

**BY ORDER OF THE COMMANDER
AIR FORCE INTELLIGENCE
SURVEILLANCE AND
RECONNAISSANCE AGENCY**

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23 SEPTEMBER 2011

Personnel

**MAJOR GENERAL DOYLE E. LARSON
AWARDS PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It also applies to Air Force Instruction (AFI) 36-2618, *Enlisted Force Structure*, paragraph 3.1.2.1, by encouraging Air Force Intelligence, Surveillance and Reconnaissance (ISR) Agency (AFISRA) personnel to be technically ready to accomplish the mission. It establishes the procedures and guidelines for the Major General (Maj Gen) Doyle E. Larson Awards Program. It outlines the responsibilities and explains how to plan, prepare, and conduct the annual Maj Gen Larson Awards Program within AFISRA. This publication applies to AFISRA staff and subordinate organizations, and associated units cryptologically aligned with AFISRA worldwide. This instruction also applies to AFISRA-gained Air National Guard (ANG) and Air Force Reserve (AFRES) units, personnel and individual mobilization augmentees (IMA). **NOTICE:** This instruction requires the collection and maintenance of information subject to the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this publication is covered under Title 10 United States Code (USC) 8012. Any applicable forms affected by the Privacy Act have an appropriate Privacy Act Statement. System of records notice, F030 AF A, Automated Personnel Management System applies.

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SUMMARY OF CHANGES

This publication has been completely revised and must be reviewed completely. This revision renames the program from SENSOR OLYMPICS Program to the Major General Larson Awards Program. Several significant changes were made to the program including: inclusion of the quota development process, changed the eligibility requirements for competing Airmen, added uniform requirement for finalists, updated non-secure internet protocol router network (NIPRNet), secure internet protocol router network (SIPRNet) and joint worldwide information communications system (JWICS) addresses, correct mailing address for the Maj Gen Larson Awards Program staff, and eliminated the designation of units outside of AFISRA that are eligible to compete in the Maj Gen Larson Awards Program.

1. Program Overview. The Maj Gen Larson Awards Program began in 1979 to identify, recognize, and reward the best technicians in AFISRA through an annual competition. This program favorably influences the morale, training, and retention of outstanding AFISRA technicians worldwide by recognizing technical ability, proficiency, and performance. Maj Gen Larson Awards competition encourages technical excellence, increases individual initiative, and fosters unit morale.

1.1. The best-qualified individuals in key Intelligence Surveillance and Reconnaissance and mission-enabling Air Force specialty codes (AFSCs) or reporting identifiers (RIs) are selected by their Parent Unit (defined in this publication) to compete in the AFISRA-level Maj Gen Larson Awards competition. Eligible AFSCs/RIs and selection criteria are detailed in paragraph 2.

1.1.1. Air Force Reserve Command and Air National Guard units will receive quotas through their associated active duty parent unit in coordination with HQ AFRC/A2 and NGB/A2.

1.2. AFISRA-level testing is comprised of a comprehensive test containing 75-100 knowledge-based and experience-based questions worth 200 points.

1.3. Program Responsibilities and Guidance. The following information provides specific Maj Gen Larson Awards program responsibilities, guidance, and areas of responsibility.

