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COMMANDER NAVY INSTALLATIONS COMMAND
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CNICINST 1650.5C
N3
07 Dec 2017

CNIC INSTRUCTION 1650.5C

From: Commander, Navy Installations Command

Subj: FIRE AND EMERGENCY SERVICES ANNUAL AWARDS PROGRAM

Ref: (a) DoD Instruction 6055.06 of 21 Dec 2006

Encl: (1) Awards Nomination Process
(2) Award Categories
(3) Nomination Templates

1. Purpose

a. To update the eligibility and nomination process for the Commander, Navy Installations Command (CNIC) Fire and Emergency Services (F&ES) awards program.

b. The Navy F&ES awards program was instituted in 1997 to implement the Department of Defense (DoD) F&ES Awards program as directed by reference (a).

c. Selection criteria is based on the DoD F&ES Awards criteria which are reviewed and updated as required.

d. Electronic nominations are forwarded to CNIC Headquarters (HQ) F&ES (N30) where they are evaluated against the criteria, scored and ranked by an awards selection panel consisting of CNIC HQ N30 staff and at least one unaffiliated member. The awards selection panel will convene at CNIC HQ one week after the nomination deadline. The nomination process is outlined in enclosure (1).

e. Navy F&ES award winners are typically announced within one month of the awards selection panel convening.

f. CNIC (N30) will forward Navy F&ES award winners (with the exception of the Navy-only awards, i.e., Fire Inspector, Emergency Medical Services (EMS) Provider, Navy F&ES Hall of Fame, Navy F&ES Lifetime Achievement and Navy Fire Chief of the Year) to the DoD awards panel to compete for the DoD F&ES Awards.

2. Cancellation. CNICINST 1650.5B.

3. Scope and Applicability. This instruction applies to CNIC HQ and all Regions.

4. Background, Eligibility and Format

- a. Individuals may be nominated for more than one award category; however, specific accomplishments cannot be reused in the narrative of more than one nomination.
- b. Regions and installations compete in the approved category as defined in enclosure (2).
- c. Nomination packages will be submitted electronically in Microsoft Word format to CNIC (N30) no later than 1 February or the first working day thereafter of the year for which they are being submitted. Nomination templates are in enclosure (3).
- d. Each nomination will be on one typewritten page. A second page is permitted to define up to a maximum of 10 acronyms. All acronyms used in the nomination document must be defined.
- e. Nominations must be formatted as follows:
 - (1) Typed on one 8½” by 11” page with one inch margins on all four sides
 - (2) 12 point text size
 - (3) Times New Roman font
 - (4) Maximum number of bullet statements for each award category are as follows:
 - (a) 30 bullets for Fire Department of the Year (Small, Medium and Large)
 - (b) 25 bullets for Fire Prevention Program of the Year
 - (c) 25 bullets for Military Firefighter of the Year
 - (d) 25 bullets for Civilian Firefighter of the Year
 - (e) 25 bullets for Military Fire Officer of the Year
 - (f) 25 bullets for Civilian Fire Officer of the Year
 - (g) 25 bullets for Fire Service Instructor of the Year
 - (h) 25 bullets for EMS Provider of the Year
 - (i) 25 bullets for Fire Inspector of the Year
 - (k) 25 bullets for Fire Chief of the Year
 - (5) Bullet statements are limited to a maximum of two lines.

(6) Bullet statements will describe accomplishments and specific results using headings specified in individual award criteria.

(7) Headings will be capitalized, bold font and not suffixed by amplifying comments.

(8) All acronyms (e.g., USA, USN, ISIS, RIT, etc.) used in the nomination must be defined; a second page may be used for that purpose. A maximum of 10 acronyms can be used.

(9) Truncated words (e.g., rcv'd, rvw'd, etc.) are not allowed.

(10) Abbreviated words (e.g., prgm for "program") are not allowed.

(11) Words following major headings are not allowed.

