

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 90-601**



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Specialty Management

CORPORATE STRUCTURE

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This publication implements Air Force Testing Center (AFTC) Corporate Structure, AFTC Instruction (AFTCI) 90-601. This instruction provides guidance and procedures for the Arnold Engineering Development Complex (AEDC) Corporate Structure. It applies to all AEDC organizations. The AEDC Corporate Structure utilizes the AEDC Integration Board as the Wing deliberation body and the AEDC Executive Council as the Wing decision body. The AEDC Executive Council charters panels, committees, and working groups/teams to stand up forums for product development, cross-functional collaboration, and information sharing. Roles and responsibilities of the Chairs, Membership, and Secretariat are described within each body's charter. 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*. 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).

1. Overview. The AEDC Corporate Structure (See Figure 1.0 below) facilitates and provides the framework within which to review Complex-wide issues from a corporate viewpoint to maximize decision-making effectiveness. The various Councils, Boards, Panels, and Committees which are detailed in the below referenced AEDC Corporate Structure provide a forum for transparent decision-making where AEDC leaders and subject matter experts 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) mission set. The AEDC Corporate Structure operates under the guidelines specified by Headquarters Air Force Test Center (AFTCI 90-601, Corporate Structure).

1.1. The primary objective of the AEDC Corporate Structure is to increase overall management effectiveness utilizing a defensible, repeatable, and transparent method applying cross-functional judgement, experience, and analysis. Funneling Complex-wide issues through an integrated process to ensure issues are fully staffed and all perspectives addressed while making informed decisions and developing recommendations for the commander is paramount.

1.2. The structure does not supplant the functional staff or the AEDC Organizational structure, but rather enhances it and provides balance when making integrated decisions.

1.3. The AEDC Corporate Structure enables:

1.3.1. Enterprise solutions which align to the AEDC Strategic Plan and higher headquarters (HHQ) directives.

1.3.2. Complex perspective for topics requiring the AEDC Commander's (AEDC/CC) review, vector, and/or approval.

1.3.3. Decision-making at the lowest appropriate level.

1.3.4. The facilitation of structured, transparent, and well-socialized decision-making, including consideration of all inputs and dissenting views.

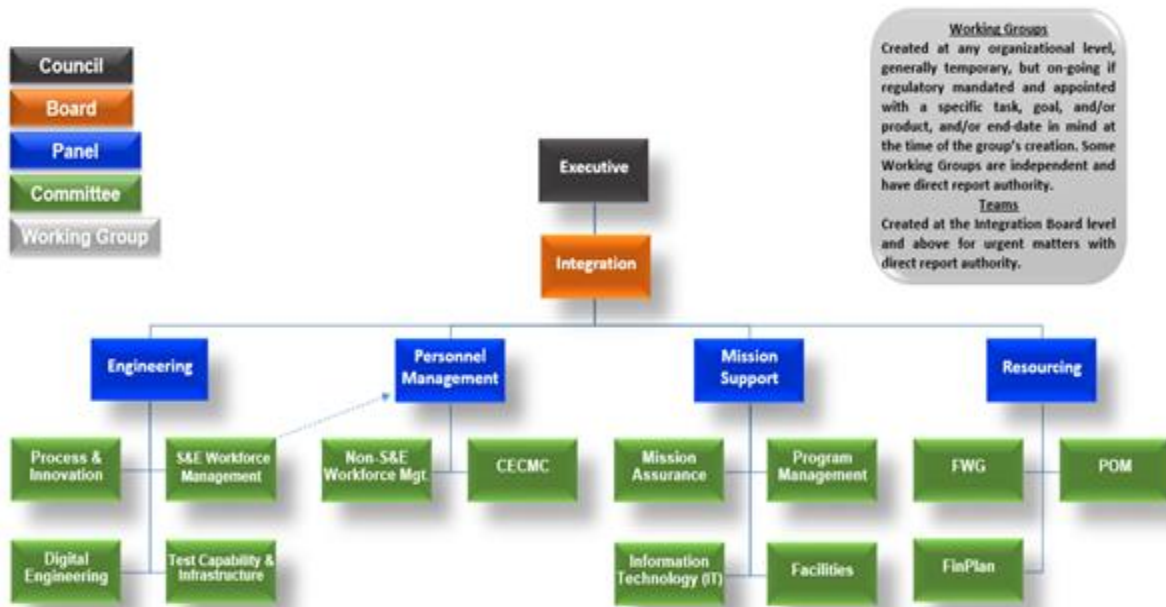
1.3.5. Cross-complex information sharing.

1.4. The AEDC Corporate Structure does not replace AEDC crisis management processes and procedures governed by AEDCI 10-200, Crisis Action Team (CAT).

