



United States Department of Labor
Employee Standards Administration

**Office of Workers' Compensation Programs
Integrated Federal Employees' Compensation System
AQS Web Forms User Manual**

Print Date: June 9, 2009

Document Number: OPS-MAN-016

Document Revision: 1.3; February 26, 2009

Document Location: PAR\PAL\Operations Support\Manuals

Table of Contents

1	Introduction	4
2	Retention and Protection of Original Forms.....	4
3	Requesting AQS Web Forms Access.....	4
4	Important Differences Between the Paper CA-7 and the AQS Web Form	5
5	Using the AQS Web Forms	6
6	Questions, Problems, or Defects.....	11

List of Figures

Figure 1:	E-File CA Form Link	6
Figure 2:	Web Form Links.....	7
Figure 3:	CA-7a Form - Top Half.....	8
Figure 4:	CA-7a Form - Bottom Half	8
Figure 5:	Confirmation of Successful Submission	9
Figure 6:	Confirmation that CA-7 Processed into iFECS.....	10
Figure 7:	Navigation Links	11

AQS Web Forms User Manual

1 Introduction

The Agency Query System (AQS) Web Forms application was developed to allow agencies to complete and submit Division of Federal Employees' Compensation (DFEC) forms directly into the Integrated Federal Employees' Compensation System (iFECS). Agency use of this capability will streamline the processing of the forms, eliminate duplication of effort, and speed up the compensation claims and adjudication processes.

AQS has been enhanced to allow for data input as well as query, so DFEC forms can now be filled in and submitted directly to iFECS over the Internet, instead of mailing them to the DFEC District Office for data entry. The District Offices will still review, Quality Control, adjudicate, and bronze¹ the forms into iFECS, but this will go more quickly. Agencies will be able to verify form receipt and the system will automatically produce the claimant's CA-7 Notification Letter for mailing and bronzing. The forms currently available on-line are:

- CA-7, Claim for Compensation Form
- CA-7a, Time Analysis Form
- CA-7b, Leave Buy Back Worksheet
- CA-3, Report of Work Status

The AQS Web Forms are an alternative method for processing the DFEC forms. Forms successfully submitted on-line do not need to be sent to the District Office by mail, unless specifically requested to do so.

2 Retention and Protection of Original Forms

Agencies submitting forms to DFEC are required to retain the original form(s) submitted by the employee, bearing original signatures. These records are to be available for inspection by the Office of Workers' Compensation as necessary. All files and records are covered by the government-wide Privacy Act and should be secured and safeguarded appropriately.