(12) Condensed character spacing is not authorized.

f. Include only accomplishments and specific results that occurred from 1 January through 31 December of the award year.

g. Address what the individuals and unit did to be considered for the award. For each of the 12 categories, include duties, responsibilities, accomplishments and the impact to the mission.

h. Graphics and photographs are not allowed.

i. Consolidated and Joint Base fire departments will compete as a single department.

j. Geographically separated fire departments or districts managed by a Region fire chief with installation or district fire chiefs will compete as individual fire departments. Enclosure (2) defines Navy award categories.

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

l. 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.

m. Contract firefighters and contractor operated fire departments are not eligible to compete for these awards.

n. Military firefighters at Joint Base assignments where their Service is not the lead component will compete in the lead component award process. For example, Air Force military firefighters assigned to a Joint Base or Joint Region where Navy is the lead compete within the Navy.

o. Any accomplishments in direct support of established mutual aid agreements may be used in individual or team award nomination packages.

p. Nominations outside of the Region structure (i.e., ships, or non-CNIC installations) will be submitted directly to CNIC (N30).

q. Inclusive dates for all Navy and DoD F&ES Annual Awards (excluding Hall of Fame and F&ES Lifetime Achievement) are 1 January through 31 December of each calendar year.

5. Action

a. CNIC (N30) is responsible for providing direct oversight and liaison between CNIC and the Regions on the F&ES awards process.

b. Region fire chiefs, Commanding Officers of ships, Officers in Charge of Naval Reserve Firefighting units and squadrons may submit one nomination package to CNIC (N30) per award category each year.

c. Region Operations Directorates (N3s) will disseminate F&ES Annual Awards Nomination guidance to installation F&ES departments (N30s) per enclosure (1).

d. Installation F&ES departments will nominate the appropriate candidates and respond per enclosures (1) through (3) as directed by Region (N30) guidance.

e. Installation Commanding Officers are responsible for submitting nomination packages to Region fire chiefs per the guidance in enclosure (1).

f. Region fire chiefs will evaluate all nominations, select Region winners in each category, and forward winners to CNIC (N30) no later than 1 February for the calendar year for which they are being submitted

6. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N3) will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.


C.S. GRAY
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC Gateway 2.0, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>

AWARDS NOMINATION PROCESS

1. The Navy Small, Medium and Large Fire Department of the Year Awards (team awards).

a. Award description. These annual team awards recognize the most outstanding small, medium and large category fire departments for achieving the highest degree of excellence in mission support and fire protection management. Fire departments compete in the appropriate category specified below based on the number of staffed firefighting companies assigned; for example, aircraft rescue firefighting, pumper, or ladder (excludes ambulance, rescue, cross-staffed and other support units).

(1) Small category fire departments are those with three or less staffed firefighting companies.

(2) Medium category fire departments are those with four to eight staffed firefighting companies.

(3) Large category fire departments are those with nine or more staffed firefighting companies assigned.

b. Eligibility. Fire departments are recognized for their outstanding achievements and accomplishments in direct support of the mission.

c. Nomination criteria and headings:

(1) Emergency response performance.

(2) Department level awards, accreditation, certifications other recognition.

(3) Customer outreach/public education.

(4) Training and education.

(5) Innovation and initiatives (safety, health, quality of life, etc).

(6) Other (address items in addition to those listed in above categories; this can be used to augment the other categories or to add items not addressed).

2. The Navy Fire Prevention Program of the Year Award (team award).

a. Award description. This annual award recognizes a fire prevention program for its outstanding achievements and accomplishments in direct support of the mission.

b. Eligibility. The award for the fire prevention program of the year is awarded regardless of the size of the department, mission and location.

c. Nomination criteria and headings:

- (1) Fire prevention inspections, engineering, code compliance and enforcement.
- (2) Community and public education programs.
- (3) Innovativeness.
- (4) Other (anything that is not covered under the other three headings).

