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Date

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**U.S. DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT**

HUMAN RESOURCES (HR) BULLETIN # 189, FY14

SUBJECT: Employees' Compensation Operations and Management Portal (ECOMP)

EFFECTIVE DATE: Upon release of this HR Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: None

BACKGROUND: The Department of Labor (DOL) Office of Workers' Compensation Programs (OWCP), Division of Federal Employees' Compensation (DFEC) regulations (Title 20, Code of Federal Regulations (CFR) §§ 10.100, 10.101, 10.102) require agencies to use systems that permit their employees to file claims electronically by December 31, 2012. The Department of Commerce (Department) currently does not have financial and other resources available to develop its own electronic filing system; however, the DOL has developed a web-based electronic filing system.

The Employees' Compensation Operations and Management Portal (ECOMP) complies with the Federal Employees' Compensation Act (FECA) and Occupational Safety and Health Administration (OSHA) regulations for reporting employee injuries and illnesses as well as submitting workers' compensation forms.

The Department has identified ECOMP as an optimal solution for satisfying the Title 20 CFR requirements not only because ECOMP is managed by the DOL but also because ECOMP is provided to Federal agencies at no cost. DOL management is key, since it is the organization that oversees FECA and OSHA requirements. As requirements change in future years, the DOL will make ECOMP revisions to account for these changes, lessening the burden and expense on agencies. It is the ongoing technical support at no cost that makes ECOMP the most attractive alternative for electronic filing.

Additional benefits of using ECOMP will be e-mail notifications to authorized agency personnel when inactivity in processing forms is identified (after the initial filing of workers' compensation claim forms). This will help information on claims to be processed in a timely manner, enabling the Department to meet filing goals set by the Presidential Memorandum to Heads of Agencies (July 19, 2010), "The Presidential POWER Initiative: Protecting Our Workers and Ensuring Reemployment." For claimants, claims will be delivered more quickly with supporting

documentation, which allows for faster case-creation, adjudication, benefit delivery, and improved customer service.

In 2012, the Department entered into a Memorandum of Understanding with the DOL to use the web-based ECOMP system, to electronically file workers' compensation forms CA-1, CA-2, CA-6, and CA-7. The Department's CD-137, Reporting Injury, Illness and Motor Vehicle Reporting, will still be used to manually report incidents. Training tutorials for employees, supervisors, Agency Maintenance Users, and Agency Reviewers are provided on the DOL ECOMP web-site and are also available at the Commerce Learning Center (CLC). In addition, bureau Workers' Compensation Coordinators can assist employees and supervisors on the use of ECOMP and direct them to appropriate training courses as necessary.

PURPOSE: The purpose of this HR Bulletin is to establish a Department-wide policy for implementing and using ECOMP, and to define Department, bureau/organization responsibilities at all levels.

APPLICABILITY: This HR Bulletin applies to all Department bureaus and organizations, including the U.S. Patent and Trademark Office (USPTO).

DEFINITIONS:

Agency Maintenance User (AMU) – The AMU is the highest level agency user, and is responsible for adding and maintaining Agency Reviewers.

Agency Reviewer (AR) – The Agency Reviewer (AR) in ECOMP is responsible for reviewing FECA claim forms before submission to the Department's management contractor for workers' compensation cases.

Department of Commerce Workers' Compensation Case Management Contractor – The person contracted to manage the Department and bureau workers' compensation cases.

Employees' Compensation Operations and Management Portal (ECOMP) – The DOL web-based application accessible via the DOL public Internet site. Through this portal, Federal workers and their employers may: electronically file workers' compensation forms; track the exact status of any form or document submitted via ECOMP; and electronically upload and submit documents to DFEC's case files.

POLICY: As of October 1, 2014, employees in all bureaus and organizations within the Department will be required to utilize the DOL-ECOMP web-based application to submit CA-1, CA-2, CA-6, and CA-7 workers' compensation forms under FECA guidelines. Each bureau and organization will be required to assign Agency Reviewers (ARs) within their area of responsibility.

