

Injury Reporting Procedures

DIRECTOR'S ORDER #7: VOLUNTEERS IN PARKS

Approved: Jonathan B. Jarvis, Director

Effective Date: March 15, 2016

Duration: This Director's Order will remain in effect until revised or rescinded.

Benefits and Protection/Risk Management

8.3 VIPs (Volunteers in Parks) will be treated as Federal employees for the purposes of (1) compensation for work-related injuries (see 5 USC 8101(1) (B) and 54 USC 102301(c) (3)...

National Park Service VIPs are entitled to submit injury claims for compensation to the US Department of Labor, just the same as Federal employees of the National Park Service, provided that:

- 1) The volunteer is officially signed up on either a Group or Individual OF-301a Volunteer Agreement.
- 2) The injury was sustained while performing a volunteer task within the volunteer's "scope of duties" as defined within the Job Description portion of the OF-301a Volunteer Agreement.

These topics are addressed under the "**On-Line Resources**" section of this Safety Handbook and on the ATCA website.

Injury Reporting Kits

Because volunteers of the Anza Trail work in distant locations from NPS offices where immediate access to US Department of Labor forms is not possible, **Injury Reporting Kits** have been created and distributed to all chapters and affiliate groups. It is strongly recommended that volunteers review the materials in these kits before their use is required, that the kits be made available to volunteers in all work activities, and that volunteers be advised on the location of the kits within a chapter or work area (i.e.: staged in a tool trailer, carried by a crew leader, etc.). Each kit was initially set up to process up to three separate injury incidents. If your chapter received five kits, you have adequate resources to process 15 injuries, and so on. Replacement materials or addition kits are available from the ATCA Trail Boss.

When an Injury Happens

- First and foremost, *Seek Medical Attention!!!* We can always deal with the paperwork later.
 - Whenever possible, without delaying transport and treatment, take the **Injury Report Kit** with you to the clinic or emergency room.
 - Advise the receptionist that you are a Federal Volunteer and request direct billing to the US Department of Labor. Don't Delay Your Medical Attention with undue arguing. Present your personal insurance card and get the help you need.
 - If you use your personal insurance card and have to pay any out-of-pocket expense or co-pay, Save Your Receipts for possible later reimbursement from the US Department of Labor.
- From within the Injury Report Kit, present the treating physician with one of the copies of the **CA-16 Form (Authorization for Exam)**. It should have a colored sticker at the top of the form that reads: "Take to Hospital". Have the physician **complete Part B** of the CA-16 Form (back side of first page). It is highly recommended that you convince the physician to complete Part B on-the-spot. It will speed up the process of completing your claim to the US Department of Labor. Return the completed CA-16 to your Trail Boss ASAP, using the pre-addressed envelope provided within the Injury Report Kit. It is acceptable to leave the CA-16 and envelope with the physician... but your injury claim processing may be delayed if the physician does not attend to this paperwork promptly. *In either case, the completed CA-16 must be mailed to your Trail Boss, P.O. Box 4711, Tubac, AZ 85640, not directly to the US Department of Labor.*
- If you are directed to fill a prescription at a pharmacy, once again, you should present the pharmacist with the **OWCP and the Treating Physician** document and request direct billing to the US Department of Labor. Again, if you end up using your personal insurance to fill a prescription, save your pharmacy receipts for any co-pay or out-of-pocket expenses.
 - As soon as possible, notify the Trail Boss of any injury related to volunteer work on the Anza Trail. He will assist you to complete your injury claim to the US Department of Labor, Office of Worker's Compensation Programs (OWCP). It is important that an ATCA representative be involved in the process at the earliest opportunity.

email: trailboss@anzatrail.org
Cell: 520-841-6944 (messages only)

The US Department of Labor makes all determinations on injury coverage or reimbursement to both Federal employees and volunteers. There is no National Park Service "*Insurance Policy*."