

UNCLASSIFIED



Workers' Compensation Program

Ms. Jasmine K. Imanil

**Human Resources Specialist/ Injury Compensation Program
Administrator**

Main Line: (808) 672-1244

OWCP Line (808) 672-1238

jasmine.k.imanil.civ@army.mil

Updated: 7/15/2022

UNCLASSIFIED

UNCLASSIFIED



Agenda

- **Workers Compensation**
- **FECA Overview**
- **Privacy Act**
- **Responsibilities**
- **Traumatic Injury**
- **Occupational Disease/Illness**
- **Conditions of Coverage**
- **ECOMP**
- **OWCP Benefits**
- **Continuation of Pay**
- **Timekeeping Codes**
- **Light Duty**
- **Appeal Rights**
- **References**

UNCLASSIFIED

UNCLASSIFIED



Learning Objectives



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

UNCLASSIFIED



UNCLASSIFIED



Workers' Compensation

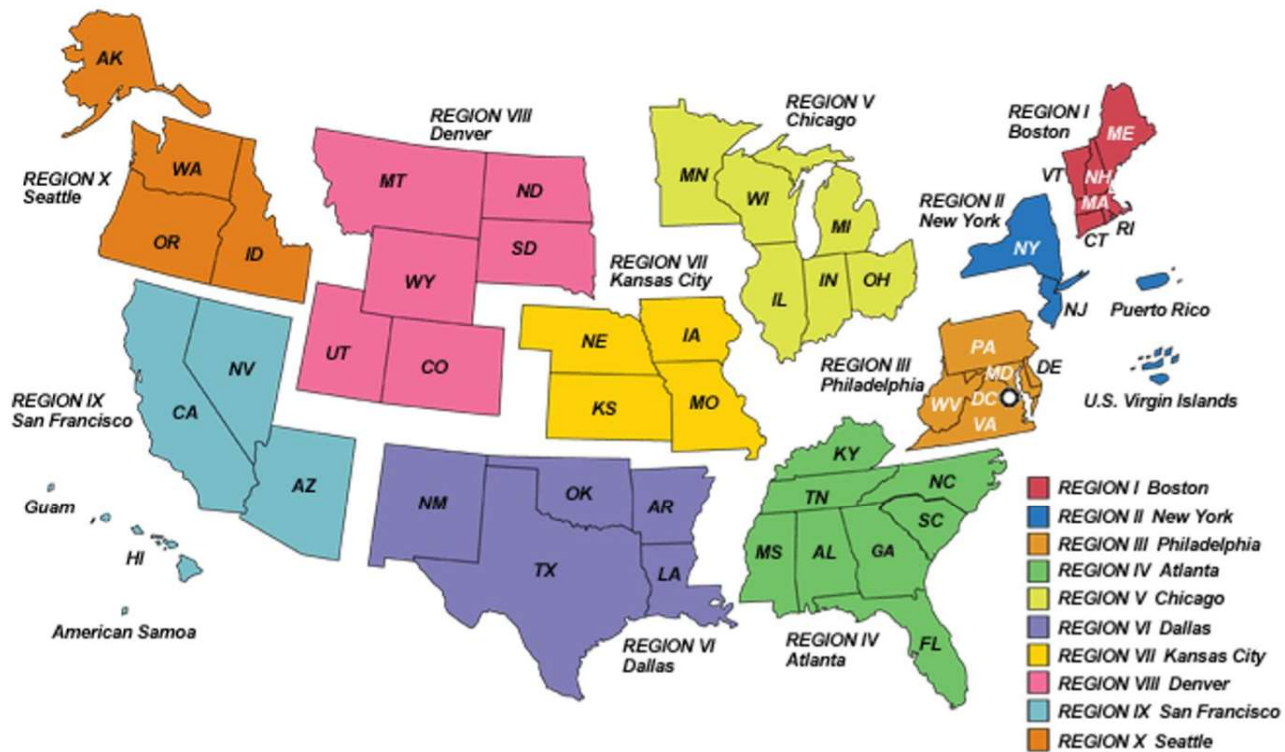
- Covered under the...
 - Federal Employees' Compensation Act (FECA)
- Administered by the...
 - Department of Labor (DOL)
 - Office of Workers' Compensation Programs (OWCP)



UNCLASSIFIED

UNCLASSIFIED

Department of Labor District Office Locations



UNCLASSIFIED

UNCLASSIFIED

FECA Overview

- **Provides compensation benefits to civilian employees of the U.S. federal government for disability due to traumatic injury or disease or illness in performance of duties**
- **Provides payment of benefits to dependents for work-related death of an employee as a result of traumatic injury or occupational disease/illness**



