

December 20, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-27</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** Transition to Employees' Compensation Operations and Management Portal for Documenting Student Injuries and Occupational Diseases

1. Purpose. To instruct all Job Corps centers to use the Employees' Compensation Operations and Management Portal (ECOMP) for filing all student injury and occupational disease forms.
2. Background. Job Corps outlines requirements for documenting injuries and occupational diseases in accordance with 29 Code of Federal Regulations (CFR) 1904 and the Department of Labor Manual Series (DLMS) 4 Chapter 800, as well as filing student medical and compensation claims with the Office of Workers' Compensation Programs (OWCP) on behalf of Job Corps students in accordance with the Federal Employees' Compensation Act (FECA), in the Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.18.

For more than 15 years, the Department of Labor (DOL), including Job Corps, used the Safety and Health Information Management System (SHIMS) to electronically document employee (i.e., Job Corps student) injuries and occupational diseases on Occupational Safety and Health Administration (OSHA) forms 301 and 300, and OWCP forms CA-1 and CA-2. On January 11, 2016, Program Instruction No. 15-11, "Revised Injury Reporting/Recordkeeping Requirements, Upcoming Transition from SHIMS to ECOMP, and Mandatory Conference Call," was sent to the community, notifying of the anticipated transition from SHIMS to ECOMP.

As of September 23, 2016, SHIMS was taken offline permanently. DOL has completed its transition from SHIMS to ECOMP for filing OSHA forms 301 and 300, and OWCP forms CA-1 and CA-2. **Job Corps centers must now use ECOMP to file OSHA forms 301 and 300, and OWCP forms CA-1, CA-2, and CA-7.** These changes will be reflected in a forthcoming PRH Change Notice.

3. Action.

- a. All Job Corps Center Directors should have previously identified one primary and one alternate ECOMP user. The Office of Job Corps (OJC) has been working with these individuals over the last few months to provide DOL-required Privacy Act and FECA training, and to request they be granted ECOMP “Agency Reviewer” access from DOL’s ECOMP gatekeeper.

OJC will be contacting centers whose primary or alternate ECOMP users have not completed required training, and therefore, do not have access to ECOMP and are not meeting the requirements outlined in PRH 5.18.

- b. **At this time, all Center Directors must designate one Job Corps center employee as the ECOMP “OSHA Record Keeper.”** This individual will be responsible for determining whether each student injury/occupational disease is recordable on the center’s OSHA 300 log by completing the OSHA recordkeeping determination in ECOMP. It is recommended that the center Safety Officer be the ECOMP “OSHA Record Keeper.”

In order to gain “OSHA Record Keeper” access to ECOMP, the employee must review the Privacy Act training slides (Attachment A) and sign the acknowledgment (Attachment B). Please e-mail the signed acknowledgment to [jonas.brittany.n@dol.gov](mailto:jonas.brittany.n@dol.gov). From there, OJC will request the center employee be granted “OSHA Record Keeper” access to ECOMP. OJC will provide further instruction on the process directly to the “OSHA Record Keeper.”

- c. Center Directors must notify OJC when an employee with ECOMP access has vacated the role, so that DOL can be notified to terminate ECOMP access. Further, Center Directors must notify OJC to request ECOMP access for an employee who will be filling the primary or alternate ECOMP “Agency Reviewer” or “OSHA Record Keeper” role on center. Please use Attachment C to accomplish this.
- d. The ECOMP User’s Guide (for “Agency Reviewers”) is posted to the Job Corps Community Web Site, under Safety Information, User Guides for Safety Reporting Applications. A forthcoming ECOMP User’s Guide for “OSHA Record Keepers” will be posted in the same location. Attachment D, “ECOMP FAQs and Tips” and Attachment E, “Student Injury Report Template” will be posted to the Job Corps Community Web Site, under Safety Information, ECOMP.
- e. As a reminder, timeliness of claim submission is critical, and given the availability of ECOMP, centers are instructed to not mail OWCP CA-1, CA-2, and CA-7 forms.

Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Direct all inquiries to Heather Edmonds at (202) 693-3774 or [edmonds.heather@dol.gov](mailto:edmonds.heather@dol.gov).

Attachments

A – Privacy Act Training Slides

B – Privacy Act acknowledgment Form

C – Job Corps Center ECOMP Access Request Form

D – ECOMP FAQs and Tips

E – Student Injury Report Template