce official statistics;

   - information about other administrative sources that are not currently used for statistical purposes but which have the potential to be so used;.

   - the arrangements they have put in place to provide statistical staff with appropriate access to such sources; to take account of changes to such systems; to audit the quality of the administrative data used for statistical purposes; and to ensure the security of the resultant statistical processes.

5. This MOD 'Statement of Administrative Sources' document has been produced by Defence Analytical Services and Advice (DASA), who publish the majority of MOD official statistics. The MOD has thousands of administrative data sources, ranging from computer systems holding millions of records to small spreadsheet systems in use by only a few individuals. This statement focuses on those administrative data sources used by DASA to produce official statistics on defence. It also lists other major MOD data sources with potential to be used for statistical purposes.

STATEMENT OF ADMINISTRATIVE SOURCES

The following tables describe the administrative/management sources which the MOD currently uses to produce official statistics, or which have the potential to be so used, differentiating between:

- those sources which are owned and managed by the MOD;
- those administered or managed by other organisations.

DASA are the part of the MOD responsible for production of most MOD official statistics publications.

1.   Statistical usage of the MOD's administrative or management sources

1.1   Joint Personnel Administration (JPA)

Name/Title	Joint Personnel Administration (JPA)
Administrative Purpose	Armed Forces personnel management
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using JPA data are: National Statistics UK Armed Forces Monthly Manpower Statistics UK Armed Forces Quarterly Manpower Statistics UK Armed Forces Annual Manpower Statistics UK Reserves and Cadet Strengths (TSP7) UK Defence Statistics Other Official Statistics UK Regular Armed Forces and Civilian Personnel - Quarterly Location Statistics Armed Forces personnel data published on DASA's Build Your Own Table tool. JPA data are also used by some of DASA's other official statistics – for example many of DASA's health statistics use Armed Forces strength data from JPA as a denominator when calculating rates. JPA data are also used by DASA when running surveys of the Armed Forces, such as the Armed Forces Continuous Attitude Survey (AFCAS).

Non-statistical publication	Data on JPA that are covered in DASA's official statistics will not be placed in the public domain until the official statistics are published. However there is also information on JPA that is not covered by official statistics publications (such as Armed Forces pay information and deployment information), and this information may be used to answer Parliamentary Questions or Freedom of Information Act requests, or be referenced in non-statistical MOD publications and reports.
Statistical access	DASA receive monthly snapshot extracts of JPA data in "csv" format. These extracts are run on the 6th of each month, and contain data as at the first of each month. The extracts are not a compete copy of all the information on JPA, but just contain data required by DASA to produce official statistics and support to internal MOD customers. DASA process the JPA data extracts and put them into an internal DASA SQL database where the data can be accessed and queried by DASA staff.
Data collection	The information on JPA is first collected when people join the Armed Forces. Some fields are mandatory; some are left for individuals to populate their own information. Most fields are populated by selecting values from lists. Information is updated throughout an individual's service career. Some of the information held on JPA is obtained through links with other MOD systems, such as the Training Administration and Financial Management System (TAFMIS).
Quality audit arrangements	Local users and administrators of JPA are responsible for ensuring the quality of the data they put onto the system. Various processes exist at local and business area level for auditing data quality. DASA routinely assess the quality of the data in their monthly extract and feed back corrections to the data owners.
Change procedures	As JPA is a live system, changes and updates to data are ongoing. DASA take monthly snapshots of JPA data which are used for production of MOD official statistics, and can be replicated thereafter. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics. Additionally, DASA have initiated a major review of all historic JPA data and aim to revise provisional data (if necessary) during the course of 2011.
Security of statistical processes	DASA's monthly extracts of JPA data are provided to DASA via restricted MOD networks. The DASA database of JPA data is held on a restricted server and access is password protected. All DASA staff sign a confidentiality declaration before being given access to the data.

1.2   Human Resource Management System (HRMS)

Name/Title	Human Resource Management System (HRMS)
Administrative Purpose	Civilian personnel manpower reporting and analysis.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using HRMS data are: National Statistics Quarterly Civilian Personnel Report UK Defence Statistics Other Official Statistics Civilian data published on DASA's Build Your Own Table tool
Non-statistical publication	Management information reports are produced from HRMS for internal MOD use. DASA produce some statistical reports for internal MOD customers which are not published as official statistics. A number of data sets are produced to Office of National Statistics (ONS) specifications and submitted to the ONS on a quarterly or annual basis. Information from HRMS is also used to answer Parliamentary Questions (PQ's), Freedom of Information Act (FOI) requests, and ad hoc queries. Elements of HRMS data are also used to compile staff surveys on behalf of the MOD.
Statistical access	DASA receive monthly snapshot extracts of HRMS data from the MOD's Defence Business Services (DBS), containing data as at the first of the month. The extracts are not a complete copy of all the information on HRMS, but just contain the data required by DASA to produce official statistics and support the requirement to produce data for internal MOD customers. DASA process the HRMS data extract and transfer it to an internal DASA database where the data can be accessed and queried by DASA staff. Sickness absence extracts are separate and not held on the DASA database. DASA sometimes get special abstracts for particular analyses - for example MOD Executive Officer grade equivalent assessment centre data.
Data collection	The information on HRMS is first collected when people join the Department. Some fields are mandatory; some are left for individuals to populate their own information. Most fields (including all those used for statistical purposes) are populated by selecting values from lists. Information is updated throughout an individual's career.

