



GUAM FIRE DEPARTMENT  
AGANA, GUAM

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<b>GENERAL ORDER:</b>	<b>Date of Issue:</b> 12/18/85	<b>Effective:</b> 12/18/85	<b>No.</b> 85-09
	<b>Reference:</b>		
<b>Index As:</b> SERVICE AWARDS AWARDS: VALOR, LIFESAVING, INDIVIDUAL PERFORMANCE, UNIT PERFORMANCE, CIVILIAN AWARDS AWARDS COMMITTEE			

**SUBJECT:** Service Awards Program

- PURPOSE:**
- a. To provide a Service Awards Program designed to give official recognition to heroic, meritorious, or outstanding deeds.
  - b. To update the Department's Service Awards Program

**THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:**

- I. PROGRAM OBJECTIVE
- II. INDIVIDUAL AND UNIT AWARDS
- III. DEFINITIONS
- IV. CLASSES OF AWARDS
- V. POWER, SCOPE, AND MAKE-UP OF THE AWARDS COMMITTEE
- VI. PROCEDURES FOR ALL AWARDS REQUIRED TO BE SUBMITTED TO THE AWARDS COMMITTEE
- VII. PROCEDURES FOR AWARDS NOT REQUIRED TO BE SUBMITTED TO THE AWARDS COMMITTEE
- VIII. PROCEDURES FOR MAKING AWARDS
- IX. LIMITATIONS AND RESTRICTIONS
- X. DESIGN AND CONSTRUCTION OF MEDALS AND AWARDS
- XI. PRESENTATION OF AWARDS

XII. WEARING OF AWARDS

XIII. RECOMMENDATIONS TO OTHER ORGANIZATIONS

XIV. SPECIAL INSTRUCTIONS TO AWARDS COMMITTEE

I. PROGRAM OBJECTIVE

The objective of the Guam Fire Department's Service Awards Program is to foster morale, incentive, and "esprit de corps" by providing a standard and updated format to allow official public recognition of sustained superior performance and of specific deeds performed by members of GFD either individually or as a unit. Further, it is also the objective of this program to provide a format for official public recognition by GFD of meritorious deeds performed by private citizens.

II. INDIVIDUAL AND UNIT AWARDS

Individual and unit awards afford a means of accomplishing the above stated objectives enumerated in Paragraph I through prompt official public recognition of acts of exceptional bravery, outstanding achievement, and meritorious service performed by individuals or units. To preserve their integrity, awards are only given to recognize acts of services which are clearly and distinctly outstanding in nature and magnitude. These acts or services must place a person or unit's performance significantly above that of their contemporaries and be of such importance that they cannot be appropriately recognized in any other way.

III. DEFINITIONS

A. GFD Members

A GFD member is any full-time, part-time, auxiliary, reserve, or volunteer person, sworn or non-sworn, who is officially employed by the Guam Fire Department, whether for compensation or not, according to the laws of the Territory of Guam and the rules and regulations of the Guam Fire Department.

B. Private Citizen

A private citizen is any person who does not meet the criteria as stated in Paragraph III., A.

#### IV. CLASSES OF AWARDS

Awards authorized by GFD shall be divided into five major categories: valor, lifesaving, individual performance, unit performance and civilian awards.

##### A. Valor Awards

###### 1. Medal of Valor

Only sworn members of GFD are eligible to receive this type of award. This is the highest award given for valor and is awarded to an individual who distinguishes himself/herself by conspicuous bravery and heroism in the performance of an official worthwhile act involving extremely great personal risk and imminent peril of loss of life which is clearly far above and beyond the call of duty. Except in the most extenuating circumstances, not more than one Medal of Valor shall be awarded within any three year period. The Awards Committee recommendation for approval must be unanimous.

###### 2. Silver Star Award

Only sworn members of GFD are eligible to receive this type of award. This is the second highest award given for valor and is awarded to an individual who distinguishes himself/herself by displaying courage and bravery in the performance of an official worthwhile act involving personal risk above and beyond the call of duty. Acts required for this award are of less magnitude than those required for the Medal of Valor. The great majority of acts of valor fall within the definition of this award, and the Awards Committee is instructed to reserve the Medal of Valor for those acts of heroism that are so valiant and so far beyond the normal acts of bravery that they completely overshadow the majority of valorous acts.

