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Intelligence

AIR FORCE SPACE COMMAND
INTELLIGENCE AWARDS

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This instruction implements AFD 36-28, *Awards and Decorations Program*, Air Force Instruction (AFI) 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards*, AFI 14-105, Air Force Space Command Supplement 1, *Unit Intelligence Mission and Responsibilities* and AFI 14-106, *Intelligence Education, Research and Training Programs*. It provides guidance on Intelligence awards criteria, submission of nominations, awards selection process and awards presentations. This publication applies to Air Force Space Command (AFSPC) Direct Reporting Units (DRUs) or Centers, Numbered Air Forces (NAFs), wings, groups and all subordinate units. This instruction also applies to Air National Guard (ANG) units assigned to AFSPC. It does not apply to Air Force Reserve Command (AFRC) units assigned to AFSPC. Organizations at any level may supplement this instruction using the process identified in AFI 33-360VI, *Publications Management Program*. Supplements will not lessen the basic eligibility requirements for awards or certificates and will be coordinated with and approved by HQ AFSPC/IN before being published. This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 USC, Section 857.

1. MAJCOM Intelligence Awards and Criteria.

1.1. Description. Additional Duty Intelligence Officer (ADIO) of the Year Award. Awarded annually to recognize the dedicated efforts and outstanding performance and accomplishments of the ADIOs who contribute to the intelligence mission at AFSPC wings and operational sites around the world. There are two categories: officer and enlisted.

1.2. Selection Criteria. The determining factor for award nomination is the individual's overall performance as an ADIO in accomplishing their unit intelligence portion of the AFSPC mission. Nominated ADIOs must be certified through the HQ AFSPC/IN ADIO Training and Certification Program and have served in the ADIO position for a minimum period of six months. Period of award accomplishments is 1 January to 31 December each year. Appropriate data supporting the nomination will

include the same categories as the Air Force-level Air Force Intelligence Award Program (AFIAP) (see paragraph 2.). Categories follow:

1.2.1. Outstanding Leadership (20 points). Describe nominee's impact on the performance of the unit or function the individual was leading. Clearly describe the nominee's accomplishments with a focus on impact to the AFSPC mission.

1.2.2. Exemplary Improvements to Warfighting Capabilities (50 points). Include planning, procedures, programming, operational concepts, etc. Focus on quantifying the nominee's role and impact in improving the AFSPC warfighting posture.

1.2.3. Outstanding Performance in Accomplishing a Demanding Task/Program (30 points). Include design, production or application of an Intelligence, Surveillance, Reconnaissance (ISR) product or service that clearly enhances the AFSPC mission areas of Space Control, Space Support, Force Applications, Force Enhancement or Mission Support.

1.3. Nomination Procedures. Each unit with ADIOs may submit one nomination for each applicable award category. Use AF Form 1206, **Nomination for Award**. The maximum length of the nomination package will be one page.

1.3.1. Nominations containing classified material (SECRET or CONFIDENTIAL) are acceptable. Apply the proper security markings to the entire nomination package. Nominations will be submitted in single-spaced bullet format using 12 pitch, Times New Roman font with supporting data attached.

1.3.2. Nomination packages must be received at HQ AFSPC/INO, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4311 not later than 15 March of each year.

1.4. Nomination Packages. Will consist of three parts: Memo of Transmittal, Nomination Cover Letter and AF Form 1206, **Nomination for Award**. The Memo of Transmittal will be signed by the Unit Commander. The Nomination Cover Letter will show identification data on each nominee but will not exceed one single-sided page:

NAME OF AWARD: (Include Award Category)

COMMAND OF ASSIGNMENT/PRESENT DUTY STATION: (Should read Air Force Space Command/your home duty station)

GRADE AND NAME: (First/MI/Last)

SSAN: (Omit FR/FV designations)

DATE OF RANK

COMPLETE MILITARY MAILING ADDRESS

ORGANIZATIONAL MISSION: (State briefly)

DUTY AFSC or OPM CLASSIFICATION SERIES

PRESENT DUTY DESCRIPTION: (Briefly describe primary responsibilities)

1.5. Selection Procedures:

1.5.1. HQ AFSPC will convene a board consisting of three to five officers and enlisted personnel to evaluate the nomination packages. The board will submit results and final recommendations to HQ AFSPC/IN for approval. Officer and enlisted will evaluate their respective packages.

