

PROCEDURES TO NAME AIR FORCE FIREFIGHTER AWARDS



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Process for Naming Air Force Fire Fighter Awards

1. **Purpose.** This document establishes the process to name the Air Force Firefighter of the Year awards. Specifically, it establishes criteria designed to recognize only individuals who have exemplified the ability, character, dedication and leadership attributes worthy of having an Air Force-level award named for them.

2. **Discussion.** Eight additional Air Force Fire Emergency Services (FES) awards listed below were created to match DoD Fire & Emergency Services awards. This presents an opportunity to honor AF FES heroes, pioneers, and members who made significant contributions to Air Force FES. Contributions may have occurred during a single event or over a lifetime/career. This document establishes the eligibility criteria and the process for identifying past members of the fire emergency services profession to be honored by re-titling, over time, the following awards in their honor:

2.1. Small Air Force Fire Department of the Year.

2.2. Large Air Force Fire Department of the Year (CMSgt Ralph B. Sanborn Award already established).

2.3. Air Force Military Fire Fighter of the Year.

2.4. Air Force Military Fire Officer of the Year.

2.5. Air Force Civilian Fire Fighter of the Year.

2.6. Air Force Civilian Fire Officer of the Year.

2.7. Air Force Fire Emergency Services Heroism Award.

2.8. Air Force Fire Service Instructor of the Year.

2.9. Air Force Fire Prevention Program of the Year.

3. Eligibility.

3.1. With the exception of the Air Force Heroism Award, candidate must have served in Air Force FES positions for a minimum of 25 years.

3.2. Living candidates must not have been an employee of Air Force Fire Emergency Services in any capacity for the previous 5 years.

4. Nomination Process.

4.1. The nomination period is open until all awards are named.

4.2. Nominations may be submitted by any current or former member of the Air Force but all nominations must be sponsored by a current member of the Air Force Fire Emergency Services community. Criteria for nomination packages are at attachment 1.

5. Selection Procedures.

5.1. The Civil Engineer Fire Panel (CEFP) will review nominations at the next scheduled meeting. Sponsors may appear and present evidence on behalf of the nominations, if desired. Nominations are made in closed session by secret vote and must be unanimous. The CEFP may recommend the nominee for an award other than that for which nominated.

5.2. HQ AFCESA/CC will forward successful nominations to AF/A7C for approval.

5.3. For living candidates, the sponsor must obtain written consent to use name. For deceased nominees, family consent must be obtained.

5.3. Selections will be announced by The Air Force Civil Engineer.

Attachment 1

Nomination for Naming AF FES Awards

1. Nomination packages shall include a cover memorandum that includes the name of the candidate, a complete mailing address (if applicable), and is signed by a current member of an AF Fire Emergency Services (FES) organization. Memorandum is addressed to the appropriate command fire chief. In turn, the Command Fire Chief submits the package for Civil Engineer Fire Panel (CEFP) consideration at least 30 days prior to the next scheduled CEFP meeting.
2. Nomination narratives are a maximum of 30 lines on 8 1/2" x 11" paper and:
 - Times New Roman font
 - 12-pitch font size
 - One-inch margins
3. Packages for candidates nominated based on lifetime/career contributions to AF FES may use bullet or narrative statements to show candidate accomplishments and specific results. Place these statements under the following headings:
 - Career synopsis
 - Air Force Fire Emergency Services Impact
 - Specific job accomplishments
 - Leadership ability
4. Packages for candidates nominated because of a specific act will be in a narrative format similar to a military medal nomination package using criteria in paragraph 2 above.