



UNITED STATES DEPARTMENT OF LABOR

**ECOMP**



# Employees' Compensation Operations and Management Portal (ECOMP)

# ECOMP Contacts at DFEC

**Christopher Revenaugh** – ECOMP  
Agency Liaison

**Derek Tukenmez** – ECOMP Agency  
Liaison

**Julia A. Tritz** – Chief, Technical  
Assistance

# ECOMP Overview

ECOMP is a web-based application accessible via the DOL public Internet site. Through this portal, federal workers and their employers may:

1. Electronically file OSHA 301s, CA-1s, CA-2s, CA-7s and CA-6s;
2. Track the exact status of any form or document submitted via ECOMP (e.g., Pending Supervisor Approval, with Agency Reviewer, Received by OWCP, etc.); and
3. Electronically upload and submit documents to DFEC's case files.

# ECOMP Advantages

- Provides a solution for filing forms electronically with no cost to users or employing agencies
- Supports the submission of attachments by employees, witnesses, supervisors, medical providers, etc.
- Publicly Accessible on the web, requiring no special downloads
- ECOMP will assist users in completing forms
- Ensured support for form or process changes, since OWCP manages the site.

# Who Benefits from ECOMP

## Agencies

- Those without electronic filing capability can now participate at no cost
- ECOMP will notify authorized agency personnel of form inactivity using email blasts. This will assist agencies in tracking their POWER Initiative performance.

## Claimants

- Claims will be delivered more quickly and with supporting evidence, allowing for faster case-creation, adjudication, benefit delivery and improved customer service.
- They can get the status of their forms directly from ECOMP instead of contacting OWCP or their employer for updates

## DFEC

- Reduction in contractor costs for data entry during case creation
- Reduction in handling of paper
- Attachments will allow DFEC to potentially adjudicate cases without any development
- Quicker adjudication of claims promotes faster intervention in cases requiring disability management.

# Starting the Process – The MOU

- DOL and the agency enter into a Memorandum of Understanding (MOU) which establishes an agreement for the transferring of data between ECOMP and iFECs.
- All or part of an agency may participate in ECOMP; however, sub-agencies may not enter into an MOU unless sanctioned by their parent agency.
- MOU must be signed by your agency's Designated Approval Authority (DAA)
- OWCP Acting Director Gary Steinberg is DOL's DAA

# ECOMP MOU

- MOU Steps:
  - Request MOU from Julia Tritz, TA Branch Chief ([Tritz.Julia@dol.gov](mailto:Tritz.Julia@dol.gov))
  - Review and respond with any comments or requested revisions
  - Once approved, two copies of MOU signed by Mr. Steinberg will be sent
  - Return one copy signed by your DAA, keep one copy for your records

# ECOMP MOU

- Post-MOU:
  - You will be contacted for assistance with initial setup of Agency Maintenance functions
  - You will be provided with access to the ECOMP training site
  - Agency Toolkit will be provided to introduce ECOMP to your agency
  - Designated OWCP staff will be available to support you

# Agency Toolkit

Revenaugh, Christopher M - OWCP

From: Revenaugh, Christopher M - OWCP  
Sent: Monday, February 20, 2012 8:35 PM  
To: Revenaugh, Christopher M - OWCP  
Subject: Introducing ECOMP



Christopher Revenaugh



## Have you been hurt on the job?

**Federal Employees and Contractors:** If you are a Federal employee or a contractor who has sustained a work-related injury or illness, you may use this portal to report the incident or illness to your supervisor using OSHA's Form 301 (Injury and Illness Incident Report).

**Federal Employees Only:** If you are a Federal employee you may also file a claim for benefits under the Federal Employees' Compensation Act.



# ECOMP For Supervisors

# ECOMP Training Modules

- Training modules are available on the ECOMP home page
- Printable text instructions
- Narrated videos demonstrating how to perform functions in ECOMP
- Modules available for all users from the injured worker filing a form to the National Workers' Compensation Program Manager managing ECOMP for the agency and everyone in between

# ECOMP Training Modules

- Self- guided training modules provide detailed instructions to users
  - Claimants and Supervisors receive instructions on how to file and track forms.
  - Safety and workers' compensation staff are provided training on how to review forms and track work flow
  - National Program Managers are provided with instructions on how to structure ECOMP to best manage the agency's workers' compensation program

