



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
NAO 780-810
dated 5/10/82

NO. 780-810

EFFECTIVE DATE
September 23, 1996

SUBJECT

EMPLOYEES' COMPENSATION FOR DISABILITY OR DEATH

Section 1. Purpose:

This order establishes the policies, responsibilities and procedures for the Maritime Administration (MARAD) Workers' Compensation Program (WCP). It supplements:

5 U.S.C. 8101 et seq., "The Federal Employees' Compensation Act," (FECA) as amended

20 CFR Parts 1-10, Claims for Compensation under the Federal Employees' Compensation Act, as amended

Maritime Administrative Orders 270-1, 270-2 on safety reporting

Section 2. Policy:

2.01 All employees of MARAD who are injured or killed while performing official duties are entitled to benefits provided by the FECA.

2.02 The Midshipmen at the United States Merchant Marine Academy (USMMA) including Midshipmen assigned to merchant ships, are deemed employees of MARAD only for the purpose of the FECA program. Officers and seamen on ships operated on behalf of MARAD under General Agency Agreements or Ship Manager Contracts are excluded from coverage under FECA.

2.03 For employees who are covered by collective bargaining agreements, the requirements of the agreements must be applied as well. Bargaining unit employees will not be covered by these policies until appropriate negotiations with employee representatives have occurred as provided for under 5 U.S.C. 7117(d)(2).

Section 3. Responsibilities:

3.01 The MARAD WCP Manager is assigned to the Division of Management and Organization, Office of Management Services. The MARAD WCP Manager is responsible for administering the overall program for the agency and shall provide technical advice and assistance with the interpretation of regulations and policies to all Workers' Compensation Assistants.

3.02 In the field, Region Directors and the Superintendent, USMMA, shall designate a Workers' Compensation Assistant to carry out the responsibilities set forth below, serve as a point of contact for claimants and work closely with the WCP Manager. Workers' Compensation Assistants for their organizations shall:

- 1 Inform all employees of their individual responsibilities and rights to compensation for personal injuries sustained in the performance of official duties.
- 2 Review all claim forms for completeness and accuracy, and transmit completed forms to the appropriate U.S. Department of Labor/Office of Workers' Compensation (OWCP) Programs District Office as needed to ensure the individual claims are properly adjudicated.
- 3 Maintain a copy of all compensation forms and related correspondence for inclusion in the injured employee's

compensation file. Since the Workers' Compensation Assistant is not responsible for the preparation of accident reports, the Assistant shall route a copy of the injury case file to the local Occupational Safety and Health Representative to ensure coordination of compensation and accident reports.

- 4 Contact the WCP Manager and/or the appropriate OWCP District Office if there are any injury compensation issues that need clarification.
- 5 Maintain a copy of this order and related directives and a supply of workers' compensation forms. Also, ensure that appropriate information is posted on official bulletin boards.

Section 4. Program Guidance:

The publication, "A Guide for Employees, Supervisors, and Compensation Specialists on the Workers' Compensation Program" is available from the Division of Management and Organization, Office of Management Services, for specific information on the workers' compensation program.

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