DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

DEC 30 2009

MEMORANDUM FOR IMCOM Appropriated Fund Employees

SUBJECT: Garrison Command's Policy Memorandum No. 4 – Light/Limited Duty Program for Workers' Compensations Cases for IMCOM Employees

1. References:

a. DOD 1400.25.M, Subchapter 810.

b. Federal Employees Compensation Act, 20 CFR 10.507.

2. Purpose: To establish procedures and define responsibilities for the implementation of a light duty and return to work program. This instruction provides guidance to be followed when, through proper evaluation, it has been determined that an employee is unable to perform the full range of his/her assigned duties as a result of an on the job injury or illness.

3. Applicability: This policy applies to all appropriated fund employees assigned to the Installation Management Command, Fort Gordon, Georgia.

4. Program Statement: The Federal Employees Compensation Act (FECA) provides compensation and medical benefits to civilian employees for disability due to injury or illness sustained while in the performance of duty. The escalating costs of civilian injuries are due in part to the increasing number of employees who are on long-term rolls. It is imperative that costs be reduced without infringement of the rights of injured employees. Providing light/ limited duty and returning employees to work as early as possible following an injury is a method of reducing injury compensation costs.

5. Responsibilities: Where there has been an on-the-job injury, the following responsibilities are assigned:

a. Employees:

(1) Provide acceptable medical documentation to the Injury Compensation Program Administrator (ICPA). The medical documentation must include a completed CA-17, Duty Status form or medical documentation stating work limitations and the date the employee may return to work.

(2) If requested, provide information to the treating physician such as a description of any specific alternative positions offered to the employee and promptly return the physician's written response to the supervisor and ICPA.

(3) Return to work when partially or fully recovered. Failure to do so may result in termination of COP/compensation benefits.

(4) Provide, at a minimum, a monthly medical report documenting the ongoing need for light duty.

b. Supervisors/Managers:

(1) Consult with the ICPA to evaluate the medical limitations to determine potential light duty assignments.

(2) The light duty assignment must adhere to the limitations imposed by the treating physician. In determining light duty assignments, supervisors will consider the following:

(a) The employee's medically defined work limitations.

(b) The employee's job skills.

(c) The office/section to which the employee is regularly assigned.

(3) If a manager/supervisor believes an employee currently on light duty is not capable of performing the light duty assignments or if the light duty work is no longer available, the manager or supervisor must contact the ICPA prior to releasing the employee from the worksite.

(4) Notify the ICPA on a monthly basis showing the time spent on limited duty assignments and any leave taken due to the disability during that timeframe.

c. ICPA:

(1) Manage all injury compensation cases including:

(a) Monitor injured workers' medical documentation for return to work.

(b) Ensure that the treating physician is provided with appropriate information concerning available light duty work that falls within the physician's recommended medical limitations for the employee.

(c) Coordinate with employee's supervisor/manager concerning the placement of an employee requiring a light duty position, including the possibility of restructuring or modifying the employee's permanent position or creating a position to accommodate the employee. This may require coordination with others such as CPAC and the Installation Safety Office.

(2) Counsel the employee concerning the light duty program, as needed.

(3) Ensure that managers, supervisors, and other personnel are trained on all aspects of the injury compensation program.

6. The proponent for this policy memorandum is the Civilian Personnel Advisory Center, Fort Gordon, GA.

GLENN A. KENNEDY, II
Colonel, SC
Commanding