

# Defense Logistics Agency Instruction



DLAI 7207  
Effective May 13, 2003  
Certified Current January 4, 2012  
DLA Human Resources Services  
Injury Compensation

## Injury Compensation

References: Refer to [Enclosure 1](#).

1. **PURPOSE:** This instruction establishes policy and procedures associated with the management of the DLA Injury Compensation Program. The Program ensures that civilian employees injured on the job receive proper medical treatment, compensation and benefits afforded by the Federal Employees Compensation Act (FECA).
  
2. **APPLICABILITY:** This instruction applies to Headquarters DLA, DLA Primary Level Field Activities (PLFA) and all other activities serviced by the DLA Human Resources Services, Injury Compensation.
  
3. **POLICY:**
  - a. It is DLA's policy that all Agency employees are entitled to a safe and healthy work environment and to receive prompt medical attention and full assistance in claiming compensation for injuries or occupational illnesses incurred in the performance of their duties as mandated by Title 20, Part 10, Code of Federal Regulations and Department of Defense (DOD) 1400.25.M, Subchapter 810.
  
  - b. It is DLA's policy to ensure that individual case files are protected under the Privacy Act. Only the employee, his or her representative (if any), and Agency personnel, with a need to know, may have access to the workers' compensation files/data maintained by the DLA Human Resources Services, Injury Compensation office as governed by the Department of Labor (DOL) GOVT-1.
  
4. **RESPONSIBILITIES:**
  - a. The injured employee is responsible for notifying his or her supervisor immediately upon sustaining an on-the-job injury or illness and seeking appropriate medical treatment from a physician of choice. Appropriate medical treatment may be first aid, visit to occupational health, local hospital, or treatment from a private physician. A qualified physician under the FECA includes general practitioners, surgeons, osteopathic practitioners, podiatrists, dentists, clinical

psychologists, optometrists, and chiropractors. Physician assistants, nurses, nurse practitioners are not recognized as physicians for FECA purposes.

b. The Supervisor will advise employee of entitlements and responsibilities for filing a workers' compensation claim.

c. If the claim is a traumatic injury, the supervisor will issue the employee form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation. Employee must submit claim within 30 calendar days from date of traumatic injury in order to preserve Continuation of Pay entitlements. Absence from work related to an on-the-job injury must be supported by medical documentation in order to be granted COP.

d. If the claim is an occupational disease or illness, the supervisor will issue the employee form CA-2, Notice of Occupational Disease and Claim for Compensation, along with the appropriate checklist (CA-35-A-H). Employee must provide documentation requested on the checklist. Absence from work related to an on-the-job illness must be supported by medical documentation.

**NOTE:** Continuation of Pay is not applicable for occupational disease claims.

e. If employee elects not to seek medical treatment but does file a claim, the supervisor will prepare a Memorandum for Record (MFR) to document employees decision to decline medical treatment.

f. The supervisor will investigate the circumstances of the injury and prepare a MFR documenting the findings. Additionally, the supervisor will complete DLA Mishap Report Form 1591 and forward it to the appropriate Safety Office.

g. The supervisor will complete the second page of the CA-1 or CA-2 claim form, Official Supervisor's Report within 7 days following receipt from the injured employee, ensuring that all facts surrounding the injury are included. The completed form will be forwarded to the DLA Human Resources Services Injury Compensation office for processing. In order to meet DOL's filing requirements, the claim should be forwarded to the claims processor within 7 calendar days from the date the supervisor receives the completed form from the employee.

h. The supervisor will maintain frequent contact with the injured employee and will provide light duty work to accommodate restrictions.

i. Employee is responsible for providing regular medical updates to include doctor imposed restrictions and returning to work as soon as medically capable in either a light duty or full duty capacity.

5. PROCEDURES: Refer to [Enclosure 2](#).

6. EFFECTIVE DATE: This Instruction is effective immediately.

Director, DLA Support Services  
May 13, 2003

Deputy Director, Human Resources  
January 4, 2012

2 ENCLOSURES

Enclosure 1 – References  
Enclosure 2 – Procedures

Enclosure 1  
References

1. DLA One Book Process Chapter, Injury Compensation Program, September 23, 2009, superseded.
2. Title 20, Part 10, Code of Federal Regulations, <http://www.cpms.osd.mil/icuc/policy.aspx>.
3. DOD 1400-25.M, Subchapter 810, <http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V810.pdf>.
4. DOL GOVT-1, <http://www.dol.gov/sol/privacy/dol-govt-1.htm>.
5. CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, <http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>.
6. CA-2, Notice of Occupational Disease and Claim for Compensation, <http://www.dol.gov/owcp/regs/compliance/ca-2.pdf>.
7. CA-35 A-H, Evidence Required in Support of a Claim for Occupational Disease, <http://www.aoc.gov/employment/aoc-taff/loader.cfm?csModule=security/getfile&pageid=17492>.
8. Form 1591, DLA Mishap Report, <http://www.dla.mil/dss/forms/fillable/DL1591.pdf>.
9. CA-17, Duty Status Report, <http://www.dol.gov/owcp/regs/compliance/ca-17.pdf>.
10. CA-20, Attending Physician's Report, <http://www.dol.gov/owcp/regs/compliance/ca-20.pdf>.

