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Occupational Health Programs Manual – Chapter 17

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Change Record

Revision	Effective Date	Expiration Date	GRC25, Change Request #	Description
B	4/17/2012	4/17/2017	n/a	Administrative Changes
Change 1	4/14/2014	4/17/2017	N/A	Administrative change to add front cover and change history log to comply with NPR 1400.1, deleted "It is GRC's policy under" and added "The GRC shall follow the requirements of NPR 1800.1C" in Section 4.0 Policy.
Change 2	9/30/2015	4/17/2017	N/A	Administrative change to remove hyperlinks.

***Include all information for each revision. Do not remove old revision data. Add new rows to table when space runs out by pressing the tab key in the last row, far right column.*

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Chapter 17—FEDERAL WORKERS' COMPENSATION PROGRAM

Note: The current version of this chapter is maintained and approved by the Safety and Health Division (SHED). The last revision date of this chapter was April 2012. The current version is located on the Glenn Research Center intranet within the BMS Library. Approved by Chief of Safety and Health Division.

1.0 PURPOSE

This chapter provides requirements for claiming compensation under the Federal Employees' Compensation Act (FECA) for on-the-job injuries or occupational illnesses incurred in the performance of duty. Through proactive and preventive efforts, the Federal Workers' Compensation Program Specialist (FWCPS) in the Safety and Health Division (SHED) will work with Center management, safety officials, the onsite Medical Services office, and the Office of Human Capital Management (OHCM) to reduce workplace injuries and illnesses and workers' compensation costs.

2.0 APPLICABILITY

This chapter is applicable to all Federal civil service employees at NASA Glenn Research Center (GRC) at Lewis Field and Plum Brook Station.

3.0 BACKGROUND

In 1908, the President signed legislation to provide workers' compensation for certain Federal employees in unusually hazardous jobs. The scope of the law was very restricted and its benefits were quite limited. However, it was the first workers' compensation law to pass the constitutionality test of the United States Supreme Court. The FECA, enacted in 1916, superseded the 1908 statute and is a workers' compensation law for all civilian Federal employees. It provides for wage loss compensation, medical care, and associated benefits for work-related injuries and illnesses. In 1950, the U.S. Department of Labor (DOL) assumed administrative responsibility for FECA. FECA is now administered by the Office of Workers' Compensation Programs (OWCP), in the DOL.

4.0 POLICY

The GRC shall follow the requirements of NASA Policy Requirement (NPR) 1800.1C, and NASA Policy Directive (NPD) 1800.2B, the FECA, and 20 Code of Federal Regulations (CFR) Part 10, to ensure that NASA employees receive prompt medical attention and full assistance in claiming compensation for injuries or occupational illnesses incurred in the performance of duty, and employees are entitled to a safe and healthful work environment that complies with the Occupational Safety and Health Administration (OSHA) safety and health regulations.

5.0 RESPONSIBILITIES

5.1 Federal Workers' Compensation Program Specialist

The Federal Workers' Compensation Program Specialist shall:

- Counsel and assist injured employees and supervisors on their responsibilities and the technical requirements of FECA laws and regulations.
- Maintain records of employee workers' compensation claims for GRC.
- Complete and submit appropriate injury forms to the DOL within regulatory timeframes and assisting injured employees and supervisors with completion of the forms.
- Coordinate with safety officials and employees in determining the causes of accidents and illnesses and assisting with eliminating the causes.
- Coordinate safety, injury, and first-aid data with safety officials to facilitate the prompt investigation of mishaps and completing the subsequent mishap reporting.

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- Monitor claims and medical evidence provided by employees and working with Center management and the DOL to prevent fraud in the workers' compensation program.
- Track compensation and COP costs for all active GRC workers' compensation cases.
- Submit quarterly OWCP reports, all appropriate NASA injury and illness forms, and other claims reports as requested by the Agency Workers' Compensation Manager.
- Assist supervisors in providing injured employees with alternative work assignments and developing light-duty or restricted-duty assignments, as applicable, for partially disabled employees.
- Ensure that medical information is current and complete in all aspects of injury compensation case management.
- Maintain contact with the DOL, Center management, and injured employees to ensure optimum effectiveness in the administration of the workers' compensation program.

5.2 Office of Workers' Compensation Programs, U.S. Department of Labor

The Office of Workers' Compensation Programs, U.S. Department of Labor administers FECA within their respective geographic boundaries, providing operational guidance, advice, and assistance concerning injury compensation matters to 12 OWCP district offices located throughout the United States.

5.3 Medical Services Personnel

The Medical Services Personnel shall provide emergency first-aid care for job-related injuries and illnesses and for input on the NASA Incident Reporting Information System (IRIS).

5.4 Health and Safety Personnel

The Health and Safety Personnel shall investigate workplace conditions responsible for compensable injuries and illnesses, assisting the FWCPS with supporting and controverting claims, and in overseeing viable corrective actions of hazards.

5.5 Glenn Research Center Payroll Office

The Glenn Research Center Payroll Office shall, in coordination with the FWCPS, verify that continuation of pay (COP) does not exceed the 45-calendar-day limit, and furnishing COP usage information for the Center's quarterly reports.

5.6 Employees

Employees shall:

- Promptly and accurately report all job-related injuries and illnesses to their supervisors and seek immediate first aid, as necessary, at the Medical Services office.
- Submit all the necessary forms and medical documentation to the FWCPS as soon as possible.
- Obtain prior authorization from the FWCPS for private medical care.
- Accept light-duty or restricted-duty assignments during periods of partial disability.
- Return to regular duty as soon as medically feasible.

