

What A Federal Employee Should Do When Injured At Work



1. Report to Supervisor

Every job-related injury should be reported as soon as possible to your supervisor. To protect your rights and receive benefits timely, please do not delay in reporting work-related injuries. If you sustain a traumatic injury and require medical treatment, you may obtain a [Form CA-16](#), Authorization for Examination and/or Treatment from your supervisor.

2. Obtain Medical Care

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of [Form CA-16](#). You may initially select the physician to provide necessary treatment. Emergency medical treatment may be obtained without prior authorization. On occupational disease claims, [Form CA-16](#) may not be issued without prior approval from OWCP.

3. Notify the Injury Compensation Program Administrator (ICPA)

Once an injury has been reported, the supervisor shall notify the ICPA, located at the Regional Human Resources Office, immediately at **DSN 243-8184 or 243-8187** or via e-mail to: CNFJ.ICPA@fe.navy.mil.

4. File Written Notice

Your supervisor will work with you to complete the [Form CA-1](#), Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or [Form CA-2](#), Federal Employee's Notice of Occupational Disease and Claim for Compensation, electronically using Electronic Data Interchange (EDI) as soon as possible, but not later than 30 days after your injury. Complete a [Form CA-1](#) if your injury results from a specific event or a series of events during one day or shift. If you develop a condition due to prolonged exposure lasting more than one day or shift, complete a [Form CA-2](#). Your supervisor will transmit these forms to the ICPA using EDI.

5. Obtain A Receipt of Notice of Injury

Your supervisor should complete the receipt and return it to you for your records.

6. Submit Claim for COP

If disabled due to traumatic injury, you may claim continuation of pay (COP) not to exceed 45 calendar days or use leave. A claim for COP must be submitted no later than 30 days following the injury (the [Form CA-1](#) is designed to serve as a claim for continuation of pay). If disabled and claiming COP, submit ICPA medical evidence to support the disability within 10 calendar days of submitting the [Form CA-1](#). If disabled beyond the COP period, or if you are not entitled to COP, you may claim compensation on [Form CA-7](#) or use leave.

7. For more information, please call DSN 243-8184 or email CNFJ.ICPA@fe.navy.mil.

Please Post on Employees' Bulletin Board
