

What you need to do if you suffer a Traumatic Injury

- Stay calm. Look around, where are you located, what time is it?
- Notify your supervisor immediately. Request a CA-16 (Authorization for Examination and/or treatment) and a CA-17 (Duty Status Report) from your supervisor.
- Seek medical treatment. You have the right to choose your own doctor. If management sends you to a contract doctor, they have the right to see you but not the right to treat you. Get treated by a doctor of your choice ASAP.
- Register for an ECOMP account using the QR Code below. If you do not have a computer, the Postal Service must provide you access to one in the office. Contact your union steward or local union office if you need assistance.
- Write a statement of events that led up to your injury and what occurred immediately after. Be very detailed about when, where, and how it happened.
- Go to the Home page of your ECOMP account, under "New Claim", follow the instructions to file a CA-1 Claim for Traumatic Injury. Do not let a supervisor fill out your CA-1, take the time to do it yourself. Contact your union steward or local union office if you need assistance.
- Request Continuation of Pay (COP). Note: COP is not payable if claim is filed more than 30 days from the date of injury.
- Submit Duty Status Reports (CA-17's) or medical restrictions to management as soon as possible. (Do not give local management any other medical documents)
- Keep copies of all documents pertaining to your injury, once an OWCP Claim/File # is issued, save it in your contacts on your mobile device. Write your claim # on any/all documents.
- The Postal Service is required to make every effort to find you work within your medical restrictions. If you feel a job offer exceeds your medical restrictions, accept the job offer and write "under protest" next to your name. Have your doctor review the offer and submit a medical report to the Office of Workers' Compensation Programs (OWCP) explaining why you cannot perform the duties in the job offer. Contact your union steward or local union office if you need assistance.



[Scan the QR Code for](#)
[Immediate ECOMP Registration](#)



Injured Carrier Checklist



Name

Date of Injury

Email

Phone Number

Office of Workers' Compensation Programs (OWCP) claim number _____

CA-1 Traumatic Injury



- CA-1 filed within 30 days of the date of injury (DOI) on _____
- Continuation of pay (COP)** requested (Injured worker begins losing time within 45 days of DOI); COP ends _____
- CA-16** (must be provided within 4 hours of request or within 48 hours if verbal authorization is given)
- CA-17** (Duty Status Report w/left side completed by supervisor and right side completed by doctor)
- Medical report (CA-17) of disability to USPS within 10 days of DOI
- PS Form 3971** submitted to management (documenting any absences)
- 30-day development letter from OWCP (dated _____), response due _____
- Medical Narrative** from doctor (uploaded to ECOMP on _____)
- Acceptance letter – complete OWCP – 957 Form and OWCP – 915 Form
- Denial letter (dated _____) – Contact Branch/Regional Office

CA-2 Occupational Disease

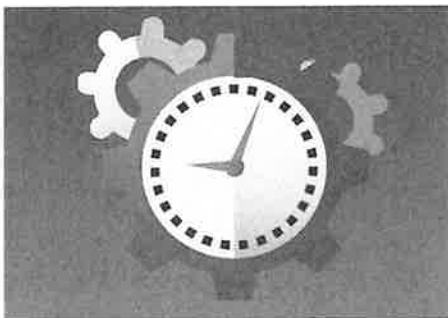


- Work Narrative** describing work factors (uploaded to ECOMP on _____)
- Medical Narrative** from doctor (uploaded to ECOMP on _____)
- CA-2 filed through ECOMP on _____
- CA-17** (Duty Status Report w/left side completed by supervisor and right side completed by doctor)
- PS Form 3971** submitted to management (documenting any absences)
- 30-day development letter from OWCP (dated _____)
- Acceptance letter – complete OWCP – 957 Form and OWCP – 915 Form
- Denial letter (dated _____) – Contact Branch/Regional Office

Did you hear it's Easier to File a FECA Claim for COVID-19 now?

The American Rescue Plan Act of 2021 that President Biden signed on March 11, 2021, makes it **much easier** for federal workers diagnosed with COVID-19 to establish coverage under the Federal Employees' Compensation Act. To establish a COVID-19 claim, you simply need to establish that you are a "covered employee," meaning that:

- 1. You were diagnosed with COVID-19.** Specifically, you were diagnosed with COVID-19 while employed in the Federal service at any time during the period of January 27, 2020 to January 27, 2023; and,
- 2. Your duties include any risk of exposure.** Specifically, within 21 days of your diagnosis of COVID-19, you carried out duties that—
 - a. required contact with patients, members of the public, or co-workers; or
 - b. included a risk of exposure to the novel coronavirus.