POWER Initiative: Signed by President Obama on July 19, 2010, it sets forth minimum goals for Federal agencies to reduce work-related injuries, improve reporting of injuries, and speed the return to work of injured workers.

RESPONSIBILITIES AND ACCOUNTABILITY: ECOMP responsibilities are shared equally by management, supervisors, and employees, all with the responsibility for ensuring that employee injury and illness reports are promptly submitted and workers' compensation forms are filed. All managers, supervisors, and employees have the responsibility to safeguard the confidentiality of information submitted to or obtained through the ECOMP system.

At a minimum, management, supervisors, and employees are responsible and accountable for the following ECOMP functions:

Office of Human Resources Management – (OHRM)

- Shall establish policy, standards, and requirements for adopting the use of ECOMP within the Department, bureaus, and organizations.

Office of Occupational Safety and Health – (OOSH)

- Assign a Department representative to coordinate with DOL–ECOMP personnel.
- Coordinate ECOMP implementation with bureaus and organizations within the Department.
- Coordinate with the workers' compensation contractor for the Department on the ECOMP implementation.
- Ensure ECOMP web-links are installed on Department, bureau, and organization intranet sites.
- Work with Department training coordinator to incorporate ECOMP training programs on the CLC portal.

Department/OOSH – Agency Maintenance User (AMU):

- Assist bureaus and organizations in building ECOMP hierarchy.
- Register ARs in ECOMP system.
- Assist bureau and organization ARs in ECOMP operation.
- Assist bureaus and organizations in training personnel in ECOMP use.

Bureau Management:

- Support Department implementation of ECOMP.
- Promote use of ECOMP within the bureau or organization.
- Support bureau or organization AR in implementing ECOMP.

Bureau/Organization – Agency Reviewer (AR):

- Assist employees and supervisors on the use of ECOMP and direct them to appropriate training courses as necessary.
- Review employee workers' compensation forms and return to supervisor or employee if additional information is required.
- Submit workers' compensation forms to the Department's workers' compensation contractor for final review and submission to the DOL using ECOMP.

Employees:

- Register for an account in ECOMP when a work-related injury or illness occurs.
- Submit workers' compensation forms (CA-1, CA-2, etc.) using ECOMP and forward to supervisor.

- Upload workers' compensation forms not fillable in ECOMP and/or additional case-related documents to the system when required.

Supervisors:

- Complete the workers' compensation forms (CA-1, CA-2, etc.) forwarded by employee.
- Forward workers' compensation forms to the bureau Agency Reviewer (AR).
- Print copy of CA forms, and retain copies with original signatures.

Department of Commerce Workers' Compensation Contractor:

- Utilize ECOMP to provide final review of workers' compensation documents prior to submission to DOL.
- Utilize ECOMP to upload supporting documentation to case files.

STAFFING LEVELS: Each bureau/organization shall assign a workers' compensation position – designated as the ECOMP AR. The AR position will be collateral duty or full-time, depending on the bureau.

REFERENCES:

- U. S. Department of Commerce, Department Administrative Order (DAO) 202-810, Workers' Compensation for Federal Employees, September 18, 2007. http://www.osec.doc.gov/opog/dmp/daos/dao202_810.html
- U. S. Department of Commerce, DAO 209-3, Injury, Illness, Accident, and Fatality Investigation and Reporting. http://www.osec.doc.gov/opog/dmp/daos/dao209_3.html
- The Federal Employees' Compensation Act, (FECA), administered by the Office of Workers' Compensation Programs (OWCP) of the U.S. Department of Labor, and FECA Publication CA-810, Injury Compensation for Federal Employees, primarily Chapters 8 and 9. <http://www.dol.gov/esa/owcp/dfec/index.htm>
- U.S. Department of Labor Employees' Compensation Operations and Management Portal (ECOMP) <https://www.ecomp.dol.gov/#>

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