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AIR FORCE TEST CENTER**

**AIR FORCE TEST CENTER
INSTRUCTION 90-601**



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This publication implements Air Force Materiel Command (AFMC) Corporate Structure, AFMC Instruction (AFMCI) 90-601. This instruction provides guidance and procedures for the Air Force Test Center (AFTC) Corporate Structure. It applies to all AFTC organizations and attached associated units that receive support from the AFTC including the Air Force Reserve and Air National Guard (ANG), except where noted otherwise. The AFTC Corporate Structure uses the AFTC Council as the enterprise deliberation body. The AFTC Council charters boards, working groups, and panels to develop functional area products and recommendations for the council. Roles and responsibilities of the AFTC Chairs, Members, and Secretariat are described within. This document has been Tiered IAW AFI 33-360, Publications and Forms Management. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement (requires AFTC/CC approval). Route waiver requests through the chain of command or to the Publication OPR for non-tiered compliance items. See AFI 33-360 for a description of the authorities associated with the Tier numbers. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, Recommendation for Change of Publication. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination before certification and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer,

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include roles and responsibilities updates for all participants and other clarifications. In addition, the document has been Tiered IAW DAFI 33-360. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) compliance waiver authority (AFTC/CC approval).

Chapter 1

PROGRAM OVERVIEW

1.1. Overview. The AFTC Corporate Structure facilitates and provides the framework within which to review center-wide issues from a corporate viewpoint to maximize decision-making effectiveness. The AFTC Council provides a transparent forum where AFTC leaders can apply their collective judgment and experience to affect the major programs, processes, policies, objectives, and resource allocations of the test and evaluation (T&E) enterprise. The AFTC Corporate Structure operates under the guidelines specified by Headquarters Air Force Materiel Command (AFMCI 90-601, *Corporate Structure*).

1.2. Primary Objective. The primary objective of the AFTC Corporate Structure is to ensure the effective and efficient allocation of AFTC resources using AFTC-focused, capabilities-based viewpoints and maximize planning at a centralized level using a defensible, repeatable, and transparent method. The process uses a multifunctional, cross-staff perspective on key issues; enhances responsiveness to program issues; supports corporate decision-making; and removes organizational barriers.

1.3. The AFTC Corporate Structure enables:

1.3.1. Enterprise solutions which align to the AFTC Strategic Plan.

1.3.2. Center perspective for topics requiring AFTC/CC's review, vector, and/or approval.

1.3.3. Requirement and resource positions aligned to Department of Defense (DoD), AF, AFMC, and AFTC strategic guidance and priorities.

1.3.4. Evaluation of AFTC performance through strategic metrics.

1.4. The AFTC Corporate Structure. Does not replace AFTC crisis management processes and procedures governed by AFMCI 10-105, Crisis Command and Control, and AFMC HOI 10-1, Crisis Response –AFMC Crisis Action Team and Battle Staff.

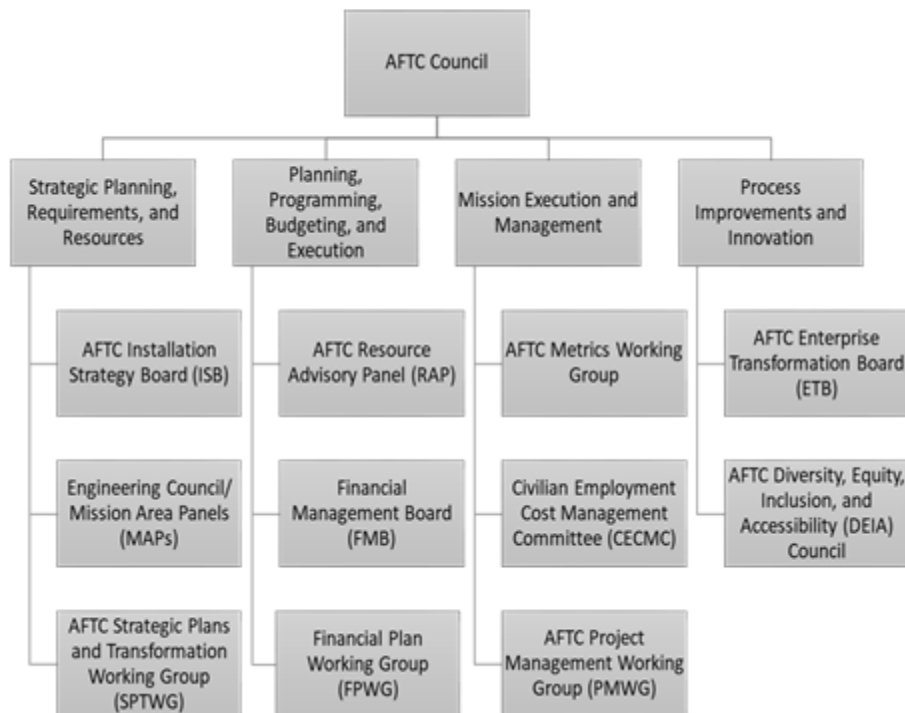
Chapter 2

ORGANIZATION

2.1. Organization. The AFTC Council serves as the senior decision-making body providing strategic direction for the AFTC. The AFTC Council identifies and finds solutions to key issues impacting the AFTC. It is the responsibility of the AFTC Council to formulate plans, establish priorities, and allocate resources among the various AFTC organizations. The AFTC/CC (or designee) is the decision authority for the Council.

