

VERIFYING EMPLOYMENT SESSION

SESSION BACKGROUND INFORMATION

Session Title	Verifying Employment Session
Instructional Time	130 minutes
Session Description	This session focuses on the employment requirements that must be met in order to qualify for EEOICPA benefits, the various sources that can be used to verify employment, and the steps that the CE takes to verify the claimant's employment.
Instructional Objectives	<ul style="list-style-type: none">• Define what is meant by a 'covered facility'• List employment verification sources• Describe the employment verification process• Describe the employment verification requirements for all aspects of the program• Define 'subcontractor'• Explain how to verify employment of subcontractors and other government agency DOE contractor employees• Identify the ECMS codes relevant to employment verification actions
Instructor Materials	<p>For this session, the following materials are required:</p> <p>EmploymentVerificationSession.PPT</p> <p>Links to the following files must be embedded in the PPT <u>before</u> conducting the training session:</p> <ul style="list-style-type: none">DOE covered facilities (slide #3)Form EE-4 (slide #16)FWP facilities list (slide #17)Building Trades National Medical Screening Program (slide #20)Form EE-3 (slide #27)EC Code Justification Form (slide #30)CPWR subcontractor database (slide #52)

SESSION BACKGROUND INFORMATION, CONTINUED

Embedded Files

For each of the identified embedded links, use this file or location to establish the link within the slide presentation:

For this link:	Use:
DOE covered facilities database	http://www.hss.energy.gov/healthsafety/fwsp/advocacy/faclist/findfacility.cfm
Form EE-4	http://www.dol.gov/owcp/energy/regs/compliance/EEOICPForms/ee-4.pdf
FWP facilities list	http://www.hss.doe.gov/HealthSafety/FWSP/formerworkermed/construction_worker.html
Building Trades National Medical Screening Program	http://www.btmed.org/default.cfm
Form EE-3	http://www.dol.gov/owcp/energy/regs/compliance/EEOICPForms/ee-3.pdf
EC Code Justification Form	http://www.dol.gov/owcp/energy/regs/compliance/PolicyandProcedures/finalbulletinshtml/bulletin_03-07_Employment_verification_codes.htm
CPWR subcontractor database	http://www.btcomp.org

Once each link is established within the slide presentation, make sure to test those links before the conduct of this session.

Trainee Handouts

Verifying Employment Case Study Materials (*DEEOIC to provide*)
 Verifying Employment Case Study Answer Sheet (*DEEOIC to provide*)

Participant Guide

Verifying Employment Session

Case Study

After slide #62, proceed with the case study activity.

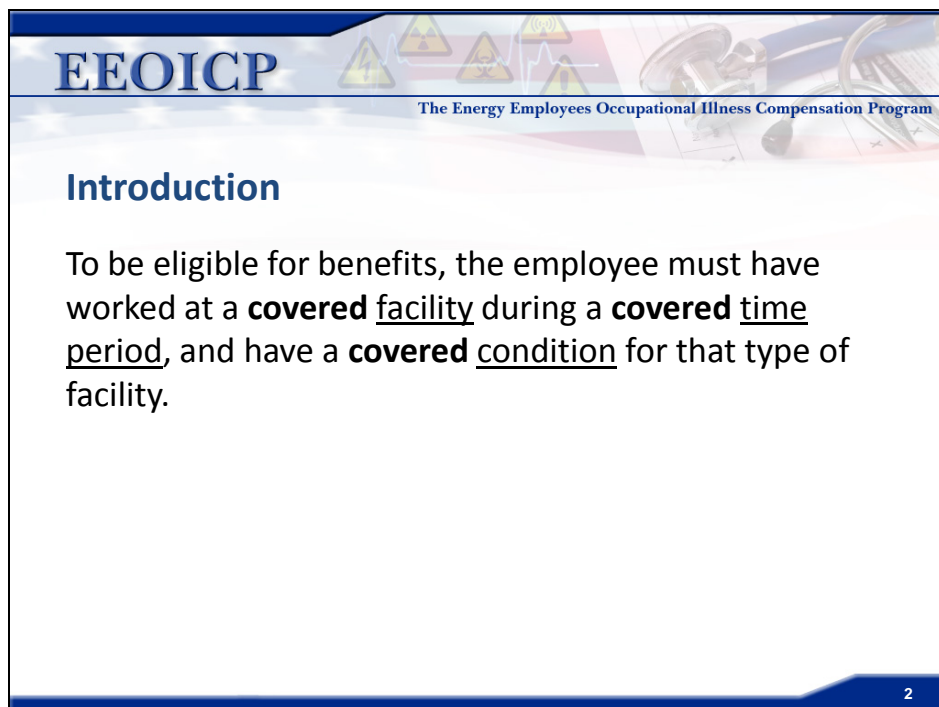
EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT



#1

Instructor
NOTE*Based on PM 2-0400, 2-0500, and E-400*

#2



**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#3

EEOICP
The Energy Employees Occupational Illness Compensation Program

Department of Energy

- The Department of Energy (DOE) maintains a searchable database of the covered facilities under the Act at:
<http://www.hss.energy.gov/healthsafety/fwsp/advocacy/faclist/findfacility.cfm>
- Search by facility name, state or keyword.

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**Instructor
NOTE**

Link to DOE facility database must be embedded in this slide PRIOR to the conduct of the training.

EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT, CONTINUED



#4

EEOICP

The Energy Employees Occupational Illness Compensation Program

Covered Facilities

- In order to have covered employment under the EEOICPA, one must have worked at a covered facility.
- There are four types of facilities:
 1. Department of Energy (DOE) facilities
 2. Atomic weapons employer (AWE) facilities
 3. Beryllium vendors
 4. RECA facilities

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Eligibility for EEOICPA benefits is based upon the facility type.

