

SDI 8810

**INNOVATION OFFICER**  
**(Established 31 Oct 22)**

**1. Special Duty Summary:** The primary purpose of this position is to provide a professional pathway for those experienced in navigating and growing the innovation ecosystem. This position enables installation and mission support to integrate and accelerate the changes necessary which allow the exploration of new operational concepts and rapidly brings these innovative capabilities to life. This position shepherds and connects the organization to the innovation ecosystem and empowers innovation through their understanding of the innovation process, funding mechanisms, and unique programs available within the DoD, Industry partners, and academia. They apply cross-functional knowledge in human-centered design, planning, programming, research, analysis, conceptual design, and/or integration and transition of ideas to support the organization's mission objectives at assigned AF installation, Wing, NAF, MAJCOM, and Headquarters levels to include Air Force organization and entities specifically focused on innovation performance. This position is open to any officer from any AFSC and will be filled on a local nominative basis.

**2. Duties and Responsibilities:**

- 2.1 Oversees and/or establishes the organization's innovation initiatives and strategy. Manages, plans, budgets, guides, and tailors the efforts to meet organizational needs required for program execution.
- 2.2 Identifies proper Planning, Programming, Budgeting, and Execution (PPB&E) process and identifies any additional resourcing mechanisms as a means to minimize barriers that limit innovation and program success.
- 2.3 Coordinates and collaborates in the effective use of innovation funds to support the innovation culture, while giving tactical units maximum flexibility in determining execution of funds.
- 2.4 Manages the innovation training program to further develop key skills necessary to foster an innovation culture. Provides training opportunities specific to innovation leaders and facilitators within the organization as well as the entire organization to build a culture to accelerate change or lose.
- 2.5 Develops and implements a communication strategy for the organization to expand awareness of innovation, identify ways for Airmen to connect within the ecosystem and communicate Airmen innovation stories and activities.
- 2.6 Creates a robust internal and external innovation network for the organization to include, but not limited to, DoD, Industry, Academia and International Allies. Maintains connections and collaboration opportunities between AF and external partners in all domains with emphasis on maximizing opportunities for multi-domain collaborations.
- 2.7 Promotes the generation of new ideas. Connects and/or manages idea generation activities such as hackathons, internal and/or external crowdsourcing for the benefit of assigned organization.
- 2.8 Evaluates and prioritizes submitted ideas based on established organization criteria. Refers ideas to internal and/or external partners.
- 2.9 Establishes and executes a clear lifecycle process for the idea to include generation, problem statement refinement, implementation, testing, and transition/scaling support.
- 2.10 Provides resources and support to Airmen with innovative ideas such as training on critical processes, coaching through next steps, advocacy for funding, and opportunities to showcase innovation results.
- 2.11 Develops and applies transparent measures to track innovation portfolio data and activities.
- 2.12 Advises and/or guides the organization's senior leaders and key stakeholders on establishing innovation priorities and assessing the health of the organization's innovation efforts.
- 2.13 Drives a positive innovation culture.
- 2.14 Provides alternative, non-standard solutions to address problems.

**3. Special Duty Qualifications:**

- 3.1 Knowledge. Human-Centered design, lean startup principles, and agile practices are desirable.
- 3.2 Education. Design Thinking, Human-Centered Design, Workshop Facilitation, Public Speaking, Technical Leadership, User-experience, and Innovation Management education are desirable.
- 3.3 Training. JSOC Design courses, Think Wrong, Luma Institute, UX certificates, IDEO certificates/courses, Design Warfare, Centers for Adaptive Warfighting (CAW/NAVALX), Stanford Ignite, and Project Mercury training are desirable.
- 3.4 Experience. Design sprints, work with AF CyberWorx, Defense Ventures Fellowship, AFWERX Fellowship, Spark Cell, Pursuing/scaling innovation efforts, Financial Management, Contracting, Education with Industry, Blue Horizon, and Entrepreneurial Experiences are desirable.
- 3.5 Other. Not used