



DoW MANUAL 6055.21

DoW FIRE AND EMERGENCY SERVICES ANNUAL AWARDS PROGRAM

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

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Approved 08/07/2026 by: Dale R. Marks, Assistant Secretary of War for Energy, Installations, and Environment

Purpose: In accordance with the authority in DoD Directive 5134.12, the June 26, 2020 Under Secretary of Defense for Acquisition and Sustainment Memorandum, and the February 10, 2022 Deputy Secretary of Defense Memorandum and the policy established in DoD Directive 4715.1E and DoD Instruction 6055.06, this issuance implements policy, assigns responsibilities, and provides procedures for administering the annual DoW Fire and Emergency Services (F&ES) Awards Program.

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SECTION 1: GENERAL ISSUANCE INFORMATION

APPLICABILITY.

This issuance:

- a. Applies to OSW, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of War, the Defense Agencies, the DoW Field Activities, and all other organizational entities within the DoW (referred to collectively in this issuance as the “DoW Components”).
- b. Does not apply to contract firefighters and contractor-operated fire departments.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF WAR FOR ACQUISITION AND SUSTAINMENT (USW(A&S)).

The USW(A&S) oversees implementation of this issuance.

2.2. ASSISTANT SECRETARY OF WAR FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASW(EI&E)).

Under the authority, direction, and control of the USW(A&S), the ASW(EI&E)

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

2.3. DOW COMPONENT HEADS WHO PROVIDE F&ES.

The DoW Component heads who provide F&ES:

- a. Recognize and encourage F&ES excellence through participation in the DoW F&ES Awards Program in accordance with DoD Instruction 6055.06.
- b. Prepare nominations using the nomination submission worksheet, instructions, and templates provided in Appendix 3A.

SECTION 3: DoW F&ES AWARDS PROGRAM PROCEDURES

3.1. AWARD CATEGORIES.

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

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

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

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

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

(4) DoW Fire Prevention Program of the Year.

(5) DoW Military Firefighter of the Year.

(6) DoW Civilian Firefighter of the Year.

(7) DoW Military Fire Officer of the Year.

(8) DoW Civilian Fire Officer of the Year.

(9) DoW Fire Service Instructor of the Year.

3.2. NOMINATION PROCEDURES.

a. Each F&ES organization may submit one nomination for each award. The F&ES organizations are:

(1) Army.

(2) Navy.

(3) Marine Corps.

(4) Air Force.

(5) Space Force.

(6) United States Coast Guard when operating as a Military Service in the Navy pursuant to Title 14, United States Code.

(7) Defense Logistics Agency.

(8) Washington Headquarters Services.

b. The F&ES organizations:

(1) Prepare nominations using the nomination submission worksheet, instructions, and templates provided in Appendix 3A.

(2) Submit nominations to the F&ES Program Manager, Office of the ASW(EI&E), no later than March 1 of the year following the nomination period.

3.3. SELECTION PROCESS.

The DoW F&ES Program Manager:

a. Convenes a selection committee that maximizes representation from the F&ES organizations to determine the DoW F&ES award winners. If the selection committee consists of DoW Component representatives, then they 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 announces the winners when selections are finalized.

c. Announces award winners no later than May 4, International Firefighters' Day, following the award year.

3.4. WINNER RECOGNITION.

The DoW F&ES Program Manager prepares guidance for collecting public release and security review documentation and other materials for each winner to develop winner recognition products, pursuant to DoD Directive 5205.02E and DoD Instruction 5230.29.

3.5. 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 organization'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.

d. Any accomplishments in direct support of established mutual-aid agreements may be used in organizational award nomination packages.

3.6. GENERAL REQUIREMENTS FOR INDIVIDUAL AWARDS.

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

b. Individuals may compete in more than one category (e.g., firefighter, fire officer, instructor); however, their specific accomplishments may 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 Military Service must compete in the lead Military Service's 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 award nomination packages.

APPENDIX 3A: F&ES AWARDS NOMINATION SUBMISSION WORKSHEET, INSTRUCTIONS, AND TEMPLATES

Figure 1. F&ES Awards Nomination Submission Worksheet.