2.2. AFTC Council Purpose. The AFTC Council charters boards, working groups, and panels to develop functional area products and recommendations for the council. In addition, certain subordinate councils provide inputs to the AFTC Council. The Council may direct formation of Committees or Special Purpose Working Groups to address new areas. The figure below depicts the four functional areas addressed by the AFTC Council and the bodies that provide inputs to these areas.

Figure 2.1. AFTC Council Functional Areas.



2.3. AFTC Council Composition. The AFTC Council composition is shown in the figure below.

Figure 2.2. AFTC Council Chair.



Chapter 3

ROLES AND RESPONSIBILITIES

3.1. Input Sources.

3.1.1. AFTC Installation Strategy Board. Chair: AFTC/CV, Alt Chair: AFTC/XR. Provides an enterprise-wide strategic installation planning process for AFTC construction, sustainment, restoration, or modernization facility/infrastructure projects and provides oversight and direction to wing/wing-equivalents in the area of installation planning.

3.1.2. Engineering Council. Chair: AFTC/EN. Provides a forum to discuss engineering and science and technology priorities.

3.1.3. AFTC Mission Area Panels. Chairs: AFTC/CZs. These panels are aligned to the Department of Defense (DoD) Test Resource Management Center Investment portfolios (strategic and foundational) and consist of groups of experts in that area, XP and EN representatives, capability owners, and other stakeholders. The panels assist and advise AFTC leadership to effectively position the AFTC enterprise to create the capabilities critical to developing and fielding future weapons systems.

3.1.4. AFTC Strategic Plans and Transformation Working Group. Chair: AFTC/XR. Forum used to discuss AFTC and wing strategic plans and improvement/innovation efforts to ensure alignment within the enterprise and support of AFMC, AF, and DoD strategies.

3.1.5. AFTC Resource Advisory Panel. Chair: AFTC/XP. Formed to ensure cross-functional communication in support of the planning, programming, budgeting and execution process.

3.1.6. Financial Management Board (FMB). Chair: AFTC/FM. Provides a forum to update senior leadership on AFTC's overarching financial status. The decision support provided allows for a streamlined program analysis of the resources under leadership's purview while also considering the most effective use of available or lagging resources.

3.1.7. Financial Plan (FinPlan) Working Group (FPWG). Chair: AFTC/FM. Forum to validate, integrate, and propose priorities for the annual AFTC FinPlan development before submission for AFTC Council approval. The annual FinPlan determines the baseline for the next Fiscal Year (FY) and is accomplished by allocating available funding to test requirements.

3.1.8. AFTC Metrics Working Group. Chair: AFTC/XR. This enterprise-wide group collects and analyzes data from across the AFTC to help leadership monitor T&E mission performance and take action on key issues impacting test project performance.

3.1.9. Civilian Employment Cost Management Committee. Chair: AFTC/CA. This forum conducts civilian pay/work-year execution reviews and develops cross-cutting human capital strategies within the enterprise framework that align with AFTC mission, goals and objectives.

3.1.10. AFTC Project Management Working Group. Chair: AFTC/XR. Maintains oversight and support of enterprise-wide project management policies, training, and tools to support agile, responsive, and cost-effective test and evaluation for our customers.

3.1.11. AFTC Enterprise Transformation Board. Chair: AFTC/CCC. Alt Chair: AFTC/XR. This body is intended to shape the evolution of the AFTC by deliberately and systematically assessing the current state of the enterprise processes and functions to identify fundamental changes that would provide the greatest potential for significant, enterprise-wide improvement, innovation, and return on investment. It also has oversight of continuous process improvement and innovation activities across the AFTC.

3.1.12. AFTC Diversity, Equity, Inclusion and Accessibility Council. Chair: AFTC/DP. This Council's goal is to create a work environment that will allow the AFTC to recruit and retain a workforce that reflects the local community, the nation and the world. The Council provides a forum for sharing programs and practices that have proven effectiveness in enhancing diversity and inclusion and will synchronize efforts across all geographic locations.

3.2. AFTC Council.

3.2.1. The AFTC Council is the top level in the AFTC Corporate Structure Decision making body. The AFTC Council allows Senior Leadership the opportunity to hear topic recommendations, and serve as a decision-making authority. The AFTC Council meets at the AFTC Council Chair's direction and may be held via virtual forums (such as DAF365 Teams) or Video Teleconference (VTC) room connections.

