Process Guide

B108

**Air Force Life Cycle Management Center (AFLCMC)**

**process for**

**Spring Program Review**

Process Owner: AFLCMC/FZA

Date: 21 May 15

Version: 2.0

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| **Record of Changes** |
| **Version** | **Effective Date** | **Summary** |
| 1.0 | 9 Sep 2012 | Basic document |
|  | 3 Jul 2014 | Process owner validated |
| 2.0 | 21 May 2015 | Updated to reflect virtual SPR process |
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**SPRING PROGRAM REVIEW**

1. Process Definition.

The focus of the Spring Program Review (SPR) is to review overall program execution of all current year funds. SPRs will be conducted via teleconference. SAF/AQX will work directly with Directorate Organizational Senior Functionals (OSFs) to schedule reviews. SAF/AQX and SAF/FMBI will lead the joint review. AFLCMC/FZA will be invited to the reviews and attend as available. Directorate / Program Financial Managers are responsible for ensuring SPR briefings are placed on the SAF/AQXR Sharepoint site in their respective PEO folder. In addition, Directorate / Program Financial Managers are responsible for ensuring briefings are provided in an appropriate timeframe to ensure accuracy and correctness.

This process applies to all programs identified to present programmatic/funds execution data at the SPR. This guide is pending final Spring Program Review instruction from SAF/AQX and SAF/FMBI, who may change the review process as needed.

2.0 Purpose and Scope.

The purpose of this process is to define procedures for a Financial Manager in a Program Office or Directorate to prepare for the SPR. It takes into consideration that requests for program briefs are formalized by SAF/AQX and flow through appropriate channels.

The SAF/AQX SPR Point of Contact (POC) is responsible for providing Directorate / Program Offices with official written correspondence regarding briefing format guidance and requests for information. Each Directorate is responsible for capturing action items during the SPR and monitoring / following up to ensure all action items are closed.

3.0 Process Description.

1. SAF/AQXR notifies AFLCMC PEOs via email of SPR dates.
2. SAF/AQXR identifies AFLCMC programs required to provide SPR data and briefings.
3. SAF/AQX will contact affected PEOs / Directorates via e-mail and will provide any program unique briefing requirements / information as identified by SAF/AQX and SAF/FMBI.
4. SAF/AQX will provide PEOs/Directorates copies of the SPR briefing template, official program list, and agenda for briefing times via e-mail.
5. SAF/AQX will engage with various AFLCMC locations to coordinate/establish meet-me numbers to ensure PEO and AFLCMC leadership can participate in SPR regardless of location.
6. SAF/AQX will use the EIM / SharePoint site to communicate information, including SPR updates, templates, and correspondence.
7. PEOs / Directorates and individual programs will upload completed SPR briefings to the EIM / SharePoint site in the timeframes outlined and monitored by SAF/AQX.

4.0 Process Audit.

The SPR process is deemed successful when all requested programs have been briefed to SAF/AQX and SAF/FMBI; and when all action items tracked by PEOs/Directorates have been closed. Additionally, the SPR is considered successful when SAF/AQX and SAF/FMBI have initiated actions that result in the transfer of all appropriate early-to-need / shortfall / excess funding identified by AFLCMC programs at the SPR briefings.