

**BY ORDER OF  
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 36-108**

**5 JUNE 2000**

**Personnel**



***SEQUENTIAL ASSIGNMENTS FOR AFIT GRADUATE FACULTY***

**COMPLIANCE WITH THIS PUBLICATION IS MANADATORY**

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This instruction prescribes policies and procedures for implementing and administering the sequential assignment program of military graduate faculty members.

***SUMMARY OF REVISIONS***

Source of nomination packages identified as AFIT/EN. Program objective (para 3) changed. Nominee prerequisites (para 4.3) modified.

**1. Terms Explained.** Sequential Assignments. Appointment of military faculty members to faculty positions in the Air Force Institute of Technology (AFIT) Graduate School of Engineering and Management for extension of tours of up to four years.

**2. Policy.**

2.1. AFIT Commandant may nominate up to 16% of total authorized military graduate faculty strength for sequential assignments. AFIT/EN may nominate up to 16% of the school's authorized military faculty to the Commandant. The sequential assignment package will be forwarded through HQ AETC/DP to HQ AFPC for approval.

2.2. HQ AETC or HQ AFPC may choose to terminate the sequential assignment. When this is the case, HQ AFPC will be requested to remove the assignment availability code making the member available for reassignment. Termination of a sequential assignment may be approved by HQ AETC/DP or HQ AFPC for any of the following reasons:

2.2.1. Promotion to the grade of colonel.

2.2.2. Upon the individual officer's request and with the concurrence of the Commandant.

2.2.3. Termination determined by the Commandant or HQ AFPC to be in the best interest of the officer, the Institution, or the Air Force.

**3. Objective of the Sequential Assignment Program.** To ensure continued high level of education by providing continuity of research and expertise by maintaining a level of at least 16% of long-term military faculty who have the combination of leadership and technical expertise to provide quality education.

#### **4. Selection Procedures.**

4.1. Candidates for sequential assignments will be recommended to the AFIT Commandant by the AFIT/EN dean. The assignment recommendation will be prepared in letter format by the school as the Commandant's nomination through HQ AETC and will be Tab One on the staff summary sheet. HQ AETC will coordinate and transmit to HQ AFPC for approval. The recommendation should address the specific reasons why this officer should be placed on a sequential assignment for the period requested, why a sequential assignment is more advantageous than a normal one-year extension of tour, and what specific duties, projects or programs would be interrupted by the officer's loss. The attachment to this letter, not to exceed two pages, should contain an educational and operational summary of accomplishments the nominee achieved while assigned to the Institution or that will benefit the Institution. This summary should be specific and document what the officer has done that makes his/her continued assignment to the Institution imperative.

4.2. The staff summary sheet will be routed through AFIT/MS, CCE, CV, and CC for signature.

4.3. Sequential assignment requests should be initiated approximately 13 months before officer's assignment availability. Nominees must:

4.3.1. Hold a doctoral degree and be assigned to a position requiring a doctoral degree.

4.3.2. Be a lieutenant colonel or lieutenant colonel (select), or a major promotable to lieutenant colonel.

4.3.3. Have obtained or be on track to obtain the academic rank of Associate Professor.

4.3.4. Possess an exceptional military record.

4.3.5. Demonstrate outstanding competence as an instructor, lecturer, curriculum developer, researcher, and/or scholar.

4.3.6. Volunteer for the appointment.

GEORGE K. HARITOS, Colonel, USAF  
Commandant  
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