Employees of this type of facility:	Are eligible for these benefits:
AWE	Part B cancer claims only
Beryllium Vendor	Part B beryllium sensitivity and chronic beryllium disease only
DOE and predecessor agencies	Federal employees – Part B only (cancer, CBD, beryllium sensitivity) Contractor employees – Part B same as DOE Federal and Part E (any illness caused by toxic exposure)
Section RECA 5	Illnesses accepted by DOJ, both Part B & E, and Part E (any illness caused by toxic exposure)
Mining of tunnels at DOE facilities in Nevada or Alaska	Part B illness – silicosis

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#5

EEOICP
The Energy Employees Occupational Illness Compensation Program

Sources for Verifying Employment

5



#6

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Sources for Verifying Employment

- Trying to obtain evidence that an employee worked at a particular DOE facility, possibly in a particular area or building, during the 1940's, 50's, 60's, or 70's can be challenging.
- Verifying employment is often like putting together the pieces of a puzzle.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#7

EEOICP
The Energy Employees Occupational Illness Compensation Program

Steps to Verify Employment

- Largely dependent on where employee worked
- When you determine that an employee claimed employment at a covered facility (or facilities), go to the Shared Drive to learn what steps to take for the specific facilities identified on the EE-3
 - This information is on the Shared Drive in the Employment Verification Folder within the Policies and Procedures Folder.
- Not all sources in this section will be used on all claims while some will be used much more than others

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#8

EEOICP
The Energy Employees Occupational Illness Compensation Program

Employment Verification Sources

- The primary sources of information to verify employment are:
 - ORISE
 - DOE Employment Verification (EE-5)
 - Corporate Verifiers
 - Social Security Administration
 - Center for Construction Research and Training (Center to Protect Worker Rights or CPWR)
 - Employment History Affidavits (EE-4)
 - Pay stubs and other trustworthy documents
- In special cases, information from each of the following can also be useful to help piece the puzzle together:
 - Document Acquisition Request (DAR)
 - Former Worker Program (FWP)
 - Building Trades National Medical Screening Program
 - Site Exposure Matrices (SEM)

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED****Instructor
NOTE**

One or more of these may be needed to verify employment. Each is discussed a bit later in this session.



SHOW PPT

#9

The slide features a blue header with the EEOICP logo and the text 'The Energy Employees Occupational Illness Compensation Program'. The background includes a collage of images: radiation warning symbols, a medical stethoscope, and a computer keyboard. The main title 'ORISE Database' is in blue. Below it, a bulleted list provides details about the database's contents and usage. The slide number '9' is in the bottom right corner.

EEOICP
The Energy Employees Occupational Illness Compensation Program

ORISE Database

- Contains employment information regarding over 400,000 employees who worked at certain facilities from the 1940's to the early 1990's.
- Can be accessed from ECMS B or E.
- If ORISE verifies employment within 6 months of the claimed ending date, no further development of employment is needed. Use the ending date claimed.
- Enter Claim Status Code: OR [ORISE Employment Evidence Received] with a status effective date = the date of the search/print out.

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KEY
POINT

The ORISE database continues to be updated.

If the last ORISE print-out is several months to years old, and employment is a question, run ORISE again.

Hire and termination dates are sometimes indicated.

If the termination date is not indicated, do not presume. For example, if the last entry is for 08/04/1990, but this is not indicated as a termination date, do not presume it is one. Get clarification from DOE.

**Instructor
NOTE**

Acronym = Oak Ridge Institute for Science and Education

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#10

EEOICP
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DOE Operations Center

- The CE checks the list on the Shared Drive to determine if it is appropriate to send a form EE-5 (employment verification sheet) to a DOE Operations Office.
- If so, the information on the Shared Drive provides contact information for the appropriate operations office.
- Enter Claim Status Code: ES [Employment Verification Request Sent to DOE] + reason code (__5) with a status effective date = the date of the letter.
- Enter Claim Status Code: ER [Employment Verification Received From DOE] + reason code (__5) with a status effective date = the receive date of the EE-5 in the District Office.

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The list of DOE Ops Centers changes from time to time, so be sure to check for updates.

For example, the Pinellas Plant in Clearwater, Florida was going to Albuquerque, New Mexico from 2001 to early 2009. Now it goes to Legacy Management in Colorado.

For ECMS coding, SA5, the Savannah River Operations Office, is just an example. There are many other possibilities for the reason code. It depends on the DOE facility.

If the initial claim originates in the Resource Center, they request the EE-5, but the CE must code the action.

**Instructor
NOTE**

Refer trainees to the ECMS Claim Status Codes reference sheet.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#11

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a medical stethoscope.

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Corporate Verifiers

- These are companies that have some employment information pertaining to some AWE and beryllium vendor employees.
- See the Shared Drive for the list.
- Enter Claim Status code: CS [Request for Corporate Verification] with a status effective date = the date of the telephone call, email, or letter.
- Enter Claim Status code: CR [Response from Corporation] with a status effective date = the receive date of the response.

11



#12

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a medical stethoscope.

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Other Sources - Claimants

- DOL often sends letters to claimants requesting that they submit trustworthy, contemporaneous records to help establish that the employee worked at a specific facility during a specific period.
- Trustworthy records may include, but are not limited to:
 - Pay stubs with the facility name
 - Letters of commendation on DOE letterhead
 - DOE Application for Security clearance
 - Union records
 - Subcontractor contracts
 - W-2 forms
 - Security logs

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#13

A presentation slide for the EEOICP (The Energy Employees Occupational Illness Compensation Program). The slide has a blue header with the EEOICP logo and title. The main content area is white with a blue border. It features the title "Social Security Earnings Records" in bold blue text, followed by two bullet points. The bottom right corner of the slide has a blue bar with the number "13".

