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BY THE ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2820

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**AIR FORCE GLOBAL STRIKE COMMAND
Supplement**

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Personnel

**INTELLIGENCE, SURVEILLANCE, AND
RECONNAISSANCE AWARDS PROGRAM**

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This publication implements Air Force Policy Directive 36-28, *Awards and Decorations Programs*, and describes Intelligence, Surveillance and Reconnaissance (ISR) awards presented to individuals and organizations in recognition of their outstanding service or contributions to the ISR mission. It explains award eligibility, nomination criteria, procedures for nomination and winner selection. This publication applies to Active Duty, Reserves, Air National Guard, and Department of the Air Force (DAF) Civilians. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This publication requires the collecting and keeping of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of records notice F036 AF PC V, Awards and Decorations, applies. Submit change recommendations using an AF

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(AFGSC) This Air Force Global Strike Command Supplement (AFGSCSUP) assigns responsibilities, provides criteria, and establishes procedures for the nomination and selection of individuals for awards. The program is designed to: 1) Recognize outstanding achievements by military and civilian personnel for their contributions to the intelligence mission; 2) Encourage individuals associated with AFGSC to strive for greater effectiveness and efficiency and to promote excellence in performing intelligence functions; and 3) Parallel other intelligence award programs and whenever possible, administer AFGSC award programs in conjunction with them.

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1. DESCRIPTION OF AWARDS. This program is designed to recognize outstanding performance in ISR missions and exceptional contributions to the field of ISR during the past calendar year (1 January – 31 December). This program enhances existing Air Force, Organization, and Intelligence Community recognition programs. All individuals and organizations that are submitted and meet the eligibility criteria, described below, will be considered.

1.1. Organization Awards:

1.1.1. Eligibility includes: Units that perform an ISR mission. All units must be nominated by a MAJCOM/COCOM Senior Intelligence Officer (SIO) at the grade of O-6 or higher, as further described in paragraph 2.2 (MAJCOM/COCOM SIO will determine what unit they submit forward to compete at the Headquarters Air Force (HAF) level for each unit award category).

1.1.2. Award categories are as follows:

1.1.2.1. Outstanding Operational Group Intelligence (OGI)/Operational Support Flight (OSF) Intelligence, Surveillance and Reconnaissance Unit of the Year.

1.1.2.2. Outstanding Intelligence, Surveillance and Reconnaissance Division (ISRD)/Information Operations Squadron (IOS)/Intelligence Squadron (IS)/Reconnaissance Squadron (RS) Intelligence, Surveillance and Reconnaissance Unit of the Year

1.2. Individual Award Levels:

1.2.1. Each Individual Award will be competed at two different levels.

1.2.2.1. Level I is for individuals assigned to a Numbered Air Force (NAF) and above, including Field Operating Agency (FOA) Staff and Joint/NATO units.

1.2.2.2. Level II is for individuals assigned to units below NAF, including Wings, Groups and Squadrons.

1.3. Active Duty (AD) Individual Awards:

1.3.1. Eligibility includes: Meets Air Force standards; possess an ISR or an ISR- related Air Force Specialty Code (AFSC) that falls under the functional authority of the Deputy Chief of Staff (DCS), ISR; serve in eligible grade as of 31 December of the year for which the award is given; and are AD.

1.3.2. Award Categories are as follows:

1.3.2.1. Outstanding Active Duty Intelligence Surveillance and Reconnaissance Field Grade Officer of the Year: Level I and II (majors or lieutenant colonels, in a non-command position)

1.3.2.2. The Major General John S. Patton Outstanding Active Duty Intelligence Surveillance and Reconnaissance Officer of the Year: Level I and II (second lieutenant through captain)

1.3.2.3. Outstanding Active Duty Intelligence Surveillance and Reconnaissance Senior Noncommissioned Officer of the Year: Level I and II (master sergeant and senior master sergeant).

1.3.2.4. Outstanding Active Duty Intelligence Surveillance and Reconnaissance Noncommissioned Officer of the Year: Level I and II (staff sergeant and technical sergeant).