Note: FECA provides exclusive remedy for work-related injury, disease, or death

UNCLASSIFIED

UNCLASSIFIED



Privacy Act

- Claims are covered by The Privacy Act of 1974 “Need to know” is determined by OWCP, not employing agency
- HIPAA
 - Does not apply to OWCP claims
 - Does not effect employing agencies



illustrations of.com #1127607

UNCLASSIFIED

UNCLASSIFIED

Responsibilities

Employees:

- Observe health and safety regulations
- Report potential and actual health, safety and fire hazards
- Promptly report all job-related injuries or illnesses to supervisor
- Obtain medical status reports from physician(s) and ensure all doctors notes are uploaded into eCOMP
- Provide care providers with correct IC-D 9 Codes and Claim Number
- Cooperate with light duty placement
- It is the claimant's responsibility to monitor his/her own claim, just as he/she would if it were an insurance claim

UNCLASSIFIED

UNCLASSIFIED



Responsibilities

Supervisors:

- Encourage safe work habits and conditions and enforce safety regulations
- Advise employees on rights and responsibilities
- Encourage reporting of incidents ASAP
- Publicize the OWCP and employees' responsibilities under it
- Represent the agency's interest
- Ensure the P.T. Policy is adhered to & the “buddy system” is in place



UNCLASSIFIED

UNCLASSIFIED



Responsibilities (cont.)

Supervisors:

- Investigate incidents; obtain statements; controvert questionable claims
- Complete and submit forms in timely manner through ECOMP
 - CA-1 or CA-2 within three days of receipt
 - CA-7 within three days of receipt
- Keep in contact with employee
- Coordinate personnel actions with HRO
- Coordinate return to work with doctor and accommodate “light duty” work when able (CA17)
- Assist employees in returning to work



UNCLASSIFIED

UNCLASSIFIED



Responsibilities

HRO-M (ICPAs):

- Assists in submission of claims
- Acts as the liaison between employee, supervisor, treating physicians and the DOL
- Informs employees and supervisors of program benefits and requirements
- Provide training and operational guidance to supervisors on processes and procedures of OWCP
- Verify claimant information and completeness of forms
- Certify all charges and costs

UNCLASSIFIED

UNCLASSIFIED

Responsibilities

The Department of Labor (DOL)...

- Administers the program for all federal agencies
- Accepts or denies claim
- Adjudicates all claims
- Provides for payment of claims

UNCLASSIFIED

UNCLASSIFIED

Traumatic Injury CA-1

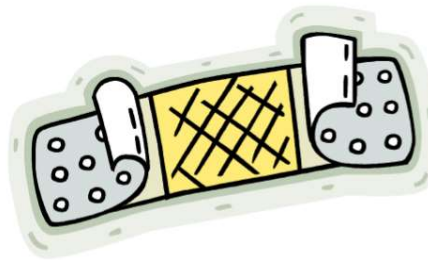


A traumatic injury is...

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

AND

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



UNCLASSIFIED

UNCLASSIFIED



Occupational Disease/Illness CA-2



Occupational Disease/Illness is...

- Condition produced over a period longer than one workday or shift, i.e.
 - systemic infections
 - continued or repeated stress or strain
 - Exposure to toxins, poisons, fumes, etc
 - other exposure to conditions of the work environment for two or more work shifts
- Continuation of Pay is not provided for Occupational Diseases



UNCLASSIFIED



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.

NOTIFICATION OF PERSONNEL ACTION	
FIRST ACTION	SECOND ACTION
F.A. Cause & Nature of Action	S.A. Cause & Nature of Action
F.C. Cause & Legal Authority	S.C. Cause & Legal Authority
F.L. Cause & Legal Authority	S.L. Cause & Legal Authority
F.F. For Position Title and Number	S.F. For Position Title and Number
F. For Name (Last, First, Middle Initial) and Title	S. For Name (Last, First, Middle Initial) and Title
F. For Date of Action	S. For Date of Action
F. For Name and Location of Employer's Organization	S. For Name and Location of Employer's Organization

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 of 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 a 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.

