

**CHARTER FOR  
ACQUISITION PROCESS MODEL  
WORKING GROUP**



*Date: 31 July 2017*

## **1. EXECUTIVE SUMMARY**

To continually improve and leverage the benefits of the Acquisition Process Model (APM), SAF/AQ directed the establishment of an APM Working Group (APMWG). Through virtual collaboration on a periodic basis, the APMWG will serve an advisory role by recommending improvements to the APM as well as identifying process improvement opportunities within the APM.

## **2. PURPOSE**

This charter establishes the APMWG. The purpose of the APMWG is to:

- Recommend improvements to the content of the APM,
- Recommend improvements to the functionality of the APM, and
- Recommend continuous process improvement (CPI) opportunities within the documented APM processes.

## **3. OVERSIGHT AUTHORITY**

Per HAF Mission Directive 1-10, *Assistant Secretary of the Air Force (Acquisitions)*, the Chief Process Officer (CPO) duties include designing, approving, maintaining, standardizing, and analyzing Air Force acquisition enterprise processes.

Consistent with the direction from SAF/AQ's *Institutionalizing the APM Memorandum*, 11 Sep 16, SAF/AQX will provide guidance and oversight to the APMWG. Specifically, SAF/AQX has delegated this authority and responsibility to the CPO.

## **4. RESPONSIBILITIES**

The APM Configuration Control Board will have the following responsibilities:

- Formally accept changes to the APM.
- Provide status updates to CPO on APMWG out-of-cycle topics regarding the APM content/functional updates and CPI current and future efforts.

The APMWG will have the following responsibilities:

- Recommend improvements to the content of the APM. Such improvements may include the inclusion of documented processes not previously in the APM, the revision of documented processes in the APM, the removal of APM processes, the inclusion/revision of metadata such as metrics, and the expansion of APM process beyond ACAT I programs.
- Recommend improvements to the functionality of the APM. Such improvements may include revisions to navigation within the APM, linkages to other information sources, and revisions to the display characteristics of the APM.
- Recommend CPI opportunities within the documented APM processes.
- Provide testimonials concerning the benefits derived from using the APM.

SAF/AQXP will have the following responsibilities:

- Develop and disseminate agendas for each APMWG session
- Provide minutes from each APMWG session
- Inform the APMWG attendees of documented CPO decisions
- Develop educational materials concerning the APM
- Develop standard templates for presenting APM recommendation and process improvement opportunities
- Distribute a monthly status report of APMWG recommendations as well as CPO decisions

## **5. MEMBERSHIP**

The Chief Process Officer will chair the APMWG. The chair will schedule quarterly meetings (conducted using DCS) to discuss and prioritize APM and CPI recommendations as well as provide the status of action items previously forwarded to the CPO.

Given the inclusive nature of the APMWG, any person (military, civilian, or contractor) providing support to one or more processes depicted within the APM is eligible to participate on the APMWG. At a minimum, APMWG participants will include:

### Recommended Attendees:

- SAF/AQXP (Chief Process Officer)
- SAF/AQXP (Master Process Officer)
- SAF/AQXS (Chief Information Office)
- SAF/AQXS (Policy)
- SAF/AQXE (Enterprise Oversight/Requirements)

As we continue to evolve the APMWG, optional attendees will be added to address specific topics. Attendees may include:

### Optional Attendees:

- Standard Processes Managers (Acquisition and associated stakeholders)
- Program Executive Officers/Program Managers
- PEO/Program Office Staffs
- PEO/BES

## **6. OPERATING PRINCIPLES**

The APMWG is an open forum enabling acquisition improvements across the enterprise (both to the APM and to relevant processes). Consistent with the *Air Force Strategic Master Plan, May 2015*, the APMWG will leverage the following tenets:

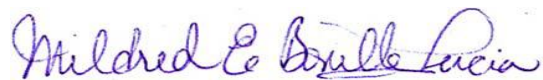
- Agility – Emphasize speed and flexibility in executing APM improvements and process improvements,
- Inclusiveness – Open to any person participating in processes within the APM, and
- Transparency – Share insights and understanding across the spectrum of participants.

## 7. APMWG PROCESS

In support of the quarterly APMWG meeting, members will use the following process:

- SAF/AQXP will distribute the draft agenda for the meeting as well as solicit topics for the subsequent meeting. The draft agenda will include the status of previously approved APM and CPI actions. Topics will be one or more of the following: recommended APM content adjustment, recommended APM functional adjustment, and recommended CPI opportunity on APM processes. (NLT 14 working days prior to each meeting)
- Members will submit suggested topics for discussion to SAF/AQXP. Members will also provide testimonials regarding benefits derived from using the APM. (NLT 7 working days prior to each meeting)
- SAF/AQXP will establish the meeting agenda and disseminate to all attendees. SAF/AQXP will also distribute a status report of prior recommendations to all attendees. (NLT 3 working days prior to each meeting)
- The attendees will discuss the new topics and prepare a consensus prioritized list of recommendations. The recommendations will be presented to the APM Configuration Control Board who will evaluate and approve the proposed recommendations. The attendees will also address any questions/concerns from the status report. (In the APMWG meeting)
- SAF/AQXP will distribute the draft minutes of the meeting. (NLT 2 working days after each meeting)
- Attendees will provide comments on the draft minutes of the meeting. (NLT 5 working days after each meeting)
- SAF/AQXP will distribute final minutes of the meeting. (NLT 7 working days after each meeting)

The APM can be accessed at: <http://afacpo.com/acpo/>. The APMWG will also leverage a SharePoint site at <https://cs1.eis.af.mil/sites/aq/CAG/aqx/apmwg/>.



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