

Navy Fire and Emergency Services Award Program

1. Purpose. The Navy Fire and Emergency Services Awards program has three distinct elements that were developed to provide recognition to individuals, teams and departments that have made/or make significant contributions to Navy Fire and Emergency Services. The first element is the annual awards, the second element is the life saving/certificate of merit program, and the third element is the Navy Fire and Emergency Service Hall of Fame and Life Time Achievement Awards. All Navy fire departments are encouraged to participate in the various award programs. The Navy award categories, eligibility and format are defined below. The Program Manager, Navy Fire and Emergency Services has overall responsibility for this awards program.

(a) The annual awards program is modeled after the DoD Fire and Emergency Services Awards program and is designed to recognize the most outstanding large and small fire departments, fire prevention program, military and civilian fire fighter, military and civilian fire officer, and individual or group fire fighter acts of heroism. One Navy winner will be selected in each category listed below and will become the Navy nominee to compete for the DoD awards.

(b) All Navy shore installations, ships and squadrons are eligible to submit nominations for the Navy awards. The awards recognize accomplishments of the preceding calendar year (1 January through 31 December).

2. The Navy Large and Small Fire Department of the Year Award (Team Award)

(a) Description of Award. This annual award recognizes the most outstanding large and small fire departments for achieving the highest degree of excellence in mission support and fire protection management. Large and small fire departments are defined as follows:

- Small fire departments shall have 3 or less staffed firefighting companies, i.e., ARFF, pumper, ladder, etc. (excludes ambulance, rescue, cross staffed, and other support)
- Large fire departments shall have 4 or more staffed firefighting companies assigned

(b) Eligibility for Award. Annually, organizations should individually recognize their best fire department. Fire departments are recognized for their outstanding achievements and accomplishments in direct support of the mission. The Navy's winner automatically becomes the Navy's nominee to compete for the DoD-level award.

(c) Nomination criteria. Headings are limited to the following:

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Customer service

Dept level awards/Accreditation/Certifications/Other recognition

Innovativeness

Implemented quality management principles and initiatives

Quality of Life initiatives (in or outside of the department)

Other (anything that is not covered under the other five headings)

3. The Navy Military and Civilian Fire Fighter of the Year Awards (Individual Awards)

(a) Description of Awards. These annual awards recognize individual superior job performance and outstanding contributions to the fire service, with specific focus for on duty related F&ES.

(b) Eligibility for Awards. Any member of the fire department (including ships) in the following duty positions are eligible to compete for the firefighter of the year awards: Firefighter, Driver/Operator, Lieutenant, Captain, Dispatcher, Fire Inspector, and lead Firefighter (or equivalent), including fire Training, Prevention and Public Education employees. Both a military and civilian firefighter of the year are selected. NOTE: For Navy military, any shore/ship/squadron personnel (E-5 and below) engaged in primary firefighting duties are eligible for this award. The Navy's winners automatically become the Navy's nominees to compete for the DoD-level Fire Fighter of the Year awards.

(c) Nomination criteria. Headings are limited to the following:

Accomplishments

Job performance

Technical competence

Leadership ability

Initiative

Resourcefulness

4. The Navy Military and Civilian Fire Officer of the Year Awards (Individual Awards)

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(a) Description of Awards. These annual awards recognize individual superior job performance and outstanding contributions to the fire service, with specific focus for on duty F&ES.

(b) Eligibility for Awards. Any member of the fire department (including ships and Major Command Fire Protection Specialists) in the following duty positions is eligible to compete for this award. Station Chief, Battalion Chief, District Chief, Assistant Chief of Operations, Assistant Chief of Training and training officers, Assistant Chief of Fire Prevention, Deputy Fire Chief, Fire Chief, and Regional Fire Chief. Both a military and a civilian Fire Officer of the Year are selected. NOTE: For Navy military, any shore/ship/squadron personnel (E-6 and above) engaged in leadership of primary fire fighting duties are eligible for this award. The Navy's winners automatically become the Navy's nominees to compete for the DoD-level Fire Officer of the Year awards.

(c) Nomination criteria. Headings are limited to the following:

Accomplishments

Job performance

Technical competence

Leadership ability

Initiative

Resourcefulness

5. The Navy Fire Fighter Heroism Award (Individual or Team Award)

(a) Description of Award. This annual award recognizes individual acts of heroism above and beyond the call of duty, while on duty/assigned to the F&ES organization and in the performance of F&ES related duty. More than one individual may be nominated for the firefighter heroism award if a group of individuals were involved in the same act of heroism.

(b) Eligibility for Award. Any member(s) of the fire department (including ships and squadrons), from fire fighter to fire chief are eligible to compete for this award. Annually, a Heroism Award winner is selected. The Navy's winner(s) automatically become the Navy's nominee to compete for the DoD-level Fire Fighter Heroism Award.

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(c) Nomination criteria. Nominate personnel for their achievements based on the following headings:

What was the act of heroism?

What was the risk to the rescuer?

What was the approach, method or technique, etc?

What was the outcome?

Other (anything not covered under the other four headings)

6. The Navy Fire Prevention Program of the Year Award

(a) Description of Award. This annual award recognizes the most outstanding Fire Prevention Program for outstanding achievements and accomplishments in direct support of the mission regardless of the size of the mission and location.

(b) Eligibility for Award. Fire Prevention programs are recognized for their outstanding achievements and accomplishments in direct support of the mission. The award for the Fire Prevention Program of the Year is awarded irrespective of the size of the mission and location.

