

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN-PACIFIC REGION

WP 1840.4E

5/24/91

SUBJ: QUARTERLY PROGRAM REVIEW

1. PURPOSE. This order revises the Quarterly Program Review System in the Western-Pacific Region. Updates are annotated with asterisks (*).
2. DISTRIBUTION. This order is distributed to the branch level in the regional headquarters.
3. CANCELLATION. Order WP 1840.4D, dated 2/21/89, is cancelled.
4. BACKGROUND. The Quarterly Program Review (QPR) System has been a part of the Western-Pacific Region's approach in developing an effective Regional Management Team. The ultimate goal is to have improved communication and teamwork among top management. A consensus of opinion of division/staff managers was taken regarding improvements in the QPR system. This order incorporates the ideas and suggestions made by all those involved in the process.
- * 5. SCHEDULE OF ACTIVITIES. The reviews will take place during the 3rd week of *February* (1st Qtr), *May* (2nd Qtr), *August* (3rd Qtr), and *November* (4th Qtr) of each year (See Appendix 1).
 - a. The 1st (Feb) and 3rd (Aug) Otr OPRs will be group meetings with all Regional Management Team (RMT) members participating.
 - b. The 2nd (May) and 4th (Nov) Otr OPRs will be held as one-on-one meetings with the Regional Administrator (RA). *
- * 6. RESPONSIBILITIES
 - a. The OPR Program Manager (PM), AWP-42, will be responsible for working with the RA's Administrative Officer (AO), staff and division managers, and division QPR program managers to help prepare for each QPR session.
 - b. The RA's AO and OPR PM, AWP-42, will develop a schedule and provide it to all RMT members at least one week in advance of the QPR. *

Distribution:

A-X-3

Initiated By:

AWP-40

* c. RMT members will ensure that their written reports are due to AWP-42 at least one week prior to the QPR sessions. *

* 7. FORMAT FOR QPR (WRITTEN AND VERBAL)

a. The written reviews for NON-STRAIGHTLINED offices should include the following information: **

- (1) Staffing Status
- (2) EEO Status
- (3) Fiscal Status
- (4) Program Objectives (Managers' Management by Objectives [MBOs])
- (5) Program Accomplishments
- (6) Adjustments to Objectives
- (7) Issues (discuss items not previously expressed, share successes, total quality management initiatives, etc.)

** Appendix 2 is an example of a written review for a non-straightlined division.

b. STRAIGHTLINED offices may submit a copy of their reports submitted to their headquarters organizations. *

c. The verbal review should include highlights from the written reviews.

8. PROCEDURES FOR CONDUCTING A QPR.

* a. Group meetings: 20 copies of the written review should be made and distributed to AWP-42 at least one week prior to the QPR.

b. One-on-One meetings: three (3) copies of the written review should be made and distributed to AWP-1, AWP-2 and AWP-42 at least one week before the scheduled date.

c. The verbal presentation should be kept to approximately 15-30 minutes, but may require up to one hour for the larger program divisions. For the group meetings, the sessions will last two days. *

d. The presentations should contain information pertaining to the previous quarter only.

f. The 4th Qtr (Nov) OPR should cover information on the 4th Qtr accomplishments, as well as a brief summary of the whole year's accomplishments.

9. ACTION ITEMS/STATUS REPORTS

* a. During the group OPR sessions, the QPR Program Manager, AWP-42, will record "action items" which result from the presentation and those questions generated by the RMT.

(1) The action items will be consolidated into a regional list and a draft sent to RMT members for their concurrence.

(2) Once the action item is approved, the status report will be requested two weeks before the next QPR session. This report will be finalized and made available for the RMT members to discuss at the next QPR session.

b. An action item list will not be developed during the one-on-one sessions (2nd and 4th Qtrs).

c. The "Action office" will be designated by "(Action--AWP----)". In the case of multiple action offices - (Action - AWP-10/40/500) - the FIRST office listed will be the LEAD action office.

* 10. LOCATION.

a. The location of the group sessions (1st and 3rd Qtrs) will be announced at least one to two weeks before the meetings. These meetings will be scheduled off-site.

b. The location of the one-on-one (2nd and 4th Qtrs) will be the Regional Administrator's office. The RA's AO will contact each office to schedule an appointment date and time.



Carl B. Schellenberg
Regional Administrator

QPR CALENDAR FY-91 AND FY-92

1991

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
JANUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JULY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUGUST 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1st Qtr: Feb 18-22--2nd Qtr: May 20-24--3rd Qtr: Aug 19-23--4th Qtr: Nov 18-22

Written reports are due at least one week prior to the QPR sessions.