5.7 Supervisors

Supervisors shall:

- Ensure that employees injured on the job receive appropriate first aid.
- Promptly complete injury and/or illness compensation forms and forward them to the GRC Workers' Compensation Office.

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- Ensure that employees are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
- Comply with the occupational safety and health standards applicable to NASA and with all rules, regulations, and orders issued by the head of the Agency with respect to the NASA Occupational Safety and Health Program.
- Identify hazardous conditions and/or root causes associated with an injury, illness, or death, and coordinate with safety officials to institute positive measures to eradicate those causes by implementing viable corrective actions.
- Coordinate time and attendance reports for injured employees with the FWCPS.
- Record on-the-job injury and illness information in IRIS.
- Complete and submit to OHCM a leave without pay (LWOP) SF-52, Request for Personnel Action (when applicable), if his/her injured employee is placed in a LWOP status, and a return to duty (RTD) SF-52 when the employee is scheduled to RTD.
- Maintain continuous contact with his/her injured employee as the disability warrants.
- In conjunction with the FWCPS and OHCM, identify light-duty positions and modified job descriptions for employees who are eligible to return to work on a limited basis.

5.8 Office of Human Capital Management

The Office of Human Capital Management shall:

- Counsel and assist injured employees and supervisors on their responsibilities concerning benefits provided under FECA.
- Counsel long-term (beyond one year) disability employees on health and life insurance benefits, Thrift Savings Plan (TSP), and retirement as it relates to workers' compensation programs for the election of an annuity or workers' compensation.
- In conjunction with supervisors, ensure that FECA benefits and claims processing information to identify light-duty assignments and modified job descriptions for partially disabled employees is included in all OHCM supervisors training.
- Process the LWOP paperwork of a long-term disabled employee, and the RTD paperwork of an employee who recovers from a long-term disability, to their previous or equivalent position.

5.9 Safety and Health Division Chief

The Safety, Health and Environmental Division Chief shall ensure that the establishment and coordination of an overall GRC Federal Workers' Compensation Program is effectively administered in collaboration with the Center's contractor Medical Director, the FWCPS, and OHCM. In addition, approve workers' compensation program standards, guidelines, and procedures.

6.0 REQUIREMENTS

To qualify for workers' compensation benefits, the employee or employee's survivors must establish that the cause of injury, illness, or death was sustained while in the performance of duty. The Form CA-1 (**Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**) provides official notice to OWCP that an on-the-job injury has occurred; the form CA-2 (**Notice of Occupational Disease and Claim for Compensation**) provides official notice to OWCP that an occupational illness or disease has occurred; the Form CA-5 (**Claim for Compensation by Widow, Widower, and/or Children**) provides official notice to OWCP that a death has occurred, due to a job-related injury or illness.

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All aspects of the GRC Workers Compensation Program are required to ensure compliance as indicated in policies: 5 U.S.C. Chapter 81, 20 CFR Chapter I - Parts 1-199, NPD 1800.2C, and NPR 1800.1C. These policies define more specific guidance, and govern the GRC Workers Compensation Program.

7.0 RECORDS

- Official Workers' Compensation Case File.—Maintained by the U.S. Department of Labor.
- Agency Workers' Compensation Case File.—Maintained by the NASA Workers' Compensation Office.
- Medical records file.—Maintained by the Medical Services office.
- NASA Incident Reporting Information System (IRIS).—Maintained by supervisors and Occupational Medicine Services.
- Mishap reports.—Maintained by SHeD.
- Exposure records.—Maintained by SHeD.
- Safety/OSHA long-term records.—Maintained by SHeD.

8.0 REFERENCES

Document Number	Document Name
5 CFR Part 339	Office of Personnel Management, Medical Qualification Determinations
5 U.S.C. Chapter 81	United States Code Title 5, Compensation for Work Injuries
20 CFR Chapter I, Parts 1–199	United States Department of Labor, Office of Workers' Compensation Programs, Department of Labor
29 CFR Part 1960	Occupational Safety and Health Administration, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
GLM–QS–1700.1	NASA Glenn Safety Manual, Chapter 21, Mishap and Close Call Reporting, Investigating and Recordkeeping
NPD 1800.2C	NASA Occupational Health Program (Revalidated 07/26/10)
NPR 1800.1C	NASA Occupational Health Program Procedures w/Change 1 (12/31/09)
NPR 8715.1	NASA Occupational Safety and Health Programs w/Change 3 (02/13/06)

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APPENDIX A.—DEFINITIONS AND ACRONYMS

- Code of Federal Regulations (CFR)**
- Continuation of pay (COP)**
- Department of Labor (DOL)**
- Federal Employees' Compensation Act (FECA)**
- Federal Workers' Compensation Program Specialist (FWCPS)**
- Glenn Research Center (GRC)**
- Incident Reporting Information System (IRIS)**
- Leave without pay (LWOP)**
- NASA Policy Directive (NPD)**
- NASA Policy Requirement (NPR)**
- Office of Human Capital Management (OHCM)**
- Occupational Safety and Health Administration (OSHA)**
- Office of Workers' Compensation Programs (OWCP)**
- Return to duty (RTD)**
- Safety, Health and Environmental Division (SHED)**
- Safety and Mission Assurance Directorate (SMAD)**
- Thrift Savings Plan (TSP)**
- United States Code (U.S.C.)**

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