



THE AMERICAN LEGION  
Department of Maryland, Inc.

The War Memorial, Baltimore, Maryland 21202  
(410) 752-1405

## MEMORANDUM

**To:** District Commanders  
County/Area Commanders  
Post Commanders  
Public Safety Committee  
Chairman, National Homeland Security & Foreign Relations Commission  
Chairman, National Homeland Security & Foreign Relations Committee  
Department Officers  
Past Department Commanders

**From:** Bill Milligan, Chairman, Department Public Safety Committee

**Subject:** Department Public Safety Awards Program 2018 - 2019

**Date:** July 16, 2018

The American Legion Department of Maryland will be presenting the Law Officer of the Year, Career and Volunteer Fire Fighter of the Year and the Career and Volunteer EMS of the Year Awards at the 2019 Department of Maryland State Convention in Ocean City, Maryland on Thursday, July 18, 2019. In order for the Department of Maryland to meet the American Legion National Security & Foreign Relations Division's (NS&FRD) deadline for submission of the Department Law Officer of the Year and the Department Fire Fighter of the Year, the Department of Maryland must submit their nominations to NS&FRD by February 1, 2019. The Department Executive Committee (DEC) approved the enclosed Public Safety Time Lines for all Posts, County, Area and District Councils to follow in submitting nominations to the Department. Districts must submit their Public Safety Awards nominations to the Department of Maryland no later than December 15, 2018.

The American Legion Law Officer of the Year and the Fire Fighter of the Year Awards differs from police, fire fighters and other organizations that recognize Law Officers and Fire Fighters. The major aim of The American Legion Awards is to select well rounded law enforcement officers and fire fighters who have demonstrated a distinct pattern of community service, both on and off duty; that went above and beyond assigned duty requirements.

The National Fire Fighter of the Year Award includes any living, active, full-time, paid, or volunteer CERTIFIED FIRE FIGHTER who is also a MEMBER of a municipal, City or County fire department. This includes Emergency Medical Technicians (EMT) or those serving in some other capacity in the fire department. The EMT or those serving in another capacity in the fire department MUST ALSO BE A CERTIFIED FIRE FIGHTER as well. Please select ONE of the FOUR – Career Fire Fighter, Volunteer Fire Fighter, Career EMS or Volunteer EMS -- as your candidate for National Fire Fighter of the Year. Submit the remaining candidates under their respective job descriptions.

All Legionnaires in the Department of Maryland are requested to support and publicize the Department Public Safety Awards program. We must let Maryland's *First Responders*, who serve and protect our communities, know how very important they are to the welfare of the community and how much their efforts are needed and appreciated.

**In an effort to get more participation in the Department Public Safety Awards Program by all Districts, we ask that the following guidelines be used in conjunction with the DEC approved Public Safety Time Lines:**

- 1. The Posts present their selection for each award to their County or Area Councils by November 15.**
- 2. The County or Area Councils make their selection for each award and present them to their respective District Councils by December 5.**
- 3. The District Councils selects and forwards their nominees for Law Officer, Career and Volunteer Fire Fighter and Career and Volunteer EMS of the Year nominations to The American Legion Department of Maryland Public Safety Committee. The Department Public Safety Committee must receive the Districts nominations no later than DECEMBER 15, 2018.**
- 4. ONLY ONE LAW OFFICER, CAREER FIRE FIGHTER, CAREER EMS, VOLUNTEER FIRE FIGHTER, AND VOLUNTEER EMS PACKET WILL BE ACCEPTED FROM EACH DISTRICT.**
- 5. Please follow the instructions and include the proper certification needed to verify the candidate is in fact eligible for the public safety award. A list of those certifications is enclosed in the packet.**
- 6. The Department Public Safety Committee will not accept nominations directly from the Posts, County, or Area Councils. All nominations must be submitted from the Districts.**

**As an aid to all Posts, County, Area and District Councils, we have provided the DEC approved Public Safety Time Lines, required certifications, 2018 Cover Sheets, 2018 Nomination Forms, Nomination and Eligibility sheets, and Judging Criteria for all the Department Public Safety Awards. If the Department Public Safety Committee can help in any way or answer any of your questions, please contact the Public Safety Committee Chairman, Bill Milligan at 301-627-3725 (home) or 301-518-3289 (Cell).**

## **PUBLIC SAFETY TIME LINES**

### **LAW OFFICER**

### **CAREER AND VOLUNTEER FIRE FIGHTER**

### **CAREER AND VOLUNTEER EMS**

The following Public Safety Time Lines were approved at the May 16, 2004 DEC held at Victory Post 155, Westernport, Maryland and amended at the November 21, 2004 DEC held at Dorchester Post 91, Cambridge, Maryland.