The Silver Star Award may be given as merited and must be by a majority recommendation of the Awards Committee.

##### B. Lifesaving Award

Sworn and non-sworn members of GFD and civilians are eligible to receive this type of award. This is the only award for saving a life and is awarded to an individual who distinguishes himself/herself by the act of saving the life of another person or persons through his/her direct action and intervention in a life threatening situation. It is not necessary that the individual performing the act of lifesaving expose himself/herself to physical

danger. Examples are saving the life of a heart-attack victim by administering CPR, saving a drowning person, etc. This award may be given as merited and must be by a majority recommendation of the Awards Committee.

C. Individual Performance Awards

1. Supervisor/Firefighter/Civilian of the Year

This is the highest award given for individual superior performance and is awarded to an individual who distinguishes himself/herself by sustained superior performance for a period of not less than one year by demonstrating competency, efficiency, dedication, loyalty, good judgment, zeal, and ingenuity that is clearly far above the requirement of his/her duties and the efforts of his/her contemporaries. Individuals must have been employed with the Guam Fire Department for a minimum of two (2) years and must never have been a recipient of this award. Firefighters must be a Fire Service Specialist or lower in rank. Supervisors must be a Fire Captain or a Fire Inspector. Finally, the award is restricted to three (3 recipients of GFD-two from among the Fire personnel, and one from among the Civilian personnel.) Majority members of the Awards Committee must recommend for the award.

2. Meritorious Service Award

Sworn and non-sworn members of GFD are eligible for this type of award. This is the second highest award given for individual superior performance and is awarded to an individual who distinguishes himself/herself by sustained superior performance for a period of not less than one year by demonstrating competency, efficiency, dedication, loyalty, good judgment, zeal, and ingenuity that is clearly far above the requirements of his/her duties and the efforts of his/her contemporaries. This award may also be presented to any GFD member who retires with 25 years or more service.

This award may be given as merited. Majority members of the Awards Committee must recommend for the award.

3. Commendation Service Award

Sworn and non-sworn members of GFD are eligible for this type of award. This is the third highest award given for individual superior performance and is awarded to an individual who distinguishes himself/herself by demonstrating competency, efficiency, dedication, loyalty, good judgment, zeal and ingenuity in the superior performance

of a specific act, project or assignment. The individual's performance must be significantly beyond that normally expected and far above the performance of his/her contemporaries. This award may also be presented to any GFD member who retires with at least 20 years of service, but less than 25 years. This award may be presented as merited and must be by a majority recommendation of Awards Committee.

4. Firefighter/Civilian of the Quarter

This is the fourth highest award given for individual superior performance and is awarded to an individual who distinguishes himself/herself by sustained superior performance for one quarter of the calendar year, through his/her competency, dedication, and efficiency in the exceptionally outstanding performance of duty. The individual must demonstrate accomplishments above that of his/her contemporaries. Individual must have been employed by GFD for a minimum of two years and must not have previously been a recipient of this award for any quarter within the same calendar year. Further, the individual must not have had any written reprimand during the quarter for which he/she is considered for the award. Finally, the award is restricted to two (2) recipients of GFD - one from among the Fire Personnel and one from among the Civilian Personnel. the Fire Chief must select the recipient for the quarter from nominees submitted by respective Commanders.

5. Commanding Officer's Citation

Sworn and non-sworn members of GFD are eligible for this type of award. This is the fifth highest award given for superior individual performance and is awarded to an individual who distinguishes himself/herself by excellent accomplishment of a specific act, project, or assignment. This award may be awarded as merited and must be submitted via channels to the Fire Chief for approval.

D. Unit Performance Awards

Fire Chief's Outstanding Unit Citation

Any unit of the official organization of GFD is eligible to receive this type of award. This is the only award given for outstanding performance as a unit and is awarded to a unit who distinguishes itself by outstanding performance sustained over a period of time or by a specific act, project, or assignment which is far above that

normally expected of a GFD unit. This award does not have to be approved by the Awards Committee, but may be awarded at the discretion of the Fire Chief.

E. GFD Citizen's Awards

1. Private Citizen's Award for Heroism

Private citizens and non-sworn members of GFD are eligible to receive this type of award. It is the only citizen's award for valor and is awarded to an individual who distinguishes himself/herself by conspicuous bravery and heroism in the performance of a worthwhile act of saving a life, preventing a serious crime, or apprehending a suspect who has committed a crime and by so doing exposing himself/herself to great personal risk and imminent peril of loss of life or grave bodily injury. This award may be given as merited. Majority of the Awards Committee must recommend approval.

