

INFORMATION PAPER  
INJURY COMPENSATION PROGRAM  
US EMPLOYEES

**PURPOSE:** To provide information and guidance to Civilian Personnel Advisory Centers regarding the US Injury Compensation Program

**DISCUSSION:**

- a. Reference Subchapter 810, Injury Compensation within DoD 1400-25.M, Civilian Personnel Manual, dated February 18, 2000.
- b. This subchapter implements DoD policy, prescribes procedures, and delegates authority on implementing the DoD injury compensation program under 5 U.S.C. 8101, the Federal Employees' Compensation Act (FECA), which provides benefits to civilian employees of the Federal Government for disability due to personal injury, disease, or death arising from or within the scope of their employment.
- c. Each Civilian Personnel Office will designate a staff member as the Injury Compensation Program Administrator (ICPA) to oversee the program, coordinate efforts of all involved management officials and to ensure optimum effectiveness in program administration.
- d. To qualify for benefits, the employee or employee's survivors must establish that the injury or employee's death met the following requirements as detailed in DoD 1400-25.M, Subchapter 810, paragraph SC810.3.1.6, "Basic FECA Requirements":
  - (1) Time
  - (2) Civil Employee
  - (3) Fact of Injury
  - (4) Performance of Duty
  - (5) Causal Relationship
- e. Employees may be eligible for six basic types of FECA Benefits, as detailed in DoD 1400-25.M, paragraph SC810.3.1.7
  - (1) Medical Benefits
  - (2) Continuation of Pay (COP)
  - (3) Disability Compensation
  - (4) Loss of Wage-Earning
  - (5) Permanent loss or loss of use, partial or total, of certain internal and external organs, hearing, or vision

(6) Vocational Rehabilitation

- f. Death Benefits may be entitled to the dependents of the employee, if the death occurred as a result of the job related injury
- g. The employee will immediately notify the supervisor of the injury or illness, and file the necessary forms, CA 1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of pay/compensation, or CA 2 Federal Employees Notice of Occupational Disease and Claim for Compensation, within 30 calendar days of becoming aware of the illness or injury. If treatment is available at the installation, the employee is asked to use these services to reduce the cost to FECA.
- h. Supervisor will provide the employee a form CA-16 Authorization for Examination and/or Treatment, and notify the Safety Officer, and the Workers Compensation Specialist at the Civilian Personnel Advisory Center of the incident. Supervisor will also provide form CA 17, Duty Status Report. The CA 17 will be completed and returned to the CPAC for the initial, and every follow-up, appointment.
- i. Injury Compensation Program Administrator (ICPA) will assure optimum effectiveness in the program by:
  - (1) Seeing that it is publicized and supervisors and employees are kept aware of information concerning injury compensation and filing claims.
  - (2) When notified of a job-related injury or illness give prompt assistance to the supervisor and the employee.
  - (3) Assure that the pertinent forms are completed and submitted both properly and timely.

ACTION OFFICER: Howard Vickers, DSN 724-4112