



U.S. DEPARTMENT OF LABOR

Office of Workers' Compensation Programs (OWCP)

DEEOIC Policy Directive Formulation and Publication Process

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Lesson Objectives

- Purpose and types of DEEOIC Directives
- DEEOIC Procedure Manual
- Policy formulation and publication
- Online resources





Purpose of DEEOIC Directives

- Organizational instruction communicated to staff to assist in performing the functions of their job in case adjudication activities.
- DEEOIC posts its published staff guidance on its website to provide information to the public on how program staff adjudicate claims for benefits.





DEEOIC Policy Directives: Bulletins

DEEOIC issues time-limited directives as **Bulletins**.

- Instruction to claims staff about handling of new claim situations not addressed in the Federal (EEOICPA) Procedure Manual.
- Bulletins have a one-year expiration date, or remain in effect until DEEOIC incorporates the guidance into its Procedure Manual or DEEOIC replaces it with another Bulletin.

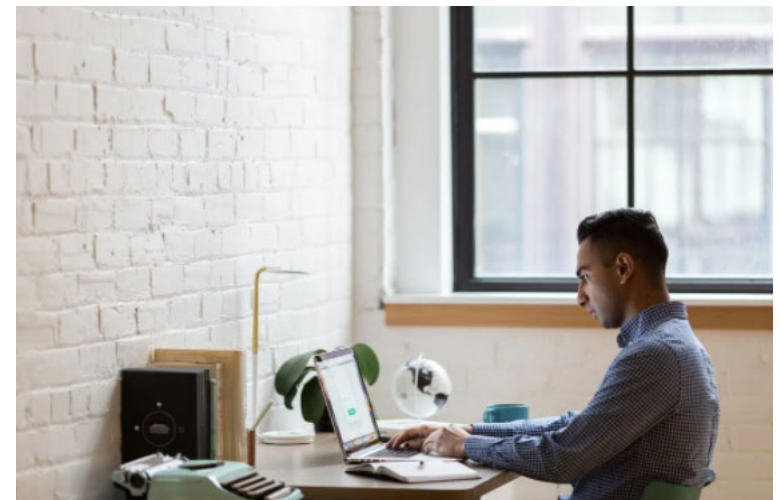




DEEOIC Policy Directives: Circulars

DEEOIC issues informational directives as **Circulars**.

- Announce personnel changes, upcoming events or activities, or other items of informational value to call attention to standing instructions or performance standards that may require compliance or improvement.
- Communicate proposed plans or anticipated program changes or to inform field operations of the activities and interests of the National Office.

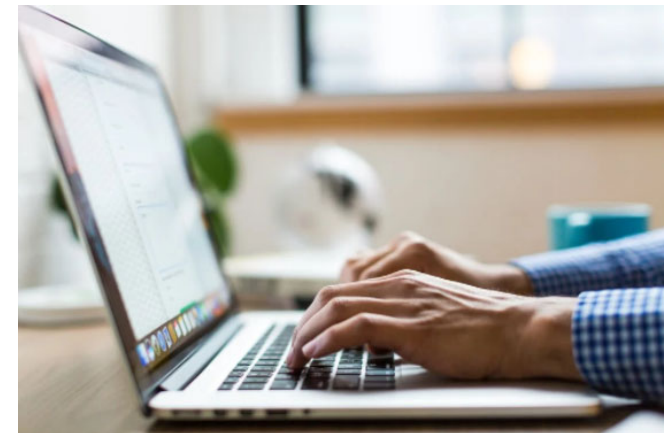




EEOICPA Procedure Manual

The Federal (EEOICPA) **Procedure Manual** is a publication that instructs staff on the procedures for making claim decisions.

- Describes the organization of the DEEOIC.
- Provides detailed information on how staff must comply to legal and regulatory requirements.
- Explains the role staff has to assist in evidence collection.
- Communicates the framework staff are to follow in making decisions.
- Describes the process staff use to make compensation payments and authorize medical bills.
- Helps the public understand the process.