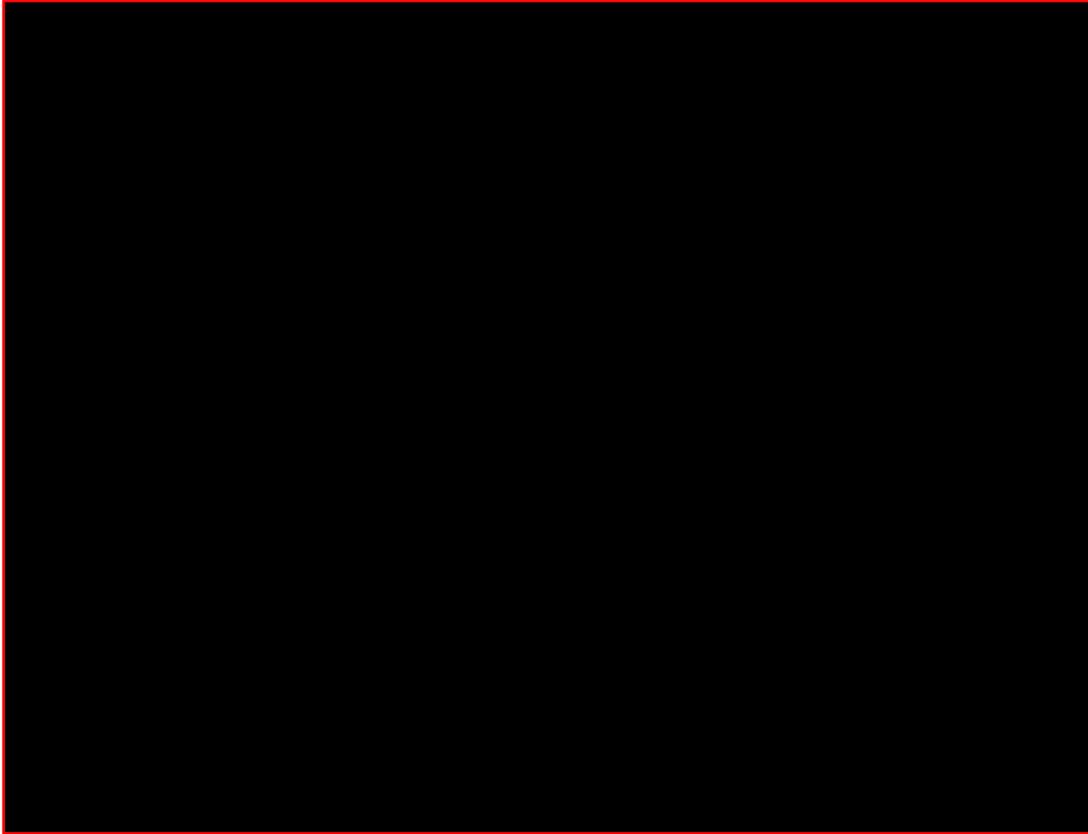
AQS Users requesting access to the Web Forms will be required to read and sign a non-disclosure statement acknowledging these responsibilities.

3 Requesting AQS Web Forms Access

The electronic forms will not be available to *all* AQS Users. The agency Intra-Agency Coordinator (IAC) is responsible for requesting Web Form access for valid AQS Users, processing the DFEC non-disclosure statement, and notifying the AQS Administrator when

¹ The term "**bronzing**" refers to the process of making a non-permanent electronic document, such as an email or Word document, permanent by storing an application-independent digital copy of the document in the official OWCP Case File. This makes something temporary, permanent, as in bronzing a child's first pair of shoes. This is an automatic process in iFECS.

AQS Web Form access and/or AQS User ID accounts are no longer needed. The process to provide a User access is as follows:



Once access has been approved and verified, follow the procedures below and the Web Form instructions and prompts to submit a form.

4 Important Differences Between the Paper CA-7 and the AQS Web Form

There are a few differences between the paper and electronic CA-7 forms, as detailed below:

- **Section 5 (Dependents):** On the paper form, the dependent's name format is not specified, so most people usually write the first name followed by the last name. On the Web Form, the User is asked to enter the dependent's Last Name, First Name, and Middle Initial, in that particular order. Follow the form labels and Tool Tips that pop up when you hover over the block.
- **Section 7 (Employee's Signature):** Similar to above, the Web Form specifies Last Name, First Name, and Middle Initial for the employee's signature, unlike the paper form. Follow the Tool Tips that pop up when you hover over the block. Filling in the signature block and pressing "Submit" is the same as signing the paper form.
- **Above Section 8:** On the paper form (Employing Agency Portion), filers are advised that they need not complete Sections 8 through 15 if the CA-7 is a subsequent submission. For ease of electronic filing, the Web Form asks the User to check a box indicating whether the submission is for an initial form *or* a subsequent form. If the

User checks the "Initial" box, Sections 8 through 15 are required fields. If the User checks the "Subsequent" box, Sections 8 through 11 are *optional* fields.

5 Using the AQS Web Forms

Using the AQS Web Forms is not much different than filling out the PDF forms, except they are completed and submitted on-line. Refer to the PDF forms for specific block instructions. You may also view the Tool Tips when you hover your mouse over most Web Form fields. There are also built-in data validation checks (error messages) to reduce errors. The process is essentially the same for all of the available on-line forms. Follow the steps below and the on-screen instructions to submit the desired form.

