



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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PERSONNEL BULLETIN NO. 09-12

SUBJECT: Department of the Interior's Quarterly OWCP Chargeback Reporting

1. **Introduction.** Workers' Compensation costs are paid directly to the injured/disabled workers or their beneficiaries by the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP). However, the law requires that each Federal agency reimburse OWCP annually for all costs including medical costs, cost of vocational rehabilitation, compensation, death benefits, etc. The chargeback listing is the mechanism by which these costs are assigned to the employing agencies. For chargeback purposes, this period runs from July 1 through June 30 of the following year.
2. **Purpose and Scope.** This bulletin provides new guidance for reviewing the OWCP quarterly chargeback list in order to ensure Department of the Interior (DOI) bureaus and offices provide accurate and consistent reporting to OWCP and the DOI Workers' Compensation Program Manager on Federal Employees' Compensation Act (FECA) cost accounting within their particular organizations.
3. **Authority.** Publication CA-810, Injury Compensation for Federal Employees
20 CFR Parts 10 & 25
4. **Explanation of Chargeback Billing List Columns.** The OWCP chargeback list contains a detailed listing of cases and charges that will appear on it quarterly, and a summary table, by agency organizational codes for each bureau. For single account code bureaus and offices, the summary data will appear at the bottom of the detailed listing. Indicated below are the chargeback column headings as they appear on the actual chargeback report:
 - A. Case No: Injury claim identification number assigned by OWCP.
 - B. ID: Initiating District Office. This number will always remain the same. It identifies the OWCP District Office where the claim was originally filed and where the case was "created."
 - C. PD: Paying District. Identifies the current paying OWCP District Office. Normally, the office where the case files can be located and where correspondence regarding the claim should be sent.
 - D. Employee Name: Self-Explanatory. An asterisk to the left of the employee's name indicates the first time the case appears on the listing. All cases have asterisks in the first quarter of each billing year.
 - E. SSN: Where Social Security Number is not available, 1s, 2s, 9s, or zeros are printed. Obtain the employee's SSN and notify OWCP.
 - F. Date of Injury: Self-Explanatory.

G. ALPHA: The two-letter alpha suffix code that represents the employee's servicing human resources or reporting office that sent the claim to OWCP.

H. Payment Columns: Number of payments and total amount of payment.

- (1). Medical includes payments for medical treatment, prosthetic devices and rehabilitation costs.
- (2). Compensation Roll indicates the payment roll from which the last payment was made:
 - a. D = Death
 - b. P = Periodic Nonfatal
 - c. S = Supplementary (Death, Periodic Nonfatal or Daily Nonfatal).
- (3). Periodic roll cases are paid every four weeks plus any CPIs granted in a given fiscal year.

I. Account Totals: The number of payments and dollar costs under the medical and compensation categories will add horizontally to the payment and cost totals. The case totals under these columns will not. However, cases shown under the total column represent an unduplicated (actual) case cost.

NOTE:

- (1). The total case count is broken out by total cost cases and total no cost cases.
- (2). the total number of fatal cases equals the number of "Ds" listed to the right of compensation roll payments.
- (3). A minus sign to the right of a payment amount indicates repayment or credit to the account. (Example - Recoupment of an overpayment, third-party recovery, etc.).

5. **Overview of the FECA Chargeback Process.** When a DOI employee is injured or dies while in the performance of duty, an OWCP claim form is electronically filed in the Safety Management Information System (SMIS) by the employee (in the event of an injury), agency official or other designated representative. The employee's supervisor completes page 2 (Official Supervisor's Report) of the claim and forwards the claim to the bureau's Workers' Compensation Specialist for certification and claims transmission to the DOL. If the employee is determined eligible under FECA, he or she receives payment and the bureau or organization is notified of claim payment. Departmental bureaus and offices may dispute claim assignment and related chargeback costs at any time during the claims process.
6. **Identifying Chargeback Errors after Initial Claim is filed.** DOL identifies each DOI claim for compensation based on a code entered into the OWCP data processing system when the case is created. This information is provided to the agencies on a postcard (Form CA-801). To prevent incorrect entries from appearing on the quarterly chargeback report and yearly bill, the Workers' Compensation Specialist should review all CA-801 forms and report errors to their respective district offices as soon as possible. If no objection is raised upon receipt of the form, OWCP will assume that the chargeback code is correct and will charge the costs associated with the case to that organization's account.

If the Workers' Compensation Specialist receives a CA-801 that he or she believes is incorrect, they should notify OWCP in writing within 60 days. The OWCP district office will then review the disputed case to determine whether a keying or coding error occurred and correct the Agency Code if necessary.