3. The Navy Military Firefighter of the Year Award (individual award).

a. Award description. This award recognizes individual superior job performance and outstanding contributions to the fire service, with specific focus on “on-duty” related contributions to F&ES.

b. Eligibility. Military firefighter (active or reserve) serving in a primary duty position of firefighter or fire inspector (including all parenthetical titles). Military in pay grades E-1 through E-5 are eligible for this award. United States Air Force (USAF) military firefighters assigned to Joint Region Marianas and Joint Base Pearl Harbor Hickam are nominated through the Navy F&ES awards process.

c. Nomination criteria and headings:

- (1) Accomplishments.
- (2) Job performance.
- (3) Technical competence.
- (4) Leadership ability.
- (5) Initiative.
- (6) Resourcefulness.

4. The Navy Civilian Firefighter of the Year Award (individual award).

a. Award description. This award recognizes individual superior job performance and outstanding contributions to the fire service, with specific focus on “on-duty” related contributions to F&ES.

b. Eligibility. Civilian firefighters serving in a primary duty position of firefighter or fire inspector (including all parenthetical titles).

c. Nomination criteria and headings:

- (1) Accomplishments.
- (2) Job performance.
- (3) Technical competence.
- (4) Leadership ability.
- (5) Initiative.
- (6) Resourcefulness.

5. The Navy Military Fire Officer of the Year Award (individual award).

a. Award description. This award recognizes individual superior job performance and outstanding contributions to the fire service, with specific focus on “on-duty” contributions to F&ES.

b. Eligibility. Military fire officer (active or reserve) serving in a primary duty position of company officer (lead firefighter, crew chief, captain, lieutenant, etc.) or chief officer (station chief/captain, battalion chief, assistant chief, etc.). Military in pay grades E-6 and above are eligible for this award. USAF military fire officers assigned to Joint Region Marianas and Joint Base Pearl Harbor Hickam are nominated through the Navy F&ES awards process.

c. Nomination criteria and headings:

- (1) Accomplishments.
- (2) Job performance.
- (3) Technical competence.
- (4) Leadership ability.
- (5) Initiative.
- (6) Resourcefulness.

6. The Navy Civilian Fire Officer of the Year Award (individual award).

a. Awards description. This award recognizes individual superior job performance and outstanding contributions to the fire service, with specific focus on “on-duty” contributions to F&ES.

b. Eligibility. Civilian fire officer serving in a primary duty position of company officer (lead firefighter, crew chief, captain, lieutenant, etc.) or chief officer (station chief/captain, battalion chief, assistant chief, etc.)

c. Nomination criteria and headings:

(1) Accomplishments.

(2) Job performance.

(3) Technical competence.

(4) Leadership ability.

(5) Initiative.

(6) Resourcefulness.

7. The Navy Fire Service Instructor of the Year Award (individual award).

a. Award description. This award recognizes individual superior job performance and outstanding contributions to the fire service assigned to fire departments or training academies.

b. Eligibility. All military or civilian personnel assigned to fire departments or F&ES organizations or training institutions and serving in one of the following duty positions: Assistant chief for training, training chief, training officer, training manager, fire service instructor or technical training instructor. F&ES personnel with different duty position titles but equivalent duty responsibilities are also eligible including operations personnel who serve as instructors. USAF military fire officers assigned to Joint Region Marianas and Joint Base Pearl Harbor Hickam are nominated through the Navy F&ES awards process.

c. Nomination criteria and headings:

(1) Outstanding, effective or innovative program development.

(2) Development of training material that enlivens, supports or enhances instructor presentation.

(3) Outstanding performance as an instructor, trainer or speaker.

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

8. Navy F&ES Emergency Medical Service (EMS) Provider of the Year Award (individual award).

a. Award description. This Navy only award recognizes superior job performance and outstanding contributions to EMS within Navy F&ES. The specific focus is on “on-duty” related contributions to EMS including but not limited to the EMS integration process, delivery of outstanding patient care, promotion of quality improvement and continuing education and integration of new technology especially as it applies to safe delivery of emergency services.

b. Eligibility. Navy F&ES personnel certified at the basic life support level (including certified first responders, emergency medical technicians (EMT), advanced EMT (AEMT), EMT-Basic and other similar EMS levels.

c. Nomination criteria and headings:

(1) Accomplishments.

(2) Job performance.

(3) Technical competence.

(4) Leadership ability.

