

January 6, 2004

Memorandum

To: Bureau/Office Equivalent Personnel Officers
Bureau/Office Equivalent OWCP Coordinators

From: Nancy Miller **(signed)**
Office of Personnel Policy

Subject: Submission of Workers' Compensation Forms

To improve the timeliness of submission of workers' compensation claims and related forms to the Department of Labor (DOL), the following new procedures are effective immediately.

Supervisors and managers should be encouraged to print or write legibly when completing the OWCP forms to avoid errors on DOL's part. The supervisor's telephone number must also be included on all forms.

Supervisors and managers should submit the CA-1 or CA-2 form within 24 hours of the injury/incident to the Bureau/Office Equivalent OWCP Coordinator. Please encourage supervisors and managers to fax the forms to their Bureau/Office Equivalent OWCP coordinator. Bureau OWCP coordinators should maintain all paper copies received.

All CA-1, CA-2, and CA-7 forms must be immediately reviewed by the appropriate Bureau/Office Equivalent OWCP Coordinator and *faxed* to DOL.

Information on contacting the DOL's Federal Employees' Compensation District Offices is available at <http://www.dol.gov/esa>.

The point of contact for workers' compensation is Jackie Johnston, at (202) 208-0144, fax (202) 219-2184, or e-mail Jacqueline_Johnston@ios.doi.gov.