



## DoD MANUAL 6055.21

# DoD FIRE AND EMERGENCY SERVICES (F&ES) ANNUAL AWARDS PROGRAM

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**Originating Component:** Office of the Under Secretary of Defense for Acquisition and Sustainment

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**Change 2 Effective:** October 28, 2019

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

**Approved by:** Ellen M. Lord, Under Secretary of Defense for Acquisition, Technology, and Logistics

**Change 2 (Administrative)**  
**Approved by:** Karen Saunders, Chief of Staff

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**Purpose:** In accordance with the authority in DoD Directive 5134.01 and the July 13, 2018 Deputy Secretary of Defense Memorandum and the guidance in DoD Directive 4715.1E and DoD Instruction 6055.06, this issuance implements policy, assigns responsibilities, and provides procedures for administering the annual DoD Fire and Emergency Services (F&ES) Awards Program.

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	3
1.1. Applicability. ....	3
1.2. Summary of Change 2. ....	3
SECTION 2: RESPONSIBILITIES .....	4
2.1. Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)).....	4
2.2. Assistant Secretary of Defense for Sustainment. ....	4
2.3. DoD Component Heads Who Provide F&ES.....	4
SECTION 3: DoD F&ES PROCEDURES .....	5
3.1. Award Categories.....	5
3.2. Nomination Procedures.....	5
3.3. Selection Process. ....	6
3.4. General Requirements for Organizational Awards.....	6
3.5. General Requirements for Individual Awards. ....	6
APPENDIX 3A: F&ES AWARDS NOMINATION TEMPLATES .....	7
GLOSSARY .....	15
REFERENCES .....	16
FIGURES	
Figure 1. DoD Fire Department of the Year Template.....	7
Figure 2. DoD Fire Prevention Program of the Year Template.....	9
Figure 3. DoD Military or Civilian Firefighter or Fire Officer of the Year Template .....	11
Figure 4. DoD Fire Service Instructor of the Year Template .....	13

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.** This issuance:

a. Applies to Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

b. Does not apply to contract firefighters and contractor-operated fire departments.

**1.2. SUMMARY OF CHANGE 2.** This change is administrative and updates references and organizational symbols to reflect the reorganization of the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics, pursuant to the July 13, 2018 Deputy Secretary of Defense Memorandum.

## **SECTION 2: RESPONSIBILITIES**

**2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)).** The USD(A&S) oversees implementation of this issuance.

**2.2. ASSISTANT SECRETARY OF DEFENSE FOR SUSTAINMENT.** Under the authority, direction, and control of the USD(A&S), the Assistant Secretary of Defense for Sustainment:

- a. Administers the DoD F&ES Awards Program.
- b. Appoints an F&ES Program Manager to conduct the awards selection process.

**2.3. DOD COMPONENT HEADS WHO PROVIDE F&ES.** The DoD Component heads who provide F&ES:

- a. Recognize and encourage F&ES excellence through participation in the DoD F&ES Awards Program in accordance with DoD Instruction 6055.06.
- b. Prepare nominations using the category-specific requirements and templates provided in Appendix 3A.
- c. Submit nominations to the F&ES Program Manager, Office of the Assistant Secretary of Defense for Sustainment, no later than March 1 of the year following the nomination period.

## **SECTION 3: DOD F&ES PROCEDURES**

### **3.1. AWARD CATEGORIES.**

a. DoD recognizes outstanding accomplishments and honors its fire departments, fire officers, and firefighters through the annual DoD F&ES Awards Program.

b. The DoD F&ES Awards Program presents awards to organizations and individuals in nine categories:

(1) DoD Fire Department of the Year - Small Category (fire department with three or fewer staffed firefighting companies)

(2) DoD Fire Department of the Year - Medium Category (fire department with four to eight staffed firefighting companies)

(3) DoD Fire Department of the Year - Large Category (fire department with nine or more staffed firefighting companies)

(4) DoD Fire Prevention Program of the Year

(5) DoD Military Firefighter of the Year

(6) DoD Civilian Firefighter of the Year

(7) DoD Military Fire Officer of the Year

(8) DoD Civilian Fire Officer of the Year

(9) DoD Fire Service Instructor of the Year

### **3.2. NOMINATION PROCEDURES.**

a. Only one nomination for each award may be submitted by these DoD Components (which includes their Reserve Components):

(1) Army

(2) Navy

(3) Marine Corps

(4) Air Force

(5) United States Coast Guard when operating as a Service in the Navy pursuant to law

(6) Defense Logistics Agency

(7) Washington Headquarters Services

b. DoD Components prepare nominations using the category-specific requirements and templates provided in Appendix 3A.