2. GFD Citizen's Award for Meritorious Acts

Only private citizens are eligible to receive this type of award and it is the only citizen's award for meritorious acts. For an individual to receive this award, he/she must distinguish himself/herself by demonstrating superior performance, good judgment, zeal, or ingenuity during the performance of a worthwhile act in an emergency situation when such is clearly beyond that normally expected in the performance of his/her duties as a good citizen. That act while performed in an emergency situation does not require bravery or exposure to danger for the private citizen performing the act. This award may be given as merited. A majority of the Awards Committee must recommend approval.

3. GFD Citizen's Award for Exceptional Service

Private citizens or GFD non-sworn employees are eligible to receive this type of award for superior community performance. It is the only citizen's award for community service in non-emergency situations and is awarded to an individual who distinguishes himself/herself by taking an active part in the promotion of peace and tranquility in the community or becoming involved in public service and as a result of being involved, fire is prevented, life and property is protected.

Contributions must be clearly above that normally expected of an average citizen. The award may be for a specific act or community benefiting project or for sustained superior community/public service over a period of time. This award may also be given to a group or organization and may be given as merited. A majority of the Awards Committee must recommend approval.

V. POWER, SCOPE, AND MAKE-UP OF THE AWARDS COMMITTEE

- A. An Awards Committee will be established by the Fire Chief at the beginning of each calendar year and will consider all award recommendations properly placed before the Committee during their tenure, to include the awards presented during the Fire Week celebrations. The awards Committee will consist of the following individuals:
1. Fire Section of Awards Committee
    - a. One (1) Fire Inspector or Fire Captain, Chairman.
    - b. One (1) Fire Specialist, Vice-Chairman.
    - c. One (1) Firefighter II.
    - d. Three (3) Firefighter I's.
    - e. Three (3) alternates will be appointed. Not more than one alternate may be appointed from any one of the four categories listed above.
  2. In addition to the personnel listed, the Awards Committee shall have one (1) civilian employee appointed by the Fire Chief. The civilian employee will function as a ~~personnel manager~~ ~~representative of the Awards Committee~~ with the same privileges and voting rights as other members of the Awards Committee only when his/her respective Section of the Awards Committee is considering an award for a civilian employee.
- B. The Chairperson of the Committee shall, after his/her appointment as chairperson, review this General Order and submit an addendum if any to the Special Instruction portion (Section XLV) of this Order.

- C. The Fire Chief will appoint the members of the Awards Committee by Special Order. Appointments will be effective for a period of one year from January 1st through December 31st.
- D. No member of the Awards Committee shall serve ~~in excess of~~ (Excluded), but after a period of one year has elapsed, any member may be appointed for no more than one (1) additional term.
- E. The Fire Chief will immediately appoint a replacement of the same category for any Awards Committee member who resigns, retires, fails to complete his full term for any reason, is a nominee of any award, or the individual recommending an employee for an award.
- F. Five (5) members of the Awards Committee will constitute a quorum.
- G. Each member of the Awards Committee will have one (1) vote. The Chairman will only vote in the event of a tie.
- H. The Awards Committee will review all award recommendations properly submitted to it. The Awards Committee also retains the power to recommend changing the category of awards submitted to a higher or lower category or deny the award should the Committee determine this action is justified by the facts.
- I. ~~The Awards Committee~~ will submit its recommendations to the Fire Chief for approval or disapproval. Although the Fire Chief retains approval or disapproval authority, he may not change the categories of an award without the concurrence of the Awards Committee.
- J. All decisions recommended by the Awards Committee and concurred with by the Fire Chief are final and binding.

VI.

PROCEDURES FOR ALL AWARDS REQUIRED TO BE SUBMITTED TO THE AWARDS COMMITTEE

- A. It shall be the responsibility of the employee's immediate supervisor and/or other supervisor to promptly submit to the Awards Committee any outstanding or meritorious act or sustained performance accomplished by an employee.