Quality audit arrangements	Local users and administrators of HRMS are responsible for ensuring the quality of the data they put onto the system. Various processes exist at local and business area level for auditing data quality. DASA perform initial data reviews for data consistency, and routinely assess the quality of the data in their monthly extract and feed back corrections to the data owners.
Change procedures	HRMS is a live system, changes and updates to data are ongoing. DASA take monthly snapshots of HRMS data which are used for production of MOD official statistics, and can be replicated thereafter. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics.
Security of statistical processes	DASA's monthly extracts of HRMS data are provided to DASA via restricted MOD networks. The DASA database of HRMS data is held on a restricted server and access is password protected, and is held on a server system accredited by the Defence Security Standards Organisation, and protected by a firewall. All DASA staff sign a confidentiality declaration before being given access to the data.

1.3   Purchase to Pay (PtP)

Name/Title	Purchase to Pay (PtP)
Administrative Purpose	MOD contracts payments information
Geospatial Coverage	UK
Data Coverage	The dataset covers most payments made to industry and commerce by MOD, totalling some £24.2Bn in 2010/11 (approx two thirds of total MOD expenditure). Payments not included are those which may have been made: (a) on behalf of other Government Departments, (b) by the MOD's Trading Funds and Executive Non Departmental Public Bodies (which lie outside the MOD's accounting boundary), (c) locally by the Department, (d) through third parties such as prime contractors or other Government Departments (e) in relation to collaborative projects where the payments are made through international procurement agencies or overseas Governments. Furthermore, VAT complicates any analysis of the coverage of the database and full data are not available on every contract entry.
Statistical publication	The official statistics publications produced by DASA using PtP data are: UK Defence Statistics - various tables in Chapter 1 (Finance) – Tables 1.11, 1.12, 1.13, 1.14, 1.17 and 1.17a, some of which are National Statistics and some official statistics.
Non-statistical publication	Data on PtP that is covered in DASA's official statistics will not be placed in the public domain until the official statistics are published. However, there is also information on PtP that is not covered by official statistics publications. This information is used to answer Parliamentary Questions and Freedom of Information Act requests and is referenced in non-statistical MOD publications and reports. DASA also use the data to undertake analysis for inclusion in a number of internal Management Information reports including a Quarterly Contracts Statistics Brief and Quarterly Economic Perspective. DASA also use the data for internal analyses to support MOD policy (e.g. Defence Industrial and Technology White Paper, SDSR and Yellow Book Review of non-competitive contracts).

Statistical access	DASA receive monthly updates of PtP data via a web portal. The exact content, format and structure of the extract has been predetermined by DASA and DFM FMIS. These updates are run overnight. At the end of each financial year a complete extract of financial year data are supplied to DASA who then upload the data into an SQL legacy database accessible via another web portal where the data can be accessed together with other historical data. These historical data are presented in the same format as the current financial year's data and provide a consistent source of historical MOD expenditure and contract information
Data collection	The information captured on PtP is initially supplied on the DEFFORM 57, which is the detailed statistics input form produced when most contracts are established. The DEFFORM 57 has been revised several times over the last ten years, most recently in June 2011. DASA are part of a review panel for the DEFFORM through the Commercial Data Management Working Group (CDMWG). Data are managed by DFM FMIS and collated by the Defence Business Services (DBS). The DEFFORM 57 has recently become a document that can only be completed online through the Defence electronic Procurement Services (DePS) web portal. Most fields are populated in response to multiple tick box questions or using selection lists. Full guidance on completion of the DEFFORM 57 is available on the Commercial Toolkit.
Quality audit arrangements	Commercial staff are responsible for ensuring the quality of the data they put on to the system, but are not always aware of the importance of completing the DEFFORM 57 since much of it does not impact on their business directly. DASA routinely assess the quality of the data (for a small selection of fields which are used in our statistics production) on a regular basis and either feed back corrections to Commercial Officers who should then raise a change request or update a Lookup table in PtP to correct the incorrectly coded information. The change to an online only system has stopped some obvious input errors, such as mandatory fields being left blank. There is a mandatory requirement on Commercial Officers to complete an amendment form when contract details change.
Change procedures	As PtP is a live system, changes and updates to data are ongoing. DASA can view monthly snapshots of PtP data which are used for production of MOD official statistics and can be replicated thereafter. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics.
Security of statistical processes	DASA's monthly extracts of PtP data are provided via restricted MOD networks and can only be accessed by authorised MOD DII accounts.

1.4   Consolidated Set of Books (CSOB)

Name/Title	Consolidated Set of Books (CSOB)
Administrative Purpose	Provides MOD aggregate accounting data at RAC, TLB and Management Group Level. CSOB provides aggregate MOD expenditure data reported against the MOD Chart of Accounts. These data mirror that published in the *MOD Departmental Resource Accounts*
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced using CSOB data are: National Statistics UK Defence Statistics Chapter 1 (Finance) – various tables (some of which are National Statistics and some official statistics). ONS Annual Abstract. Defence Inflation Estimates.
Non-statistical publication	Data are published in the *MOD Departmental Resource Accounts.* Management information reports are produced from the CSOB data for internal MOD use. DASA produce some statistical reports for internal MOD customers which are not published as official statistics. CSOB data are also used to answer Parliamentary Questions and Freedom of Information Act requests, and to provide lower level detail to the resource accounting and budgeting tables in the UK Defence Statistics publication.
Statistical access	Access to CSOB data is provided to DASA annually in an Excel spreadsheet.
Data collection	End of financial year data is collected by FMIS and adjusted by the MOD Corporate Financial Accounting Team (CFAT) where it can be queried using IBM Cognos software. The data is collected as matter of routine, throughout the year, when processing transactions. Whenever MOD makes a transaction the person or system which makes the transaction must fill in certain information such as TLB or RAC. FMIS hold a record of all transactions and Defence Resources/CFAT query this record of transactions to produce the accounts. Off-line adjustments made in time to be incorporated into the Departmental Report and Accounts, published in July, are not usually updated on the website until a later date after CFAT go back to the TLBs and ask them to post adjustment journals onto the FMIS system (although sometimes certain adjustments aren't posted to the system.) DASA capture CSOB data in October after final accounting adjustments have been made. Data are then loaded into a excel mapping file which enables interrogation and extraction at RAC, TLB and MG providing direct mapping to the tables in *UK Defence Statistics*.