**-- Within two weeks after the close of Department Convention:**

- Department of Maryland publishes updated coversheets, nomination forms and criteria for Law Officer of the Year, Career and Volunteer Fire Fighter of the Year, Career and Volunteer EMS of the Year. (Input from the Department Public Safety Committee as needed)

**-- By November 15<sup>th</sup> -- AMENDED:**

- Counties/Areas deadline for selection of Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS of the Year.

**-- By December 5<sup>th</sup> -- AMENDED:**

- Districts deadline for selection of Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS of the Year.

**-- By December 15<sup>th</sup>:**

- Deadline for Districts submission of Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS of the Year to Department.

**-- No later than the second Sunday of January:**

- Department Public Safety Committee meets to select Department Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS of the Year.

**-- By close of business the following Friday after selections are made:**

- Department Public Safety Committee returns Department Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS selections to Department.

## **PUBLIC SAFETY TIME LINES (*Continued*)**

**-- *By close of business the following Wednesday after selection is returned by Public Safety Committee to Department:***

- Department forwards Department Law Officer of the Year and Department Fire Fighter of the Year Packets to National Security and Foreign Relations Commission, Washington, DC office.

**NOTE: THESE PACKETS HAVE TO MEET THE FEBRUARY 1<sup>ST</sup> National Security and Foreign Relations Commission SUBMISSION DEADLINE.**

**-- *By the close of business first week of February:***

- Department Public Safety Committee Chairman drafts and forwards Department Plaque write ups and letters to the winners and runner ups for Law Officer, Career and Volunteer Fire Fighter, Career and Volunteer EMS of the Year to Department and winners with letters of regret to runner ups.

**■ *By the middle of the following week after being sent to Department:***

- Proofread plaque write-ups from Department.

**-- *At the February or May Department Executive Committee meeting:***

- Sign the final plaque write ups completed by Department.

**-- *Obtain and forward to Department of Maryland by the end of April:***

- Department Public Safety Committee Chairman obtains black and white photos of The Department Law Officer, Department Career and Volunteer Fire Fighter, Department Career and Volunteer EMS of the Year for Convention Book.

**-- *Thursday 10 AM during Department Convention in July:***

- Present awards to Department Law Officer, Department Career and Volunteer Fire Fighter, Department Career and Volunteer EMS winners.

**-- *No later than two weeks after the close of Department Convention:***

- Start the process all over again.

# TYPES OF CERTIFICATIONS NEEDED FOR PUBLIC SAFETY

## AWARDS WRITE UPS:

### FIRE

- NATIONAL BOARD ON FIRE SERVICE PROFESSIONAL QUALIFICATIONS
- MARYLAND VOLUNTARY FIRE SERVICE CERTIFICATION SYSTEM
- UNIVERSITY OF MARYLAND MARYLAND FIRE AND RESCUE INSTITUTE (MFRI)

### EMS

- UNIVERSITY OF MARYLAND MARYLAND FIRE AND RESCUE INSTITUTE (MFRI)
- COMMUNITY COLLEGE CERTIFICATION AS AN EMT
- NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC

### LAW ENFORCEMENT

MARYLAND POLICE & CORRECTIONS TRAINING COMMISSION CARD (MPCTC CARD)

## LAW OFFICER OF THE YEAR

### NOMINATIONS:

The following rules apply to all nomination for this most prestigious award. All candidates:

1. Must meet the guidelines spelled out in the beginning of the letter.
  - a. Posts present their selections to their County/Area Council.
  - b. County/Area Council makes their selection and presents their candidate to their respective District Council.
  - c. District Council selects their candidate and sends their Law Enforcement Officer of the Year nomination to the Department Public Safety Committee. The Department Public Safety Committee must receive the Districts nominations by **December 15**. Only one nomination per District Council will be accepted. The Department Public Safety Committee will not accept nominations directly from Posts or County/Area Councils.
2. **Period of service for this award shall be as specified under the Standing Rules of the National criteria. (2018 nominee's service period: January 1, 2018 – December 31, 2018).**
3. Must be nominated using the official form provided; copies of which can be obtained from County/Area Commanders, District Commanders or downloaded from the American Legion, Department of Maryland website [www.mdlegion.org](http://www.mdlegion.org).
4. **Nominations must be accompanied with a copy of the nominee's certificate as a Law Enforcement Officer, i.e. Maryland Police and Corrections Training Commission (MPCTC).**
5. **Must be recommended by his or her Commanding Officer or Supervisor for this award. The Commanding Officer or Supervisor should also state that the law enforcement officer, if selected for the National award, would be available for its presentation at the National Convention.**
6. **Nomination applications shall have the following: 1) a completed application form, 2) a 5" x 7" photograph of the nominee, to include name and rank printed below picture and 3) a maximum of 18 one side 8 1/2" x 11" bond paper of service documentation. The first six or seven pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles.**
7. Nominations shall be selected by County/Area Councils and submitted to District Councils for final selection. District Councils will submit their nominations to:  
  

