

Workers' Compensation Program Overview

As a Federal Agency, all Workers' Compensation claims go through the NRCS designated Workers' Compensation firm ALPS

Employee's responsibilities:

- Report all job-related injuries and illnesses to your immediate supervisor within 24 hrs of injury.
- Complete page 1 of the CA-1 and turn it into your immediate supervisor. The form is available at <http://www.dol.gov/owcp/regs/compliance/ca-1.pdf>
- Follow direction from OWCP
- Obtain medical treatment as necessary
- Contact ALPS with any questions at 877-733-6640.

Supervisor's responsibilities:

- Complete page 2 of the CA-1
- Ensure the agency code on page 2 says **8606 NM**. This is extremely important.
- If not registered to this number, the case will remain in limbo and the employee will not receive a claim number.
- Within 24 hours of injury, fax the completed CA-1 to ALPS at 877-772-5246.
- Notify HR at the NM state office and provide them with copies of CA-1 and all other documentation that are either faxed or mailed.
- Remain in contact with your injured employee throughout the process.
- Assist in the return to work process for the employee.
- Follow directions from ALPS.