

# *OFFICE OF FEDERAL WORKERS COMPENSATION PROGRAM*

Miss Jessica D'Amato/ Mrs. Noelani M. A. DE Silva

Human Resources Specialist/ Injury Compensation Program  
Administrator

(808) 672-1238

[jessica.m.damato2.civ@mail.mil](mailto:jessica.m.damato2.civ@mail.mil) / [noelani.m.desilva.mil@mail.mil](mailto:noelani.m.desilva.mil@mail.mil)



# Agenda

- FECA Overview
- Responsibilities
- OWCP Benefits
- Conditions of Coverage
- Types of Claims
- ECOMP
- Continuation of Pay
- Timekeeping Codes
- Light Duty
- Appeal Rights
- References

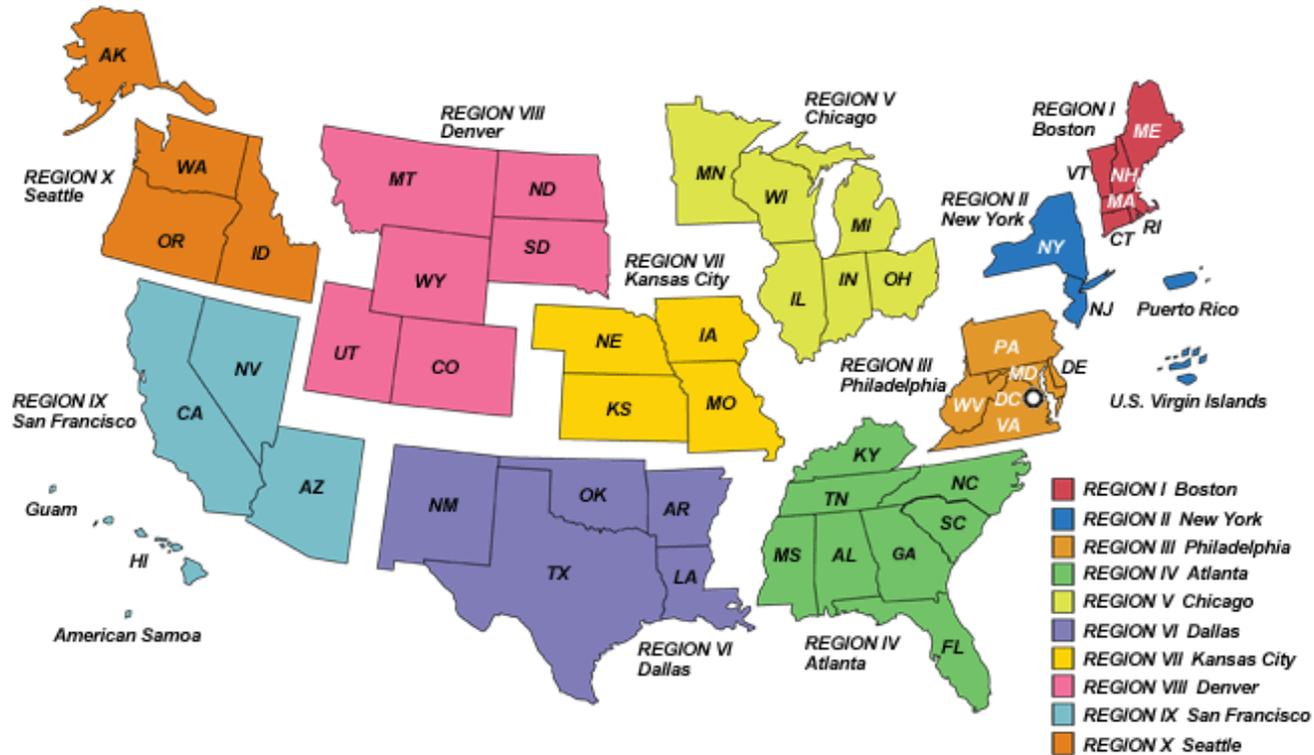
# Learning Objectives

- **What is FECA?**
- **What are my responsibilities?**
- **How to navigate in ECOMP**
- **What does benefits do OWCP provides?**
- **When to take action?**

# FECA Overview

- Currently FECA is now Administered by OWCP, Employment Standards Administration, DOL.
- DoD Injury Compensation Program is based on FECA and the rules and regulations of the U.S. Department of Labor Office of Workers' Compensation Programs under 20 CFR. Claim forms are covered by the Privacy Act of 1974.
- FECA provides compensation, medical care, vocational rehabilitation, and reemployment rights for injuries sustained at work. In 1974 FECA was amended to increase benefits and added COP and claimant's physician choice.

