

June 25, 2012

POSTMASTERS, MANAGERS, SUPERVISOR  
SAN FRANCISCO DISTRICT

SUBJECT: Timely Submission of Injury Compensation Claim Forms

There are several forms used to collect information needed in the administration of the Injury Compensation Program. The immediate supervisor is responsible for prompt completion of the CA-1 or CA-2 Forms when a notice of traumatic injury or occupational disease is filed. The supervisor is also responsible for forwarding the forms to the Health and Resource Management (HRM) office on the date received. Additionally, any medical documentation generated as a result of an injury, must be included with the CA forms.

Recently we received notice from the U. S. Department of Labor that only 94.1% of San Francisco District employee claims are received in their office within the ten day time prescribed by the Federal Employees Compensation Act (FECA). This means our performance is rated as "Acceptable."

Under no circumstances, are managers allowed to delay submission of a claim for processing to OWCP. Per the ELM 540, Section 542.33, Penalty for Refusal to Process a Claim which states, "any employee or supervisor responsible for making reports in connection with an injury who willfully fails, neglects, or refuses to do so, induces, compels, or directs an injured employee to forgo filing a claim; or willfully retains any notice, report, or paper required in connection with an injury may be subject to a fine of not more than \$500, or one year in prison or both."

Our goal is to have HRM receive 98% of the claims within 48 hours of receipt from the employee. It is my expectation that the San Francisco District will significantly improve as there is no reason to not achieve 99% or better.

If you have any questions, please contact the Health and Resource Management Office at (415) 550 - 5526.



Harriet J. White