



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEOHE BAY HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 12810.2
HRO
31 OCT 2011

BASE ORDER 12810.2

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: FEDERAL EMPLOYEES' COMPENSATION ACT (FECA) PROGRAM

Ref: (a) Title 5 United States Code, Part III, Chapter 81, "Compensation for Work Injuries", March 2008
(b) Title 20, Code of Federal Regulations, Part 10
(c) DoDI 1400.25-V810
(d) DoD 1400.25-M, DoD Civilian Personnel Manual
(e) MCO 12810.1, Federal Employees Compensation Act Program
(f) MCB Hawaii FECA Manual

1. Situation. This Order establishes local policy and provides information necessary to administer the FECA Program aboard Marine Corps Base (MCB) Hawaii, in accordance with the references. The FECA Program provides benefits, required procedures and forms, and assigns responsibilities to employees, supervisors and compensation personnel. Procedures were developed to assist managers, supervisors and employees in fulfilling their responsibilities. The guidance contained herein is consistent with FECA; however, FECA takes precedence in case of any conflict.

2. Mission

a. To establish an effective FECA Program for MCB Hawaii and other agencies and organizations supported by MCB Hawaii. To ensure all employees who are injured on the job or suffer a work-related disease, receive their entitlements while controlling time lost and costs for compensation and medical treatment.

b. Reference (a) provides the statutory basis of entitlement to compensation benefits for Federal employees. Reference (b) fully describes the provisions of the law and contains additional information about the administration of the FECA Program. Reference (c) implements DoD policy, prescribes procedures, and delegates authority on implementing the DoD injury compensation program under the Federal Employees' Compensation Act, section 8101 of Title 5, United States Code. Reference (d) guides and instructs the Injury Compensation Program Administrators (ICPAs) in the performance of their duties and the requirements of the FECA Program. Reference (e) establishes Marine Corps policy, procedures, and responsibilities for management of the FECA Program. Reference (f) provides detailed instructions on how to apply for benefits under the FECA program.

c. Federal employees who suffer an injury or a work-related disease while in the performance of duty have no right to recover damages from the United States for the effects of the injury except through FECA.

d. The Department of Labor (DOL), Office of Workers' Compensation Program (OWCP), San Francisco, California has been assigned as the adjudicating office for all FECA claims in this district.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order applies to all appropriated fund employees aboard MCB Hawaii, unless otherwise covered. Non-appropriated fund employees are covered by the Longshoreman Act.

(2) Concept of Operations. MCB Hawaii is committed to providing a safe and healthy work environment for our civilian Marine employees. When an employee suffers an injury or illness in the performance of his/her duties, the employee may receive appropriate compensation and medical care.

b. Coordinating Instructions. The following responsibilities are assigned.

(1) Director, Human Resources Office (HRO)

(a) Exercise overall responsibility for the program as the FECA Program Coordinator.

(b) Establish a FECA Working Group to assist in the management of worker compensation claims and reduction of workplace hazards. The group membership will be selected from within MCB Hawaii as follows:

1. Chairperson, Chief of Staff.
2. Director, HRO.
3. Deputy Director, Manpower, Personnel and Administration.
4. Deputy Director, Communication and Information Systems Directorate.
5. Deputy Director, Facilities Department.
6. Deputy Director, Base Safety Directorate.
7. Deputy Director, Supply Department.
8. Director, Environmental Compliance and Protection Department.
9. Deputy Director, Military Police Department.
10. Deputy Director, Operations and Training.
11. MCB Hawaii Injury Compensation Program Administrator (ICPA).
12. American Federation of Government Employees, Local 1209.

(c) Create, publish, maintain, and annually review a comprehensive MCB Hawaii Federal Employees Compensation Act Manual, reference (f), that establishes local policy and provides procedures necessary to

administer the provisions set forth in the references. Ensure an updated, electronic copy of this Order is available on the MCB Hawaii website.

(d) Enforce an aggressive return to work program utilizing DoD's Pipeline Management Program as well as all base supported alternatives outlined in reference (f).

(e) Ensure training/instruction are administered on a regular basis to include New Employee Orientation, as covered in reference (f).

(f) Appoint an ICPA who will be located within the HRO and a panel member of the FECA Working Group.

(2) Directorate Heads/Commanders

(a) Ensure supervisors and managers are allotted sufficient time to attend initial and, if necessary, follow-up consultations with employees and the ICPA.

(b) Ensure widest dissemination of the contents of this Order.

(c) Ensure limited/light duty accommodations are made to all injured employees, whenever available. If none are available, provide rationale in writing to the ICPA.

