Reports	Forward to NAF HRO
Step 1: Notify your supervisor of an on-the-job injury.	Immediately or not later than 30 days after the injury.
Step 2: Supervisor completes part A of Form LS-1; your physician completes part B.	Immediately or within 24 hours after the injury.
Step 3: Supervisor reports the injury on Form LS-202.	Within 3 days after injury or illness. NAF HRO informs the DOL within 10 days after injury or onset of illness.
Step 4: Take Form LS-204 to your physician on follow-up visits.	Every 30 days.
Step 5: Supervisor finalizes the claim with Form LS-210.	Every pay period or when you return to work after extended absence, if not reported on Form LS-202. NOTE: Take copies of all claim forms to your physician.

Forms are available from the NAF HRO or the U.S. Department of Labor Web site at *http://www.dol.gov/esa/owcp/dlhwc/lsforms.htm.*

CPACs	Phone #
BENELUX	DSN: 361-5319 Fax: 361-5386
Grafenwöhr	DSN: 475-7496 Fax: 475-6124
Hanau	DSN: 323-2474 Fax: 323-2287
Heidelberg	DSN: 370-7500 Fax: 370-7973
Kaiserslautern	DSN: 489-7431 Fax: 489-6102
Stuttgart	DSN: 421-2191 Fax: 421-2077
Vicenza	DSN: 634-7349 Fax: 634-8344
Livorno	DSN: 633-7032 Fax: 633-7049
Würzburg	DSN: 355-8207 Fax: 09321-339655

For assistance, contact the NAF HRO or visit the Civilian Human Resources Agency, European Region, Web site at *www.chra.eur.army.mil.*

Army in Europe

Injuries On the Job

Nonappropriated Fund: A Guide for Employees

AE Misc Pub 690-2B ● 15 Dec 04

You Are Protected

As a U.S. nonappropriated fund (NAF) employee, you are protected under the Longshore and Harbor Workers' Compensation Act (LHWCA) for injuries and illnesses that are work related. Off-duty military personnel and local-national employees are excluded from LHWCA coverage, but are covered under their own systems.

This guide will walk you through the basic steps of addressing an on-the-job injury. When you have questions or need more assistance with workers' compensation issues, talk to your supervisor and visit your NAF human resources office (HRO).

Reporting Injuries

If you are injured at work, notify your supervisor immediately or within 30 days after your injury. By reporting your on-the-job injury, you protect your ability to make a compensation claim. All injuries should be reported, even when medical treatment is not required and there is no worktime lost.

Seeking Medical Attention

If your injury is an emergency, seek treatment immediately. Before you obtain medical treatment for a medical problem that is not an emergency, ask your employer for U.S. Department of Labor (DOL) Form LS-1, which authorizes treatment by a physician of your choice. Form LS-1 and other required forms are available at the NAF HRO and at *http://www.dol.gov/esa/owcp/dlhwc/lsforms.htm*.

You have the right to select the physician you want for treatment. Once you choose a physician, you cannot change to another doctor without consent from the workers' compensation claims administrator.

You are encouraged to visit a U.S. military medical facility for the initial treatment. If you choose a military facility you will not be billed for the initial examination and treatment. You must ensure the military facility has copies of all on-the-job injury claim forms.

Employees who choose to be treated off-post must pay for services and request reimbursement later. To avoid reimbursement delays, have all foreign-language medical documents translated into English before submitting them to the NAF HRO.

Filing Your Claim for Compensation

● Notify your supervisor immediately or within 30 days after you become aware of the injury. Contact your NAF HRO for assistance.

● Your supervisor must file Form LS-202 within 3 days after your injury or illness.

● Every 30 days, your physician must provide a status report of your condition on Form LS-204.

Compensation Benefits

If you are unable to return to work, you have two options for receiving benefits for lost time:

1. If you have accrued sick or annual leave, you may elect to take it instead of waiting for compensation from the claims service contractor. When you receive the compensation check, you must give it to the NAF HRO. The payroll office will credit you with the amount of leave the compensation can buy. Since compensation is less than full pay, not all of your leave will be credited.

2. You may elect to take leave without pay and wait to receive compensation from the claims service contractor. Under this option, you keep the compensation.

NOTE: There is a 3-day waiting period before you become eligible for benefits. If you must be off work for more than 14 days, compensation will be from the first day you missed work.

Information and Assistance

Discuss your reports, claims, and benefits with your supervisor and your NAF HRO.

For more information about your rights under the LHWCA, go to the DOL Web site at *http://www.dol.gov/esa/owcp/dlhwc/lscontac.htm* and contact the appropriate Longshore District Office.