

The American Legion, Department of Oregon
Firefighter of the Year Award Guidelines
20__ - 20__

To: All Department of Oregon, American Legion Post Commanders, and Post Law and Order Committee Chairs.

1. This memorandum supersedes all previous editions. This memorandum and the policies continued herein are effective after the selection of the National Firefighter of the Year winner.
2. **Scope:** The Preamble of the Constitution of The American Legion includes as one of its objectives - "service to the community, state, and nation". As concerned citizens and veterans, Legionnaires have always fostered a strong sense to uphold the protection of American citizens and the American way of life. They have always held firefighting agencies in the highest regard, and many Posts 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 the selection of the Department Firefighter who has exceeded, above and beyond, the duty requirements expected of their 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 Post National Security Committees in the recognition of firefighters by the Posts, Districts, and Department Headquarters of The American Legion. It is firmly believed that the establishment of this award will further serve to promote public trust and support firefighting agencies.
4. **Award Designation:** This award shall be known as the "The American Legion, Department of Oregon Firefighter of the Year Award" and will be presented annually at the Department Convention. All Posts are encouraged to participate in this very worthwhile and prestigious award program.
The American Legion Department Firefighter of the Year Award will include paid travel and hotel expenses for round-trip travel to the Department Convention city for the presentation of The Award. A "Letter of Commendation" signed by the Department Commander, coverage in The Oregon Legionnaire, and other media will be included.
5. **Guidelines for Post:**
All Posts are urged to select a Post Firefighter of the Year during the month of December or the first week of January. The post should submit one (1) copy of their nominee's application to The American Legion, Department of Oregon,

Attn.: Department National Security-Foreign Relations Commission, PO Box 1730, Wilsonville, Oregon 97070-1730. It is desired that Post select and submit their nominee so that postmarked applications are received no later than December 31, 2025, in order to allow adequate judging and notification time prior to the Department January Department Executive Committee Meeting.

- (b) The inclusive dates for this award shall cover from January 1 to December 31, 2025, year.
 - (c) Post may submit only one nominee.
 - (d) The Resume and application for the nominee from each Post must conform to the Department criteria for judging as contained herein. The eligibility and criteria stated in this memorandum will be used to select the Department Firefighter of The Year Nominee.
6. Eligibility Criteria: To be eligible for consideration Post nominee must meet the following criteria:
- (a) Be a citizen of the United States.
 - (b) Be a living, active, full-time, or volunteer Firefighter entrusted with full authority.
 - (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) The nominee must be assigned to a fully recognized, Municipal (City), Fire District, Rural Fire Protection District, or County Fire Department and be a sworn Firefighter.
 - (e) Be selected as the Post Firefighter of the Year.
 - (t) Post-nominee is not required to be veterans or members of The American Legion.
 - (g) Reside in and be assigned or attached for duty in the District from which they are selected.
 - (h) Nominee selected for this award will be available to receive this award at The American Legion Department Convention.
7. **Post Application Packets:** Post application packets for their nominee should include:
- (1) a completed application form,
 - (2) a 5" X 7" official photograph of the nominee, and
 - (3) not to exceed a total of 10 pages of services documentation.

The first pages will be one-sided 8-1/2 X 11-1/2 bond paper and include the pages of the individual's service narrative. The second set of pages may be two-sided and include supporting citations and other documentation to include press articles. Include a copy of your nominee's State or Federal Certification as a firefighter as well as copies of pertinent training and education certification as appropriate. Complete the attached application form and use it as the cover page of the application.

(a) The goal of the Department National Security/Foreign Relations and Homeland Security Committee is to select a well-rounded Firefighter who has exceeded, above and beyond, the duty requirements of their position and who exemplifies the virtues of professionalism and dedication and has demonstrated a distinct pattern of community service to their personal dedication to societal security and protection. **The firefighter must be recommended by their Fire Chief or Supervisor for this award. The Fire Chief or Supervisor should also state that the firefighter, if selected for this award, will be available for the presentation at Department Convention.** Specific acts of community service, heroism, and meritorious performances recognized by their firefighting agency should be included and documented. To assist Posts in their selections, judging guidelines at the Department 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

(b) Community Service: Outstanding services to the Community, State, and 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, previous and/or supporting letters from City or County Commissioners, letters from State officials, letters from The American Legion Posts, or from citizens attesting to and commending the officer for their community service contributions. **Remember, one of the major aims of the award program is to select a well-rounded firefighter who has demonstrated a distinct pattern of community service above and beyond assigned duty requirements.**

(c) 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 firefighter's chain of command as well as other documentation from City and County authorities and American Legion officials, citizens, or civic groups as further evidence of community service, heroic, and meritorious performance of duty by the firefighter.