- 1 Log onto AQS at <https://aqsweb.dol-esa.gov/AQS/login.html> as usual.
- 2 Click on one of the three case query links (by Case Number, SSN, or Name) as usual.
- 3 Enter the desired Case Number, SSN, or Name and click Submit Query.
- 4 The Injured Worker Case Query screen will appear. To access a CA form, scroll to the links at the bottom of the page and click on "E-File CA Form" as shown below.

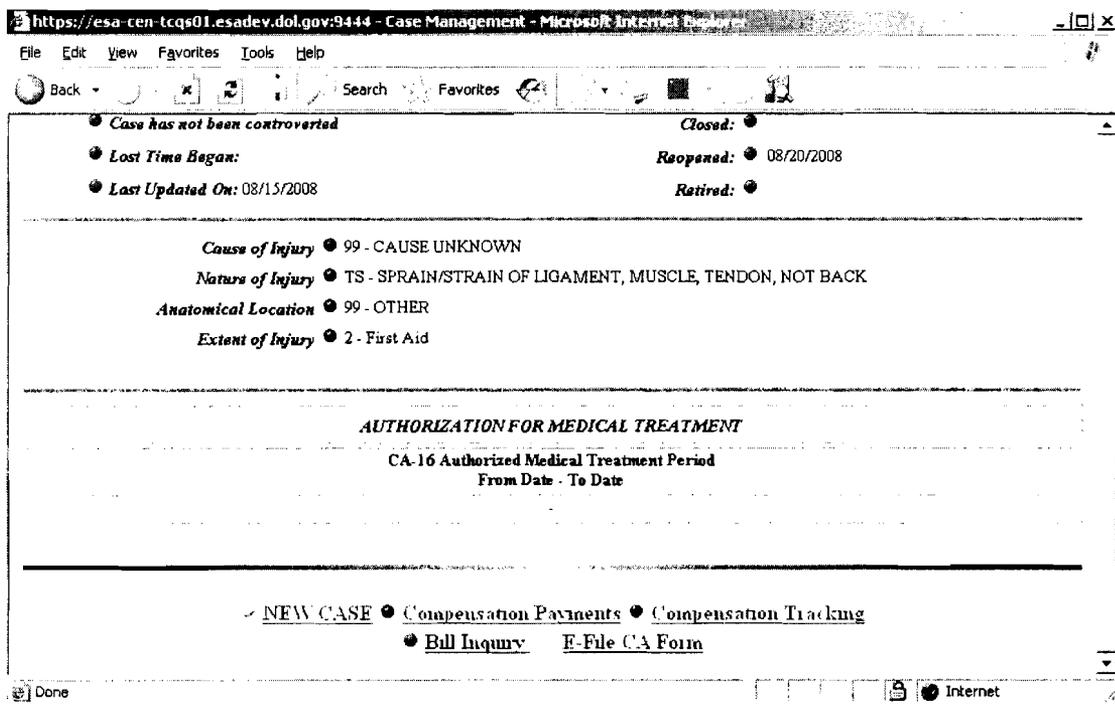


Figure 1: E-File CA Form Link

- 5 The AQS Case Compensation Payment History page will appear with general case header information and with a list of electronic form links at the bottom.

