

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

**AIR FORCE ISR AGENCY INSTRUCTION
36-2819**

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**HQ AIR FORCE INTELLIGENCE,
SURVEILLANCE, AND RECONNAISSANCE
AGENCY ANNIVERSARY PROGRAM**

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This instruction provides guidance and procedures for the administration of the AF ISR Agency Anniversary Program. The AF ISR Agency Anniversary Program outlines annual events that are held to recognize and celebrate the anniversary of AF ISR Agency and its predecessor Air Force organizations (United States Air Force Security Service [USAFSS], Electronic Security Command [ESC], Air Force Intelligence Command [AFIC] and Air Intelligence Agency [AIA]). The program outlines the collective efforts of AF ISR Agency personnel involved in the anniversary events; it establishes the duties and responsibilities for the OPRs and offices of collateral responsibility. This publication does not apply to AF ISR Agency-gained Air National Guard or Air Force Reserve units. Send comments and suggested improvements to this instruction checklist on AF Form 847, **Recommendation for Change of Publication**, through channels, to AF ISR Agency/DSE, 2 Hall Blvd Ste 201, San Antonio TX 78243-7072. Maintain records created as a result of prescribed processes IAW AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) as found on the AF Portal at the AF Records Information Management System (AFRIMS) link. Contact supporting records managers as required. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

The revisions to this instruction are only administrative in nature.

1. Definitions. Unique organizations and positions defined and used throughout this instruction.

1.1. Non-federal Entity. A non-federal entity is generally a self-sustaining, non-Federal person or organization, established, operated and controlled by any individual(s) acting outside the scope of any official capacity as officers, employees or agents of the Federal Government. A non-Federal entity may operate on DoD installations if approved by the installation commander or higher authority under applicable regulations.”

1.2. Non-federal Entity Active Duty Liaison. A non-federal entity active duty liaison is a field grade officer appointed by the Commander (AF ISR Agency /CC) to act as official liaison between AF ISR Agency and non-federal entities. Responsibilities include coordinating between the AF ISR Agency events coordinator and non-federal entities on AF ISR Agency Anniversary Program events.

1.3. AF ISR Agency Remembrance Ceremony. The AF ISR Agency Remembrance Ceremony is an annual ceremony held at HQ AF ISR Agency in front of the EC-47 Memorial. The ceremony is conducted to honor the military men and women killed in action, and comrades who have died during the last year. Intelligence unit closures are also remembered.

1.4. Hall of Honor Induction Ceremony. The Hall of Honor Induction Ceremony is an annual ceremony held at HQ AF ISR Agency. Several inductees are selected based on contributions to USAFSS, ESC, AFIC, and AF ISR Agency. Inductees are honored with their pictures and names permanently displayed on plaques in the Hall of Honor in the B. A. Larger Auditorium.

2. Events. In recognition of the Agency's anniversary, the following officially recognized events are held in the September or October timeframe each year. OPRs include:

2.1. AF ISR Agency Anniversary Golf Tournament---AF ISR Agency /A5/8 (Directorate of Plans, Requirements and Programs).

2.2. AF ISR Agency Remembrance Ceremony---AF ISR Agency /A2---(Directorate of Analysis and Applications).

2.3. AF ISR Agency Picnic---AF ISR Agency /A3--- (Directorate of ISR Operations).

2.4. AF ISR Agency Hall of Honor Ceremony---AF ISR Agency /A1 (Directorate of Personnel).

2.5. AF ISR Agency Anniversary Banquet---AF ISR Agency /A4/7 (Directorate of Logistics).

3. Duties and Responsibilities . The following information provides program guidance, duties, and responsibilities.

3.1. The Commander (AF ISR Agency /CC):

3.1.1. Appoints a field grade officer or senior civilian in the grade of GG-14 or above annually to oversee all activities. **NOTE:** This individual is hereafter referred to as the Events Coordinator and is not necessarily the same as the non-federal entity active duty liaison.