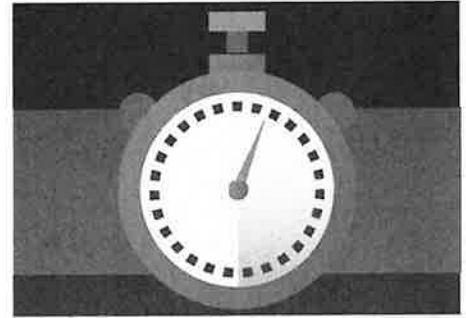
What Does the Change in the Law Mean?

- 1. You are only required to establish that your duties included a risk of exposure to COVID-19.** You do not have to prove you were engaged in high-risk employment; that you were actually exposed to the virus; or that you were exposed to someone who had the virus while performing your duties.
- 2. If you establish that you are a "covered employee," any diagnosed COVID-19 will be deemed to have been proximately caused by your Federal employment.** You no longer have to establish a causal link between your employment and your COVID-19 diagnosis.



What to Do:

You can quickly and easily file a **CA-1 Claim** for COVID-19 through the Employees' Compensation Operations and Management Portal (ECOMP). You can access ECOMP at ecomp.dol.gov. If you have never used ECOMP, you can [view this instructional video](#) to learn how to register for an ECOMP account, [and this video](#) to learn how to file a COVID-19 claim. If you don't have access to a computer, contact your supervisor.



Why File Now? What if I Think I Am OK?

If you were previously diagnosed with COVID-19 or even if you believe you just have a mild case of COVID-19, you should consider filing a COVID-19 FECA claim **now** even if you have fully recovered and/or had an asymptomatic infection.

- In the event you develop a consequential injury, impairment or illness later as a result of your COVID-19 diagnosis, timely filing your claim **now** will facilitate the processing of any future claim for any such consequential condition or impairment.
- If you wait until you experience a consequential injury or illness to file your COVID-19 claim, your claim may be subject to time limitation and you will have to establish **both** the initial COVID-19 claim and the consequential condition claim before benefits can begin.



To Whom It May Concern:

I have worked for the U.S. Postal Service for approximately ## years. I spend approximately #-# hours each morning sorting mail into a sorting case and about #-# hours each day delivering mail.

To sort mail, I stand at a sorting case placing letters (2" or more in thickness) or 4"- 6" flat size mail pieces (*i.e. magazines, newspapers, large envelopes, etc.*) into the divided sections.

After sorting, I withdraw (pull-down) the mail and band into bundles. The bundles are placed into 2-foot hard plastic trays. When a tray is full, it can weigh between 20lbs. – 50lbs. I lift, bend, and stoop to load each tray into a wheeled hamper. I then push my loaded hamper to my vehicle. I lift the trays of mail out of the hamper, bending and stooping, and placing each into my vehicle by reaching and stretching.

My route has approximately ### deliveries comprised mostly of "mounted," "park and loop," "business," and "cluster box" delivery.

For "mounted" delivery, I drove to a curbside box, reached, and grasped the mail for the address in my left hand and then placed the mail in my right hand. With the mail gripped in my right hand, in one movement while in a seated position, I would twist and turn, reached through the vehicle window, pulled open the box door with my right hand, and placed the mail in the box and shut the door. I then drove to the next box and repeated the action. This is completed for about ###-### deliveries daily.

During "business" delivery, I park at a business, retrieve the deliverable mail out of the trays, step out of the vehicle, walk about #-# steps to the business, deliver the mail then return and climb back into my vehicle. I repeat this approximately ## times.

During "park and loop" delivery, I "parked" at a point, walked up one side of a block, crossed the street, and walked down the other, ending up back at my vehicle after the "loop." I had about (#) "park and loop" segments and cross uneven terrain between deliveries. I ascend and descend approximately #-# steps per delivery, while carrying a satchel on my left shoulder that weighs up to 35 lbs. Carriers are required to carry up to 35 lbs. continuously and 70 lbs. intermittently.

A "cluster box" is a mail receptacle that contains roughly 10-30 compartments in a centralized unit. I parked at each "cluster box," pulled the emergency brake, retrieved the deliverable mail, and stepped out of the postal vehicle. Next, I placed the mail for each compartment into the "cluster box" reaching and stretching with my right hand while holding up to 6 inches of mail in my left arm. Then, I climbed back into my vehicle and proceeded to the next "cluster box." This is repeated approximately #-# times daily for about ### deliveries.

I delivered approximately ## - ## parcels per day, weighing up to 50 lbs., which requires me to lift and stretch to place in my vehicle, retrieve and deliver. Carriers are required to carry up to 70 lbs. intermittently.

I have had several on-the-job injuries since starting at the Post Office resulting in back injuries and continued pain.

Regards,

SIGNATURE DATE

Name
Address
Address
Email