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Social Security Earnings Records

- May be submitted by the claimant or obtained by the claims examiner.
- A release, Form SSA-581, can be sent to the claimant for completion and returned to the district office. DOL sends the form to the Social Security Administration (SSA).

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**Participant
Guide Page**

Regarding the release form, the claimant's signature is only good for 60 days. If for the EE-2, all survivor documents must be included to SSA.

The three attachments are also included in this session of the Participant guide on the following pages:

- ***SSA-581 – page 18***
- ***Telephone Inquiries to SSA – page 19***
- ***Request for Social Security Earnings Information – page 20***

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#14

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a microscope.

EEOICP
The Energy Employees Occupational Illness Compensation Program

Social Security Earnings Records, continued

- If completed SSA-581 is forwarded to SSA:
 - Enter Claim Status Code: SS [Release of Package to SSA] with a status effective date = the date stamp on the form reflecting when it was sent to SSA.
 - Enter Claim Status Code: SR [Response from SSA] with a status effective date = the date stamp the SSA records are received in the District Office .
 - If the claimant submits SSA records to the District Office, do not enter the SS or SR codes.

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#15

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a microscope.

EEOICP
The Energy Employees Occupational Illness Compensation Program

Center for Construction Research and Training (CPWR)

- CPWR is a training arm of the Building and Construction Trades Department of the AFL-CIO. A referral is made requesting union records only for employees in trade occupations.
- Enter Claim Status Code: US [Sent to Union] + reason code (1 to 20 = the number of CP-2 forms requested) with a status effective date = the date the referral package is sent to CPWR.
- Enter Claim Status Code: UR [Received from Union] + reason code (V_) with a status effective date = the date the completed CPWR response is received in the DO.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

This would include welders, carpenters, electricians, teamsters, sheet metal workers, etc.

The number of CP-2 forms corresponds to how many sub-contractors you are asking for verification.

The reason codes for the “UR” status code include:

- VA-Verified All,
- VS – Verified Some, and
- VN – Verified None.

**Participant
Guide Page**

A copy of the CP-2 Form is included in this session of the Participant Guide on pages 23-24.

**#16**

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Employment History Affidavits (EE-4)

- Only needed in those instances when employment cannot be verified via ORISE, DOE, or Corporate Verifier. Generally used in conjunction with SSA records.
- Written statement of one's knowledge regarding the details of the employee's work.
- May be acquired from friends, family members, co-workers, etc.
- May provide information regarding facilities, buildings, contractor or subcontractor names, dates of employment, exposure information, etc.
- <http://www.dol.gov/esa/owcp/energy/regs/compliance/EEOICPForms/ee-4.pdf>

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED****Instructor
NOTE**

Link to the EE-4 must be embedded in this slide PRIOR to the conduct of the training.



The EE-4 Form requires a signature, date and declaration that the information provided is true. Therefore, it is more beneficial to get this form as opposed to just a written note.

**Participant
Guide Page**

A copy of the EE-4 is included in this session of the Participant Guide on pages 27-29.

**#17**

EEOICP
The Energy Employees Occupational Illness Compensation Program

Former Worker Program (FWP)

- Review EE-3 to see if employee participated in the FWP
- If employee participated and no FWP records are in the file, CE requests DOE FWP documents
- A list of FWP facilities and contact information is found at
http://www.hss.doe.gov/HealthSafety/FWSP/formerworkermed/construction_worker.html

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**Instructor
NOTE**

Link to the FWP facilities list must be embedded in this slide PRIOR to the conduct of the training.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#18

A presentation slide for the EEOICP (The Energy Employees Occupational Illness Compensation Program). The slide has a blue header with the EEOICP logo and the program name. The background features a collage of images including radiation warning symbols, a stethoscope, and a microscope. The main content area is white with a blue border. The title 'Site Exposure Matrices (SEM)' is in bold blue text. Below it are two bullet points. The slide number '18' is in the bottom right corner.

EEOICP
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Site Exposure Matrices (SEM)

- SEM has no information specific to any particular employee, but can, in some instances, be helpful in placing an employee in a building.
- Enter Claim Status Code: SM [Site Exposure Matrix Searched] with a status effective date = the date at the bottom of the print out.

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KEY
POINT

SEM may or may not be used in your DO for this purpose, under Part B, depending upon the type of SEC claims they typically encounter. If your DO does use it, it will be used occasionally.

The first time that SEM is run, the “SM” code is entered into ECMS. While SEM may be run again, the “SM” code is not entered again unless the SEM is being run for a new condition.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#19

EEOICP
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Document Acquisition Request (DAR) Records

- DARs can help establish that an employee was on the premises of a DOE facility and even help determine job category and work location.
- DOL may send a letter requesting these records from DOE which may include incident or accident reports, medical records, job descriptions, industrial hygiene, pay and salary records, etc.
- Enter Claim Status Code: ES [Employment Verification Requested from DOE] + reason code (__D) with a status effective date = to the date of the letter.

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The DAR will not be necessary to establish employment if we receive sufficient information from ORISE or from DOE's EE-5's.

However, DAR is used to establish exposure.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#20

The slide header features the acronym 'EEOICP' in large blue letters. To its right are several yellow triangular warning icons with black symbols, including a radiation symbol, a biohazard symbol, and a flame symbol. Further right is a medical stethoscope. Below the header, the text 'The Energy Employees Occupational Illness Compensation Program' is written in a smaller blue font.

