

**BY ORDER OF THE COMMANDER
AIR FORCE TECHNICAL
APPLICATIONS CENTER**

**AIR FORCE TECHNICAL
APPLICATIONS CENTER
INSTRUCTION 84-101**

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History

AFTAC WALL OF HONOR PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of Air Force Instruction (DAFI) 84-105, *Organizational Lineage, Honors and Heraldry*, 17 June 2021. It establishes the process for nomination, review, and selection of the Air Force Technical Applications Center's (AFTAC) Wall of Honor program. This program recognizes individuals who served with great distinction and contributed immeasurably to the successful accomplishment of AFTAC's long-range detection and nuclear treaty monitoring missions. The Wall of Honor preserves the legacy of AFTAC's former members, highlights their deeds, recognizes their contributions, and honors their service to the Center, the Air Force, the Department of Defense, the nation, and its allies. It applies to individuals at all levels including the Air Force Reserve and Air National Guard; and where specified applies to Air Force civilian employees. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to the Publications and Forms Manager, AFTAC/A6X. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. 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

Removed verbiage and references to the AFTAC's Organizational Cultural Coordinator (OCC) and diversity, equity, inclusion, and accessibility per recent guidance in response to the Presidential Executive Orders ending DEI practices within the Federal government. Re-worded section 4.1 removing the OCC's role as a permanent voting member of the Wall of Honor selection committee, removed references to DEIA, and clarified existing phraseology pertaining to the five non-permanent members of the selection committee. Removed reference to AFI 36-7001, *Diversity and Inclusion*, 03 June 2021 in line 178 in accordance with recent guidance. One grammatical change in line 168; deleted extra space.

1. Background. Since the activation of the 1035th Field Activities Group in July 1959, Airmen, Guardians, and civilians have maintained a vigilant 24/7 watch to monitor the globe for nuclear events, activities, and/or detonations. These talented members have possessed special skill sets and demonstrated a dedication to the mission that have collectively established AFTAC's legacy for three quarters of a century. The Wall of Honor was established in 2015 to recognize individuals who profoundly contributed to AFTAC's global mission, while highlighting the Air Force Core Values of integrity, service, and excellence.

2. Roles and Responsibilities.

2.1. The AFTAC Deputy Commander (AFTAC/CD) shall:

2.1.1. Serve as final selecting authority for the Wall of Honor inductee(s) based on recommendations from the selection committee.

2.2. The AFTAC Director of Staff (AFTAC/CoS) shall:

2.2.1. In the absence of the AFTAC Deputy Commander (AFTAC/CD), serve as final selecting authority for the Wall of Honor inductee(s) based on recommendations from the selection committee.

2.3. The AFTAC Historian (AFTAC/HO) shall:

2.3.1. Provide oversight of the responsibilities of the Wall of Honor program.

2.3.2. Serve as the Wall of Honor selection committee chair.

2.3.3. Ensure submission packages include all required documentation and determines timing of selection committee meetings to keep the Wall of Honor process on schedule for a spring-time induction ceremony.

2.3.4. Oversee organization of, and delegates responsibilities to a Project Officer, for the Wall of Honor Induction Ceremony.

2.4. The Wall of Honor Project Officer shall:

2.4.1. Ensure all components of the Wall of Honor Ceremony are organized and completed to include (but not limited to):

2.4.1.1. Formal Script

2.4.1.2. Proffer

2.4.1.3. Escorts

- 2.4.1.4. Photographer
 - 2.4.1.5. Honor Guard
 - 2.4.1.6. Invocation & Anthem Singer
 - 2.4.1.7. Plaque engraving
 - 2.4.1.8. Medallion procurement and engraving
 - 2.4.1.9. Formal invitations to selectee(s)
 - 2.4.1.10. Two ceremony narrators
- 2.5. The AFTAC Public Affairs (AFTAC/PA) shall:
- 2.5.1. Serve as a voting member on the Wall of Honor selection committee.