**The American Legion  
Department of Maryland, Inc.  
Public Safety Committee  
The War Memorial – 101 North Gay Street  
Baltimore, Maryland 21202**
7. All nominations shall be submitted with the official cover sheet as the top page of the package.

## LAW OFFICER ELIGIBILITY

### **ELIGIBILITY:**

**To be considered for this most prestigious award, all nominees must meet the following criteria:**

1. **Be a Citizen of the United States of America.**
2. **Is a living, full time sworn and paid law enforcement officer entrusted with the full authority and powers of arrest.**
3. **Consideration for a posthumous award is acceptable only if the nominee's death has occurred after the Department's selection and within the dates for which the award is being presented.**
4. **Be assigned as a law enforcement officer representing, within the State of Maryland:**
  - \* A municipality (city)
  - \* County
  - \* District
  - \* The Maryland State Police
  - \* The Maryland State or National Park Police
  - \* Maryland Natural Resources Police
  - \* The Secret Service
  - \* Sheriff's Office
  - \* Immigration and Naturalization Service
  - \* Drug Enforcement Agency (DEA)
  - \* U.S. Treasury Agents
  - \* U.S. Customs Service
  - \* U.S. Postal Inspectors
  - \* DGS Police
  - \* Department of Transportation Police
  - \* The Federal Bureau of Investigation
  - \* The Federal Marshal's Office
  - \* The Provost Marshal's Office
5. **Reside and serve as a law enforcement officer within the State of Maryland.**
6. **Department nominees are not required to be veterans or members of The American Legion.**
7. **Military police officers or investigators are eligible for participation in this award. (Revised Spring 2007)**

**LAW OFFICER OF THE YEAR**  
**REVISED FALL 2005 BY NATIONAL EXECUTIVE COMMITTEE**

**JUDGING CRITERIA**

The emphasis of The American Legion Department of Maryland Law Enforcement Officer of the Year Program is not a single act of bravery or a single distinguishing event. While those acts in themselves count significantly in the overall selection criteria, they constitute only twenty percent of the total. Many Law Enforcement Officers excel in the daily performance of their duties demonstrating a distinct pattern of dedication and professionalism. They further distinguish themselves through extra curricular service performed for the community, state and nation. The following will be considered for judging:

**SPECIFIC ACT OF HEROISM OR MERITORIOUS SERVICE (20 Points).**

Citations for heroism or meritorious service must be provided including a detailed description of the act for which the citation was issued. The citation must have been presented during the time period described under Standing Rules. Any supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings should be included.

**COMMUNITY SERVICE (35 Points – Revised Fall 2005).** Community services provided while on or off duty, which contributed significantly to the well being of his/her community must be provided. These activities, for the time frame designated under Standing Rules, must be described in detail and must be substantiated by official letter from city or county officials, Maryland State Officials, citizens associations, American Legion Posts, county or district, or other officially recognized private or civic organizations. Supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings must be included.

Community service typically has been performed over an extended period of time. Those activities, in addition to those described above, should be described in detail and must be substantiated by official letter from city or county officials, Maryland State Officials, citizens associations, American Legion Posts, county, or district, or other officially recognized private or civic organizations. Supporting documentation such as awards, certificates, letters of recognition, letters of recommendation and commendations, and/or newspaper clippings must be included.

**PROFESSIONAL CAREER (40 Points – Revised Fall 2005).** Many law enforcement officers excel in the daily performance of their duties exhibiting a distinct pattern of dedication and professionalism. Career achievements should be described in detail and must be substantiated by official letter or other official documentation such as, awards, certificates, letters of recognition, letters of recommendation and commendation, and/or newspaper clippings and must be included. Education leading to a degree in law enforcement or special training that has enhanced professional and job performance is considered relevant and should be included.

**JUDGES PREFERENCE (5 Points).** Judges will be given the option to award five points to the candidate that exhibits the best letters of recognition and news clippings and has the best overall record in their opinion.

**JUDGES**

A panel of seven judges, to include one representative from each District in The Department of Maryland, shall judge all entries. All entries shall be judged based on the criteria specified herein. A quorum shall constitute five judges.



