

# HOW TO FILE A SCHEDULE AWARD A SIMPLE GUIDE FOR FEDERAL EMPLOYEES

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## What Is a Schedule Award?

A Schedule Award is compensation you may be entitled to if you have suffered a permanent loss of use of a specific body part or organ due to a work-related injury. It is paid in addition to any wage-loss compensation you may have received.

**You do NOT need to be off work  
to receive a Schedule Award.**

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## Are You Eligible?

To qualify, you must meet all three of the following:

- Have an approved Federal Employees' Compensation Act (FECA) claim for a work-related injury
  - Have reached Maximum Medical Improvement (MMI) — meaning your condition cannot improve further with treatment
  - Have a permanent impairment to a body part listed on the OWCP schedule (e.g., arm, leg, hand, foot, eye, ear, etc.)
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**WARDELL ORTHOPAEDICS**

**7025 Harbour View Blvd., Suite 117  
Suffolk, Virginia 23435**

**Phone: 757-215-1400 ● Fax: 757-215-1410**

**[www.wardellortho.com](http://www.wardellortho.com)**

## STEP-BY-STEP: HOW TO FILE

### Step 1 — Confirm MMI with Your Doctor

Ask your treating physician to determine that you have reached Maximum Medical Improvement (MMI). Your condition must be stable and not expected to improve further.

### Step 2 — Get an Impairment Rating

Your doctor must complete an impairment rating based on the: American Medical Association (AMA) Guides to the Evaluation of Permanent Impairment, 6th Edition

The rating must:

- Be written in a narrative report format
- Reference the appropriate AMA tables
- Cite the date that MMI was reached

### Step 3 — Complete Form CA-7

Fill out Form CA-7 (Claim for Compensation):

- Complete Sections 1 through 7 (Employee Portion)
- In Section 2, check box "d. Schedule Award" to go to Section 4
- Sign and date the form

### Step 4 — Submit to Your Agency Supervisor

Submit the following to your federal agency supervisor:

- Completed Form CA-7
- Your doctor's impairment rating report

Your supervisor has 5 working days to forward everything to the Office of Workers' Compensation Programs (OWCP).

### Step 5 — Optional: File Electronically via ECOMP

Many federal employees use the ECOMP website to submit the CA-7 electronically. Visit: [ecomp.dol.gov](http://ecomp.dol.gov)

# FILING ECOMP

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## What is ECOMP?

ECOMP is an online system used by the U.S. Department of Labor to file and manage federal workers' compensation claims (for example, USPS or VA employees). If you are a federal employee in Virginia and you are hurt at work, you will use ECOMP to file forms like CA-1 (traumatic injury) or CA-2 (occupational disease).

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## Before You Start

Have these items ready:

- Personal email address (not your work email).
  - Social Security Number.
  - Date of birth.
  - Name of your federal agency and your duty station or branch (for example, USPS, VA Medical Center).
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## SIMPLE STEPS TO REGISTER

### Step 1 — Go to the website

Visit [www.ecomp.dol.gov](http://www.ecomp.dol.gov) and click “Register.”

### Step 2 — Enter your contact information

Type in your name, home or cell phone number, and personal email address.

### Step 3 — Verify your identity

Enter your Social Security Number and date of birth so ECOMP can confirm who you are.

### Step 4 — Choose your agency

Select your employing federal organization (such as United States Postal Service or Department of Veterans Affairs), then choose your specific duty station or branch.

### Step 5 — Create your password

Make a password with at least 8 characters that includes:

- One upper-case letter (A–Z)
- One lower-case letter (a–z)
- One number (0–9)
- One special character (such as !, @, #)

### Step 6 — Check your email

ECOMP will send a message to the email you entered.

Open the email and follow the instructions to confirm your registration.

After you click the link in the email, your ECOMP account is ready to use.