**3.3. SELECTION PROCESS.** The DoD F&ES Program Manager:

a. Convenes a selection committee to determine the DoD F&ES award winners. The selection committee typically consists of the Service component F&ES leads, who will each evaluate the nominations of all except those from their own component

b. Compiles, validates, and calculates all scores to determine winners in each category and announce the winners when selections are made.

c. Announces award winners no later than March 31 following the award year.

**3.4. GENERAL REQUIREMENTS FOR ORGANIZATIONAL AWARDS.**

a. 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 are not included in home station fire department accomplishments.

b. Consolidated and joint base fire departments compete as a single department.

c. Geographically separated fire departments that are managed by a regional fire chief, and have either installation or district fire chiefs, compete as individual fire departments.

**3.5. GENERAL REQUIREMENTS FOR INDIVIDUAL AWARDS.**

a. Individual accomplishments, while at the home station or deployed, may be cited in individual award nominations.

b. Individuals can compete in more than one category (e.g., firefighter, instructor); however, their specific accomplishments can only be used once and cannot be reused in any additional award nominations.

c. Military firefighters at joint base assignments where their Military Service is not the lead component must compete in the lead component award process (e.g., Air Force military firefighters assigned to a joint base where the Army is the lead, compete within the Army).

d. Any accomplishments in direct support of established mutual-aid agreements may be used in individual and fire department award nomination packages.

## APPENDIX 3A: F&ES AWARDS NOMINATION TEMPLATES

Figure 1. DoD Fire Department of the Year Template

<p style="text-align: center;"><b>Instructions for Completing the Nomination for DoD Fire Department of the Year</b></p> <p><b>Description:</b> This annual organizational award recognizes DoD's most outstanding fire department for achieving the highest degree of excellence in mission support and fire protection management. Three department sizes are eligible, assigned to aircraft rescue firefighting facility, pumper, and ladder companies but excluding ambulance, rescue, cross staffed, and other support companies.</p> <ul style="list-style-type: none"><li>• <b>Small Category:</b> Fire department with three or fewer staffed firefighting companies.</li><li>• <b>Medium Category:</b> Fire department with four to eight staffed firefighting companies.</li><li>• <b>Large Category:</b> Fire department with nine or more staffed firefighting companies.</li></ul> <p><b>Eligibility:</b> The component annual award winners are the only organizations eligible to compete for this DoD-level award. See general requirements in Paragraph 3.4.</p> <p><b>Criteria:</b> All nominations must follow this criteria:</p> <ul style="list-style-type: none"><li>• Typed in 12-point Times Roman font on one 8-1/2" by 11" page with 1-inch margins on all sides.</li><li>• 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.</li><li>• A maximum of 20 acronyms may be used.</li><li>• No truncated words (e.g., rcv'd, transfer'd, rvw'd, etc.).</li><li>• No abbreviated words (e.g., prgm for program, std for standard, etc.).</li><li>• No words after major headings.</li><li>• No special characters may be used (e.g., #, &lt;, &gt;, x).</li><li>• No condensed character spacing authorized.</li><li>• Include only accomplishments and specific results from 1 January-through 31 December of the award year.</li><li>• Address what the individuals and unit did to be considered for the DoD Fire Department of the Year award. For each of the six categories, include duties, responsibilities, accomplishments, and the impact to the mission.</li><li>• A maximum of 30 bulleted statements for the entire nomination is allowed, and the bulleted statements must be no more than 2 lines.</li><li>• Do not include graphics or photographs.</li><li>• Any packages not following the above guidance will be disqualified.</li></ul> <p><b>Submission:</b> DoD Components submit nominations to the DoD F&amp;ES Program Manager, OASD(EI&amp;E), no later than 1 March of the year following the nomination period.</p>
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Figure 1. DoD Fire Department of the Year Template, Continued

<p><b>DoD Fire Department of the Year, Size: Full Name of Organization and Location</b></p>
<p><b>1. EMERGENCY RESPONSE PERFORMANCE:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p><b>2. DEPARTMENT-LEVEL AWARDS, ACCREDITATION, CERTIFICATIONS:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p><b>3. CUSTOMER OUTREACH/PUBLIC EDUCATION:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p><b>4. TRAINING AND EDUCATION:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p><b>5. INNOVATION AND INITIATIVES (safety, health, quality of life, etc.):</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<p><b>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):</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>



