

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 90-107

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Command Policy

AETC RIGHT WAY PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AEPD 90-1, *Policy Formulation*. It establishes the AETC Right Way Program, which applies to all AETC personnel (military and/or civilian). It does not apply to the Air National Guard or the Air Force Reserve Command. The instruction provides an overview of the program, explains its responsibilities, and outlines its requirements.

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

1. Overview. "Right Way" indicates a desire to do things the right way. Thus, the AETC Right Way Program is designed to encourage AETC personnel (military and/or civilian) to identify problems, processes, procedures, and/or infrastructure shortfalls that require command-level interest, emphasis, and/or resources. This identification should attempt to improve issues in one or more of the following areas:

- 1.1. Functionality.
- 1.2. Safety.
- 1.3. Productivity.
- 1.4. Environment.
- 1.5. Morale.
- 1.6. Quality of life.
- 1.7. Efficiency or costs.

1.8. Mission accomplishment.

2. Procedures for Submitting a Right Way Initiative:

2.1. An AETC member identifies a problem, process, procedure, or piece of infrastructure (as highlighted in paragraphs 1.1 through 1.8) that he or she believes command-level emphasis, interest, and/or resources would help improve.

2.2. The AETC member forwards this initiative through his or her chain of command (via a nomination package) to the AETC Director of Staff (HQ AETC/DS) for submission to the AETC Commander (AETC/CC) or Vice Commander (AETC/CV) for approval. The initiative nomination package will include the following:

2.2.1. A cover memorandum to HQ AETC/DS, signed by the appropriate director, chief of special staff, or numbered Air Force (NAF) commander.

2.2.2. A one-page document, addressing the problem, process, procedure, or piece of infrastructure to be highlighted under the program; background information; and required resources.

3. Responsibilities. Once the package is approved by AETC/CC or AETC/CV:

3.1. HQ AETC DS will:

3.1.1. Appoint an AETC point of contact (POC) for the initiative.

3.1.2. Forward the initiative package to HQ AETC/DSEA for quarterly monitoring and tracking by the AETC POC.

3.2. The AETC POC will brief the initiative's updates and status quarterly at a Wednesday AETC Staff Meeting. **NOTE:** The initiative will be briefed for 1 year until the problem, process, procedure or infrastructure is improved. At the end of the year, the initiative will be reviewed to determine if another year of command-level emphasis or resources is needed.

3.3. HQ AETC/CCX will:

3.3.1. Maintain a list of current AETC Right Way Program initiatives.

3.3.2. Help the AETC POC prepare and standardize his or her quarterly initiative briefing.

3.3.3. Forward the briefing to HQ AETC/DS for approval before the briefing is given to the AETC/CC or AETC/CV.

3.4. HQ AETC Assistant Director of Staff will:

3.4.1. Manage the overall AETC Right Way Program.

3.4.2. Ensure each initiative briefing is posted to the AETC Command Section web page (<http://www.aetc.randolph.af.mil>).

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Director of Staff