1.3.2.5. Outstanding Active Duty Intelligence Surveillance and Reconnaissance Airman of the Year: Level I and II (airman first class through senior airman).

1.4. Air Reserve Component (ARC) Individual Awards:

1.4.1. Eligibility includes: Meets Air Force standards; possess an ISR- related AFSC that falls under the functional authority of the DCS-ISR, serve in eligible grade as of 31 December of the year for which the award is given; and are members of the Air Reserve Component (ARC).

1.4.2. Award Categories are as follows:

1.4.2.1. Outstanding Air Reserve Component Intelligence Surveillance and Reconnaissance Field Grade Officer of the Year: Level I and II (majors or lieutenant colonels, in a non-command position).

1.4.2.2. Outstanding Air Reserve Component Intelligence Surveillance and Reconnaissance Company Grade Officer of the Year: Level I and II (second lieutenant through captain).

1.4.2.3. Outstanding Air Reserve Component Intelligence Surveillance and Reconnaissance Senior Noncommissioned Officer of the Year: Level I and II (master sergeant and senior master sergeant).

1.4.2.4. Outstanding Air Reserve Component Intelligence Surveillance and Reconnaissance Noncommissioned Officer of the Year: Level I and II (staff sergeant and technical sergeant).

1.4.2.5. Outstanding Air Reserve Component Intelligence Surveillance and Reconnaissance Airman of the Year: Level I and II (airman first class through senior airman).

1.5. Civilian Individual Awards:

1.5.1. Eligibility Includes: Candidates possess an ISR or ISR-related job series that falls under the functional authority of the DCS-ISR and serve in the eligible grade as of 31 December of the year for which the award is given.

1.5.2. Award Categories are as follows:

1.5.2.1. Outstanding Intelligence Surveillance and Reconnaissance Senior-Level Civilian of the Year: Level I and II (GG-14).

1.5.2.2. Outstanding Intelligence Surveillance and Reconnaissance Intermediate-Level Civilian of the Year: Level I and II (GG-11 to GG-13).

1.6. Contributor Awards:

1.6.1. Eligibility includes: Possess a non-intelligence related AFSC or job series; work to support an ISR function; serve in the grade for their nomination category as of 31 December of the year for which the award is given. Candidates, for the military contributor categories, are AD or members of the ARC and meet Air Force standards.

1.6.2. Award Categories are as follows:

1.6.2.1. Outstanding Intelligence Surveillance and Reconnaissance Officer Contributor of the Year (second lieutenant through major).

1.6.2.2. Outstanding Intelligence Surveillance and Reconnaissance Enlisted Contributor of the Year (airman first class through master sergeant).

1.6.2.3. Outstanding Intelligence Surveillance and Reconnaissance Civilian Contributor of the Year (any civilian grade up to and including DCIPS Band 3).

1.6.2.4. Board members are granted the flexibility to sub-divide one or all contributor categories by nominee grade if the number and quality of nomination packages leads to that decision. Final decision will be made by the Board Chair. If this decision is made, it does not impact para 2.2 allowing only one nomination per category from each SIO.

1.7. Instructor Awards:

1.7.1. Eligibility includes: possess an ISR or an ISR-related AFSC that falls under the functional authority of the DCS-ISR instructor qualified/certified and serving in a training (T/K-Coded) billet providing instruction at a MAJCOM level training school for an ISR course or program. Candidates are AD or members of the ARC and meet Air Force standards.

1.7.2. Board members will only judge those portions of the packages that outline achievements in the capacity of an instructor and not unrelated activities, including achievements in deployments that do not fall under the capacity of an instructor.

1.7.3. Award Categories are as follows:

1.7.3.1. Outstanding Intelligence Surveillance and Reconnaissance Officer Instructor of the Year (second lieutenant through major).

1.7.3.2. Outstanding Intelligence Surveillance and Reconnaissance Enlisted Instructor of the Year (airman first class through master sergeant).