# ECOMP Training Modules

The screenshot shows the ECOMP website interface. At the top, the United States Department of Labor logo and 'ECOMP' branding are visible. Navigation links include 'ECOMP Home', 'File a Form', 'Upload Document', and 'Register with ECOMP'. A user status message indicates 'You are not currently signed in | Sign In | Register'. The main content area features a 'Welcome to ECOMP' banner with the subtitle 'The Employees' Compensation Operations & Management Portal'. Below the banner, there are three columns of information: 'Have you been hurt on the job?' with instructions for filing forms, 'Need to upload a document?' with an 'Upload Document' button, and 'Agency Reviewers & OSHA Record Keepers' with a 'Reviewer Sign In' button. A 'Track Form or Document Status' section includes a search box for ECN or DCN and a 'Go!' button. On the left side, a 'Help' menu is highlighted with a red box and a red arrow pointing to it. The 'Help' menu includes links for 'About', 'Uploading Documents to FECA Case Files', 'Electronic Document Submission', 'Frequently Asked Questions', 'OSHA Record Keeper User...', 'Agency Reviewer User Guide', and 'Agency Maintenance Help'.

UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

[ECOMP Home](#) [File a Form](#) [Upload Document](#) [Register with ECOMP](#)

ECOMP You are not currently signed in | [Sign In](#) | [Register](#)

## Welcome to ECOMP

The Employees' Compensation Operations & Management Portal

UNITED STATES DEPARTMENT OF LABOR

### Have you been hurt on the job?

**Federal Employees and Contractors:** If you are a Federal employee or a contractor who has sustained a work-related injury or illness, you may use this portal to report the incident or illness to your supervisor using **OSHA's Form 301** (Injury and Illness Incident Report).

**Federal Employees Only:** If you are a Federal employee you may also file a claim for benefits under the Federal Employees' Compensation Act (FECA). You may initiate a new claim by filing either form **CA-1** (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or form **CA-2** (Notice of Occupational Disease and Claim for Compensation). You may also file form **CA-7** (Claim for Compensation) if you have an existing FECA case. After completing your information, your claim will be forwarded to your supervisor for review and submission to the Office of Workers' Compensation Programs.

To access ECOMP, please sign in with the link below. If you have not previously used ECOMP, you will first need to register to create an account.

[File a Form](#) [Sign In / Register](#)

### Track Form or Document Status

Enter ECN or DCN  [Go!](#)

### Need to upload a document?

Use the link below to upload documents into an existing case. You may upload documents which are appropriate for incorporation into the official case record, such as letters, witness statements, medical reports, or any other documentation pertinent to the claim. Documents may be uploaded by the claimant or anyone with an interest in the case, including representatives, medical providers and employing agency personnel. You will need the official case number and other identifiers associated with the target case in order to use the upload function.

**NOTE: Do not upload medical bills using this website. Bills should be submitted to OWCP's [Central Bill Processing Center](#).**

[Upload Document](#)

### Agency Reviewers & OSHA Record Keepers

If you have been designated as an Agency Reviewer or OSHA Record keeper for your agency, please sign in with the link below. If you have not previously used ECOMP, please sign in with the user account information which was emailed to you.

[Reviewer Sign In](#)

### Help

- [About](#)
- [Uploading Documents to FECA Case Files](#)
- [Electronic Document Submission](#)
- [Frequently Asked Questions](#)
- [OSHA Record Keeper User...](#)
- [Agency Reviewer User Guide](#)
- [Agency Maintenance Help](#)

# ECOMP Test Drive

- Once the structure is completed, the agency hierarchy is loaded into a special version of the ECOMP system.
- This “playground” is identical to the production version of ECOMP in every way
- Allows agency users to become familiar with the look, feel, and function of ECOMP before having to work with live data.
- Once you are comfortable with the system and have fine-tuned your structure and settings, the structure and settings are loaded into production (test data is not).
- This unique approach ensures that when you go live, the system responds exactly the way you want it to respond.

# Setting up your Agency Hierarchy

ECOMP provides agencies with the flexibility to customize your agency hierarchy in ECOMP with 2 benefits:

- This allows you to provide meaningful geographical job site information to the claimants without changing your agency chargeback structure in iFECS
- You can assign safety and workers' compensation management functions to appropriate staff for their assigned areas/locations

# Agency Hierarchy in ECOMP

- Department
  - Agency Group
    - Agency
      - Division
        - Duty Station
- Agency Groups are created to manage sub-organizations with similar needs
- Structure will vary depending on size of department/agency