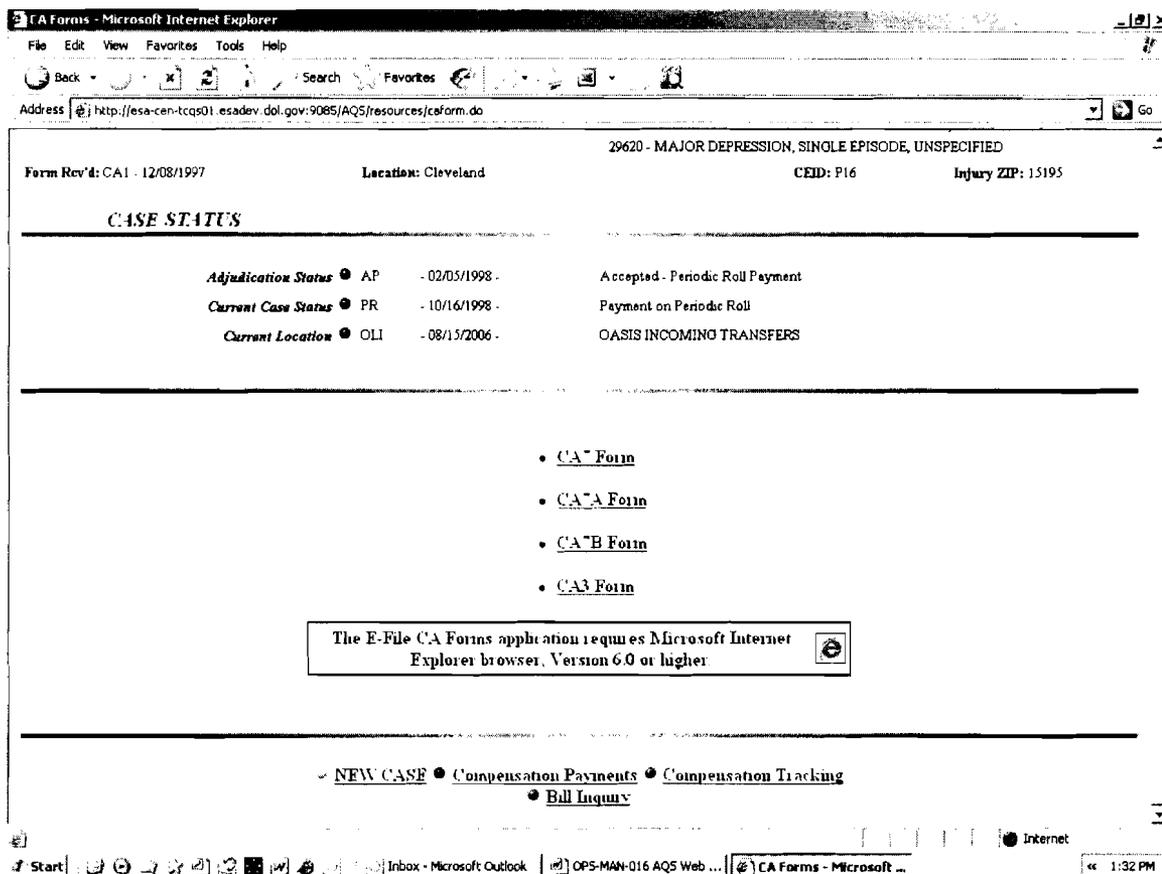


Figure 2: Web Form Links

- 6 Click on the link for the desired form. All forms essentially work the same. For this example, click on the CA7A Form link and fill in as much information as possible. Refer to the original PDF form instructions as needed and follow the prompts and messages.

(Cont'd)

REPORT OF WORK STATUS
 U.S. Department of Labor
 Employment Standards Administration
 Office of Workers' Compensation Programs

Employee Statement - Please carefully read instructions on reverse before filling out this form

1 Name of Employee (Last, First, Middle): TESTCASE
 2 SSN: 111-22-3333
 3 OWCP File Number: 502500000

4 Period Covered by this Form
 From: 09/15/2008 To: 09/20/2008
 5 Total Hours Claimed for LWOP: []
 for Leave Buy Back: []

6 In "Type of Leave Used" column, use codes "S"=Sick, "A"=Annual, "O"=Other. If Compensation is Claimed for date, include "Yes" in "Compensation Claimed" column