Building Trades National Medical Screening Program

- This program cover construction workers from DOE sites not listed in the Former Worker Program.
- Information can be found at <http://www.btmed.org/default.cfm>

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**Instructor
NOTE**

Link to the Building Trades National Medical Screening Program must be embedded in this slide PRIOR to the conduct of the training.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#21

The slide header features the text "EEOICP" in large blue letters, followed by "The Energy Employees Occupational Illness Compensation Program" in smaller blue text. The background includes a collage of images: a radiation warning symbol, a biohazard symbol, a medical stethoscope, and a computer monitor.

Put Yourself in the Claimant's Shoes!!!!

- When writing letters, proofread before you mail.
- Be sure that you have the correct employee's name, claimant's name, medical condition, etc.

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What if you or your parents received a letter that references the wrong person or the wrong medical condition?

How would you feel?

How would your parents feel?

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#22

EEOICP
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ECMS Employment Coding Summary

- Code any action you take, every time
- Code anything received from an agency (DOE, SSA, CPWR, Corporate verifier)
- Employment Codes
 - OR=ORISE
 - _S=A request was sent
 - E=EE-5/DAR from DOE, includes reason code for location, document
 - C=Corporate verification
 - S=Social Security
 - U=Union records from CPWR
 - _R=Document was received
 - Same as _S codes

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#23

EEOICP
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ECMS Employment Coding, continued

- DE=Developing Employment (usually for follow-up action), with reason codes
 - CD=CPWR Subcontractor Database Searched (any search)
 - CS=Follow-up to Corporate Verifier
 - DAR=Follow-up for DAR
 - DE=Follow-up to DOE for EE-5
 - LE=Letter directly to claimant (used for initial or follow-up employment development with the claimant)
 - SS=Follow-up to SSA
 - US=Follow-up to CPWR (Note: Follow-up is to occur at 30 day intervals)

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#24

EEOICP
The Energy Employees Occupational Illness Compensation Program

Steps to Verifying Employment

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#25

EEOICP
The Energy Employees Occupational Illness Compensation Program

The Role of the Resource Center

For new claims submitted through the Resource Center (RC), the RC will search the ORISE data base and print out the results, whether positive or negative.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

Most new claims come through the Resource Center.



#26

EEOICP
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CE Reviews Claims from RC

At the time of initial review, the CE will enter the Claim Status Codes for the actions taken by the Resource Center:

- Enter Claim Status Code: OR (ORISE Employment Evidence Received) with a status effective date = the date of the search/print out.
- If negative response on ORISE or response does not cover claimed employment period, then CE will request verification from DOE Operations Office or Corporate Verifier and enter ES (Employment Verification sent to DOE) + reason (_5) with a status effective code = the date of the letter.

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If there are no dates entered, clarify with the claimant at least the decade, by calling or writing.

It is very important to add these codes at the time you first see the case.

The reason code depends on the DOE facility.

**Instructor
NOTE**

Direct the trainees to the ECMS Claim Status Codes reference sheet.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#27

A presentation slide titled 'EEOICP' with the subtitle 'The Energy Employees Occupational Illness Compensation Program'. The slide features a background image of a microscope and radiation warning symbols. The main heading is 'New Claims Submitted to DO'. Below it is a bulleted list of steps: 1. CE reviews the 'Form EE-3, Employment History' to determine the claimed employer and dates of employment. 2. Search the ORISE database and print out the results. 3. If there is no, or limited, employment information, CE will initiate verification through the appropriate DOE Operations Center by sending a letter requesting completion of Employment Verification (Form EE-5). 4. Add the OR and ES Claim Status Codes. The slide number '27' is in the bottom right corner.

EEOICP
The Energy Employees Occupational Illness Compensation Program

New Claims Submitted to DO

- CE reviews the [Form EE-3, Employment History](#), to determine the claimed employer and dates of employment.
- Search the ORISE database and print out the results.
- If there is no, or limited, employment information, CE will initiate verification through the appropriate DOE Operations Center by sending a letter requesting completion of Employment Verification (Form EE-5).
- Add the OR and ES Claim Status Codes.

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**Instructor
NOTE**

Link to the EE-3 must be embedded in this slide PRIOR to the conduct of the training.

KEY
POINT

Remember, the status effective date for the “OR” code will be the date of the ORISE search/printout.

The status effective date for the “ES” code will be the date the letter was sent.

**Participant
Guide Page**

A copy of the EE-3 is included in this session of the Participant Guide on pages 42-44.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#28

A presentation slide for the EEOICP (The Energy Employees Occupational Illness Compensation Program). The slide has a blue header with the EEOICP logo and the program name. The main content area is white with a blue border. It features a title 'Verify AWE or Beryllium Vendor Employment' and a bulleted list of four points regarding employment verification. The slide number '28' is in the bottom right corner.

EEOICP
The Energy Employees Occupational Illness Compensation Program

Verify AWE or Beryllium Vendor Employment

- If the claimed employment is with an **AWE facility or Beryllium vendor**, action will be taken to obtain corporate verifier records.
- If no corporate verifier exists, Social Security Records are frequently used.
- For new claims submitted through the Resource Center (RC), employment verification will be initiated by letter to the appropriate corporate verifier.
- For new claims submitted directly to the District Office, the Claims Examiner will develop accordingly.

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**Instructor
NOTE**

More information about corporate verifiers is presented later in this session.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#29

A presentation slide titled 'EEOICP' with the subtitle 'The Energy Employees Occupational Illness Compensation Program'. The slide features a background image of industrial equipment and hazard symbols. The main heading is 'When the EE-5 is Received'. Below it, the text states: 'Once the completed EE-5 is received from DOE, the Claims Examiner will:'. A bulleted list follows: '• Enter Claim Status Code ER [Employment Verification Received from DOE] + reason code (__5) with the status effective date = the date received in the DO.' The slide number '29' is in the bottom right corner.