Enclosure 2  
Procedures

- a. Employee is responsible for notifying their supervisor of a work related injury and initiating the claim for workers compensation by completing form CA-1, Federal Employee's notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or CA-2, Notice of Occupational Disease and Claim for Compensation. Additionally the employee is responsible for providing the supervisor medical evidence to support the claim along with any doctor imposed medical restrictions. The supervisor will review the medical report to determine light duty accommodation. In some cases the attending physician will restrict employee from returning to work for a specified period of time. If the medical report states that employee is restricted from work for a specified period, the employee will only be allowed to report for duty upon providing the supervisor with medical documentation that either releases him/her to limited or full duty.
  
- b. If injury is traumatic, in that it is a wound or other condition of the body caused by external force, including stress or strain that occurred within a single day or work shift, and medical care is required, the supervisor may issue a CA-16, Authorization for Examination and/or Treatment, to authorized medical care within 7 days of the request. If more than 1 week has passed since the date of injury, CA-16 will not be issued. Upon receipt of the CA-1 from the employee, the supervisor will review the form for completeness and accuracy, and complete the supervisory portion of the claim form, ensuring all known facts of the injury are included. The supervisor will sign and return to the employee the last page of the claim form, to support receipt of notice of injury. The completed form will be forwarded to the DLA Human Resources Services Injury Compensation office for processing within 7 days of receipt from the injured employee.
  
- c. Additionally, the supervisor should complete the Agency portion of the CA-17, Duty Status Report, and provide it to the employee to take to the treating physician to be used in making notification of the Agency's ability to provide light duty. The treating physician will complete the CA-17 advising of workability and any restrictions applied. The supervisor may also provide the injured employee a CA-20, Attending Physicians Report, to be used in documenting the medical condition. A narrative report from the treating physician can also be used for this purpose.
  
- d. If work injury is a result of a occupational disease or illness, defined as a condition produced in the work environment over a period longer than 1 workday or shift, the supervisor will review the front of the form for completeness and accuracy. Additionally, the supervisor should complete and sign the reverse of form CA-2, signing and returning to the employee the receipt of notice of injury. The receipt can be found on the last page of the claim form. The supervisor should advise the employee of the right to elect sick leave, annual leave, or leave without pay, pending the adjudication of the claim by DOL.

**NOTE:** Continuation of Pay should not be authorized for Occupational Disease claims.

- e. If the employee is incapacitated for duty, he or she should communicate the desired leave status to their supervisor. If work restrictions are during any part of the initial 45 calendar day

period following the traumatic injury, the employee may be entitled to Continuation of Pay in accordance with DOL regulations. In instances where the employee is incapacitated for duty beyond the 45 day period or if claim is an occupational disease, the employee may choose to use sick leave, annual leave or leave without pay (LWOP) for absence from duty. If the employee chooses LWOP (Code KD) status, compensation payments may be requested directly from the DOL using form CA-7, Claim for Compensation. The employee will initiate the request for compensation by completing and forwarding the CA-7 to the supervisor for review and completion. The supervisor will complete the supervisor's portion of form and immediately forward to the DLA Human Resources Services Injury Compensation office for processing. If the employee is in a LWOP status in excess of 80 hours, the supervisor should contact the appropriate personnel office to initiate personnel action to document this status. Upon the employees return to work the supervisor should again contact the servicing personnel office to initiate a personnel action to terminate the LWOP status.

f. The supervisor may obtain assistance from the DLA Human Resources Services Injury Compensation office in requesting additional information from the attending physician regarding the expected duration of incapacitation from duty. In accordance with DOL regulations agencies may only contact physicians via written correspondence.

g. The DLA Human Resources Services Injury Compensation office and the supervisor will monitor medical reports for recovery and return to duty. Occasionally, a request for updated medical information may be required. Assertive claim management is required to ensure employee is returned to duty as soon as medically possible.

h. The employee who recovers within 1 year of starting compensation has mandatory rights to his/her date of injury position or its equivalent. If recovery occurs after 1 year, or the employee is considered partially recovered, he/she is entitled to priority consideration as long as application is made within 30 days of the date compensation ceases. If incapacitation extends beyond 1 year, the supervisor should contact the DLA Human Resources Services Injury Compensation office to determine an appropriate course of action.

i. If the medical documentation indicates employee is not totally incapacitated for duty, the supervisor should contact the DLA Human Resources Services Injury Compensation office to discuss limited/light duty options.

j. After a careful review to include formal medical documentation report, the supervisor must determine if there is work available that the employee can perform within the medical limitations. Supervisor should consult with the DLA Human Resources Services Injury Compensation office during this process to discuss limited or light duty assignments

k. If accommodation is not possible, the supervisor and the DLA Human Resources Services Injury Compensation office will continue to monitor the medical reports for release to full duty or until such time the medical condition improves and work restrictions can be accommodated. Every effort should be made to accommodate the medical restriction and return the employee to work.

l. Once it is determined that management can accommodate employee's medical restrictions, the supervisor should contact the DLA Human Resources Services Injury Compensation office to document a temporary light duty offer. An offer will include specific duties the employee will perform as well as the physical requirements of the assignment. The supervisor will monitor employee's activities to ensure they are adhering to restrictions imposed.

m. When medical report indicates that employee is fully recovered and able to return to regular duty, the supervisor should provide the supporting medical documentation to the DLA Human Resources Services Injury Compensation office to document termination of light duty assignment. The employee should not be returned to regular duty without this supporting documentation.

n. If medical documentation indicates that employee has a permanent restriction or limitation, his or her supervisor should contact the DLA Human Resources Services Injury Compensation office to discuss permanent light duty accommodation options.