



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

REPLY TO

DAPE-CPP

30 JUL 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Migration to Employees' Compensation Operations and Management Portal (ECOMP) for Appropriated Fund Civilian Workers' Compensation Claim Filing

1. Department of Defense (DoD) has entered into an agreement with Department of Labor (DOL) to use ECOMP, the DOL electronic civilian injury reporting system, for appropriated fund civilian workers' compensation claims. ECOMP will replace the Electronic Data Interchange (EDI) currently used to file claims across DoD.
2. ECOMP is expected to provide easier access to filing claims, and result in improved timeliness of claims establishment, adjudication, and payments. An option in ECOMP allows for an Occupational Safety and Health Administration Form 301, Injury and Illness Report to be completed as part of the claims process; however, Army will not be deploying this capability at this time.
3. Army is planning for migration to ECOMP during September 2015. Request that addressees inform employees and supervisors of this transition, and ensure that they are aware of and complete available on-line training. This training, to include written and video tutorials, can be found under the "Help" menu on the left side of the ECOMP home page (www.ecomp.dol.gov). An information sheet and a set of FAQs are enclosed for your use in communication about this change. As soon as we have a firm date for migration we will notify you.
4. As a reminder, please ensure your labor relations obligations are fulfilled before transitioning to ECOMP.
5. My points of contact are Ms. Jeannie A Davis, jeannie.a.davis3.civ@mail.mil, (520) 538-4093 and Mr. Anthony Lawrence, anthony.e.lawrence.civ@mail.mil, (703) 806-3855, or DSN 656-3855.

Encls

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(see next page)


JAY D. ARONOWITZ
Assistant G-1 for Civilian Personnel

DAPE-CPP

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Administrative Assistant to the Secretary of the Army
Commander

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Employees' Compensation Operations and Management Portal (ECOMP)

- ✓ Department of Defense (DoD) has entered into an agreement with Department of Labor (DOL) to use ECOMP, the DOL electronic civilian injury reporting system, for appropriated fund civilian workers' compensation claims. ECOMP will replace the Electronic Data Interchange (EDI) currently used to file claims electronically across DoD.
- ✓ An employee who has a job-related injury or illness to report will register with ECOMP (www.ecomp.dol.gov). As part of the registration process, employees will be given a User ID and password, which enables them to file a claim (either a CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or a CA-2, Notice of Occupational Disease and Claim for Compensation). They can use the ID and password to check on claim status or if subsequently filing other claims.
- ✓ The employee and supervisor can fill out their portion of the claim form separately, unlike EDI which requires the employee and supervisor to work together to complete and submit the claim. The employee routes the claim form to the supervisor, who receives email notification that the claim has been submitted and requires his/her review. The computer being used does not have to be CAC enabled or connected to a .mil network, as is currently required for EDI.
- ✓ ECOMP will maintain a draft of the claim form for one week if the filing process is interrupted (this capability does not exist in EDI).
- ✓ Once the supervisor completes his/her review, the form will automatically be routed to the servicing Civilian Personnel Advisory Center Injury Compensation Specialist (ICS), called the Agency Reviewer, who will review the claim and submit it to DOL via ECOMP.
- ✓ Employees, supervisors, and ICSs can attach pertinent documents to the claim as part of the submission, speeding up the adjudication process since the DOL Office of Workers' Compensation Claims Examiner will not have to wait to receive pertinent documents. Again, this is not an option in the current EDI system.

Employees' Compensation Operations and Management Portal (ECOMP)
Frequently Asked Questions (FAQ)

1. I am an employee. How do I file a workers' compensation claim?

You may file your claim, using either a form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or form CA-2, Notice of Occupational Disease and Claim for Compensation, from any computer. A traumatic injury is one that can be pinpointed to have occurred during one particular work shift – falling down the steps, for example. An occupational disease is a medical condition that has developed due to work activities performed over more than one work shift. Both the CA-1 and the CA-2 are available for electronic submission at www.ecomp.dol.gov. Prior to filing a claim, if you have not already done so, read the information under "How to File a Claim" and review the ECOMP User Guide by clicking on the link for "Filing Forms as an Injured Worker" under the Help menu on the ECOMP page. You may then click on "File a Claim" or "Sign In/Register" to establish an account and file the claim.

