

11-6. Semi-Annual A/OPC Reviews

A/OPCs and CPMs must complete semi-annual reviews within IOD to ensure adherence to internal controls, facilitate senior management’s awareness of their program’s health, and promote the interdisciplinary communication necessary for successful GPC program operations. Semi-annual reviews will be performed in IOD at the end of the March and September billing cycles. They are a consolidation of the previous six monthly reviews (20 March to 19 September and 20 September to 19 March each year).

a. **A/OPC Semi-Annual Review.** Level 4 A/OPCs must complete this review once all six prior monthly reviews have been completed. The A/OPC reviews the internal controls summary and inputs requested data for all applicable agents.

b. **OA/OPC Semi-Annual Review.** Level 3 A/OPCs must complete this review once all Level 4 A/OPCs assigned to them have completed their semi-annual reviews. The Level 3 A/OPC reviews the internal controls summary for their program, concurs with the findings, determinations, and any corrective actions planned or taken, and affirms that they have briefed results to the Head of the Activity (HA).

c. **CPM Semi-Annual Review.** CPMs (Level 2 A/OPCs) must complete this review once all Level 3 A/OPCs assigned to them have completed their semi-annual reviews.

d. **Semi-Annual Head of the Activity Briefing and Report.** A/OPCs and CPMs are required to perform the following actions:

- 1) Brief semi-annual review results to their HA and inform the HA of program strengths and concerns. Conduct the briefing before completing their semi-annual review in IOD.
- 2) Generate the Semi-Annual HA Review Report in IOD and obtain the HA’s signature on this report.
- 3) Provide a scanned version of the signed report and other review documents (as applicable) to the A/OPC at the next level above them in the hierarchy.
- 4) Certify completion by submitting the semi-annual review in IOD.
- 5) Retain final signed documents.

Table 11-3: Timeframe for IOD Monthly and Semi-annual Reviews

Monthly Review Completion Timeframe

| Role | Days after Cycle End Date |
|------------------|---------------------------|
| A/OPC (Level 4) | 30 |
| O/AOPC (Level 3) | 40 |

Monthly Review Completion Timeframe

CPM (Level 2) 55

Semi-annual Review Completion Timeframe

| Role | Completion Date |
|------------------|------------------------|
| A/OPC (Level 4) | 1 June / 1 December |
| O/AOPC (Level 3) | 30 June / 31 December |
| CPM (Level 2) | 15 July / 15 January |

e. **IOD Reports.** A/OPCs can run various reports based upon their role in IOD. These reports assist the A/OPC in identifying GPC program trends, strengths and weaknesses, and will be monitored and used in conjunction with conducting GPC annual surveillance.

Parent topic: [Chapter 11 - Management Controls and Program Oversight](#)