Figure 2. DoD Fire Prevention Program of the Year Template

<p style="text-align: center;"><b>Instructions for Completing the Nomination for DoD Fire Prevention Program of the Year</b></p> <p><b>Description:</b> This annual organizational award recognizes DoD's best fire prevention program based on its depth and breadth, effectiveness, educational value, and thoroughness in direct support of the organization's mission.</p> <p><b>Eligibility:</b> The component annual award winners are the only organizations eligible to compete for this DoD-level award. See general requirements in Paragraph 3.4.</p> <p><b>Criteria:</b> All nominations must follow this criteria:</p> <ul style="list-style-type: none"><li>• Typed in 12-point Times Roman font on one 8-1/2" by 11" page with 1-inch margins on all sides.</li><li>• 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.</li><li>• A maximum of 20 acronyms may be used.</li><li>• No truncated words (e.g., rcv'd, transfer'd, rvw'd, etc.).</li><li>• No abbreviated words (e.g., prgm for program, std for standard, etc.).</li><li>• No words after major headings.</li><li>• No special characters may be used (e.g., #, &lt;, &gt;, x).</li><li>• No condensed character spacing authorized.</li><li>• Include only accomplishments and specific results from 1 January through 31 December of the award year.</li><li>• Address what the individuals and unit did to be considered for the DoD Fire Prevention Program of the Year award. For each of the four categories, include duties, responsibilities, accomplishments, and the impact to the mission.</li><li>• A maximum of 25 bulleted statements for the entire nomination is allowed, and the bulleted statements must be no more than 2 lines.</li><li>• Do not include graphics or photographs.</li><li>• Any packages not following the above guidance will be disqualified.</li></ul> <p><b>Submission:</b> DoD Components submit nominations to the DoD F&amp;ES Program Manager, OASD(EI&amp;E), no later than 1 March of the year following the nomination period.</p>
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Figure 2. DoD Fire Prevention Program of the Year Template, Continued

<p style="text-align: center;"><b>DoD Fire Prevention Program of the Year</b> <i>Full Name of Organization and Location</i></p> <p><b>1. FIRE PREVENTION INSPECTIONS, ENGINEERING, CODE COMPLIANCE, ENFORCEMENT:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>2. COMMUNITY AND PUBLIC EDUCATION PROGRAMS:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>3. INNOVATIVENESS:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>4. OTHER</b> (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):</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
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Figure 3. DoD Military or Civilian Firefighter or Fire Officer of the Year Template

<p style="text-align: center;"><b>Instructions for Completing the Nomination for DoD Military or Civilian Firefighter or Fire Officer of the Year</b></p> <p><b>Description:</b> This annual award recognizes:</p> <ul style="list-style-type: none"><li>• A military (Active, Reserve or National Guard) or civilian firefighter for superior job performance and outstanding contributions to a DoD F&amp;ES organization, or</li><li>• A military (Active, Reserve or National Guard) or civilian fire officer for superior job performance, outstanding contributions, and leadership to a DoD F&amp;ES organization.</li></ul> <p><b>Eligibility:</b> The component annual award winners are the only individuals eligible to compete for this DoD-level award. See general requirements in Paragraph 3.5.</p> <ul style="list-style-type: none"><li>• Military or civilian firefighter serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector, or</li><li>• Military or 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.).</li></ul> <p><b>Criteria:</b> All nominations must follow this criteria:</p> <ul style="list-style-type: none"><li>• Typed in 12-point Times Roman font on one 8-1/2" by 11" page with 1-inch margins on all sides.</li><li>• 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.</li><li>• A maximum of 20 acronyms may be used.</li><li>• No truncated words (e.g., rcv'd, transfer'd, rvw'd, etc.).</li><li>• No abbreviated words (e.g., prgm for program, std for standard, etc.).</li><li>• No words after major headings.</li><li>• No special characters may be used (e.g., #, &lt;, &gt;, x).</li><li>• No condensed character spacing authorized.</li><li>• Include only accomplishments and specific results from 1 January through 31 December of the award year.</li><li>• Address what the individual did to be considered for the <u>DoD</u> Military or Civilian Firefighter or Fire Officer of the Year award. For each of the six categories, include duties, responsibilities, accomplishments, and the impact to the mission.</li><li>• A maximum of 25 bulleted statements for the entire nomination is allowed, and the bulleted statements must be no more than 2 lines.</li><li>• Do not include graphics or photographs.</li><li>• Any packages not following the above guidance will be disqualified.</li></ul> <p><b>Submission:</b> DoD Components submit nominations to the DoD F&amp;ES Program Manager, OASD(EI&amp;E), no later than 1 March of the year following the nomination period.</p>
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**Figure 3. DoD Military or Civilian Firefighter or Fire Officer of the Year Template,  
Continued**