# Agency Hierarchy in ECOMP

1	DEPARTMENT	CB_CODE	AGENCY GROUP NAM
31	DEPARTMENT OF LABOR	1116-GB	OWCP - OFFICE OF WC
32	DEPARTMENT OF LABOR	1116-EC	OWCP - OFFICE OF WC
33	DEPARTMENT OF LABOR	1116-EB	OWCP - OFFICE OF WC
34	DEPARTMENT OF LABOR	111	
35	DEPARTMENT OF LABOR	111	
36	DEPARTMENT OF LABOR	111	
37	DEPARTMENT OF LABOR	111	
38	DEPARTMENT OF LABOR	111	
39	DEPARTMENT OF LABOR	111	

⏪ ⏩ ⏴ ⏵
OSHA
OWCP
SOL

Ready


**UNITED STATES DEPARTMENT OF LABOR**  
**ECOMP**

[ECOMP Home](#)
[Maintenance Home](#)
[Manage Organizations](#)
[Manage Users](#)
[Help](#)

ECOMP / Administration / Organizations
 Signed in as **Derek Tukenmez** | [Sign Out](#) | [Account](#)

OWCP - Office of Workers' Compensation Programs 5 Agencies in this Agency-Group <input type="text" value="Search"/>	OWCP-DIVISION OF FEDERAL EMPLOYEES' COMPENSATION 12 Divisions in this Agency <input type="text" value="Search"/>	OWCP-DFEC-NATIONAL OFFICE-WCC 2 Duty Stations in this Division <input type="text" value="Search"/>
<ul style="list-style-type: none"> <li><span style="color: gold;">★</span> 1110 - OWCP-DIVISION OF ENERGY EMPLO...</li> <li><span style="color: green;">✔</span> 1111 - OWCP-ALL OTHER, NOT OTHERWIS...</li> <li style="background-color: #008080; color: white;"><span style="color: gold;">★</span> 1116 - OWCP-DIVISION OF FEDERAL EMPL...</li> <li><span style="color: gold;">★</span> 1117 - OWCP-DIV OF LSHW COMPENSATION</li> <li><span style="color: gold;">★</span> 1118 - OWCP-DIVISION OF COAL MINE WO...</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: gold;">★</span> 1116-AB - DFEC-BOSTON DISTRICT OFFICE</li> <li><span style="color: gold;">★</span> 1116-BB - DFEC-NEW YORK DISTRICT OFFL...</li> <li><span style="color: gold;">★</span> 1116-CB - DFEC-PHILA DIST. OFF-SUITE 78...</li> <li><span style="color: gold;">★</span> 1116-DB - DFEC-JACKSONVILLE DISTRICT ...</li> <li><span style="color: gold;">★</span> 1116-EB - DFEC-CLEVELAND DISTRICT OF...</li> <li><span style="color: gold;">★</span> 1116-EC - DFEC-CHICAGO DISTRICT OFFICE</li> <li><span style="color: gold;">★</span> 1116-FB - DFEC-DALLAS DISTRICT OFFICE</li> <li><span style="color: gold;">★</span> 1116-GB - DFEC-KANSAS CITY DISTRICT O...</li> <li><span style="color: gold;">★</span> 1116-HB - DFEC-DENVER DISTRICT OFFICE</li> <li><span style="color: gold;">★</span> 1116-JB - DFEC-SAN FRANCISCO DISTRIC...</li> <li><span style="color: gold;">★</span> 1116-KB - DFEC-SEATTLE DISTRICT OFFICE</li> <li style="background-color: #008080; color: white;"><span style="color: gold;">★</span> 1116-NO - OWCP-DFEC-NATIONAL OFFICE-...</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: green;">✔</span> <b>Branch of Technical Assistance</b> <i>Julia Tritz</i> 200 Constitution Ave NW Room 300 Washington, DC 20010</li> <li><span style="color: green;">✔</span> <b>OWCP-DFEC-NATIONAL OFFICE-WCC</b> <i>CATHY NIXON</i> 200 CONST AVENUE, NW, ROOM S-3524 WASHINGTON, DC 20210</li> </ul>

# Agency Hierarchy – Employee Registration

UNITED STATES DEPARTMENT OF LABOR  
**ECOMP**

ECOMP Home | File a Form | Upload Document | Register with ECOMP | Help

ECOMP / Register You are not currently signed in | [Sign in](#) | [Register](#)

**Register for ECOMP**

Your ECOMP account enables you to file and manage forms with the Department of Labor OWCP. Your account is covered under the [Privacy Act](#). If you already have an account you can [Sign in here](#).

**Account Basics**

Employee name (first, middle, last)

**Government Organization**

What part of the government were you working for at the time of your injury? [?](#)

Department.....  - Filter by State -

Agency-Group.....

Agency.....

Duty station.....

