



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

12810
G-1/CHRO-E

10 MAR 2021

COMMANDING GENERAL'S POLICY LETTER 003-21

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR PLACEMENT AND REMOVAL OF EMPLOYEES RECEIVING
WORKERS' COMPENSATION BENEFITS

Ref: (a) Presidential Memorandum; Protecting Our Workers and
Ensuring Reemployment (POWER) Initiative of 19 Jul 10

1. Purpose. To establish policy and procedures for placement and removal of employees receiving workers' compensation benefits.
2. Cancellation. Commanding General's Policy Letter 003-19.
3. Background. Reference (a) sets forth minimum targets for improvement in seven goals, two of which are reducing lost production day-rates and increasing the percentage of injured workers returned to employment within two years. Although reference (a) has not yet been formally extended, the Department of Navy is recommending organizations continue to follow the POWER Initiative. Considering the current economic climate, continuing this effort supports the interests of Marine Corps Installations East-Marine Corps Base Camp Lejeune.
4. Action. In continued support of this initiative and effective immediately, the following procedures are implemented for all civil service employees receiving workers' compensation:

a. Employees who are in a Leave Without Pay status and are receiving Workers' Compensation benefits will be constructively reassigned to the Injury Compensation Program Administrator (ICPA) with cognizance over that employee's claim. These employees will officially remain assigned to their positions of record until such time they are separated due to long-term incapacitation, or they are placed in vacant positions that can accommodate their permanent medical limitations.

b. The ICPA will monitor short and long-term case files and make every effort to return individuals to work. The ICPA will work with their respective Manpower Offices and Civilian Human Resources Offices' (CHRO) Staffing Divisions to review vacancies and determine qualifications of injured employees in order to make permanent

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: PROCEDURES FOR PLACEMENT AND REMOVAL OF EMPLOYEES RECEIVING WORKERS' COMPENSATION BENEFITS

placements. Employees, who are able, shall return to their positions of record, or they will be assigned to another position as determined by the ICPA in coordination with the Department Head where the vacancy resides.

c. Leaders have the responsibility of accepting individuals who are qualified for positions as permanent placements in vacancies. Department Heads will make every effort, including restructuring positions where necessary, to return injured employees to work.

d. Employees on long-term workers' compensation will normally be separated from agency rolls after one year. The ICPA will coordinate with CHRO-E Labor and Employee Relations/Employee Programs and the respective department to initiate the process. The Deputy of the Department Head of the organization where the employee is assigned, will be the proposing official and the Department Head will be the deciding official.

5. This policy letter is applicable to all appropriated fund personnel, and tenant organizations aboard Marine Corps Base, Camp Lejeune, Marine Corps Air Station, New River and Marine Corps Air Station, Cherry Point.

6. Point of Contact (POC) is Civilian Human Resources Office-East, Labor and Employee Relations/Employee Programs at (910) 451-5258.



J. D. ALFORD

DISTRIBUTION: A/B/C (less MCAS BFT, MCLB ALBGA, and MCSF BI)