- B. The supervisor will prepare the report in an original and one copy. The original will be submitted to the Awards Committee for consideration and the supervisor will retain the copy.
- C. The supervisor will include a detailed written report citing all pertinent details of the incident, including a description of the act or the sustained superior performance accomplished by the employee along with all substantiating evidence such as the names of the witnesses, if any, and medical testimony if applicable.
- D. The supervisor will include in his report a recommendation relative to the category of award(s) for which the employee should be considered.
- E. In the case of meritorious acts or sustained excellent performance by a private citizen, it is the responsibility of any member or private citizen having knowledge to bring it to the attention of the Awards Committee who will determine who is to make the official nomination.
- F. All awards received under this Section will be made a part of the individual's personnel file.

VII. PROCEDURES FOR AWARDS NOT REQUIRED TO BE SUBMITTED TO THE AWARDS COMMITTEE

- A. For award of the GFD Chief's Outstanding Unit Citation, the Chief may initiate and approve the award himself. The Chief may also accept and approve or disapprove recommendations submitted by the unit recommending itself or recommendations by a head of any other unit of equal or higher echelon.
- B. For award of the Commanding Officer's Citation, supervisors will prepare and submit the Award Nomination Form and supporting documents via the chain of command to the Chief for approval.

- C. All awards received under this Section will be made a part of the employee's personnel file.

VIII. PROCEDURES FOR MAKING AWARDS

- A. The Fire Chief, or his representative, will convene the Awards Committee as needed to review all recommendations.
- B. All supervisors should recommend employees within their unit and report any incidents they think merit consideration and recommend a class of award.
- C. Recommendations for the Lifesaving Award should be accompanied by medical or written eyewitness testimony.
- D. Recommendations of the supervisor for Firefighter/Civilian of the Quarter must be submitted to the Awards Committee no later than ten (10) working days after the close of the quarter. All recommendations for Firefighter/Civilian of the Quarter must be submitted to the Fire Chief in the proper format no later than fifteen (15) working days after the close of the quarter.
- E. All recommendations for Firefighter/Supervisor/Civilian of the Year will be submitted to the Awards Committee in proper format no later than fifteen (15) working days after the close of the calendar year or date and time specified by the Fire Chief.
- F. Individuals who are nominated for Firefighter/Civilian of the Quarter, but are not selected, are still eligible to be nominated and compete for the Award during a subsequent quarter.
- G. The Commanding Officer's Citation will be awarded as follows:  
The Chiefs and Heads of Bureaus, Divisions, and Company may initiate or receive recommendations for the Commanding Officer's Citation award from any supervisor/Officer-in-Charge of the Bureau, Division or Company. Nominations for Commanding Officer's Citation will be forwarded via chain of command to the Fire Chief for approval.
- H. All recommendations for awards must be accompanied by supporting documents.

- I. All recommendations for awards, except for the Commanding Officer's Citation, and the Fire Chief's Outstanding Award must be submitted to the Awards Committee for approval or disapproval.
- J. All recommendations for awards that are to be presented during Fire Week must be submitted to the Awards Committee no later than one month before the Fire Week celebrations are scheduled. This is required in order to give the Awards Committee time to study all recommendations thoroughly and make proper selections from the field of recommended individuals.
- K. All awards received will be made a permanent part of the individual's personnel file.
- L. The Awards Committee must comply with this Directive.

IX. LIMITATIONS AND RESTRICTIONS

- A. Any service award shall be awarded with extreme caution. In instances where there is any doubt, the award shall be denied.
- B. No individual may receive more than one award in each of the major categories within the same calendar year. There are two exceptions to this rule. The exceptions are recipients of the Firefighter/Civilian of the Quarter and Commanding Officer's Citation. Recipients of these two awards can still be nominated for other awards within the same category.
- C. The award of a meritorious salary increment for a recipient of Firefighter of the Quarter shall comply with the existing law, Government of Guam Personnel Rules and Regulations, and Departmental Directives where applicable.
- D. Nominees for individual performance awards category must not have a written reprimand, ongoing or pending investigation for misconduct during the period for which the individual is being considered for an award.

X. DESIGN AND CONSTRUCTION OF MEDALS AND AWARDS

- A. Citation awards shall consist of a certificate which shall be

on parchment-type paper and contain a brief description of the reason(s) for the award and the name of the person/unit the citation was awarded to and the date of the act performed or inclusive dates for sustained performance citations.