Date(s)	Compensation Claimed?	Number of Hours				Type of Leave Used	Reason for Leave User/Remarks (e.g. doctor visit, therapy, etc.)
		LWOP	Worked	Hol	Leave		
09/15/2008	YES	8				* Type of Leave is required	

Figure 3: CA-7a Form - Top Half

Totals

Signature of Claimant: TESTCASE
 Signed Date: []

7. Agency Statement Certification: I certify the above is accurate, except as follows

Signature of Agency Official: []
 Signed Date: []

* Signed Date (MM/DD/YYYY) is required

* Last Name is required * First Name is required * Signed Date (MM/DD/YYYY) is required

Submit Reset

NEW CASE Compensation Payments Compensation Tracking
 Bill Inquiry E-File CA Form

Figure 4: CA-7a Form - Bottom Half

- 7 After completing the form, review the data thoroughly to ensure it is all correct. **You cannot retrieve and correct forms** after submitting. You can use the “Reset” button at the bottom of the form to remove all entered data, however the pre-filled case and claimant data will remain.
 If you leave out any required information, when you Submit the form it will return with an asterisk (*) and an error messages in red. Note the message “* Type of Leave is required” in Figure 3 above and the other error messages in Figure 4. As long as error messages continue to come up, you must continue to update the form.
Incorrect Forms: If you submit an incorrect form, you cannot retrieve and edit it. In this case, alert the DFEC District Office immediately so they can attempt to correct it when processing. Depending on the error, you may have to create a new form.
- 8 If you wish to Save the form, you must do so before submitting – you cannot retrieve and save forms after submitting. At present, the form must be saved as an html or txt file type. On the form page, click on Save As from the File menu and indicated file destination and filename.
- 9 If you wish to Print the form, you must do so before submitting – you cannot retrieve and print forms after submitting. Before printing, change the page orientation to Landscape from the File, Page Setup menu. Then select Print Preview or Print from the File menu.
- 10 After verifying form is correct and saving or printing (if desired) click on “Submit” at the bottom of the form. When required entries are complete and the form submits successfully, the screen will return to the Compensation Payment History page with the notation “CA7a Form is submitted successfully” as shown below.

