Pipeline Reemployment Program

Chris Inserra, Chief ICUC Branch A

Debbie Sanders
Pipeline Program Manager
Objectives

• Discussion of Pipeline funding

• Discussion of eligibility requirements for Pipeline funding

• Discussion of the roles in the Pipeline process

• Discussion of Pipeline Funding Request

• Discussion of the Pipeline Workflow
What the Pipeline Program Provides

• Costs paid centrally by Defense Human Resource Agency (DHRA) - managed by Defense Civilian Personnel Advisory Service (DCPAS).

• Program provides centralized funding for salary and benefits to reemploy injured workers who have the ability to return to some type of work.

• Funded up to one year for employee working greater than 20 hours per week or two years for employees working 20 hours per week or less.
Pipeline Funding

• The salary portion of the Pipeline funding covers the regular work hours, locality, differential, and Sunday pay, as well as Within Grade Increases (WGI). Pipeline funding does not cover Federal Employees Dental and Vision Insurance Program, Long Term Care Insurance, overtime (unless it is mandatory scheduled overtime), training, or performance awards/bonuses.

• The benefits portion of the Pipeline funding covers the agency’s cost for Federal Employees Health Benefits, Federal Employees’ Life Insurance and 1% Thrift Savings Plan (TSP) contribution for Federal Employees Retirement System (FERS) employees. This is a fixed percentage of salary that is added to the salary amount of Pipeline funding.
Example of Funding

• Return to Work effective date:
  • 12/4/2018

• Job Offer salary:
  • $23.40/hour or $48,836/year

• Benefits:
  • 0.38 of annual salary: $18,557

• Pipeline MIPRs from 12/4/2018 – 9/30/2019 and 10/1/2019 to 12/4/2019 will total:
  • $67,393
Pipeline Funding

• Pipeline funding for any WGI that become effective during the funding period will be included only if that information is provided on the initial request for Pipeline funding.

• Pipeline funding will not include additional funding for the January pay adjustment if the funding crosses calendar years.

• MIPRs will be submitted and executed only when funding for the current fiscal year is approved. MIPRs will not be processed while under a Continuing Resolution (CR).
Recouping Pipeline Funding

• Disbursements for employees who do not remain continuously employed through the Pipeline funding period are prorated upon the date the employee stops working when the period of work stoppage exceeds 60 days and will be recouped from the employing agency.

• Upon notification from the Pipeline Program Manager, DHRA will initiate a request to the employing DoD Installation to refund any remaining unspent Pipeline funding covering the period beyond the date the employee stopped working.
Eligibility Requirements for Pipeline Funding

• Requests for Pipeline funding are grouped into categories. These categories will be used during times when Pipeline funds are limited.

• Pipeline Program Manager will communicate any limitations regarding Pipeline funding to Component/Agency level FECA Program Managers.
Eligibility Requirements for Pipeline Funding

Priority 1 - DOL RTW List Cases: Claim is listed on the most current DOL RTW List at the time of Pipeline adjudication. The job offer extended to the injured worker must be to a position with duties different from the duties performed on the Date of Injury (DOI). Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
Eligibility Requirements for Pipeline Funding

Priority 2 - Permanent Employee on DOI: Claim is not listed on the most current DOL RTW List, but the employee is/was a permanent employee on the DOI. The job offer extended to the injured worker must be a permanent job offer to a position with duties different from the duties performed on the DOI. Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
Eligibility Requirements for Pipeline Funding

- **Priority 3 - Temporary Employee on DOI:** Claim is not listed on the most current DOL RTW List, but the employee is/was a temporary employee on the DOI. The job offer extended to the injured worker must be a temporary position for a period of at least 90 days and must, at a minimum, fulfill the employing agency’s original temporary employment appointment. The duties of the offered position must have duties different from the duties performed on the DOI. Difference in duties can be documented by a formal reclassification of the position based upon the new duties or a formal pen and ink change made to the DOI Position Description.
Eligibility Requirements for Pipeline Funding

• **Timely Submission of the Pipeline Packet:** The Pipeline Packet must be received by the appropriate DCPAS Management Advisor (MA) within 90 calendar days of the return-to-work date. The return-to-work date is defined as the return-to-work date on the Request for Pipeline Funding or the Date Work Available specified in the job offer, whichever is later.
Eligibility Requirements for Pipeline Funding

• 90 Days of Wage Loss Compensation From OWCP: The injured worker must have received at least 90 days of wage loss compensation from OWCP during the one year prior to the return-to-work date. At least 1 day of the 90 days of wage loss compensation must have occurred within 120 calendar days prior to the return-to-work date. Receipt of wage loss compensation is based on the information provided by the DOL application Agency Query System (AQS).