1.7.3.3. Board members are granted the flexibility to sub-divide one or both instructor categories by nominee grade if the number and quality of nomination packages leads to that decision. Final decision will be made by the Board Chair. If this decision is made, it does not impact para 2.2 allowing only one nomination per category from each SIO.

1.8. The National Military Intelligence Association's (NMIA) Awards:

1.8.1. Maj Gen Jack E. Thomas Award.

1.8.1.1. The Major General Jack E. Thomas Awards celebrate the unsurpassed intelligence contributions made by General Thomas for over fifty years. General Thomas rose to eminence as Assistant Chief of Staff, Intelligence at Headquarters US

Air Force in the sixties, and later served with the CIA and DoD. A leader, a professional, and a scholar, General Thomas made a lasting contribution to US National Intelligence.

1.8.1.2. The Major General Jack E. Thomas Awards are presented annually to two deserving members (one AD and one ARC member) of the Air Force as a means of providing a testimonial to professional excellence and exceptional dedication to duty and to country. Selections for the awards are made by the DCS-ISR.

1.8.1.3. Eligible candidates include AF/A2 AFISRAP nominees from all AD and ARC individual categories excluding the Contributor and Instructor categories.

1.8.1.4. Winners of the Major General Jack E. Thomas awards will be honored at a ceremonial dinner hosted by NMIA in May, at a venue of NMIA's choosing in the Washington DC/Northern Virginia area.

1.9. (Added-AFGSC) Director of National Intelligence (DNI) Community Awards. The DNI Community Awards, sponsored by the DNI, honor individuals or groups from within the U.S. defense intelligence community (IC) for distinguished service and/or exceptional contributions to the security of the U.S.; the development of the U.S. National Intelligence Strategy (NIS) and its various implementation plans; the transformation and integration of the IC and/or the accomplishment of its mission; and/or other achievements or accomplishments as determined or identified by the DNI. Nominations for this noncompetitive awards program will be submitted to AFGSC/A2X. Awards include the National Intelligence Distinguished Service Medal (NIDSM), National Intelligence Career Achievement Medal (NICAM), National Intelligence Achievement Medal (NIAM), the DNI National Intelligence Award for Collaboration Leadership (DNIACL), National Intelligence Meritorious Unit Citation (NIMUC), National Intelligence Medallion (NIM), National Intelligence Certificate of Distinction (NICD), National Intelligence, Special Act or Service Award (NISASA), and the Galileo Award. Criteria for each award can be found in Intelligence Community Directive (ICD) 655, *National Intelligence Awards Program*. Nominations may be submitted at any time to AFGSC/A2X. Upon review and AFGSC/A2 approval, nominations will be forwarded to Headquarters Air Force (HAF)/A2 for onward processing.

1.10. (Added-AFGSC) Air Force Quality of Analysis (Q of A). Air Force-level work study training opportunities, under the responsibility of the HAF/A2 and governed by Air Force Instruction (AFI) 14-106, *Intelligence Education, Research and Training Programs*, and AFGSCSUP to AFI 14-106 are awarded annually to improve the quality of Department of Defense (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 (3) months, for journeymen-level military (officers and enlisted) and civilian personnel who are engaged in intelligence analysis as their primary function. 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 an undergraduate degree or equivalent substitute and three (3) years remaining in their career in which to use the experience gained from the training.

Applications will be submitted through the individual's commander and forwarded to headquarters (HQ) AFGSC/A2X with a commander Letter of Recommendation. Format will be based on Attachment 3, AFI 14-106, unless otherwise indicated by Air Staff message. Each center, numbered Air Force (NAF), wing or squadron may submit numerous individual nominations to AFGSC/A2X not later than (NLT) 15 August of each year.

2. NOMINATION PROCESSING.

2.1. Air Force MAJCOM, FOA, unified and combined command, and DoD joint agencies will establish their own procedures for selecting their nominees subject to the eligibility requirements stated in this AFI.