Award Category
Award Category (as listed at Paragraph 3.1. of DoW Manual 6055.21):
Nominee Contact Information
Nominee's Name (organizational and individual awards):
Nominee's Rank (individual awards only):
Formal/Human Resources <u>Line Item</u> Official Job Title (individual awards only):
Commercial Phone Number (no Defense Switched Network (DSN)):
Email Address:
Mailing Address ¹ :
¹ Must be a physical location that can receive U.S. Postal Service, FedEx, and United Parcel Service mail deliveries.
Nominee's Public Affairs Officer Contact Information
Name (include rank):
Commercial Phone Number (no DSN):
Email Address:

3A.1. DOW FIRE DEPARTMENT OF THE YEAR INSTRUCTIONS.

a. Description.

This annual organizational award recognizes DoW's most outstanding fire department for achieving the highest degree of excellence in mission support and fire protection management. Three department sizes are eligible, including those assigned to aircraft rescue firefighting facility, pumper, and ladder companies, but excluding ambulance, rescue, cross staffed, and other support companies.

(1) Small Category.

Fire department with three or fewer staffed firefighting companies.

(2) Medium Category.

Fire department with four to eight staffed firefighting companies.

(3) Large Category.

Fire department with nine or more staffed firefighting companies.

b. Eligibility.

See general requirements at Paragraph 3.5. Only the annual award winners from their respective F&ES organizations are eligible to compete for this DoW-level award.

c. Criteria.

All nominations must follow these criteria, or they will be disqualified:

(1) Typed in 12-point Times New Roman font on one 8-1/2" by 11" page with 1-inch margins on all sides.

(2) A maximum of 20 acronyms may be used in the nominations.

(3) Any acronyms used in the nomination text must be defined; a second page may be used for that purpose.

(4) No truncated words (e.g., rcv'd, transfer'd, rvw'd).

(5) No abbreviated words (e.g., prgm for program, std for standard).

(6) No words after major headings.

(7) No special characters (e.g., #, <, >, x).

(8) No condensed character spacing.

(9) No graphics or photographs.

(10) Include only accomplishments and specific results occurring in the calendar year (January 1 through December 31) of the award year or nomination period.

(11) Include a maximum of 30 bulleted statements for the entire nomination. The bulleted statements must be no more than two lines.

(12) Address what the individuals and unit accomplished and implemented, that merits consideration for the DoW Fire Department of the Year Award. For each of the six categories listed in the template, include duties, responsibilities, accomplishments, and the impact to the mission.

Figure 2. DoW Fire Department of the Year Template.

DoW Fire Department of the Year, Size: <i>Full Name of Organization, Installation, and Location</i> 1. EMERGENCY RESPONSE PERFORMANCE: • • • • • • 2. DEPARTMENT-LEVEL AWARDS, ACCREDITATION, CERTIFICATIONS: • • • • • • 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): • • • • • •
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3A.2. DOW FIRE PREVENTION PROGRAM OF THE YEAR INSTRUCTIONS.

a. Description.

This annual organizational award recognizes DoW's best fire prevention program based on its depth and breadth, effectiveness, educational value, and thoroughness in direct support of the organization's mission.

b. Eligibility.

See general requirements at Paragraph 3.5. Only the annual award winners from their respective F&ES organizations are eligible to compete for this DoW-level award.

c. Criteria.

All nominations must follow these criteria, or they will be disqualified:

- (1) Those listed at Paragraphs 3A.1.c.(1) through (10).
- (2) Include a maximum of 28 bulleted statements for the entire nomination. The bulleted statements must be no more than two lines.
- (3) Address what the individuals and unit did to be considered for the DoW Fire Prevention Program of the Year Award. For each of the four categories listed in the template, include duties, responsibilities, accomplishments, and the impact to the mission.

Figure 3. DoW Fire Prevention Program of the Year Template.

DoW Fire Prevention Program of the Year <i>Full Name of Organization, Installation, and Location</i> 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 to add items not addressed): • • • • • • • •
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3A.3. DOW MILITARY OR CIVILIAN FIREFIGHTER OR FIRE OFFICER OF THE YEAR INSTRUCTIONS.

a. Description.

This annual organizational award recognizes:

(1) A military (Active, Reserve, or National Guard) or civilian firefighter for superior job performance and outstanding contributions to a DoW F&ES organization; or

(2) A military (Active, Reserve, or National Guard) or civilian fire officer for superior job performance, outstanding contributions, and leadership to a DoW F&ES organization.

b. Eligibility.