<p style="text-align: center;"><b>DoD Military or Civilian Firefighter or Fire Officer of the Year</b> <i>Rank/Full Name</i> <i>Full Name of Installation or Organization and Location</i></p> <p><b>1. ACCOMPLISHMENTS:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>2. JOB PERFORMANCE:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>3. TECHNICAL COMPETENCE:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>4. LEADERSHIP ABILITY:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>5. INITIATIVE:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>6. RESOURCEFULNESS:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
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Figure 4. DoD Fire Service Instructor of the Year Template

<p style="text-align: center;"><b>Instructions for Completing the Nomination for DoD Fire Service Instructor of the Year</b></p> <p><b>Description:</b> This annual award recognizes superior job performance and outstanding contributions to a DoD F&amp;ES organization as an instructor.</p> <p><b>Eligibility:</b> The component annual award winners are the only individuals eligible to compete for this DoD-level award. See general requirements in Paragraph 3.5.</p> <ul style="list-style-type: none"><li>• All military or civilian personnel assigned to fire departments or an F&amp;ES organization or training institution and serving in one of the following duty positions: assistant chief for training, training chief, training officer, training managers, fire service instructor, or technical training instructor are eligible.</li><li>• F&amp;ES personnel with different duty position titles but equivalent duty responsibilities are also eligible including operations personnel who serve as instructors.</li></ul> <p><b>Criteria:</b> All nominations must follow this criteria:</p> <ul style="list-style-type: none"><li>• Typed in 12-point Times Roman font on one 8-1/2" by 11" page with 1-inch margins on all sides.</li><li>• 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.</li><li>• A maximum of 20 acronyms may be used.</li><li>• No truncated words (e.g., rcv'd, transfer'd, rvw'd, etc.).</li><li>• No abbreviated words (e.g., prgm for program, std for standard, etc.).</li><li>• No words after major headings.</li><li>• No special characters may be used (e.g., #, &lt;, &gt;, x).</li><li>• No condensed character spacing authorized.</li><li>• Include only accomplishments and specific results from 1 January through 31 December of the award year.</li><li>• Address what the individual did to be considered for the DoD Fire Service Instructor of the Year award. For each of the four categories, include duties, responsibilities, accomplishments, and the impact to the mission.</li><li>• A maximum of 25 bulleted statements for the entire nomination is allowed, and the bulleted statements must be no more than 2 lines.</li><li>• Do not include graphics or photographs.</li><li>• Any packages not following the above guidance will be disqualified.</li></ul> <p><b>Submission:</b> DoD Components submit nominations to the DoD F&amp;ES Program Manager, OASD(EI&amp;E), no later than 1 March of the year following the nomination period.</p>
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Figure 4. DoD Fire Service Instructor of the Year Template, Continued

<p style="text-align: center;"><b>DoD Fire Service Instructor of the Year</b> <i>Rank/Full Name</i> <i>Full Name of Installation or Organization and Location</i></p> <p><b>1. OUTSTANDING, EFFECTIVE, OR INNOVATIVE PROGRAM DEVELOPMENT:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>2. DEVELOPMENT OF TRAINING MATERIALS THAT ENLIVENS, SUPPORTS OR ENHANCES INSTRUCTOR PRESENTATION:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>3. OUTSTANDING PERFORMANCE AS AN INSTRUCTOR, TRAINER, OR SPEAKER:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul> <p><b>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:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>
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## **GLOSSARY**

These terms and their definitions are for the purpose of this issuance.

F&ES	fire and emergency services
MWSS	Marine Wing Support Squadron
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment

## **REFERENCES**

- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Under Secretary of Defense for Research and Engineering and the Office of the Under Secretary of Defense for Acquisition and Sustainment,” July 13, 2018
- DoD Directive 4715.1E, “Environment, Safety, and Occupational Health (ESOH),” March 19, 2005, as amended
- DoD Directive 5134.01, “Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)),” December 9, 2005, as amended
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” December 21, 2006, as amended