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Approved for Release

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Date

**DEPARTMENT OF COMMERCE  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**HUMAN RESOURCES (HR) BULLETIN #254, FY21**

**SUBJECT:** Employees' Compensation Operations & Management Portal (ECOMP)

**EFFECTIVE DATE:** Upon release of this HR Bulletin

**EXPIRATION DATE:** Effective until canceled or superseded

**SUPERSEDES:** HR Bulletin #189, FY14, "Employees' Compensation Operations and Management Portal (ECOMP)"

**BACKGROUND:** Regulations from the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP), Division of Federal Employees', Longshore and Harbor Workers' Compensation (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. ECOMP is a free web-based application hosted by the OWCP that provides Federal agencies an electronic system for recording workplace injuries and illnesses, and for processing claims under the Federal Employees' Compensation Act (FECA). ECOMP features include FECA claim submission, Agency Query System (AQS), Claimant Query System (CQS), CE-LinQ for Employing Agencies, and Occupational Safety and Health Administration (OSHA) injury and illness incident reporting.

ECOMP also allows for developing and implementing an effective Return-To-Work (RTW) program (see [HR Bulletin # 182, FY14, Workers' Compensation Return-To-Work Program](#)), and for uploading support documents to FECA case files. Visit ECOMP's homepage (ECOMP) to learn more about how to use the system (see User Guides under the Help menu).

ECOMP complies with FECA and Occupational Safety and Health Act (OSH Act) regulations for reporting employee injuries and illnesses, and for submitting workers' compensation (WC) claim forms.

**PURPOSE:** To establish a Department of Commerce (DOC)-wide policy for implementing and using ECOMP, as well as defining DOC and bureau responsibilities at all levels.

**APPLICABILITY:** The bulletin applies to all DOC bureaus and organizations, including the U.S. Patent and Trademark Office (USPTO).

## USE REQUIREMENTS:

The DOC has identified ECOMP as an optimal solution for satisfying Title 20 and 29 CFR requirements not only because ECOMP is managed by the DOL but also because ECOMP is provided free to Federal agencies. DOL/OWCP management is key, since it is the organization that oversees FECA (WC claims) and OSHA work-related injury and illness incident reporting requirements. As requirements change, the DOL/OWCP revises ECOMP, lessening the burden and expense on ECOMP-implementing Departments/agencies.

DOC bureaus use ECOMP as a required first step to electronically process and submit their OSHA 301 form, Injury, and Illness Incident Reports. Due to the requirements of Goal 7 of the Protecting Employees, Enabling Reemployment (PEER Initiative), effective October 1, 2020, all DOC bureaus are required to use ECOMP to process their injury and illness incident reports (e.g., OSHA 301 form) as well as to file their WC claims (e.g., CA-1 or CA-2 forms).

Additional benefits of using ECOMP include faster WC claims processing, enabling the DOC to meet filing goals set by the Executive Office of the President, Office of Management and Budget (OMB), Memorandum for the Heads of Executive Departments and Agencies (January 9, 2020). The PEER Initiative sets specific goals for Federal agencies to reduce total injury and illness case rates in general and lost-time cases in particular; improve the timeliness of overall claims in general and wage-loss claims in particular; increase the rates at which employees return to work within 45 days of an injury; and make full use of electronic filing. For claimants, claims are delivered more quickly with supporting documentation, which allows for faster case-creation, adjudication, benefit delivery, and improved customer service.

The DOC's CD-137, Report of Incident, Injury, Illness, Motor Vehicle Accident, Property Damage, or Fatality, may still be used as a supplemental and optional form for documenting incident investigations such as property damage and near miss incidents/events. Training tutorials for employees, supervisors, Agency Maintenance Users, and Agency Reviewers are provided on the DOL/OWCP ECOMP website's User Guides under the Help menu. In addition, bureau WC Specialists, Representatives, or Coordinators can assist employees and supervisors on the use of ECOMP, and direct them to appropriate training courses as necessary.

## 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 reviews FECA claim forms before submission to the Department's management contractor for WC cases.

**Department of Commerce WC Case Management Contractor** – The person contracted to manage the Department and bureau WC cases.

**Employees' Compensation Operations and Management Portal (ECOMP)** – The DOL web-based application accessible via the DOL, Office of Workers' Compensation Programs, Division of Federal Employees', Longshore and Harbor Workers' Compensation (DFELHWC) public Internet site. Through this portal, Federal workers and their agencies can electronically file employees' OSHA injury and illness incident reports and file WC forms; track the exact status of any form or document submitted via ECOMP; and electronically upload and submit documents to DFELHWC's

case files. ECOMP provides the case management foundation for developing and implementing an effective RTW program.

**POLICY:** As of October 1, 2020, employees in all DOC bureaus and organizations are required to use the DOL/OWCP/DFELHWC ECOMP web-based application for recording workplace injuries/illnesses (e.g., OSHA 301 form) under OSHA Recordkeeping regulations and WC claim forms (e.g., CA-1, CA-2, CA-6, and CA-7) under FECA regulations. Bureaus/organizations are required to assign ARs and OSHA Recordkeepers (ORKS) in their areas of responsibility.

**PEER Initiative:** Office of Management and Budget Memorandum Establishing PEER Initiative 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 responsibility for ensuring employee injury and illness reports are promptly submitted, and WC claim 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 in the DOC, bureaus, and organizations.

