

Date: January 29, 2004

Subject: FY2003 Annual Report

FAA Organization: Assistant Administrator for Regions and Center Operations, ARC

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1. Executive Summary:

- The ARC participated in collaborative effort with other LOBs in FY03 in the development of a white paper, "Prevention of Employee Injuries and Restoration of Injured Employees to Work".
- ARC established "Safety-OWCP" POCs in the nine regional offices and the Aeronautical Center. The main role of the POCs will be a communication and coordination link on safety and OWCP issues between ARC HQ POC and the field.
- ARC will take a more active approach to support the initiatives and recommendations of the white paper that focus on improving agency-wide performance in employee safety and workers' compensation program areas.
- ARC will have an initiative for the Safety – OWCP in the FY04 ARC Business Plan. (See description of the Initiative 2 and Action Plan attached). The action plan includes emphasis on safety-related and OWCP process training for ARC managers and supervisors (FY04), the development of an ARC desktop procedural guide for managers and supervisors and ARC employee safety awareness training in FY05.
- ARC plans to include more emphasis on the prevention of employee injuries and illness within the workplace and will expect ARC managers and supervisors to utilize the on-line Safety Management Information System (SMIS) to capture mishap data for the benefit of preventing work related injuries and illnesses. This is consistent with the expectations of the FAA Administrator.
- One unique challenge for ARC is determining costs related to worker injuries and illnesses. There are approximately 2,450 ARC employees who functionally are responsible to the ARC organization. However, only about 600 of these employees are actually ARC funded (ops) positions. The others are funded by other agency organizations.

2. Introductions:

- The ARC organization plays a vital role as a provider of high quality, corporately shared services including financial systems and operations; emergency readiness through command, control, and communications; enterprise-wide information services and business application development; and logistics services such as acquisition, real estate, materiel management, and supply support, which are integral to maintaining a strong, safe, and efficient national and international aviation system. The Associate Administrator plays a pivotal role in meeting the FAA mission by providing cross-organizational leadership at all levels of the organization to ensure operational programs supported by multiple lines of business are delivered on time and in the most efficient and effective manner possible. Being a relative large and dispersed workforce presents safety challenges across the organization.
- The nine Regional administrators and the Aeronautical Center director serve as the senior agency aviation official in the region providing, cross functional oversight and integration for the agency, relations with industry, the public, and various governmental organizations, as well as leadership for region and center LOB business support programs. In this capacity they also responsible for Regional Office facilities management, (which are GSA controlled leased buildings) and are usually active with regional OSHE compliance committee serving as chair or co-chair of the committee.

3. Safety Point Contact: Murry Camp, ARC-10

4. Statistics and Analysis: No data analysis completed for FY03

5. Program Direction: See ARC Action Plan for FY04 Business Plan Initiative 2 (attached)