**The American Legion  
Department of Maryland  
National Law Enforcement Officer  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

**The American Legion  
National Law Enforcement Officer of the Year  
Application Form**

Date \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Age \_\_\_\_ Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Length of Service as Law Enforcement Officer \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Director \_\_\_\_\_ Title \_\_\_\_\_

Nominee's Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Agency's Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Department Submitting Nomination \_\_\_\_\_ Department of Maryland

Department Law and Order Chairman \_\_\_\_\_ Bill Milligan

Address \_\_\_\_\_ 101 N. Gay Street

City and State \_\_\_\_\_ Baltimore, Maryland Zip 21202 Phone (410)752-1405

Department Commander \_\_\_\_\_  
(Signature)

Department Adjutant \_\_\_\_\_  
(Signature)

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your packet of materials supporting your candidate. Include an official photograph of the nominee. Mail completed application to the National Security Foreign Relations Division, 1608 K Street, N.W., Washington, DC 20006 to arrive by February 1. Submit one copy of your application packet and it should conform to the instructions contained in this National Security Foreign Relations Memorandum.

Subject: The American Legion National Firefighter of the Year (NFY) Award

IMPORTANT – For the purposes of this award, the use of the word Firefighter or firefighter officer includes any living, active, full-time, paid, or volunteer CERTIFIED FIREFIGHTER who is also a MEMBER of a municipal (city) or county fire department. This includes Emergency Medical Technicians or those serving in some other capacity in the department.

1. This memorandum and the policies contained herein are effective immediately for the selection of the NFY winner.
2. Scope: Americans, especially since the tragic day of September 11, 2001, understand the heroism, bravery and importance of our nation's firefighters and their role in helping to safeguard life and property. The Preamble of the Constitution of The American Legion includes as one of its objectives... "to maintain Law and Order". As concerned citizens and veterans, Legionnaires have always fostered a strong sense of law and order and have upheld the protection of American citizens and the American way of life. They have always held firefighter agencies in the highest regard, and many posts and departments already recognize outstanding firefighters of various jurisdictions who daily serve our communities and frequently lay their lives on the line.
3. Purpose: The purpose of this letter of instruction is to specify the guidelines, eligibility criteria, and application requirements for selection and presentation of the National Firefighter of the Year Award. Our goal is to select a well-rounded firefighter who has exceeded, above and beyond, the duty requirements expected of his/her position and has demonstrated a distinct pattern of community service coupled with professional achievement. Episodes of heroism will, of course, also be included where noted. A major secondary purpose of this award is to encourage the further development of Department and Post Law and Order Committees in all Departments in recognition of firefighters by Posts, Departments, and the National Headquarters of The American Legion. It is firmly believed that the establishment of this award will further serve to promote the public trust and support of our firefighter agencies.
4. Award Designation: This award shall be known as "The American Legion Firefighter of the Year Award" and it will be presented annually at the national convention or other suitable American Legion settings, as appropriate. All Departments are encouraged to participate in this worthwhile and prestigious award program. The American Legion will provide one roundtrip coach airfare or vehicle mileage in accordance with its employee mileage reimbursement rates, staff per diem for two days, two tickets to the National Commander's Banquet, and lodging for one night in accordance with travel policies of The American Legion for an individual recipient or a single representative of a group or organization to receive the award at National Convention. The American Legion will not provide for any incidental expenses or any expenses incurred by guests accompanying the award recipient. The four regional runners-up will each receive an engraved shadow-box plaque measuring 10" x 12" not exceeding the cost of \$250 each, adjusted as needed for inflation.
5. Guidelines for Departments:
  - a. All Departments are urged to select a Department Firefighter of the Year before or during their Department convention and submit its Department winner as its nominee for this award. Departments should submit their nominee's application to The American Legion, Attn: National Security-Foreign Relations Division, 1608 K Street, NW, Washington, DC 20006. It is desired that Departments select and submit their nominees so that postmarked applications are received not later than February 1 of

the year following selection as Department winner in order to allow adequate judging and notification time prior to the national convention.

b. The inclusive dates for this award cover the calendar year July 1 through June 30 and until the following February 1 deadline for submission to the National Security-Foreign Relations Division. For example, the NFY Department winner selected for his/her service for calendar year of 2008-2009 will be recognized at the 2010 National Convention.

c. Departments may submit only one nominee per year and their nominee must have been the previous year Department award winner. Once a nominee has been entered in The American Legion National Firefighter of the Year Award competition, he or she will not be allowed to be submitted for another year.

d. The resume and application for the nominee from each Department must conform to the national criteria for judging as contained herein. The eligibility and criteria stated in this letter will be used to select the National Firefighter of the Year.