2. Organization.

2.1. The AEDC Corporate Structure is designed to facilitate transparent, expedient, and collaborative decision-making and information sharing. The AEDC Executive Council is the final decision-making body for Complex-level positions, resourcing activities, and policy choices. The AEDC Integration Board oversees the Corporate Structure and serves as gatekeeper to the Council by determining which issues need to be elevated to the Executive Council for consideration or decision by the AEDC/CC and ensures that issues are decision ready with stakeholder coordination. The various Panels and Committees displayed in **figure 1** provide forums for actively working issues or efforts and retain authority for decisions within their scope of organizational responsibility. Each organization reflected in the AEDC Corporate Structure operates according to the organization's charter informed by the AEDC Corporate Structure Guide. The AEDC Corporate Structure facilitates processes and is not a replacement for AEDC's organizational structure.

Figure 1. AEDC Corporate Structure.



2.2. Topics and information are sequentially elevated (unless otherwise noted in the organization’s charter) through the AEDC Corporate Structure, including unresolved concerns not achieving consensus, which will be encapsulated in meeting minutes and addressed in compliance with the various organizational charters. Note: Some organizations have direct report authority (e.g. AFI driven) to the Executive Council and/or are input sources only for cross-complex information sharing. See organizational charters for details.

3. Roles and Responsibilities.

3.1. Roles and responsibilities of persons and organizations within the AEDC Corporate Structure are set forth in detail in the AEDC Corporate Structure Guide and organizational charters for Council, Board, Panel, and Committee levels. The AEDC Corporate Structure Guide and accompanying charters are incorporated into this instruction by reference. The below descriptions are intended to serve as a brief overview of the various organizational bodies that constitute the AEDC Corporate Structure.

3.2. Executive Council. The AEDC Executive Council serves as the final decision-making body for Complex-level approval and subsequent submissions to Higher Headquarter (HHQ) offices or outside stakeholders. The AEDC Executive Council is chaired by the AEDC Commander (AEDC/CC).

3.3. Integration Board. The AEDC Integration Board serves as the wing’s deliberating and coordinating body for AEDC-wide issues, policies, and resourcing decisions, to provide unified goals and products in support of the AEDC/CC vision. The Integration Board is chaired by the AEDC Vice Director (AEDC/DV).

3.4. Engineering Panel. The AEDC Engineering Panel provides a forum for information-sharing and resolving engineering and technical management issues at the Complex level.

3.5. Personnel Management Panel. The AEDC Personnel Management Panel facilitates information sharing and coordinates Complex-wide personnel decisions and initiatives.

3.6. Mission Support Panel. The AEDC Mission Support Panel facilitates information sharing and problem solving for installation, infrastructure, and operational support functions across the Complex.

3.7. Resourcing Panel. The AEDC Resourcing Panel provides a forum for leadership across the complex to integrate, finalize, approve, and communicate resourcing decisions.

3.8. Input Sources. All levels below the Executive Council serve as both input and decision-making authorities when appropriate and within the scope of their charters.

3.9. Decision Authority. The AEDC Commander through the Executive Council retains final decision authority unless delegated to a lower level. The Chairs for each organization retain final decision authority for decisions within the scope of their functional organizations and in compliance with their Corporate Structure organizational charters.

3.10. Chairs. The Chairperson of each organization is generally responsible for making decisions, controlling meetings, establishing subordinate groups as needed, acting as the organizational representative, and approving agenda requests and meeting invitations in coordination with the Secretariat. The Chairperson's specific responsibilities are memorialized in the Corporate Structure's organizational charter.

3.11. Organizational Memberships. Memberships are generally comprised of voting and non-voting members that serve as subject matters experts, workplace representatives/leaders, and/or functional advisors. Members are generally responsible for attending and participating in meetings; communicating, representing, and advocating for the interests of their workplace; acting as input resources, and disseminating appropriate information garnered from the Corporate Structure process through their functional and organizational chain. The Membership's specific responsibilities are memorialized in the Corporate Structure's organizational charter.

3.12. The Secretariat for each organization is generally responsible for scheduling meetings, developing agendas, recording attendance, taking minutes, and overseeing information sharing on the Corporate Structure's organization information sharing platforms. The Secretariat's specific responsibilities are memorialized in the Corporate Structure's organizational charter.

3.13. The AEDC Corporate Process is a dynamic construct subject to change to meet the needs of the mission. The AEDC Strategic Plans & Transformation Branch (AEDC/XPT) is the office responsible for oversight of the corporate process. As such, any question regarding the Corporate Structure and/or corporate processes to include access and/or questions regarding the Corporate Structure SharePoint site may be directed to AEDC.XPT.Workflow@us.af.mil.

RANDEL J. GORDON, Colonel, USAF
Commander

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

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

AFTCI 90-601, *AFTC Corporate Structure*, 28 April 2022

AEDC *Corporate Structure Guide*, 30 December 2022

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEDC—Arnold Engineering Development Complex

AEDC/CC—Arnold Engineering Development Complex Commander

AEDC/DV—Arnold Engineering Development Complex Vice-Director

AF—Air Force

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AFTC—Air Force Test Center

AFTCI—Air Force Test Center Instruction

CAT—Crisis Action Team

HHQ—higher headquarters

IAW—in accordance with

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

T&E—Test & Evaluation

Office Symbols

AEDC/XPT—Arnold Engineering Development Complex Plans and Programs