

**Creating a Blueprint of Sustainable, Innovative and Efficient Management at the Occupational Safety and Health Review Commission  
Twelve Work Circles**

			Timeline			
	Project	Project Definition	Start Date	End Date	Status	Next Steps
1	Knowledge Management (KM)	Establishes core values of sharing valuable information, avoiding re- learning or re-inventing and redundant work, reducing training time for new employees, and retaining key intellectual property as employees leave. Establishes link to strategic and succession planning.	4/13		Ongoing.	Training to establish a relationship between succession planning and knowledge management capture.
2	E-Filing	Develop and implement an e-filing system with the following components: accommodate filings of pleadings electronically; automatically associates all filings with the case in our case management system; allow access to view, upload etc. by all the parties involved in “the matter”; entails a registration process for screening out everyone else -- those not involved in “the matter”; a verification/authentication system; generates notices.	12/12		Ongoing.	System in development phase. A test environment for internal users/stakeholders in preparation.

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3	Strategic Planning	Develop revised strategic plan pursuant to GPRA Modernization Act.	2/13	3/14	Completed.	N/A
4	Commissioners' Companion to Collegial Decision Making (Briefing Book)	Develop briefing book and materials for new Commissioners.	4/13	4/14	Completed.	N/A
5	Style Manual	Update the Commission style manual as a supplement to the Blue Book.	6/13		Ongoing – Project scaled back to a compilation of common citation tips.	Develop internal mechanism to compile/review/share common citation tips.
6	Rules Change	Review OSHRC Rules of Procedure.	5/13		Ongoing.	Awaiting recommendations from ALJs re: rules possibly needing review/revision.
7	ADR at Commission level	Determine whether Commission should implement an ADR program at the Commission level and, if so, develop such a program.	9/12		Ongoing.	Consultation with Commissioners on next steps.

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8	PDR Considerations	Develop list of issues that a Commissioner might consider in deciding whether to direct a case for review.	9/12		Ongoing.	Consultation with Commissioners on next steps.
9	Kick-out Clause	Examine legal issues associated with a kick-out clause.	4/13	5/14	Completed.	All Commissioners briefed. No further action anticipated at this time.
10	Language Access	Review and update Commission Language Access policy.	10/12	Project transferred 5/14	Project transferred to Chief ALJ's office and will no longer exist as a Work Circle.	Ascertain what, if any, improvements to the Commission LEP Plan may be necessary, circulate any proposed updates to OSHRC judges and key staff for comment, and coordinate any updates with USDOJ.
11	Records Management Initiative	Implement requirements of Presidential Records Management Directive.	11/11	12/19	Ongoing – Senior Agency Official annual report sent to NARA on 1/30/14.	Develop draft email retention directive.

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12	Community Garden Circle -- Going Green (voluntary)	An outgrowth of the 2009 Going Green Initiative, the Garden Circle focuses on growing vegetables, herbs and flowers in the OSHRC patio planters and contributes produce to Bread for the City food pantry.	5/13		Ongoing.	Contact Bread for the City about delivering produce. Seeking input on recipe ideas for a cookbook.