(c) Nomination criteria. Nominate personnel for their achievements based on the following headings:

Fire Prevention Inspections/Engineering/Code Compliance/Enforcement

Community and Public Education programs

Innovativeness

Other (Anything that is not covered under the other three headings)

7. Nomination Procedures

(a) Regional Fire Chiefs or Commanding Officers of ships/squadrons may submit one nomination package for each award category. Only electronic copies in Word format will be accepted. The award categories are: Large and Small Fire Department of the Year, Military Fire Fighter of the Year, Civilian Fire Fighter of the Year, Military Fire Officer of the Year, Civilian Fire Officer of the Year, the Fire Fighter Heroism Award, and the Fire Prevention Program of the Year.

(b) A cover letter must be submitted with each award nomination. The cover letter must include the award category and the nominating organization's name

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and email address, including complete mailing address. The appropriate nominating official must sign the cover letter.

(c) Nomination packages must arrive at CNIC headquarters no later than 1 April each year. Nomination packages arriving after 1 April or not satisfying format requirements may be rejected. Note: DoD may periodically make adjustments to the awards criteria and due dates, therefore, annual message guidance provided by the CNIC F&ES office takes precedence over information in this web site. It is very important that the annual message guidance be followed. Phone numbers for questions or additional information concerning the Navy F&ES awards are as follows: (202) 433-4782/4781/4753/4775, DSN 288

8. Format and Inclusive Dates

(a) Award nominations shall be in Word format and shall not exceed one typewritten page (8-1/2" x 11"). The minimum font will be 10-pitch Times New Roman with one-inch margins on all four sides.

(b) Inclusive dates for all Navy/DoD fire fighter awards are 1 January through 31 December of the previous year.

(c) Use bullet statement format to show nominee accomplishments and specific results that occurred during the inclusive dates. Place these statements under the appropriate headings in the same sequence described under the criteria requirements for each award.

(d) Photographs: An electronic format photo is required to be submitted with each package. The photo shall be 300 dpi resolution or higher, 3x5 inch or 640x480 pixels, .jpg file format, head and shoulders for individual awards. Team pictures or representative department photos are required for the department and team awards. Acceptable backgrounds for the pictures include the flag or fire fighter related backgrounds, i.e., fire truck, fire equipment, etc. Additionally, each nomination package shall submit an electronic patch/emblem for the fire department or their ship/squadron of assignment.

9. Selection Process

(a) The Program Manager, CNIC F&ES will appoint at least four fire service and shore installation management professionals who will serve as the selection committee. The committee will have military and civilian representation and will select one Navy winner in each award category. The Navy winners will be announced no later than 1 June each year. These winners automatically become nominees to represent the Navy in the DoD competition.

(b) No later than 1 June each year the CNIC Fire and Emergency Services Program Manager provides the Navy's winning packages to the Executive

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Director of the International Association of Fire Chiefs. The Executive Director appoints five fire service professionals to serve as the DoD F&ES awards selection committee. A representative from the United States Fire Administration may also serve on the committee.

(c) Each committee member independently scores each nomination package. DoD winners are selected and forwarded to:

ADUSD (ES) FP
3400 Defense Pentagon
Pentagon, Washington DC 20301-3400

(d) The ADUSD (ES) FP reviews the results and the winners are announced during the annual DoD Fire and Emergency Services Conference.

10. Award Presentations.

(a) The Navy Large and Small Fire Departments of the Year, Military and Civilian Fire Fighter of the Year, Military and Civilian Fire Officer of the Year, Fire Fighter Heroism Award, and Fire Prevention Program of the Year Awards are presented at the annual Navy and Marine Corps Fire and Emergency Services Awards and Recognition Luncheon held in conjunction with the DoD Fire and Emergency Services Conference.

(b) Each service's award winners will be presented a plaque and formally recognized before their peers at the annual DoD Fire and Emergency Services Awards Banquet held together with the annual International Association of Fire Chiefs Conference.

Navy Lifesaving Awards

Submit nominations for incidents where the fire fighters' actions actually made the difference between life and death, i.e., CPR, AED, amputations, rescue from fire, severe electrical shocks, drowning, etc.

The victim must have survived for at least 24 hours after firefighter intervention.

Submit individuals based on actual performance at the incident ... we want the folks who had hands-on contact, not normally the IC, dispatcher or driver who stays with apparatus. However, any fire fighter who, in the Fire Chief's judgment, was instrumental in the event and played a significant role in the outcome of the victim will be considered. It is not uncommon to recognize a crew of three or four working as a team.

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A brief e-mail from the Fire Chief providing some incident details to include: date, time, location, victim's status (military/civilian), age, incident location, activity at time of incident, fire fighter actions (brief) and outcome of the victim.

Statements from the fire chief indicating the individuals were directly responsible for the life saving event.

List complete name and rank of firefighters being submitted

Submit nominations to the Commander, Navy Installations Command Fire and Emergency Services Program Manager in a timely manner, normally within 30 days of the incident.

Also, send electronic format photo of the department patch, incident photo and photos of fire fighters involved, if possible.

Lifetime Achievement Award

The Navy Fire & Emergency Services Lifetime Achievement Award uses the same criteria as the Hall of Fame with the following exceptions:

Individuals must have completed at least 20 years of service to DoD Fire & Emergency Services with at least 10 years with Navy F&ES (provide service dates on nomination package).

The Navy Fire & Emergency Services Program Office is the Lifetime Achievement Award selection committee