2.2. The SIO of each Air Force MAJCOM, FOA, unified and combined command, and DoD joint agency may submit one nomination for each award category. The gaining command is responsible for nominating their Reservists, to include Cat B IMAs, and Air National Guard members. No exceptions to the number of nominees will be considered. If the organization has no SIO, the ranking individual designated by AFI 31-401, *Information Security Program Management*, for Sensitive Compartmented Information (SCI) purposes is the nominating authority. NATO nominations require the endorsement of the first American O-6 in the nominee's chain of command.

2.2.1. **(Added-AFGSC)** The AFGSC Director of ISR (AFGSC/A2) controls, administers, and approves all intelligence awards referred to in this instruction for AFGSC.

2.2.2. **(Added-AFGSC)** AFGSC/A2X is responsible for the overall management of the AFGSC Intelligence Awards Program. A2X will:

2.2.2.1. **(Added-AFGSC)** Notify Directorates/NAF/Wings of solicitation suspenses/procedures.

2.2.2.2. **(Added-AFGSC)** Organize boards to review/select nomination packages.

2.2.2.3. **(Added-AFGSC)** Ensure quality control of packages prior to submission to higher levels.

2.2.2.4. **(Added-AFGSC)** Obtain approval packages from the AFGSC/A2 prior to submission to higher levels.

2.2.2.5. **(Added-AFGSC)** Forward nomination packages to higher levels.

2.2.2.6. **(Added-AFGSC)** Organize recognition ceremony for each award program.

2.2.2.7. **(Added-AFGSC)** Notify AFGSC/A1KK of all functional award changes, additions or deletions.

2.2.2.8. **(Added-AFGSC)** AFGSC/A2X notifies and tasks all AFGSC assigned units of annual nomination and suspenses. Nomination packages must be forwarded to AFGSC/A2X, 245 Davis Avenue East, Suite 318, Barksdale AFB, LA 71110-2281, NLT their assigned suspense date. Negative replies (telephonic or written) are required when tasked.

2.2.3. **(Added-AFGSC)** All supervisors must be familiar with the purpose, scope, and details of the AFGSC Intelligence Awards Program and must ensure their personnel have

an adequate opportunity to participate in this program. Supervisors' continuous support is essential to the program's success.

2.3. Suspense: Each Air Force MAJCOM, FOA, unified and combined command, and DoD joint agency planning to submit packages will provide a POC to AF ISR Agency POCs, not later than the first Friday of December of each year. Nomination packages that compete at the AF-Level will be forwarded to AF ISR Agency not later than the last Friday of February of each year. (**Note:** Air Force MAJCOM, FOA, Unified and Combined Command, and DoD Joint Agencies will set their own suspense for packages competing below the AF-Level). All packages must include the following.

2.3.1. Memo of Transmittal. Only one memo is required for each MAJCOM/COCOM for the entire set of nomination packages as outlined in Attachment 2.

2.3.1.1. Memo of Transmittal will confirm that all military nominees meet AF standards for fitness and conduct and that all packages have been through a security review.

2.3.1.2. Memo of Transmittal will identify which system (NIPR, SIPR or JIWCs) each Nomination Form is being submitted through (as reflected in Attachment 2). If all nominations are being sent via one system, an overall statement may be made on the Memo of Transmittal instead of identifying a system per nomination.

2.3.2. Nomination Form. Award nomination will be submitted on an AF Form 1206, *Nomination for Award*.

2.3.2.1. The "Award" field on the top of the AF Form 1206 will reflect the specific award name as outlined in this AFI. Acronyms are allowed. The Category field will show the individual award level as outlined in paragraph 1.2 of this Instruction.

2.3.2.2. Limit the award nomination narrative to 31 typed, single spaced lines only, including the heading "Outstanding Leadership and Performance" (Outstanding Unit Performance, for unit awards). Use bullet format with 12 pitch, Times New Roman font. Reference award criteria set out in the description of each award in this AFI (do not include community service and professional military or other education accomplishments).

