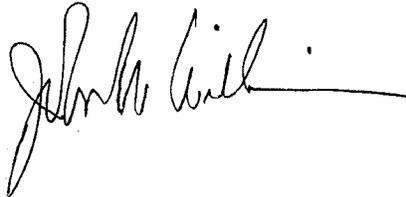


For: FFAS Offices

**Office of Workers' Compensation Chargeback Codes and OSHA Site Codes
and Employee's Occupation Codes**

Approved by: Deputy Administrator, Management



1 Overview

A Background

In the past, the Department of Labor (DOL) assigned each of the 3 FFAS mission area agencies an agency chargeback code to be used when completing various injury forms. This code allows DOL to identify the claimant's agency and subsequently charge and bill the agency for compensation and/or medical costs incurred by the injured employee.

In an effort to determine the actual duty station/location of each injured employee, in 2001 DOL assigned separate chargeback codes for FSA State Offices, County Offices, Kansas City Offices, APFO, RMA Offices in Kansas City, and the National Office.

B Purpose

This notice provides information on:

- agency chargeback codes
- OSHA site code and employee's occupational codes.

Disposal Date	Distribution
January 1, 2006	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

Notice PM-2472

1 Overview (Continued)

C Contact

If there questions about this notice, contact the appropriate individual according to the following.

IF located in the...	THEN contact...
<ul style="list-style-type: none"> • State Office • RMA Regional Services and Compliance Offices (except Kansas City) 	Maria T. Ruiz, HRD, Performance Management Benefits and Awards Branch by either of the following: <ul style="list-style-type: none"> • telephone at 202-418-9034 • e-mail to Maria_Ruiz@wdc.usda.gov.
County Office	the State Office.
<ul style="list-style-type: none"> • Kansas City FSA Complex • RMA Kansas City Offices • St. Louis Office 	<ul style="list-style-type: none"> • Dana Candler, KCHRO, ELRS at 816-926-6117 • Toni Sieben, KCHRO, ELRS at 816-823-3308.

2 Chargeback Codes

A Using Chargeback Codes

All State and County Offices, FSA Kansas City Complex, RMA Kansas City Offices, and St. Louis Offices shall continue using the chargeback codes in the following when processing CA-1's, CA-2's, and CA-2a's.

Office	Chargeback Code	Contact
FSA National Office	8504-HQ	Maria Ruiz, HRD, PMBAB
Kansas City FSA Complex, RMA Kansas City Offices, St. Louis Office	8506-KC	Dana Candler at 816-926-6117 Toni Sieben at 816-823-3308
APFO	8507-AP	Toni Sieben at 816-823-3308
State Offices (Federal Government employees)	8505 - (2-letter State abbreviation)	Administrative Officer
County Office employees (CE-)	8508 - (2-letter State abbreviation)	
RMA-KC	8511-RD	Dana Candler at 816-926-6117
RMA Compliance Field Office	8512-CM	

Note: Offices are required to fill out the Agency chargeback code on all CA-1's, CA-2's, and CA-2a's before FAXing to T&T Management, Inc. (T&TM) at 301-446-6084.

2 Chargeback Codes (Continued)

B Using OSHA Site Codes

OSHA requires that the OSHA site code item be completed when processing CA-1's, CA-2's, and CA-2a's. The OSHA site code should be the organizational structure code assigned to the employee's position. The organizational structure code may be verified by using either of the following:

- employee's last SF-50
- NFC's database
- IRIS Screen 122 organizational structural line.

The OSHA site code for:

- State Office employee's begin with the letters "FA"

Example: FA-04-43-0034-00

- County Office employee's begin with the letters "CE".

Example: CE-03-46-0087-00

The code should then be carried out to the 12th digit including FA or CE.

Note: Offices are required to fill out the chargeback code and OSHA site code on all CA-1's, CA-2's, or CA-2a's before FAXing to T&TM.

G Occupational Code

The occupational code is made up of the employee's pay plan and occupational series.

Example: If the employee's pay plan is "GS" and occupational series is "0203", then the occupational code for that individual employee will be "GS-0203". DOL requires that the "Occupational Code" block be completed when processing CA-1's, CA-2's, and CA-2a's. Since every employee does not have the same occupational code, the occupational code must be verified by either of the following:

- employee's last SF-50
- NFC database
- IRIS Screen 122, pay plan line.

Note: Offices are required to fill out the employee's occupational code on CA-1's, CA-2's, and CA-2a's before FAXing to T&TM.