

## ACTION PLAN

**Flight Plan Goal:** Organizational Excellence

**Flight Plan/ARC Initiative:** ARC Initiative 2

**January 28, 2004**

**ARC Description:** Support initiatives to improve agency-wide performance in employee safety and workers' compensation program areas.

**Performance Target:** By January 30, 2004, ARC will establish procedures for management review of all work-related injuries of ARC employees and the identification of training needs for managers and supervisors for work place safety awareness and OWCP case management. If initiative funding is identified, implement and complete training in accordance with approved plan.

### A. Establish ARC procedures to review and manage new and ongoing ARC OWCP claims and work-related injuries

FOCUS AREA	DESIRED OUTCOME	WHAT'S REQUIRED	FOCAL POINT	RESOURCE REQUIREMENTS	TIME FRAME	STATUS
Claims Processing.	OWCP benefits are provided only to those who are eligible.	Analyze Safety Management Information System (SMIS) cost reports and identify ARC employees to appropriate regions/center management for their review and follow-up action.	ARC-10, OWCP-Safety POC (MCamp)	Safety Management Information System (SMIS) (AEE-200) and AHL-100 OWCP Program Manager.	FY 04 (Third Quarter)	
	Reduce costs associated with OWCP claims.	Establish periodic reporting requirements for current and future claims.	ARC-10, OWCP-Safety POC (MCamp) and Regions/Center POCs	Incorporate reporting requirements in desktop guide referenced in Section B of the Action Plan.	FY 04 (Third Quarter)	
		Identify actions to resolve claims.	ARC Regions/Center Management	Website materials, regions/center materials, HR presentations, and desktop guide.	FY 04 (Fourth Quarter)	
		Develop action plan for returning ARC OWCP recipients back to work.	ARC-10, ARC Regions/Center Management	Coordinate a return to work initiative between AHR and DOL.	FY 05 (First Quarter)	
		Execute follow-up actions to resolve claims and share lessons learned, with quarterly reporting on the status of ongoing claims.	ARC Regions/Center Management	Completion of supervisor's desktop guide and training.	FY 05 (First Quarter)	

## ACTION PLAN

**Flight Plan Goal:** Organizational Excellence

**Flight Plan/ARC Initiative:** ARC Initiative 2

**January 28, 2004**

**ARC Description:** Support initiatives to improve agency-wide performance in employee safety and workers' compensation program areas.

**Performance Target:** By January 30, 2004, ARC will establish procedures for management review of all work-related injuries of ARC employees and the identification of training needs for managers and supervisors for work place safety awareness and OWCP case management. If initiative funding is identified, implement and complete training in accordance with approved plan.

### B. Establish safety-related and OWCP process training for ARC managers and supervisors

FOCUS AREA	DESIRED OUTCOME	WHAT'S REQUIRED	FOCAL POINT	RESOURCE REQUIREMENTS	TIME FRAME	STATUS
Safety awareness and OWCP process training for managers and supervisors.	Prevent workplace mishaps through emphasis on safety and increased knowledge of DOL regulations.	SMIS briefing to ARC managers and supervisors via net meeting. (Videotaped for future viewing by absentees.)	ARC-10, OWCP-Safety POC (MCamp)	ARC-10, OWCP-Safety POC (MCamp) to coordinate net meeting with SMIS Program Manager (AEE-200).	FY 04 (Second Quarter)	
	Awareness of OWCP claims processing by ARC managers and supervisors.	In effort to prevent injuries, managers & supervisors view safety awareness training video, entitled "Safety Review for FAA Supervisors." (17 minutes)	ARC-10, OWCP-Safety POC (MCamp)	AEE website materials Regions/Center ARC OWCP-Safety POCs coordinate with Regions/Center OSHECCOM (Occupational Safety, Health & Environmental Compliance Committee).	FY 04 (Third Quarter)	
	Ability of ARC managers and supervisors to better manage the OWCP program.	ARC managers & supervisors briefed on HR PowerPoint presentation, entitled "OWCP Training for Supervisors." (60 minutes)	ARC-10, OWCP-Safety POC (MCamp)	Regions/Center ARC OWCP-Safety POCs coordinate with Regions/Center HR.	FY 04 (Third Quarter)	
		Publish ARC manager's/supervisor's desktop guide, including strategy for review/follow-up procedures related to ongoing claims.	ARC-10, OWCP-Safety POC (MCamp) and Regions/Center POCs	Website materials, regions/center materials, HR presentations, and desktop guide.	FY 04 (Aug-04)	
		ARC-10 will track and ACE-1 will report quarterly to ARCMT on progress related to action plan initiatives.	ARC-10, OWCP-Safety POC (MCamp) and Regions/Center POCs	ARC-10 and Regions/Center OWCP-Safety POCs	FY 04 (Third Quarter, then Ongoing)	

## ACTION PLAN

**Flight Plan Goal:** Organizational Excellence

**Flight Plan/ARC Initiative:** ARC Initiative 2

**January 28, 2004**

**ARC Description:** Support initiatives to improve agency-wide performance in employee safety and workers' compensation program areas.

**Performance Target:** By January 30, 2004, ARC will establish procedures for management review of all work-related injuries of ARC employees and the identification of training needs for managers and supervisors for work place safety awareness and OWCP case management. If initiative funding is identified, implement and complete training in accordance with approved plan.

**C. Pursue safety awareness training for all ARC employees.**

FOCUS AREA	DESIRED OUTCOME	WHAT'S REQUIRED	FOCAL POINT	RESOURCE REQUIREMENTS	TIME FRAME	STATUS
Safety awareness training for ARC employees.	Prevent workplace mishaps through emphasis on safety and increased knowledge of DOL regulations.  Improve ARC employee ability to readily identify safety hazard problem areas.	In effort to prevent injuries, all regions/center ARC employees view safety awareness training video, entitled "Safety Review for FAA Supervisors." (17 minutes) and encourage employees to report safety concerns.	ARC-10, OWCP-Safety POC (MCamp), Regions/Center POCs and HR	AEE website materials Regions/Center ARC OWCP-Safety POCs coordinate with Regions/Center ARC union representatives, HR and LOBs (nationally and locally).	FY 05 (First Quarter)	