



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office Of The Secretary

MEMORANDUM FOR AF/A1P

FROM: SAF/AA

SUBJECT: Appointment of Designated Federal Officer (DFO) to the United States Air Force Academy (USAFA) Board of Visitors (BoV)

In accordance with Department of Defense Instruction 5105.04 Air Force Instruction 90-1401 (DoDI 5105.04\_AFI 90-1401), *Department of Defense Federal Advisory Committee Management Program*, Ms. Francine C. Blackmon is hereby appointed as the DFO for the USAFA BoV.

If the primary DFO is unavailable or requires assistance, an alternate can act as the Federal Government representative to the USAFA BoV and is responsible to the Assistant Secretary for Manpower and Reserve affairs (SAF/MR) and the Air Force Committee Management Officer (SAF/AA) to comply with, and ensure the Committee's compliance with guidance in DoDI 5105.04\_AFI 90-1401.

Within 15 business days of the date of this letter, Ms. Blackmon must contact SAF/GCA (Mr. Dave Thomas) to receive the appropriate orientation training on the Committee's ethics requirements and the handling of financial disclosure reports.

I AW DoDI 5105.04\_AFI 90-1401, all Air Force DFOs and Alternate DFOs are required to attend the Federal Advisory Committee Act Course offered by General Services Administration within 90 days of appointment, or the first available course, whichever comes first. The AF point of contact for the training is the Air Force Group Federal Officer (Mrs. Pam Fitzgerald), (703) 614-1929, [safaax.workflow@pentagon.af.mil](mailto:safaax.workflow@pentagon.af.mil).

A handwritten signature in black ink, appearing to read "Tim Beyland".

TIM BEYLAND  
Administrative Assistant

cc:  
SAF/GCA