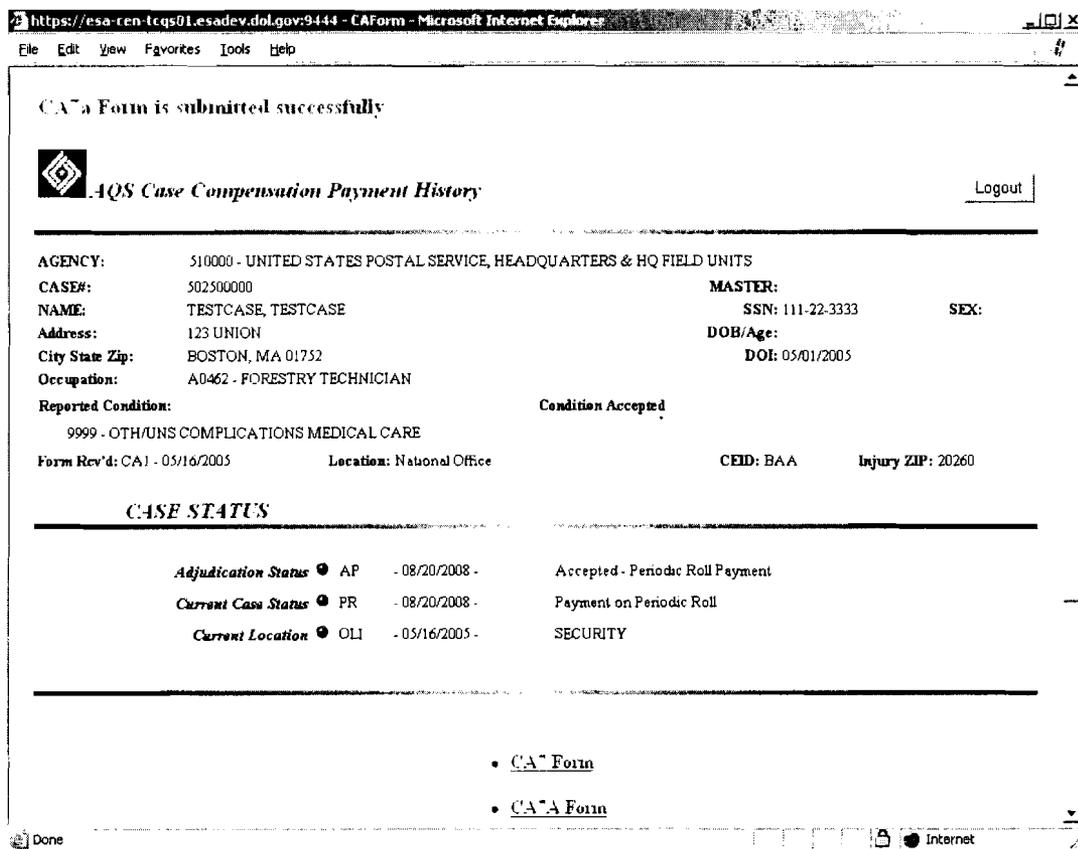


Figure 5: Confirmation of Successful Submission

11 All of the submitted forms are bronzed into the Case File, but only the CA-7 form data is extracted and stored in iFECs after a Quality Control process at the DFEC District Office. This process normally will take place within 24 hours of CA-7 submission.

The AQS Web Forms User can confirm this has occurred by clicking on the Compensation Tracking link at the bottom of the Payment History screen. If the CA-7 has been processed, the details will be listed in the Compensation Payment Tracking table, as shown below (only CA-7s are listed).

The screenshot shows a web browser window with the URL <https://esa-cen-ecqs01.esadev.dol.gov:9444>. The page title is "Case Compensation Tracking - Microsoft Internet Explorer". The browser's address bar shows the URL. The page content includes a "Logout" button in the top right corner. Below the browser window, the page displays the following information:

AGENCY: 510000 - UNITED STATES POSTAL SERVICE, HEADQUARTERS & HQ FIELD UNITS
CASE#: 502500000
NAME: TESTCASE, TESTCASE
Address: 123 UNION
City State Zip: BOSTON, MA 01752
Occupation: A0462 - FORESTRY TECHNICIAN

MASTER: SSN: 111-22-3333 SEX:
DOB/Age: DOI: 05/01/2005

Reported Condition: 9999 - OTH/UNS COMPLICATIONS MEDICAL CARE **Condition Accepted**

Form Rev'd: CA1 - 05/16/2005 **Location:** National Office **CEID:** BAA **Injury ZIP:** 20260

CASE STATUS

Adjudication Status ● AP - 08/20/2008 - Accepted - Periodic Roll Payment
Current Case Status ● PR - 08/20/2008 - Payment on Periodic Roll
Current Location ● OLI - 05/16/2005 - SECURITY

COMPENSATION PAYMENT TRACKING

Comp Payment Period: From - To	Date CA-7 Received by OWCP	Decision Code, Date, & Description	Date IW Signed
		UD - 2008-05-28 Deferred Pending Review	
01/01/2008 - 01/15/2008	2008-01-01	AK - 2008-09-25 Pending for Payment Keying	2008-01-01
01/01/2008 - 01/15/2008	2008-03-03	- Undecided	2008-03-03
02/01/2008 - 02/03/2008	2008-03-03	- Undecided	2008-03-03
	2008-03-31	31 - Entitled (After Development) - LWOP - Pending For Keying	2008-03-30
06/04/2008 - 06/10/2009	2008-08-01	AK - 2008-09-16 Pending for Payment Keying	2008-07-25
08/01/2008 - 08/10/2008	2008-08-01	AK - 2008-09-25 Pending for Payment Keying	2008-08-01

Figure 6: Confirmation that CA-7 Processed into iFECs

12 After you see the “submitted successfully” message, you may return and complete another form for the same case/claimant using the form links shown below. You may also go to the other pages for the same case or return to the AQS homepage by clicking on “NEW CASE,” as shown in Figure 7 below.

