



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(ENVIRONMENT, SAFETY & OCCUPATIONAL HEALTH)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY (SAFETY)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(ENVIRONMENT, SAFETY & OCCUPATIONAL HEALTH)  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICE  
COMMANDANT, UNITED STATES COAST GUARD

SUBJECT: Department of Defense Annual Fire and Emergency Services Awards

It is my pleasure to kickoff the Department of Defense Fire and Emergency Services Awards Program for calendar year 2012. The attached package provides instructions for this year's awards. Your submissions are due by March 1, 2012.

I encourage each of you to actively support the recognition of the outstanding work your firefighters are doing through your own awards program and the DoD Fire and Emergency Services Awards Program. We depend on our firefighters to respond on a moment's notice to a host of emergencies here at home, at our installations overseas and near the front lines. Please take the opportunity to recognize these heroes.

My point of contact is Art Kaminski, 571-372-6899, [art.kaminski@osd.mil](mailto:art.kaminski@osd.mil).

John Conger  
Acting Deputy Under Secretary of Defense  
(Installations and Environment)

Attachment:  
As stated

DEPARTMENT OF DEFENSE

# Fire & Emergency Services Annual Awards Guidance

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## **1. Introduction.**

1.1. The Fire and Emergency Services community is on duty twenty four hours a day, every day; sometimes putting their own lives on the line while *Protecting Those Who Defend America*. Most go unnoticed, but each year the Department of Defense (DoD) recognizes outstanding accomplishments and honors fire departments, firefighters, and heroes through the annual DoD Fire and Emergency Services Awards Program.

1.2. The DoD Fire and Emergency Services Awards program is established by DoD Instruction 6055.06, *DoD Fire and Emergency Services Program*. The Assistant Deputy Under Secretary of Defense (Environment, Safety and Occupational Health) administers the awards program on behalf of the Secretary of Defense. This document provides guidance and instructions for the DoD Awards Program.

## **2. Awards.**

2.1. DoD Fire Department of the Year (Small Category)

2.2. DoD Fire Department of the Year (Medium Category)

2.3. DoD Fire Department of the Year (Large Category)

2.4. DoD Fire Prevention Program of the Year

2.5. DoD Military Firefighter of the Year

2.6. DoD Civilian Firefighter of the Year

2.7. DoD Military Fire Officer of the Year

2.8. DoD Civilian Fire Officer of the Year

2.9. DoD Fire Service Instructor of the Year

2.10. DoD Fire and Emergency Services Heroism Recipient

## **3. Nomination Procedures.**

3.1. Only one (1) nomination for each award may be submitted by each of the following DoD organizations including their Reserve and National Guard components:

3.1.1. The United States Army

3.1.2. The United States Marine Corps

3.1.3. The United States Navy

3.1.4. The United States Air Force

3.1.5. The United States Coast Guard

3.1.6. The Defense Logistics Agency

3.1.7. Washington Headquarters Service

3.2. Components prepare nomination documents meeting the following requirements for each nomination:

3.2.1. Nomination will be on one typewritten page (8-1/2" by 11"). A second page is permitted to define up to a maximum of 10 acronyms. All acronyms used in the nomination document must be defined.

3.2.2. One inch margins on all four sides.

3.2.3. 10 or 12 point text size.

3.2.3. Times New Roman font.

3.2.4. Graphics are permitted within the 1-inch margins only and are limited to official Component logos; and DoD, Component and fire department F&ES graphics.

3.2.5. Bullet statements describing accomplishments and specific results using headings specified in individual award criteria.

3.3. Include only accomplishments and specific results performed from January 1 through December 31 of the award year.

3.4. Components collect a digital photograph for each nomination package.

3.5. Components send, via email, nomination documents and digital photograph to the Assistant Director, Environmental Readiness & Safety, Office of the Deputy Under Secretary of Defense (I&E), art.kaminski@osd.mil, no later than March 1 of the year following the nomination period.