Quality audit arrangements	Defence Resources make adjustments to CSOB data to produce the Departmental Resource Accounts in July. Most of these adjustments then get updated into the CSoB database by October. However, there remain some offline adjustments that are supplied to DASA from CFAT directly which are never incorporated into the online data at resource accounting code level. The key point to make on quality is that National Audit Office go through the accounts and make sure what's reported in them is an accurate reflection of MOD finances and DASA ensures that the data extracted matches to the Departmental Resource Accounts.
Change procedures	Data are extracted once, annually, and are final. Offline accounting adjustments are provided by the CFAT team to ensure that figures match those published in the UK Defence Statistics publication.
Security of statistical processes	Data are held on a restricted server and access is password protected.

1.5   Search and Rescue Database

Name/Title	DASA Search and Rescue (SAR) Database
Administrative Purpose	Data source for the generation of National Statistics and management reports on military search and rescue for sources internal and external to the Ministry of Defence (MOD).
Geospatial Coverage	UK, Cyprus, Falklands
Data Coverage	All UK Search and Rescue Military Callouts from 01/01/1983 to present day. UK units in foreign locations are also included (Cyprus, Falklands and others)
Statistical publication	The National Statistics publications produced by DASA using the SAR database are: National Statistics Military SAR National Statistics Monthly Report Military SAR National Statistics Quarterly Report Military SAR National Statistics Annual Report UK Defence Statistics Chapter 5
Non-statistical publication	The SAR database is also used for management information purposes; monthly Civil Air and Medtransfer reports are provided to internal MOD customers, and other information is provided on request. DASA also provide data extracts to multiple sources (including the RNLI). Information from the SAR database may also be used to answer Parliamentary Questions or Freedom of Information Act requests. Data on the SAR database that are covered in DASA's National Statistics will not be placed in the public domain until the National Statistics are published.
Statistical access	DASA receive weekly downloads of data from the RAF Aeronautical Rescue Co-ordination Centre (ARCC) database in Microsoft Access format. These extracts are received on specific dates every month and contain information on individual callouts as well as incident data. DASA validate the data extracts and confirm corrections with the ARCC. Once validated the data are then available for publication.
Data collection	Flights submit callout reports referred to as "Form R's" after the completion of a callout. These are assigned a Form R number and an incident number by ARCC and linked to an incident record created by the ARCC.
Quality audit arrangements	DASA check and validate all incoming records and query any abnormalities or inconsistencies with the data. ARCC Kinloss will the respond to these queries and once resolved the data are accepted for publication.

Change procedures	The ARCC database is not a "live" system – however occasionally amendments can be made to the data retrospectively. If this is the case ARCC will inform DASA, and the data may be revised/corrected. A more common problem is the non-delivery of Overseas Form R's – in this case the data are corrected and relevant revisions made.
Security of statistical processes	DASA's weekly downloads are received via a restricted MOD email account. The SAR database is held on a restricted server with access only provided to individuals within the DASA branch responsible for the data. All DASA staff sign a confidentiality declaration before being given access to the data.

1.6　Compensation and Pension System (CAPS)

Name/Title	Compensation and Pension System (CAPS).
Administrative Purpose	Armed Forces compensation and pension management system.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using CAPS data are: Official Statistics Armed Forces Compensation Scheme Biannual Statistics. Three tables in the Health chapter of the UK Defence Statistics publication. Other Reports Location of Armed forces Pensions and Compensation Recipients.
Non-statistical publication	CAPS is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses sometimes use data from CAPS that are not published in the official statistics.
Statistical access	DASA receive monthly extracts of 10 tables from CAPS in .txt file format. DASA use MySQL to read in the text files and query the information.
Data collection	Compensation information is collected when someone makes a claim under the Armed Forces Compensation Scheme (AFCS). Fields are left for administrators to populate. Pension information is recorded when someone becomes eligible for a pension. Some information held on CAPS is obtained through links to other MOD systems, such as the Joint Personnel Administration system (JPA).
Quality audit arrangements	Administrators of CAPS are responsible for ensuring the quality of the data put onto the system. DASA routinely assess the quality of the data in their monthly extracts and feedback corrections to the data owners.
Change procedures	As CAPS is a live system, changes and updates to data are ongoing. DASA take monthly snapshots of CAPS data which are used for production of MOD official statistics. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics.
Security of statistical processes	DASA's monthly extracts of CAPS data are provided to DASA via restricted MOD networks. The DASA database of CAPS data is held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.7   War Pensions Computer System (WPCS)

