

HOW TO FILE A FECA CLAIM

- ~ The supervisor assists the injured employee with claim completion and input via the Electronic Data Interchange (EDI) on the Defense Civilian Personnel Advisory Service (DCPAS) web site http://www.cpms.osd.mil/ICUC/ICUC_index.aspx.

- ~ Supervisor selects the "filing Claims Electronically" link

- ~ Supervisor enters the SSN and Date of Birth of the employee and selects whether a CA-1 or CA-2 will be filed

- ~ Employee information is entered onto the form

- ~ Witness information is entered, if applicable

- ~ Supervisor enters required information in supervisor's portion of the form

- ~ The form is printed. The employee, witness and supervisor sign their respective sections

- ~ The employee is provided with the 'Receipt of Notice of Injury/Illness' and 'Employee Rights and Responsibilities when Injured at Work'

- ~ "Submit Claim" button is selected and claim is sent electronically to the ICPA

- ~ Signed claim form is sent to the ICPA to be retained in the file