EEOICP

The Energy Employees Occupational Illness Compensation Program

When the EE-5 is Received

Once the completed EE-5 is received from DOE, the Claims Examiner will:

- Enter Claim Status Code ER [Employment Verification Received from DOE] + reason code (__5) with the status effective date = the date received in the DO.

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Date received in the DO is the date stamp.

For most DOE facilities, only 1 EE-5 will be received. For claimed employment at K-25, Y-12 and X-10, of the Oak Ridge, TN facilities there will usually be 5 EE-5's.

If a CE sends one Form EE-5 to one Operations Center, and that Operations Center sends a copy of Form EE-5 to more than one facility for response, the CE enters one "ES" code for the appropriate Operations Center.

Where DOE notifies the CE as to how many copies the Operations Center sent to the facilities (oftentimes Oak Ridge Operations Office), or when the CE is aware that multiple Forms EE-5 are expected from that original inquiry, the CE enters the corresponding "ER" code only after all anticipated EE-5 forms are returned.

NOTE: If an unsolicited Form EE-5 is received after a documented Form EE-5 was already received and for which an "ER" was previously entered, the additional Form EE-5 must also be documented in ECMS as a new "ER" *if Form EE-5 contains additional/new information*. This means that entries of "ES", "ER", and "ER" may potentially appear in ECMS. This is acceptable since DOE may send out follow-up Form EE-5 documents which could further clarify employment verification.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#30

The slide features a blue header with the text 'EEOICP' in large white letters, followed by 'The Energy Employees Occupational Illness Compensation Program' in smaller white text. The background of the slide is a collage of images including radiation warning symbols, a medical stethoscope, and a microscope. The main content area is white with a blue border. It contains a section title 'When the EE-5 is Received, continued' followed by two bullet points. The bottom right corner of the slide has a blue bar with the number '30' in white.

EEOICP
The Energy Employees Occupational Illness Compensation Program

When the EE-5 is Received, continued

- There will be times when you receive an EE-5 (or other evidence) that verifies all claimed employment, yet there are still outstanding EE-5's.
- In this case, add status code "EC – Employment Complete" and complete an ["EC Code Justification Form"](#) (Bulletin 03-07, page 7). The status effective date = the date the form is completed.

30

**Instructor
NOTE**

Link to [EC_Code_Justification_Form.PDF](#) must be embedded in this slide PRIOR to the conduct of the training.

**Participant
Guide Page**

This will not be used often.

You may also want to contact the DOE operations office to advise that you no longer need outstanding EE-5s.

A copy of the [EC Code Justification Form](#) is included in the Participant Guide on page 48.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#31

EEOICP
The Energy Employees Occupational Illness Compensation Program

If No Response from DOE

If there is no response (or an incomplete response) from DOE, in 30 day increments for up to 60 days, the claims examiner will:

- Make a follow-up telephone call, email or send a follow-up request letter to DOE.
- Enter Claim Status Code: DE + reason code [DE – follow up to DOE] with status effective date = date of telephone call, email or letter.
- Contact supervisor if DOE does not complete response in 60 days.

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The means of follow-up to DOE facility will vary. Check with your particular DO to determine the correct manner.

Incomplete response means, for example, if you are expecting 5 EE-5's and you've received only 3. Be specific in your follow-up as to which EE-5's you are lacking.

**Instructor
NOTE*****Based on C. F. R. § 30.303 (a).***

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#32

EEOICP
The Energy Employees Occupational Illness Compensation Program

When to Contact Claimant

At 30 or 60 days after EE-5 request to DOE has been sent and there is still insufficient employment evidence:

- Send a letter to the claimant and request employment evidence (see examples of trustworthy documents) in support of the claim.
- Enter Status Code: DE + reason code (LE – Letter directly to claimant) with status effective date = to date of letter.

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The time interval of 30 to 60 days may vary by DO and by DOE facilities and circumstances.

WARNING: Do not assume that facilities in your District all go to the same operation center. For example, the Jacksonville District Office goes to the Office of Legacy Management in Colorado when requesting records for the Pinellas Plant, located in Clearwater, Florida.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#33

EEOICP The Energy Employees Occupational Illness Compensation Program

Employment Requirement Based on Claimed Illness

Claimed Illness	Employment requirement
Specified Cancer (SEC)	All covered employment
Cancer (non-SEC)	All covered employment
Chronic Beryllium Disease	1 day
Beryllium Sensitivity	1 day
Silicosis (Part B)	250 days in mining tunnels
Silicosis (Part E)	All covered employment

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#34

EEOICP The Energy Employees Occupational Illness Compensation Program

Special Exposure Cohort (SEC) Employment

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#35

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Special Exposure Cohort (SEC)

- Special designation under EEOICPA
- Allows employees who meet the parameters to be compensated without a dose reconstruction
- More than 60 classes in the SEC
- Each class
 - Is specific to a facility
 - Has unique criteria
 - Has policy specific guidance (see table on shared drive)
- HHS via NIOSH adds new classes to SEC about 4 times a year

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Cancer claims that do not qualify for inclusion in the SEC are sent to NIOSH for dose reconstruction. To qualify as an SEC claim, the claimed employment generally must be an aggregate of 250 workdays. For details on calculation of the work day requirement, the CE should refer to guidance that is issued for each class of SEC.

**Instructor
NOTE**

SEC cancers, non-SEC cancers and the NIOSH dose reconstruction process is addressed in greater detail in another session.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#36

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Special Exposure Cohort (SEC) Employment

An individual employee who is included in a designated Special Exposure Cohort (SEC) group or class of employees and is diagnosed with a specified cancer receives a presumption of causation.

