



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 311TH HUMAN SYSTEMS WING (AFMC)
BROOKS CITY- BASE TEXAS

2 6 OCT 2006

MEMORANDUM FOR ALL USAF MENTOR-PROTEGE PARTICIPANTS

FROM: AFOPO / CCP
3315 Sidney Brooks
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SUBJECT: Criteria for the Air Force Mentor-Protege (M-P) Program
Management Reviews (PMRs)

1. The following criteria shall be used when developing PMR presentations. Only include information for the reporting period and please limit the use of graphics and color backgrounds.

A. NEEDS ASSESSMENT VALIDATION / UPDATES

- (1) Review original needs assessment.
- (2) Provide needs assessment updates and effects on program plan.

B. TECHNOLOGY / BUSINESS TRANSFER

- (1) Technology / Business Infrastructure / Business Development Transfer Activities
 - (a) Describe what was planned for the reporting period.
 - (b) Describe what was started, ongoing, or completed during the reporting period. Explain reasons for changes / delays in the schedule.
 - (c) Include conferences or seminars attended that are associated with the M-P Program.
 - (d) Associate all activities with the Work Breakdown Schedule (WBS).

C. HBCU / MI / SBDC / PTAC UTILIZATION

- (1) Describe what was planned for the reporting period.
- (2) Describe what was started, ongoing, or completed during the reporting period. Explain reasons for changes / delays in the schedule.
- (3) Provide brief course or curriculum descriptions if applicable.
- (4) Associate all activities with the Work Breakdown Schedule (WBS).

D. EXPENDITURE STATUS

- (1) Provide a summary of planned versus actual expenditures to date.
- (2) Provide a summary of projected expenditures for the next reporting period.

E. RETURN ON INVESTMENT (ROI) WORKBOOK

- (1) Provide ROI computation sheet only.
- (2) Provide ROI Workbook as separate attachment.

F. PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD

- (1) Describe technical and business transfer activities planned for the next reporting period and **include an updated schedule.**
- (2) Associate all activities with the Work Breakdown Schedule (WBS).

G. LESSONS LEARNED (IF APPLICABLE)

- (1) Mentor Lessons Learned
- (2) Protege Lessons Learned
- (3) HBCU / MI / SBDC / PTAC Lessons Learned

2. The Air Force Mentor-Protege team is looking forward to your next Program Review. If you have any questions about this criteria, please contact the undersigned at sathedia.bush@brooks.af.mil or at (210) 536-8760.



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Contracting Officer's Representative
Chief, Mentor-Protege Program

cc: 311 HSW/PKBA