Name/Title	War Pensions Computer System (WPCS).
Administrative Purpose	Armed Forces war pension management system.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using WPCS data are: National Statistics War Pensions Annual Statistics. 1 table in Chapter 3 of the UK Defence Statistics publication Official Statistics War Pensions data published on DASA's Build Your Own Table tool Other Reports Location of Armed Forces Pension and Compensation Recipients.
Non-statistical publication	WPCS is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses sometimes use data from WPCS that are not published in the official statistics. WPCS data are also used to produce an annual internal report for the Deputy Chief of Defence Staff (Personnel) (DCDS (Pers)) and the Service Personnel and Veterans Agency (SPVA).
Statistical access	DASA receive quarterly extracts of WPCS. DASA use MySQL to process the data and query the information.
Data collection	War pension information is collected when someone makes a claim under the War Pension Scheme (WPS). Fields are left for administrators to populate.
Quality audit arrangements	Administrators of WPCS are responsible for ensuring the quality of the data put onto the system. DASA routinely assess the quality of the data in their quarterly extract and feed back corrections to the data owners.
Change procedures	If DASA identify minor discontinuities in the data these are corrected prior to publication of official statistics.
Security of statistical processes	DASA receive quarterly WPCS extracts via restricted MOD networks. The DASA database of WPCS is held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.8   Incident Recording Information System (IRIS)

Name/Title	Incident Recording Information System (IRIS).
Administrative Purpose	For recording and monitoring all MOD safety related incidents and all common law claims.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using IRIS data are: <u>Official Statistics</u> Health and safety incidents among MOD personnel annual report. Health and Safety tables in the Health chapter of the UK Defence Statistics publication.
Non-statistical publication	IRIS is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information.
Statistical access	DASA take monthly extracts from IRIS. These are kept in Excel format and are used for auditing purposes.
Data collection	Records are entered via the notification cells and Safety, Health and Environment Forum (SHEF) advisors.
Quality audit arrangements	IRIS is audited by DASA on a daily basis and any anomalies in the data are reported to the notification cells for amending. MOD Front Line Commands are responsible for the quality of the data.
Change procedures	As IRIS is a live system, changes and updates to data are ongoing. DASA take monthly snapshots of IRIS data which are used for production of MOD official statistics. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics.
Security of statistical processes	Access to IRIS is provided via the Defence Intranet and is controlled by username and password. DASA's monthly extracts are held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.9 Army Incident Notification Cell (AINC)

Name/Title	Army Incident Notification Cell (AINC).
Administrative Purpose	For recording and monitoring all safety related incidents and all common law claims for the Army.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using AINC data are: Official Statistics Health and safety incidents among MOD personnel annual report. Health and Safety tables in the Health chapter of the UK Defence Statistics publication.
Non-statistical publication	AINC is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information.
Statistical access	DASA take weekly extracts from AINC. These are taken using Oracle Discoverer and kept in Excel format. This is used for auditing purposes.
Data collection	Records are entered by AINC staff at Netheravon.
Quality audit arrangements	AINC is audited by DASA on a weekly basis and any anomalies in the data are reported to the notification cells for amending. All records are reported by email, letter or phone.
Change procedures	As AINC is a live system, changes and updates to data are ongoing. DASA take weekly snapshots of AINC data which are used for production of MOD official statistics. DASA routinely identify minor discontinuities in the data and correct these prior to publication of official statistics.
Security of statistical processes	Access to AINC is controlled by multiple passwords and usernames, and DASA's extracts are held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.10   Defence Patient Tracking System (DPTS)

Name/Title	Defence Patient Tracking System (DPTS).
Administrative Purpose	Tracking Service personnel through the secondary and tertiary healthcare systems to ensure timely treatment.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using DPTS data are: Official Statistics Monthly Iraq and Afghanistan UK Patient Treatment Statistics: Royal Centre for Defence Medicine (RCDM) and Defence Medical Rehabilitation Centre (DMRC).
Non-statistical publication	Data on the DPTS that is covered in DASA's official statistics will not be placed in the public domain until the official statistics are published. However there is also information on DPTS that is not covered by official statistics publications (monthly Regional Rehabilitation Unit (RRU) referrals and monthly DMRC referrals), and this information may be used to answer Parliamentary Questions or Freedom of Information Act requests, or be referenced in non-statistical MOD publications and reports.
Statistical access	DASA has live access to the DPTS. DASA can extract anonymised downloads at any time for analysis in Microsoft Access.
Data collection	Information is entered at each secondary and tertiary care location. Some fields are mandatory, some are free text, and some are drop-down boxes.
Quality audit arrangements	Local users are responsible for ensuring the quality of data entered. The tracking cell at DMRC assists with chasing up delays on the system. DASA conduct validation of the data with other DASA data sources prior to producing statistics.
Change procedures	DPTS is a live system and changes are ongoing. DASA initially publish provisional figures in official statistics and update accordingly.
Security of statistical processes	The DPTS can be accessed via a restricted server. Access is password protected. All DASA staff sign a confidentiality declaration before being given access to the data.