See general requirements at Paragraph 3.6. Only the following annual award winners from their respective F&ES organizations are eligible to compete for this DoW-level award:

(1) Military or civilian firefighter serving in a primary duty position of firefighter (including all parenthetical titles) or fire protection inspector; or

(2) 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, station captain, battalion chief, assistant chief, etc.).

c. Criteria.

All nominations must follow these criteria, or they will be disqualified:

(1) Those listed at Paragraphs 3A.1.c.(1) through (11).

(2) Address what the individuals did to be considered for the DoW Military or Civilian Firefighter or Fire Officer of the Year Award. For each of the six categories listed in the template, include duties, responsibilities, accomplishments, and the impact to the mission.

Figure 4. DoW Military or Civilian Firefighter or Fire Officer of the Year Template.

DoW Military or Civilian Firefighter or Fire Officer of the Year
<i>Rank/Full Name</i>
<i>Full Name of Organization, Installation, and Location</i>
1. ACCOMPLISHMENTS:
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2. JOB PERFORMANCE:
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3. TECHNICAL COMPETENCE:
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4. LEADERSHIP ABILITY:
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5. INITIATIVE:
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6. RESOURCEFULNESS:
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3A.4. DOW FIRE SERVICE INSTRUCTOR OF THE YEAR INSTRUCTIONS.

a. Description.

This annual award recognizes superior job performance and outstanding contributions to a DoW F&ES organization as an instructor.

b. Eligibility.

See general requirements at Paragraph 3.6. Only the following annual award winners from their respective F&ES organizations are eligible to compete for this DoW-level award:

(1) All military or civilian personnel assigned to fire departments or an F&ES organization or training institution and serving in one of the following duty positions:

- (a) Assistant Chief for Training.
- (b) Battalion Chief of Training.
- (c) Training Captain.
- (d) Training Officer.
- (e) Training Manager.
- (f) Fire Service Instructor.
- (g) Technical Training Instructor.

(2) F&ES personnel with a different duty position title but equivalent duty responsibilities, including operations personnel who serve as instructors.

c. Criteria.

All nominations must follow these criteria, or they will be disqualified:

- (1) Those listed at Paragraphs 3A.1.c.(1) through (10).
- (2) Include a maximum of 28 bulleted statements for the entire nomination. The bulleted statements must be no more than two lines.
- (3) Address what the individuals did to be considered for the DoW Fire Service Instructor of the Year Award. For each of the four categories listed in the template, include duties, responsibilities, accomplishments, and the impact to the mission.

Figure 5. DoW Fire Service Instructor of the Year Template.

DoW Fire Service Instructor of the Year <i>Rank/Full Name</i> <i>Full Name of Organization, Installation, and Location</i> 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: • • • • • • • • 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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GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASW(EI&E)	Assistant Secretary of War for Energy, Installations, and Environment
DoW	Department of War
DSN	Defense Switched Network
F&ES	fire and emergency services
OSW	Office of the Secretary of War
USW(A&S)	Under Secretary of War for Acquisition and Sustainment

G.2. DEFINITIONS.

This term and its definition are for the purpose of this issuance.

TERM	DEFINITION
F&ES organizations	Collectively refers to the Army, Navy, Marine Corps, Air Force, Space Force, United States Coast Guard (when operating as a Military Service in the Navy pursuant to Title 14, United States Code), Defense Logistics Agency, and Washington Headquarters Services.

REFERENCES

- Deputy Secretary of Defense Memorandum, “Establishment of the Office of the Assistant Secretary of Defense for Energy, Installations, and Environment,” February 10, 2022
- DoD Directive 4715.1E, “Environment, Safety, and Occupational Health (ESOH),” March 19, 2005, as amended
- DoD Directive 5134.12, “Assistant Secretary of Defense for Logistics and Materiel Readiness (ASD(L&MR)),” May 25, 2000, as amended
- DoD Directive 5205.02E, “DoD Operations Security (OPSEC) Program,” June 20, 2012, as amended
- DoD Instruction 5230.29, “Security and Policy Review of DoD Information for Public Release,” August 13, 2014, as amended
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” October 3, 2019
- Under Secretary of Defense for Acquisition and Sustainment Memorandum, “Assistant Secretary of Defense Restructuring and Deputy Assistant Secretary of Defense Position Change Approval Request,” June 26, 2020, Approved by the Deputy Secretary of Defense July 9, 2020
- United States Code, Title 14