

## Workers' Compensation Program Overview

As a Federal Agency, all Workers' Compensation claims go through the Department of Labor's (DOL) Office of Workers' Compensation Programs (OWCP).

### **Employee's responsibilities:**

- Report all job-related injuries and illnesses to your immediate supervisor as soon as possible
- Complete page 1 of the CA-1 and turn it into your immediate supervisor. The form is available at <http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>
- Follow direction from OWCP

### **Supervisor's responsibilities:**

- Complete page 2 of the CA-1
- Ensure the agency code on page 2 says **8606 NM**. This is extremely important. If not registered to this number, the case will remain in limbo and the employee will not receive a claim number.
- Within 24 hours of injury, fax the completed CA-1 to Central Case Create at 202-343-5570.
  - Information on form submission can be found at:  
<http://www.dol.gov/owcp/dfec/regs/compliance/CentralCaseCreate/>
- Notify HR at the NM state office and provide them with copies of CA-1 and all other documentation.
- Remain in contact with your injured employee throughout the process.
- Follow direction from OWCP

Basic Information concerning Federal Worker's Compensation Claims can be found at:  
<http://www.dol.gov/owcp/dfec/regs/compliance/Basic-Information-on-New-Claims.htm>