1.3.1. Commander, AFISRA:

1.3.1.1. Provides guidance and emphasis to all aspects of the Maj Gen Larson Awards Program.

1.3.1.2. Retains final authority on Maj Gen Larson Awards Program policy and implementation.

1.3.1.3. Provides required funding to support the Maj Gen Larson Awards Program.

1.3.2. Director of Staff (AFISRA/DS):

- 1.3.2.1. Remains fully aware of the Maj Gen Larson Awards Program and its developments.
- 1.3.2.2. Ensures AFISRA major staff offices understand and support the Maj Gen Larson Awards program.
- 1.3.2.3. Directs special support from major staff offices to the Maj Gen Larson Awards staff as required.
- 1.3.2.4. Ensures Maj Gen Larson Awards planning is integrated into the annual AFISRA Commanders Conference planning process when possible.
- 1.3.3. Command Chief Master Sergeant (AFISRA/CCC):
 - 1.3.3.1. Establishes or changes Maj Gen Larson Awards policy.
 - 1.3.3.2. Oversees the planning, programming, and preparation of Maj Gen Larson Awards.
 - 1.3.3.3. Directs and supervises the Maj Gen Larson Awards staff.
- 1.3.4. Maj Gen Larson Awards Staff (AFISRA/CCCO):
 - 1.3.4.1. Directly responsible to the Command Chief Master Sergeant for the management of the Maj Gen Larson Awards Program.
 - 1.3.4.2. Office of primary responsibility for the Maj Gen Larson Awards Program.
 - 1.3.4.3. Plans, programs, and conducts the Maj Gen Larson Awards Program.
 - 1.3.4.4. Requests and reviews after-action reports and takes appropriate action.
 - 1.3.4.5. Serves as the Maj Gen Larson Awards liaison with AFISRA units and outside agencies.
 - 1.3.4.6. Recommends changes to Maj Gen Larson Awards policy or procedures to the CCC.
 - 1.3.4.7. Manages resources for the Maj Gen Larson Awards Program.
 - 1.3.4.8. Maintains awareness of Maj Gen Larson Awards Program status for CCC and DS.
- 1.3.5. Commanders of AFISRA Associated Parent and identified eligible units:
 - 1.3.5.1. Ensure that the Maj Gen Larson Awards Program receives support and publicity at both the parent organization and all of their subordinate units.
 - 1.3.5.2. Select primary and alternate points of contact from the parent organization who will be appointed Maj Gen Larson Awards Trusted Agents and be the single point of contact between the Maj Gen Larson Awards staff and the parent organization (and its subordinate units).
 - 1.3.5.3. Nominate the best-qualified competitors (based on the technical expertise of the competitors) for each career field for which a testing quota is established every year.
 - 1.3.5.3.1. The Maj Gen Larson Awards recognition program was envisioned –

and continues to be a dual program: both a recognition program and an incentive program to improve technical skills within career fields, down to the unit level.

1.3.5.3.2. Parent Unit Competition (using written tests, oral examinations by highly qualified subject matter experts, etc.) must be accomplished as soon as possible after quota assignment to ensure nominations are completed by the deadline in the announcement message.

1.3.5.4. Allow eligible personnel within the parent organization and subordinate units to compete.

1.3.5.4.1. Ensure that eligible deployed personnel are afforded the opportunity to compete in the Maj Gen Larson Awards, whenever possible.

1.3.5.4.2. Ensure eligible IMA personnel assigned to active duty parent or subordinate units will compete with their active duty counterparts and not as a separate quota.

1.3.5.5. Ensure the nominees meet established nomination criteria and notify the Maj Gen Larson Awards staff of their nominations by suspense date.

1.3.5.6. Appropriately recognize all nominated competitors.

1.3.5.7. Maintain continuing awareness of all competitors' eligibility status, and immediately notify the Maj Gen Larson Awards staff of any changes that cause disqualification.

1.3.5.8. Provide the best possible testing facilities for competitors to use during command-level testing.

1.3.5.9. Ensure the security and integrity of test materials.

1.3.5.10. Provide program improvement recommendations to the Maj Gen Larson Awards staff.

1.3.6. Commanders of AFISRA Subordinate Units:

1.3.6.1. Appoint primary and alternate Maj Gen Larson Awards Trusted Agents who will support the parent unit Trusted Agent.

1.3.6.2. Maintain continuing awareness of all competitors' eligibility status, and immediately notify the Maj Gen Larson Awards staff, through the parent unit, of any changes that cause disqualification.

1.3.6.3. Provide funding for finalists to attend awards week.

1.3.7. Maj Gen Larson Awards Trusted Agents:

1.3.7.1. Parent Unit Trusted Agents:

1.3.7.1.1. Responsible for administrative oversight of Maj Gen Larson Awards testing at the parent unit and their subordinate units.

1.3.7.1.2. Serve as the focal point for all Maj Gen Larson Awards message traffic to and from AFISRA.

1.3.7.1.3. Verify and ensure the accuracy of the test quotas assigned by Maj Gen

Larson Awards announcement message.

