

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

**AIR FORCE ISR AGENCY INSTRUCTION  
36-2805**

**26 OCTOBER 2012**



**Personnel**

**AWARDS AND RECOGNITION PROGRAM**

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Programs* and establishes the Headquarters Air Force Intelligence, Surveillance and Reconnaissance (ISR) Agency (AFISRA) Air Force policy for quarterly awards programs, annual awards programs and special recognition programs. It outlines responsibilities for awards programs and specifies how to nominate deserving individuals or units for these awards. This publication applies to all AFISRA active duty Air Force, AFISRA-assigned Air Force Reserve (AFRES) and Air National Guard (ANG) members, and civilian employees paid through appropriated funds assigned to the HQ AFISRA Staff, the Air Force Cryptologic Office (AFCO), and the Air Force Geospatial Intelligence Office (AFGO). It does not apply to Centers, Wings, or Groups subordinate either to the Headquarters AFISRA nor to units assigned to these organizations located in San Antonio, Texas.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required.

## ***SUMMARY OF CHANGES***

This revision changes unit of assignment applicability; changes the requirements for board members (paragraph 5.1); changes method of scoring packages (paragraph 5.2), rescinds the AFISRA Form 24, *HQ AFISRA Awards Score Sheet*; and changes the approving authority for board selections (paragraph 5.2.3). This eliminates the requirement for the Wingman Award (to be included in the revised AFI 36-2805/AFISRA Supplement). All other changes were administrative in nature.

**1. Award Categories.** A professional will be chosen as the HQ AFISRA quarterly and annual winner in the below categories. In the event the winner is assigned outside of San Antonio, Texas, a “Staff” winner will also be recognized.

- 1.1. Field Grade Officer (FGO) Category. FGOs in grades O-4 and O-5 (excluding O-6 selects).
- 1.2. Company Grade Officer (CGO) Category. CGOs in grades O-1 through O-3.
- 1.3. Senior Noncommissioned Officer (SNCO) Category. SNCOs in grades E-7 and E-8(excluding E-9 selects).
- 1.4. Noncommissioned Officer (NCO) Category. NCOs in grades E-5 and E-6.
- 1.5. Junior Enlisted Members (JEM) Category. JEM in grades E-1 through E-4.
- 1.6. First Sergeant (1st Sgt) Category. 1st Sgts who have graduated from the USAF First Sergeant Academy, been awarded the 8F000 Special Duty Indicator (SDI) and are currently performing duty in an authorized/funded position. This is an annual category only.
- 1.7. Civilian Categories. Civilians will compete in designated categories based on pay grade and supervisory categories as published by the 502nd Air Base Wing.

## **2. Award Periods.**

- 2.1. Quarterly Awards. Quarterly awards periods are 1 January through 31 March (1st Qtr), 1 April through 30 June (2d Qtr), 1 July through 30 September (3rd Qtr), and 1 October through 31 December (4th Qtr).
- 2.2. Annual Awards. The annual awards period is 1 January through 31 December.

## **3. Nomination Requirements.**

- 3.1. Unit of Assignment. Personnel must be assigned to the Headquarters Staff, AFCO or AFGO for a minimum of one-half the nomination period to be eligible for consideration in HQ AFISRA quarterly or annual awards program.
- 3.2. Rank or Grade. Personnel must have served in one of the applicable ranks or grades from paragraphs 1.1 through 1.7 of this instruction for a majority of the nomination period for the category they are nominated for. Personnel with a promotion sequence number will compete with their respective peers in the rank they possess at the last day of the recognition period except as noted in paragraphs 1.1, 1.2 and 1.3.
- 3.3. First Sergeants. Nominees must have served in the position of First Sergeant and held the SDI 8F000 for at least 6-months during the award period.

3.4. Quality Force Requirements. Nominees must: not be on, nor have been on, the control roster during the award period; currently meet minimum acceptable standards on the fitness assessment program; not currently be under investigation during the award period; and not have had an open/active unfavorable information file (UIF) or Article 15 during the award period.

3.5. Active Duty, Guard and Reserve Airmen are eligible to compete in all military categories provided they meet the requirements of paragraphs 3.1 and 3.2.

