



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN**  
**390 DOUBLE EAGLE AVENUE, SUITE 300**  
**FORT BUCHANAN, PUERTO RICO 00934-4614**

AMIM-BCG-ZA (25-50a)

MEMORANDUM FOR All personnel assigned to or under the operational control of the United States Army Garrison (USAG) Fort Buchanan

SUBJECT: Charter – Federal Employees’ Compensation Act (FECA) Working Group

1. References:

- a. Section 8101 of title 5, US Code, (Federal Employees’ Compensation Act (FECA)).
- b. DoDI 1400.25-V810,(DoD Civilian Personnel Management System: Injury Compensation).

2. Purpose: This charter prescribes procedures, and delegates’ authority on implanting the DoD injury compensation program under the FECA, which provides benefits to civilian employees of the Federal Government for disability due to personal injury, disease, or death arising from or within the scope of their employment.

3. Mission: To provide Command oversight and direction in reducing the cost of the installation FECA program. The Working Group meets quarterly to analyze FECA costs, trends, plans, etc., and to develop cost-containment initiatives. The Working Group shall consist of management, safety, personnel, medical, legal, and investigative service staffs. The specific functions of the Working Group are to:

- a. Reduce the occurrence of civilian job-related occupational injuries and illnesses by identifying trends and managing risks.
- b. Assist in return to duty efforts for civilians affected by job-related injuries and illnesses.
- c. Support supervisors in taking actions necessary in consultation with CPAC /HR to either support or controvert questionable and occupational illness claims.

4. Authority: Under the authority of the Installation/Activity Commander the FECA Working Group will be chaired by the Garrison Commander in accordance with references 1a-1c.

5. Membership: Effective immediately, the individuals listed below are appointed as members of the FECA Working Group:

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- a. Deputy to the Garrison Commander.
  - b. Director, Directorate of Human Resources.
  - c. Manager, Installation Safety Office.
  - d. Rodriguez Army Health Clinic (RAHC) Occupational Health Clinic representative.
  - e. Legal Advisor / Attorney from Installation Legal Office.
  - f. Resource Management Office representative.
  - g. Directorate of Emergency Services, investigative service representative.
  - h. Manager, Equal Employment Opportunity Office.
  - i. Other members, as may be deemed necessary by the Deputy Garrison Commander.
6. Period: On-going and permanent group as required by DoDI 1400.25-V810.
7. Special Instructions: The FECA Working Group will ensure that the administration of the committee follows the above guidance. Members are encouraged to verify that an alternate representative is notified to attend when the primary member is not able to be present.
- a. Agenda. The Working group will perform on a continuous basis those functions necessary to achieve reductions in civilian injuries and compensation cost through the following actions:
    - (1) Review of each occupational accident or illness that has occurred since the previous meeting to address the reason it occurred, prevention measures, and corrective action to prevent recurrence.
    - (2) Presentation of an annual (fiscal year) running total of the cost and number of injuries and illnesses.
    - (3) Presentation of return-to-work efforts for workers on either continuation of pay or long-term rolls, such as number of jobs offers made, status, dates of expected return, etc.
    - (4) Review of the Safety, Health, and Return-to-Employment initiative goals and objectives to determine effectiveness of local actions to reduce injuries and illnesses.

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b. Meetings and Procedures.

(1) FECA Working Group will meet quarterly in open general meetings to perform the group's mission or upon request by a principal member.

(2) Representation from principal members of the Working Group is required for all meetings.

(3) First-line supervisors who had an accident or occupational illness will attend the meeting on a one-time basis to discuss the incident, lessons learned and corrective action to prevent recurrence.

(4) The Chairperson has authority to add other members to the Working Group as needed to fulfill the group's mission.

c. Administration.

(1) The Installation Safety Officer makes meeting coordination's, establishes schedule, develops, and distributes the agenda in advance, notifies all participants, including first-line supervisors of the cases to be discussed, and if feasible, records and publishes the meeting minutes.

(2) The Chairperson or a designated senior management official approves the minutes. All members will receive copies of the minutes and upon request, shall be made available to employees.

(3) A list of prioritized action items will be made a matter of record in the meeting minutes. Chairperson assigned timelines and action officers to ensure compliance.

8. Proponent: Proponent is the Installation Safety Office at (787) 707-3853.

JOHN D. SAMPLES  
COL, CA  
Commanding

DISTRIBUTION:

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