2. What will I need to file a workers' compensation claim?

You will need to have the following:

- An ECOMP account (you can register for an ECOMP account using your email address).
- Your organization (recommend you print your most recent SF-50, Notification of Personnel Action, from the Civilian Personnel On Line Portal or from your electronic Official Personnel Folder (eOPF)). You will use this information to select the organization that you work for as the first step when you click on "File a Claim" (see FAQ 3 below).
- Your supervisor's email address. It is important that this be accurate to ensure that your claim is routed properly and can be processed by your supervisor.
- For new injury/illness claims, details for the event (place, time, extent of injury, etc.).
- If available, supporting documentation, such as medical reports (have these ready in electronic format).

3. How do I know which organization to select from the drop down lists in ECOMP?

The organization information in ECOMP is a combination of the command and organization you are assigned to, and your servicing Civilian Personnel Advisory Center (CPAC).

We suggest you print your most recent SF-50, Notification of Personnel Action, from the Civilian Personnel On Line Portal or from eOPF. Locate Block 22 on that form, which reflects the organization you are assigned to.

Take the following steps in ECOMP.

1. Select Department of the Army in the drop down list for "Department".
2. Select the organization in "Agency-Group" that matches the command in Block 22 of your SF-50 (normally the top line in that block). The "Agency" will auto-populate based on the "Agency-Group" selection.
3. Look for the organization listed in Block 22 under the command, in the drop down list for "Duty Station".
4. Select the organization in the drop down list that matches your organization, AND which indicates your servicing CPAC under the organization in the drop down list. Most of the time your servicing CPAC will be at your duty station, but there are exceptions. For example, most Defense Civilian Intelligence Personnel System (DCIPS) employees are serviced by the Fort Huachuca CPAC, so if you are one of these employees you should look for the organization that matches the SF-50 and which also reflects "Serviced by CPAC Fort Huachuca, AZ 85613".
5. If you are unable to locate your organization or need assistance, speak with your supervisor or the servicing CPAC Injury Compensation Specialist.

4. What happens if my supervisor is on leave or TDY, or otherwise unable to review my claim in a timely manner?

Your servicing CPAC Injury Compensation Specialist will receive notification that you have filed a claim, and will be able to send a reminder to your supervisor, re-route the claim to another supervisor in your chain of command, or process the claim to DOL.

5. What happens if I am unable to complete the claim on line because I have no access to the internet or am incapacitated?

Your servicing CPAC Injury Compensation Specialist will be able to complete the form on your behalf, in the same way that he/she can do so in Electronic Data Interchange today.

6. I am a supervisor. What are my responsibilities?

When an appropriated fund employee is injured or made ill as a result of work, you should ensure the employee receives emergency medical treatment or first aid care as appropriate, notify the local safety office, and complete any required safety reporting. You should advise the employee to log into ECOMP at www.ecomp.dol.gov to register for an account and complete the claim form and ensure that he/she has your correct email address. If the

employee's injury results from a specific event or series of events during one day or shift, the employee should complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. If the employee develops a condition due to prolonged exposure lasting more than one day or shift, he or she will complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation using EDI. Once the employee completes the claim form and submits it in ECOMP, you will receive an email notification with a link that will take you to the claim form, and allow you to review and submit the claim. The claim will be routed to the Injury Compensation Specialist at your servicing Civilian Personnel Advisory Center for final review and submission to Department of Labor.

As the supervisor, you have certain other responsibilities associated with the processing of a workers' compensation claim. Please refer to the Army Workers' Compensation Implementing Guidance and the Frequently Asked Questions about the Federal Employees' Compensation Act (FECA) for Supervisors at <http://cpol.army.mil/library/benefits/acwci/>.