#### **4. Selection Process.**

4.1. No later than 1 March of the year following the award year, Component F&ES staff submits the Component nominees to the office of the Deputy Under Secretary of Defense (Installations & Environment) (DUSD(I&E)).

4.2. The DUSD(I&E) will appoint a selection committee to determine the DoD award winners. Winners will be announced no later than 31 March of the year following the award year.

#### **5. Award Presentation.**

5.1. DoD Fire and Emergency Services will be presented annually at an appropriate awards ceremony.

5.2. Each Component is encouraged to establish companion Component awards. Component winners then compete for these DoD awards. Component senior leaders should ensure Component winners attend (or are represented at) the DoD Fire and Emergency Services Awards Ceremony where they will be formally recognized. The time and location of this ceremony is announced annually.

## **6. General Requirements for Organizational Awards.**

6.1. Forward-deployed or expeditionary operating location fire departments are eligible to compete for these awards based specifically on the accomplishments at the operating location; under the lead component's award process. Accomplishments at forward deployed locations shall not be included in home station fire department accomplishments.

6.2. Consolidated, Regional, Joint Base or District fire departments are departments operating at more than one installation under the control of a single Fire Chief. These fire departments may compete as a single department or individually but may not compete in both categories in the same year.

6.3. Military Firefighters at Joint Base assignments where their Service is not the Lead Component shall compete in the lead Component award process. For example Air Force military firefighters assigned to a Joint Base where the Navy is the lead, compete within the Navy.

## **7. General Requirements for Individual Awards.**

7.1. Individual accomplishments while at home station or while deployed may be used in individual award nomination packages.

7.2. Individuals can compete in more than one category (Firefighter, Instructor, etc); however, their specific accomplishments can only be used once and cannot be reused in any additional award nominations.

7.3. Contract firefighters and contractor operate fire departments are not eligible to compete for these awards.

7.4. All awards are based on accomplishments that support or improve DoD Fire and Emergency Services programs. Off duty or off base accomplishments are not sufficient to justify these DoD Fire and Emergency Services awards. However, the periods of travel to and from work are considered on-duty time and accomplishments during these periods are eligible to include in nomination packages.

7.5. Military Firefighters at Joint Base assignments where their Service is not the Lead Component shall compete in the lead Component award process. For example Air Force military firefighters assigned to a Joint Base where the Army is the lead, compete within the Army.

## **8. DoD Fire Department of the Year (Small Category).**

8.1. Award Description: This annual organizational award recognizes DoD's most outstanding small fire department for achieving the highest degree of excellence in mission support and fire protection management.

8.2. Eligibility: The component annual award winners are the only organizations eligible to compete for this DoD level award.

8.3. Criteria:

8.3.1. Fire department with three (3) or fewer staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support)

8.3.2. Nomination document describing significant achievements and contributions using the following headings:

8.3.3. Customer Service.

8.3.4. Department level awards, accreditation, certifications and other recognition.

8.3.5. Innovativeness .

8.3.6. Quality of Life initiatives (within or outside of the department).

8.3.7. Firefighter Health and Safety Initiatives.

8.3.8. Other (address anything not covered under the other headings).

## **9. DoD Fire Department of the Year (Medium Category).**

9.1. Award Description: This annual organizational award recognizes DoD's most outstanding medium size fire department for achieving the highest degree of excellence in mission support and fire protection management.

9.2. Eligibility: The component annual award winners are the only organizations eligible to compete for this DoD level award.

9.3. Criteria:

9.3.1. Fire Department with four (4) to eight (8) staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support)

9.3.2. Nomination document describing significant achievements and contributions using the following headings:

9.3.2.1. Customer Service.

9.3.2.2. Department level awards, accreditation, certifications and other recognition.

9.3.2.3. Innovativeness.

9.3.2.4. Quality of Life initiatives (within or outside of the department).

9.3.2.5. Firefighter Health and Safety Initiatives.

9.3.2.6. Other (address anything not covered under the other headings).

## **10. DoD Fire Department of the Year (Large Category).**

10.1. Award Description: This annual organizational award recognizes DoD's most outstanding large fire department for achieving the highest degree of excellence in mission support and fire protection management.

