

November -- 2011

TO: Post Adjutants
FROM: Tom Conway, Law & Order Department Chairman
SUBJECT: Application for Outstanding Firefighter of the Year

Applications for "Outstanding Firefighter of the Year" are now available at Department Headquarters. This award will be presented annually at the Department Convention to the winner selected by the Law and Order Committee from the applications submitted.

Please contact Jennifer Kelley at 651-291-1800 or jkelly@mnlegion.org to obtain an application. Completed applications and scrapbooks should be sent to The American Legion, Attention: Jennifer, 20 West 12th Street, Room 300A, St. Paul, Minnesota 55155-2000 by April 1, 2012.

We ask that you contact your local firefighting officials and request their assistance in nomination of individuals for this award. Also, at your next Post meeting, ask your members if they know a firefighter currently employed that would be a good candidate to nominate.

The application should be supported with additional materials, to include: (1) a completed application form, (2) a 5"x7" photograph of the nominee and (3) a maximum of 18 one-sided pages 8 ½ x 11 bond paper of service documentation. The first six-seven pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles. **Since National Headquarters started a National Firefighter of the Year Award, your scrapbook should conform with National's requirements. Please read carefully and follow all instructions on the enclosed pages.**

A plaque will be presented to the winning Firefighter at the Department Convention and a plaque is presented to the Post submitting the application of the winning Firefighter of the Year Award at the same time. The winning Firefighter from Minnesota will have his/her application and scrapbook sent on to the National Security Commission in Washington, D. C. for National competition.

If you are in need of any assistance or have any questions, please contact Department Headquarters and request their assistance – department@mnlegion.org.

pc: Law & Order Department Committee
District Law & Order Chairmen

In the event this candidate should ultimately be declared the winner, will he/she be available for appearance at our Department Convention? YES _____ NO _____

Has this firefighter's superior officer been informed of this recommendation? YES _____ NO _____

If the answer to above is "**YES**", please attach hereto a letter of recommendation from the superior officer.

Attach any additional pertinent information that may help the committee in making a final decision. ***EACH ENTRY SHOULD BE THOROUGHLY DOCUMENTED IN BOOK FORM AND NOT TO EXCEED EIGHTEEN (18) PAGES. This is in accordance with National rules.*** The application should be supported with additional materials, to include: (1) a completed application form, (2) a 5"x7" photograph of the nominee and (3) a maximum of 18 one-sided pages 8 ½ x 11 bond paper of service documentation. The first six-seven pages should contain the individual's service narrative. The additional pages may include supporting citations and other documentation to include press articles.

This recommendation is submitted by The American Legion located in _____

Post Number _____ District Number _____.

ALL APPLICATIONS MUST BE IN DEPARTMENT HEADQUARTERS ON OR BEFORE APRIL 1, 2012.

Send Application/Scrapbook to: The American Legion, Dept. Of MN
ATTN: Jennifer Kelley, Program Coordinator
20 West 12th Street, Room 300A
St. Paul, Minnesota 55155-2000

Post Commander

Post Law & Order Chair