



# CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

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NGCA-JSD-MP  
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## EMPLOYEES' COMPENSATION OPERATIONS AND MANAGEMENT PORTAL (ECOMP) PROCEDURES FOR NATIONAL GUARD TECHNICIANS

### Reference(s):

- a. United States Department of Labor, ECOMP Website:  
<https://www.ecomp.dol.gov>
  - b. GKO Portal, Benefits and Entitlements, OWCP, Training, ECOMP
  - c. See Enclosure A, ECOMP Accessibility Minimum Requirements
1. Purpose. This instruction establishes the new Employees' Compensation Operations and Management Portal (ECOMP) application system to file OWCP claims electronically.
  2. Cancellation. None
  3. Applicability. This instruction applies to all California National Guard Technicians.
  4. Background. ECOMP is a Department of Labor automated system that will allow Department of Defense (DOD) to file OSHA-301, CA-1, CA-2, and CA-7 forms electronically. ECOMP replaced the previous Electronic Data Interchange (EDI) method DOD used to file claims electronically. As of 16 June 2015, all technicians are required to use ECOMP to submit a claim for workplace injury. This switch affects employees, supervisors, Injury Compensation Specialists, and safety personnel. As a result employees may file a claim from a home computer and submit to their supervisor for review and approval. Employees are no longer required to use a computer at work and sit with their supervisor to file a claim. The computer does not have to be CAC enabled or connected to a .mil network.
  5. Action or Procedure. Employees are required to register with ECOMP in order to file a claim. The employee must designate the supervisor during the registration process. The supervisor will not need an ECOMP account in order to review forms submitted to the employee.

1. ECOMP step by step training on how to file and submit a claim can be found at the following links/websites:
  - a. <http://www.ecomp.dol.gov/> under the help section (use this same website to submit a claim for workplace injury)
  - b. Visit GKO for further ECOMP slides training:  
<https://gkoportal.ng.mil/joint/J1/D06/B01/OWCP/Forms/AllItems.aspx?RootFolder=%2Fjoint%2FJ1%2FD06%2FB01%2FOWCP%2FTraining%2FECOMP>
2. For ECOMP System(s) Accessibility Requirements please visit:
  - a. <https://www.ecomp.dol.gov/content/help/accessibilitySplash/index.html>
  - b. See Enclosure A for further details
3. For additional ECOMP questions, please contact the Injury Compensation Program Administrator, SGT Mariana Phan at (916) 854-3203 or by email at: [ng.ca.caarng.list.j1-hro-icuc@mail.mil](mailto:ng.ca.caarng.list.j1-hro-icuc@mail.mil)
6. Releasability. This issuance is approved for public release; distribution is unlimited.
7. Effective Date. This notice is effective upon publication.



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ENCLOSURE A  
ECOMP Minimum Requirements

Hardware  
Appropriate for all ECOMP DMP users:

	<b>Microsoft® Windows®</b>	<b>Linux® and Solaris™</b>
<b>Processor</b>	Intel Pentium 4 2.33GHz, Athlon 64 2800+ or faster processor (or equivalent)	Intel Pentium 4 2.33GHz, AMD Athlon 64 2800+ or faster processor (or equivalent)
<b>Memory</b>	512MB of RAM	512MB of RAM
<b>Graphics memory</b>	128MB of graphics memory	
<b>Computer, Peripherals, and Internet Connectivity</b>	Hard disk with 30 GB available	
	Monitor with a display of 1024x576 or higher	
	Internet connection wired 1.5 Mbps(up) / 1.2 Mbps(down) or faster	
	TWAIN-compatible scanner with ability to scan multi page documents (up to 6 pages)*	

Operating System and Browser Information  
Appropriate for all ECOMP DMP users:

<b>Platform</b>	<b>Operating systems</b>	<b>Browsers and Plug-Ins</b>
<b>Windows</b>	Windows 7	Internet Explorer 8.0 and above (excluding IE10 running in Metro Mode) using TLS1.1 or higher,
	Windows Vista®	Mozilla Firefox 3.0 and above,
	Windows XP	Google Chrome 2.0 and above,
	Windows Server® 2008	Safari 4.0 and above,
	Windows Server 2003	Adobe Reader 9.0 or higher Adobe Flash Player 10



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Additional Information/tips:

- ECOMP is not currently available for use on tablet computers, smart phones, or Apple/Macintosh products.
- Whitelist [ecomp.dol.gov](http://ecomp.dol.gov) and the corresponding IP address of the email server (available upon request) and add [ecomp.dol.gov](http://ecomp.dol.gov) as an authorized bulk mailer in order to receive large volume of emails from ECOMP without interruption (whitelist allows e-mails to be delivered to the users inbox instead of filtered out as a spam).\*
- Agency Reviewer Imaging (a component of ECOMP) allows authorized users to download copies of case documentation. The downloaded PDF documents are encrypted with Adobe Digital Rights Management. When a user attempts to open a downloaded document, the document will “phone home” over HTTPS using port 443. If this communication is blocked, the document cannot be opened.
- Add [ecomp.dol.gov](http://ecomp.dol.gov) to the trusted sender list in the email client to avoid ECOMP emails being flagged as spam.\*
- Consult with your IT department for assistance if needed. DOL is not able to assist with the settings on your agency’s computers and IT equipment, but can assist in troubleshooting specific issues if the configuration on your end is correct but the site will not function.