1.3.7.1.4. Ensure all controlled test materials are destroyed, and all score sheets and critiques (from both the parent unit and subordinate units) are returned to the Maj Gen Larson Awards staff immediately following test completion via an accountable delivery service (e.g., Certified Mail, FedEx, etc.).

1.3.7.2. All Trusted Agents:

1.3.7.2.1. Must abide by the rules outlined in Attachment 2; sign Attachment 3; and send the Confidentiality Agreement to the Maj Gen Larson Awards office.

1.3.7.2.2. Maintain security and integrity of test materials before, during, and after the testing cycle.

1.3.7.2.3. Schedule and manage unit Maj Gen Larson Awards testing and pre-testing.

1.3.7.2.4. Arrange the facilities and materials required for the testing.

1.3.8. The Finalists:

1.3.8.1. Must meet competitor eligibility requirements (see paragraph 2).

1.3.8.2. Are on temporary duty (TDY) (or on TDY assignment for finalists from San Antonio-area units) to AFISRA/CCCO during the Maj Gen Larson Awards Week. **Note:** This is a unit funded TDY.

1.3.8.3. If Reserve component personnel (Air National Guard, Air Force Reserve unit or IMA) are participating in Maj Gen Larson Awards, the sponsoring unit must coordinate with the AFISRA Reserve Affairs office (AFISRA/RE) prior to the event to ensure availability.

1.3.8.4. Must participate in all activities of Maj Gen Larson Awards Week.

1.3.8.5. Comply with and conform to the designated uniform requirements for the Maj Gen Larson Awards Week.

2. Eligibility Criteria.

2.1. Every competitor (from parent unit nomination, to AFISRA competition, through the award ceremony) must:

2.1.1. Be in the rank of A1C to TSgt (current year new MSgt-selects are eligible).

2.1.2. Test in his or her current primary AFSC/RI.

2.1.3. Be an AFISRA or other eligible unit identified in this publication.

2.1.4. Meet all quality force standards during entire period (i.e., no UIF, passing fitness evaluation, etc.).

2.1.5. Have completed required position qualification training for present job (or last job if assigned within the last six months).

2.1.6. Possess 5- or 7-skill level commensurate to the nominee's rank and AFSC/RI.

2.2. Previous winners/test writers become eligible:

2.2.1. Two years after their last involvement in Maj Gen Larson Awards test development.

2.2.2. One year after their last gold medal award.

2.3. Three time medal winners are highly encouraged to write Agency-level and/or unit/parent unit level pre-tests, but are permanently ineligible to compete in Maj Gen Larson Awards.

2.4. Unit commanders of AFISRA-level nominees are responsible for ensuring their nominees meet eligibility requirements during the entire period from nomination for AFISRA testing through the Maj Gen Larson Awards banquet. If any nominee becomes ineligible, the commander or unit first sergeant must notify the parent unit's Maj Gen Larson Awards POC and the AFISRA Maj Gen Larson Awards Staff immediately.

2.5. Eligible career fields:

2.5.1. Each eligible AFSC/RI must have an AFISRA-wide (including identified units) assigned strength of at least 75 eligible personnel.

2.5.2. Waivers for AFSCs that do not meet the minimum requirement for entry into the program will be considered on a case-by-case basis and must be addressed to the Maj Gen Larson Awards Staff for coordination through the AFISRA/CCC and approval by the AFISRA/CV or CC.

3. Competition Quotas.

3.1. A quota system and pre-testing are required due to the magnitude of potential test takers and potential tests to hand-grade at the agency-level.

3.2. The competition quotas are determined for each parent unit according to the number of personnel in each AFSC/RI in the parent and all subordinate units. Personnel numbers are based on data requested from AFISRA/A1 in the beginning of the year.

3.2.1. Air Force Reserve Command and Air National Guard units will be allocated quotas through their active duty parent units in coordination with HQ AFRC/A2 and NGB/A2.