(5) Initiative.

(6) Resourcefulness.

9. The Navy Fire Inspector of the Year Award (individual award).

a. Award description. This Navy only award recognizes individual superior job performance and outstanding contributions to the fire service, with specific focus on “on-duty” fire prevention, public education or inspection program contributions.

b. Eligibility. Civilian fire inspectors serving in a primary duty position of fire protection inspector, lead fire protection inspector, or supervisory fire protection inspector (captain, battalion chief, assistant chief, etc.)

c. Nomination criteria and headings:

(1) Fire prevention inspections, engineering, code compliance and enforcement.

(2) Development and contribution of community and public education programs.

(3) Initiative, resourcefulness and creativity.

(4) Accomplishments, service and awards.

(5) Other (anything not covered under the other headings).

10. Navy F&ES Hall of Fame Award (individual award).

a. Award description. This Navy only award provides individual recognition for significant contributions and distinguished service to the Navy F&ES mission over the course of a career.

b. Eligibility. Navy F&ES personnel who have completed a minimum of 10 years of service to the Navy F&ES Program and have been retired at least five years (as of the beginning of the award year), or are deceased. One nomination per year may be submitted by each Region, CNIC (N30) and current Hall of Fame members.

c. Nomination criteria and headings:

(1) Current/previous Navy F&ES affiliations with dates.

(2) Summary of fire service experience and positions held.

(3) Professional accomplishments and distinguished service.

(4) Education, training and certification achievements.

(5) Fire service awards and recognitions.

(6) Nominee's mailing address, telephone number and email address if available.

11. Navy F&ES Lifetime Achievement Award (individual award).

a. Award Description. This Navy only award provides individual recognition for significant contributions and distinguished service to the Navy and Department of Defense (DoD) F&ES missions.

b. Eligibility. Navy F&ES personnel (active, retired or deceased) who have completed a minimum of 20 years of service to DoD F&ES, with a minimum of 10 years of service to Navy F&ES. One nomination per year may be submitted by each Region and CNIC (N30).

c. Nomination criteria and headings:

(1) Current or previous Navy F&ES affiliations with dates.

(2) Summary of fire service experience and positions held.

- (3) Professional accomplishments and distinguished service.
- (4) Education, training and certification achievements.
- (5) Fire service awards and recognitions.

12. Navy Fire Chief of the Year Award (individual award).

a. Awards description. This Navy only award provides individual recognition for significant contributions and distinguished service to the Navy F&ES mission.

b. Eligibility. Region, installation or district fire chiefs responsible for F&ES programs.

c. Nomination criteria and headings:

- (1) Accomplishments.
- (2) Professional credentials and education.
- (3) Leadership ability.
- (4) Initiative.
- (5) Resourcefulness.
- (6) Other.

AWARD CATEGORIES

SMALL FIRE DEPARTMENT		
NSA Souda Bay NSA Bahrain NDW NSA Annapolis District NAVSTA Annapolis U.S. Naval Academy NDW NSF Thurmont District NDW NSA Bethesda District NSWC Carderock	CNRMA District 9 NSA Crane CNRMA District 10 NAVSTA Great Lakes NSA Panama City NCBC Gulfport NSB Kings Bay NAS JRB Fort Worth NSA Mid-South	NAF El Centro NAS Lemoore NAS Fallon NWS Seal Beach NAS China Lake CFA Okinawa CFA Chinhae