# Department of Labor District Office



# Responsibilities

Personnel	Before	During/After
Civilian Employee	<ul style="list-style-type: none"><li>• Observe health and safety instructions, procedures, and regulations.</li></ul>	<ul style="list-style-type: none"><li>• Promptly and accurately report all job-related injuries or illnesses to their supervisors.</li><li>• Obtain medical status reports from physicians.</li><li>• Cooperate with light duty placement.</li><li>• Provide medical documentation NLT 10 working days (COP may be discontinued).</li><li>• Monitor his/her own claim.</li></ul>

# Responsibilities

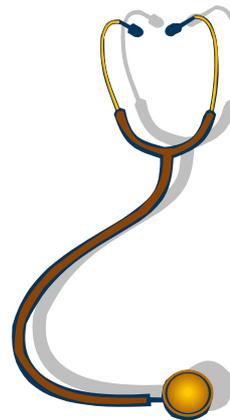
Personnel	Before	During/After
First-Line Supervisors	<ul style="list-style-type: none"><li>• Encourage safe work habits and conditions and enforce safety regulations.</li><li>• Ensure location and telephone numbers of emergency medical facilities are made known.</li><li>• Encourage reporting incidents ASAP</li></ul>	<ul style="list-style-type: none"><li>• Ensure COP is reported accurately and completely.</li><li>• Conjunction w/HRO identify positions or duties to make light duty offers.</li><li>• Ensure doctors are notified in writing of possible duty accommodations.</li><li>• Report all injuries/illness to ICPA.</li><li>• Promptly complete injury compensation forms.</li><li>• Maintain continued personal contact.</li></ul>

# Responsibilities

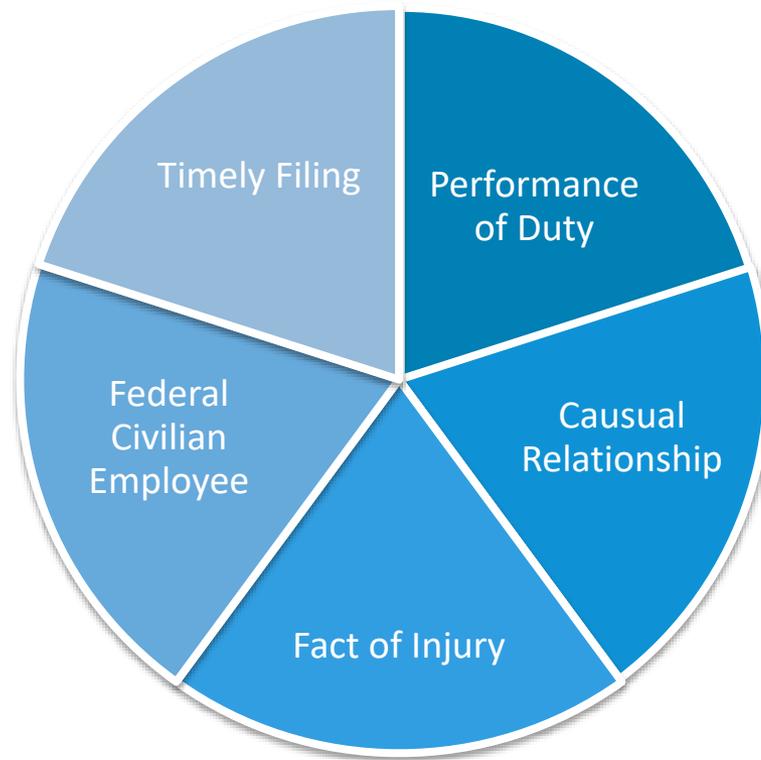
Personnel	Responsibilities
Injury Compensation Program Administrator (ICPA)	<ul style="list-style-type: none"><li>• Provide training and operational guidance to supervisors on processes and procedures of OWCP.</li><li>• Establish procedures for OWCP.</li><li>• Assist supervisors and employees in all aspects of OWCP.</li><li>• Check forms for completeness.</li><li>• Monitor Continuation of Pay (COP).</li><li>• Identify claimant who can return to work.</li><li>• Maintain working files/documents on OWCP cases.</li><li>• Verify claimant information.</li><li>• Certify all charges and costs.</li></ul>