UNCLASSIFIED



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



UNCLASSIFIED

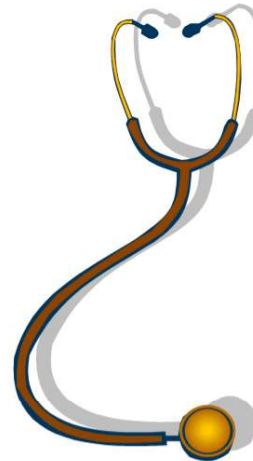
UNCLASSIFIED



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**



UNCLASSIFIED

UNCLASSIFIED



UNITED STATES DEPARTMENT OF LABOR
ECOMP



Employees' Compensation Operations and
Management Portal (ECOMP)

<https://www.ecomp.dol.gov/#/>

UNCLASSIFIED



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, so claimants can get benefits payments via Electronic Funds Transfer (EFT)**

UNCLASSIFIED

UNCLASSIFIED



UNITED STATES DEPARTMENT OF LABOR
ECOMP



UNITED STATES DEPARTMENT OF LABOR
ECOMP

[HOME](#) [FORMS](#) [DOCUMENTS](#) [HELP](#)



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.

[UPLOAD DOCUMENTS](#)

Medical Providers:

- Only medical reports can be submitted in ECOMP.
-  Do not upload bills in ECOMP as they will not be processed.
- Easily submit medical bills and reports in one electronic transaction using our free Direct Data Entry or Secure FTP. Refer to this [Quick Guide](#) for detailed steps. Learn all your options by clicking [here](#).

Upload Doctors notes and other documents (You will need your Claim #)

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](#)

Register for an account

Track status of form or document

Enter ECN or DCN

[TRACK STATUS](#)

UNCLASSIFIED

UNCLASSIFIED



MY DASHBOARD FORMS DOCUMENTS REPORTS HELP

- FILE NEW FORM**
- FILE CA-3 FORM
- FILE CA-7 FORM

Under the Forms tab click File New Form

Which Forms Can I File?

Each agency determines which forms are available for filing through ECOMP. The way you report an incident or file a claim depends on your employment status and your employing agency. To learn which forms you can file, fill out the information below.

GOVERNMENT ORGANIZATION ?

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

Department
NATIONAL GUARD

Filter by State (optional)
HI

Agency
TITLE 32 - AIR NATIONAL GUARD

Duty Station
HAWAII, 3949 DIAMOND HEAD RO

Select Agency Group

- 3752 - TITLE 32 - AIR NATIONAL GUARD
- 3752 - TITLE 32 - AIR NATIONAL GUARD**
- 3753 - AIR NATL GUARD-TITLE 5 (TITLE 32)
- 3891 - ARMY NATL GUARD-TITLE 5 (TITLE 32)
- 3893 - ARMY NATIONAL GUARD-YOUTH CHALLENGE PROGRAM
- 3894 - TITLE 32 - ARMY NATIONAL GUARD

State: HI
Agency Group: Select your correct Agency - HIARNG or HIANG - Title 32 or Title 5

UNCLASSIFIED



1.

To file a form for injury or illness:

- 1 Report the incident in ECOMP using **OSHA Form 301 (Injury and Illness Incident Report)**.

FILE OSHA-301

- 2 Claim benefits using either form **CA-1 (for Traumatic Injury)** or form **CA-2 (for Occupational Disease)**. You must file an **OSHA-301** first. Pending review of your claim, you may receive a FECA Case Number.

- 3 If you wish to claim compensation and you've received an official FECA Case Number, you can file form **CA-7** (Claim for Compensation).

FILE CA-7

You must have a FECA Case number to file a CA-7

- 4 For Agency Reviewers only: Report an Employee's Death

FILE CA-6

- 5 For Agency Reviewers only: Report of Work Status

FILE CA-3

- 6 For Agency Reviewers only: Download Authorization for Examination And/Or Treatment

DOWNLOAD CA-16

2.

About OSHA Form 301

WHY SHOULD I FILE?

OSHA Form 301, Injury and Illness Incident Report, is one of the first forms that should be filled out when a recordable work-related injury or illness has occurred. This form helps the employer and OSHA develop a picture of the extent and severity of work-related incidents. This form must be completed within 7 calendar days of a recordable work-related injury or illness.

If you are or were a Federal civilian employee, after filing an OSHA-301 you may then file a claim for FECA benefits with either form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or form CA-2 (Notice of Occupational Disease and Claim for Compensation).

HOW DO I FILE THE FORM?

The process for filing a form involves completing several form sections made up of smaller form-filing steps. These individual steps can be viewed in the progress bar at the top of the page. The form may be saved at any time, and completed later. Once the form has been submitted, it will be reviewed by the employee's supervisor and/or the agency's OSHA Record Keeper.

CONTINUE TO FILE OSHA-301

3.