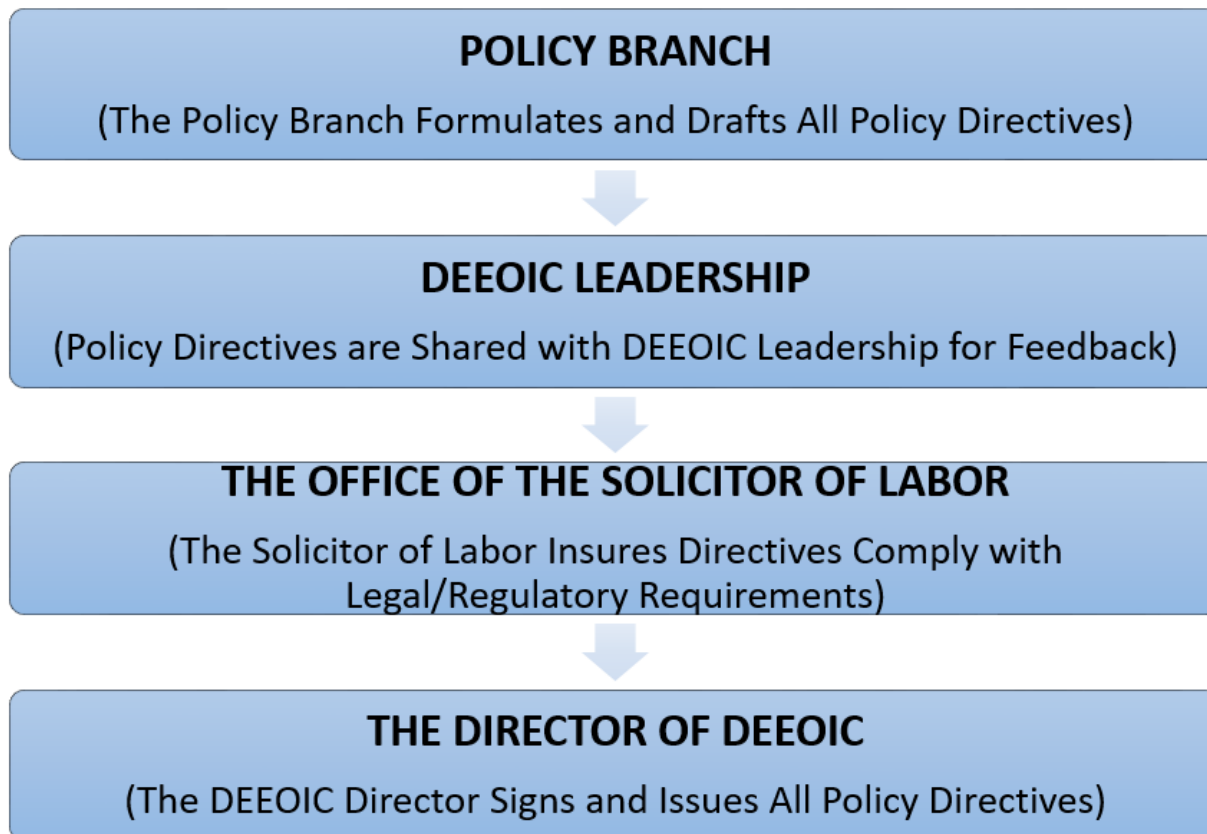
EEOICPA Procedure Manual (continued)

Comprehensively communicates instructions to staff on how to accomplish their day to day job in making case adjudication decisions.

- Organized by chapter topic and contains many informational exhibits.
- Updated regularly and is published on the DEEOIC Website:
 - DEEOIC published its most recent update to the Procedure Manual, Version 5.0, on April 2, 2021
 - Archival versions are stored online at the DEEOIC Public Reading Room
- New Procedure Manual publications are announced by Transmittal that list chronological edits to content.



Policy Directives Clearance Process





Sources of Policy Change

- Organizational Experience and Staff Feedback
 - Employee Union Input
- Legal or Regulatory Changes
 - District Court Judgements
- Input From External Stakeholders:

Public and Advocacy Groups	Advisory Boards
Congress	Interagency Contacts
Auditing/Compliance Entities	Former Worker Organizations
Departmental Oversight	Business Community
Medical Providers	Research Organizations



DEEOIC Online Policy Resources

DEEOIC posts its published staff guidance on its website to provide information to the public on how program staff operate. From the DEEOIC government web page:

- <https://www.dol.gov/agencies/owcp/energy>
- **Procedure Manual and Other Directives** – registry of active directives currently in use by DEEOIC staff
- **Statistics and Public Reading Room** – public reading room link to Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Directives Archive for all expired or superseded directives



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Questions



Questions can also be submitted to DEEOIC-Outreach@dol.gov

Thank you very much for attending the DEEOIC Webinar