INTELLIGENCE COMMUNITY COUNTERINTELLIGENCE AWARDS PROGRAM

1. PURPOSE: The Intelligence Community (IC) National Counterintelligence Awards Program recognizes individuals or groups throughout the IC who, through exceptional accomplishments on the counterintelligence target, have made significant contributions to the mission of the National Counterintelligence Executive (NCIX; also known as the Director of National Counterintelligence) and/or in support of the mission and objectives set forth in the US National Intelligence Strategy.

2. AUTHORITY: The National Security Act of 1947, as amended; Executive Order 12333, as amended; Intelligence Community Directive (ICD) 655, National Intelligence Awards Program (May 23, 2007).

3. APPLICABILITY: This Appendix applies to all IC agencies and elements, including the Office of the DNI and its Centers and components, as defined by the National Security Act of 1947, as amended, and other organizations designated by the President or established jointly by the DNI and head of a department or agency as an element of the IC.

4. RESPONSIBILITIES

A. The Office of the National Counterintelligence Executive (ONCIX) will:

1. Oversee implementation of the Counterintelligence (CI) Awards Program in compliance with ICD 655;
2. Oversee and coordinate the review and selection process, including verifying the good standing of candidates regarding performance and suitability issues;
3. Budget and fund administrative costs associated with the program;
4. Issue annual data calls and suspense dates for submission of award nominations; finalize nomination packages for the NCI Awards Review Board; notify nominating agencies of final decisions, and
5. Present the awards at an appropriate IC event as agreed upon by the NCIX.

B. Submitting IC elements will:

1. Review and submit nominations to the ONCIX pursuant to the criteria and procedures outlined in ICD 655 and this appendix; and
2. Provide senior individuals to serve on the CI Awards Review Board on a rotational basis, as requested by the NCIX.
5. AWARD CATEGORIES

A. Operations:

The application of strategies, technologies, and/or tradecraft to strengthen or expand exploitation, neutralization, and operational capabilities necessary for countering the foreign intelligence and terrorist threat. Rewards the most exemplary achievements in conducting offensive counterintelligence activities against US adversaries.

B. Investigations:

The application of superior investigative tradecraft and analysis that aided in the identification and neutralization of ongoing hostile intelligence operations directed against US national interests. Exemplary achievement related to CI participation in a formal investigation related to espionage, other intelligence activities, sabotage, assassinations, or international terrorism that has significant impact on the Nation’s security. Investigative activities may be nominated up to one year after the completion of all legal activities, including defendant appeals.

C. Collection:

The application of superior collection requirements or collection operations strategies, programs and initiatives that aided in or accomplished the identification and collection of significant national priority intelligence threat information. Rewards the most significant achievements in CI collection that filled knowledge gaps, information needs or provided operational support targeting foreign intelligence threats arrayed against U.S. national interests, domestically or abroad.

D. Analysis:

The application of superior analysis to develop unique insights into the foreign intelligence programs directed against the US; to fill US government priority counterintelligence gaps; or to provide decision makers with integrated, actionable intelligence to counter the foreign intelligence threat. Rewards the most significant contributions to using or advancing intelligence analysis and production in support of CI.

E. Cyber/Technology:

The application, development, or enhancement of technical tools, technical knowledge, or technical analysis to identify and counter foreign intelligence cyber threats against US national interests and institutions. Exemplary achievement related to CI activities that develop, promote, expand, improve, or employ the application of information technologies or other specialized technologies in support of the US CI missions and requirements.
F. Education/Training:

The application of superior efforts to ensure that the IC has effective learning programs strategically designed to assist CI analysts, collectors, and other CI professionals to continuously develop and refine their substantive and tradecraft skills, CI competencies and expertise, and to foster a cadre of future leaders. Exemplary achievement related to training or educating the CI community.

G. Insider Threat:

The application of counterintelligence, security, and information assurance to detect and neutralize the trusted insider who exploits his/her access to damage US interests and/or aids a foreign power or transnational terrorist group.

6. CRITERIA The following criteria will be applied by the CI Awards Board. All criteria will be considered in evaluating each nomination; however, not all may apply based on the award category.

A. Significant Contribution:

Accomplishments during the preceding calendar year that have made significant contributions to the CI mission and goals as cited in the National Counterintelligence Strategy; and/or

B. Innovation, Creativity, and Originality:

Accomplishments that demonstrated new or improved ways/solutions to resolve critical issues and accomplish the CI mission; and/or

C. Community Integration:

Accomplishments that demonstrated extraordinary support of multi-intelligence integration or information sharing with the IC; and/or

D. Cross-Community Effort:

The nominees must have been involved in a significant joint effort involving different members of the CI community to promote ONCIX’s role of forging a community approach to CI.