**FECA Case Files**  
Agency Maintenance Help  
How to file a Compensation Process  
What forms to use  
FAQ

**Password**

Choose a password

Re-enter password

Passwords must be a minimum of 8 characters, and contain at least: one upper-case letter, one lower case letter, one number, and one special character.

**Security Questions**

If you forget your password, we will ask you three security questions. Choose security questions which only you know, but you can easily remember in the future.

Choose security question 1

Your answer to question 1

Choose security question 2

Your answer to question 2

# User Roles in ECOMP

- Agency Maintenance User – ECOMP Power User at the Agency
- Agency Reviewer – Injury Compensation Specialist at the Agency
- OSHA Record Keeper – Safety staff at the Agency responsible for OSHA reporting
- Employee – Manages own account and registration
- Supervisor – No account needed



# Adding a User

The screenshot displays the ECOMP (Enterprise Case Management) interface for the United States Department of Labor. A modal dialog titled "Create New User" is open, showing the process of adding a new user. The user is being created as an "Agency Reviewer" within the "DEPARTMENT OF LABOR".

**Create New User**  
Agency Reviewer

Department: DEPARTMENT OF LABOR  
Role: Agency Reviewer

First name:   
Middle name:   
Last name:   
Username:   
Email:   
Password: *User must set password upon sign in*

**!** After creating this user, switch to the Organization Manager to assign them as a reviewer to organizations within their Department. They must be assigned to at least one organization in order to use their Dashboard.

Buttons: Cancel, Save, Save & Create Another

# Assigning Users

- Once you have created your agency hierarchy and created accounts for the ARs and ORKs, you can create settings for your Department/Agency Group/Agency, etc.
- This includes choosing what forms can be filed, when you would like notifications to be sent on form status, and the ARs and ORKs responsible for each agency.

# Agency Maint. / Dept. Settings

The screenshot shows the ECOMP (Electronic Compensation) system interface. The main header includes the United States Department of Labor logo and the text "ECOMP". A navigation bar at the top right contains links for "ECOMP Home", "Maintenance Home", "Manage Organizations", "Manage Users", and "Help". The user is logged in as "Derek Tukenmez".

The central focus is a "Department Settings" modal window for the "DEPARTMENT OF LABOR". A red banner at the top of the modal displays the message: "This organization is set up, but one or more sub-organizations are not." The modal is divided into several sections:

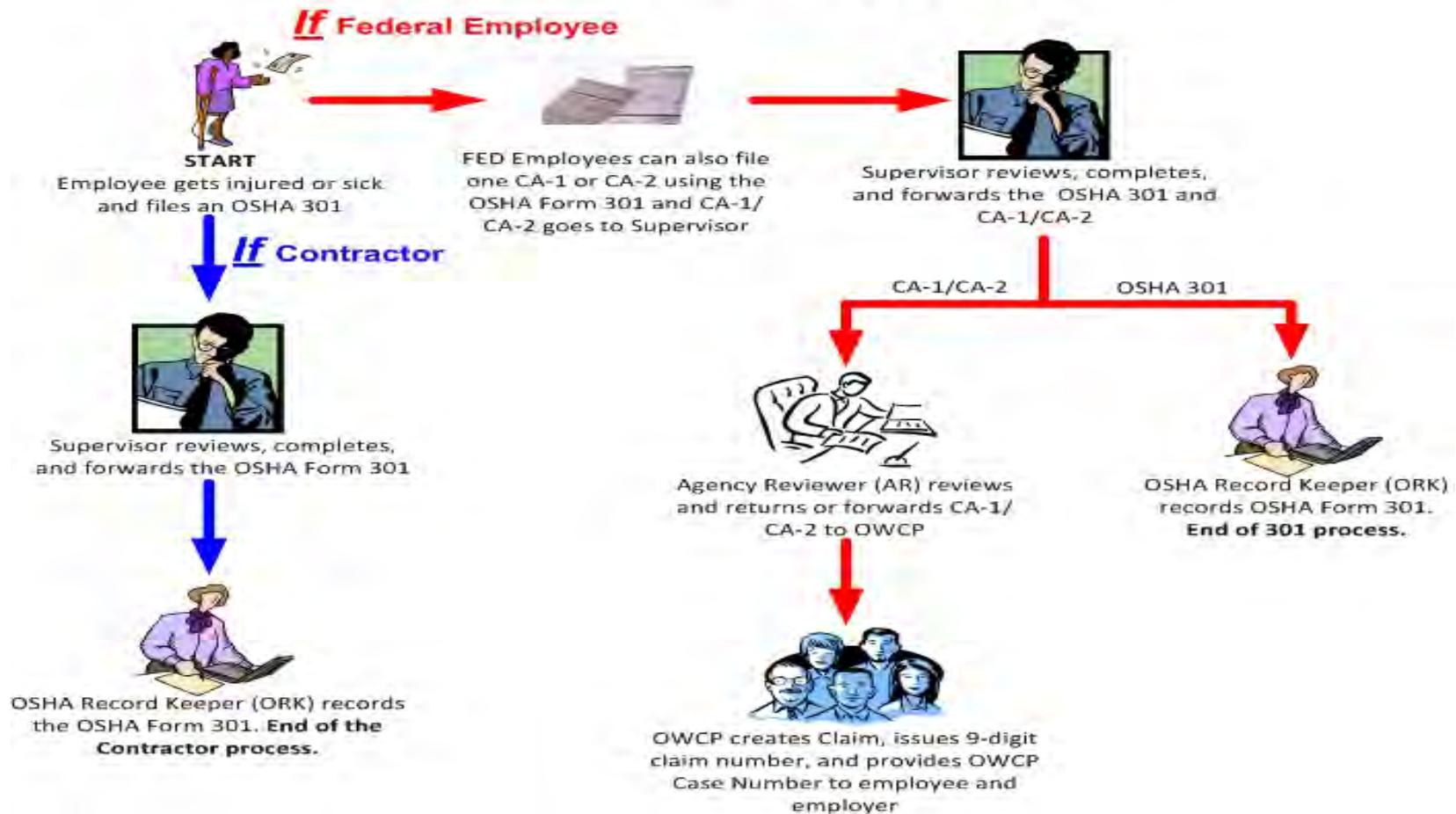
- Organization Name:** DEPARTMENT OF LABOR
- ECOMP Status:** A checked checkbox indicates "ECOMP is enabled for this Department".
- Forms:** A section titled "Which forms can be submitted within this organization? (CA-6 is always available)" contains two checked checkboxes: "OSHA301, CA-1, and CA-2" and "CA-7, CA-7a, and CA-7b".
- Email Notice Timing:** A table specifies the number of days to send email notices for forms in process. The table is as follows:

	OSHA301, CA-1 & 2	CA-7, 7a & 7b
with Supervisor after	5 days	2 days
with Reviewer after	5 days	2 days
age overall since filing	8 days	3 days
- Email Domains:** A text field labeled "Allowed Domains" contains the value "dol.gov".
- Reviewers & Recipients of Form Notifications:** A list of reviewers includes "Tukenmez, Derek - tukenmez.derek@dol.gov (OSHA)" and "Rios, Tony - rios.antonio@dol.gov (FECA)". There is also an empty field for "Other Recipients".
- Help:** A note at the bottom states: "Each organization must have at least one domain, one Agency Reviewer, and one OSHA Record Keeper."

At the bottom of the modal, there are two buttons: "Save Changes" and "Cancel".

# ECOMP's Workflow

## The ECOMP Claims Process



# AR Workflow Management

- In addition to the email notifications, you will have access to an Agency Reviewer Dashboard. You can log in each morning and view:
  - Claims awaiting your review
  - Claims awaiting Supervisor Review
  - Claims you filed on behalf of the injured worker
  - Claims rejected by DFEC
  - All claim forms

# Coming Enhancements

- In the next phase of ECOMP, additional forms will be available for electronic submission:
  - CA-7a: Time Analysis Form
  - CA-7b: Leave Buy Back
  - CA-6: Report of Employee Death

# Coming Enhancements

- The next phase of ECOMP will also include report functionality:
  - OSHA 300/300a Injury and Illness logs
    - Will be populated from information entered on OSHA 301 forms
    - May be edited by ORK
  - Injury and Occupational Disease Trends
  - Real-time POWER Timeliness reports
    - CA-1 and 2 and CA-7 real-time submission timeliness
    - Can be run for specific Bureaus or locations (based on Chargeback code)

# Coming Enhancements

- ECOMP will continue to evolve and be enhanced based on our experiences and feedback received from our customers
- Any changes to FECA procedures, forms, etc. will be implemented in ECOMP by OWCP

# ECOMP User Testing

- ECOMP has undergone several weeks of User Acceptance Testing
  - Four agencies participated in the testing: Department of Labor, Department of Justice, Department of Homeland Security (ICE), and the Federal Bureau of Investigation
  - The first agency slated to go live with filing forms in ECOMP is the FBI. To talk briefly about ECOMP from an agency's point of view, please welcome Michael Huff.