1.5.2. AFSPC wings may elect to convene wing-level awards boards to consider ADIO nomination packages. Wing commanders will approve board selections before they are forwarded to NAFs for review. NAFs may elect to bypass the review process if their wings have not convened boards. In that case, individual wing or unit nominations may be submitted directly to HQ AFSPC/IN.

1.6. Award Announcement and Presentation. The individual winners of awards and their chain of command will be notified by a congratulatory AFSPC/CC message. Each individual winner will also receive a personal congratulatory letter from AFSPC/CC. Upon notification, the submitting authority for each winner will forward a biography and an official soft-copy color photograph to HQ AFSPC/INO. HQ AFSPC/IN will present individual awards at the spring Intelligence Awards Banquet held in conjunction with the HQ AFSPC Intelligence Conference. Intelligence Directorate and/or HQ AFSPC coins may also be given to awardees. The cost for manufacturing and engraving trophies/awards and plaques and the purchase of coins will be defrayed by HQ AFSPC/IN using appropriated funds.

2. Air Force Intelligence Awards and Criteria:

2.1. Description. Air Force-level awards, under the responsibility of the HQ USAF Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI) Air Force Intelligence Awards Program (AFIAP) and governed by AFI 36-2807, *Headquarters, United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*, Chapter 16, are awarded annually to recognize the most outstanding performance by military members and civilians who hold intelligence specialties or who contribute to accomplishing the Intelligence, Surveillance and Reconnaissance (ISR) mission. There are 13 AFIAP award categories, which encompass the active duty military, civilians, Air Reserve Components (ARC) and contributors. Additional Duty Intelligence Officers are eligible in the contributor categories. The active duty military, civilian and ARC categories fall into two levels. Level I is for NAFs and above, including Centers and units with theater or national-level missions. Level II is for units below NAF, including wings, groups, squadrons, etc., which support a single location or weapon system. This includes Air Operations Centers (AOCs).

2.2. Selection Criteria. The determining factor for award nomination is the individual's overall performance in accomplishing their portion of the AFSPC mission. Period of award accomplishments is 1 January to 31 December each year. Appropriate data supporting the nomination will include:

2.2.1. Outstanding Leadership (20 points). Describe nominee's impact on the performance of the unit or function the individual was leading. Clearly describe the nominee's accomplishments with a focus on the impact to the mission.

2.2.2. Exemplary Improvements to Warfighting Capabilities (50 points). Include planning, procedures, programming, operational concepts, etc. Focus on quantifying the nominee's role and impact in improving Service or Joint contingency and warfighting posture.

2.2.3. Outstanding Performance in Accomplishing a Demanding Task/Program (30 points). Include design, production or application of an ISR product or service that clearly enhances US or

allied national security objectives. Include actions to strengthen cooperation within ISR functions, between operational missions and among allies.

2.3. Nomination Procedures. Each center, NAF, wing or squadron may submit one nomination for each applicable award category. Use AF Form 1206, **Nomination for Award**. The maximum length of the nomination package will be one page.

2.3.1. Nominations containing classified material (SECRET or CONFIDENTIAL) are acceptable. Apply the proper security markings to the entire nomination package. Nominations will be submitted in single-spaced bullet format using 12 pitch, Times New Roman font with supporting data attached.

2.3.2. Send AFIAP nomination packages to: HQ AFSPC/INO, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4311 not later than 15 January of each year.

2.4. Nomination Packages. Will consist of three parts: Memo of Transmittal, Nomination Cover Letter and AF Form 1206, **Nomination for Award**. The Memo of Transmittal will be signed by the Unit Commander, Center Senior Intelligence Officer or NAF Senior Intelligence Officer. The Nomination Cover Letter will show identification data on each nominee but will not exceed one single-sided page:

NAME OF AWARD: (Include Award Category)

COMMAND OF ASSIGNMENT/PRESENT DUTY STATION: (Should read Air Force Space Command/your home duty station)

GRADE AND NAME: (First/MI/Last)

SSAN: (Omit FR/FV designations)

DATE OF RANK

COMPLETE MILITARY MAILING ADDRESS

ORGANIZATIONAL MISSION: (State briefly)

DUTY AFSC or OPM CLASSIFICATION SERIES

PRESENT DUTY DESCRIPTION: (Briefly describe primary responsibilities)

2.5. Selection Procedures :

2.5.1. HQ AFSPC will convene a board consisting of three to five military, reservists and civilians to evaluate the nomination packages. The board will submit results and final recommendations to HQ AFSPC/IN for approval. Representatives from AFSPC Centers, Numbered Air Forces and other command units, as appropriate, will be invited to participate on the HQ AFSPC AFIAP nominations board. TDYs will be HQ AFSPC funded. Command AFIAP winners will be forwarded to USAF/XOI for Air Force-level competition. Board representatives will assist in refining Command packages for Air Staff consideration.