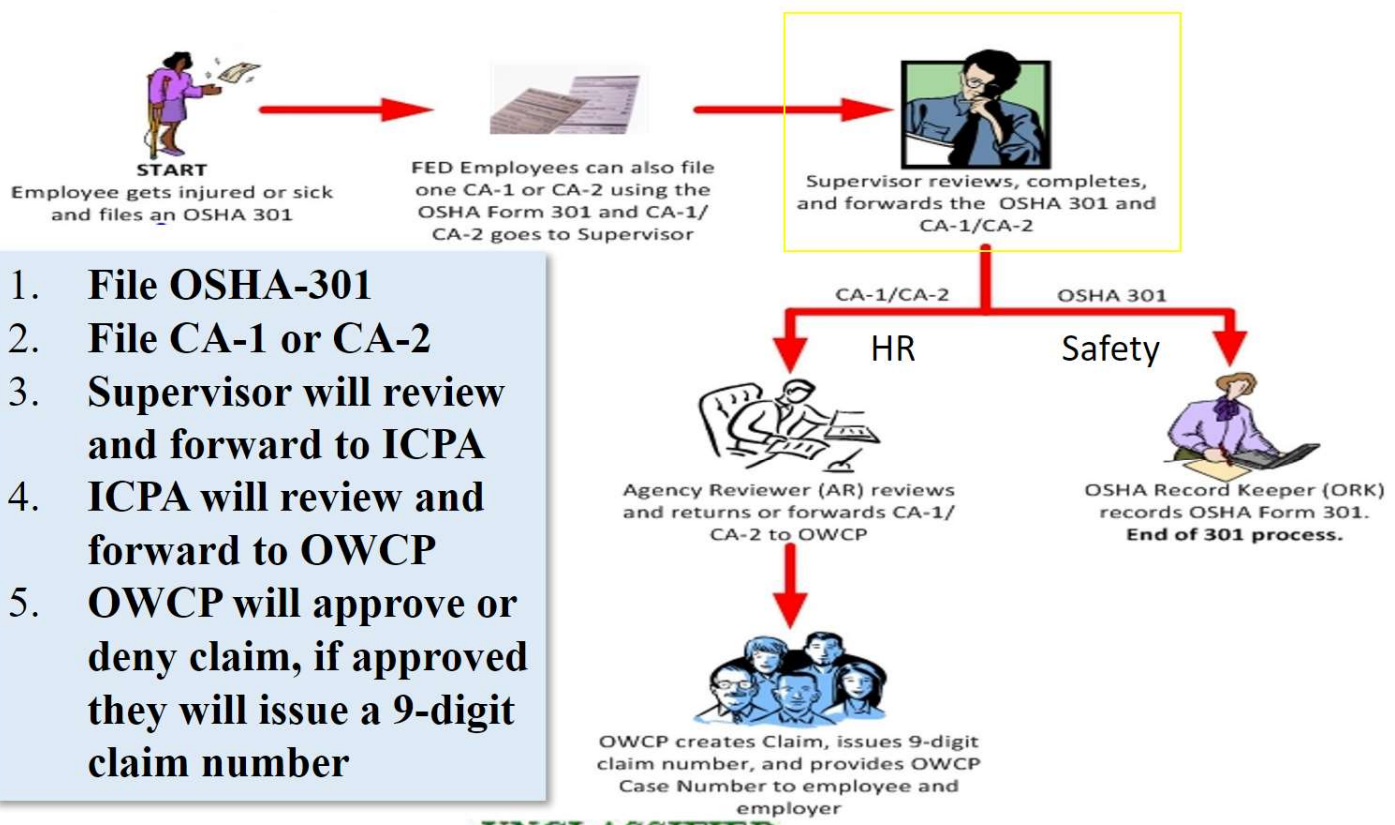
WHO SHOULD REVIEW THIS FORM? ?

Employee's Supervisor

OSHA Record Keeper



ECOMP's Claims Workflow



1. **File OSHA-301**
2. **File CA-1 or CA-2**
3. **Supervisor will review and forward to ICPA**
4. **ICPA will review and forward to OWCP**
5. **OWCP will approve or deny claim, if approved they will issue a 9-digit claim number**

UNCLASSIFIED



Filing an OSHA-301: Email to Supervisor



From: noreplyuat@eomp.dol.gov
To: Revenaugh, Timothy G - OWCP
Cc:
Subject: ECOMP: ECN #104706 requires your review

Sent: Tue 11/27/2012 1:41 PM

An employee of the US government has identified you as his/her supervisor, and has requested that you review and complete an official government form. To access this form, click on this link:
<https://www.training.eomp.dol.gov/#lid=pkbtzy0f4>

ECN #: - 104706
Form: - OSHA301
Status: - Pending review by Supervisor
Status Changed Date: - 11/27/2012 01:40 PM
Responsible Organization: - DEPARTMENT OF STATE
- Other Agencies
- BUREAU OF ADMINISTRATION
- PER-ER-EP
Employee's Initials: - G.R.
Date of Event: - 11/27/2012
Date Filed: - 11/27/2012 01:42 PM

If you believe you were sent this message in error, follow the above link and select "I cannot or should not review this claim."