6. Eligibility Criteria: To be eligible for consideration, Department nominees must meet the following criteria:

a. Be a citizen of the United States, male or female.

b. Be a certified, living, active, full-time, paid, or volunteer firefighter.

c. Consideration for a posthumous award will be acceptable only if the nominee's death has occurred after the department's selection and within the dates for which the award is being presented.

d. Be assigned to, or fully recognized by, Municipal (City), County, District, State or Federal firefighter officer.

e. Be selected as the Department Firefighter of the Year.

f. Department nominees are not required to be veterans or members of The American Legion.

g. Reside and be assigned or attached for duty in the Department from which they are selected.

h. Federal firefighter officers serving in overseas Departments may be nominated by the overseas Department.

i. Nominees selected for this award should be available to receive this award at The American Legion National Convention.

j. Military firefighters are eligible for participation in this award provided they are state firefighter certified.

7. Department Application Packets: Only one copy of the Department application packet needs to be submitted to the National Security - Foreign Relations Division. Department application packets for their nominee should include: (1) a completed application form, (2) a 5x7 photograph of the nominee, and (3) a maximum of 18 one-sided pages 8 1/2x 11 bond paper of service documentation. The first six or seven pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles. Only one copy of the application package needs to be submitted. The following documentation should be included:

a. Application form - Complete the attached application form and use it as the cover page of the application. This cover page shall not count as part of the maximum 18 pages of service documentation.

b. 5 x 7 official photograph of the nominee.

c. Service narrative and supporting documentation. The goal of the National Law and Order Committee is to select a well-rounded firefighter who has exceeded, above and beyond, the duty requirements of his or her position and who exemplifies the virtues of professionalism and dedication

and has demonstrated a distinct pattern of community service to his/her community, state or nation; and also has proven his/her personal dedication to community security and protection. The firefighter officer must be recommended by his/her Commanding Officer or Supervisor for this award. The commanding officer or supervisor should also state that the firefighter officer, if selected for this award, will be available for its presentation at the national convention. Specific acts of community service, heroism and meritorious performance recognized by his/her firefighter agency should be included and documented. To assist Departments in their selections, judging guidelines at the national level will be based on the following criteria, and maximum percentage points will be allocated as follows:

I Community Service .....	35 points
II Professional Career .....	40 points
III Heroism.....	20 points
IV Letters of Recognition, news clippings, and other substantiating documentation .....	5 points

d. Community Service: Outstanding service to the community, state or nation by the firefighter, in both on-duty and off-duty activities, should be explained for the past year and may include previous years. Cite, for example, awards and/or supporting letters from city or county commissioners, letters from state officials, and letters from The American Legion Department or Posts, or from citizens attesting to and commending the firefighter for his/her community service contributions. Remember, one of the major aims of the award program is to select a well-rounded firefighter officer who has demonstrated a distinct pattern of community service, above and beyond assigned duty requirements.

e. Citations for community service, heroism and meritorious performance of duty should be explained for the past year and may include previous years. Include citations and any supporting letters from the officer's chain of command as well as other documentation from city, county, state authorities and American Legion officials, citizens or civic groups as further evidence of community service, heroic and meritorious performance of duty by the officer.

f. Include a copy of your nominee's state or federal certification as a firefighter as well as copies of pertinent training and education certificates as appropriate.

g. The Department which submits the winning nominee will be notified by the National Security-Foreign Relations Division as expeditiously as possible.

h. Remember to let your nominee know what The American Legion National Firefighter of the Year Award is, and receive assurance from the officer's chain of command that if your nominee is selected as the winner, that he/she will be available for the award presentation at the national convention. If the winning firefighter is a uniformed firefighter, then he/she is requested to appear in full uniform at the national convention at the time of presentation. Non-uniformed winners would be expected to appear in appropriate business attire.

8. National Judging: Judges will be selected by the Chairman of the Law and Order Committee from members of the Law and Order Committee and the National Security Commission. Each judge shall represent his/her region (Departments assigned to each national vice commander) and will select a regional winner from regions other than their own. Regional winners will be selected at the Washington conference. The national winner will be selected from the regional winners during the Spring Meeting of the National Executive Committee. Alternates-at-large judges may also be selected by the Chairman of the Law and Order Committee in the event of absences of any judges. In the event the national winner is unable to be present to receive his/her award at the national convention, The American Legion National Firefighter of the Year Award will be accepted by the

winner's American Legion Department Commander at the national convention on behalf of the winner for presentation at an appropriate Department ceremony. National Regional awards: The four regional runners-up will each receive an engraved shadow-box plaque measuring 10" x 12" not exceeding the cost of \$250 each, adjusted as needed for inflation. The funds expended for purchase of The American Legion National Firefighter of the Year Award plaque are set at an amount not to exceed \$350 annually, adjusted as needed for inflation.