(d) The Post which submits the winning nominee will be notified by the Department of National Security Commission as expeditiously as possible.

(e) Remember to let your nominee know what The American Legion Department Firefighter of the Year is and receive assurance from the office r's chain of command that if your nominee is selected as the winner, they will be available for the award presentation at the Department Convention. If the winning Firefighter is a uniformed Firefighter, then they will be requested to appear in their full uniform at the Department Convention at the time of presentation. Non-uniformed winners would be expected to appear inappropriate business attire.

8. **Department Judging:** Judges will be members as indicated in the National Security Commission Code of Procedure. This will include five members of the Department NS/FR&HS Commission plus the Department Commander or Department Vice-Commander and the Department Adjutant or a minimum of five (5) of the above. Alternates-at-large may be selected by the chairman of the National Security Commission in the event of the absence of any judges. Alternates selected must be an officer of the Department Executive Committee. **In the event the Department winner is unable to be present to receive their award at the Department Convention, The American Legion Department Firefighter of the Year Award will be accepted by the winner's American Legion District Commander at the Department Convention on behalf of the winner for presentation at an appropriate ceremony.**

9. Comments and/or questions on this program at the Post and Department level are solicited and should be sent to:

**The American Legion
Department of Oregon
National Security Commission Chair
PO Box 1730
Wilsonville, Oregon 97070-1730**

All efforts will be expended to assure fairness and impartiality to all Posts and the Nominees. The hope of this Commission is that all Posts will participate in this program and that in those cases where firefighting agencies that cover the area which includes two (2) or more American Legion Post the Post's Firefighter of the Year committees will join together for one joint nomination.

Jim Jerome, Chair
Law and Order, Homeland Security
408 SE Hillcrest
John Day, OR 97845
jjerome@centurytel.net
Phone: 541-620-4486

(Under National Security Commission)

Enclosures: Application Forms

Your due date is December 31

**FIREFIGHTER OF THE YEAR
Point Sheet**

NAME _____ POST _____

POINTS AVAILABLE	SUBJECT	POINTS AWARDED
35	Community Service	_____
40	Professional Career	_____
20	Heroism	_____
5	Letters of Recognition, News Clippings, and Other Substantiating Documentation	_____

TOTAL _____

Other Criteria:

- _____ Be a citizen of the United States.
- _____ Be a certified, living, active, full-time, paid, or volunteer firefighter
- _____ Consideration for a posthumous award will be accepted only if the
The nominee's death occurred after the department's selection and within the
dates for which the award is being presented.
- _____ Be assigned to, or fully recognized by, Municipal (City), County, District,
State, or Federal firefighter officer
- _____ Reside and be assigned or attached for duty in the Department from which they
are selected.
- _____ 5" x 7" official photograph of the nominee
- _____ The Firefighter officer must be recommended by his/her Commanding
Officer or Supervisor

Note: This should not exceed 18 pages and the individual available to attend National Convention if selected.

Your due date is December 31

The American Legion Firefighter Officer of the Year Application Form

Date _____

Name _____ Gender _____

Home Address _____

City and State _____ Zip _____ Phone (____)____ - _____

Age ____ Marital Status _____ Spouse's Name _____

Length of Service as Firefighter Officer _____

Agency Name _____

Agency Director _____ Title _____

Nominee's Supervisor _____ Title _____

Agency Address _____

City and State _____ Zip _____ Phone (____)____ - _____

Post/District Submitting Nomination _____

National Security Commission Chair Address _____

City and State _____ Zip _____ Phone (____)____ - _____

Post/District Commander Signature

Post/District Adjutant Signature

Submit one copy of your application packet and it should conform to the instructions contained in the Security-Foreign Relations Memorandum.

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.

Remember to include an official photograph of the nominee.

Mail completed application to The American Legion, Department of Oregon P.O. Box 1730 Wilsonville, Oregon 97070. ATTN: National Security Commission Chair.

Your due date is December 31