3. Criteria for Nomination.

- 3.1. Nominees may be military or civilian personnel who were assigned or attached to the 1035th Field Activities Group, 1035th Technical Operations Group, or the Air Force Technical Applications Center (headquarters, detachments, and/or operating locations). Contractors are not eligible (unless they served on active duty or as a government civilian employee per [para 1.](#)).
- 3.2. Nominees must have served for at least five (5) years with the organization in some capacity as a military member and/or civil servant.
- 3.3. Nominees cannot be actively/currently employed or attached to AFTAC, and nominee must be retired/separated from active service for at least five (5) years before nomination eligibility. An exemption to this five-year rule due to unique circumstances is at the discretion of the AFTAC Commander or Deputy Commander.
- 3.4. Nominees must have achieved a proven record of outstanding accomplishments through significant, distinctive, measurable, and extraordinary contributions to mission success.
- 3.5. Nominees must have demonstrated great character, served as an influential role model, and cultivated a recognizable, innovative work environment.
- 3.6. Nominee can be of any grade, rank, Air Force Specialty Code, or civilian job series.
- 3.7. Nominee cannot have had any significant disciplinary action while serving at AFTAC (e.g., nonjudicial punishment; letters of reprimand/admonishment; suspension; removal, clearance revocation, etc.), and all military nominees must have received an Honorable Discharge (no exceptions).
- 3.8. ALL SUBMISSION PACKAGES MUST BE UNCLASSIFIED. It is incumbent upon the submitter to ensure the information contained within the nomination package is fully cleared for public release. This includes all supporting documentation.

4. Selection Process.

- 4.1. The AFTAC Historian (herein referred to as the committee chair) has oversight responsibilities of the program and is a permanent member of the selection committee. AFTAC Public Affairs will also be a permanent voting member on the selection committee. Additionally, the selection committee will include five members nominated via tasker.

Strategic Integration (SI), Systems Development (SD), Center Staff, 709th Surveillance and Analysis Group (SAG), and the 709th Support Group (SPTG) will each be represented by one individual. Selection committee individuals must be an actively serving civilian or military member of AFTAC.

4.2. Submissions should include the following documentation for consideration:

4.2.1. Introductory cover letter addressed to the AFTAC Deputy Commander that includes submitter's name, rank/grade (if any), contact information, and relation to the nominee. The cover letter must include the full name of the nominee, their rank/grade, job title(s), and period of time the nominee served at AFTAC, along with a brief, informal introduction of the nominee. It should also indicate if the submission is posthumous.

4.2.2. No more than 2-page (1-page if printed front and back) narrative outlining the specific deeds of the nominee that merit consideration for induction. This should be single-spaced, 12-point, Times New Roman font. The statement should illustrate how this nominee distinguished themselves as the "best of the best" with specific, hard examples of their substantial, measurable contributions, and profound impact to the mission.

4.2.3. One letter of recommendation or acknowledgment from another member (other than submitter) who served with the nominee. If no other person is available to provide that documentation, submitter must provide a reason (e.g., all persons from that operating location are deceased).

4.2.4. With advance consent from a nominee, the selection committee may elect to review the AFTAC personnel record of the nominee(s).

4.2.5. If the nominee has prior military service, a copy of the individual's DD-214 must be included with the nomination package.

4.2.6. Copies of medal/decoration citations received during tenure at AFTAC.

4.3. Once the committee reviews and ranks all submissions, the committee chair will put forth up to, but no more than, two (2) nominees for consideration for induction for that calendar year and present their selection(s) to the Deputy Commander, who will make the final selection based on their recommendations.

4.4. Upon selection, a high resolution "head-and-shoulders" photograph of the nominee will be requested. While official photos are preferred, personal head shots in good taste are acceptable, provided they meet the above criteria.

4.5. A Project Officer will be assigned via tasker to coordinate the required elements of the Wall of Honor ceremony supported by the AFTAC Historian.

5. Timeframe.

5.1. Submissions can be given to the AFTAC Historian at any time during the calendar year; however, the selection process will not commence until the beginning of the calendar year for the year of induction. Submissions will NOT be archived or "carried over" from year to year. However, nominees who were not selected may be resubmitted for reconsideration in the future.

6. Induction and Presentation.

6.1. The Wall of Honor Induction Ceremony will be scheduled after the formal announcement and held in the Doyle Northrup Auditorium at the AFTAC Headquarters Building at Patrick Space Force Base (mission requirements considered).

7. Conclusion.

7.1. Questions regarding this instruction should be referred to the AFTAC Historian: 321-494-9879. Please include your name, phone number, and email in all correspondence.

Creighton A. Mullins, Colonel, USAF
Commander

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

DAFI 84-105, *Organizational Lineage, Honors and Heraldry*, 17 June 2021

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFTAC—Air Force Technical Applications Center

AFTACI—Air Force Technical Applications Center Instruction

CD—Deputy Commander

CoS—Chief of Staff

DAFI—Department of Air Force Instruction

HO—Historian

OCC—Organizational Cultural Coordinator

PA—Public Affairs

RDS—Records Disposition Schedule