• Continuation of Pay (COP) as Days of Wage Loss Compensation From OWCP: Days of COP can be used as a part of the 90 days of wage loss compensation if:
  • at least 45 days of wage loss compensation has been paid by OWCP and
  • at least one day of the wage loss compensation was paid within 90 calendar days from the date-of-injury and
  • at least one day of the wage loss compensation was paid within 120 calendar days prior to the return-to-work date.
Pipeline Program Roles - ICPA

• Injury Compensation Program Administrator (ICPA) reviews agency chargeback reports to identify candidates for reemployment.

• Prepares a valid job offer to the identified candidate once position details are received.

• Completes the Request for Pipeline Funding and forward to the appropriate DCPAS Injury Compensation Management Advisor (DCPAS MA) along with a copy of the job offer, the claimant’s acceptance or declination of the offer, and position description of the offered position to the supporting DCPAS MA. Together, this documentation set is referred to as the ‘Pipeline Packet’.

• For all Pipeline funded cases, the ICPA must notify the DCPAS MA of any change in work status, work schedule and/or pay rate.

• Notifies the DCPAS MA when the injured worker has stopped working and when they start receiving periodic wage loss compensation payments.
Pipeline Program Roles – DCPAS MA

• DCPAS Injury Compensation Management Advisor (DCPAS MA) reviews Pipeline Packet for completeness. Returns incomplete packets to ICPA with an explanation of the deficiencies. Assists ICPA to resolve issues with the packet.

• Ensures the job offer contains the critical elements required to meet the OWCP requirements to be found suitable for establishing a Loss of Wage Earning Capacity decision.

• Approves or denies the Pipeline Packet in accordance with eligibility criteria set forth on the Pipeline Eligibility Checklist.

• Submits the Pipeline Packet to the Pipeline Program Manager indicating approval or denial of the packet. If the packet has been denied ensure the reasons for denial are included with the packet.

• Coordinates with the ICPA to monitor employee’s progress.
Pipeline Program Roles – DCPAS MA

- DCPAS Injury Compensation Management Advisor (DCPAS MA) provides guidance to the ICPA on using the Pipeline Program.

- Assists the Pipeline Program Manager in obtaining clarification from ICPAs when necessary to authorize funding and to obtain funding document acceptance forms from installation funding/MIPR points of contact.

- In Pipeline cases where the claimant accepted the offered position, assists ICPAs in obtaining Loss of Wage Earning Capacity decisions for reemployed injured workers using the Significant Case Action Process if the case has been elevated.

- In Pipeline cases where the claimant declined the offered position, assists the ICPAs in obtaining a suitability determination from OWCP and, where appropriate, a termination of benefits decision using the Significant Case Action Process if the case meets the requirements for that process.
Pipeline Program Roles – DCPAS Program Managers (PM)

• DCPAS Program Managers (DCPAS PM) provides technical and policy support and assistance to Component/Agency Level FECA Program Managers with respect to the Pipeline Program.

• Render final decisions on appeals made by agencies when a Pipeline Packet has been denied at the DCPAS Management Advisor level.
Pipeline Program Roles – Pipeline Program Manager

- **Pipeline Program Manager** promotes the Pipeline Program at the Component/Agency level. Provides Pipeline Program training when requested.

- Performs higher level briefings on the Pipeline Program when required.

- Notifies ICPAs of Pipeline decisions rendered by the DCPAS Program Management Advisor.

- Processes all approved Pipeline packets submitted by DCPAS Program Management Advisors to the designated Line of Business (LOB) budget POC for tracking and forwarding the DHRA.
Pipeline Program Roles – Pipeline Program Manager

- **Pipeline Program Manager** provides notification to the ICPA of appeal decisions.

- Reviews appeal decisions for consistency.

- Notifies Component/Agency FECA Program Manager of changes in priority with regard to processing funding requests.

- Maintains ongoing records for employees participating in the program and work closely with DHRA to ensure that disbursements and allocations are processed in a timely manner.

- Provides Pipeline Program participation and metric information upon request from installation and command personnel.
# Pipeline Funding Request

**Date Form Completed:** 07/26/2016

**ICPA Name:** Chris Inserra

**ICPA Email:** christopher.j.inserra.civ@mail.mil

**ICPA Telephone:** 9045422258

**DCPAS Management Advisor:** Inserra, Chris

## Claim Information

<table>
<thead>
<tr>
<th>Claimant Name</th>
<th>THOMAS, RHODES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claim Number</td>
<td>062016149</td>
</tr>
<tr>
<td>Pay Status</td>
<td>Medical Benefits Only</td>
</tr>
<tr>
<td>Chargeback Code</td>
<td>6439</td>
</tr>
<tr>
<td>Pay District</td>
<td></td>
</tr>
<tr>
<td>FECA Rate (%)</td>
<td></td>
</tr>
<tr>
<td>Claim listed on DOL RTW List?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>