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Medical & Employment Requirements for SECs

- Medical requirement - Diagnosed with at least one of the 22 specified cancers. Does not include cancers of the prostate or skin.
- Employment requirement – Worked at an SEC site for at least 250 work days (8-hour shifts). Exceptions include:
 - Amchitka Island - requires only 1 work day
 - Pacific Proving Ground and Nevada Test Site – refer to appropriate bulletins.
- Enter Claim Status Code SE [Confirmed as SEC Claim] with a status effective date = the date of the recommended decision.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

For Pacific Proving Ground (see to Bulletins 06-15 and 07-05) and the Nevada Test Site (see to Bulletin 06-16) the 250 work day calculation includes any time spent at PPG or the NTS, including time spent working or living at these test sites.

If the employee was present (either worked or lived) on site for a 24-hour period in a day, the CE would credit the employee with the equivalent of three (8-hour) workdays.

If there is evidence that the employee was present at these particular sites for 24 hours in a day for 83 days, the employee would have the equivalent of 250 work days and would meet the 250 work day requirement.



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SEC Sites

- The Act provides for the SEC class of employment by including statutory sites, as well as the addition of future classes by the Department of Health and Human Services.
- Statutory sites are:
 - Gaseous Diffusion Plants in
 - Paducah, Kentucky;
 - Portsmouth, Ohio; and
 - Oak Ridge, Tennessee.
 - Amchitka Island, Alaska Nuclear Explosion Site.
- Many SEC classes have been added by NIOSH petition and will continue to be added.

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SEC periods generally span fewer years than the entire covered time span to that facility.

For example, as a facility, Paducah is covered from 1951-present, but the SEC class for Paducah runs from February 1952 to February 1992.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#39

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a medical stethoscope.

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Establishing Beryllium Employment

- Current or former employee who may have been exposed to beryllium at a DOE facility or at a facility owned, operated, or occupied by a beryllium vendor; or
- A current or former employee of any one of the following:
 - a) One of eight statutory beryllium vendors identified in the Act.
 - b) Any contractor/subcontractor that provided services, including construction and maintenance at a DOE facility; or
 - c) A beryllium vendor, or a contractor/subcontractor of a beryllium vendor, during a period when the vendor was engaged in activities related to the production or processing of beryllium for sale to, or use by, the DOE.

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#40

The slide header features the EEOICP logo in large blue letters, followed by the subtitle 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a medical stethoscope.

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Beryllium Exposure Criteria

- Exposed to beryllium – can be a single exposure to beryllium – one day of employment can suffice
- Present at a DOE or beryllium vendor facility when beryllium dust, particles or vapor may have been present.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#41

The slide header features the EEOICP logo on the left, followed by three yellow triangular warning icons with black symbols (a radiation symbol, a biohazard symbol, and a flame symbol). To the right of these icons is a faint background image of a medical stethoscope. The text 'EEOICP' is in a large, blue, serif font, and 'The Energy Employees Occupational Illness Compensation Program' is in a smaller, blue, sans-serif font below it.

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Establishing Part B Employment for Silicosis

- Initial exposure to silica dust must precede the onset of silicosis by at least 10 years, with the exception of potential extreme exposure.
- The employee or his or her survivor must also show that:
 - The employee is a DOE or a DOE contractor employee; and
 - Was present for a number of work days aggregating at least 250 work days
 - During the mining of tunnels at a DOE facility located in Nevada or Alaska for tests or experiments related to an atomic weapon.

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#42

The slide header features the EEOICP logo on the left, followed by three yellow triangular warning icons with black symbols (a radiation symbol, a biohazard symbol, and a flame symbol). To the right of these icons is a faint background image of a medical stethoscope. The text 'EEOICP' is in a large, blue, serif font, and 'The Energy Employees Occupational Illness Compensation Program' is in a smaller, blue, sans-serif font below it.

EEOICP

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Establishing Part E Employment for Silicosis

- Initial exposure to silica dust must precede the onset of silicosis by at least 10 years, with the exception of potential extreme exposure.
- The employee or his or her survivor must also show that:
 - Employee had to be present at any DOE facility where silica is known to have been present.

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EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT, CONTINUED



#43

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Uranium Miners, Millers, or Ore Transporters

- The employment requirements for uranium miners, millers and ore transporters are distinctly different from any of the other covered employees.
- Part B: claimant must have received an award under Section 5 of the Radiation Exposure Compensation Act (RECA).
- Employment verification is not needed because it was already completed by the Department of Justice (DOJ).
- RECA claims are handled in the Denver DO; but any FAB office may handle a RECA claim

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DOJ has requirements for Part B which the CE may need to communicate to claimant.

Uranium Miners	
Where	Employed in aboveground or underground uranium mines located in Colorado, New Mexico, Arizona, Wyoming, South Dakota, Washington, Utah, Idaho, North Dakota, Oregon, and Texas at any time during the period beginning on January 1, 1942, and ending on December 31, 1971.
Exposure	The claimant must have been exposed to 40 or more working level months (WLMs) of radiation while employed in a uranium mine or worked for at least one year in a uranium mine during the relevant time period.
Disease	Compensable diseases include primary lung cancer and certain nonmalignant respiratory diseases.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

Uranium Mill Workers	
Where & When	Employed in uranium mills located in Colorado, New Mexico, Arizona, Wyoming, South Dakota, Washington, Utah, Idaho, North Dakota, Oregon, and Texas at any time during the period beginning on January 1, 1942, and ending on December 31, 1971
Exposure	The claimant must have worked in a uranium mill for at least one year during the relevant time period.
Disease	Compensable diseases include primary lung cancer, certain nonmalignant respiratory diseases, renal cancer, and other chronic renal disease including nephritis and kidney tubal tissue injury.

