



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL EDUCATION AND TRAINING  
NAVAL AIR STATION  
PENSACOLA, FLORIDA 32508-8100

CNETINST 12810.1  
Code 00V3

01 SEP 1994

CNET INSTRUCTION 12810.1

Subj: FEDERAL EMPLOYEES' COMPENSATION ACT (FECA) PROGRAM

Ref: (a) OPNAVINST 12810.1  
(b) CPI 810  
(c) OPNAV P14-23-85 of 21 May 85 (corrected)  
(d) NAVCOMPT memo of 25 Jul 89 (NOTAL)

Encl: (1) Federal Employees FECA Program Administration  
Requirements

1. Purpose. To provide guidance and direction to commands and activities within the Naval Education and Training Command (NAVEDTRACOM) for the purpose of improving FECA program management and reducing injury compensation costs in the Department of the Navy (DON).

2. Background. References (a), (b), and (c) provide 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. Injury compensation costs are paid directly to injured/disabled workers or their beneficiaries by the Department of Labor (DOL) Office of Workers' Compensation Programs (OWCPs). After the agency continuation of pay (COP) period has expired, the law requires DON to reimburse DOL OWCP annually for all costs including medical costs, costs of vocational rehabilitation, compensation, and death benefits. Such costs were formerly paid centrally by the Navy. However, reference (d) directed that FECA compensation costs be charged back to the individual activity beginning with the payment due in fiscal year 1990. This change was intended to increase the awareness of local commanders of injury compensation costs incurred at their activities, as well as the impact that their actions can have in reducing future costs.

3. Policy. The Chief of Naval Education and Training (CNET) fully supports the Chief of Naval Operation's (CNO's) policy outlined in reference (b), as well as the guidance/procedure provided in reference (c). Commands and activities within NAVEDTRACOM must recognize the long-term nature of their commitment to their 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. Specifically, it is CNET's policy to:

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a. Hold activities within NAVEDTRACOM accountable for budgeting for and paying injury compensation claims costs charged back by the DOL OWCP;

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

c. Establish light and/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 OWCP compensation rolls;

d. Manage all injury compensation claim cases in a manner which results in control of COP, elimination of unnecessary compensation costs, pursuit of fraud and abuse, and prompt return to work of those partially disabled workers able to perform necessary and contributing jobs;

e. 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; and

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

#### 4. Responsibilities

a. CNET Comptroller (N8). Ensure that FECA chargeback budgeting, billings, and payments within NAVEDTRACOM are properly executed and that activities are held accountable for budgeting and paying injury compensation claims costs charged back by the DOL OWCP.

b. Director, Civilian Personnel/Equal Employment Opportunity Programs (Code 00V). Ensure that civilian personnel FECA program policies are implemented throughout the claimancy. Ensure reference (c) and the forthcoming DOD Injury and Unemployment Compensation Administrative Guide is provided to all Human Resources Offices (HROs) servicing NAVEDTRACOM activities.

c. Director, CNET Safety Office (Code OOX). Provide all NAVEDTRACOM activities a copy of FECA Table 2 Report upon receipt from CNO for the purpose of validation of accuracy.

#### d. Commanding Officers and Heads of Activities

(1) Administer their injury compensation programs for controlling FECA costs, and budgeting for and paying FECA charge-back bills;

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

(3) Ensure accomplishments in controlling and reducing illnesses, injuries, and compensation costs are considered in appraising managerial performance; and

(4) Use the guidelines provided in references (a) and (b), 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.

(5) Upon receipt of FECA Table 2 Report, cognizant activity safety manager will verify accuracy and take appropriate action as directed by CNET (Code OOX).

e. HRO Directors servicing NAVEDTRACOM activities

(1) By reference (a), implement FECA laws, regulations, local policies/procedures; provide training and assistance for serviced activities to effectively manage injury compensation programs.

(2) Obtain Worker's Compensation Management Information System (WKKOMPMSIS) software package from Naval Education and Training Program Management Support Activity (NETPMSA), Code 06, 6490 Saufley Field Road, Pensacola, FL 32509-5237 and utilize fully to track claims and provide required reports. Enclosure (1) is the minimum information to be maintained to ensure proper program administration.

(3) Ensure that a dedicated professional at an appropriate grade level is assigned to manage the FECA program as outlined in reference (c). At a minimum, management of the program should include:

(a) Counseling/training employees, supervisors, and private physician regarding FECA, Limited duty, etc.

(b) Appropriate controversion of claims as outlined in the FECA Procedures Manual.

(c) timely filing of claims to the appropriate OWCP district office.

(d) Managing claims to ensure injured employee receives necessary treatment, 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.

(e) Ensuring serviced activities are provided copies of the Quarterly Chargeback List.

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(f) Ensuring quarterly Chargeback List is verified and corrected, when necessary, within 60 days of receipt.

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

f. Managers and supervisors. Maintain safe and healthy working conditions and practices, and assist employees who are injured 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).

5. Action. Ensure the requirements of reference (a) are implemented throughout NAVEDTRACOM commands and activities using reference (c) as a guideline. Commanding officers and directors will report semiannually as of 30 April and 30 September to CNET (Code 00V) steps they have implemented to reduce the cost of the FECA program within their organization. At the minimum, the report should include:

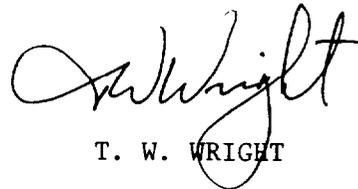
a. Current chargeback cost of FECA program for their organization.

b. Actions to accommodate injured employees and to return them to the workplace prior to them going on the OWCP compensation rolls.

c. Actions to return partially recovered and recovered workers to positions 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. Training accomplished during the reporting period.

6. Report. The reporting requirement contained in this directive is exempt from reports control by SECNAVINST 5214.2B.



Distribution (CNETINST 5218.1F, Case A):  
Lists I through VIII, X  
HROs servicing NAVEDTRACOM activities

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**FEDERAL EMPLOYEES FECA PROGRAM ADMINISTRATION REQUIREMENTS**

1. In order to provide trends and analysis reports, the following information must be tracked:

- Name
- Social Security Number
- Date of injury
- Type of injury
- Body part affected
- Nature of injury
- COP costs
- Witnesses
- Physician
- Title, series, grade, and pay
- Status of employee
- Additions and deletions from compensation rolls and resultant savings
- Retirement status
- Dollars spent on compensation by chargeback year and by UIC

2. WKCOMPMS tracks all actions on claims with the following exceptions:

- Information contained on DOL tapes
- Savings for long-term compensation recipients being removed from the compensation roll
- Status of case; can track status of employee or status of case but not both. However, NETPMSA (Code 06) has been requested to add another field for this purpose.

3. WKCOMPMS also provides automated CA-3 Form, Report of Termination of Disability and/or Payment.