



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON RED CLOUD AND AREA I
UNIT # 15707
APO AP 96258-5707

REPLY TO
ATTENTION OF:

POLICY LETTER #1-15

IMRD-ZA

26 OCT. 2012.

MEMORANDUM FOR FOR SEE DISTRIBUTION

SUBJECT: Federal Employees Compensation Act (FECA) Working Group

1. References:

a. DOD 1400.25-M, Department of Defense Civilian Personnel Manual, Subchapter 810, 12 April 2005.

b. Memorandum, HQ, Department of the Army, 1 March 2007, subject: Reduction in Civilian Occupational Injuries and Illness and Worker's Compensation Program Costs.

c. NETCALL, IMCOM, 16 December 2007, Subject: NETCALL 2007-55, Federal Employee Compensation Act (FECA) Program Implementation.

2. The United States Army Combat Readiness Center reported to the Army expended \$182 million due to medical (\$16M) and compensation pay (\$121M) to army civilian employees injured on the job in chargeback year 2009. The USAG-RC/Area I's share of that loss amounted to \$0.27. This cost does not include follow-up visits, lost time from work, or other costs resulting from workplace injury, such as training costs for replacement workers, lost productivity, and a decline in moral following the return to an injured worker.

3. Clearly, we must strive to do more to avoid workplace injury and thereby reduce compensation costs. Most workplace injuries are preventable. We must ensure our safety programs aggressively target known vulnerabilities to reduce the number of preventable accidents. However, when an accident does occur we must do everything we can to return the injured employee back to work as soon as possible. The FECA Working Group will serve as a tool to help us gauge our progress and will serve as a vehicle for building an integrated approach toward reducing accidents and their associated costs.

4. Installation commander will chair a quarterly FECA Working Group for the United States Army Garrisons RC and Area I. The objectives of FECA Working Groups are to:

a. Reduce the occurrences of civilian job-related occupational injuries and illnesses by identifying trends and managing risks;

b. Assist in return-to-duty efforts for civilians affected by job-related injuries and illnesses;

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c. Support supervisors in taking actions necessary in conjunction with the Civilian Personnel Advisory Center (CPAC) Employee Relationship Division to either support or controvert questionable injury and occupational illness claims.

5. This policy is applicable to all organizations within the United States Army Garrisons RC and Area I. Each tenant Command is requested to designate a senior leader to attend the FECA Working Group and a liaison to research and gather pertinent employee data on personnel within their command when requested by the Injury Compensation Program Administrator (ICPA). The attached enclosure serves as the charter for the FECA Working Group

Encl
1. Charter


JOHN M. SCOTT
COL, AV
Commanding

DISTRIBUTION:
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CHARTER

FEDERAL EMPLOYEE COMPENSATION ACT (FECA) WORKING GROUP

Name of Group: Federal Employee Compensation Act (FECA) Working Group

Date Established: October 2010

Duration: On-going and permanent group as required by DOD 1400.25-M, SC810.3.4.6

Purpose: FECA Working Group is to provide Command oversight and direction in reducing the cost of the installation/activity FECA program. The objectives of the Group are to:

- Reduce the occurrences of civilian job-related occupational injuries and illness by identifying trends and managing risks;
- Assist in return to duty efforts for civilians affected by job-related injuries and illnesses;
- Support supervisors in taking actions necessary in consultation with the CPAC/MER Division to either support or controvert questionable and occupational illness claims.

Chair: Garrison Commander, USAG-RC/Area I

Authority:

- DOD 1400.25-M, Department of Defense Civilian Personnel Manual, SC810.3.4.6, 12 April 2007;
- Memorandum, Department of the Army, 1 March 2007, Reduction in Civilian Injuries and Illnesses and Worker's Compensation Program Cost; and,
- IMCOM NETCALL 2007-55, 16 December 2007, subject: NETCALL 2007-55, Federal Employee Compensation Act (FECA) Program Implementation.

Membership: The working group will be comprised of:

- USAG-RC/Area 1 Commander and Safety Officer
- Commanders of tenant organizations and safety officers
- Human Resources Officer, Civilian Personnel Advisory Center
- The Injury Compensation Program Administrator (ICPA)
- Attorney from the Office of the Staff Judge Advocate
- Physician representing the Military Treatment Facility

- Occupational Health (Industrial Hygienist and Occupational Health Nurse)
- USAG-RC/Area I Director of Human Resources

Agenda: The Working Group will perform on a continuous basis those functions necessary to achieve reduction in civilian injuries and compensation costs through the following actions:

- Review of each occupational accident or illness that has occurred since the previous meeting to address the reason it occurred, prevention measures, and corrective action to prevent recurrence;
- The ICPA presentation of an annual (fiscal year) running total of the cost and number of injuries and illnesses;
- The ICPA presentation of return-to-work efforts for workers on either continuation of pay or long-term rolls, such as number of job offers made, status, dates of expected return, etc; and,
- Annual review of the Safety, Health, and Return-to-Employment initiative goals and objectives to determine effectiveness of local actions to reduce injuries and illnesses.

Meetings and Procedures:

- The FECA Working Group will meet quarterly in open general meetings to perform the group's mission or upon request by a principal member;
- Representation from principal members of the Working Group (designated senior management official) is required for all meetings;
- Any first-line supervisor who had an accident or illness will attend the FECA group meeting on a one-time basis to discuss the incident, lessons learned and corrective action to prevent recurrence.
- The Chairperson has authority to add other members to the Working Group as needed to fulfill the group's mission.

Administration:

- The ICPA makes meeting arrangements, establishes the schedule, develops and distributes the agenda in advance, notifies all participants, including first-line supervisors of the cases to be discussed, and, if feasible, records and publishes the group's meeting minutes.
- The Working Group chairperson or a designated senior management official approves the minutes. All group members will receive copies of the minutes and upon request, shall be made available to employees.
- List of prioritized action items will be made a matter of record in the meeting minutes and OPRs assigned to complete tasks as designated by the Chairperson.