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14 January 2009

MEMORANDUM FOR THE ADJUTANT GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLAND, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLOMBIA

SUBJECT: Federal Employee's Compensation Act (FECA) Workgroup (TN-09-03)

1. References include: DoD 1400.25-M, DoD Civilian Personnel Policy Manual Subchapter 810, Injury Compensation Policy, and President Bush's SHARE Initiative Memorandum of January 9th, 2004.

2. DoD 1400.25-M, Subchapter 810, Injury Compensation Policy mandates the appointment of a FECA Council at all installation level organizations. The establishment and effective implementation of a FECA Workgroup is critical in managing workers' compensation claims but also in meeting the SHARE Initiative goals to reduce costs by 50%.

3. The FECA Working Group brings together all shareholders, both Army and Air managers and supervisors, to review and discuss injuries, illnesses and trends that adversely affect the Agency's readiness. The following information is provided to assist you in establishing your Workgroup.

a. Each State should have a charter signed by The Adjutant General or designated representative. The charter establishes the Workgroup, identifies key members and outlines the basis tasks for the Workgroup. A sample Workgroup charter is attached for your use.

b. Workgroups meets periodically (usually quarterly) to analyze FECA costs, trends, plans, etc., and develop cost containment initiatives.. Joint meetings with Safety and Occupational Health are encouraged as long as separate minutes are maintained and the topics outlined in the charter are covered.

4. The Regional OWCP Liaisons are available to assist you wherever possible in establishing and implementing your FECA Workgroups. Should you have any questions regarding this program, please do not hesitate to contact Ms. Brenda DeCruise at 703-607-1478 or Brenda.decruise@us.army.mil.

WILLIAM F. KOLBINGER
Colonel, USAF
Chief, Office of Technician Personnel

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CF:
HRO's

CHARTER

FOR THE DIVISION OF MILITARY AND NAVAL AFFAIRS

FEDERAL EMPLOYEE COMPENSATION ACT (FECA) COMMITTEE

NAME

The name of the committee shall be the "Federal Employee Compensation Act (FECA) Committee".

PURPOSE

The purpose of the Federal Employee Compensation Act (FECA) Committee is the review of compensation claims, identifying accidents, occupational diseases, and safety violations by employee/supervisors or equipment failure. The FECA Committee compliments the efforts of safety councils etc.

FUNCTIONS

The functions of the FECA Committee are to:

1. Review all compensation cases for the purpose of identifying trends or correctable safety violations.

2. Upon completion of review, issues recommendations to the management of the worksite for corrective action.

3. Recommend appropriate corrective action to rectify violations or situations that endanger personnel or result in additional costs to the agency.

4. Reduce the loss of individual services and at the same time reduce the escalation costs associated with accidents and injuries.

MEMBERSHIP

The FECA Committee shall consist of the following:

1. Chairman – Federal Human Resources Officer
2. Supervisory Human Resources Specialist
3. OWCP Liaison Specialist
4. Labor Relations Specialist
5. Worker's Compensation Specialist
6. State Safety Manager

7. Occupational Health Nurse
8. ESSO
9. ANG Safety Officer(s) and Directors of Personnel or representative(s)
10. MACOM Representatives
12. Union Representative
13. Recorder

MEETINGS

The FECA Committee shall meet quarterly, normally, the last month of the Fiscal Year quarter (i.e., December, March, June, and September). Additional meetings will be limited to council members and invited participants. The agenda for the meeting shall be set in advance of the meetings by the chairman.

ADMINISTRATION

1. The FECA Committee is appointed by The Adjutant General

2. Subcommittees – The Chairman of the FECA Committee shall have broad latitude to appoint subcommittees, chaired by a member of the committee, to study issues or perform tasks determined to be necessary. Membership on such committees may be augmented by individuals external to the committee , as required, based on the nature of the tasking and the areas of expertise necessary. Unless designated as a "standing committee" by the chairman, all subcommittees will be dissolved upon completion of their tasking.

3. Issue Action Papers – Issues accepted by this committee will be put into Issue Action Paper format. The Issue Action Paper will be used to record tasking actions and monitor the status of the issues until completions.

REPORTS

1. Minutes of the FECA Committee shall be recorded by a MNHF representative who is designated the executive secretary of the committee. A copy of the minutes will be provided to each committee member upon approval of the minutes by the chairman, with information copies furnished to MNAG-TAG, MNAG-DAG, MNAG-COS, and MNAF. Distribution will be accomplished within 2 weeks following the committee meeting.

2. Reports of subcommittee meetings – The subcommittee chairman shall furnish a written report of the subcommittee's findings and recommendations to the FECA Chairman within 20 calendar days following completion of the subcommittee's task.