



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBPM 12810.1
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5 Mar 07

MARINE CORPS BASE PROCEDURAL MANUAL 12810.1

From: Commander
To: Distribution List

Subj: FEDERAL EMPLOYEES' COMPENSATION PROGRAM

Ref: (a) MCBO 12810.1A
(b) Publication CA-810
(c) DoD 1400.25-M, subchapter 810
(d) CDCO 12272.1

1. Purpose. To publish procedures for the administration of the Federal Employees' Compensation Program per the provisions of references (a) through (c).

2. Information. The Federal Employees Compensation Act (FECA) provides compensation and payments for medical care to civilian employees who are injured or disabled in the line of duty.

a. Continuation of Pay (COP)

(1) The FECA provides that an employee's regular pay may continue for up to 45 calendar days of wage loss due to disability and/or medical treatment after a traumatic injury. The intent of this provision is to avoid interruption of the employee's income while the case is being adjudicated. Continuation of pay is not considered compensation and is therefore subject to the usual deductions from pay, such as income tax and retirement allotments. After entitlement to COP ends, the employee may apply for compensation or use leave.

(2) An employee is entitled to receive COP when he/she is absent from work due to disability or medical treatment, or when he/she is reassigned by formal personnel action to a position with a lower rate of pay due to partial disability. Because informal assignment to light or limited duties without a personnel action does not result in pay loss, time worked in such a position may not be charged to COP. However, COP is charged if an employee has been assigned light-duty by an official SF-50, Notification of Personnel Action, and pay loss results. The employee must be furnished with documentation of the personnel action before the effective date of the action.

(3) The cost of COP is calculated as the difference between the employee's normal pay and pay earned in the detail position.

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An employee whose work schedule is changed, so that a loss of salary or premium pay (e.g., holiday pay or night differential, though not Sunday pay) results, is entitled to COP for such wage-loss whether or not the schedule was changed by a formal personnel action.

(4) Continuation of pay must be charged against the employee's 45 days entitlement when:

(a) A personnel action has been taken to assign or detail the employee to an identified position, which has been classified at a lower grade.

(b) A personnel action has been taken to change the employee to a different schedule of work resulting in loss of salary or premium pay authorized for the employee's normal administrative workweek.

(c) The employee has been furnished with documentation of these personnel actions prior to the effective date of the action. Light-duty performed in the absence of documentation of a personnel action will not be chargeable to COP.

(5) Continuation of pay applies only to employees suffering traumatic injuries. Persons disabled because of occupational illnesses (those illnesses that are the result of continued exposure to a condition of the work environment) do not receive COP; they are only eligible for injury compensation benefits from the Office of Worker's Compensation Program (OWCP), and/or may use sick or annual leave or leave without pay (LWOP), as appropriate. The employee must make a separate claim for monetary compensation on Form CA-7, Claim for Compensation on Account of Traumatic Injury or Occupational Disease, with Form CA-20, Attending Physician's Report, if the disability exceeds 45 calendar days or results in any permanent disability.

(6) Controversion. To "controvert" means to dispute, challenge, or deny the validity of the claim. The FECA provides for the controversion of an employee's claim for COP and compensation when there is reason to believe that the employee is not entitled to certain benefits under the law. It is the responsibility of all supervisors and Injury Compensation Program Administrators (ICPA) to dispute any injury compensation claim or element of that claim for which there is credible evidence of fraud, abuse, honest misjudgment by the employee, or any other circumstances that constitutes doubt as to the employee's entitlement to one or all benefits under FECA.

b. Light or Limited Duty Assignments

(1) Light-duty is provided to an employee who has sustained a job-related injury and has physical limitations identified by the treating or activity physician. However, the light-duty assignment should be within the limitations imposed by the treating physician. When an employee has partially overcome a compensable disability, it is Department of Defense (DoD) policy that supervisors make every effort to assign the employee to light-duty within his/her medically-defined work limitations.

(2) Supervisors, in coordination with the ICPA, may verbally make light-duty offers, but should follow up in writing within 2 business days of the verbal job offer. Copies of the job offer should be sent or faxed to the treating physician. The offer should include a description of the duties to be performed, the specific physical requirements of the position and any special demands of the workload or unusual working conditions, the organizational and geographical location of the job, the date on which the job will first be available, the date by which a response to the job offer is required, and pay rate information for the offered job. The employer should send a complete copy of any job offer to ICPA when it is sent to the employee.

3. Responsibilities

a. Employees

(1) In the Event of Traumatic Injury

(a) Immediately report their job-related injuries and illnesses to their supervisors. Submit Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, to the supervisor as soon as possible, but not later than 30 days from the date of injury.

(b) Report to the ICPA for counseling and/or claims processing.

(c) Immediately following medical treatment, obtain medical documentation regarding extent of disability and treatment. Submit all pertinent information concerning the claim to the supervisor and the ICPA.

(d) Be available for light-duty (alternate assigned duty) when in a COP or LWOP compensation status. Immediately report their return to duty status to their immediate supervisor and ICPA, including changes of estimated return to duty dates. Employees will return to duty as soon as they are medically able.

(e) Advise their physician that light-duty work is available and that the employer is willing to accommodate physical

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restrictions in the work place. If medical information indicates the injured employee is capable of performing light-duty, the employee is responsible for his/her commute to and from work even if the injured employee is unable to drive.

(f) Maintain contact with their supervisor while in a COP or LWOP/compensation status.

(g) Cooperate fully in the investigation of the injury.

(2) In Cases of Occupational Disease

(a) The injured employee, or someone acting on his/ her behalf, should give notice of occupational disease on Form CA-2, Notice of Occupational Disease and Claim for Compensation.

