



## Reporting an On-the-Job Injury

### **WHAT to do if you're injured on-the-job?**

- Report an occupational injury/illness to your immediate supervisor.
- Obtain authorization (dispensary permit if required/ appropriate) from your supervisor and report to the Occupational Health Unit (OHU) or your private physician for medical treatment.
- Follow the dispensary's instructions as far as treating the injury and/or going to see your personal physician.
- You will need to charge at least 1 hour of "Date of Traumatic Injury Leave – LU" to your timecard for your absence from work while at the dispensary. If the dispensary takes less than an hour, one full hour still has to be charged. If the dispensary takes longer than an hour, charge the appropriate amount of time to "LU" on the timecard.

### **WHEN and HOW to file a claim?**

- Report the injury to the NAVFAC FECA Center of Expertise (COE). **Report ALL injuries regardless of how small or insignificant the injury may appear.**
- File a CA-1 within 2 days of injury or within the timelines provided in your collective bargaining agreement, if applicable. Provide the completed CA-1 to your supervisor.
- Complete CA-1 form **blocks 1-15. Provide completed form to your supervisor to review and complete** blocks 17-38.
- Supervisors will submit the completed CA-1 form along with any medical documentation to the FECA COE at [NAVFACFECA@navy.mil](mailto:NAVFACFECA@navy.mil).
- The COE will complete the agency coding and forward the claim electronically to the Department of Labor.

### **WHY you should file a claim?**

- Ensure receipt of continuation of pay (COP), if appropriate.
- Ensure coverage of medical expenses related to your injury.
- Ensure receipt of compensation if COP expires.
- Ensure documentation of injuries/medical condition in case of further injury or occupational disease.

### **WHERE do I file a claim?**

- Supervisors/employees must submit all claims under the injury compensation program to the NAVFAC FECA Center of Expertise (COE) at [NAVFACFECA@navy.mil](mailto:NAVFACFECA@navy.mil).

### **Contact the FECA COA staff with questions:**

- Katie Emery, Supervisor (619) 532-3277
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