MEDIUM FIRE DEPARTMENT		
NSA Naples NAS Sigonella NAVSTA Rota NDW NSA Washington District JB Anacostia-Bolling Naval Research Lab Washington Navy Yard NDW NSA South Potomac District NSF Indian Head Stump Neck NSF Dahlgren NDW NAS Patuxent River District OLF Webster Field CNRMA District 2 Norfolk Naval Shipyard NWS Yorktown Cheatham Annex CNRMA District 5 NWS Earle NSA Mechanicsburg Philadelphia Navy Yard CNRMA District 6/7 NSB New London NAVSTA Newport CNRMA District 8 Portsmouth Naval Shipyard NCTAMS Cutler	NAVSTA Guantanamo Bay NAS Key West Boca Chica Truman Annex Trumbo Point NAS Meridian OLF Bravo/Joe Williams NAS JRB New Orleans NAS Corpus Christi OLF Waldron OLF Cabaniss OLF Goliad NAS Kingsville OLF Orange Grove NB Ventura County NCBC Port Hueneme NAS Point Mugu OLF San Nicolas Island CNRH District 1 South Tripler Army MEDCEN Ford Island MCB Kaneohe Bay MCB Camp Smith CNRH District 2 North Manana NCTAMS West Loch Helemano Wheeler Army Airfield Schofield Barracks	CNRH District 3 Central JB Pearl Harbor - Hickam Pearl Harbor Naval Shipyard CFA Yokosuka Ikego Housing Taura ORD Azuma Fuel NAF Atsugi Negishi Housing Tsunrumi Fuel Facility NB Guam Naval Ordnance Magazine Nimitz Hill Housing Naval Hospital NCTS Polaris Point NSA Andersen North Ramp Housing Northwest Field

AWARD CATEGORIES

LARGE FIRE DEPARTMENT		
<p>CNRMA District 1 NAVSTA Norfolk NSA Hampton Roads</p> <p>CNRMA District 3 NAS Oceana OLF Fentress Dam Neck Annex JEB Little Creek-Ft Story</p> <p>First Coast Navy F&ES NAS Jacksonville OLF Whitehouse NAVSTA Mayport</p> <p>CNRNW Regional F&ES NBK Bremerton NSY Puget Sound NAVMEDCEN Jackson Park Complex NB Kitsap – Bangor NB Kitsap – Keyport NAVMAG Indian Island NAS Whidbey Island Seaplane Base OLF Coupeville NAVSTA Everett</p>	<p>Gulf Coast Navy F&ES NAS Pensacola Saufley Field NTTC Corry NAS Whiting Field OLF Saufley OLF Choctaw OLF Harold OLF Holley OLF Pace OLF Santa Rosa OLF Site 8 OLF Spencer OLF Wolf OLF Barin OLF Brewton OLF Silverhill OLF Summerdale OLF Middleton</p>	<p>San Diego Metro F&ES NB San Diego Marine Corps Recruit Depot NAVMEDCEN Balboa NB Coronado NSB Point Loma NAS North Island NAB Coronado OLF Imperial Beach ALF San Clemente Island Silver Strand Training Complex</p> <p>CFA Sasebo Hario Housing Area Hario Shima ORD Akasaki Fuel Iorizaki Fuel Sakibe Yokose Fuel Maebata ORD</p>

FIRE PREVENTION PROGRAM		
<p>NSA Souda Bay NSA Bahrain NSA Naples NAS Sigonella NAVSTA Rota NDW NSA Washington District NDW NSA South Potomac District NDW NSA Annapolis District NDW NAS Patuxent River District NDW NSF Thurmont District NDW NSA Bethesda District CNRMA District 1 CNRMA District 2 CNRMA District 3 CNRMA District 5 CNRMA District 6/7 CNRMA District 8 CNRMA District 9 CNRMA District 10</p>	<p>NSA Panama City NCBC Gulfport NSB Kings Bay NAS JRB Fort Worth NSA Mid-South NAVSTA Guantanamo Bay NAS Key West NAS Meridian NAS JRB New Orleans NAS Corpus Christi NAS Kingsville First Coast Navy F&ES Gulf Coast Navy F&ES CNRNW Regional F&ES NB Guam NSA Andersen</p>	<p>NAF El Centro NAS Lemoore NWS Seal Beach NAS China Lake NB Ventura County NAS Fallon San Diego Metro F&ES CNRH District 1 South CNRH District 2 North CNRH District 3 Central CFA Okinawa CFA Yokosuka NAF Atsugi CFA Sasebo CFA Chinhae</p>

NOMINATION TEMPLATES

Note: There is no standard format for Navy F&ES Hall of Fame and F&ES Lifetime Achievement awards. All submissions addressing the nomination criteria will be accepted regardless of format.