# OWCP Benefits

- **Medical expenses (fee schedule)**
- **First aid expenses**
- **Rehabilitation**
- **Travel expenses to care provider**
- **Chiropractic care (limited)**
- **Early nurse intervention**
- **Assisted Reemployment Program**
- **Continuation of Pay (COP)**
- **Compensation for lost wages**
- **Scheduled benefits**
- **Permanent total disability**
- **Death benefits**



# 5 Conditions of Coverage

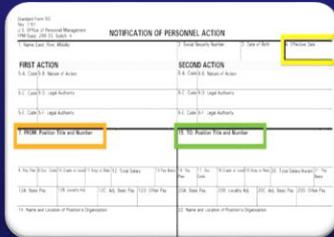


# 5 Conditions of Coverage



## Timely Filing

- Traumatic Injuries: 3 years from date of injury to file claim. 30 days from DOI for COP
- Occupational Disease: Date of Injury, First Awareness, Last Exposure.



## Federal Civilian Employee

- FECA Covers ALL civilian employees (+ Temporary)
- except for non-appropriated fund employees (NAF), State employees, Employees in military status, line of duty (LOD).



## Fact Of Injury

- Factual: actual occurrence of an accident, incident, or exposure in time, place, manner alleged. Did it happen?
- Medical: Medical condition diagnosed in connection with that accident. **Medical diagnosis REQUIRED.**

# 5 Conditions of Coverage



## Performance of Duty

- While performing assigned duties or engaging in an activity reasonably associated with the employment
- On work premises (assigned work areas)
- Off premises while engaging in work activity relating P.D.
- PT injuries incurred during tech status as a part of an approved program ARE considered if adhering to the policy.



## Causal Relationship

- Link between work-related exposure/ injury and any medical condition found.
- Based entirely on medical evidence.
- Opinions of employees, supervisor, or witnesses not considered.

# Statutory Exclusions

- **Willful misconduct**
  - deliberate and intentional disobedience of rules/orders (not carelessness)
  
- **Drug or Alcohol intoxication**
  - proximately caused the injury
  
- **Intent to injure self or others**
  - intent must be established



# Types of Claims

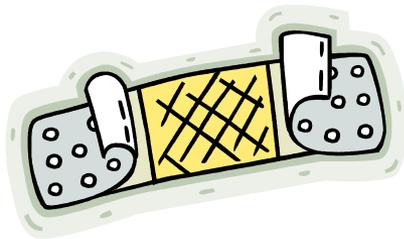
## Traumatic Injury

### CA-1

- A wound or other condition of the body cause by external force, including stress or strain.

AND

- Caused by a specific event or incident within a single day or work shift.



## Occupational Disease/Illness

### CA-2

- Condition produced over a period longer than one workday or shift.
  - systematic infections
  - continued or repeated stress or strain
  - Toxins, poisons, fumes, etc.