(3) Safety Director

(a) Investigate all reported job-related injuries and prepare required reports.

(b) When requested by the ICPA, provide information for the OWCP to support or refute a compensation claim.

(c) Provide a representative to actively participate in the activity FECA Working Group.

(d) Provide safety training, as required.

(e) In conjunction with the HRO, identify positions/duties for light-duty assignments.

(4) ICPA

(a) Administer the provisions of this Order and local policy in accordance with the references.

(b) Assist supervisors, employees, and survivors of deceased employees in all aspects of the FECA Program.

(c) Serve as the central processing point to distribute necessary forms to supervisors and employees as needed, control suspense accounts, and review all applicable forms for accuracy prior to forwarding to the OWCP.

(d) Provide training and operational guidance to supervisors and employees concerning their responsibilities within the injury compensation program.

(e) Ensure all information related to injury claims is entered in the DOL Electronic Data Interchange in accordance with reference (c) and (d).

(f) Work with OWCP rehabilitation counselors and field nurses on re-employment referrals and employees' return to work status. Ensure employees on the long-term rolls provide results of annual physicals to evaluate ability to return to work with case nurses, etc. Contact employees' physician to determine if an employee will have any limitations and develop a position description to accommodate any such verified limitations when returning the employee to work in accordance with reference (c).

(g) Seek advice and guidance from the OWCP and DoD Liaisons.

(h) Serve as a panel member on the FECA Working Committee.

(5) Supervisors

(a) Become knowledgeable of and adhere to the provisions, procedures and checklists contained in reference (f) for processing all Workman's Compensation Claims for on-the-job injuries or illnesses.

(b) Enforce laws, rules, and regulations, which govern safety and health, i.e., wearing of required personal protective equipment, clothing, etc. Ensure employees receive regular safety and FECA training in accordance with the references and local policy.

(c) Notify the local safety office of work related injuries and report them to the ICPA immediately.

(d) Investigate all work related claims for validity.

(e) Ensure all employees are informed of the contents of reference (f) and that checklists, instructions, and hand-outs are readily available at all worksites.

(f) Meet with an injured employee and the ICPA when a Workman's Compensation Claim is filed for lost time and/or limited duty and, at least, every 30 days thereafter or when follow-up consultations are deemed necessary by the ICPA.

(g) Submit all factual information pertinent to the merits of this claim to the ICPA. At a minimum, Form CA-1 must include time, place and manner of injury.

(h) Work closely with the ICPA and employee in managing claims and compensation cases. Supervisors are expected to make frequent contact with the injured employee in order to ensure the employee's welfare, expedite recovery, and the employee's return to work.

(i) Ensure an injured employee adheres to work limitations as prescribed by a physician.

(6) Injured Employees

(a) Adhere to all references guiding the administration of FECA, to include reference (f). Specific instructions for filing a Workman's

Compensation Claim may be obtained from your supervisor. Reference (f) is available on the MCB Hawaii website (see paragraph 4 below).

(b) Observe safety and health laws, rules, regulations, and standard operating procedures to include the proper use of personal protective equipment and clothing.

(c) Immediately report all work-related injuries or illnesses to the supervisor (regardless of severity).

(d) Attend an initial consultation with your supervisor and the ICPA upon filing a Workman's Compensation Claim and, at a minimum, every 30 days thereafter (or when follow-up consultations are deemed necessary by the ICPA). These consultations are designed to provide the employee with all information needed to successfully complete a FECA claim.

(e) Provide the supervisor with status updates following medical appointments, to include administratively acceptable medical information documentation.

(f) Maintain regular contact with your supervisor and provide situational reports and/or contact information.

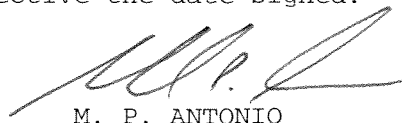
(g) Cooperate fully with injury investigations by any FECA official.

4. Administration and Logistics. Directives issued by this command are published and distributed electronically. Electronic versions of Base directives can be found at:
<http://www.mcbh.usmc.mil/g1/adjutant/Borders.htm>.

5. Command and Signal

a. Command. This Order is applicable to all Marine Corps Base Hawaii appropriated fund civilian employees.

b. Signal. This Order is effective the date signed.



M. P. ANTONIO

DISTRIBUTION: A

LOCATOR SHEET

Subj: FEDERAL EMPLOYEES' COMPENSATION ACT (FECA) PROGRAM

Location: _____
(Indicate the location(s) of the copy(ies) of this Order.)

FEDERAL EMPLOYEES' COMPENSATION ACT (FECA) PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature |
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