

FOR USNS

POPE

U.S. DEPARTMENT OF LABOR  
Bureau of Employees' Compensation

EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE  
(Under the Federal Employees' Compensation Act)

INSTRUCTIONS

This form should be completed by the injured employee or someone on his behalf whenever an injury is sustained in the performance of duty and given to his immediate superior within 48 hours. It should be placed in the employee's official personnel file unless the injury causes a disability for work beyond the day when it occurred; is likely to result in prolonged treatment or permanent disability; or in a charge for medical or related expenses when it should be forwarded to the Bureau with Form CA-2, Official Superior's Report of Injury. This form is also completed whenever an employee believes he suffers from a disease related to his employment. (See Sections 1.2, 1.3, 2.2 and 2.3 of the Bureau's Regulations.)

The immediate superior should also complete the reverse side of this form.

1. NAME OF INJURED EMPLOYEE (Last, first, middle)	2. DATE OF THIS NOTICE (Mo., day, yr.)
3. PLACE OF EMPLOYMENT (Name and location of office or establishment)	4. DATE OF INJURY (Mo., day, yr.)
5. OCCUPATION	6. HOUR OF INJURY (a.m. or p.m.)
7. PLACE OR LOCATION WHERE INJURY OCCURRED	
8. CAUSE OF INJURY (Describe how and why injury occurred)	
9. NATURE OF INJURY (Name part of body affected—fractured left leg, bruised right thumb, etc.)	
10. NAMES OF WITNESSES TO INJURY	
11. IF THIS NOTICE WAS NOT GIVEN WITHIN 48 HOURS AFTER THE INJURY, EXPLAIN REASON FOR DELAY. IF EARLIER NOTICE WAS GIVEN, VERBAL OR WRITTEN, STATE WHEN AND TO WHOM.	
12. SIGNATURE	
13. HOME ADDRESS OF INJURED EMPLOYEE	

I certify that the injury described above was sustained in the performance of my duties as an employee of the U.S. Government and that it was not caused by my willful misconduct, intention to bring about the injury or death of myself, or another, nor by my intoxication. I hereby make claim for compensation and medical treatment to which I may be entitled by reason of this injury.

**STATEMENTS OF THE IMMEDIATE SUPERIOR AND WITNESSES TO THE INJURY**

The immediate superior should submit a statement and secure statements of witnesses where possible. The statements should tell just what each personally knows about the injury, and how and when such knowledge was obtained.

14. DATE CA-1 RECEIVED BY AGENCY (Mo., day, yr.)	15. CA-1 RECEIVED BY WHOM
16. STATEMENT OF IMMEDIATE SUPERIOR	
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17. SIGNATURE OF IMMEDIATE SUPERIOR	18. DATE (Mo., day, yr.)
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19. STATEMENT OF WITNESS	
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20. SIGNATURE OF WITNESS	21. DATE (Mo., day, yr.)
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22. STATEMENT OF WITNESS	
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23. SIGNATURE OF WITNESS	24. DATE (Mo., day, yr.)
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