1992

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
JANUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	OCTOBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DECEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1st Qtr: Feb 17-21--2nd Qtr: May 18-22--3rd Qtr: Aug 17-21--4th Qtr: Nov 16-20

Written reports are due at least one week prior to the QPR sessions.

SAMPLE OF NON-STRAIGHTLINED OPR

**QUARTERLY PROGRAM REVIEW
4TH QUARTER - FY-90
07/1/90 THRU 09/30/90**

FINANCIAL & MANAGEMENT RESOURCES DIVISION

I. Staffing Status (Total AWP-40):

<u>Authorized</u>	<u>95% Ceiling</u>	<u>Current On-Board</u>	<u>Projected Vacancies</u>	<u>Vacancies</u>
36	34	34	2	4
<u>Temporary</u>	<u>Ceiling</u>	<u>Current On-Board</u>	<u>Projected Vacancies</u>	<u>Vacancies</u>
0	0	0	0	0

Total On-Board (09/30/90): 34

II. EEO Status:

Summary

	<u>Male</u>	<u>Female</u>	<u>Totals</u>
Minority Totals	11	3	14
Non-Minority Totals	9	10	19
Organizational Totals	20	13	33

Detailed Count:

<u>Male</u>	<u>Recruitment</u>	<u>Promotion</u>	<u>Training</u>	<u>Awards</u>
American Indian				
Asian				
Black	1	1	2	
Caucasian			2	
Hispanic		1		
<u>Female</u>				
American Indian				
Asian				
Black			1	
Caucasian		1	6	
Hispanic			2	

III. Fiscal Program Objectives (AWP-40):

	<u>Cum Actual 4th Qtr</u>	<u>Annual Totals</u>
<u>AWP-40 Totals:</u>		
Financial Plans:	2,920.9	2,920.9
06/30/90 Obligations:	<u>2,920.7</u>	<u>2,920.7</u>
Percent Effective:	100.0%	100.0%
 <u>Regional:</u>		
Financial Plans:	355,733.3	355,733.3
09/30/90 Obligations:	<u>355,733.2</u>	<u>355,733.2</u>
Percent Effective:	100.0%	100.0%
 Baseline		100.0%

IV. Program Objectives (MBO's):

1. Support National Systems Development initiatives such as the Budget Information Systems (BIS), Executive Information System (EIS), Departmental Accounting and Financial Information System (DAFIS), Computer Resources Nucleus (CORN), Office Automation Technology and Services (OATS), and Personal Property In-Use Management System (PPIMS II), Electronic Time and Attendance Maintenance System (ETAMS), and Management Efficiency Study (MES).

ACTION OFFICE: AWP-40/All

MILESTONES: Respond to Washington requests. (As requested - Status reported quarterly.)

STATUS:

- a. Attended one meeting of the CORN Source Evaluation Board (SEB). Provided AMS with continued CORN technical evaluation support by participating in one Technical Evaluation session.

V. Program Accomplishments/Plans:

Major program accomplishments are highlighted as they relate to National program support.

ACTION OFFICE: AWP-40/AII

MILESTONES: Respond to Washington requests. (As requested - Status reported quarterly.)

STATUS:

- a. Attended national Budget Officers conference held in Great Lakes Region in September.
- b. Participated in the National Executive Committee for the F&E budget process review held in Washington in July.
- c. Planned and completed FY 1990 year-end procedures for all programs under the operations appropriations and closed out at 100.0% utilization of funds.
- d. Planned and completed FY 1991 year-end procedures for the closing F&E appropriation (082) and closed out at 100.0% use of funds. This included necessary coordination to receive an additional \$1,550,000 for Loma Prieta earthquake costs.
- e. Plan to attend next F&E budget process meeting tentatively scheduled to be held in the 1st quarter of FY 1991.
- f. Provided support to National CORN effort by attending no less than 6 SEB meetings during FY-90.
- g. Provided special project support for the FAA Administrator's IRM Quality Task Force by participating in 10 meetings over a 10 week period.

VI. Adjustments to MBOs (as necessary)

VII. Issues: (Examples)

1. Potential funding shortages in Air Traffic due to PCS costs and contract weather costs. Conducting an in-depth review at this time (Operations Direct).
2. Participated in the CORN technical contract process. Also, participated as one of three regional representatives selected to review CORN after GAO audit.