2.5.2. AFSPC NAFs may elect to convene awards boards to consider wing and squadron AFIAP nomination packages. NAF commanders will approve board selections before they are forwarded to HQ AFSPC/IN for command competition. Centers will submit unit nominations directly to HQ AFSPC/IN.

2.6. Award Announcement and Presentation. The individual winners of awards and their chain of command will be notified by a congratulatory AFSPC/CC message. Each individual winner will also receive a personal congratulatory letter from AFSPC/CC. Upon notification, the submitting authority for each winner will forward a biography and an official soft-copy color photograph to HQ AFSPC/INO. HQ AFSPC/IN will present individual awards at the spring Intelligence Awards Banquet held in conjunction with the HQ AFSPC Intelligence Conference. Intelligence Directorate and/or HQ AFSPC coins may also be given to awardees. The cost for manufacturing and engraving trophies/awards and plaques and the purchase of coins will be defrayed by HQ AFSPC/IN using appropriated funds.

3. Air Force Intelligence Quality of Analysis (Q of A) Program:

3.1. Description. Air Force-level work study training opportunities, under the responsibility of the HQ USAF Director of Intelligence, Surveillance and Reconnaissance (HQ USAF/XOI) and governed by AFI 14-106, *Intelligence Education, Research and Training Programs*, Chapter 4, are awarded annually to improve the quality of DoD intelligence analysis and help retain qualified intelligence personnel by increasing the depth of analytical area and functional expertise. The program funds individually tailored training costs, not to exceed \$5,000 for up to three months, for journeyman-level military (officers and enlisted) and civilian personnel who are engaged in intelligence analysis as their primary function. Additional Duty Intelligence Officers are eligible, providing they meet the criteria. Training may include travel to foreign countries; attendance at academic seminars, scientific symposia, equipment exhibitions; and visits to research centers, laboratories, educational institutions and production facilities.

3.2. Selection Criteria. Selection is based on an individual's application describing the proposed training or research program. Funds will be awarded based on the unit's need and participant's potential benefits, specifically the overall impact of the work study program in terms of payback to the Air Force, the individual and the job. Applicants must have three years remaining in their career in which to use the experience gained from the training.

3.3. Nomination Procedures. Each center, NAF, wing or squadron may submit numerous individual nominations. HQ AFSPC/IN will prioritize application packages and submit to Air Staff for competition. Multiple applications, up to the Air Force maximum, from MAJCOMs are accepted.

3.3.1. Nominations containing classified materials (SECRET or CONFIDENTIAL) are acceptable. Apply the proper security markings to the entire nomination package.

3.3.2. Send nomination packages to: HQ AFSPC/INO, 150 Vandenberg Street, Suite 1105, Peterson AFB CO 80914-4311 not later than 15 August of each year.

3.4. Nomination Packages. Applications will be submitted through the individual's commander and forwarded to HQ AFSPC/INO with a Commander Letter of Recommendation. Format will be based on Attachment 3, AFI 14-106, unless otherwise indicated by Air Staff message. Packages with application and Commander Letter of Recommendation will be forwarded to Air Staff with HQ AFSPC Senior Intelligence Officer endorsement.

3.5. Selection Procedures. HQ AF/XOIIIF will convene a board of intelligence officers, enlisted personnel and civilians in September of each year to consider proposals for the following fiscal year. The amount of work study proposals accepted will be based on the GDIP pot of money awarded for a particular year.

3.6. Award Announcement and Presentation. MAJCOMs will be notified of the results via message after the board convenes. HQ AFSPC/IN will forward a letter of congratulations to MAJCOM winners. Individual winners will work with HQ AFSPC/INO for TDY fund cites and other support, as needed. TDY orders will be processed by individual's unit. After the work study TDY, individual will prepare a trip report, briefing or analytical paper to be submitted to HQ AFSPC/IN. The Senior Intelligence Officer will determine command-wide applicability and forward a separate copy to HQ AF/XOIIIF.

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Director of Intelligence