#### 4. Nomination Procedures.

4.1. Each Two-Letter Directorate, AFCO, and AFGO may submit one nominee in each category.

4.1.1. An endorsement letter signed by the Director/Commander must accompany nominations and include the name, email address, fax, and duty phone of the unit POC.

4.1.2. Nomination write ups must be security reviewed by the AFISRA Security Office in person or via JWICS prior to submitting packages to the CCF or A1. A Security Office (SO) review statement with the name, date, and phone number of the SO official must be included in the endorsement letter. Nomination packages received without proper security review will not be accepted.

4.2. Military nominees will be emailed to the Headquarters First Sergeant

4.3. Civilian nominees will be emailed to HQ AFISRA/A1 Workflow.

4.4. Accomplishments must have occurred during the nominated quarter or calendar year.

4.5. Quarterly award winners are not eligible to compete during consecutive quarters of the same calendar year.

4.6. Use an AF IMT 1206, *Nomination for Award* (latest version), front page only.

4.6.1. Nominations for civilian and military categories are restricted to 13 single-spaced lines (including the headings) for quarterly competition and 30 single-spaced lines (including headings) for annual competition.

4.6.2. Bullet format will be used.

4.6.3. The following headings are mandatory and will be used on military nominations:

4.6.3.1. LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit/mission. Include results of Air Force, MAJCOM, Numbered Air Force-Level inspections and/or evaluations. Include awards received (e.g., Lance P. Sijan, and so forth).

4.6.3.2. Significant Self-Improvement: Show how the member developed/improved skills related to primary duties (e.g., formal training, career development, course enrollment or completion, on-the-job training, certification, off-duty education related to primary duties, and so forth). Include completion of any Professional Military Education (PME) as well as awards earned during in-residence attendance. Include

any off-duty education not directly related to primary duties (e.g., class, course, degree, enrollment/completion and grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

4.6.3.3. **BASE OR COMMUNITY INVOLVEMENT:** Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in First Sergeant Council, Unit Advisory Councils, Professional Military Organizations, associations, and events (e.g., President of Top 3, Enlisted Dining-Out Committee, Member of Air Force Sergeants Association, Air Force Association, Sunday School Teacher, and so forth).

4.6.4. The following headings are mandatory and will be used on civilian nominations:

4.6.4.1. **JOB PERFORMANCE IN PRIMARY DUTY:** Describe how well the nominee performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Also, identify recognition of duty performance earned at the unit, installation, command, Air Force or DoD levels.

4.6.4.2. **LEADERSHIP QUALITIES:** Describe significant leadership accomplishments. Include the development of new techniques contributing to increased mission effectiveness. These qualities could be evidenced by supervisors or by non-supervisory personnel through management of a project associated with their primary duties.

4.6.4.3. **OTHER ACCOMPLISHMENTS:** Recognize contributions to the mission such as volunteering for on-duty projects in other work centers or units. Include any significant self-improvement through off-duty education, training or achievements in professional associations directly related to official duties. Include base or community involvement.

4.6.5. A legend will be used at the bottom of the AF IMT 1206 for all acronyms used.

4.6.6. Signatures on the AF IMT 1206 are not required.

## **5. Selection Board Composition and Procedures.**

5.1. **Board Composition.** Board composition will be made up of FGOs, SNCOs, NCOs and civilians assigned to HQ AFISRA. A minimum of three members constitute a board as listed below; additional voting panel members are authorized. The board president is the senior panel member.

5.1.1. The First Sergeant will populate the boards through DS Workflow tasking to ensure equal representation on the panels.

5.1.2. FGO: Three O-6s or GG-15s.

5.1.3. CGO: Three O-4 or above.

5.1.4. SNCO: Three E-9 or E-9 Selects.

5.1.5. NCO: One E-8 or Select and two E-7s.

5.1.6. JEM: One E-7 or equivalent, and two E-5/E-6.

5.1.7. First Sgt of the Year: The HQ AFISRA/CCC will serve as the board president. The board will consist of at least two additional Chief Master Sergeants or Chief Master Sergeant Selects.