7. NOMINATION AND AWARD PROCESS

A. Eligibility:
US Government (USG) civilians, military members, contractors as part of a group award who directly support an IC element, and teams of such persons within individual IC elements, interagency teams assigned to an IC element, or individual IC members assigned to a department or agency outside of the IC are eligible for consideration for CI awards. This is an honorary awards program and recipients will receive intangible recognition (such as a plaque or certificate). Contractors are eligible only for group awards; however, contractors may not exceed 50% of the group membership.

An appropriate contracting officer must approve the nomination of a contractor. All US Government employee nominees must have an official annual performance rating of record, or other applicable periodic evaluation of their performance, documenting that their performance is at least “fully successful” or equivalent, and must not have any disciplinary, adverse, or other comparable administrative action taken or pending against them at the time of nomination, as well as for the period covering such nomination. Any person or component of the IC may initiate an awards program nomination.

B. Nomination Process:

1. The immediate supervisor of the nominated individual or office-level manager of the nominated team shall provide the first endorsement. A senior executive manager within the nominee’s chain of command, who is not the immediate supervisor, shall provide a second endorsement. In the case of team nomination, a senior executive manager with primary responsibility for the project must provide the second endorsement. Nomination packages must be appropriately coordinated within the nominee’s respective organization to ensure eligibility and compliance with all criteria, and then forwarded to ONCIX by the established suspense date. Each nominating agency or element may annually nominate one individual or group for each award category.

2. All nominations will be submitted to ONCIX in electronic format and within the timeframes specified in its annual data call for award nominations. ONCIX will collate and provide all complete packets to the CI Awards Review Board for consideration.

3. Nomination packages must indicate the award category from section 5 under consideration (i.e. Operations, Analysis, etc.) and include the following elements:

   a) A completed CI Award Nomination Form;

   b) A detailed description of the basis for the nomination using the criteria in Section 6;

   c) The nomination must also state the nominated individual’s full name, current organizational affiliation, contact information, and immediate supervisor contact information. When multiple individuals are nominated as part of a group or team, the nomination narrative must state each nominee’s full name, current
organizational affiliation, contact information and immediate supervisor contact information. Supporting documentation that confirms the contribution to the CI mission should be included (i.e., cables, Memoranda for the Record, etc.).

4. An unclassified summary (maximum five sentences) to serve as the basis for a CI Awards Program citation, a brief biographical profile of the nominated individual or group (including a group listing that cites each group member’s parent IC element).

5. The nominating statement and narrative will not exceed two pages each and must be appropriately classified. The page limit does not apply to the list of team members, the unclassified award citation, or to any supporting documentation.

C. Selection Process: The evaluation and selection process shall be conducted as follows:

1. Senior IC experts within the National Counterintelligence Operations Board (NACOB) will select members to serve on the CI Awards Review Board. This board will be chaired by the Deputy NCIX (D/NCIX) and will be responsible for judging the nominations.

2. The D/NCIX will set the date and time for convening the CI Awards Review Board. Each member will receive nomination packages for review and ranking prior to convening of the Board. During the Review Board meeting, members will provide their rankings and the group’s results will be tallied. In those cases in which a clear winner does not emerge, Board members will discuss the relative merits of each nomination package as it relates to the category criteria sited in section 6, Criteria. Subsequent tallies will be conducted until majority consensus is reached. However, if none of the nominations in any given category deserve the award, the Review Board is not required to select a winner.

3. Board members may not be considered for an award.

4. The top nominations in each category will be determined by the Review Board and award recommendations will be forwarded by the Chair to the NCIX.

5. The NCIX will receive and review the list of recommended awardees provided by the Review Board Chair and make the final selection of award winners. In the event the NCIX does not select the nominees recommended by the CI Awards Review Board, the NCIX will document his or her justification for the selection.

8. NCIX Award for Community Excellence: Awarded by the NCIX in his or her sole discretion, and no more than once annually, to a counterintelligence professional for contributions to the mission of counterintelligence that, based upon the knowledge and expertise of the NCIX, most significantly benefited the United States Government, the Intelligence Community, or national security. The awardee must have enhanced the counterintelligence posture and capability of the U.S. by contributions of exceptional tactical
value; exceptional strategic influence or outcomes; exceptional benefit to operations, investigations, or analysis; or by means of exceptional education and training.

9. **AWARDS PRESENTATION:** The NCIX or his/her designated IC agency/element counterpart will preside over National CI Awards ceremonies and will present award recipients with their awards (such as a certificate, medal, medallion, or plaque). Each IC element may also choose to recognize recipients, at a separate venue, with an appropriate award, in accordance with that department, agency, or element’s policies and procedures.

10. **EFFECTIVE DATE:** This memorandum becomes effective on the date of signature.

Paula J. Roberts  
Associate Director of National Intelligence  
for Human Capital  

Date  
4 January 2011