

**DEPARTMENT OF THE NAVY
FEDERAL EMPLOYEES' COMPENSATION ACT (FECA)
CHARGEBACK CORRECTION INSTRUCTIONS**

TO CORRECT THIS DATA:	WRITE TO	ADDITIONAL INSTRUCTIONS
A. SSAN B. Name Of Claimant C. Agency Code (In DON) D. Dollar Amounts	OWCP District Office	Send a Copy To ODASN (CP/EEO) DP2.
Employer on date of injury (if in DON) including MC, UIC, and/or SON	ODASN (CP/EEO) DP2	Send a copy of the quarterly report, highlight claim, annotate w/ correct MC, UIC, name and SON of employee on injury of date.
Employer on date of injury (if not in DON including transfers of function to other DOD/Federal agencies.)	OWCP District Office	Send letter to OWCP, identify correct employer name, address, agency chargeback code. Include name of employee and injury case file number (Send Documentation showing correct employer e.g. CA-1 or CA-2.
Employer to which claim should be transferred because employee' (s) function transferred to a different major claimant or activity within DON/MC.	ODASN (CP/EEO) DP2/db	Send copy of quarterly report, underline claim (s), advise of date transferred and function name, claimant address, and chargeback code of the DON (include MMC, UIC, SON and transfer of function or accepting documentation from the gaining activity).
Special Note		Transfers of function to other DOD/Federal agencies must include the documentation above and will be sent directly to OWCP by the DON activity or MC for processing.
Local activity name, MC, UIC, and SON.	Activity PSM	Activity should send request of change to master record to HROC (Code HR3C).

Abbreviations:

DON (Department of Navy)
MC (Major Claimant)
ODASN (CPEEO) (Office of the Deputy Assistant Secretary of the Navy, Civilian Personnel/EEP)
NCPDS (Navy Civilian Personnel Data System)
OWCP (Office of Workers' Compensation Program)
PSM (Personnel Systems Manager)
SON (Submitting Office Number)
UIC (Unit Identification Code)

The Office of the Deputy Assistant Secretary of the Navy
(Civilian Personnel/Equal Employment Opportunity)
Program Development and Direction Division
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Nebraska Avenue Complex
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Washington, DC 20393-5451

For assistance or corrections on FECA Chargeback contact Ms Bearden at (202) 764-0750; DSN 764-0750