2.3.2.3. Use of acronyms is permitted. All acronyms need to be spelled out on the AF Form 1206 continuation page.

2.3.2.4. Nominations may be classified up to TS/SI/TK. Collateral classified packages must follow proper classification guidelines according to DoD 5200.1-R, *Information Security Program Regulation*, AFI 31-401, *Information Security Program Management*. SCI packages must follow the appropriate guidelines provided in DoD 5105.21-M-1 and ICD 710. All classified nomination forms (AF Form 1206) must have overall classification markings at the top and bottom of the specific accomplishments section, along with typed portion markings at the beginning of each bulleted line showing the classification of each bulleted line.

2.3.3. MAJCOM/COCOM POCs will post all packages to secure web sites on either NIPR or JWICS not later than the last Friday in February.

2.3.3.1. Each Nomination Form (AF Form 1206) must be posted as a separate document and use the following naming convention when saving the document to the secure site:

CATEGORY_LEVEL_ACTIVE/ARC_LASTNAME_FIRSTNAME_MAJCOM.
EXAMPLE: NCO_II_AD_DOE_JANE_USAFE

2.3.3.2. Any/all desired SIPR submissions will be pre-coordinated with AF ISR Agency.

2.3.3.3. A detailed message of instruction for both the NIPR CoP and JWICs Sharepoint sites will be provided to all POCs not later than the second Friday in January.

3. SELECTION PROCESS.

3.1. AF/A2, with the administrative support of AF ISR Agency, will convene three boards in the Spring of each year to select AF-Level winners from submissions. Boards will be held to evaluate the nomination packages and make final recommendations for DCS-ISR approval. Two nonvoting recorders from AF ISR Agency staff will provide administrative and technical assistance to the boards.

3.1.1. Officer/Civilian Board: chaired by the 14N Career Field Manager (CFM) and comprised of three additional colonels (two AD and one ARC) and one senior level civilian (DCIPS Band 5). The board will review and select a winner from all individual officer and civilian categories. This board will also select a nominee from the unit award packages for each unit award and an AD and ARC nominee to compete for the Maj Gen Jack E. Thomas NMIA awards.

3.1.2. Enlisted Board: chaired by the ISR CFM and comprised of four additional chief master sergeants (three AD and one ARC). The board will review and select a winner from all individual enlisted categories. This board will also select a nominee from the unit award packages for each unit award and an AD and ARC nominee to compete for the Maj Gen Jack E. Thomas NMIA awards.

3.1.3. Combined Board: chaired by the 14N CFM and comprised of the Enlisted ISR CFM and an additional colonel. The board will review and select a winner from the Officer/Civilian Board and Enlisted Board nominations for the unit awards and Maj Gen Jack E. Thomas NMIA awards.

3.1.4. **(Added-AFGSC)** A selection board is convened for all awards. Board member representation is determined by the award program (i.e., the board member should be familiar with the award category/program) and normally consists of four members, from across directorate lines. The grade of the board members will be, at a minimum; a senior officer (O-5 to O-6) as the board president and a second officer (O-4 to O-6) for officer award programs. The AFGSC/A2 senior enlisted leader will appoint the appropriate number of Noncommissioned Officers (NCOs) as board members for enlisted award programs. AFGSC/A2X Functional Area Manager (FAM) Office will appoint civilians in the grades of GS-12 (or equivalent) or above for civilian award programs. AFGSC wings may elect to convene wing-level awards boards to consider nomination packages. Wing commanders or their designated representative will approve board selections before they

are forwarded to NAFs for review. NAFs may elect to bypass the review process if their wings have convened boards. In that case, NAFs may submit individual wing and/or unit nominations directly to HQ AFGSC/A2X.

3.1.5. (Added-AFGSC) Upon review and selection of award packages by the board members, selected nomination packages are returned to the originator for any required fine-tuning.

3.1.5.1. (Added-AFGSC) The AFGSC/A2X FAM Office will ensure nomination packages are in the correct format and complete.