1.11   Defence Medical Information Capability Programme (DMICP)

Name/Title	Defence Medical Information Capability Programme (DMICP).
Administrative Purpose	An electronic patient record for primary health care (PHC) purposes. Some secondary health care information (such as rehabilitation) is also entered.
Geospatial Coverage	UK
Statistical publication	DASA are currently developing a report using the new Joint Medical Employment Standards (JMES) to present medical reasons for personnel who are Medically Limited and Medically Non Deployable.
Non-statistical publication	DMICP is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information on Medically Limited and Medically Non Deployable personnel.
Statistical access	DMICP is only accessible from computers on the MOD DII(F) system. DASA have Query User, Report Author and Power User licenses to gain access to the information held within the pseudo-anonymised data warehouse.
Data collection	Data are entered by clinicians and local admin staff when patients attend any appointments at DMICP enabled facilities.
Quality audit arrangements	No report can be used until it is 'validated'. The validation process involves comparing the results of data warehouse reports against searches at individual units.
Change procedures	Patient records are continuously being updated with new information, but the data warehouse is only refreshed three times per week. Updates to the design of the data warehouse are continuing to be rolled out and are released once the update has passed the Logica testing process. Logica inform DASA of changes to the data warehouse via the Reporting sub working group.
Security of statistical processes	DMICP is only accessible from computers on the MOD DII(F) system. All data remain within the MOD Restricted Local Area Network Interconnection. No patient identifiable information is available within the data warehouse. If DASA wish to link data from DMICP to other data sources then de-encryption of a personal identifier can be undertaken and the appropriate anonymised personal identifier allocated to the record. All DASA staff sign a confidentiality declaration before being given access to the data.

1.12   Joint Theatre and Trauma Register (JTTR)

Name/Title	Joint Theatre and Trauma Register (JTTR).
Administrative Purpose	Joint theatre and trauma register for UK Armed Forces Service personnel.
Geospatial Coverage	UK.
Statistical publication	The official statistics publications produced by DASA using JTTR data are: Official Statistics Op TELIC and Op HERRICK Quarterly Amputation Statistics. Tracking Op HERRICK (Afghanistan) VSI/SI operational casualties.
Non-statistical publication	JTTR is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information.
Statistical access	DASA has live access to the JTTR. DASA can extract anonymised data downloads at any time for analysis in Microsoft Access and Excel
Data collection	Data are collected in theatre when injuries occur. The information is sent to ADMEM who record it onto the JTTR.
Quality audit arrangements	Administrators of JTTR are responsible for ensuring the quality of the data input onto the system. DASA check the quality of data against a number of other MOD data sources including JPA, DPTS, Complex Trauma Database (CTDB) and prosthetics.
Change procedures	JTTR is a live system and changes are ongoing. DASA publish provisional figures initially in official statistics and update the information accordingly as required.
Security of statistical processes	The JTTR can be accessed via a restricted server with password protected access. All DASA staff sign a confidentiality declaration before being given access to the data.

1.13 Initial Notification of Casualties (NOTICAS)

Name/Title	Initial Notification Of Casualties (NOTICAS).
Administrative Purpose	Reporting of Casualties and Deaths within the UK Armed Forces and UK Civilians, anywhere in the world.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using NOTICAS data are: National Statistics Mortality Data: Deaths in the UK Armed Forces Suicide and Open Verdict Deaths in the UK Armed Forces Various tables in the Health chapter of the UK Defence Statistics publication Official Statistics Monthly Casualty statistics
Non-statistical publication	NOTICAS is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses can include information from NOTICAS that is not included in the monthly statistics.
Statistical access	The NOTICAS data are sent weekly to DASA in Excel spreadsheets listing the casualties for the previous week. This data are then imported into the Defence Health Database (DHD) to which only specific users have access.
Data collection	The data are compiled by the data suppliers at Joint Casualty and Compassionate Centre (JCCC) on a daily basis. This is then sent to DASA on a weekly basis.
Quality audit arrangements	JCCC are responsible for ensuring the quality of data supplied to DASA. DASA do however cross match NOTICAS data for UK Military only to other data sources from theatre to make sure there are no discrepancies. In the event of any discrepancies JCCC are notified and changes are made. DASA also use the Joint Personnel Administration system to get further clarification on casualty information.
Change procedures	Any changes that are made are done so weekly prior to release of the monthly statistics. There is a 3 month 'provisional data' window where changes can be made before the statistics are finalised.
Security of statistical processes	The NOTICAS data are sent from JCCC to DASA on a restricted network. The data are then held on a restricted database and server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.14   J97/EpiNATO Returns

Name/Title	J97 EpiNato returns.
Administrative Purpose	Reporting of UK Military and UK Civilian Casualties who attend a UK Field Hospital in theatre.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using J97/EpiNATO returns data are: Official Statistics Monthly Casualty statistics
Non-statistical publication	J97/EpiNATO data are used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses may include information that is not included in the monthly statistics.
Statistical access	J97/EpiNato data are sent fortnightly to DASA in Excel spreadsheets. DASA then import the data into the Defence Health Database (DHD) to which only specific users have access.
Data collection	The data are compiled in theatre by medical technicians and then sent to Permanent Joint Headquarters (PJHQ) on a fortnightly basis. PJHQ then send the data to DASA on a fortnightly basis for the previous 2 weeks admissions.
Quality audit arrangements	PJHQ are responsible for ensuring the quality of data supplied to DASA. DASA do however cross match J97 EpiNato data for UK Military only to other data sources from theatre to make sure there are no discrepancies. In the event of any discrepancies PJHQ are notified and changes are made.
Change procedures	Any changes that are made are done so weekly prior to release of the monthly statistics. There is a 3 month 'provisional data' window where changes can be made before the statistics are finalised.
Security of statistical processes	The data are held by DASA on a restricted database and server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.15   Aeromedical Evacuations and Compassionate Cell (AECC)

