



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

Office Of The Assistant Secretary

2 MAY 2003

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)

FROM: SAF/AQC  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: Contracting Assessment Program (CAP)

The Assistant Secretary of the Air Force (Acquisition), who is responsible for the overall supervision of the Air Force acquisition system, has delegated the responsibility for functional management and direction of contracting activities to the Deputy Assistant Secretary (Contracting)(SAF/AQC).

I decided to continue the CAP as instituted by my predecessor. This program will annually help determine the health of Air Force Contracting. The CAP consists of assessments in five areas: (1) overall MAJCOM/DRU leadership; (2) customer support; (3) sound business judgment; (4) implementation of high-priority policy initiatives; and, (5) statutory compliance.

A primary tool in this health assessment is the Procurement Management Assessment (PMA) that we will conduct at MAJCOMs/DRUs and Centers. The PMA's objectives are to review contracting operations, collect and/or receive feedback on the effectiveness and efficiency of current contracting policy, and to collect and share best practices within the Air Force.

The details of the CAP are found in the "Contracting Assessment Program, Concept of Operations" on the SAF/AQC web site at <http://www.safaq.hq.af.mil/contracting/CAP/index.htm>.

The "Air Force Procurement Management Assessment Guide" is located on the same web site. SAF/AQC conducted the first PMA at Air Mobility Command in December 2002. The report and AMC's best practices are located on the web site identified above. The next Air Force Acquisition Circular will include the CAP. My point of contact is Mr. David Powell, SAF/AQCP, at DSN 425-7062, (703)-588-7062, or e-mail [david.powell@pentagon.af.mil](mailto:david.powell@pentagon.af.mil).

A handwritten signature in black ink, appearing to read "Charlie E. Williams, Jr.", written in a cursive style.

CHARLIE E. WILLIAMS, JR.  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)