3.1.5.2. (Added-AFGSC) The board president recommends approval of the selected nomination packages to the AFGSC/A2 or Senior Intelligence Officer for Air Force ISR Awards Program (AFISRAP).

3.1.5.3. (Added-AFGSC) Upon AFGSC/A2 approval, AFGSC/A2X FAM Office forwards the nomination packages to the appropriate service/agency.

3.2. The DCS-ISR will announce all winners through the DMS via official message not later than the first Friday in April each year. Detailed AFISRAP Awards Activities/Banquet information will be provided in this message.

3.3. Within two weeks of the official AFISRAP winner announcement, the submitting authority for each winner, including unit winners, will forward an UNCLASSIFIED biography, an UNCLASSIFIED citation, and an official color photo (head and shoulders), in format, to AF/A2D. The official AFISRAP announcement will provide specific submission details.

3.3.1. Biography will be drafted using single-space for the narrative portion and double-space between name, SSN, and AFSC (reference AFI 36-2805, *Special Trophies and Awards* for format and attachment 3 of AFI 36-2820).

3.3.2. Citation for award presentation at the official ceremony will be drafted and limited to 50-70 key words (not including opening and closing statements), which succinctly describes the nominee's accomplishments (reference AFI 36-2805 for format and attachment 4 of AFI 36-2820).

4. AIR FORCE RECOGNITION RIBBON.

4.1. Recipients of individual military awards, including NMIA, are authorized to wear the Air Force Recognition Ribbon IAW AFI 36-2805.

4.2. Civilian recipients, including NMIA, are authorized to wear the Air Force Recognition lapel pin IAW AFI 36-2805.

5. Withdrawal of an Award. The DCS-ISR may withdraw an award after the selection and prior to its presentation if it is determined that actions by an award winner have discredited himself/herself in such a way that presentation of the award would reflect adversely upon the ISR career filed and the United States Air Force.

6. ADOPTED FORMS. AF Form 1206, *Nomination for Award*

7. (Added-AFGSC) AWARDS PRESENTATIONS AND PUBLICITY.

7.1. **(Added-AFGSC)** HQ AFGSC/A2 will be notified of the results via message after the service agency board convenes and will forward a letter of congratulations to winners. Individual winners will work with HQ AFGSC/A2X for Temporary Duty (TDY) fund cites and other support, as needed, to attend presentation ceremonies. TDY orders will be processed by the award recipient's unit.

7.2. **(Added-AFGSC)** Plaques commemorating each award are purchased by AFGSC/A2XP using Operations & Maintenance funds. Certificates from the DNI or Director Military Intelligence communities are provided by the appropriate agency. Plaques and/or certificates are presented to the award winners by the AFGSC/A2 (or appropriate director) at a ceremony befitting the occasion.

7.3. **(Added-AFGSC)** Photographs of the selectees may be posted on the appropriate recognition board.

DARRELL D. JONES, Lt General, USAF
DCS, Manpower, Personnel and Services

(AFGSC)

BRADLEY F. HAYWORTH, Col, USAF
Director, Intelligence, Surveillance and
Reconnaissance

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AFGSC) AF Form 847, Recommendation for Change of Publication, 22 September 2009.

(Added-AFGSC) Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule

(Added-AFGSC) Privacy Act of 1974

(Added-AFGSC) AFI 36-2820, *Intelligence, Surveillance and Reconnaissance Awards Program*, 19 April 2011.

(Added-AFGSC) AFMAN33-363, Management of Records, 1 March 2008.

(Added-AFGSC) AFI 14-106, *Intelligence Education, Research and Training Programs*, 5 September 2002.

(Added-AFGSC) AFI 14-106_AFGSCSUP, *Intelligence Education, Research and Training Programs*, 1 June 2010.

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFMAN 36-363, *Management of Records*, 1 March 2008

AFI 31-401, *Information Security Program Management*, 1 November 2005

(Added-AFGSC) AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997.