Name/Title	Aeromedical Evacuations and Compassionate Cell (AECC).
Administrative Purpose	To record all Aeromedical Evacuations from theatre for UK Military and UK Civilians.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using AECC data are: Official Statistics Monthly Casualty statistics
Non-statistical publication	AECC data are used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses may include information that is not included in the monthly statistics. AECC data are also used to produce internal monthly updates to the Chief of Defence Staff (CDS) on the number of Aeromedical Evacuations by Service.
Statistical access	The AECC data are sent to DASA fortnightly in Excel spreadsheets listing the Aeromedical Evacuations for the previous 2 weeks. This is then imported into the Defence Health Database to which only specific users have access.
Data collection	The data are compiled by the data suppliers at RAF Brize Norton on a daily basis.
Quality audit arrangements	RAF Brize Norton are responsible for ensuring the quality of data supplied to DASA. DASA do however cross match Aeromed data for the UK Military only to other data sources from theatre to make sure there are no discrepancies. In the event of any discrepancies Brize Norton are advised and changes are made.
Change procedures	Any changes that are made are done so weekly prior to release of the monthly statistics. There is a 3 month 'provisional data' window where changes can be made before the statistics are finalised.
Security of statistical processes	The AECC data are sent from Brize Norton to DASA on a restricted network. The data are then held on a restricted database and server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.16 Complex Trauma Database (CTDB)

Name/Title	Complex Trauma Database (CTDB).
Administrative Purpose	Records all patients who are admitted to the Complex Trauma ward at the Defence Medical Rehabilitation Centre (DMRC), Headley Court.
Geospatial Coverage	UK; also includes some data on coalition forces.
Statistical publication	The official statistics publications produced by DASA using CTDB data are: Official Statistics Quarterly Afghanistan and Iraq Amputation statistics. Tracking Op HERRICK (Afghanistan) VSI/SI operational casualties.
Non-statistical publication	CTDB is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Additionally, CTDB data are used as a quality check against the Joint Theatre and Trauma Register (JTTR) data.
Statistical access	DASA receive quarterly extracts of the CTDB from DMRC.
Data collection	Data are collected when a patient is admitted to the Complex Trauma ward at Headley Court.
Quality audit arrangements	Administrators of CTDB are responsible for ensuring the quality of the data input onto the system. DASA check the quality of data against a number of other MOD data sources including JPA, DPTS and prosthetics.
Change procedures	The CTDB is a live system where changes and updates to data are ongoing. Any amendments are published as revisions in the next quarterly report.
Security of statistical processes	The quarterly extract of the CTDB is provided to DASA over restricted MOD networks. The data are held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.17 Headley Court Prosthetics Spreadsheets

Name/Title	Headley Court Prosthetics Spreadsheets.
Administrative Purpose	Records all patients who are admitted to the Prosthetics department at the Defence Medical Rehabilitation Centre (DMRC), Headley Court.
Geospatial Coverage	UK; also includes some data on coalition forces.
Statistical publication	The official statistics publications produced by DASA using Headley Court Prosthetics Spreadsheets data are: Official Statistics Quarterly Afghanistan and Iraq Amputation statistics. Tracking Op HERRICK (Afghanistan) VSI/SI operational casualties.
Non-statistical publication	Headley Court Prosthetics Spreadsheets are used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Additionally, Headley Court Prosthetics Spreadsheets data are used as a quality check against the Joint Theatre and Trauma Register (JTTR) data.
Statistical access	DASA receive quarterly extracts of the Prosthetics spreadsheet from DMRC.
Data collection	Data are collected when a patient is admitted to the Prosthetics department at Headley Court.
Change procedures	Administrators of the Prosthetics spreadsheet are responsible for ensuring the quality of the data input onto the system. DASA check the quality of the data against a number of other MOD data sources including JPA, DPTS and CTDB.
Change procedures	The spreadsheets are a live system where changes and updates to data are ongoing. Any amendments are published as revisions in the next quarterly report.
Security of statistical processes	The quarterly extract of the Prosthetics spreadsheet is provided to DASA over restricted MOD networks. The data are held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.18 Defence Property Gazeteer

Name/Title	Defence Property Gazetteer (DPG).
Administrative Purpose	Central Defence Estate Land and Property Asset Register.
Geospatial Coverage	UK and International Operations
Statistical publication	The official statistics publications produced by DASA using DPG data are: National Statistics Various tables in the Land Holdings and Buildings chapter of the UK Defence Statistics publication.
Non-statistical publication	Data on DPG that are covered in DASA's official statistics will not be placed in the public domain until the official statistics are published.
Statistical access	DPG data is extracted yearly (nominally April) and data are provided to DASA on an annual basis. The data provided to DASA are not a compete copy of all the information on DPG but contains the information required by DASA to produce official statistics and support to internal MOD customers and is supported by commentary explaining the figures. DASA analyse the DPG supplied data and associated commentary in readiness for publication.
Data collection	The information on DPG is collected using a Land Management Services (LMS) process covering through life phases of the Land or Property asset (i.e. acquisition, in-service management and disposal). There is a core mandatory data set with other data optional dependant upon the nature and management regime of the Asset. Most fields are populated by selecting values from lists. Information is updated throughout the life of the Asset using an internal Property Change Form process. Spatial data is captured within another system and cross referenced thus allowing the textual data to be geospatially referenced. The DPG system is the core reference data set for Estate Management records and has links to other major systems e.g. E-Terrier, Horizon and EPT having functionality for specific business processes.
Quality audit arrangements	Local users and administrators of DPG (and supporting systems) are responsible for ensuring the quality of the data put onto the system. Various processes exist at local and business area level for auditing data quality. DASA routinely assess the quality of the data in the yearly extract and feed back corrections to the data owner focal point within DIO Hard Facilities Management, LMS.
Change procedures	As DPG is a live system, changes and updates to data are ongoing. Changes and updates to the system software are controlled though the Information Programme Board (IPB) and its subordinate working groups.
Security of statistical processes	The yearly extract of DPG data are provided to DASA via restricted MOD networks using the email service. The data provided in the extract does not require any special handling although it is securely managed on a number of restricted networks.