3.3. Parent units may request additional quotas based on organizational changes or on unknown data at the quota development. Address all requests for changes to quotas to the Maj Gen Larson Awards Staff.

3.4. Quota Development. If a unit has at least one eligible AFSC/RI it will receive at least one quota, regardless if it actually uses the quota that year.

4. Medalists.

4.1. The three individuals in each AFSC/RI with the highest scores are identified as the AFISRA Maj Gen Larson Awards Medalists.

4.1.1. The Commander, AFISRA announces the medalists in a formal announcement drafted by the Maj Gen Larson Awards Staff.

4.1.2. Medalists are awarded their Gold, Silver or Bronze medal at the Maj Gen Doyle E. Larson Awards banquet.

4.1.3. All medalists must meet all eligibility criteria outlined in paragraph 2 for nomination to the awards banquet.

5. Honor Roll. The top ten percent of competitors in an AFSC/RI (not including the Gold, Silver, and Bronze medal winners) are named to the Maj Gen Larson Awards Honor Roll and will receive an Honor Roll Certificate signed by the Commander, AFISRA.

6. Disqualifications. If a competitor no longer meets the finalist eligibility criteria in paragraph 2, that person is disqualified and given a score of zero for their test.

7. Communication.

7.1. All Maj Gen Larson Awards official communications (announcement message, quota allocations, competitor nominations, finalist announcement, medalist/honor roll announcement, etc) will be made via formal message channels.

7.2. Informal coordination (between the Maj Gen Larson Awards staff, Trusted Agents, council members, etc.) is authorized. Mailing and email addresses are listed below.

7.2.1. NIPRNet: sensor.olympics@lackland.af.mil

7.2.2. SIPRNet: sensor.olympics@aia.af.smil.mil

7.2.3. JWICS: aia.sensorolympics@aia.ic.gov

7.2.4. Mailing Address.

Maj Gen Larson Awards
c/o HQ AFISRA/CCCO
102 Hall Blvd, Ste 201
San Antonio, Texas 78243

ROBERT P. OTTO, Maj Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFI 36-2618, *The Enlisted Force Structure*, 27 February 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

Title 10 United States Code 8012, 7 January 2011

Prescribed Forms

AFISRA Form 66, *Major General Larson Award Certificate*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFDPO—Air Force Departmental Publishing Office

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

NIPRNet—Non-Secure Internet Protocol Router Network

RI—Reporting Identifiers

RDS—Records Disposition Schedule

SIPRNet—Secure Internet Protocol Router Network

JWICS—Joint World-wide Information Communications System

Attachment 2

GROUND RULES FOR WING/CENTER/UNIT MAJ GEN LARSON AWARDS TRUSTED AGENTS

A2.1. The Maj Gen Larson Awards Trusted Agent's purpose is to ensure the integrity and security of the Maj Gen Larson Awards testing process. The prestige of the Maj Gen Larson Awards Program depends on an airtight testing process that ensures we identify the "best of the best technicians."

A2.2. A Trusted Agent should be someone not eligible to take a Maj Gen Larson Awards test (i.e., MSgt-select to CMSgt; a commissioned officer; or a DOD civilian or contractor who is not a reserve TSgt or below). Although the tests are changed every year, anyone who has had access to a Maj Gen Larson Awards test will have a significant advantage should they ever have to take the test.

A2.3. The Trusted Agent for the wing/center/unit is the single point of contact between that wing/center/unit and the Maj Gen Larson Awards Staff (AFISRA/CCCO), is authorized to appoint subordinate Trusted Agent(s) to assist in carrying out their Maj Gen Larson Awards duties, and is responsible for the actions of their subordinate Trusted Agents.

A2.4. Security of the test is paramount. No one, other than a Trusted Agent (outside of testing), has the authority to see a Maj Gen Larson Awards test or the "need to know" what is contained in the test. Enforce test security as strictly as possible.

A2.5. A Trusted Agent must proctor all Maj Gen Larson Awards tests.

A2.6. Maj Gen Larson Awards tests will be sent to the wing/center/unit Trusted Agent via e-mail. Some tests may require the competitor to use a computer to see moving graphics or hear an audio file.