Questions about this email, or ECOMP:
<https://www.training.eomp.dol.gov>
Please direct problems or issues to:
uat@eomp.dol.gov
[Message ID: D7466445-A60F-4296-ABF7-E5146D01108F]

- The email will be sent to the supervisor which contains a link to access the form for review.
- In the email it will have the type of form to be reviewed, the initials of the employee, and pertinent dates.
- The ICPA can re-send the link to the supervisor if needed.

UNCLASSIFIED



Additional Training



UNITED STATES DEPARTMENT OF LABOR
ECOMP

[HOME](#) [FORMS](#) [DOCUMENTS](#) [HELP](#)



ABOUT ECOMP

- 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

USEFUL LINKS

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

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 file a claim with 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).

Email or Username

- Training is available for employees, supervisors, safety personnel and ICPAs. To view training for supervisors click on the Reviewing Forms as a Supervisor link

UNCLASSIFIED

UNCLASSIFIED



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**

UNCLASSIFIED

UNCLASSIFIED



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**

UNCLASSIFIED

UNCLASSIFIED



ATAAPS Timekeeping Codes



Leave Codes	When to Use It
LU	<ul style="list-style-type: none">• Used in conjunction with Traumatic injuries on the 1st day of injury.• Also enter “injury number” with the leave code• Injury Number = month and day on which the first day of absence occurred ex: Injury occurring on 15 February = LU# 0215
LT	<ul style="list-style-type: none">• Continuation of Pay.
KD	<ul style="list-style-type: none">• LWOP code for Workers Compensation.

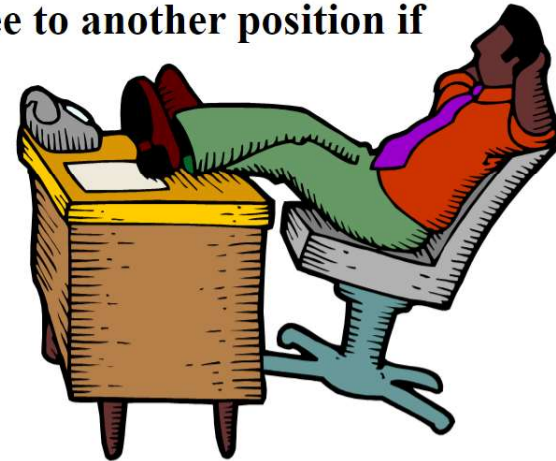
UNCLASSIFIED

UNCLASSIFIED

Light Duty

Responsibility of...

- The supervisor to try to accommodate the return of an employee on light duty
- The HRO to officially reassign an employee to another position if necessary
- The employee to cooperate



UNCLASSIFIED

UNCLASSIFIED

Appeal Rights

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

UNCLASSIFIED

UNCLASSIFIED



References

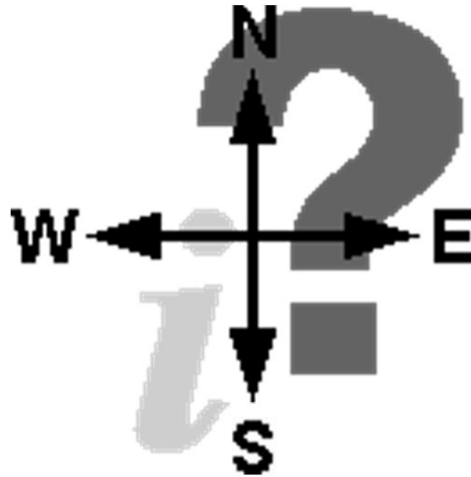
- **5 U.S.C. 8101**
- **Code of Federal Regulations, 20 CFR part 10**
- **FECA Procedure Manual Part 2**
- **Publication CA-810**
- **OWCP Directive**
- **ECAB Decisions**

UNCLASSIFIED

UNCLASSIFIED



Questions



UNCLASSIFIED