9. Your comments on how the program can be improved, streamlined, or modified are solicited. Any questions on this award program should be sent to the undersigned in care of:

The American Legion  
National Security-Foreign Relations Division  
1608 K Street, N.W.  
Washington, D.C. 20006  
Telephone: (202) 861-2700

**The American Legion  
Department of Maryland  
National Fire Fighter  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

The American Legion  
National Fire Fighter of the Year  
Application Form

Date \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Age \_\_\_\_\_ Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Length of Service as a Fire Fighter \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Director \_\_\_\_\_ Title \_\_\_\_\_

Nominee's Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Agency's Address \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Department Submitting Nomination \_\_\_\_\_ Department of Maryland

Department Law and Order Chairman \_\_\_\_\_ Bill Milligan

Address \_\_\_\_\_ 101 N. Gay Street

City and State \_\_\_\_\_ Baltimore, Maryland \_\_\_\_\_ Zip 21202 Phone (410)752-1405

Department Commander \_\_\_\_\_  
(Signature)

Department Adjutant \_\_\_\_\_  
(Signature)

Failure to use this form may result in the DISQUALIFICATION of your nominee. It should be placed as the COVER SHEET for your packet of materials supporting your candidate. Include an official photograph of the nominee. Mail completed application to the National Security Foreign Relations Division, 1608 K Street, N.W., Washington, DC 20006 to arrive by February 1. Submit one copy of your application packet and it should conform to the instructions contained in this National Security Foreign Relations Memorandum.



**CAREER FIRE FIGHTER / CAREER EMS**

**VOLUNTEER FIRE FIGHTER / VOLUNTEER EMS**

**NOMINATIONS:**

**The following rules apply to all nominations for these most prestigious awards. All candidates:**

1. Must meet the guidelines spelled out in the beginning of the letter.
  - a. The Posts present their selections to their County/Area Councils.
  - b. The County/Area Councils make their selection and present their candidate to their respective District Council.
  - c. The District Council selects their candidates and sends their Career Fire Fighter and Career EMS of the Year nominations to the Department Public Safety Committee. The Department must receive the District nominations by **December 15**. Only one nomination for Career Fire Fighter, Career EMS, Volunteer Fire Fighter and Volunteer EMS per District will be accepted. The Department will not accept nominations directly from the Posts or County/Area Councils.
2. **Period of service for the 2018 nominees: January 1, 2018 – December 31, 2018.**
3. Must be nominated using the official forms provided; copies of which can be obtained from County/Area Commanders, District Commanders or downloaded from the American Legion, Department of Maryland website [www.mdlegion.org](http://www.mdlegion.org) .
4. **For Career Fire Fighters or Volunteer Fire Fighters: Nominations must be accompanied with a copy of the nominee's certificate of graduating from an accredited fire academy.**  
  
**For Career EMS or Volunteer EMS: Nominations must be accompanied with a copy of the nominees Certificate of EMT or greater (Maryland Institute of Emergency Medical Services).**
5. Must be recommended by his/her commanding officer or supervisor.
6. Nomination applications shall have the following: (1) a completed nomination form, (2) a 5x7 photograph of the nominee, to include name and rank printed below the picture and (3) a total up to 12 pages of service documentation. The first six pages will be one-sided 8 ½" by 11" bond paper and include up to five pages of the individual's service narrative. The second six pages may be two sided and include supporting citations and other documentation to include press articles. (Specific acts of community service; heroism and meritorious performance recognized by his/her fire or EMS agency should be included and documented).
7. Nominations shall be submitted through County/Area Councils and District Councils to:  
  
**The American Legion, Department of Maryland, Inc.  
Public Safety Committee  
The War Memorial – 101 North Gay Street  
Baltimore, Maryland 21202  
(Deadline is December 15)**
8. All nominations shall be submitted with the official cover sheets as the top page of the applications.

