BY ORDER OF THE COMMANDER
913TH AIRLIFT WING

913 AW INSTRUCTION 90-502
1 AUGUST 1996

Command Policy

PREPARATION AND USE OF 913 AW FORM 16 , CHARTER AND RECORD OF PROCESS ACTION TEAM/ WORKING GROUP ACTIVITIES AND 913 AW FORM 17, RECOMMENDATION OF PROCESS ACTION TEAMS/WORKING GROUPS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 90-5. It defines Process Action Teams (PAT) and Working Groups (WG). It also provides guidance on the use of 913th Airlift Wing Form 16, Charter and Record of PAT/WG Activities and 913th Airlift Wing Form 17, Recommendation of PATs/WGs.

Section 1 -- Introduction

1.1. A systematic method of monitoring and documenting all PAT/WGs within the 913th Airlift Wing is essential to all our continuous improvement efforts.

1.2. The 913 AW Form 16, Charter and Record of Process Action Team/Working Group Activities is used to document all meetings of all Wing PATs/WGs.

Section 2 -- Definitions

2.1. Process Action Team (PAT). A Process Action Team is the title of a team that is formed to fully execute all steps of the Problem Solving Process (PSP) or Quality Improvement Process (QIP).

2.2. Working Group (WG). A working group is a team formed that uses quality tools but does not execute the entire PSP or QIP.

2.3. Cross Functional Team. A cross functional team is any PAT/WG whose members come from different organizations. For example, a working group comprised of personnel from the 913 MXS, 327 AS, 913 AW/FM, and the 913 CES would be cross functional because its members come from the Wing Staff, LG, SPTG and OG.

Section 3 -- Responsibilities

3.1. All Commanders are responsible for ensuring all opportunities for PATs/WGs are realized and documented (through the Quality Office) using 913th AW Form 16.

3.2. All members of the 913 AW are encouraged to suggest their ideas for PAT/WG action to their respective supervisor and/or commander.

3.3. The 913th Quality Office is responsible for tracking all PATs/WGs and collecting required documentation for inclusion in Wing Unit Self Assessments. The Quality Officer and Advisor are also responsible for providing facilitators and/or guidance to PATs/WGs upon request.

3.4. The Wing Commander charters all PATs/WGs within the Wing Staff organizations and cross functional teams that are comprised of members from two or more of the Groups using 913 AW Form 16.

3.5. Group Commanders charter all cross functional PATs/WGs within their Groups using 913 AW Form 16.

3.6. Squadron/Flight Commanders charter all cross functional PATs/WGs within their squadron/flight using 913 AW Form 16.

3.7. Section supervisors charter all PATs/WGs within their section/branch using 913 AW Form 16.

3.8. PAT/WG leaders coordinate with the 913 AW/CCX for Charter and PAT/WG documents prior to the first meeting.

Section 4 -- Procedures

4.1. The 913 AW Form 16, Record of Process Action Team/Working Group Activities, is used to record the minutes of all PAT/WG meetings as well as Member attendance.

4. 2. The ground rules for overall management of the 913th Airlift Wing PATs/WGs are:

4.2.1. All PATs/WGs are formed at the discretion of the commissioning authority (see para 3).

4.2.2. Meeting Dynamics will be used to conduct all meetings. As a minimum, a team leader, scribe and time keeper will be appointed. A copy of the minutes will be signed by the team leader and forwarded to CCX after each team meeting. Minutes may be written on a "white board" and a copy attached to the 913 AW Form 16, or documented directly onto the 913 AW Form 16.

4.2.3. Recommendations of PATs/WGs can only be implemented with the approval of the commissioning authority.

4.2.4. The approval authority must insure that the appropriate data and process (PSP or QIP) have been used and that the data is valid and supports the teams recommendation.

4.2.5. When a WG makes a recommendation , managers at all levels must ensure that they properly label the recommendation the result of a WG and not a PAT.

4.2.6. WGs will be upgraded to Process Action Teams when the data indicates the PSP or QIP must be utilized to attain the team's goal.

Section 5 -- Instructions

5.1. Instructions for completing the 913 AW Form 16 are:

5.1.1. Block 1. Enter the date the team leader receives the team charter.

5.1.2. Block 2. Enter the current date.

5.1.3. Block 3. Enter the projected date of the next team meeting.

5.1.4. Block 4. Check the appropriate PAT/WG blocks. Enter the team charter (objective or purpose of the team).

5.1.5. The person chartering the team will sign as the Charter Authority.

5.1.6. Block 6. Enter the team members names. Always indicate behind each team member's name a "P" for present or an "A" for absent.

5.1.7. Block 7. Enter your team meeting minutes here.

5.1.8. Block 8. Enter the meeting leader's printed/typed name.

5.1.9. Block 9. The meeting leader signs his/her signature.

5.2. Instructions for completing the 913 AW Form 17 are:

5.2.1. Block 1. Enter the date of the meeting.

5.2.2. Block 2. Enter the objective of the PAT/WG, for example “To solve the excessive time lag between submitting the work request and gettting the job started” or “Human Resource Development PAT”.

5.2.3. Block 3. Enter the team’s recommendation in this area.

5.2.4. Block 4. Print or type in the team leader’s name and telephone number.

5.2.5. Block 5. The team leader authenticates the meeting with his/her signature here.

5.2.6. Block 6. Enter an “X” for the appropriate action.

5.2.7. Block 7. Type or print the charter authorities name.

5.2.8. Block 8. The charter authority signs her/his signature.

Section 5 -- Availability. The 913 AW Form 16 and 17 are available through the local area network. The forms can also be obtained through the servicing Publications Distribution Office as an Electronic Form.

Section 6 -- Disposition. Dispose of the 913 AW Form 16 and 17 in accordance with AFMAN 37-139, Table 38-2, rule 11.

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Commander