



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

11 SEP 2016

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQ

SUBJECT: Institutionalizing the Acquisition Process Model (APM)

In support of the *USAF Strategic Master Plan (May 2015)* and SAF/AQ Priorities, as well as to meet specific guidance from the USECAF and VCSAF, SAF/AQ is working to institutionalize the APM across the acquisition community.

The APM provides an authoritative source to support the continuum of acquisition processes derived from law, policy, and/or guidance. The APM should serve as a valuable tool to PEOs, PMs and their staffs in obtaining up-to-date acquisition guidance and also in providing a helpful visual representation of the various processes that programs are required to complete.

We would also like the APM to serve as an avenue for pursuing acquisition-related continuous process improvement (CPI) initiatives. Within the *USAF Strategic Master Plan*, SAF/AQ has been charged to pursue "Agility" for the Air Force and the APM can assist us in identifying opportunities for efficiencies and streamlined processes.

To this end, I have requested my staff take the following actions:

- Continue to provide training on the content and functionality of the APM.
- Revise relevant policy and guidance to incorporate references to the APM.
- Maintain a standing APM Working Group, comprised of Air Staff, PEO Staff and PMs, where specific CPI initiatives can be explored and refined for approval by my office.

To date, over 450 acquisition professionals have been trained in the use of the APM, enabling over 47 enterprise-level CPI events. I ask for your continued support in encouraging your personnel to attend APM training, to utilize the system and to identify desired improvements that would make the APM a more useful tool. I also ask for your help in soliciting CPI opportunities from your program managers and staff.

SAF/AQXP has the lead for managing the APM and implementing SAF/AQ CPI efforts. Please contact Ms. Mildred Bonilla-Lucia or Maj Todd Dawson, (DSN: 260-0408) or the SAF/AQXP workflow email [usaf.pentagon.saf-aq.mbx.saf-aqxp-workflow@mail.mil](mailto:usaf.pentagon.saf-aq.mbx.saf-aqxp-workflow@mail.mil) regarding APM or CPI efforts.

A handwritten signature in cursive script, reading "Darlene J. Costello".

DARLENE J. COSTELLO  
Performing the Duties of Principal Deputy  
Office of the Assistant Secretary of the Air Force  
(Acquisition & Logistics)

3 Attachments:

1. APM Executive White Paper
2. [SAF/AQ Priorities](#)
3. [2016 AQ CPI Plan](#)

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