

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-133**

25 AUGUST 1999

Personnel



AIR FORCE INSTITUTE OF TECHNOLOGY BOARD OF VISITORS

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes the structure, policies, and procedures for the organization and operation of the Air Force Institute of Technology Board of Visitors (AFIT BOV) and applies to all schools, directorates, and staff agencies of AFIT located at Wright-Patterson AFB.

SUMMARY OF REVISIONS

References to AFIT/XO have been changed to AFIT/RP.

1. Reference. DODD 5105.4/AFS1, *Air Force Committee Management Program*.

2. Organization.

2.1. The AFIT BOV is a formal subcommittee of the Air University Board of Visitors (BOV). Its charter is included within the charter of the AU BOV.

2.2. Membership of the AFIT BOV is comprised of eminent educators from U.S. colleges and universities and distinguished leaders from America's business and industrial communities, and retired military officers.

2.3. The AFIT BOV consists of nine regular members.

2.3.1. The Commandant selects prospective members from recommendations made by AFIT Deans and Directors. A roster of nominees is forwarded to HQ AU/XOP for processing and approval by the Secretary of the Air Force. The Commandant invites

approved nominees to serve on the AFIT BOV. A list of members is provided to Air University for the AU BOV files.

2.3.2. The AFIT Commandant recommends a BOV chairman to the AU BOV Executive Committee. The Commander, Air University, appoints the chairman of the AFIT BOV. The chairman is appointed for one year, and can be re-appointed.

2.3.3. The chairman of the AFIT BOV serves as liaison to the AU BOV and attends the regular meetings of that group.

2.4. Each person accepting regular membership on the AFIT BOV is required by DODD 5105.4/AFS1 to complete the following:

2.4.1. Standard Form 450, Confidential Financial Disclosure Report. (OPR: HQ AU/XOP).

2.4.2. Standard Form 171, Application for Federal Employment or OF 612, Optional Employment for Federal Employment. (OPR: HQ AU/XOP).

2.4.3. Each member will provide a brief biography, and any other relevant information, such as education, special qualifications or skills, and publications. AFIT/RP will consolidate this information into its proper format. This information will be handled as "FOR OFFICIAL USE ONLY" as appropriate.

2.5. AFIT/RP with AFIT/CF guidance, is the focal point for all activities pertaining to the AFIT BOV.

2.6. All AFIT schools and directorates are responsible for providing briefings, literature and other documents as requested by AFIT BOV project officer in support of AFIT BOV meetings.

3. Functions.

3.1. The AFIT BOV meets annually. In addition, the Commandant may invite individual members to serve as advisors on topics of special concern at times other than the annual meeting.

3.2. The AFIT BOV advises the Commandant on policies relating to AFIT education programs including accreditation, research, admissions, standards, curricula, instructional methodology, facilities, faculty and other management aspects of the Institute.

3.3. The AFIT BOV provides an annual report of its findings and recommendations to the Commandant. The AFIT/RP project officer drafts AFIT BOV minutes for review and approval by the AFIT BOV chairman. The AFIT BOV drafts the report for review and approval by the chairman.

The final written report will be provided to the AU BOV for review during its annual meeting and inclusion in the annual report of the AU BOV, for review by HQ USAF.

GEORGE K. HARITOS, Colonel, USAF
Commandant
Air Force Institute of Technology