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**POTENTIAL BEST PRACTICE**

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<b>Category</b>	HCS
<b>Process or Product Descriptive Title</b>	Facility Executive Summaary
<b>Element Identifier</b>	HCS.1.1.1
<b>Element Title</b>	Material Issue
<b>Facility</b>	17 Medical Group, Goodfellow AFB, TX 76908
<b>Background</b>	In the past when questions arose concerning facility issues the facility manager would spend hours researching the status of issues concerning facility infrastructure. This process would routinely include hours of research at the civil engineering branch.
<b>Method</b>	The 17th Medical Group has developed a comprehensive exectutive summary that is a living document and is kept current by the Medical Logistics staff. The logistics staff provides an annual briefing to the executive staff concerning the events of the previous year.
<b>Conclusion</b>	This living document provides the staff of the medical group with finger tip access to information concerning critical data related to the facility to include cost, depreciation, scheduled projects and the status of current projects. This ensures the executive staff has the needed information to make decisions involving the Environment of Care.

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Inspectors identify potential best practices during the inspection process.