(b) Report to the ICPA for counseling and/or claim processing.

b. Supervisors

(1) In the Event of Traumatic Injury

(a) In an emergency medical situation, the first priority is to ensure the employee gets immediate medical attention.

(b) Upon receipt of injury report, investigate the injury and immediately report any suspicious claim to the ICPA for appropriate action.

(c) Review the front of Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, for completeness and accuracy. Sign the Form CA-1 and immediately forward the claim and any accompanying information to the ICPA. The supervisor should contact the ICPA before signing the Form CA-1 if there are any questions about the injury or processing procedures. The supervisor's statement about an injury establishes the command's official position. If there is no reasonable way the supervisor can determine job-relatedness of an injury, he/she should so state.

(d) Direct the employee to seek medical treatment from an authorized physician of the employee's choice. The employee may chose to be treated at the Naval Health Clinic, Quantico or any other government medical facility. If the employee requests treatment by a private physician, make an appointment for the employee with the ICPA for counseling and issuance of Form CA-16, Authorization for Medical Treatment. Complete Form CA-17, Duty

Status Report, and issue to employee for attending physician assessment.

(e) Immediately forward all information submitted by the injured employee to the ICPA.

(f) Identify or assign restricted duty (alternate assigned duty) to the injured employee. If restricted duty is not available within the employee's work section, contact the Assistant Chief of Staff G-1 (AC/S G-1), Civilian Manpower Branch for assistance in locating an alternate assigned duty for the injured employee. The Civilian Manpower Branch will notify the ICPA that alternate duties are not available within the work section and will coordinate with the ICPA and management regarding the most feasible and practical assignment within the command.

(g) Advise the employee whether COP will be controverted, and if so, whether pay will be terminated. The basis for the action must be explained to the employee. The supervisor may controvert a claim by completing the indicated portion of Form CA-1 and submitting detailed supporting information to the ICPA. Provide the employee with a copy of all documentation and statements. Except for certain circumstances, the employee's regular pay must continue even though the claim is controverted. Reference (a) contains the conditions under which regular pay will not be continued when a claim is controverted.

(h) Demonstrate concern for injured employees and keep in contact with employees who are on extended periods of absence from work.

(i) Monitor the employees COP hours and days (counted as calendar days, including weekend, holidays and regular days off). If the claim is denied, the time card must be amended and COP used must be converted to sick leave or annual leave, whichever the employee elects. If leave is unavailable, it must be converted to LWOP and deemed an overpayment.

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(j) Notify the Civilian Manpower Branch when employees are approved for a claim under FECA.

(k) Prepare a SF-52, Request for Personnel Action, to request COP/LWOP or medical retirement and forward to the AC/S G-1 group inbox "EA_K4_A_00264G1Group" for processing when an employee is in a non-pay status for more than 80 hours or when an employee is approved for medical retirement. The Civilian Manpower Branch will forward the SF-52 to the Civilian Human Resource Office for appropriate action and coordination with the ICPA.

(2) In Cases of Occupational Disease

(a) Review the front of the Form CA-2, Notice of Occupational Disease and Claim for Compensation, for completeness and accuracy.

(b) Complete and sign the reverse of Form CA-2, and include a telephone number if there are questions about the claim.

(c) Sign and return to the employee the receipt attached to Form CA-2 and give a copy of the entire form to the employee.

(d) Review the employee's portion of the form and provide comments on the employee's statement.

(e) Prepare a supporting statement to include exposure data, test results, copies of reports of previous medical examinations, and/or witness statements, depending on the nature of the case. The checklist may be used to coordinate compilation of material by agency personnel, including compensation specialists and safety and health officers.

(f) The supervisor should submit completed Form CA-2 to the ICPA within 10 working days of receipt from the employee. It should not be held for receipt of supporting documentation.

(g) Only rarely may employers authorize medical care in occupational disease claims. The supervisor must contact the ICPA before issuing a Form CA-16, Authorization for Medical Treatment. Prior approval from the Office of Worker's Compensation Program is required to issue a Form CA-16 for occupational illness/disease.

(h) Complete Form CA-3, Report of Termination of Disability and/or Payment, when an employee has returned to work, and forward the form to the ICPA in the Civilian Personnel Office.

(i) In coordination with the ICPA, consider ordering an employee who is on leave and receiving worker's compensation benefits, or assigned to light-duty, to report for medical evaluation when management has identified an assignment or position (including the employee's regular position), which it reasonably believes the employee can perform consistent with the medical limitations of his/her condition.

c. Assistant Chief of Staff G-1, Civilian Manpower Branch

(1) The Assistant Chief of Staff G-1 (AC/S G-1), Civilian Manpower Branch will coordinate with the ICPA to obtain and maintain a list of all command employees enrolled in the FECA

Program. This list will ensure the Civilian Manpower Branch is tracking the most current information regarding the command's staffing levels for civilian manpower. The list will include the employee's name, date enrolled in FECA, current status, billet title, grade and series.

(2) Upon request from the ICPA, the Civilian Manpower Branch will coordinate the identification of "light-duty" work requirements and/or vacant positions available within the command for assignment of employees enrolled in the FECA Program, consistent with their medical limitations.

4. Scope. Per reference (d), this Manual applies to civilian employees assigned to Marine Corps Combat Development Command (MCCDC) Unit Identification Code (UIC) 00264 and their rating officials. This Manual does not include all of the provisions of reference (b), the Injury Compensation for Federal Employees Handbook and reference (c), the Department of Defense Civilian Personnel Manual concerning Injury Compensation. Any questions should be referred to the ICPA.

5. Command. All supervisors of civilian personnel will ensure compliance with the provisions of this Manual.

6. Certification. Reviewed and approved this date.



R. J. ABBLITT
Chief of Staff

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