



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON, BADEN-WUERTEMBERG  
UNIT 29237  
APO AE 09102-29237

IMEU-BW-ZA

17 Jul 09

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg, Command Policy Memorandum # 63, Federal Employees Compensation Act (FECA) Working Group

1. References:

a. DOD 1400.25-M, Department of Defense Civilian Personnel Manual, Subchapter 810, 12 April 2005.

b. Memorandum, HQ, Department of the Army, 1 March 2007, subject: Reduction in Civilian Occupational Injuries and Illness and Workers' Compensation Program Costs.

c. Memorandum, HQ, IMCOM-Europe, IMEU-SO, 1 June 2007, subject: IMCOM-Europe Summer Safety 2007 Leader Engagement Campaign.

d. NETCALL, IMCOM, 16 December 2007, subject: NETCALL 2007-55, Federal Employee Compensation Act (FECA) Program Implementation.

2. The United States Army Combat Readiness Center reported the Army expended \$178 million due to medical (\$53M) and compensation pay (\$126M) to Army civilian employees injured on the job in calendar year 2007r. The USAG Baden-Wuerttemberg's share of that loss amounted to \$2.1 M. This cost does not include follow-up visits, lost time from work, or other costs resulting from workplace injury, such as training costs for replacement workers, lost productivity, and a decline in morale following the return of an injured worker.

3. Clearly, we must strive to do more to avoid workplace injury and thereby reduce compensation costs. Most workplace injuries are preventable. We must ensure our safety programs aggressively target known vulnerabilities to reduce the number of preventable accidents. However, when an accident does occur we must do everything we can to return the injured employee back to work as soon as possible. The FECA Working Group will serve as a tool to help us gauge our progress and will serve as a vehicle for building an integrated approach toward reducing accidents and their associated costs.

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4. I will chair a quarterly FECA Working Group for the Heidelberg and Mannheim Communities. The Commander, USAG Kaiserslautern will chair a quarterly working group for the Kaiserslautern community. Minutes of each FECA Working Group will be forwarded to IMCOM-Europe HRD. The objectives of the FECA Working Group are to:

- a. Reduce the occurrences of civilian job-related occupational injuries and illnesses by identifying trends and managing risks;
- b. Assist in return-to-duty efforts for civilians affected by job-related injuries and illnesses;
- c. Support supervisors in taking actions necessary in conjunction with the Civilian Personnel Advisory Center (CPAC) Employee Relationship Division to either support or controvert questionable injury and occupational illness claims.

5. This policy is applicable to all organizations within the United States Army Garrisons Baden-Wuerttemberg, Heidelberg, Mannheim, and Kaiserslautern. Each tenant Command is requested to designate a senior leader to attend the FECA Working Group and a liaison to research and gather pertinent employee data on personnel within their command when requested by the Injury Compensation Program Administrator (ICPA). The attached enclosure serves as the charter for the FECA Working Groups.

6. The proponent for the FECA Working Group is the ICPA at the respective CPAC.

Encl

  
WILLIAM Q. BUTCHER  
COL, CA  
Commanding

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## CHARTER

### FEDERAL EMPLOYEE COMPENSATION ACT (FECA) WORKING GROUP

**Name of Group:** Federal Employee Compensation Act (FECA) Working Group

**Date Established:** January 2006

**Duration:** On-going and permanent group as required by DOD 1400.25-M, SC810.3.4.6.

**Purpose:** FECA Working Group is to provide Command oversight and direction in reducing the cost of the installation/activity FECA program. The objectives of the Group are to:

- reduce the occurrences of civilian job-related occupational injuries and illness by identifying trends and managing risks;
- assist in return to duty efforts for civilians affected by job-related injuries and illnesses; and,
- support supervisors in taking actions necessary in consultation with the CPAC/MER Division to either support or controvert questionable and occupational illness claims.

**Chair:** Commander, USAG Baden Wuerttemberg or Deputy Commander

**Authority:**

- DOD 1400.25-M, Department of Defense Civilian Personnel Manual, SC810.3.4.6, 12 April 2007;
- Memorandum, Department of the Army, 1 March 2007, Reduction in Civilian Injuries and Illnesses and Worker's Compensation Program Cost; and,
- Memorandum, IMCOM-Europe, IMEU-SO, 1 June 2007, subject: IMCOM-Europe Summer Safety 2007 Leader Engagement Campaign.
- IMCOM NETCALL 2007-55, 16 December 2007, subject: NETCALL 2007-55, Federal Employee Compensation Act (FECA) Program Implementation.

**Membership:** The working group will be comprised of:

- USAG Baden-Wuerttemberg, Heidelberg, and Mannheim Commanders and Safety Officers
- Commanders (or designated senior management official) of tenant organizations and safety officers
- Human Resources Officer, Civilian Personnel Advisory Center
- The Injury Compensation Program Administrator (ICPA)
- Attorney from the Office of the Staff Judge Advocate
- Physician representing the Military Treatment Facility

- Occupational Health (USAG Baden-Wuerttemberg Industrial Hygienist and Occupational Health Nurse)
- USAG Baden Wuerttemberg Director of Human Resources

**Agenda:** The Working Group will perform on a continuous basis those functions necessary to achieve reduction in civilian injuries and compensation costs through the following actions:

- review of each occupational accident or illness that has occurred since the previous meeting to address the reason it occurred, prevention measures, and corrective action to prevent recurrence;
- the ICPA presentation of an annual (fiscal year) running total of the cost and number of injuries and illnesses;
- the ICPA presentation of return-to-work efforts for workers on either continuation of pay or long-term rolls, such as number of job offers made, status, dates of expected return, etc; and,
- annual review of the Safety, Health, and Return-to-Employment initiative goals and objectives to determine effectiveness of local actions to reduce injuries and illnesses.

#### **Meetings and Procedures:**

- The FECA Working Group will meet quarterly in open general meetings to perform the group's mission or upon request by a principal member;
- Representation from principal members of the Working Group (designated senior management official) is required for all meetings;
- Any first-line supervisor who had an accident or illness will attend the FECA group meeting on a one-time basis to discuss the incident, lessons learned and corrective action to prevent recurrence.
- The Chairperson has the authority to schedule additional meetings or set up subcommittees and working groups in coordination with the principal members, as required, to perform the group's mission.
- The Chairperson has authority to add other members to the Working Group as needed to fulfill the group's mission.

#### **Administration:**

- The ICPA makes meeting arrangements, establishes the schedule, develops and distributes the agenda in advance, notifies all participants, including first-line supervisors of the cases to be discussed, and, if feasible, records and publishes the group's meeting minutes.
- The Working Group chairperson or a designated senior management official approves the minutes. All group members will receive copies of the minutes and upon request, shall be made available to employees.
- List of prioritized action items will be made a matter of record in the meeting minutes and OPRs assigned to complete tasks as designated by the Chairperson.