**CAREER FIRE FIGHTER/CAREER EMS ELIGIBILITY**

**VOLUNTEER FIRE FIGHTER/VOLUNTEER EMS ELIGIBILITY**

**To be considered for these most prestigious awards, all nominees must meet the following criteria:**

1. Be a citizen of The United States of America.
2. Be a Career Fire Fighter, Volunteer Fire Fighter, Career EMS or Volunteer EMS who swore an oath to protect the lives and property of the citizens of their respective jurisdiction.
3. Consideration for a posthumous award is permissible only when the recipient has died subsequent to selection for the award and prior to its presentation.
4. Be assigned as a Career Fire Fighter, Career EMS, Volunteer Fire Fighter or Volunteer EMS to a jurisdiction within the State of Maryland:
  - A Municipality (City)
  - County
  - State Firefighter or EMS
  - Private communities that have paid or volunteer Fire Departments
  - Federal Firefighter
5. Reside and serve within the State of Maryland

**Note: An individual can only be considered for one award. The individual CANNOT be submitted under the guidelines for both career (paid) and volunteer services.**

## CAREER FIRE FIGHTER / CAREER EMS

### **JUDGING CRITERIA:**

Many Fire Fighters/EMS personnel exemplify themselves with a single act of bravery or distinguishing event. The American Legion Career Fire Fighter / Career EMS awards for full time paid personnel will count significantly in the overall selection criteria and will make up fifty percent of the overall selection criteria. While most full time, paid personnel do not go out after work hours to perform community service they do distinguish themselves by attaining additional training and studies (College) towards degrees and studies within their own Agency to advance in the ranks of their Agency.

### **SPECIFIC ACT OF HEROISM OR MERITORIOUS SERVICE (20 Points).**

Citations for acts of heroism or meritorious service must be provided including a description of the act that was performed in detail, the medal or the award that the individual was recommended for and received. The award or citation must have been awarded for the time frame designated by the Standing Rules. Any supporting documentation such as newspaper accounts of the act or the individual receiving the award, certificates and letters of recommendation and commendation should be submitted.

**COMMUNITY SERVICE (35 Points).** The majority of full time paid Fire Fighters / EMS personnel do not provide service to their communities while off duty however some volunteer their time at their local Volunteer station. These activities must be performed under the time frame designated under the Standing Rules and must be described in detail and must be substantiated by official letters from the agency, community or county officials, citizens associations, American Legion Posts or other recognized private or civic organizations.

Any community service that has been performed over an extended period of time should also be described in detail in addition to the ones described above. These also must be substantiated by official letters from their agency, community or county officials, citizens associations, American Legion Posts or other recognized private or civic organizations.

Supporting documentation such as awards, certificates, letters of recommendation or commendation and newspaper clippings must be provided.

**Note:** Any full time paid Fire Fighter / EMS personnel that volunteers at a local Volunteer Fire Station and is being considered for The American Legion Career Fire Fighter / Career EMS awards under the guidelines of the full time personnel cannot also be considered under the Volunteer Fire Fighter / Volunteer EMS guidelines and have two applications submitted.

**CAREER ACHIEVEMENTS (40 Points).** Many Fire Fighters / EMS personnel excel in their careers over the years by continuing their education and training to better themselves in the performance of their daily duties. Education leading to a degree in fire service and promotions and specialized training to enhance their job performance is relevant and should be included. These achievements must be substantiated by official letters or other official documentation from the Agency he/she is employed by and should be included.

**JUDGES PREFERENCE (5 Points).** Judges will be given the option to award five points to the candidate that exhibits the best letters of recognition and news clippings and has the best overall record in their opinion.

### **JUDGES**

A panel of seven judges, to include one representative from each District in the Department of Maryland shall judge all entries. All entries shall be judged based on the criteria specified herein. A quorum shall constitute five judges.

## VOLUNTEER FIRE FIGHTER / VOLUNTEER EMS

### **JUDGING CRITERIA:**

Many Fire Fighters/EMS personnel exemplify themselves with a single act of bravery or distinguishing event. However, Community Service will count significantly in the overall selection criteria and will make up fifty percent of the criteria for The American Legion Volunteer Fire Fighter / Volunteer EMS awards. Volunteers also distinguish themselves by attaining additional training and studies (College) towards degrees and studies within their own Agency to advance in the Volunteer ranks of their Agency.

### **SPECIFIC ACT OF HEROISM OR MERITORIOUS SERVICE (20 Points).**

Citations for acts of heroism or meritorious service must be provided including a description of the act that was performed in detail, the medal or the award that the individual was recommended for and received. The award or citation must have been awarded for the time frame designated by the Standing Rules. Any supporting documentation such as newspaper accounts of the act or the individual receiving the award, certificates and letters of recommendation and commendation should be submitted.

