

## Division of Federal Employees' Compensation

# BASIC Injury Compensation Specialist (ICS) Workshop

This classroom training lasts 3 days and is designed to give a broader range of information that will enable employing agencies to follow proper procedures and control compensation costs. It provides more information on the topics covered in the self-instructional course and also covers third-party liability, permanent partial disability, leave reinstatement, job offers, rehabilitation, loss of wage earning capacity, medical reports, record keeping and documentation, and death claims. The workshop allows ICS' from different employing agencies to interact, which is an important benefit.

No  
Tuition Fee

### Prerequisites for Enrollment:

- Primary person at your agency responsible for handling Federal workers' compensation claims
- Doing this type of work for more than 6 months, but less than 18 months
- Intend to continue this work for at least one-year

### Course Dates & Location:

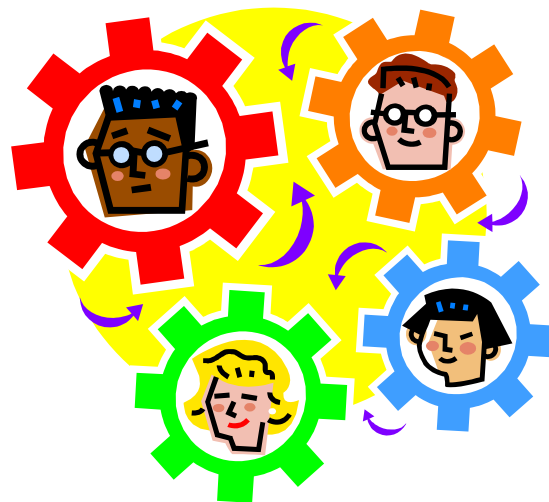
**October 28, 29 & 30 2008**

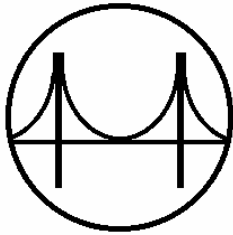
Glenn M. Anderson Long Beach  
Federal Building  
501 W. Ocean Blvd, Room 3470  
Long Beach, CA 90802

**To Register—Please complete the Registration Form attached and fax it to (415) 625-7450.**

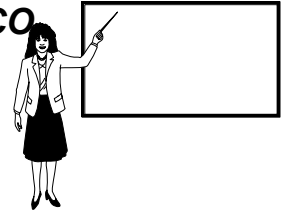
Enrollment confirmations will be provided 4-weeks before the workshop. If you do not receive a confirmation and it is LESS than 4-weeks before October 28, 2008, please call (415) 625-7449.

For non-registration questions, you may contact the FEB Office (562) 951-6970 or e-mail [RayNell.Crawford@dhs.gov](mailto:RayNell.Crawford@dhs.gov)





**OWCP PACIFIC REGION - SAN FRANCISCO  
FEC PROGRAM**



**Training For Federal Employing Agency  
Compensation Specialists  
3-Day Basic ICS Workshop**

**ENROLLMENT FORM:** Complete the information below (print clearly).

Please enroll the employee named below in the 3-day workshop scheduled in San Francisco for \_\_\_\_\_ (dates). This employee has primary responsibility for handling Federal workers' compensation claims at \_\_\_\_\_ (name of agency).

Authorizing Official's Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone/Fax/Email Addr: \_\_\_\_\_

Employee's injury compensation duties/responsibilities are (briefly): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee has been performing the above duties for approximately \_\_\_\_\_ (months/years).

**Send enrollment acknowledgment to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*OWCP's return address is printed below  
Make sure you send it to **ATTN: Technical Advisor/EA Training, 3-Day Workshop.**  
To expedite the enrollment,  
fax it to 415-625-7450 **ATTN: Technical Advisor/EA Training, 3-Day Workshop.***

United States Department of Labor  
ESA/Office of Workers' Compensation Programs  
90 Seventh Street, Suite 15300  
San Francisco, CA 94103-6716

Revised April 1, 2008

**DIRECTIONS**

Glenn M. Anderson Federal Building is located at 501 W. Ocean Boulevard, Long Beach, CA 90802 at the corner of Ocean Boulevard and Magnolia Avenue. Exit off the 710 South Freeway (Left-Hand Exit), follow sign towards Downtown, exit on Broadway (one way street). Turn Right onto Magnolia and Right again onto Ocean Boulevard (building is on the corner on the right hand side).

**WTC PARKING LOT**

Parking is available at the World Trade Center (WTC) lot (currently \$2.00/each 5 minutes or \$17.50 max). There are two entrances to the WTC Parking Lot. The first is for the surface lot which is on the right immediately after exiting onto Broadway. The second entrance is for their underground parking, which can be accessed off Ocean Boulevard. You get to this second entrance by exiting the 710 freeway on Broadway, turn right on Magnolia Avenue, turn right on Ocean Boulevard. Enter underground parking structure by turning right at first light -World Trade Center.

**SURFACE PARKING LOTS – (Lot fills up early)**

Surface Parking is available at the corner of Broadway and Magnolia. Take the Broadway exit to Magnolia Avenue and turn right - the lot is immediately on the right side (\$6.00 All Day).

There is a second Surface Parking Lot on the corner of Maine and Broadway which is also available for \$6.00 All Day. This lot is on the left hand side as you exit from the 710 Freeway and before you get to Magnolia

**ADDITIONAL METERED PARKING**

**Additional metered parking** is available on the street for .25 cents every fifteen minutes.

**FREE RESIDENTIAL PARKING**

Street parking is available once you exit on Broadway, turn left down side streets. Do not pass Magnolia Ave. This will be a short walk depending where you park. Please observe street sweeping and no parking signs.