1.19 MOD Foreign Currency Purchase Data

Name/Title	Quarterly MOD foreign currency purchases.
Administrative Purpose	Data are used in the generation of Quarterly Balance of Payments estimates for National Statistics publications.
Geospatial Coverage	Worldwide - All overseas locations where MOD has a presence
Statistical publication	Balance of Payments estimates as published in the following National Statistics publications: • The Pink Book • UK Defence Statistics The data are also used in the derivation of Defence Inflation Estimates which are presently classed as Official Statistics.
Non-statistical publication	Data are primarily used for internal management information and data validation purposes only.
Statistical access	DASA receive quarterly extracts containing information on foreign currency expenditure made centrally in the previous quarter. This is further split by country of destination and currency unit. DASA receive the data via internal e-mail.
Data collection	Individual currency purchase data are aggregated by country and currency unit. Raw data extracted from MOD systems and summarised/archived in excel spreadsheet form on a monthly basis.
Quality audit arrangements	Individual project teams and budget managers are responsible for making sure that their expenditure details are accurate and that there is an audit trial for each transaction. DFM has the Departmental responsibility for ensuring propriety and accuracy with regard to foreign currency expenditure that is made.
Change procedures	DASA receive a quarterly extract (in spreadsheet form) from DFM FMPA A&TM Banking Services, which is archived on a password protected shared area.
Security of statistical processes	The quarterly extract is currently provided to DASA via restricted MOD networks.

1.20 MOD Government Procurement Card (GPC) Payments Data

Name/Title	MOD Government Procurement Card (GPC) payments administered by Barclays Bank PLC.
Administrative Purpose	Recording of all transactions where payment has been made by GPC card.
Geospatial Coverage	UK
Statistical publication	None. At present DASA use the data on the top 100 suppliers paid via the GPC to provide increased resolution to the payments data contained within UK Defence Statistics Table 1.19 and 1.19a.
Non-statistical publication	Data are primarily used for internal management information and data validation purposes only.
Statistical access	DASA receive a monthly extract of GPC payments made to individual suppliers from Defence Electronic Procurement Service (DePS) team in DE&S. This is currently restricted to the top 100 suppliers but the data supplier is happy to provide full access to the transaction level data should it be required.
Data collection	Transaction level data are provided by Barclays Bank to MOD. There are annually around 28,000 separate suppliers on the data extract and over one million line level entries, totalling between £200M and £300M per annum.
Quality audit arrangements	Individual GPC cardholders are responsible for making sure that their payment details are accurate and that there is an audit trial for each transaction. DePS has the Departmental responsibility for ensuring propriety and accuracy with regard to payments made via the GPC.
Change procedures	DePS receive a monthly extract (in spreadsheet form) from Barclays, which is archived on a password protected shared area.
Security of statistical processes	A subset of the monthly extract of GPC payments is currently provided to DASA via restricted MOD networks.

1.21 Mental Health In-Patient data

Name/Title	UK Armed Forces mental health in-patient admissions data.
Administrative Purpose	Recording all admissions to any UK in-patient provider for UK and overseas AF Services personnel.
Geospatial Coverage	UK
Statistical publication	Two official statistics; UK Armed Forces annual mental health report 2007/08 to 2011/12 and UK Armed Forces quarterly mental health report.
Non-statistical publication	Data is used for Freedom of Information requests, Parliamentary Questions and internal ad-hoc enquiries.
Statistical access	DASA receive a monthly excel spreadsheets from South Staffordshire and Shropshire NHS Foundation Trust (SSSFT) who collate all the in-patient admissions to the UK in-patient providers for UK Service personnel based in the UK and Overseas (excluding Germany). DASA also receive a monthly excel spreadsheet from St Guys and St Thomas' hospital for UK Service personnel based in Germany (BFG) who are treated in the UK.
Data collection	Basic demographic data is collected at the point of admission, the final diagnosis for admission is filled in on discharge, Admissions for the month are sent to DASA by the second week of the following month.
Quality audit arrangements	SSSFT and BFG in-patient providers are responsible for the quality of the data provided to DASA. DASA do run some validation checks on the demographic data supplied against another MOD administrative data source (JPA) and update where necessary.
Change procedures	Any changes that are made are done so monthly prior to release of the quarterly statistics. Where changes occur after the quarterly statistics have been published, these are updated and annotated in the following quarterly report.
Security of statistical processes	The monthly extract of the in-patient admissions data is provided to DASA over restricted MOD networks. The data are held on a restricted server. All DASA staff sign a confidentiality declaration before being given access to the data.