7. **Requesting Changes to Quarterly Chargeback Report.** Each quarter, DOI is provided with a report which provides a breakdown of cases and costs for which charges will appear on the yearly chargeback bill. This report is used to identify and correct errors before the bureaus are billed for the cases. If an error is identified on the quarterly report, the Workers' Compensation Specialist should check current personnel and payroll records as well as search the service file and/or send an inquiry to the Federal Records Center.

The Workers' Compensation Specialist has 90 days after receiving the report to identify errors and request an adjustment be made to the bureau or office's quarterly report. This request, which is made to the OWCP District Director, must be accompanied by appropriate documentation, such as a copy of a Request for Personnel Action (SF-50), Individual Retirement record (IRR), or response from the Federal Records Center. OWCP reviews the case file and supporting evidence to determine whether an incorrect code was assigned.

If evidence does not support the bureau's request, OWCP will send the Workers' Compensation Specialist a copy of the CA-1, CA-2, or CA-6 from the case file and explain the basis for its' findings.

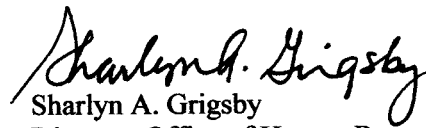
If the evidence shows that the disputed case belongs to another DOI organization or federal agency's account, OWCP will notify the new DOI organization or federal agency and forward a copy of the CA-1, CA-2, or CA-6 from the case file. Before changing the Agency Code, OWCP will provide the new organization 60 days to submit any argument for disputing ownership of the case. Due to the time needed to verify information and correct errors, problems brought to OWCP's attention during the fourth quarter of the fiscal year may not be corrected in time for that year's bill. If incorrect charges appear on the bill, adjustments will be handled as described in the Request Changes to Annual Chargeback Billing section.

8. **Requesting Changes to Annual Chargeback Billing.** Each year, DOI is provided with a statement of payments made for the Employees' Compensation Fund based on the injuries suffered by its employees. This amount is included in the budget request to Congress, and the resulting sums appropriated or obtained from operating revenues are deposited in the fund for the following year. Compensation billing is always two years in arrears (e.g., the bill for 2009 is for charges incurred in 2007).

When an adjustment to the yearly chargeback bill is required, The Workers' Compensation Specialist must send the request directly to the OWCP National Office. The request must be accompanied by either (1) documentation, which shows that the disputed charge did not involve an employee of that bureau or office, or (2) a complete explanation of the bureau's or office's objection. OWCP will make a decision and correct verified errors by crediting the bureau's next year's billing statement.

9. **Protection of Sensitive Agency Information.** The information contained in the chargeback report is covered by the Privacy Act. Access to the chargeback report must be limited to those who need to know the information. Usage of the information is also restricted consistent with the purposes for which it was collected.

10. Inquiries. Questions should be directed to the respective Human Resources Office. Policy questions may be directed to Carmen Craddock at Carmen_Craddock@ios.doi.gov, or by phone at 202-208-0144.


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Director, Office of Human Resources

FECA Chargeback Correction Instructions

To Correct This Data:	Write To:	Additional Instructions
<p>A. Social Security Number B. Claimant Name C. Agency Code</p>	<p>OWCP District Office</p>	<p><i>Send a Copy to:</i></p> <ul style="list-style-type: none"> • Bureau WCC • Fax memo request for correction(s) to the Occupational Health and Safety-SMIS Team in Denver with a copy of the CA-1 or CA-2 claim form.
<p>Dollar Amounts (Adjustments to the yearly chargeback bill)</p>	<p>OWCP National Office</p>	<p>Send requests for changes to annual chargeback billing directly to the OWCP National Office. Requests must be accompanied by documentation or a complete explanation.</p>
<p>Employer at date of injury (if within DOI) Including: Claimant name Agency chargeback code and suffix</p>	<p>Responsible Bureau WCC OWCP National Office</p>	<p>Send a copy of the quarterly report, highlight information to be changed, annotate correction</p> <p><i>Send Copy to:</i></p> <ul style="list-style-type: none"> • Bureau WCC • Fax memo request for correction(s) to the Occupational Health and Safety-SMIS Team in Denver with a copy of the CA-1 or CA-2 claim form.
<p>Employer on date of injury (if not DOI employee)</p>	<p>OWCP District Office OWCP National Office</p>	<p>Send a copy of the quarterly report, highlight information to be changed, annotate correction</p> <p><i>Send Copy to:</i></p> <ul style="list-style-type: none"> • Bureau WCC • Fax memo request for correction(s) to the Occupational Health and Safety-SMIS Team in Denver with a copy of the CA-1 or CA-2 claim form.

