



## CIVILIAN DEPLOYMENT GUIDE: INJURY/ILLNESS COMPENSATION

### What If...

*The overwhelming majority of soldiers and civilians who deploy to a combat zone return safely without ever experiencing a workplace injury or illness. However, it is important that you understand your responsibilities and entitlements.*

### You are hurt or become ill while deployed:

**Entitlement:** You are entitled to medical care for illnesses and injuries at no charge to you while in the combat zone, even when physician-approved treatment requires transfer to a larger facility. Upon return to CONUS, you may be eligible to receive care at no cost if you have an approved Workers Compensation claim.

### You want to file a Workers' Compensation Claim:

**Responsibility:** Pursuant to the Federal Employees Compensation Act (FECA), claimants must promptly and accurately report all job-related injuries or illnesses to their supervisor, unless prevented from doing so by the severity of the injury (then anyone—family, friend, coworker—can report the injury for you). For a claim to be accepted, a licensed physician must provide written diagnosis and prognosis/treatment plan of the condition and recovery (NOTE: Nurses, Physician Assistants, and medic/corpsmen do not qualify). The physician who provides this does not have to be the original treating physician in theater.

**Entitlement:** After evaluating medical evidence and other factors, the Dept. of Labor Office of Workers' Compensation (OWCP) will adjudicate your claim and administer any medical or wage loss compensation and/or scheduled awards for permanent impairment. Adjudication of illness claims may take as long as 12 months. **DO NOT CANCEL YOUR HEALTH INSURANCE!**

### Time Limits

FECA enables DOL OWCP to place time limits on when a claim can be filed, so it is important that your supervisor is notified and a claim is filed as promptly as possible.

- Claimants have 30 days from the date of injury to receive Continuation of Pay (COP) for a disabling traumatic injury. Medical evidence must be submitted within 10 workdays. For other benefits, the claim must be filed no later than three years after the date of injury.
- If illness is claimed, claimants have no later than three years from the date they became aware, last exposure, or when the employer had knowledge of the disease/illness.

### Definitions:

- A *traumatic injury* is a wound or other condition of the body caused by external force, including stress or strain occurring during one work shift.
  - An *occupational disease* is a condition produced in the work environment over a period longer than one workday or shift. It may result from systemic infection, repeated stress or strain, exposure to toxins, poisons, or fumes, or other continuing conditions of the work environment.
- Note:** FECA does not allow payment of expenses associated with simple exposure to an infectious disease (e.g. tuberculosis, hepatitis, HIV) without the occurrence of a resulting work-related illness. Additionally, injuries/illnesses occurring out of purely natural causes are generally not compensable.

### You want to file a Claim—Who do you Contact?

You should first contact your immediate supervisor when a workplace injury or illness occurs, even if you do not immediately intend to file a claim. If you desire to file a workers' compensation claim, you and your supervisor should jointly complete an electronic claim form by visiting [www.cpms.osd.mil/icuc](http://www.cpms.osd.mil/icuc) and selecting "Filing Claims Electronically."

If you were injured on the job, you must file a Department of Labor Office of Workers' Compensation (DOL OWCP) **Form CA-1, "Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation."** If disease/illness was caused or aggravated by your employment, you must file **Form CA-2, "Notice of Occupational Disease and Claim for Compensation."**

Once your claim is filed, your activity's designated *Injury Compensation Program Administrator (ICPA)* will ensure the correct paperwork has been submitted and claim adjudicated by the DOL Office of Workers' Compensation. The ICPA will also work with your supervisor to identify any light/modified duty assignments available to expedite your return to work.

**The ICPA designated to handle a claim may vary by employing activity, geographic location, and/or pursuant to your command's policy.** If your supervisor does not know who to contact, the nearest Civilian Personnel Advisory Center (CPAC) may be able to advise who to contact.

**Employee Instructions:** Fill out this form completely and provide to your immediate supervisor(s) upon arrival. If desired, you may also send a copy to a friend or family member.

### Request for Workers' Compensation Claim

If, in the course of performing my duties, I should become incapacitated by an injury or illness, my supervisor should immediately file a Workers Compensation claim on my behalf at [www.cpms.osd.mil/icuc](http://www.cpms.osd.mil/icuc). After selecting "Filing Claims Electronically" s/he should use Form CA-1 for a traumatic injury or CA-2 for an illness. My supervisor should also contact my servicing Injury Compensation Program Administrator (ICPA) and provide any medical diagnosis available.

My ICPA is: Janine Couppee E-mail: Janine.m.couppee.civ@mail.mil

Additionally, please notify my emergency contact:

Name: \_\_\_\_\_ Association: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Other comments or special instructions: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Print) Employee Signature Date

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Supervisor Instructions:** The Federal Employees Compensation Act (FECA) may entitle your civilian employees to certain monetary compensation and/or medical benefits if they experience an injury or illness during the performance of their duties. It is very important that you are notified immediately and ensure prompt submission of their claim and medical information to the servicing Injury Compensation Program Administrator (ICPA). The Department of Labor Office of Workers' Compensation (OWCP) will adjudicate a final decision which the agency cannot appeal. Therefore, if you believe a claimed injury/illness did not result from the performance of official duty, you should submit evidence and write a paragraph to "controversy" or challenge the claim and send immediately to the ICPA. Regardless, when an employee becomes injured or ill, it important they receive the appropriate medical attention and the facts are correctly documented.

It is the Army's position that employees should return to work as soon as soon as possible following a workplace injury/illness. When temporary or permanent disability has occurred, you, as supervisor, must make a diligent effort to ensure a modified/light-duty assignment and reasonable accommodations are extended when recommended by the attending physician and/or OWCP.