UNITED STATES DEPARTMENT OF LABOR

**ECOMP**



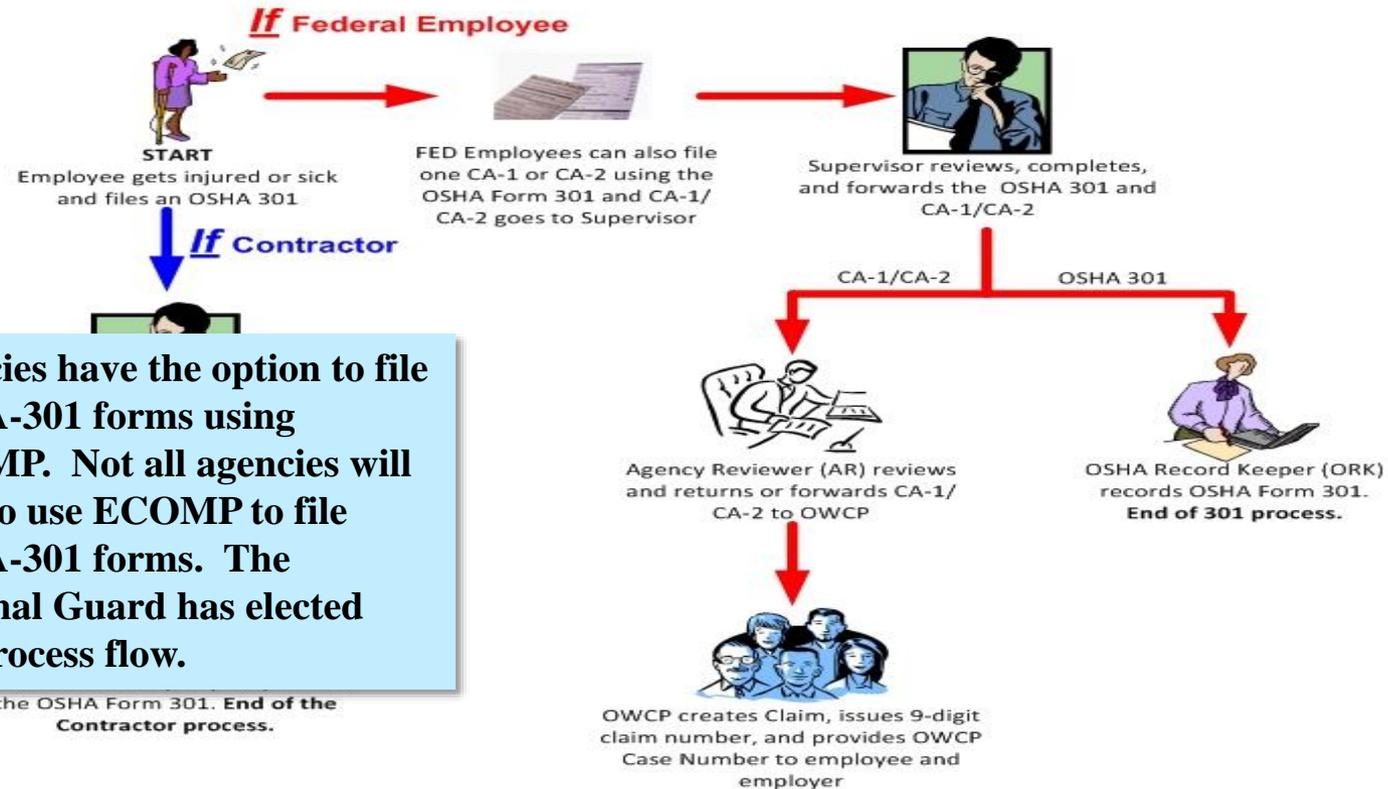
## **Employees' Compensation Operations and Management Portal (ECOMP)**

# ECOMP Overview

- **ECOMP is a web-based application accessible via the DOL public internet site, which is intended to allow injured federal workers and their employers to:**
  - **Electronically file OSHA 301s, CA-1s, CA-2s, CA-7s and CA-6s**
  - **Track the exact status of any form or document submitted via ECOMP (e.g., Pending Supervisor Approval, with Agency Reviewer, Received by OWCP, etc.)**
  - **Electronically upload and submit documents to Department of Federal Employees' Compensation's case files**
  - **Serve as a single portal for DFEC stakeholders**

# ECOMP Claims Workflow

## The ECOMP Claims Process



Agencies have the option to file OSHA-301 forms using ECOMP. Not all agencies will elect to use ECOMP to file OSHA-301 forms. The National Guard has elected this process flow.



# Welcome to ECOMP

The Employees' Compensation Operations & Management Portal

## Have you been hurt on the job?

If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to report the incident to your supervisor.

If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation).

## Need to upload a document?

Stakeholders and interested parties can use ECOMP to upload documents to active FECA cases. You can upload letters, medical reports and other supporting documentation. You will need the official FECA Case Number and other identifying information to use this feature.

 Do not upload OWCP forms or medical bills! Forms or bills submitted as uploads will not be processed. Submit medical bills [here](#).