Note: To minimize coding errors and subsequent chargeback discrepancies, it is suggested that DOI personnel responsible for reviewing and submitting OWCP claims forms and DOI personnel responsible for verifying chargeback reporting, follow the procedures outlined in the above flow chart.

U.S. Department of the Interior Chargeback Codes:

Agency Code	DOI Bureau/Organization Name
7100	Office of the Secretary
7101	Bureau of Land Management (BLM)-Regular Employee Functions
7102	Bureau of Reclamation (BOR)-Regular Employee Functions
7103	Geological Survey
7104	National Business Center
7106	Bureau of Indian Affairs (BIA)-Regular Employee Functions
7107	National Park Service (NPS)-Regular Employee Functions
7108	Office of the Special Trustee
7110	Fish & Wildlife Service (FWS)-Regular Employee Function
7112	Departmental Operations
7115	Bureau of Mines (BOM)
7118	National Biological Service
7121	BLM-Emergency Fire Fighters
7126	BIA-Tribal Organization Employees
7127	BIA Tribal Contract Employees
7131	Mineral Management Service
7136	Menominee Timber Operation
7140	FWS-Volunteers
7141	BLM-Volunteers
7142	BOR-Volunteers
7146	BIA-Volunteers
7147	NPS-Volunteers
7150	FWS-Emergency Fire Fighters
7156	BIA-Emergency Fire Fighters
7157	NPS-Emergency Fire Fighters
7200	OYP- Youth Conservation Corps Staff Activities
7201	OTIA- Youth Conservation Corp Staff Activities
7202	BIA- Youth Conservation Corp Staff Activities
7203	BLM- Youth Conservation Corp Staff Activities
7204	FWS- Youth Conservation Corp Staff Activities
7205	BOR- Youth Conservation Corp Staff Activities
7206	NPS- Youth Conservation Corp Staff Activities
7215	OYP- Young Adult Conservation Corps Staff Activities
7216	OTIA- Young Adult Conservation Corps Staff Activities
7217	BIA- Young Adult Conservation Corps Staff Activities
7218	BLM- Young Adult Conservation Corps Staff Activities
7219	FWS- Young Adult Conservation Corps Staff Activities
7220	BOR- Young Adult Conservation Corps Staff Activities
7221	NPS- Young Adult Conservation Corps Staff Activities
7300	OYP- Youth Conservation Corps Enrollees
7301	OTIA- Youth Conservation Corps Enrollees
7302	BIA- Youth Conservation Corps Enrollees
7303	BLM- Youth Conservation Corps Enrollees
7304	FWS- Youth Conservation Corps Enrollees
7305	BOR- Youth Conservation Corps Enrollees
7306	NPS- Youth Conservation Corps Enrollees
7315	OYP- Young Adult Conservation Corps Enrollee
7316	OTIA- Young Adult Conservation Corps Enrollee
7317	BIA- Young Adult Conservation Corps Enrollee

7318	BLM- Young Adult Conservation Corps Enrollee
7319	FWS- Young Adult Conservation Corps Enrollee
7320	BOR- Young Adult Conservation Corps Enrollee
7321	NPS- Young Adult Conservation Corps Enrollee
7325	OYP-YACC State Grant Enrollees
7409	Office of the Solicitor
7415	Office of Territorial & Int'l Affairs-Regular Employees
7418	Delaware River basin Commission
7421	Office of Aircraft services
7423	Office of Water Research and Technology
7426	Advisory Council of Historic Preservation
7428	Office of Surface Mining Reclamation & Enforcement
7430	National Park Service- Executive Mansion
7431	Office of Construction Management
7432	Office of the Inspector General
7433	Susquehanna River Basin Commission
7435	Franklin Delano Roosevelt Memorial Commission
7500	Office of Youth Programs- Job Corps Staff Activities
7502	Bureau of Reclamation- Job Corps Staff Activities
7505	Administration- Job Corps Staff Activities
7507	National Park Service- Job Corps Staff Activities
7530	Fish & Wildlife Service – Job Corps Staff Activities
7599	DOI organizations and office not otherwise classified

Abbreviations:

CA-1 (Federal Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation)

CA-2 (Notice of Occupational Disease and Claim for Compensation)

CA-6 (Official Supervisor's Report of Employee's Death)

FECA (Federal Employees' Compensation Act)

DOI (Department of the Interior)

DOL (Department of Labor)

OWCP (Office of Workers' Compensation Programs)

SMIS (Safety Management Information System)

WC (Workers' Compensation)

WCC (Workers Compensation Coordinator)