

Important steps to a successful submission of your claim:

1. When notifying your supervisor of the on-the-job injury, ask for the email address of the management person that should receive the claim (you will need this to file).
2. Verify that the management person indicated will be at work over the next few days to receive and respond to the email they will receive from ECOMP.
3. Notify that management person that your claim has been filed and that they will be receiving the claim by email from ECOMP.
4. The designated manager will receive an email from noreply@owcp.ecomp.dol.gov. Inform them (although they should already know) that they although the email says “no reply” they should open the email, click on the link, complete page 2 of your claim form, and provide it to HRM. Also tell them that once they click on the link they must finish. They won’t be able to open that link later.

FECA

§10.110 What should the employer do when an employee files a notice of traumatic injury or occupational disease?

(a) The employer shall complete the agency portion of Form CA-1 (for traumatic injury) or CA-2 (for occupational disease) no more than 10 working days after receipt of notice from the employee. The employer shall also complete the Receipt of Notice and give it to the employee, along with copies of both sides of Form CA-1 or Form CA-2.

(b) The employer must complete and transmit the form to OWCP within 10 working days after receipt of notice from the employee if the injury or disease will likely result in:

(1) A medical charge against OWCP.

(2) Disability for work beyond the day or shift of injury.

(3) The need for more than two appointments for medical examination and/or treatment on separate days, leading to time loss from work.

(4) Future disability.

(5) Permanent impairment; or

(6) Continuation of pay pursuant to 5 U.S.C. 8118.

(c) The employer should not wait for submittal of supporting evidence before sending the form to OWCP.

(d) If none of the conditions in paragraph (b) of this section applies, the Form CA-1 or CA-2 shall be retained as a permanent record in the Employee Medical Folder in accordance with the guidelines established by the Office of Personnel Management.