Reports	Forward to NAF HRO
Step 1: Employee notifies you of an on-the-job injury.	Immediately or not later than 30 days after the injury.
Step 2: Complete part A of Form LS-1; the physician completes part B.	Immediately or within 24 hours after the injury.
Step 3: Report the injury on Form LS-202.	Within 3 days after injury or onset of illness. NAF HRO informs DOL within 10 days after injury or onset of illness.
Step 4: The employee takes Form LS-204 to the physician on follow-up visits.	Every 30 days.
Step 5: Finalize claim on Form LS-210.	Every pay period or when employee returns to work after extended absence, if not reported on Form LS-202. NOTE: Ensure employee has copies of all claim forms to take to the 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: 489-7341 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 Managers

AE Misc Pub 690-2D ● 15 Dec 04

Safety First

U.S. nonappropriated fund (NAF) employees 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.

As a manager, you should make sure your worksite is free of avoidable hazards and that your employees receive the appropriate training on safe work practices. If an employee does get injured, use this guide as a starting point. For assistance with an injured employee's issues, call your servicing NAF human resources office (HRO).

Reporting Injuries

Let your employees know the importance of informing you of all injuries as soon as possible, even when no medical treatment is needed and there is no worktime lost. Employees who report their injuries protect their ability to make future compensation claims and make you aware of safety issues in the workplace.

Seeking Medical Attention

Once you have been informed of an injury at work, determine whether or not there is a need for immediate medical attention. It is generally best to take the employee to a U.S. military medical facility, if available, unless the employee requests otherwise. With host-nation health care, the employee must pay for services and request reimbursement later. At military facilities, the initial visit is free. The employee must ensure the military facility has copies of all on-the-job injury claim forms.

The employee has the right to select a doctor. Once the choice is made, it cannot be changed without consent from the workers' compensation claims administrator.

Complete U.S. Department of Labor (DOL) Form LS-1 for the employee to take to the doctor. If the injury is an emergency, complete the form and deliver it to the doctor later, preferably while the employee is receiving treatment. Form LS-1 and all workers' compensation forms are available at your NAF HRO and on the DOL Web site at *http://www.dol.gov/esa/owcp/dlhwc/lsforms.htm.*

Filing Reports and Claims

After you become aware of an on-the-job injury, you must report it on Form LS-202 and forward the form to the NAF HRO.

Any medical costs or lost worktime determines when DOL must be informed. However, make sure NAF HRO has the reports in time to file them with DOL within 10 workdays after you become aware of the injury. If reports are not filed in time, the DOL may fine the employer.

If the injury causes the employee to miss long periods of worktime, the employee must have the doctor complete Form LS-204 every 30 days. Your employee will give you this form to be forwarded to the NAF HRO.

You must complete Form LS-210 for each pay period the employee is absent from work due to the injury. File a final Form LS-210 when the employee returns to work in the previous scheduled capacity. The employee must make sure all foreign-language medical bills are translated into English before they are submitted to the NAF HRO.

Light-Duty Work

If the employee is unable to return to normal duties, work with the employee, the physician, and NAF HRO to see if alternative or light-duty work is possible. This helps the employee mitigate the loss of income and reduces the cost of workers' compensation.

References

AR 215-1, chapter 14, provides information about the workers' compensation program. For more information about the LHWCA, visit the DOL Web site at *http://www.dol.gov/esa/owcp/dlhwc/lscontac.htm.*