3.1.2. Annually approves the schedule of events.

3.2. The Events Coordinator:

3.2.1. Establishes an annual schedule of events and submits the schedule to AF ISR Agency /CC for approval.

3.2.2. Coordinates with the nonfederal entity active duty liaison officer on the schedule of events.

3.2.3. Conducts periodic working groups to ensure all required actions are accomplished.

3.2.4. Monitors and coordinates with AF ISR Agency /JA (Staff Judge Advocate), AF ISR Agency /FM (Directorate of Financial Management And Comptroller), AF ISR Agency /DS (Director of Staff) and AF ISR Agency /DSE (Executive Services) on all expenditures of AF ISR Agency resources and funds.

3.2.5. Conducts a lessons-learned meeting and ensures the lessons learned are incorporated into the following year's program.

3.2.6. Establishes and maintains a continuity book including a master copy of all program checklists and official correspondence.

3.2.7. If required, appoints OPRs for any additional tasks (for example, static displays).

3.3. AF ISR Agency Non-federal Entity Active Duty Liaison. Assists the events coordinator as required and serves as the primary liaison between AF ISR Agency elements and nonfederal entity.

3.4. AF ISR Agency OPRs:

3.4.1. Accomplish all actions necessary to conduct their event.

3.4.2. Closely coordinate their event's agenda or program with the Events Coordinator and Protocol Office.

3.4.3. Coordinate and determine if expenditures can utilize AF ISR Agency funds (appropriated or nonappropriated). AF ISR Agency Anniversary Funding appendix is attachment one to this instruction.

3.4.4. Maintain a continuity book and checklists of all required actions that include protocol, security, and safety.

3.4.5. Review checklists on an annual basis and update as required.

3.5. AF ISR Agency /PA (Public Affairs):

3.5.1. Assists event OPRs with creating awareness of events.

3.5.2. Coordinates civilian news media coverage as warranted.

3.6. AF ISR Agency/DS (Director of Staff) provides protocol, command presentations and commander's action group support as required.

3.7. Other AF ISR Agency Offices and Organizations provide assistance as required by the events coordinator and or the AF ISR Agency non-federal entity liaison officer.

4. Adopted Form. AF Form 847, *Recommendation for Change of Publication*.

JOHN C. KOZIOL, Major General, USAF
Commander

Attachment 1
FUNDING GUIDELINES

Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
AF ISR Agency Anniversary	Entire function - Appropriated Funds (APF)		X			65-601 V1	Cannot be funded with appropriated dollars - not recognized as an official Air Force function
	Entire function - Nonappropriated Funds (NAF)				X	34-201 para 12.4/12.5	Nonappropriated funds cannot be used - not listed as an authorized expenditure in NAF regulation.
	Printing (Posters, Invitations, handouts)		X		X		
	Photo Support		X		X		
	Decorations		X		X		
	Food		X		X		
	Entertainment		X		X		
	General Support (specify)						
	Office Supplies/ Equipment		X		X		
Golf Tournament	Entire function - APF		X			65-601 V1	Not recognized as an official AF function.
	Entire function - NAF				X	34-201 para 12.4/12.5	Non-appropriated funds cannot be used - not listed as an authorized expenditure in NAF regulation.
	Printing (Posters, Invitations, handouts)		X		X		

Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
	Photo Support		X		X		
	Decorations		X		X		
	Entertainment		X		X		
	General Support (specify)						
	Office Supplies/ Equipment		X		X		
Remembrance Ceremony	Entire function - APF		X			65-601 V1	Not recognized as an official AF function.
	Entire function - NAF				X	34-201 para 12.4/12.5	Nonappropriate funds cannot be used - not listed as an authorized expenditure in NAF regulation.
	Printing (Posters, Invitations, handouts)		X		X		
	Photo Support		X		X		
	Decorations (i.e., flowers, wreaths)		X		X		
	Food		X		X		
	Entertainment		X		X		
	General Support (specify)						
	Office Supplies/ Equipment		X		X		
Picnic	Entire function - APF		X			65-601 V1	Not recognized as an official AF function.
	Entire function - NAF (AF Sponsored)			X		34-201 para 4.3.4	Base or organizational parties and picnics that the installation commander authorizes.

Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
	Entire function - NAF (FTVA Co-sponsored)				X	34-201 para 12.5.3	If co-sponsored picnic, nonappropriated funds cannot be used. Contributions or support for private individuals or organizations, other NAFIs, or non-Air Force Government organizations are not authorized.
	Printing (Posters, Invitations, handouts)		X		X		
	Photo Support		X		X		
	Decorations		X		X		
	Food		X	X	X		
	Entertainment		X		X		
	General Support (specify)						
	Office Supplies Equipment		X		X		
Hall of Honor Ceremony	Entire function - APF (exceptions below)		X			65-601 V1	Not recognized as an official AF function.
	Entire function - NAF				X	34-201 para 12.4/12.5	Nonappropriated funds cannot be used - not listed as an authorized expenditure in NAF regulation.
	Printing (Posters, Invitations, handouts)		X		X		
	Photo Support		X		X		
	Decorations		X		X		
	Food		X		X		

Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
	General Support (specify)						
	Office Supplies Equipment		X		X		
FTVA BANQUET	Entire function - APF		X			65-601 V1	Not recognized as an official AF function.
	Entire function - NAF				X	34-201 para 12.4/12.5	Nonappropriated funds cannot be used - not listed as an authorized expenditure in NAF regulation.
	Photo Support		X		X		
	Decorations		X		X		
	Food		X		X		
	Entertainment		X		X		
	General Support (specify)						
	Office Supplies Equipment		X		X		
AF ISR Agency/CC CONFERENCE	Entire function - Appropriated Funds (APF)	X				65-601 V1, 4.42.2.2	Air Force organizations that sponsor a conference may pay for speaker fees, light refreshments, and other costs from their O&M funds.
	Entire function - Nonappropriated Funds (NAF)				X	34-201 para 12.1	If appropriated funds are authorized, nonappropriated funds cannot be used to fund the expenditure.
	Printing (Posters, Invitations, handouts)	X			X		

Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
	Photo Support	X			X		
	Decorations	X			X		
	Food	X	X		X		Light refreshments authorized only for members in TDY status. AF ISR AGENCY policy is that a hospitality fee will be charged vice using APF.
	Entertainment		X		X	65-601 V1, para 4.28.1.9	Only programmed "incentive music" (such as "MUSAK") to enhance employee morale is authorized.
	General Support (specify)						
	Office Supplies/Equipment	X			X		
	Gifts/Mementos for speakers		X		X		
SO Banquet	Entire function - APF	X				65-601 V1, Ch 4	Considered an authorized AF program.
	Entire function - Nonappropriated Funds (NAF)				X	34-201 para 12.1	If appropriated funds are authorized, nonappropriated funds cannot be used to fund the expenditure.
Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
	Printing (Posters, Invitations,	X	X		X	65-601,	Comptroller General

	handouts)					V 1, Ch 4	decisions permit the commercial printing, including DAPS, of invitations and programs <u>only</u> for ground breaking and dedication ceremonies, change of command, graduations, and national patriotic observances.
	Photo Support	X			X		
	Decorations	X			X		
	Food	X	X		X	65-601, V1, para 4.31	For military members, light refreshments--not meals--are authorized for regional award competitions at the recognition ceremony. For civilian award nominees, winners, and their supervisors, banquet meals may be purchased.
Function	Detailed Categories	APF		NAF		AFI	Instruction Guidance
		YES	NO	YES	NO		
	Entertainment (e.g., Air Force Band)	X			X	65-601, V1, para 4.28. 1.8	Military service bands, choral groups, and other groups (such as "Tops in Blue") which normally perform at base theaters or service clubs for

							the entertainment of military personnel, their dependents, and others as authorized by the charter of the bands or choral groups.
	General Support (specify)						
	Trophies, plaques, organizational coins	X			X	65-601, V1 para 4.29.2	Mission Accomplishment Awards. Designed for display purposes. Nominal cost, no resale value. Awards must be authorized by AFI 36-xxx series instructions, or MAJCOM/Base/FOA supplement.