A2.6.1. For those tests that don't require the use of a computer, print out a separate copy (on a color printer, if possible) of the test for each competitor.

A2.6.2. Competitors MAY NOT write on the test, only answers on the answer sheet will count.

A2.6.3. No working aids of any kind (including calculators) may be used (**Exception:** 1N2X1A).

A2.6.4. Time limit for the test is 1 hour and 30 minutes.

A2.6.5. Tests consist of at least 75 and no more than 100 questions.

A2.6.6. Destroy the test, preferably by shredding, immediately after the testing session.

A2.6.7. Once all of your competitors have taken their tests, delete any electronic copies of the tests. Units are not authorized to keep any Maj Gen Larson Awards tests.

A2.7. Trusted Agents are responsible for ensuring the answer sheets and critiques from their wing/center/unit (and subordinate units) get to the Maj Gen Larson Awards office on time. To ensure you have an answer sheet and critique for every person your wing/center/unit nominated, please consolidate the answer sheets and critiques from your subordinate units and send all of the

tests and critiques via accountable means (i.e., certified mail, express mail, etc.) in enough time to meet the deadline.

A2.8. Any test challenges should be documented on blank paper by the competitor and given to the Trusted Agent with the test and critique. The challenge must take place during the testing session only. The Trusted Agent should send the test challenge to the Maj Gen Larson Awards Staff via e-mail for resolution and destroy the paper. This procedure will enable us to keep test challenges within the Maj Gen Larson Awards Trusted Agent channels and ensure information is properly protected.

A2.9. Comments (positive or negative) about the Maj Gen Larson Awards Program are welcome (and encouraged) and should be put on the critiques that are forwarded with the test answer sheets.

Attachment 3**CONFIDENTIALITY AGREEMENT**

Contract requiring (Rank)_____ (Name) _____, a prospective Maj Gen Larson Awards test creator and/or Maj Gen Larson Awards Trusted Agent; confidentiality in connection with the development of any test-related data.

You have been assigned duties developing or handling testing material for the Air Force ISR Agency's Maj Gen Larson Awards Program. In this capacity, you will become a "Trusted Agent" of data and information whose unauthorized disclosure has the potential to give Maj Gen Larson Awards competitors an advantage in testing. Trusted Agents have access to information concerning the research, development, grading, and results of annual Maj Gen Larson Awards testing products and procedures. Safeguarding such information, no matter how obtained is a military duty.

As a condition to taking on the responsibilities as a test developer, you agree that all information used to develop Maj Gen Larson Awards tests to include the testing materials and answer sheets will be kept within Maj Gen Larson Awards Trusted Agent channels. Additionally, you agree to not share any potential testing data to any person other than a Trusted Agent or a member of the Maj Gen Larson Awards staff. If you identify anyone who needs to assist you in the development of the Maj Gen Larson Awards test, you agree to provide him/her with a copy of this confidentiality agreement and indicate agreement before they begin assisting you in development. Provide the original copy of the signed agreement to the Maj Gen Larson Awards Staff within three duty days of being signed.

You agree that any material gathered to construct Maj Gen Larson Awards tests will not be used in any way detrimental to the integrity of the program. All testing material will be treated as belonging to the Maj Gen Larson Awards Program, and shall not be disclosed in any manner, in whole or in part, to anyone who is not a Trusted Agent or a member of the Maj Gen Larson Awards Staff. The testing material shall not be used other than for the purpose of the Maj Gen Larson Awards Program.

You agree that your participation in controlling and/or developing Maj Gen Larson Awards testing materials makes you ineligible to participate as a competitor in Maj Gen Larson Awards competition for two years following the year of your last involvement in test development.

If you are in agreement with this, please sign and return to the Maj Gen Larson Awards Staff in Building 2088, Room 7, or mail it to: AFISRA/CCCO, Attn: Maj Gen Larson Awards, 102 Hall Blvd., Suite 201, San Antonio, Texas 78243-7019.

AGREED:

Signature

Date

Organization/Unit

Office Symbol

DSN Phone Number