10.2. Eligibility: The component annual award winners are the only organizations eligible to compete for this DoD level award.

10.3. Criteria:

10.3.1. Fire Department with nine (9) or more staffed firefighting companies assigned, i.e., ARFF, pumper, ladder (excludes ambulance, rescue, cross staffed, and other support)

10.3.2. Nomination document describing significant achievements and contributions using the following headings:

10.3.2.1. Customer Service.

10.3.2.2. Department level awards, accreditation, certifications and other recognition.

10.3.2.3. Innovativeness.

10.3.2.4. Quality of Life initiatives (within or outside of the department).

10.3.2.5. Firefighter Health and Safety Initiatives.

10.3.2.6. Other (address anything not covered under the other headings).

## **11. DoD Fire Prevention Program of the Year.**

11.1 Award Description: This annual organizational award recognizes DoD's best fire prevention program based on its depth and breath, effectiveness, educational value, and thoroughness in direct support of the organization's mission.

11.2. Eligibility: The component annual award winners are the only organizations eligible to compete for this DoD level award.

11.3. Criteria: Nomination document describing significant achievements and contributions using the following headings:

11.3.1. Fire Prevention Inspections, Engineering, Code Compliance, Enforcement.

11.3.2. Community and Public Education Programs.

11.3.3. Innovativeness.

11.3.4. Other (address anything not covered under the other headings).

## **12. DoD Military Firefighter of the Year.**

12.1. Awards Description: This annual award recognizes an individual military firefighter (Active, Reserve or National Guard) for superior job performance and outstanding contributions to a DoD fire and emergency services organization.

12.2. Eligibility:

12.2.1. The component annual award winners are the only individuals eligible to compete for this DoD level award.

12.2.2. Military Firefighter serving in one of the following duty positions: Firefighter, Driver Operator, Dispatcher, or Fire Inspector. Military Firefighters with different duty position titles, but equivalent duty responsibilities (including shipboard and aircraft rescue firefighters), are also eligible.

12.3. Criteria: Nomination document describing significant achievements and contributions using the following headings:

12.3.1. Accomplishments.

12.3.2. Job Performance.

12.3.3. Technical Competence.

12.3.4. Leadership Ability.

12.3.5. Initiative.

12.3.6. Resourcefulness.

## **13. DoD Civilian Firefighter of the Year.**

13.1 Award Description: This annual award recognizes a civilian firefighter for superior job performance and outstanding contributions to a DoD fire and emergency services organization.

13.2. Eligibility:

13.2.1. The component annual award winners are the only individuals eligible to compete for this DoD level award.

13.2.2. Civilian Firefighters serving in one of the following duty positions: Firefighter, Driver Operator, Dispatcher, and Fire Inspector. Civilian firefighters with different duty position titles, but equivalent duty responsibilities, are also eligible.

13.3. Criteria: Nomination document describing significant achievements and contributions using the following headings:

13.3.1. Accomplishments.

13.3.2. Job Performance.

13.3.3. Technical Competence.

13.3.4. Leadership Ability.

13.3.5. Initiative.

13.3.6. Resourcefulness.

#### **14. DoD Military Fire Officer of the Year.**

14.1. Award Description: This annual award recognizes an individual military fire officer (Active, Reserve, National Guard) for superior job performance and outstanding contributions and leadership to a DoD fire and emergency services organization.

14.2. Eligibility:

14.2.1. The component annual award winners are the only individuals eligible to compete for this DoD level award.

14.2.2. Military Fire Officer serving in one of the following duty positions : Lead Firefighter, Station Chief/Captain, Assistant Chief, Training Chief, Prevention Chief, Battalion Chief, Deputy Chief, Fire Chief or fire and emergency services staff positions above installation level. Military Fire Officers with different duty position titles, but equivalent duty responsibilities (including shipboard and aircraft rescue fire officers), are also eligible.

