

CA-1
On-Line Filing

1. Website and Entry to Program:

- a. Start at website (CAC enabled) -
<https://extranet.apps.cpmc.osd.mil/Divisions/Benefits%20and%20Worklife/Injury%20and%20Unemployment%20Compensation%20Branch.aspx>
- b. On right side menu: “**File Claims Online (Supervisor’s Link)**.”
- c. Page should appear where “Click **here** for access” .

2. Completing a CA-1 on-line.

- a. In **EDI system** and ready to enter the CA-1 claim information.
- b. Input the employee’s social security number and birth date.
- c. **Enter Claim** (enter)
- d. Use the **Tabs at the top** of the page to complete each section.
- e. Fill in all the white blanks. Yellow are optional depending on the injury and witnesses.
- f. **View Claim** (click)
- i. **View Claim for Printing and Submit to ICPA** (click)
- j. **Review** the entries made. **Print the CA-1** Claim for signature by employee, witness (if any) and supervisor. You must click the Print icon on the web-browser.
- k. The “**Employee Rights and Responsibilities Letter**” will print at this time. This is intended to assist the supervisor with providing information to the employee at the time the injury is filed.
- l. **Exit** (click).

Send original printed and signed CA-1 to HRO, ATTN: OWCP

3. Additional Notes.

- a. **Block 17 – Agency name and address of reporting office**
Agency Name: Dept of Army-NENG or Dept of AirForce-NENG
Street Address: 2433 NW 24th Street
City: Lincoln
State: NE
Zip: 68524-1801
- b. Caution... Many **dates are filled in automatically** with the date and times and might need to be reset. This is just one of the locations. Be sure to change when appropriate.
- c. OWCP forms are also located at the Dept of Labor site :
<http://www.dol.gov/esa/regs/compliance/owcp/fecacont.htm>

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