

CHARTER FOR
ACQUISITION PROCESS MODEL (APM)
WORKING GROUPS & DECISION BOARD



Date: 22 July 2024

1. EXECUTIVE SUMMARY

To continually improve and leverage the benefits of the Acquisition Process Model (APM), SAF/AQXP has established APM Working Groups (APMWGs) and an APM Decision Board (APMDB). Through periodic virtual collaboration, APMWGs will advise the APMDB by recommending improvements to the APM and identifying improvement opportunities for processes documented in the APM. The APMDB will adjudicate improvements to the APM and recommendations the APMWGs will forward to the applicable process owners.

2. PURPOSE

This charter establishes the APMDB whose purpose is as follows:

- Drive strategic direction on utility of the tool
- Discuss content function and usage
- Implement AFI 1-2 Section 3.4 Leading Change
- Evaluate/assess topics discussed by APMWGs
- Adjudicate recommendations from APMWGs
- Review testimonials as feedback loop to ensure APM Utility

This charter also establishes the principles for an APMWG whose purpose is as follows:

- Provide recommendations to the content and/or functionality of the APM
- Leverage CPI to identify and recommend changes to the processes documented in the APM and forward APMDB-approved recommendations to the process owners

3. OVERSIGHT AUTHORITY

Per HAF Mission Directive 1-10, *Assistant Secretary of the Air Force (Acquisition)*, 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. Specifically, SAF/AQX has delegated this authority and responsibility to the CPO.

4. RESPONSIBILITIES

The APM Decision Board will have the following responsibilities:

- Approve APM content, function, and framework improvements/changes to include the following:
 - Addition, revision, or removal of documented processes
 - Addition or revision of content metadata (e.g., metrics)
 - APM expansion beyond Acquisition Category (ACAT) I programs
 - Modification of APM navigation, integration with authoritative external sources, and presentation format
- Update the CPO on APM content, function, and usage; ongoing, future, and potential CPI efforts; and topics discussed by APMWGs
- Review testimonials regarding the benefits derived from APM use, highlighting the APM's value and impact on program management

APMWGs will have the following responsibilities:

- Review and suggest enhancements to APM content to include the following:
 - Incorporating documented processes not previously included in the APM
 - Revising existing documented processes
 - Removing outdated or redundant processes

- Including/revising metadata, such as metrics, to enhance process effectiveness
- Expanding APM processes beyond ACAT I programs where applicable
- Propose enhancements to the functionality of the APM which may include the following:
 - Improving APM navigation for easier accessibility
 - Establishing linkages to other relevant information sources
 - Revising display characteristics of the APM for better user experience.
- Identify and recommend opportunities for CPI within the documented APM processes to optimize efficiency and effectiveness
- Collect testimonials highlighting APM benefits to bolster APM awareness, adoption, and usage
- Provide the APMDB recommendations, opportunities, and testimonials for consideration and adjudication

The CPI Branch within SAF/AQXP will have the following responsibilities:

- Develop and disseminate agendas and minutes for each APMDB session
- Inform APMWG attendees of documented CPO decisions
- Develop and disseminate educational materials concerning the APM
- Inform APMWG attendees of documented APMDB approvals and CPO decisions on CPI recommendations via a periodic status report and meeting participation
- Develop standard templates for presenting APM recommendations and process improvement opportunities

5. MEMBERSHIP

The CPO will chair the APMDB. The chair will schedule quarterly meetings to discuss and prioritize APM and CPI recommendations as well as provide the status of action items previously forwarded to the CPO.

Given the APMDB will be the approval authority for the APM, participation will be restricted to Branch Chiefs or their Deputies. At a minimum, APMDB participants will include the following:

Recommended Attendees

- SAF/AQXP (Chief Process Officer)
- SAF/AQXP (Master Process Officer)
- SAF/AQXS (Chief information Office)
- SAF/AQXS (Policy Branch Chief or alternative)
- SAF/AQXE (Enterprise Oversight/Requirements Branch Chief or alternative)
- SAF/AQC (Contracting)
- SAF/SQXP (Space)
- AF PEO/CM (Services)

As we continue to evolve the APMDB, *SAF/AQXP* will invite optional attendees to address specific topics.

The APMWG is comprised of any person (military, civilian, or contractor) that participates in collaboration efforts as outlined in Section 4.

The APMWGs comprises of collaboration partners from the following areas:

- Contracting
- Policy
- Services
- Digital Engineering
- AMIC

SAF/AQXP may identify additional collaboration partners to the APMWG as deemed necessary.

6. OPERATING PRINCIPLES

Both the APMDB and the APMWGs are open forums enabling acquisition improvements across the enterprise (both to the APM and to relevant processes). Consistent with the *Air Force Strategic Master Plan*, May 2015, both will leverage the following tenets:


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

7. APMDB and/or APMWG PROCESS

In support of the quarterly APMDB and monthly APMWG meetings, members will use the following process:

Task Performer(s)	Task(s)	Timing
SAF/AQXP	Distribute draft agenda <ul style="list-style-type: none"> - Action item status - Potential topics Solicit meeting topics, e.g., <ul style="list-style-type: none"> - APM content changes - APM function changes - CPI opportunities - Requested decisions 	NLT 14 working days prior to meeting
Meeting Invitees	Respond to SAF/AQXP <ul style="list-style-type: none"> - Update action items - Submit suggested topics - Provide APM usage feedback 	NLT 7 working days prior to meeting
SAF/AQXP	Publish agenda and status report	NLT 3 working days prior to meeting
Meeting Attendees	Participate in meeting/collaborate <ul style="list-style-type: none"> - Discuss topics - Brainstorm recommendations - Address action items - For APMDB, make decisions 	During meeting
SAF/AQXP	Facilitate meeting Take minutes <ul style="list-style-type: none"> - Summarize discussions - Record recommendations - Update status - Capture/review actions & decisions 	During meeting
SAF/AQXP	Distribute draft minutes	NLT 2 working days after meeting
Meeting Invitees & Attendees	Provide SAF/AQXP comments on/recommend revisions to draft minutes	NLT 5 working days after meeting
SAF/AQXP	Distribute final minutes	NLT 7 working days after meeting

If you have questions regarding this charter, please contact Mr. Brad Ferguson or Mr. Allen Farley. Access the APM at: <http://afacpo.com/acpo/>.


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