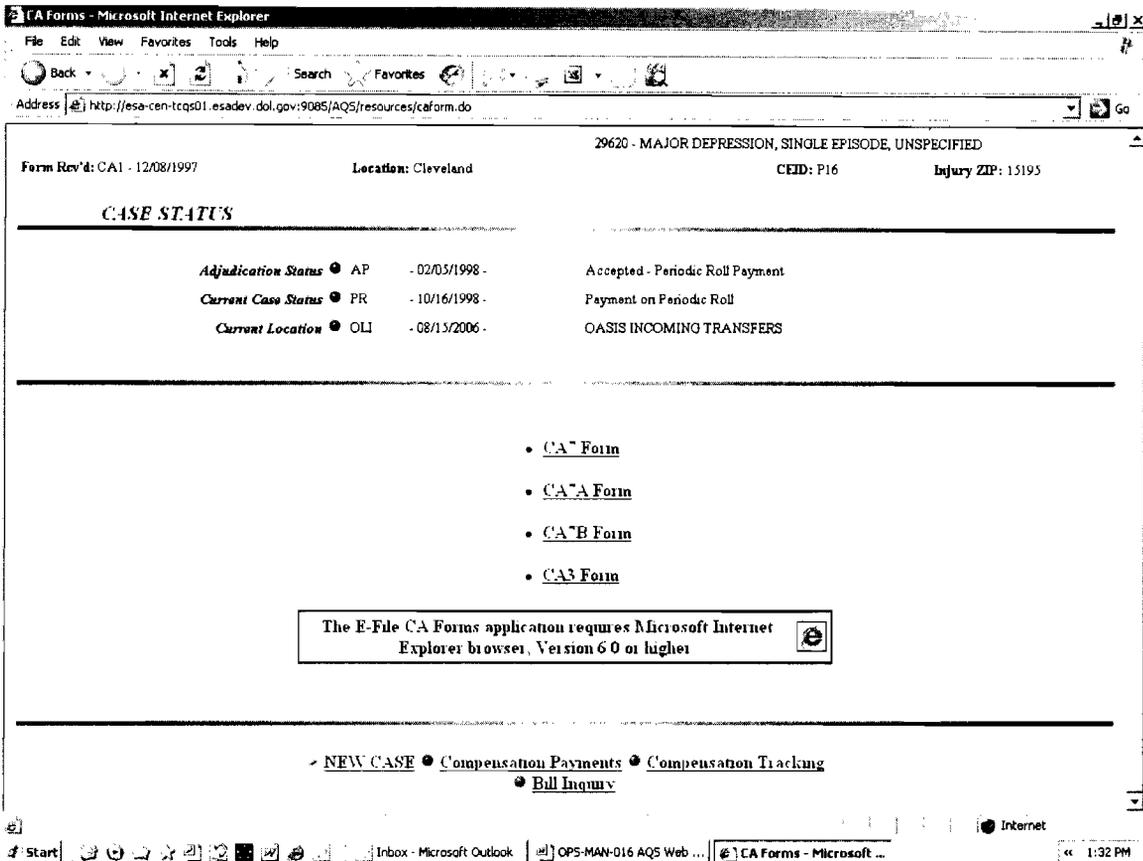


Figure 7: Navigation Links

6 Questions, Problems, or Defects

AQS Users should refer all questions and report problems or system defects to the agency IAC or their alternative designee. The IAC should forward the question or problem to the AQS Administrator for answer or resolution. This process keeps the IAC informed. In case of emergency or the IAC is not available, the User can contact the Administrator directly, but the IAC should subsequently be informed.