DOD 5200.1-R, *Information Security Program Regulation*, January 14, 1997

DoD 5105.21-M-1, *Department of Defense Sensitive Compartmented Information Administrative Security Manual*, August 1998

(Added-AFGSC) ICD 655, *National Intelligence Awards Program*, 23 May 2007.

Abbreviations and Acronyms

(Added-AFGSC) **AF Form**—Air Force Form

AD—Active Duty

AETC—Air Education and Training Command

(Added-AFGSC) **AFGSC**—Air Force Global Strike Command

(Added-AFGSC) **AFGSCSUP**—Air Force Global Strike Command Supplement

AFISRAP—Air Force Intelligence, Surveillance and Reconnaissance Awards Program

(AFGSC) **AFISRAP**—Air Force ISR Awards Program

(Added-AFGSC) **AFMAN**—Air Force Manual

(Added-AFGSC) **AFPD**—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFI—Air Force Instruction

(AFGSC) AFI—Air Force Instruction

AFRC—Air Force Reserve Command

(AFGSC) AFRC—Air Force Reserve Command

ANG—Air National Guard

(AFGSC) ANG—Air National Guard

ARC—Air Reserve Component

ART—Air Reserve Technician

CFM—Career Field Manager

CIA—Central Intelligence Agency

COCOM—Combatant Command

DAF—Department of the Air Force

(AFGSC) DAF—Department of the Air Force

DCIPS—Defense Civilian Intelligence Personnel System

DCS-ISR—Deputy Chief of Staff, Intelligence Surveillance and Reconnaissance

(Added-AFGSC) DMI—Director Military Intelligence

DMS—Defense Message System

(Added-AFGSC) DNI—Director of National Intelligence

(Added-AFGSC) DNIACL—Director of National Intelligence Award for Collaboration Leadership

(Added-AFGSC) FAM—Functional Area Manager

FOA—Field Operating Agency

FTU—Formal Training Unit

HAF—Headquarters Air Force

(AFGSC) HAF—Headquarters Air Force

(Added-AFGSC) HQ—Headquarters

(Added-AFGSC) IC—Intelligence Community

ICD—Intelligence Community Directive

(AFGSC) ICD—Intelligence Community Directive

(Added-AFGSC) IMA—Individual Mobilization Augmentees

IOS—Information Operations Squadron

IOF—Information Operations Flight

IS—Intelligence Squadron

ISR—Intelligence, Surveillance and Reconnaissance

(AFGSC) ISR—Intelligence, Surveillance, Reconnaissance

ISRD—Intelligence, Surveillance and Reconnaissance Division

IWF—Information Warfare Flight

MAJCOM—Major Command

(Added-AFGSC) MFP—1 — Major Force Program

NAF—Numbered Air Force

(AFGSC) NAF—Numbered Air Forces

(Added-AFGSC) NCO—Noncommissioned Officers

(Added-AFGSC) NIAM—National Intelligence Achievement Medal

(Added-AFGSC) NICAM—National Intelligence Career Achievement Medal

(Added-AFGSC) NICD—National Intelligence Certificate of Distinction

(Added-AFGSC) NIDSM—National Intelligence Distinguished Service Medal

(Added-AFGSC) NIM—National Intelligence Medallion

(Added-AFGSC) NIMUC—National Intelligence Meritorious Unit Citation

(Added-AFGSC) NIS—National Intelligence Strategy

(Added-AFGSC) NISASA—National Intelligence Special Act or Service Award

(Added-AFGSC) NLT—Not Later Than

NMIA—National Military Intelligence Association

OGI—Operational Group Intelligence

(Added-AFGSC) OPR—Office of Primary Responsibility

OSF—Operational Support Flight

(Added-AFGSC) Q of A—Quality of Analysis

RDS—Records Disposition Schedule

(AFGSC) RDS—Records Disposition Schedule

RS—Reconnaissance Squadron

SIO—Senior Intelligence Officer

(AFGSC) TDY—Temporary Duty

USAF—United States Air Force

Attachment 2

MEMO OF TRANSMITTAL

(Organizational Letterhead)