3.2.2. The AFTC Council is chaired by AFTC/CC. The AFTC Council Chair may delegate to AFTC/CA, AFTC/CV, or AFTC/DS.

3.2.3. The AFTC Council is comprised of the Chair, the wing/wing-equivalent commanders (voting members), headquarters (HQ) 2-letter Directors/Functionals, the AFTC Chief Master Sergeant, the AFTC Air Force Reserve Advisor, and the AFTC/CZ Senior Advisors. AFTC/XR serves as the secretariat.

3.2.4. The AFTC Council members will:

3.2.4.1. Consider all inputs and dissenting views.

3.2.4.2. Ensure Subject Matter Experts are available to support topic discussions.

3.2.5. The AFTC Council Chair will:

3.2.5.1. Retain final decision authority for topics requiring resolution (T-3).

3.2.5.2. Retain final decision authority for attendees (T-3).

3.2.5.3. Determine rules of engagement to capture stakeholder equities as applicable (T-3).

3.2.6. The Topic Presenter will:

3.2.6.1. Submit their topic to the AFTC Council Secretariat at least two weeks prior to the desired meeting date. Refer to the AFTC Council SharePoint site to see if there is already a topic scheduled for the desired date. In that case, an alternative date will be needed.

3.2.6.2. Submit read-ahead material to the AFTC Council Secretariat at least four business days prior to the AFTC Council. The designated format is located on the AFTC Council SharePoint Site (see Attachment 1, Uniform Resource Locator (URL)).

3.2.6.3. Document action items for their presented topic and submit them to the AFTC Council Secretariat within three business days following the AFTC Council.

3.2.7. The AFTC Council Secretariat will:

3.2.7.1. Work with AFTC leadership to gain topic approval.

3.2.7.2. Work with AFTC executive staff to schedule Council meetings based on leadership availability.

3.2.7.3. Work with AFTC executive staff to update the AFTC Council email distribution list.

3.2.7.4. Advise Topic Presenters on read-ahead material format and deadlines.

3.2.7.5. Ensure topics presented are prepared according to AFTC/CC direction.

3.2.7.6. Update the topic schedule on the AFTC Council SharePoint site (see Attachment 1, URL).

3.2.7.7. Schedule the DAF365 Teams meeting, the Video Teleconference (VTC) room, or other meeting room, as appropriate.

3.2.7.8. If VTC is used, work with the AFTC executive staff to ensure Council members at other sites have the information needed to connect properly.

3.2.7.9. Develop and send AFTC Council email notices that include the agenda, the link to online read-ahead materials, meeting specifics (DAF365 Teams connection information and/or meeting room locations), and points of contact. The AFTC executive staff will use the email notices to update the Outlook Calendar meeting invitation before sending to the AFTC Council members.

3.2.7.10. Update the AFTC Council SharePoint site (see Attachment 1, URL) with read-ahead materials.

3.2.7.11. Take notes during Council meetings and use those to develop AFTC Council documentation in the abbreviated format approved by the AFTC Council.

3.2.7.12. Coordinate AFTC Council documentation through Topic Presenters.

3.2.7.13. Submit AFTC Council documentation for approval to the AFTC Council chair for the meeting or AFTC/CA (when AFTC/CA or AFTC/CC chairs).

3.2.7.14. Post topic material and approved Council documentation on the AFTC Council SharePoint Site (see Attachment 1, URL).

3.2.7.15. Track action items to completion (T-3).

3.2.8. The AFTC e-Council provides an alternative method to execute the AFTC Council. The AFTC e-Council should only be used for routine, non-controversial topics or when timeline dictates. The AFTC Council Chair retains final authority in determining the appropriate use of this alternative.

3.2.8.1. The AFTC Council Secretariat will work with the Topic Presenter to generate an email that provides an overview of the topic, points to the online read-ahead materials, and instructs the Council members on expected actions (e.g. review of informational material or review and advise on decisional material). The email will include a clear suspense.

3.2.8.2. AFTC Council members will review material and provide appropriate responses by the suspense date.

3.2.8.3. The AFTC Council Secretariat will provide the AFTC Council Chair with the results, including any AFTC Council Member responses received.

3.2.8.4. The AFTC Council Secretariat will draft documentation and complete the same Council documentation coordination and approval process as for regular AFTC Council meetings.

3.2.8.5. The topic material and documentation will be posted to the AFTC Council SharePoint site.

EVAN C. DERTIEN,
Major General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 33-360, *Publications and Forms Management*, 12 July 2021

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFMCI 90-601, *AFMC Corporate Structure*, 19 March 2020

AFMCI 10-200, *AFMC Crisis Command and Control*, 24 October 2019

AFTC Council main page:

<https://usaf.dps.mil/sites/21396/AFTC/CAG/council/SitePages/Home.aspx>

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFTC—Air Force Test Center

AFMC—Air Force Materiel Command

AFMCI—Air Force Materiel Command Instruction

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

DoD—Department of Defense

FinPlan—Financial Plan

FMB—Financial Management Board

FPWG—FinPlan Working Group

HQ—Headquarters

IAW—In Accordance With

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

T&E—Test and Evaluation

URL—Uniform Resource Locator

VTC—Video Teleconference