Ore Transporters	
Where & When	A payment of \$100,000 is available to eligible individuals employed in the transport of uranium ore or vanadium-uranium ore from mines or mills located in Colorado, New Mexico, Arizona, Wyoming, South Dakota, Washington, Utah, Idaho, North Dakota, Oregon, and Texas at any time during the period beginning on January 1, 1942, and ending on December 31, 1971.
Exposure	The claimant must have transported ore for at least one year during the relevant time period.
Disease	Compensable diseases include primary lung cancer, certain nonmalignant respiratory diseases, renal cancer, and other chronic renal disease including nephritis and kidney tubal tissue injury.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#44

The slide header features the EEOICP logo on the left, followed by three yellow triangular warning symbols with black radiation-like patterns. To the right of these symbols is a faint background image of a medical stethoscope. The text 'EEOICP' is in large blue letters, and 'The Energy Employees Occupational Illness Compensation Program' is in smaller blue letters below it.

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Part E Uranium Employment

For Part E, the employee must have been employed:

- For at least one day in a uranium mine or mill located in certain covered states at any time during the covered time period, or
- In the transport of uranium ore or vanadium-uranium ore from such a mine or mill during that same period.

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#45

The slide header features the EEOICP logo on the left, followed by three yellow triangular warning symbols with black radiation-like patterns. To the right of these symbols is a faint background image of a medical stethoscope. The text 'EEOICP' is in large blue letters, and 'The Energy Employees Occupational Illness Compensation Program' is in smaller blue letters below it.

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DOE Remediation Employment

- Some AWE/Beryllium vendor facilities are identified as DOE facilities during remediation (environmental clean-up operations).
- During DOE remediation, the facility is considered a DOE facility.
- Employee must have worked on remediation under contract or subcontract to DOE – not just been on site

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED****Instructor
NOTE***Remediation is the term used to describe environmental clean-up operations.***#46**

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DOE Remediation Employment, continued

- If employment is claimed during remediation and the site has not been identified as having a period of DOE remediation:
 - The claimant must have worked under a contract/subcontract to DOE/DOE contractor and have conducted remediation activities for DOE at the facility.
 - The CE collects all evidence and forwards the case file to the National Office.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#47

EEOICP
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Subcontractors of DOE Facilities and Beryllium Vendors

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#48

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Subcontractor Employment

- For certain employers, usually subcontractors, past experience has shown that DOE may not be able to verify employment.
- In these cases, the claims examiner will request employment evidence from the claimant during initial development, to include the SSA-581 and employment affidavits (EE-4's), etc.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

Who is a subcontractor?

Usually it is a company that you don't know. It is not usually the major companies such as Union Carbide, Martin Marietta, Lockheed Martin, Westinghouse, General Electric, etc. These are usually contractors.

This means we won't wait until we receive a response from DOE to ask for the SSA-581 and EE-4s and trustworthy documents.

For example, if employment with F.H. McGraw at the Paducah Gaseous Diffusion Plant is claimed during the 1950s, the CE should request information from the claimant at the initial review.



#49

The slide is titled "EEOICP" in large blue letters at the top left. To the right of the title are several yellow triangular warning icons with black symbols. Below the title, in smaller blue text, is "The Energy Employees Occupational Illness Compensation Program". The main content of the slide is under the heading "3 Criteria for Subcontractors" in bold blue text. It lists three criteria in a bulleted format, each preceded by a small blue square. The criteria are: 1. The claimed period of employment occurred during a covered time frame as alleged, 2. A contract existed between the claimed contractor or sub-contractor and the DOE employer or BE vendor at a covered facility (during a covered time frame and claimed time frame), and, 3. Employment activities (work or labor) took place on the premises of the covered facility. The slide has a blue footer bar with the number "49" in white on the right side.

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3 Criteria for Subcontractors

- The claimed period of employment occurred during a covered time frame as alleged,
- A contract existed between the claimed contractor or sub-contractor and the DOE employer or BE vendor at a covered facility (during a covered time frame and claimed time frame), and,
- Employment activities (work or labor) took place on the premises of the covered facility.

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Remember to give employees all due consideration and explore all options before concluding that we do not have enough evidence to find covered employment.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#50

EEOICP
The Energy Employees Occupational Illness Compensation Program

Definition of Subcontractor Work

In order for a contractor or sub-contractor employee to be determined to have performed work for DOE, the employee must have:

- Performed a service for the benefit of DOE within the boundaries of a DOE facility
- Delivery of goods alone is insufficient to establish that a service was performed for the benefit of DOE.

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#51

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Relationship Between Employer & Facility

- If work is at a covered facility during a covered time period, determine the relationship between the employer and the facility.
- The employee either worked:
 - Directly for DOE as a federal employee or
 - For a DOE contractor at the facility, or
 - For a company who contracted with a DOE contractor to perform services within the boundaries of a DOE facility (sub-contractor).

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#52

A presentation slide for the EEOICP (The Energy Employees Occupational Illness Compensation Program). The slide has a blue header with the EEOICP logo and title. The main content area is white with a blue border. It features a section titled 'Subcontractor Database Search' followed by a bulleted list of instructions. The slide number '52' is in the bottom right corner.

EEOICP
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Subcontractor Database Search

- CPWR developed a database of known subcontractors. It is a LIVING database.
- Found at <http://www.btcomp.org>.
- Required to use for all subcontractor cases.
- Do search and if information is found, print landscape and place in file.
- If no information found, do Memo to File.

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**Instructor
NOTE**

Link to the CPWR Subcontractor database must be embedded in this slide PRIOR to the conduct of this session.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#53

The slide features a header with the EEOICP logo and the text 'The Energy Employees Occupational Illness Compensation Program'. The background includes a faint image of a stethoscope and radiation warning symbols. The main content area contains the title 'Subcontractor Database Search, continued' and instructions to enter ECMS codes, followed by a bulleted list.

