



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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PENSACOLA, FLORIDA 32508-5220

NETCINST 12810.1B
N1CP
27 Feb 2024

NETC INSTRUCTION 12810.1B

From: Commander, Naval Education and Training Command

Subj: FEDERAL EMPLOYEES' COMPENSATION ACT PROGRAM

Ref: (a) SECNAVINST 12810.2A

Encl: (1) What A Federal Employee Should Do When Injured At
Work

1. Purpose. To provide guidance and direction to commands and activities within the Naval Education and Training Command (NETC) domain for the purpose of improving Federal Employee's Compensation Act (FECA) program management.

2. Cancellation. NETCINST 12810.1A.

3. Background. Reference (a) establishes Department of the Navy (DON) policy and provides guidance for administering the FECA program for civilian employees in the event of an occupational injury or illness that occurs while in a duty status.

4. Policy. Commands and activities within the NETC domain must recognize the long-term nature of the commitment to employees who have job-related injuries or illnesses, and assure that employees receive not only the physical care and other benefits to which they are entitled but also other appropriate support needed for rehabilitation and return to duty. The FECA program will assist in efforts to return partially disabled employees to productive duty by providing funding of full-time equivalent allocations for up to 1 year. Specifically, it is NETC's policy to:

a. Comply with DON safety and health policies to maintain a safe work environment and reduce the risks of employment-related injury, illness, and death.

b. Establish light or limited duty assignments where feasible for injured workers to permit them an opportunity to perform a contributing function during the rehabilitation process and to prevent the need to go onto the Office of Workers' Compensation Program (OWCP) compensation rolls.

c. Ensure that partially disabled workers are considered for vacant positions for which they could be placed and which they are physically able to perform regardless of whether the workers are on leave without pay or separated from DON and receiving injury compensation payments from OWCP.

d. Train supervisors, managers, and FECA program operating officials on current injury compensation laws, regulations, and local injury compensation program policy.

e. Disallow Leave Buy Back. NETC does not allow employees to "buy back" any annual leave or sick leave used and have it restored.

5. Responsibilities

a. NETC N1CP. Responsible for ensuring that the Federal Injury Compensation Program policies and procedures within the command comply with this instruction and all future DON Office of Civilian Human Resources (HR) policies and guidance.

b. HR Office (HRO) Directors

(1) Implement FECA laws, regulations, local policies, and procedures and provide training and assistance for serviced activities to effectively manage injury compensation programs. At a minimum, management of the program should include:

(a) Providing advice and guidance to activity heads, commanders, and managers on the injury compensation program.

(b) Counseling and training employees, supervisors, and private physicians regarding FECA, limited duty, etc.

(c) Appropriate controversion of claims.

(d) Timely filing of claims to the appropriate OWCP district office.

(e) Managing claims to ensure injured employee receives necessary treatment and returns to work as soon as possible (in a limited duty status, if necessary), employee is permanently accommodated if injury is of a permanent nature and is rehabilitated and returned to work from long-term compensation rolls.

(f) Ensuring serviced activities are provided copies of the quarterly charge-back List.

(g) Ensuring the quarterly charge-back list is verified and corrected, when necessary, within 60 days of receipt.

(h) Providing yearly program review reflecting trends and analysis to activity commanding officers when the FECA bill is substantial or when requested.

(i) Report all Department of Defense (DoD) Pipeline Reemployment Program placements for NETC domain activities to NETC N1CP by the 15th of the month after the end of each quarter.

(2) Ensure staff members are designated as Injury Compensation Program Administrators (ICPA) to oversee the program, to coordinate the efforts of all involved management officials, and to ensure optimum effectiveness in program administration.

(3) Ensure the ICPAs complete the necessary training and perform the duties of the assigned position.

c. Commanding Officers and Heads of Activities

(1) With assistance from the ICPA, administer their injury compensation programs for controlling FECA costs.

(2) Ensure all managers and supervisors are provided guidance, training, and direction in administering the FECA program for their employees.

(3) Use the guidelines provided in reference (a), and with the assistance of the servicing HRO, establish light duty programs for injured workers and return-to-work programs geared to rehiring partially disabled workers.

d. Managers and Supervisors. Maintain safe and healthy working conditions and practices and assist employees who are injured to obtain medical care and lost wage benefits. Make every effort to keep the individual on the job following the injury, or, if not feasible, return the individual to work as soon as possible using the guidelines in reference (a). Ensure enclosure (1), What a Federal Employee Should Do When Injured At Work, Form CA-10, is posted on official bulletin boards.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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8. Forms. The following form is available for download at www.dol.gov/agencies/owcp/dfec/regs/compliance/forms/: CA-10, What a Federal Employee should Do When Injured At work



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Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

What A Federal Employee Should Do When Injured At Work



Report to Supervisor	Every job-related injury should be reported to your supervisor as soon as possible. Injury in this case also means any illness or disease that is caused or aggravated by your employment as well as damage to medical braces, artificial limbs, and other prosthetic devices.
Obtain Medical Care	Before you seek medical treatment for a traumatic injury, ask your supervisor to authorize medical treatment using Form CA-16. This form may be obtained by contacting your employing agency's workers' compensation personnel. Take this form with you when you seek medical treatment and provide it to the physician/hospital. You have the right to choose the physician you initially see for medical treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Note that in occupational disease claims, Form CA-16 may not be issued without prior approval from the Office of Workers' Compensation Programs (OWCP).
File Written Notice	Claim forms must be filed using the Employees' Compensation Operations and Management Portal (ECOMP). Go to www.ecomp.dol.gov and register for an account. For traumatic injuries, file Form CA-1 within 30 days following the injury, and for occupational disease claims, file Form CA-2. Once you complete your portion of the claim form, it will be forwarded to your supervisor who will complete the supervisor's portion before forwarding the form for review. You will receive claim status update emails as your claim form is processed. For help filing your claim, click the "HELP" icon found at the top right hand corner of the ECOMP website, and then click the "FECA Claimant-Injured Worker" link.
Submit Claim for COP and/or Compensation For Wage Loss	If you are disabled due to a traumatic injury, you may elect to use the continuation of pay (COP) benefit for a period not to exceed 45 calendar days or use leave. To be eligible for COP, you must submit a CA-1 within 30 days of the injury. If disabled and claiming COP, you must submit medical evidence supporting your disability to your employing agency within 10 workdays. If you are disabled beyond the COP period, are not entitled to COP, or are disabled due to an occupational disease, you may file a claim for compensation using Form CA-7 at www.ecomp.dol.gov or use leave. You will receive claim status update emails as your forms are processed. A claim for compensation for disability should be submitted as soon as possible after it is apparent that you are disabled and will enter a leave-without-pay status.
Medical Billing	Medical providers must be enrolled with OWCP's medical billing contractor to obtain payment. All providers must submit bills on standard billing forms to the London, KY mailing address or online at owcpmed.dol.gov . The standard billing forms accepted by OWCP are OWCP-1500/HCFA 1500 for Physicians, physical therapists, labs, etc. and UB-92 for hospitals. Claimants may submit bills for reimbursement on forms OWCP-915 and 957.
Contacting OWCP	If you have any questions regarding your claim, you may contact OWCP at (202) 513-6860 or (866) 692-7487 (866-OWCP-IVR).

The Federal Employees' Compensation Act (FECA) is administered by the U.S. Department of Labor, Office of Workers' Compensation Programs (OWCP). Benefits include continuation of pay for traumatic injuries, compensation for wage loss, medical care and other assistance for job-related injury or death.

Post on Agency's Website

U.S. Department of Labor
Office of Worker's Compensation Program