[UPLOAD DOCUMENTS](#)

## Need to file a form?

Register for an account or sign in to get started!

### Sign In

Email or Username

Password

[SIGN IN](#)

[Forgot password?](#)

Need an account? [Register](#)

### Track status of form or document

Enter ECN or DCN

[TRACK STATUS](#)

# Employee Registration

GOVERNMENT ORGANIZATION ?

What part of the government were you working for at the time of your injury?

**NATIONAL GUARD**

Agency Group  
Other Agencies

Select Agency

Select a value

**AIR NATL GUARD-TITLE 5 (TITLE 32)**

ARMY NATIONAL GUARD-YOUTH CHALLENGE PROGRAM

ARMY NATL GUARD-TITLE 5 (TITLE 32)

TITLE 32 - AIR NATIONAL GUARD

TITLE 32 - ARMY NATIONAL GUARD

If you forget your password, we will ask you three security questions. Choose security questions that only you know, but you can easily remember in the future.

**Employee will have to register with ECOMP in order to file a claim. The employee will designate their supervisor during the registration process. As the supervisor you will not need an ECOMP account in order to review forms submitted to you.**

# Supervisors Email

**The email will contain a link to access the form for review**

**The type of form to be reviewed**

**The initials of the employee**

**Pertinent dates**

Thu 03/21/2019 9:05 AM  
noreplyuat@ecomp.dol.gov  
ECOMP: ECN #119383 requires your review

To: [Redacted]

An employee of the US government has identified you as his/her supervisor, and has requested that you

[https://www.training\\_ecomp.dol.gov/#lid-uumf7dh1h](https://www.training_ecomp.dol.gov/#lid-uumf7dh1h)

-----  
ECN #:  
- 119383  
Form: **CAL**  
Status:  
- Pending Review by Supervisor  
Status Changed Date:  
- 03/21/2019 09:04 AM  
Responsible Organization:  
- XX ECOMP TEST (DO NOT USE)  
- ECOMP Testing Only  
- OFFICE OF ECOMP TESTING  
- OWCP TEST AGENCY  
Employee Initials:  
**-I,W**  
Date of Event:  
**-03/18/2019**  
Date Filed:  
- 03/21/2019 09:04 AM  
-----  
If you believe you were sent this message in error, follow the above link and select "I cannot or should not

ECOMP / CA-1



## CA-1 Traumatic Injury Claim

ECN 119383 | Pending Review by Supervisor

### SIGN

Action to Take

<a href="#">Sign as Employee</a>	<a href="#">Sign as Supervisor</a>
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### EVENT (optional)

Is this form related to one of these events? (optional) ▼

# Additional Training

The screenshot shows the ECOMP website interface. At the top, there is a browser address bar with the URL <https://www.ecomp.dol.gov/#/>. Below the browser, the ECOMP logo and the text "UNITED STATES DEPARTMENT OF LABOR" are visible on the left. On the right, there is a navigation menu with links for "HOME", "FORMS", "DOCUMENTS", and "HELP".

The main content area features a large banner with the text "Welcome to ECOMP" and "The Employees' Compensation Operations & Management". Below this, there is a section titled "Have you been hurt on the job?" with a paragraph of text: "If you are a Federal Employee or a Contractor and have sustained a work-related injury or illness, use ECOMP to file a claim for compensation. If you are a Federal Employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). Depending upon your agency, start by filing OSHA's Form 301, then file a claim using either form CA-1 (for traumatic injury) or form CA-2 (for occupational disease). After you have received an official FECA case number, you may also file form CA-7 (Claim for Compensation)."

In the center of the page, there is a list of navigation links. The "USER GUIDES" section is highlighted with a red box and contains the following items:

- FAQS & CONTACT FORM
- HOW TO FILE A FORM
- ACCESSIBILITY & 508 COMPLIANCE
- USER GUIDES**
  - INJURED WORKER
  - SUPERVISOR FORM REVIEW
  - AGENCY REVIEWER
  - DISABILITY MANAGEMENT INTERFACE
  - OSHA RECORD KEEPER
  - AGENCY MAINTENANCE HELP
  - UPLOADING DOCUMENTS TO FECA CASE FILES

On the right side, there is a "USEFUL LINKS" section with the following items:

- DISTRICT OFFICE
- OFFICE OF WORKERS COMPENSATION PROGRAMS (OWCP)

At the bottom of the page, there is a search bar labeled "Email or Username" with an input field.