1.23 Armed Forces Memorial Database

Name/Title	Armed Forces Memorial Database (AFMDb)
Administrative Purpose	Recording of Deaths within the UK Armed Forces whose names are to be inscribed on the Armed Forces Memorial at the Arboretum in Staffordshire.
Geospatial Coverage	UK
Statistical publication	The official statistics publications produced by DASA using AFMDb data are: National Statistics Mortality Data: Deaths in the UK Armed Forces Suicide and Open Verdict Deaths in the UK Armed Forces Various tables in the Health chapter of the UK Defence Statistics publication.
Non-statistical publication	The AFMDb is used to answer Parliamentary Questions, Freedom of Information requests, and internal ad-hoc requests for information. Such responses can include information from AFMDb that is not included in the National Statistics.
Statistical access	The AFMDb data is sent yearly to DASA in CSV format listing all the data held since 1945. This data is then imported into an MS Access database to which only specific users have access.
Data collection	The data is compiled by the data suppliers at Joint Casualty and Compassionate Centre (JCCC) on a daily basis. This is then sent to DASA on a yearly basis
Quality audit arrangements	JCCC are responsible for ensuring the quality of data supplied to DASA. DASA do however cross match AFMDb data for UK Military only to other data sources to make sure there are no discrepancies. In the event of any discrepancies JCCC are notified and changes are made. DASA also use the JPA system and NOTICAS to get further clarification on information.
Change procedures	Any changes are agreed with the JCCC and published in the next annual report release.
Security of statistical processes	The AFMDb data is sent from JCCC to DASA on a password protected USB stick. The data are then held on a restricted database and server. All DASA staff sign a confidentiality declaration before being given access to the data.

2. Other administrative sources with the potential to be used for statistical purposes

2.1 Training, Administration and Financial Management Information System (TAFMIS)

Name/Title	Training, Administration and Financial Management Information System (TAFMIS)
Administrative Purpose	MOD recruitment and training personnel management
Geospatial Coverage	UK
Statistical publication	There are currently no official statistics produced using TAFMIS data.
Non-statistical publication	TAFMIS data are used to answer Parliamentary Questions (PQs), Freedom of Information Act requests (FOIs) and may be referenced in other MOD publications.
Data collection	Data are collected when people first apply to join the Armed Forces, and are entered and updated manually by staff in Armed Forces Careers Offices (AFCOs) and Selection Centres, through interviews and forms submitted by applicants. Those submitting to join the RAF and Army can make online applications which will create an initial record, but are audited by the relevant service's central recruiting cell before they are added to the system. Information is added to each record until the application has finished.
Statistical access	DASA have three accounts granting access to the live TAFMIS system although there are no plans at present to use this data for statistical purposes.
Quality audit arrangements	Local users and administrators of TAFMIS are responsible for ensuring the quality of the data they put onto the system. Various processes exist at local and business area level for auditing data quality.
Change procedures	Data are updated locally to live systems, and a full system-wide upload takes place several times a day. All recruiting and selection centres have access to the system, and every Territorial Army and regimental headquarters has access to their own applicants.
Security of statistical processes	Access to TAFMIS is rigorously controlled through a password-protected Defence Intranet JavaScript-based application. DASA staff sign a confidentiality declaration before being given access to the data.

2.2   Corporate Management Information System (CMIS)

Name/Title	Corporate Management Information System (CMIS).
Administrative Purpose	To aid the reporting of MOD project data. CMIS enables projects to record a number of different types of data in order to fulfil internal MOD reporting requirements on time, cost and performance data.
Geospatial Coverage	UK
Statistical publication	The underlying data behind CMIS is used to compile the Major Equipment Projects table in Chapter 1 of the UK Defence Statistics publication. There are currently no other official statistics produced using CMIS data.
Non-statistical publication	A range of outputs are available from CMIS. Data within it are used internally to produce monthly performance data. A series of reports are also available within each capability. These include producing summary reports of a group of projects and individual project summary sheets. CMIS data are used for various reports covering both internal and external reporting requirements, including the National Audit Office Major Projects Report, monthly Defence Equipment and Support Management Board Reports and monitoring performance against approvals for Assurance.
Data collection	Data are collected from Commercial officers throughout the life cycle of a contract.
Statistical access	DASA have two accounts granting access to the live CMIS system where selective query reports can be generated.
Quality audit arrangements	Built in IT validation requires population of mandatory fields. If full details are not entered such projects are flagged as having failed to publish on time.
Security of statistical processes	Access to CMIS is controlled through a permissions protected Defence Intranet based application. Write access is only granted to the project manager. Corporate access to users who work across projects is provided at a read only level.

2.3 Operational Emergency Department Attendance Register (OpEDAR)

Name/Title	Operational Emergency Department Attendance Register (OpEDAR) data.
Administrative Purpose	Reporting of UK Military, UK Civilian and Coalition Casualties who attend the Emergency Department in theatre.
Geospatial Coverage	UK, also includes some data on coalition casualties in Afghanistan.
Statistical publication	No external statistical publication of this data set. This is due to the unreliability of the data quality.
Non-statistical publication	OpEDAR data are used to answer internal ad-hoc requests for information.
Statistical access	OpEDAR data were previously sent monthly to DASA in an Excel spreadsheet on a shared server listing the casualties who attended or were admitted to the Emergency Department for the previous month. DASA no longer receive OpEDAR data from theatre but still hold validated, historical data on the Defence Health Database (DHD).
Data collection	The data were previously compiled in theatre by medical technicians and then sent to the Royal Centre for Defence Medicine (RCDM) on a weekly basis. RCDM then sent the data to DASA on a monthly basis after validating the data for the previous month's admissions/attendances.
Quality audit arrangements	RCDM are responsible for ensuring the quality of data supplied to DASA. DASA previously cross matched OpEDAR data to other data sources from theatre for UK Military only to make sure there were no discrepancies. In the event of any discrepancies RCDM were notified and changes were made. This was done on a monthly basis.
Change procedures	RCDM received a validated copy of the data on a monthly basis, supplied on the shared server area.
Security of statistical processes	The OpEDAR data were sent from RCDM to DASA on a restricted server. The data are kept on a restricted database whereby only specified users have access. All DASA staff sign a confidentiality declaration before being given access to the data.