Navy Fire Department of the Year, Size:
Full Name of Organization & Location

1. EMERGENCY RESPONSE PERFORMANCE:

-
-
-
-

2. DEPARTMENT LEVEL AWARDS, ACCREDITATION, CERTIFICATIONS, OTHER RECOGNITION:

-
-
-
-

3. CUSTOMER OUTREACH/PUBLIC EDUCATION:

-
-
-
-

4. TRAINING AND EDUCATION:

-
-
-
-

5. INNOVATION AND INITIATIVES: (safety, health, quality of life, etc.):

-
-
-
-

6. OTHER (address items in addition to those listed in above categories; this can be used to augment the other categories or add items not addressed):

-
-
-

Navy Fire Prevention Program of the Year
Full Name of Organization & Location

1. FIRE PREVENTION INSPECTIONS, ENGINEERING, CODE COMPLIANCE, ENFORCEMENT:

-
-
-
-
-
-

2. COMMUNITY AND PUBLIC EDUCATION PROGRAMS:

-
-
-
-
-
-

3. INNOVATIVENESS:

-
-
-
-
-
-

4. OTHER (address items in addition to those listed in above categories; this can be used to augment the other categories or add items not addressed):

-
-
-
-
-
-

Navy Military or Civilian Firefighter or Fire Officer of the Year
Rank/Full Name
Full Name of Installation or Organization and Location

1. ACCOMPLISHMENTS:

-
-
-
-

2. JOB PERFORMANCE:

-
-
-
-

3. TECHNICAL COMPETENCE:

-
-
-
-

4. LEADERSHIP ABILITY:

-
-
-
-

5. INITIATIVE:

-
-
-
-

6. RESOURCEFULNESS:

-
-
-
-

Navy Fire Service Instructor of the Year
Rank/Full Name
Full Name of Installation or Organization and Location

1. OUTSTANDING, EFFECTIVE OR INNOVATIVE PROGRAM DEVELOPMENT:

-
-
-
-
-
-

2. DEVELOPMENT OF TRAINING MATERIALS THAT ENLIVENS, SUPPORTS OR ENHANCES INSTRUCTOR PRESENTATION:

-
-
-
-
-
-

3. OUTSTANDING PERFORMANCE AS AN INSTRUCTOR, TRAINER OR SPEAKER:

-
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-

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:

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-

Navy EMS Provider of the Year
Rank/Full Name
Full Name of Installation or Organization and Location

1. ACCOMPLISHMENTS:

-
-
-
-
-

2. JOB PERFORMANCE:

-
-
-
-
-

3. TECHNICAL COMPETENCE:

-
-
-
-
-

4. LEADERSHIP ABILITY:

-
-
-
-
-

5. INITIATIVE:

-
-
-
-
-

6. RESOURCEFULNESS:

-
-
-

Navy Fire Inspector of the Year
Rank/Full Name
Full Name of Installation or Organization and Location

1. FIRE PREVENTION INSPECTIONS, ENGINEERING, CODE COMPLIANCE, ENFORCEMENT:

-
-
-
-
-

2. DEVELOPMENT AND CONTRIBUTION OF COMMUNITY AND PUBLIC EDUCATION PROGRAMS:

-
-
-
-
-

3. INITIATIVE, RESOURCEFULNESS AND CREATIVITY:

-
-
-
-
-

4. ACCOMPLISHMENTS, SERVICE AND AWARDS:

-
-
-
-
-

5. OTHER (address items in addition to those listed in above categories; this can be used to augment the other categories or add items not addressed):

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-
-

Navy Fire Chief of the Year
Rank/Full Name
Full Name of Installation or Organization and Location

1. ACCOMPLISHMENTS:

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2. PROFESSIONAL CREDENTIALS AND EDUCATION:

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3. LEADERSHIP ABILITY:

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4. INITIATIVE:

-
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-
-

5. RESOURCEFULNESS:

-
-
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-

6. OTHER (address items in addition to those listed in above categories; this can be used to augment the other categories or add items not addressed):

-
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-