



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON FORT HUNTER LIGGETT
BUILDING 238 CALIFORNIA AVENUE
FORT HUNTER LIGGETT, CA 93928-7000

IMHL-HR

1 8 DEC 2012

MEMORANDUM FOR US Army Garrison Fort Hunter Liggett (USAG FHL) Soldiers and Civilians

SUBJECT: FHL Policy #39, Light Duty Assignments for Occupational Injuries

1. REFERENCES.

- a. Memorandum, ASA (M & RA), Subject: Reductions in Civilian Occupational Injuries and illnesses and Workers' Compensation Program Costs, dated 1 March 2009.
- b. DoD 1400.25-M, Subchapter 810, Injury Compensation, dated 12 April 2005.
- c. Memorandum, HQ, USARC, Subject: Army Federal Employees' Compensation Act (FECA) Working Group Charter, dated 19 February 2009.

2. PURPOSE. This memorandum is to establish Army policy for light duty assignments. This policy provides guidance to be followed when, through proper evaluation, it has been determined an employee is unable to perform the full range of his/her assigned duties as a result of an on-the-job injury or illness.

3. APPLICABILITY. These procedures are applicable to all civilian (and/or military) personnel assigned to and or under the operational control of USAG FHL.

4. POLICY. Light duty will be provided to an employee who has sustained a job-related injury and has physical limitations identified by a treating physician. The light duty assignment should be within the limitations imposed by the treating physician. When an employee has partially overcome a compensable disability, it is Department of Defense (DoD) policy that supervisors make every effort to assign the employee to light duty within his or her medically defined work limitations.

a. The supervisor of an employee who has been injured on the job should review all medical evidence and discuss return to duty with the Civilian Personnel Advisory Center (CPAC), Injury Compensation Program Administrator (ICPA). Upon determination of status, the employee will either be:

- (1) Returned to full duty
- (2) Assigned to light duty
- (3) Placed in a continuation of Pay (COP) status
- (4) Placed in a sick leave, annual leave, or leave without pay (LWOP) status as elected by the employee.

b. In determining light duty assignments, the supervisor must consider:

IMHL-HR

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- (1) The employee's medically-defined work limitations
- (2) The employee's job skills
- (3) The work organization to which the employee is regularly assigned
- (4) The hours the employee regularly works

c. It is an employee's responsibility, once approved by his/her treating physician for light duty, to notify his/her supervisor as soon as possible. Recommendations for accommodation by the employee's physician are requested. The employee shall provide a light duty assignment/release in a timely manner and provide adequate medical documentation to his/her supervisor in support of the request. Additionally, the employee is responsible for abiding by the medical and work restrictions imposed by the treating physician. Such specifics should include limitations on lifting, standing, walking, or length of work shift. The limitations must also be linked to a specific diagnosis giving rise to the need for them, prognosis of the length of injury, and the expected date of return to full capacity.

d. The ICPA will verify with the physician any limitations/restrictions imposed by the injury. In coordination with the ICPA, supervisors may verbally offer the employee light duty work in his/her assigned position or in another position compatible with medically imposed restrictions/limitations. These offers will be followed up in writing by the ICPA within two business days. The offer should include a description of the special demands of the workload or unusual working conditions and the date by which the employee is to return to work. The employee will notify the employer of his/her decision to accept or refuse the light duty job offer.

5. PROPONENT. The Directorate of Human Resources is the proponent for this policy. For additional information concerning this policy, contact the Director of Human Resources at (831) 386-2810. For assistance with any FECA related matter, contact the Fort McCoy CPAC, Injury Compensation Program Administrator at (608) 388-5329.


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Commanding