

With the establishment of 12 work circles, the Review Commission opens a new chapter in its effort to build a model agency that is sustainable, innovative and efficient. Through these 12 work circles, we commit both to eliminating barriers to optimal performance and to embracing best practices that are within our reach.

In resolving all of the legacy cases by the end of fiscal year 2011, we achieved a tremendous victory. But we also recognized that unless we invest in understanding how we amassed a backlog of old, complex cases at the Review Commission level, we would be destined to repeat that past of ineffective case management.

To be effective, we must ensure that all of our systems are in sync with the values and guiding principles as reflected in the OSHRC strategic plan and sound management practices

In order to prepare for a future of sustainable, innovative and efficient management at OSHRC, we have established a blueprint consisting initially of 12 work circles focused on specific projects to keep us moving forward.

Below is the chart detailing those 12 work circles.

Participation is the key to the success of this effort.

Thomasina Rogers
Chair

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

| | | Timeline | | | | Budget | End Product | |
|----------------|---------------------------|---|-----------------|---------------|-------------------|---|--------------------|--|
| Project | Project Definition | Start Date | End Date | Status | Next Steps | Only Applicable to E-filing | | |
| 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 | Post documents on Sharepoint and for discussion at Senior Staff Meeting | | |
| 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 | Meeting with potential vendors to learn about product | | |
| 3 | Strategic Planning | Develop revised strategic plan pursuant to GPRM Modernization Act. | 2/13 | 2/14 | Ongoing | Draft to OMB by 6/3/13 | | |

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| 4 | Commissioners' Companion to Collegial Decision Making (Briefing Book) | Develop briefing book and materials for new Commissioners. | 4/13 | | Ongoing | Hold organizational meeting | | |
| 5 | Style Manual | Update the Commission style manual as a supplement to the Blue Book. | 6/13 | | Ongoing | Convene work group | | |
| 6 | Rules Change | Review OSHRC Rules of Procedure | 5/13 | | Ongoing | Meeting with internal stakeholders to consider possible rules for review | | |
| 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 | Publication of Notice of Inquiry | | |
| 8 | PDR Guidelines | Develop guidelines that a Commissioner might consider in deciding whether to direct a case for review | 9/12 | | Ongoing | Pending internal consultation and arrival of new Commissioners | | |
| 9 | Kick-out Clause | Examine legal issues associated with a kick-out clause | 4/13 | | Ongoing | Production of legal analysis memo | | |
| 10 | Language Access | Review and update Commission Language Access policy. | 10/12 | | Ongoing | Posting interim policy statement for managers and staff | | |

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| 11 | Records Mgmt Initiative | Implement requirements of Presidential Records Management Directive | 11/11 | 12/19 | Ongoing | By 12/31/13: Begin to plan transition to electronic records. Ensure permanent records (30yrs+) identified and reported to NARA. Identify all unscheduled records. | |
| 12 | 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 contribute produce to Bread for the City food pantry | 5/13 | | Ongoing | Claiming garden boxes, cleanup, and screening "A Community of Gardeners" documentary | |