# Continuation of Pay (COP)

- **Continuation of an employee's regular pay by the employing agency with no charge to sick or annual leave**
  - **Traumatic injury claims *only***
  - **Maximum of 45 calendar days per injury**
  - **Written notice of injury must be submitted within 30 days of the date of injury**
  - **Medical evidence is required**

# Terminating COP

- **Employee returns to work with no loss of pay**
  - **Employee's period of employment expires**
  - **OWCP directs the employer to stop**
  - **COP has been paid for 45 days**
  
- **However, the agency may controvert the employee's COP entitlement pending a final determination by OWCP**
  
- **NOTE: OWCP has the exclusive authority to determine questions of entitlement and all other issues relating to COP**

# Timekeeping Codes

Leave Codes	When to Use It
<b>LU</b>	<ul style="list-style-type: none"><li>• Used in conjunction with Traumatic injuries on the 1<sup>st</sup> day of injury.</li></ul>
<b>LT</b>	<ul style="list-style-type: none"><li>• Continuation of Pay.</li></ul>
<b>KD</b>	<ul style="list-style-type: none"><li>• LWOP code for Workers Compensation.</li></ul>

# Light Duty Policy

DAVID Y. IGE  
GOVERNOR



STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
OFFICE OF THE ADJUTANT GENERAL  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

ARTHUR J. LOGAN  
MAJOR GENERAL  
ADJUTANT GENERAL

KENNETH S. HARA  
BRIGADIER GENERAL  
DEPUTY ADJUTANT GENERAL

NGHI-HRO

12 June 2018

POLICY DIRECTIVE # 2018-03

SUBJECT: Placing Federal Title 32 Technicians or Title 5 National Guard Employees on Modified or Light Duty Due to Workplace Injury or Illness

1. References.

- a. [Department of Defense Instruction \(DODI\) 1400.25-M, 810, Injury Compensation, dated 16 April 2009.](#)
- b. [Department of Defense Instruction \(DODI\) 6055.1, DoD Safety and Occupations Health \(SOH\) Program, dated 19 August 1998.](#)
- c. [National Guard Bureau Policy TN 11-02, Policy for Placing Technicians on Light Duty, dated 23 February 2011.](#)

2. Purpose. This memorandum establishes guidance and general policy for Hawaii National Guard (HING) full-time Title 32 Technicians (T32), Title 5 National Guard Employees (T5), Supervisors, and Managers in offering and placing T5/T32 on modified or light duty due to workplace injury or illness. It defines the procedures to use when a modified or light duty assignment becomes necessary as a result of a claimed workplace injury under the Office of Worker's Compensation Program (OWCP). Modified or Light Duty is defined as a temporary modified or alternate work position at the same or lower grade in which the T5/T32 is qualified to perform.

3. Superseded. This policy supersedes Hawaii National Guard Policy Memorandum 2011-01, Placing Technicians on Light Duty, dated 1 August 2011.

# Light Duty

## *Responsibility of...*

- **The Supervisor**
  - To try to accommodate the return of an employee on light duty.
  - Ensure technician is not permitted to work outside of identified limitations.
  - Forward all medical documents to ICPA.
  
- **The HRO/ICPA**
  - The final authority in making light duty determinations.
  - Must ensure all medical restrictions are adhered to.
  - Coordinate all OWCP issues and maintain medical documents.
  
- **The Employee**
  - Immediately report all injuries to his/her supervisor.
  - Maintain communication
  - Inform physician of available light duty

# Appeal Rights

- **Oral Hearing within 30 Days**
- **Reconsideration within 1 year**
- **ECAB Appeal Board within 180 Days From date of Decision**

# References

- **5 U.S.C. 8101**
- **Code of Federal Regulations, 20 CFR part 10**
- **FECA Procedure Manual Part 2**
- **Publication CA-810**
- **OWCP Directive**
- **ECAB Decisions**

# Questions

