



CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

04 November 2016

Number 17-04

Employees' Compensation Operations and Management Portal: ECOMP For Appropriated Fund Employee OWCP Claims

1. The Department of Defense requires appropriated fund employees to use the electronic injury reporting system called ECOMP when filing Office of Workers' Compensation claims.

2. ECOMP is a secure, web-based application through which Federal workers can electronically file a CA-1, Traumatic Injury Claim or a CA-2, Occupational Disease Claim, which then flows to the supervisor. ECOMP allows users to track the exact status of any form or document submitted via the ECOMP system.

3. Before you can file any forms in ECOMP as an injured worker or employee, you must first register and create an ECOMP account. Go to www.ecomp.dol.gov and click on the 'Sign In/Register' tab. Enter all the required information, which will include name, phone, SSN and email address. Select your duty station from a series of dropdowns, which will determine which forms your organization allows to be filed via ECOMP. You will also be required to enter your immediate supervisor's email address. This email address will determine where any claims submitted by the employee will be sent for supervisory review.

Selecting the correct organization is essential for proper filing of your claim. The Department and State will be the same for all organizations (Department of Army, NY). After selecting your correct Agency Group (Organization), the Agency will auto-populate. Then select the proper duty station – "Serviced by CPAC, West Point, NY 10996". *Please see the attached listing of Organizations.

Example:

The screenshot shows the ECOMP web portal interface. The header includes the United States Department of Labor logo and the ECOMP logo. The main content area is titled "Which Forms Can I File?" and contains a form with the following fields:

- What is your employment status? (Radio buttons for Federal Employee and Contractor)
- What part of the government were you working for at the time of your injury or illness? (Dropdown menu for Department, State, Agency Group, Agency, and Duty station)
- To file a form for an injury or illness... (Text area with instructions and a green button labeled "File a CA-1 or CA-2")

The left sidebar contains navigation links for ECOMP Home, Employees & Claimants, Track Status, Case Stakeholders, Reviewers, Administration, and Contact ECOMP. The right sidebar contains links for ECOMP Home, File a Form, Upload Document, and Register with ECOMP.

4. Please keep in mind that an employee must file an injury or illness claim within 30 days of the injury and must provide initial medical support documentation within 10 days of the injury. Supervisors must complete their portion of the injury claim within 7 days of notification of the injury.
5. Employees can use any computer to submit a claim (it is not a CAC enabled system). If employees do not have access to a computer, please contact us for assistance.
6. The first line supervisor is responsible to report an accident or illness to the Safety Office.
7. On-line training, which includes written and video tutorials, can be found under the 'Help' menu on the left side of the ECOMP home page (www.ecomp.dol.gov).
8. If you have any questions, please contact Ms. Karen Wood, Human Resources Specialist, Civilian Personnel Advisory Center (CPAC) at 845-938-2253.

//SIGNED//
CAROL L. MCQUINN
Human Resources Officer

Distribution:
1-ea AF Employee
1-ea AF Supervisor
1-ea Mil Supervisor

ORGANIZATIONS

Agency-Group	Agency	Duty Station
FIELD OPERATING AGENCIES OF THE OSA AND STAFF	FIELD OPERATING AGENCIES OF THE OSA & STAFF	HQ DA USA CIV TRNG & EDUCATION DEVEL, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
HUMAN RESOURCES COMMAND AND CIVILIAN HUMAN RESOURCES AGENCY	HUMAN RESOURCES COMMAND	CPAC WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
INSTALLATION MANAGEMENT COMMAND	INSTALLATION MANAGEMENT COMMAND –HQ	US ARMY GARRISON WEST POINT, ABERDEEN PROVING GROUND SERVICED BY CPAC, WEST POINT, NY 10996 US ARMY GARRISON WEST POINT, CARLISLE BARRACKS, PA SERVICED BY CPAC, WEST POINT, NY 10996 US ARMY GARRISON WEST POINT, FORT HAMILTON, NY SERVICED BY CPAC, WEST POINT, NY 10996 US ARMY GARRISON WEST POINT, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
MEDICAL COMMAND	MEDICAL COMMAND	DENTAC WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996 USA MEDDAC – US MILITARY ACADEMY, FORT DIX, NJ SERVICED BY CPAC, WEST POINT, NY 10996 USA MEDDAC – US MILITARY ACADEMY, MONTROSE, NY SERVICED BY CPAC, WEST POINT, NY 10996 USA MEDDAC – US MILITARY ACADEMY, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
NETWORK ENTERPRISE TECHNICAL COMMAND	NETWORK ENTERPRISE TECHNICAL COMMAND	CPAC-WEST POINT MILITARY ACDMY PECH-NER-P, THOMAS HALL, BLDG 626 WEST POINT, NY 10996
OFFICE OF THE SECRETARY	OFFICE OF THE SECRETARY	CPAC-WEST POINT MILITARY ACDMY PECH-NER-P, THOMAS HALL, BLDG 626 WEST POINT, NY 10996
RECRUITING COMMAND	RECRUITING COMMAND	US RECRUITING BATTALION, NEW YORK CITY FORT HAMILTON, NY SERVICED BY CPAC, WEST POINT, NY 10996
TRAINING AND DOCTRINE COMMAND	TRAINING & DOCTRINE COMMAND	USA COMB ARMS CENTER & FT LEAVENWORTH, ALEXANDRIA, VA SERVICED BY CPAC, WEST POINT, NY 10996 USA COMB ARMS CENTER & FT LEAVENWORTH, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
US ARMY CONTRACTING COMMAND	US ARMY CONTRACTING COMMAND	MICC DOC – WEST POINT, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996

Agency-Group	Agency	Duty Station
US ARMY CRIMINAL INVESTIGATION COMMAND	US ARMY CRIMINAL INVESTIGATION COMMAND	CID WEST POINT RESIDENT AGCY, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
US ARMY CYBER COMMAND AND 2 ND ARMY/NETWORK ENTERPRISE TECHNOLOGY COMMAND	US ARMY CYBER COMMAND AND 2 ND ARMY/NETWORK ENTERPRISE TECHNOLOGY COMMAND	USA SIG NTWK ENT CTR (FT HAMILTON), FORT HAMILTON, NY SERVICED BY CPAC, WEST POINT, NY 10996 USA SIG NTWK ENT CTR (WEST POINT), WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
US ARMY OFFICE OF CHIEF OF STAFF	OFFICE OF CHIEF OF STAFF	USA LEGAL SERVICES AGCY, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
US ARMY SUSTAINMENT COMMAND	SUSTAINMENT COMMAND	LOG READINESS CTR, FT HAMILTON, FORT HAMILTON, NY SERVICED BY CPAC, WEST POINT, NY 10996 LOG READINESS CTR, USMA WEST POINT, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996
US MILITARY ACADEMY	US MILITARY ACADEMY	US MILITARY ACADEMY, WEST POINT, NY SERVICED BY CPAC, WEST POINT, NY 10996