14.3. Criteria: Nomination document describing significant achievements and contributions using the following headings:

14.3.1. Accomplishments.

14.3.2. Job Performance.

14.3.3. Technical Competence.

14.3.4. Leadership Ability.

14.3.5. Initiative.

14.3.6. Resourcefulness.

## **15. DoD Civilian Fire Officer of the Year.**

15.1. This annual award recognizes superior job performance and outstanding contributions and leadership to a DoD fire and emergency services organization.

15.2. Eligibility:

15.2.1. The component annual award winners are the only individuals eligible to compete for this DoD level award.

15.2.2. Civilian Fire Officer serving in one of the following duty positions : Lead Firefighter, Station Chief/Captain, Assistant Chief, Training Chief, Prevention Chief, Battalion Chief, Deputy Chief, Fire Chief or fire and emergency services staff positions above installation level. Fire Officers with different duty position titles but equivalent duty responsibilities are also eligible.

15.3. Criteria: Nomination document describing significant achievements and contributions using the following headings:

15.3.1. Accomplishments

15.3.2. Job Performance

15.3.3. Technical Competence

15.3.4. Leadership Ability

15.3.5. Initiative

15.3.6. Resourcefulness

## **16. DoD Fire Service Instructor of the Year.**

16.1. Award Description: This annual award recognizes superior job performance and outstanding contributions to a DoD fire and emergency services organization as instructors and teachers.

16.2. Eligibility:

16.2.1. The component annual award winners are the only individuals eligible to compete for this DoD level award.

16.2.2. All military or civilian personnel assigned to fire departments or fire and emergency services organization or training institution and serving in one of the following duty positions: Assistant Chief for Training, Training Chief, Training Mangers, Fire Service Instructor or Technical Training Instructor are eligible. Fire and emergency services personnel with different

duty position titles but equivalent duty responsibilities are also eligible including operations personnel who serve as instructors.

### 16.3. Criteria:

16.3.1. Nomination document describing significant achievements and contributions using the following headings:

16.3.1.1. Outstanding, effective, or innovative training program development

16.3.1.2. Development of training materials that enlivens, supports, or enhances instructor presentation

16.3.1.3. Outstanding performance as an instructor, trainer, or speaker

16.3.1.4. Personal enhancement of the image of the fire service instructor to other organizations, or within the general fire service through presentations, actions, or participation

## **17. DoD Fire and Emergency Services Heroism Award.**

17.1. Award Description: This annual award recognizes an individual or team for acts of heroism that illustrate exceptional courage or bravery during a single fire and emergency services operation/event.

### 17.2. Eligibility:

17.2.1. Any member of a DoD fire emergency services organization (or primary duty firefighters on ships) from firefighter to the fire chief are eligible for this award.

17.2.2. Acts of exceptional courage or bravery that occur in a hostile environment such as enemy activity are eligible, **only** if they occur while in the performance of Fire & Emergency Services duty. Other acts of courage or bravery NOT in the performance of DoD Fire and Emergency Services functions are not eligible for this award.

17.2.3. Nominees must perform specific acts of exceptional courage or bravery. Merely participating in operations or being on-scene where others demonstrate exceptional courage or bravery does not constitute eligibility for this award.

17.2.4. When a team is nominated, nomination documents must articulate the exceptional courage or bravery of each individual team member.

17.3. Criteria: Nominations shall focus on specific acts of exceptional courage or bravery while performing Fire & Emergency Services duties. Potential risk or the possibility of risk to the nominee is not valid justification for this award. There must be a clear and present risk to the nominee. Life saving incidents, while very noteworthy and special, are not sufficient to justify this award absent exceptional courage or bravery. Additionally, since Fire and Emergency Services personnel are expected to operate within safety guidelines, nominations may not be

made for individuals that violate established safety procedures even when exceptional courage or bravery is apparent. Use the following headings in nomination documents describing the act:

17.3.1. Description of Act of Exceptional Courage or Bravery.

17.3.2. Clear and Present Risk to the Member.

17.3.3. Operation Approach, Methods, Techniques, etc.

17.3.4. Outcome of the Operation.

17.3.5. Other (address anything not covered under the other headings).