

NGFTS

National Guard Full-Time Support



**HUMAN
RESOURCES
INFORMATION
LETTER**



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard
Oklahoma City, Oklahoma 73111-4398

No. 10-08
Date: 3 November 2010

Office of Worker's Compensation Program (OWCP) Injury Case Filing Claims

Subject: OWCP Injury Case Filing Claims

References:

Publication CA 810

Eligibility: Current National Guard (NG) Technicians

Effective Date: 3 November 2010

Use: All OWCP Claims must be submitted to either a CA-1 (Traumatic Injury) or a CA-2 (Occupational Disease to NGOK FHR ES).

1. The CA-1 is submitted for traumatic injury by the supervisor or on behalf of the supervisor as soon as possible, but not later than 30 days from the date of the injury. The CA-2 is submitted for an occupational injury by the injured technician or someone acting on his or her behalf. This form must be submitted within 3 years from the date of the injury.
2. Continuation of Pay (COP) leave is authorized for traumatic injuries. Upon filing a CA-1, all time and attendance documentation is submitted to the Employee Services Office in the J1/HRO using the code LU on the first day of COP leave usage, and the code LT for all remaining COP leave. COP leave cannot exceed 45 calendar days and is initiated within 30 days of a traumatic injury occurring (not 30 days from the date the CA-1 is filed). The injured technician has 45 calendar days from the date of the traumatic injury to use the 45 days of COP leave.

Your point of contact is TSgt Kala Dyer at (405) 228-5537.

SHIRLEY M KYLES
LtCol, OKANG
Acting Director of Personnel/J1