

Special Edition of the Personnel Employee Bulletin

February 16, 2011

What a DLA Employee Should do When Injured at Work

Report to the Supervisor	Every job-related injury should be reported as soon as possible to your supervisor. Job related injuries include both traumatic and occupational disease claims. Traumatic injuries are defined as injuries that occur on a specific date and time, whereas, an occupational disease is an injury that occurs over a period of more than one day.
Obtain Medical Care	For traumatic injuries, before you obtain medical treatment, ask your supervisor to authorize the care by use of a form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Emergency medical treatment may be obtained without prior authorization. Take the form CA-16 to the provider you select. A CA-16 may be obtained by contacting the DLA Human Resources Services, Injury Compensation Office at the numbers below. For occupational disease claims, form CA-16 should not be issued. An employee seeking medical care for an occupational disease claim should use their private insurance until such time their claim is reviewed and approved by the Office of Workers' Compensation Programs.
File Written Notice	Form CA-1 should be used in filing a claim for traumatic injury. If the employee is incapacitated, the form may be completed by the supervisor or someone acting on the employee's behalf. The form should be completed and turned in to the supervisor as soon as possible, but not later than 30 days following the injury. A CA-2 should be used when filing a claim for an occupational disease. The above forms may be obtained by going to the DLA Human Resources Services, Injury Compensation web-site at http://www.hr.dla.mil/resources/benefits/injurycomp.asp . For more detailed information, carefully read the "Benefits" and "Instructions" sheets which are attached to the Forms CA-1 and CA-2, or contact the Injury Compensation office at the below numbers.
Obtain Receipt of Notice	A "Receipt of Notice" of Injury is attached to each Form CA-1 and Form CA-2. Your supervisor should complete the receipt and return it to you for your personal records. If it is not returned to you, ask your supervisor for it.
Submit Claim For COP/Leave and/or Compensation For Wage Loss	For traumatic injuries, you may claim continuation of pay (COP) for time away from work for recovery and medical treatment not to exceed 45 calendar days, or use personal leave. A claim for COP must be submitted no later than 30 days following the injury in order to preserve COP entitlements (the form CA-1 is designed to serve as a claim for continuation of pay). Medical evidence that supports your inability to work as a result of your injury must be submitted to the supervisor within 10 workdays of the injury or period of disability. If disabled beyond the COP period, you may claim compensation on form CA-7 or use personal leave. COP is not authorized for occupational disease claims.
Agency Contact for Additional Information	<p style="text-align: center;">DLA Human Resources Services Injury Compensation (703) 767-7494/2958 Toll Free: (866) 737-9724 DSN 427-7494/2958 FAX: (703) 767-7128 Email: ICC@dla.mil Website: http://www.hr.dla.mil/resources/benefits/injurycomp.asp</p>