## Installation

<table>
<thead>
<tr>
<th>DOI</th>
<th>01/01/1992</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Date</td>
<td>12/10/2001</td>
</tr>
<tr>
<td>DOL CPO Code</td>
<td>KD</td>
</tr>
<tr>
<td>28-Day Compensation</td>
<td></td>
</tr>
</tbody>
</table>

## Was DOI Position Permanent or Temporary?

| Was DOI Position Permanent or Temporary? |  |

## Job Offer Information

<table>
<thead>
<tr>
<th>Job Title of Offer Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Offer Date</td>
<td></td>
</tr>
<tr>
<td>Pay Plan</td>
<td></td>
</tr>
<tr>
<td>Series</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Hours per Week</td>
<td></td>
</tr>
<tr>
<td>Salary per hour</td>
<td></td>
</tr>
</tbody>
</table>

**Offered Position is**

Were the duties and/or requirements of offered position changed?

**Employee Response**
## Pipeline Funding Request

### JOB OFFER INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title of Offer Position</td>
<td>Offered Position is</td>
</tr>
<tr>
<td>Job Offer Date</td>
<td>Were the duties and/or requirements of offered position changed from DOI position?</td>
</tr>
<tr>
<td>Pay Plan</td>
<td>Employee Response</td>
</tr>
<tr>
<td>Series</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Hours per Week</td>
<td></td>
</tr>
<tr>
<td>Salary per hour</td>
<td></td>
</tr>
<tr>
<td>Will WGI become effective during Pipeline funding period?</td>
<td>Yes ☐ No ☐</td>
</tr>
</tbody>
</table>
Pipeline Funding Request

WAGE LOSS INFORMATION
First Date of Wage Loss/COP Paid
Last Date of Wage Loss/COP Paid
Was the employee paid for 90-days of wage loss (can include COP days)?
Yes ☐ No ☐
Total Number of COP /WageLoss Days

COP / Wage Loss
Number of Days
Date From
Date To

Save  Spell Check  Delete
## Pipeline Funding Request

### MIPR INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>MIPR Mailing Address</th>
<th>BPN/TPN</th>
<th>Sublimit Code</th>
<th>DODAAC</th>
<th>TAS (Treasury Accounting Symbol)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POC Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC Telephone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC Fax Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POC email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate POC Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate POC Fax Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HR DIRECTOR INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td></td>
</tr>
<tr>
<td>Official Title</td>
<td></td>
</tr>
<tr>
<td>HR Director Mailing Address</td>
<td></td>
</tr>
</tbody>
</table>

### PRP FUNDING REQUEST COMMENTS

Comments
# Pipeline Funding Request

## Pipeline Funding Request Decision

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Packet Received</td>
<td>07/26/2018 (mm/dd/yyyy)</td>
<td>R</td>
</tr>
<tr>
<td>Date of Decision</td>
<td>(mm/dd/yyyy)</td>
<td>R</td>
</tr>
<tr>
<td>Funding Decision</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>For the period - from</td>
<td>(mm/dd/yyyy)</td>
<td></td>
</tr>
<tr>
<td>For the period - to</td>
<td>(mm/dd/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

### Funding Decision Options:
- Under Review
- Disapproved
- Approved - Funding Available
- Approved - Funding Pending
- Returned to Agency - More information needed

### PRP Funding Request Comments

Comments

(24)
Pipeline Workflow – Approved Packet

Flowchart for Pipeline Process

- Agency submits Pipeline packet to Management Advisor (MA)
- MA reviews the packet
  - Packet complete?
    - N: MA notifies agency and returns packet
  - Y: MA makes and documents decision
- MA forwards packet to Pipeline Program Manager
- Packet approved?
  - N: A
  - Y: Pipeline Program Manager notifies agency of decision, cc MA
    - Pipeline Program Manager forwards packet to LOB Budget POC
Pipeline Workflow – Disapproved Packet

Flowchart for Pipeline Process

A

Pipeline Program Manager notifies agency of disapproval, provides Appeal Form and cc to MA

Agency appeal?

N
No Further Action Needed

Y

Materials sent to Pipeline Program Manager

Pipeline Program Manager forwards to DCPAS Program Managers

DCPAS Program Managers review information and make decision

Disapproval upheld?

N

DCPAS Program Managers send decision to Pipeline Program Manager

Pipeline Program Manager notifies Agency, cc MA Advisor

Pipeline Program Manager forwards packet to LOB Budget POC

Y

Pipeline Program Manager notifies Agency, cc MA Advisor

No Further Action Needed