DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

NOV 15 2011

MEMORANDUM FOR All Appropriated Fund Civilian Personnel, US Army Garrison, US Army Signal Center of Excellence and Fort Gordon, and Senior Mission Partners, Fort Gordon, Georgia 30905

SUBJECT: Garrison Commander's Policy Memorandum No. 31 – Reductions in Civilian Occupational Injuries and Illnesses and Workers' Compensation Program Costs

1. References:

a. Memorandum, Department of the Army, 1 March 2007, subject as above.

b. Memorandum, Chief of Staff, Army and Secretary of the Army, 13 October 2006, subject: Army Safety and Occupational Health Objectives for Fiscal Year (FY) 2007.

c. Department of Defense Regulation 1400.25-M, SC810.3.4.6, Federal Employees' Compensation Act (FECA) working groups are mandated to meet periodically.

2. A FECA working group charter for this installation is attached in compliance with the references above. The Secretary of the Army has stated that the well being of Army employees is a high priority and that the Army will provide safe and healthful workplaces and drive accidents rates down. The Headquarters, Department of the Army, is working several civilian occupational safety and health initiatives including improved occupational injury and illness data collection, injury and illness trend analysis and implementation of industry best practices through the Voluntary Protection Programs, and establishing a Lean Six Sigma project to reduce lost productivity due to accidents.

3. The proponent for this policy memorandum is the Civilian Personnel Advisory Center, Fort Gordon, GA.

Encl

ROBERT A. BARKER
COL, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 42 – Reductions in Civilian Occupational Injuries and Illnesses and Workers' Compensation Program Costs, dated 18 March 2010

Fort Gordon Federal Employees' Compensation Act Working Group Charter

1. Name of Group: Federal Employees' Compensation Act (FECA) Review Board

2. Date Established: The review board was pre-existing. Minutes are on filed dating back to 20 November 1997.

3. Date to be Terminated: On-going and permanent. As required by DoD 1400.25.M, SC810.3.4.6, the FECA working group meets periodically (usually quarterly) to analyze FECA costs, trends, plans, etc. and to develop cost-containment initiatives. The FECA working group is mandatory.

4. Mission or Purpose: The mission of the FECA working group is to provide command oversight and direction reducing the cost of the installation/activity FECA program. The functions of the group are to:

a. Reduce the occurrence of civilian job-related occupational injuries and illnesses by identifying trends and managing risks; and

b. Assists in return to work efforts for civilian affected by job-related injuries and illnesses.

5. The FECA working group will be chaired by the Garrison Commander or his representative.

6. Composition: The working group will be composed of the following individuals:

a. The Garrison Commander or his representative;

b. Commanders of senior mission partners, if any;

c. The Civilian Personnel Advisory Center Chief;

d. The Injury Compensation Program Administrator (ICPA);

e. The Safety Officer and Safety Officer of any senior mission partners;

f. The physician representing the installation Military Treatment Facility;

g. An attorney from the installation Office of the Staff Judge Advocate;

h. Three representatives of management to be appointed by the Garrison Commander; and

i. Any first-line supervisor who had an accident or illness will attend the meeting on a one-time basis to discuss the incident.

7. Operation:

a. The working group will meet at least quarterly;

b. The Garrison Commander will appoint one member to serve as recording secretary to keep minutes and follow up to ensure decisions of the group are carried out;

c. Each occupational accident or illness that has occurred since the previous meeting will addressed, to include addressing the reason it occurred, how it could have been prevented, and measures now taken to stop a similar incident. The first-line supervisor of the incident will make the presentation;

d. The ICPA will present an annual (fiscal year) running total of the costs and number of injuries; and

e. The ICPA will present information on return-to-work efforts and open the discussion possible placements for workers who are out on either Continuation of Pay (COP) or long-term rolls, taking care to protect the privacy of the individual workers being referred to as Employee A, Employee B, etc. The ICPA should describe the skills, medical limitations, and any other restrictions of the worker and solicit ideas and offers of light duty or modified positions for every employee under the age of 60 on COP or on long-term compensation. The goal is to find some useful work for every employee and make a written job offer to the employee, with a copy to the appropriate claims examiner at the Department of Labor.

8. Administration:

a. The ICPA will arrange the meeting place, time, logistical support, etc., and notify all participants, including first-line supervisor of the cases to be discussed pursuant to paragraph 7c above.

b. The working group will be briefed on the status of all return-to-work efforts, such as number of job offers made, status, and dates of expected return, etc.

9. The proponent for this charter is the Civilian Personnel Advisory Center, Fort Gordon, GA.

Robert A Barker

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