Office of Occupational Safety and Health (OOSH)

- Assign a DOC representative to coordinate with DOL/OWCP- ECOMP personnel.
- Coordinate ECOMP implementation with bureaus and organizations in the DOC.
- Coordinate with the WC contractor for the DOC on ECOMP implementation.
- Ensure that ECOMP web-links are installed on DOC, bureau, and organization intranet sites.
- Work with DOC training coordinator to incorporate ECOMP training programs on the Commerce Learning Center (CLC) portal.

Department – Agency Maintenance Users (AMUs):

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

Bureau Management:

- Support DOC implementation of ECOMP.
- Promote use of ECOMP within the bureau or organization.
- Support bureau or organization ARs and ORKs in obtaining user training, operation and 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 WC forms and return to supervisor or employee if additional information is required.
- Submit WC forms to the DOC's WC contractor for final review and submission to the DOL/OWCP using ECOMP.

**Bureau/Organization – OSHA Recordkeeper (ORK):**

- Assist employees and supervisors on using ECOMP to file work-related injury and illness incident reports (e.g., OSHA 301 form, Injury, and Illness Incident Report), and direct them to appropriate training courses as necessary.
- Review employee injury and illness incident report forms and return them to supervisor or employee if additional information is required.
- Submit work-related injury and illness incident report forms to the DOC's WC contractor for final review and submission to the DOL/OWCP.

**Employees:**

- Register for an ECOMP user account when a work-related injury or illness occurs.
- Submit their OSHA 301 form, Injury, and Illness Incident Reports within 4 calendar days of sustaining a work-related injury/illness incident, prior to filing a WC claim (Form CA-1 or Form CA-2).
- Submit their WC claim forms (CA-1, CA-2, etc.) using ECOMP (usually within 30 calendar days of sustaining the work-related traumatic injury or illness).
- Upload WC forms (e.g., bills, using ECOMP's Document Upload feature, available from the ECOMP homepage) not fillable in ECOMP and/or additional case-related documents to the system when required.

**Supervisors:**

- Complete review of an employee's OSHA 301 form, Injury and Illness Incident Report and WC claim forms (CA-1, CA-2, etc.) within 3 calendar days from receiving an ECOMP case review notification email, and return claim forms to the employee if additional information is required.
- Print copy of CA forms and retain copies with original signatures.

**Department of Commerce WC Contractor:**

- Use ECOMP for final review of WC documents before submission to DOL/OWCP.
- Use ECOMP to upload supporting documentation to case files.
- Help employees register for an ECOMP user account, file an injury and illness incident report (OSHA 301 form), and use WC claim forms (CA-1, CA-2, etc.).

**STAFFING LEVELS:** Each bureau/organization shall assign at least one OSHA recordkeeper and at least one WC position, designated as the ECOMP AR. The ORK and AR positions may be collateral duty or full-time, depending on the bureau/organization.

**REFERENCES:**

U.S. Department of Commerce, Department Administrative Order (DAO) 202-810, "Workers' Compensation for Federal Employees"; April 21, 2017.  
[https://osec.doc.gov/opog/dmp/daos/dao202\\_810.html](https://osec.doc.gov/opog/dmp/daos/dao202_810.html)

U.S. Department of Commerce, DAO 209-3, "Accident/Incident Reporting, and Investigation"; February 9, 2021. [https://osec.doc.gov/opog/dmp/daos/dao209\\_3.html](https://osec.doc.gov/opog/dmp/daos/dao209_3.html)

U.S. Department of Commerce, HR Bulletin # 182, FY14, “Workers’ Compensation Return-To-Work Program”

The Federal Employees’ Compensation Act (FECA), administered by the Office of Workers’ Compensation Programs of the U.S. Department of Labor (DOL), and FECA Publication CA-810, Injury Compensation for Federal Employees, Chapters 8 and 9 (revised 2009).

<https://www.dol.gov/sites/dolgov/files/owcp/dfec/regs/compliance/DFECfolio/CA-810.pdf>

U.S. Department of Labor Employees’ Compensation Operations and Management Portal (ECOMP). [https://www.ecomp.dol.gov/?\\_ga=2.140115635.169786687.1615301206-1739091533.1614291257#/](https://www.ecomp.dol.gov/?_ga=2.140115635.169786687.1615301206-1739091533.1614291257#/)

**OFFICE OF OCCUPATIONAL SAFETY AND HEALTH** (OOSH) supports DOC’s mission through advancing concepts of safety and risk management. OOSH has responsibility for the Department’s Occupational Safety and Health (OSH) and Workers’ Compensation programs.

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**WORKERS’ COMPENSATION PROGRAM SPECIALIST CONTACT:** Sandra Williams, Workers’ Compensation Program Specialist and AR, [swilliams@doc.gov](mailto:swilliams@doc.gov), (202) 482-0799

**RESOURCES:**

DOC webpage: Workers’ Compensation (FECA) Tools and Resources; <https://connection.commerce.gov/reference-and-other-resources/workers-compensation-feca-tools-and-resources>

DOC resource: Supervisor’s Incident Response Checklist; [https://connection.commerce.gov/sites/connection.commerce.gov/files/supervisor\\_incident\\_resp\\_checklist\\_final\\_4-18.pdf](https://connection.commerce.gov/sites/connection.commerce.gov/files/supervisor_incident_resp_checklist_final_4-18.pdf)

DOC webpage: About ECOMP; <https://connection.commerce.gov/reference-and-other-resources/about-ecomp>