EEOICP
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Subcontractor Database Search, continued

Enter ECMS code as follows:

- DE with reason code
 - CD-CPWR Subcontractor Database Searched

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#54

The slide features a header with the EEOICP logo and the text 'The Energy Employees Occupational Illness Compensation Program'. The background includes a faint image of a stethoscope and radiation warning symbols. The main content area contains the title 'Government Agency DOE Contractor Employees'.

EEOICP
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**Government Agency DOE Contractor
Employees**

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#55

The slide header features the acronym 'EEOICP' in large blue letters, followed by the full name 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a microscope.

Government Agency DOE Contractor Employees

A civilian employee of a state or federal government agency can be considered a “DOE contractor employee” if the government agency employing that individual is:

- Found to have entered into a contract with DOE for the accomplishment of one or more services it was not statutorily obligated to perform, and
- DOE compensated the agency for that activity.

55



#56

The slide header features the acronym 'EEOICP' in large blue letters, followed by the full name 'The Energy Employees Occupational Illness Compensation Program' in smaller blue text. The background of the header includes several yellow triangular warning symbols with black radiation-like patterns and a faint image of a microscope.

Developing for Government Agency DOE Contractor Employees

1. Collect as much information as possible from the claimant or DOE to establish that a contract or agreement existed.
2. Document where the employee worked by SSA records or other records that show the agency name and when employed.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#57

The slide header features the text "EEOICP" in large blue letters, followed by "The Energy Employees Occupational Illness Compensation Program" in smaller blue text. The background includes a collage of images: a radiation warning symbol, a medical stethoscope, and a computer monitor.

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DoD Employees

A civilian employee of the Department of Defense (DoD) may be eligible for EEOICPA benefits as a “DOE contractor employee”.

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#58

The slide header features the text "EEOICP" in large blue letters, followed by "The Energy Employees Occupational Illness Compensation Program" in smaller blue text. The background includes a collage of images: a radiation warning symbol, a medical stethoscope, and a computer monitor.

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Exclusions to Contractor Employees

- Atomic weapons employers and beryllium vendors are excluded as government agency DOE contractor employees.
- A claimant cannot obtain EEOICPA benefits based upon uniformed service in the military.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#59

A presentation slide titled 'EEOICP' with the subtitle 'The Energy Employees Occupational Illness Compensation Program'. The slide features a header with a blue background and a graphic of three yellow radiation warning symbols. The main content area is white with a blue border. It lists the 'Department of Energy Federal Employees' and includes a bulleted list of predecessor agencies and coverage details. The slide number '59' is in the bottom right corner.

EEOICP
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Department of Energy Federal Employees

- Predecessor Agencies include
 - Manhattan Engineer District
 - Atomic Energy Commission (AEC)
 - Energy Research and Development Administration (ERDA)
- Covered under B during the time they are at a “covered facility”
- Not covered under Part E

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Note that some DOE operations centers are/were “covered facilities”, i.e. Albuquerque Operations Center has been a covered facility since 1942 to the present.

The CE can request the DOE (Federal) personnel file from the operations center to help verify employment.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

#60

The header of the slide features the acronym 'EEOICP' in large blue letters. To its right are several yellow triangular warning icons: a radiation symbol, a biohazard symbol, a chemical hazard symbol, and a general warning symbol. Further right is a medical stethoscope. Below the header, the text 'The Energy Employees Occupational Illness Compensation Program' is written in a smaller font. The main body of the slide is white with the title 'Part E Employment' centered in a large, bold, blue font. The slide number '60' is located in the bottom right corner of the blue footer bar.



#61

The header of the slide features the acronym 'EEOICP' in large blue letters. To its right are several yellow triangular warning icons: a radiation symbol, a biohazard symbol, a chemical hazard symbol, and a general warning symbol. Further right is a medical stethoscope. Below the header, the text 'The Energy Employees Occupational Illness Compensation Program' is written in a smaller font. The main body of the slide is white with the title 'Part E Employment Definition' centered in a bold, blue font. Below the title is a bulleted list with two items. The slide number '61' is located in the bottom right corner of the blue footer bar.

Part E Employment Definition

- A covered Part E employee means a DOE contractor employee or a RECA section 5 uranium worker who has been determined by DEEOIC to have contracted a covered illness through exposure at a DOE facility.
- DOE contractor employment will be established as it is under Part B of the EEOICPA.

**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

Part E excludes DOE and DOE predecessor agency employees. These employees are covered by RECA.

**#62**

EEOICP
The Energy Employees Occupational Illness Compensation Program

Part E and DOE Remediation Sites

- Claims submitted by AWE employees are excluded from Part E coverage unless their employment occurred during a time when the AWE was undergoing DOE remediation, and the employee worked on remediation under contract to DOE.
- DOE remediation periods can be ascertained by reviewing the DOE covered facility website.

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**EMPLOYMENT VERIFICATION SESSION INSTRUCTIONAL CONTENT,
CONTINUED**

Trainee HANDOUT	<i>Distribute the Verifying Employment Case Study packet to the trainees.</i>
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Case Study Activity	<i>The trainees are to review the materials and determine if there is sufficient documentation to verify the claimed employment. If such documentation is not included, they are to determine what claimed employment still requires the submission of documentation and the type/types of documentation they would request from the claimant.</i> <i>After allowing sufficient time, review the case study outcome eliciting information from the trainees.</i>
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Trainee HANDOUT	<i>Distribute the Verifying Employment Case Study Answer Sheet to the trainees upon completion of the case study activity.</i>
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#63

