

## ECOMP FAQs

Question: *What is ECOMP?*

Answer: ECOMP is the **E**mployees **C**ompensation **O**peration and **M**anagement **P**ortal that is replacing the DIUCS or Defense Injury Unemployment Compensation System for filing workers compensation claims. ECOMP allows greater flexibility and reduces the time to file and process a claim.

Question: *How does ECOMP apply to me?*

Answer: ECOMP is an online system for individuals who have a work related injury or illness. All federal civil service technicians will use ECOMP to file injury or illness claims. Employees can file OSHA 301, CA-1, CA-2, and CA-7 electronic forms.

Question: *Is an employee required to have an account?*

Answer: Yes, each employee must have an account to file a claim. Employees can register for an account in the ECOMP Portal at: <https://www.ecomp.dol.gov/#>

Question: *What happens if I lose my log in and password?*

Answer: An employee can regain access or reset passwords by answering 3 security questions.

Question: *If an employee is injured on the job and not able to return to work, is there another option to file a claim?*

Answer: Yes, an employee can file required forms from either a home or a work computer. Additionally, the supervisor can work with the ICPA to file a claim on the employees behalf if s/he is unable to do so.

Question: *What forms are available to employees?*

Answer: Federal Civil Service employees will have access to the CA-1, CA-2, CA-7, CA-7a, and OSHA-301 electronic forms.

Question: *How does an employee initiate a claim filing process?*

Answer: The employee must file an OSHA-301 (Injury and Illness Incident Report) Form in ECOMP. Next the employee must file the applicable CA-1 for a traumatic injury or CA-2 for an occupational disease related injury or illness.

Question: *What will the employee need to know/have?*

Answer: ECOMP account information (once registered) to access the system, government organization, supervisor email, details of the event that caused the injury or illness, and copies of medical documentation to support the injury claim.

Question: *How long does an employee have to file a claim?*

Answer: An employee must file an injury or illness claim within 30 days of the injury. An employee must also provide initial medical support documentation to the HRO-J1-ICPA within 10 days of the injury.

Question: *How long do Supervisors have to complete their portion of the claim filing process?*

Answer: Supervisors must complete their portion of the injury claim within 7 days of notification of an injury.

Question: *Where can I find information on how to file injury claims or register for an account?*

Answer: All personnel inquiring about ECOMP or filing injury claims or registering for an account can go to: <https://www.ecomp.dol.gov/#>

Primary POC: MSgt Kenny Young (608) 242-3711 [kenneth.o.young.mil@mail.mil](mailto:kenneth.o.young.mil@mail.mil)

Alternate POC: TSgt Lee Rettmann (608) 242-3705 [lee.m.rettmann.mil@mail.mil](mailto:lee.m.rettmann.mil@mail.mil)

[http://dma.wi.gov/dma/hr/emp\\_resources/owcp.asp](http://dma.wi.gov/dma/hr/emp_resources/owcp.asp)

## **Key Points and Differences between EDI and ECOMP:**

The EDI (current) process requires the following:

- o Neither the employee nor the supervisor requires a DIUCS account to file a claim.
- o Employee and Supervisor must sit down together at a CAC enabled computer connected to a .mil domain to file a claim.
- o Once the claim filing is started it cannot stop. Employee cannot save claim form.
- o No documentation can be attached to the electronic claim.

The ECOMP process requires the following:

- o Filing a claim in ECOMP will require the employee to register with ECOMP.

The employee will be given a User ID and password they can use when subsequently filing other claims or to check on claim status.

- o Employee and supervisor can fill out their portion of the claim form separately. The computer does not have to be CAC enabled or connected to a .mil network.
- o ECOMP will maintain a draft of the claim form for one week if the filing process is interrupted.
- o Documentation can be attached to the claim when submitted to the Department of Labor (DOL) thus speeding up the adjudication process since the DOL Office of Workers' Compensation Claims Examiner will not have to wait to receive pertinent documents. They (documents) will be submitted electronically with the claim.
- o In situations where the injured employee is incapacitated and cannot file his or her own claim, the supervisor can have the HRO's ICPA file the initial claim on behalf of the employee. The claim will continue to be processed once the supervisor completes his or her portion.