

## ROTC Guide for Processing Injured Workers' Claims

While Reserve Officer Training Corps (ROTC) cadets are not Department of Defense (DOD) employees DOD does have a limited role in assisting the universities with processing worker's compensation claims for ROTC cadets who sustain injuries while in the performance of duty. All cadets in the ROTC Program who receive an injury while not under orders or while participating in unit-related activities may file a claim to receive medical benefits under the Federal Employees' Compensation Act. The Department of Labor, the Office of Workers' Compensation Program (OWCP) administers this program. The Special Claims section of the Cleveland, Ohio OWCP office processes all ROTC claims.

If a cadet sustains an injury that occurred during one "work" day, complete and submit a form CA-1 (Notice of Traumatic Injury) as soon as possible. For example, complete a form CA-1 if the cadet falls and injures his knee while on a training run.

If the cadet receives a diagnosis of a medical condition related to exposures incurred while participating in on going unit-related activities, file a CA-2 (Notice of Occupational Disease). For example, if a cadet suffers from a medical condition such as asthma and believes that repeated exposure to dust while on training exercises is the cause of the asthma, then a CA-2 would be the appropriate form to complete.

All claim forms are available on the OWCP [ECOMP](#) website. Submit your forms as soon as possible to the OWCP case create center:

**US Department of Labor - OWCP/DFEC  
400 West Bay Street Room 827  
Jacksonville, FL 32202**

Once the claim is created it will be sent to Cleveland for processing. Do not delay the submission of claim forms for any reason. If the cadet is seriously injured and unable to complete the claim form, complete and submit the proper form for him with an explanation of why the cadet was unable to sign the form.

If a cadet requires immediate medical treatment, complete form **CA-16** (Authorization for Examination and/or Treatment) and give to the cadet to take with him to the medical provider. The CA-16 is an assurance to the provider that OWCP will pay for this treatment, even though a claim has not yet been established or accepted. This form is for traumatic injuries only and used one time per injury.

Complete all claim forms (CA-1 or CA-2) in their entirety or OWCP will be reject the form. On page 2 of each claim form, there is a block entitled "OWCP Agency Code". The proper code to enter is 9999 52 (Army), 9999 51 (Air Force), 9999 53(Navy). If a form is rejected, the cadet will receive written notification that the claim form is incomplete and provided with specific

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instructions on to how to properly complete the claim form so OWCP can create a claim. Claims are usually created within 3-5 business days and the cadet will receive a postcard with the claim number. Claim numbers begin with the prefix "TC". Please ensure that cadets know to watch for the postcard and to inform the ROTC point of contact at the university anytime they receive correspondence from OWCP.

Many ROTC claims, once received by OWCP, are accepted and closed without review because the injuries are minor. In these cases \$1500 of medical expenses is paid. If the injury is more serious and requires additional treatment such as physical therapy, an MRI, a CT scan or surgery, submit a written request from the provider. OWCP must approve these requests before scheduling the procedure. Submit all requests using the OWCP [automated bill pay system](#). OWCP will require a medical report from the treating physician that contains a history of the injury, physical findings present upon examination, any test results, a diagnosis and an opinion of how the diagnosis relates to incident or exposures as alleged. OWCP will render a decision on the requested procedure.

If the cadet chooses to have the procedure before receiving approval, and the procedure is subsequently denied by OWCP, the cadet can submit the bill to his/her private insurance company for payment. The cadet may also submit the bill to the insurance company and if OWCP approves the procedure at a later date, the insurance company can be reimbursed by OWCP.

Mail documents other than requests for medical authorization to:

**United States Department of Labor, Office of Workers' Compensation Programs**  
**U.S. Dept. of Labor/OWCP**  
**P.O. Box 8300 District 9 CLE**  
**London, KY 40742-8300**

Or fax the documents to 216-902-5601. If you use the Department of Labor "[ECOMP](#)" system you may also upload documents there. The cadet's claim number, last name, date of birth, and date of injury are required. When submitting documents to OWCP, ensure that the claim number is on every page.

If direct contact with the OWCP claims examiner is necessary, call the OWCP Cleveland office at 216-902-5600. This is an automated system. The claim number is required. Use "8,2" for "T,C". Press "# " when finished recording a voicemail message to ensure the message will be sent to the claims examiner.

Cadets can also check the status of claims online by using the OWCP [Web Bill Processing Portal](#). The portal provides the cadet with the conditions accepted in the claim as well as information on medical bills, reimbursement request, and the status of authorization requests. To contact the Department of Defense Management Advisor that assists with workers' compensation for ROTC call 216-522-2786.