**COMMUNITY SERVICE (35 Points).** Volunteer Fire Fighters / Volunteer EMS personnel provide service to their communities as First Responders on a daily basis at their local Volunteer stations. These activities must be performed under the time frame designated under the Standing Rules and must be described in detail and must be substantiated by official letters from their agency, community or county officials, citizens associations, American Legion Posts or other recognized private or civic organizations.

Any community service that has been performed over an extended period of time should also be described in detail in addition to the ones described above. These also must be substantiated by official letters from their agency, community or county officials, citizens associations, American Legion Posts or other recognized private or civic organizations.

Supporting documentation such as awards, certificates, letters of recommendation or commendation and newspaper clippings must be provided.

**Note: Any full time paid Fire Fighter / EMS personnel that volunteers at a local Volunteer Fire Station and is being considered for The American Legion Career Fire Fighter / Career EMS awards under the guidelines of the full time personnel cannot also be considered under the Volunteer Fire Fighter / Volunteer EMS guidelines and have two applications submitted.**

**CAREER ACHIEVEMENTS (40 Points).** Many Fire Fighters / EMS personnel excel in their careers over the years by continuing their education and training to better themselves in the performance of their daily duties. Education leading to a degree in fire service and promotions and specialized training to enhance their job performance is relevant and should be included. These achievements must be substantiated by official letters or other official documentation from the Agency he/she is a volunteer and should be included.

**JUDGES PREFERENCE (5 Points).** Judges will be given the option to award five points to the candidate that exhibits the best letters of recognition and news clippings and has the best overall record in their opinion.

### **JUDGES**

A panel of seven judges, to include one representative from each District in the Department of Maryland shall judge all entries. All entries shall be judged based on the criteria specified herein. A quorum shall constitute five judges.

**The American Legion  
Department of Maryland  
Career Fire Fighter  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

**THE AMERICAN LEGION  
DEPARTMENT OF MARYLAND  
CAREER FIRE FIGHTER OF THE YEAR AWARD  
NOMINATION FORM**

DATE: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

NOMINATING AGENCY: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGENCY DIRECTOR: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SPONSORING AMERICAN LEGION

POST: \_\_\_\_\_

COUNTY: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

COMMANDER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

RECEIVED IN DEPARTMENT HEADQUARTERS BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TOTAL NUMBER OF PAGES INCLUDED: \_\_\_\_\_

**FAILURE TO USE THIS FORM MAY RESULT IN THE DISQUALIFICATION OF YOUR NOMINEE. IT SHOULD BE PLACED IMMEDIATELY AFTER THE COVER SHEET AND IN FRONT OF ALL SUPPORTING DOCUMENTS. INCLUDE CERTIFICATION AS A CAREER FIRE FIGHTER AND AN OFFICIAL 5" X 7" PHOTOGRAPH OF THE CANDIDATE MOUNTED ON A STANDARD EIGHT & ONE HALF X ELEVEN SHEET OF BOND PAPER WITH NAME AND RANK BELOW THE PICTURE. EACH DISTRICT MUST SUBMIT THE ORIGINAL COPY OF THE ENTIRE NOMINATION PACKAGE NO LATER THAN THE CLOSE OF BUSINESS, DECEMBER 15, TO THE AMERICAN LEGION, DEPARTMENT OF MARYLAND.**

**The American Legion  
Department of Maryland  
Volunteer Fire Fighter  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

**THE AMERICAN LEGION  
DEPARTMENT OF MARYLAND  
VOLUNTEER FIRE FIGHTER OF THE YEAR AWARD  
NOMINATION FORM**

DATE: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

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SPONSORING AMERICAN LEGION

POST: \_\_\_\_\_

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**The American Legion  
Department of Maryland  
Career EMS  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

**THE AMERICAN LEGION  
DEPARTMENT OF MARYLAND  
CAREER EMS OF THE YEAR AWARD  
NOMINATION FORM**

DATE: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGENCY DIRECTOR: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SPONSORING AMERICAN LEGION

POST: \_\_\_\_\_

COUNTY: \_\_\_\_\_

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**The American Legion  
Department of Maryland  
Volunteer EMS  
Of the Year**



**2018**

**NOMINATION  
COVER SHEET**

**THE AMERICAN LEGION  
DEPARTMENT OF MARYLAND  
VOLUNTEER EMS OF THE YEAR AWARD  
NOMINATION FORM**

DATE: \_\_\_\_\_

NAME OF NOMINEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

AGE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_ SPOUSE: \_\_\_\_\_

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CITY/STATE/ZIP CODE: \_\_\_\_\_

AGENCY DIRECTOR: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

SPONSORING AMERICAN LEGION

POST: \_\_\_\_\_

COUNTY: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

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