MEMORANDUM FOR AFISRAP SELECTION BOARD

HQ USAF/A2D

1700 Air Force Pentagon

Washington DC 20030-1700

FROM: (Office symbol and address)

SUBJECT: CYXX Air Force Intelligence, Surveillance and Reconnaissance Awards Program
(AFISRAP)

1. (Submitting organization) nominates: (grade and name or unit) for (name of award and level) submitted on (NIPR or JWICs).
2. All individual military nominees meet Air Force Standards.
3. All packages have been through a thorough security review.
4. We appreciate the board's consideration of our nominee(s). POC is (grade and name) at DSN (xxx-xxxx).

(Submitting Authority Signature Block)

Attachment:

XX AF Form 1206s

Attachment 3 (SAMPLE - BIOGRAPHY)

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 1N4, Network Intelligence Analyst

Staff Sergeant John Q. Doe is an Intelligence Specialist assigned to the 12th Air Intelligence Squadron, Bergstrom AFB, Texas. He is 26 years old. Sergeant Doe was born in Lexington, Kentucky, on 1 March 1967. He attended Henry Clay High School and excelled across the entire spectrum of school activities. As a 3-year football letterman, his exceptional performance earned him his team's coveted Patterson Award for spirit, dedication, and leadership. After graduating from high school in 1985, Sergeant Doe worked locally and served as a church council officer for the Good Shepherd Church of Covington, Kentucky. He subsequently enlisted in the Air Force in 1989. On completion of basic military training at Lackland AFB, Texas, in 1989, Sergeant Doe began technical training as an Apprentice Intelligence Operations Specialist, Goodfellow AFB, Texas, where he was an honor graduate. His next assignment was to Bergstrom AFB, where he began on-the-job training for his five-skill level. Sergeant Doe married in 1990, and both he and his wife actively participate in the local church where he serves as youth counselor. He was the Outstanding Airman of the Quarter, and subsequently for the year in 1990, for the 123rd Combat Support Group. He is the recipient of the Air Force Commendation Medal and has received many prizes and awards for his civic involvement.

Note: Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

Attachment 4 (SAMPLE - CITATION)

CITATION TO ACCOMPANY THE AWARD OF

THE AIR FORCE OUTSTANDING (ACTIVE DUTY/AIR RESERVE COMPONENT)
INTELLIGENCE SURVEILLANCE AND RECONNAISSANCE FIELD GRADE OFFICER
OF THE YEAR AWARD FOR 2008
TO
MAJOR JOHN D DOE

Major John D. Doe distinguished himself as Intelligence Flight Commander, XXth Operations Support Squadron, XXth Operations Group, XXth Airlift Wing, United States Air Forces in Europe, Unknown Air Base, Lowenbrau from Day Month Year to Day Month Year. During this period, Major Doe's expert leadership of his flight during the Month Year Operational Readiness Exercise resulted in an "Excellent" rating for his flight. Additionally, he successfully increased his flight's manning during a period of Air Force directed cutbacks. Furthermore, Major Doe merged his training programs with external XXth Airlift Wing intelligence organizations strengthening the battlefield skills of his Airmen for non-traditional deployments supporting combat operations in both Iraq and Afghanistan. Additionally, Maj Doe deployed as detachment chief, Overseas Contingency Operations Area, Some Village in Afghanistan, from Day Month Year to Day Month Year. While deployed, he was responsible for regional document exploitation operations in support of United States and coalition forces in support of operation ENDURING FREEDOM and the International Security Assistance Force. He trained numerous coalition and US Special Forces on the Defense Intelligence Agency's doctrine for removing captured enemy documents from the battlefield solidly increasing collection opportunities throughout the country and resulting in Major Doe being awarded two foreign medals. The singularly distinctive accomplishments of Major Doe reflect credit upon himself and the United States Air Force.

20 MAY 2009