



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 5008.02
JUL 01 2013

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SUBJECT: Federal Employee Compensation Act (FECA) Work Group Charter

References: See Enclosure 1

1. PURPOSE. This Directive, based on the authority of References (a) through (d) and the guidance provided in References (e) through (h), establishes the Joint Task Force National Capital Region Medical (JTF CapMed) FECA Work Group.

2. APPLICABILITY. This Directive applies to the JTF CapMed Headquarters (HQ), Walter Reed National Military Medical Center (WRNMMC), Fort Belvoir Community Hospital (FBCH) [hereafter, WRNMMC and FBCH are referred to as Joint Medical Treatment Facilities (MTFs)], and the Joint Pathology Center.

3. MISSION. The JTF CapMed FECA Work Group's primary role is to review injury and occupational disease claims, causes, and associated costs with the ultimate goal to return able employees back to work.

4. ORGANIZATION AND MANAGEMENT. The JTF CapMed FECA Work Group reports to the Resource Management Board (RMB) per Reference (g).

- a. Chairperson. Executive Director, Administrative Operations, JTF CapMed (or designee)
- b. Recorder. As appointed by Manpower and Personnel (J-1)
- c. Voting Membership. Voting members will delegate an alternate if unable to attend with prior approval by the chairperson.

(1) Injury Compensation Program Administrator (ICPA)

(2) HQ, JTF CapMed Representative

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(3) Joint MTFs and Centers Senior Management Representatives

(4) Occupational Health, Safety, and Investigative Services Representatives

d. The JTF CapMed FECA Work Group will meet quarterly or as scheduled for the completion of its mission. All members are expected to attend meetings established by the chairperson and be prepared for discussions on returning employees to work who are listed on the chargeback system to reduce the overall costs of work related injuries. Members are expected to keep their respective leaders apprised of their progress, workings, and recommendations as appropriate. All employee-related matters discussed by the FECA Work Group are either HIPPA and or Privacy Act protected matters. Accordingly, the employee information may only be shared by FECA Work Group members on a need to know basis and is subject to all applicable laws and regulations regarding who may have access to such information.

5. RESPONSIBILITIES. See Enclosure 2

6. RELATIONSHIPS. The JTF CapMed FECA Work Group shall be:

a. Accountable to CJTF through the National Capital Region (NCR) Medical Resource Management Board (RMB) Integrated Delivery System (IDS) (Reference (g)).

b. The CJTF's primary advisory group regarding the FECA Program.

7. AUTHORITIES

a. Tasking Authority. The group will assist management by developing cost containment initiatives to reduce new lost-time compensable injuries and the number of Continuation of Pay (COP) days. The goal is to return employees listed on the chargeback system to work for a reduction of overall costs allocated to work-related injuries.

b. Budgeting Authority. None.

8. ADMINISTRATION

a. Meeting Frequency. The JTF CapMed FECA Work Group will meet quarterly or as scheduled for the completion of its mission. The Work Group will establish its own operating procedures and interim work products necessary for the completion of its mission.

b. Decision-Making Methodology. The ICPA will present information on return-to-work options and open the discussion for possible placement of workers who are on COP or on Office of Worker's Compensation Program's (OWCPs) Periodic Rolls.

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c. Status Reporting

(1) The FECA Work Group will be a sub-group of the RMB and report back to the chair on their progress.

(2) When notified about a job-related injury or illness or an actual or potential claim, provide prompt assistance to the supervisor and employee by ensuring pertinent forms are properly and timely completed. Although not responsible for the accuracy of information provided and entered on forms by the employee, supervisor, or witnesses, the ICPA must obtain clarification for conflicting or confusing statements

d. Problem/Issue Escalation and Resolution Processes. Unresolved issues will be reported to the Chairperson, RMB for resolution.

e. Closure and Work Group Self-Assessment. The JTF CapMed FECA Work Group is a standing work group and will continue to meet and deliberate until the internal organizational structure of the JTF CapMed is revised.


f. Quorum. The JTF CapMed FECA Work Group will achieve a quorum when 51% of the voting membership is present. Alternates sent "on behalf of" will be considered the same as the voting member.

9. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the JTF CapMed Website at: www.capmed.mil.

10. EFFECTIVE DATE. This Directive:

a. Is effective upon publishing to the JTF CapMed Website; and

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (i)). If not, it will expire effective 10 years from the publication date and will be removed from the JTF CapMed Website.


STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

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ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, "Authorities for Joint Task Force National Capital Region Medical (JTF CapMed)," February 7, 2012
- (b) Deputy Secretary of Defense Action Memorandum, "Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region Medical," January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Department of Defense Instruction 1400.25-V810, "DoD Civilian Personnel Management System: Injury Compensation," April 12, 2005, as amended
- (f) Secretary of Labor Memorandum, "The New Presidential POWER Initiative: Protecting Our Workers and Ensuring Reemployment," September 21, 2010
- (g) JTF CapMed Directive 5008.01, "National Capital Region (NCR) Medical Resource Management Board (RMB) Charter," July 3, 2012
- (h) JTF CapMed Instruction 1438.01, "Injury Compensation," June 14, 2013
- (i) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012

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ENCLOSURE 2

RESPONSIBILITIES

1. CIVILIAN HUMAN RESOURCES, ICPA. The Civilian Human Resources, ICPA will:
 - a. Facilitate and support the JTF CapMed FECA Working Group and Program.
 - b. Ensure the Federal Employees' Compensation Program is publicized and that supervisors and employees are kept aware of information concerning injury compensation and filing claims.
 - c. Inform supervisors and employees of benefits and reporting procedures required in administering FECA.
 - d. Counsel employees who suffer traumatic injury or occupational disease concerning specific procedures and requirements for submitting claims.
 - e. Forward appropriate claim forms and medical documentation to Office of Workers' Compensation Programs, Department of Labor (OWCP, DOL). After this is complete, OWCP shall deal directly with the employee.
 - f. Retain and dispose of records not required to be submitted to OWCP.
 - g. Inform examining physicians in writing of possible light-duty assignments and request specific medical information.
 - h. Monitor Continuation of Pay (COP) to ensure it does not exceed 45 calendar days.
 - i. Provide guidance to employees regarding procedures required to request reimbursement of wages lost due to leave without pay (LWOP).
 - j. Inform employees of their rights and responsibilities under the program. An employee being separated or placed on LWOP as a result of a compensable injury or disease shall be informed of:
 - (1) The impact upon benefits such as health and life insurance, leave, and retirement.
 - (2) Restoration rights and how to exercise them.
 - (3) Any options available, such as disability retirement.
 - (4) Applicable time limits.
 - (5) What is expected of the employee, to include the employee's obligations to seek restoration as soon as the medical condition permits.

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(6) The employee's appeal rights.

k. Ensure the thoroughness of accident investigations and the implementation of appropriate corrective measures and prevention initiatives to reduce workplace injuries and illnesses.

l. Present information on return-to-work options and open the discussion for possible placement of workers who are on COP or on Office of Worker's Compensation Program's periodic rolls.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

COP	Continuation of Pay
FBCH	Fort Belvoir Community Hospital
FECA	Federal Employee Compensation Act
HQ	Headquarters
ICPA	Injury Compensation Program Administration
JTF CAPMED	Joint Task Force National Capital Region Medical
MTF	Medical Treatment Facility
RMB	Resource Management Board
WRNMMC	Walter Reed National Military Medical Center