5.1.8. Civilian Supervisor. Three O-6s or GG-15s. Civilians must be in supervisory positions and equal to or higher grades than the nominees

5.1.9. Civilian Non-Supervisory Categories. Three O-5s or GG-14s.

5.2. Conduct of the board. All boards will be records only unless directed otherwise. The First Sergeant will determine the method of scoring packages and will be sent out to units prior to the board and board members along with packages.

5.2.1. Award Winner Selection. Panel members and board president scores will be counted to determine the winner.

5.2.2. In the event of a tie, panel members will re-score the tied nominees to determine a winner. If after re-scoring the nominees are still tied, the President will determine the winner.

5.2.3. The HQ AFISRA First Sergeant will approve board selections, consolidate all board results and notify the AFISRA/CCC of the winners.

5.3. Recognition.

5.3.1. The DS will fund the purchase of annual and quarterly awards. The First Sergeant is responsible for purchasing the awards.

5.3.2. The Commander, HQ AFISRA, or the appointed representative, will present quarterly and annual awards at a recognition ceremony.

5.3.3. HQ AFISRA Quarterly Award winners will receive a one-day pass (military) and eight hours time off award (civilian). HQ AFISRA Annual Award winners will receive a three-day pass (military) and 24 hours paid leave (civilian). Individual directors are responsible for submitting time off awards via the human resource liaison.

5.4. HQ AFISRA quarterly and annual award winners will go forward and compete at the Joint-Base Lackland competition. In the event the Headquarters winner is from a unit located outside of Lackland AFB, the Staff winner will compete locally.

5.5. HQ AFISRA military annual winners will be the headquarters nominee to compete in the AFISRA annual award program. Each enlisted military annual winner must sign a statement of intent agreeing that if selected as an AFISRA nominee, they will obtain the required retention to compete at Air Force level. All MAJCOM nominees must have sufficient retention to serve on the Air Force Association (AFA) Enlisted Advisory Council for a 12-month period commencing the month of their induction (September), if selected as one of the 12 Outstanding Airman of the Year (OAY).

## **6. The Quiet Professional Award.**

6.1. The Quiet Professional award is a tool for directors and commanders to recognize their personnel (both military and civil service) for exceptional duty performance, initiative or leadership.

6.2. Award criteria. Military and civilian members can be recognized for their achievements in five areas of concentration: accomplishment of agency goals or objectives; demonstrated exceptional leadership; improved work environment; improved morale; or delivered outstanding customer service.

6.3. Nomination Requirements. Any person within the HQ AFISRA can nominate a military or civilian professional for this award by completing and signing AFISRA Form 23, *The Quiet Professional Award*.

**6.4.** Nomination Procedures. AFISRA employees who nominate an individual for this award by initiating the AFISRA Form 23 forwarding it to the Directorate's Executive Officer or the Headquarters First Sergeant. The AFISRA Form 23 is forwarded to the appropriate 2-Letter Director or Commander for final approval. Approved awards are forwarded to the First Sergeant for processing.

6.5. Recognition. The recipient will receive a Certificate of Recognition signed by the AFISRA Commander. Military personnel will be authorized a one-day pass and civilians will be awarded an eight hour time off award. Individual directors are responsible for submitting time off awards via the human resource liaison.

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

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

*Prescribed Forms*

AFISRA Form 23, *The Quiet Professional Award*

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

*Abbreviations and Acronyms*

**AFA**—Air Force Association

**AFCO**—Air Force Cryptologic Office

**AFGO**—Air Force Geospatial Intelligence Office

**AFISRA**—Air Force Intelligence, Surveillance and Reconnaissance Agency

**AFRES**—Air Force Reserve

**CGO**—Company Grade Officer

**FGO**—Field Grade Officer

**IAW**—In Accordance With

**ISR**—Intelligence, Surveillance and Reconnaissance

**JEM**—Junior Enlisted Member

**NCO**—Non-Commissioned Officer

**OAY**—Outstanding Airman of the Year

**OPR**—Office of Primary Responsibility

**PME**—Professional Military Education

**RDS**—Records Disposition Schedule

**SDI**—Special Duty Indicator

**SNCO**—Senior Non-Commissioned Officer

**SO**—Security Office

**UIF**—Unfavorable Information File