- B. In all awards given to a unit as whole, the following will apply:

The unit shall receive an additional copy of the citation with the unit's name inscribed on the citation for display in the unit's area.

- C. The Medal of Valor shall consist of the medal, shirt bar, and certificate to accompany the medal. The medal shall be gold in color. Bordering the center portion of the medal is a wreath, blue in color on which the words "Medal of Valor" in gold color are inscribed. The medal is suspended from a ribbon blue in color with a white stripe and of sufficient length to be placed over the recipient's head so that the medal will rest presentably upon the center, upper portion of the recipient's chest just below the neck. The shirt bar (ribbon bar) is gold in color.
- D. The Silver Star Award shall consist of a shirt bar and certificate. The shirt bar shall be blue in color with a silver star in the center.
- E. The Lifesaving Award shall consist of a shirt bar and certificate. The shirt bar shall be red/white/red in color. NOTE: For private citizens and non-sworn members of GFD, the award shall consist of a certificate.
- F. The Firefighter/Supervisor of the Year award shall consist of a plaque, shirt bar, and certificate. The Civilian of the Year award shall consist of a plaque and certificate. [REDACTED] The plaque will be of high grade polished wood with a gold colored plate with the name of the recipient, the words "Firefighter/Supervisor/Civilian of the Year," and the year under the phrase "Guam Fire Department" centered on the upper portion of the plate.
- G. The Meritorious Service shirt bar shall be red and white in color.

- H. The Commendation Service Shirt bar shall be red and green in color.
- I. The Firefighter/Civilian of the Quarter award consists of a certificate from the Governor's Office and [REDACTED] *A PLAQUE.*
- J. The Chief's Outstanding Unit Citation consists of a plaque and certificate for the unit.
- K. The Commanding Officer's Citation consists of a certificate.
- L. The GFD Citizen's Plaque for Heroism shall be wooden with gold colored metal surfaces attached to the wood. The metal area will be for the inscribing of pertinent data. The plaque will contain the following words "Heroism" shall be inscribed in letters at least twice as large as any other letters on the plaque. Below this, an inscription will read, "Presented to (name) for heroism in the face of imminent peril on (date of act)."
- M. The GFD Citizen's Award for Meritorious Act shall be a certificate and citation.
- N. The GFD Citizen's Award for Exceptional Service shall be a certificate and citation.

#### XI. PRESENTATION OF AWARDS

- A. The Medal of Valor and the Firefighter/Supervisor/Civilian of the Year will be presented by the Governor at the yearly Fire Week celebration.
- B. The Commanding Officer's Citation may be presented by the Chief or his representative. It may be presented at daily lineups, recruit graduations, Commanding Officer's conference, and departmental meetings or gatherings. The date, time, and place will be designated by the Chief's Office.
- C. The Firefighter/Civilian of the Quarter will be presented by the Chief during the month following the closing of each quarter of the calendar year. The exact date, time, and place will be designated by the Chief's Office.
- D. With the exception of the Firefighter/Civilian of the Quarter and Commanding Officer's Citation, all other awards will be presented once a year by the Chief at the yearly Fire Week celebration.

XII. WEARING OF AWARDS

- A. Medals may be worn with the uniform at all times and will be worn centered just above the name plate.
- B. Shirt bars should be worn with the uniform at all times and will be worn centered just above the name plate.

XIII. RECOMMENDATIONS TO OTHER ORGANIZATIONS

Organizations will occasionally ask for recommendations for awards. Accordingly, the personnel officer will maintain a file of all awards granted by the Department for reference when such requests are made.

XIV. SPECIAL INSTRUCTIONS TO AWARDS COMMITTEE

- A. Review ONLY documents properly submitted pertaining to the nominees.
- B. Verbal information, comments, remarks, or hearsay evidence shall not be considered.
- C. The Chairperson shall not allow outsiders (persons other than committee members) to participate during their meetings or deliberations.
- D. The Chairperson shall disqualify any committee member who is nominated for an award including himself.
- E. The Chairperson shall enforce discipline among committee members and shall observe professionalism.
- F. Whenever a motion is made, seconded, and voted upon, it shall be final.
- G. The Awards Committee shall comply with all Departmental

J. Divulging of selectee's names other than to the Chief by  
~~committee members is prohibited.~~

COLOR OF SHIRT BARS

<u>AWARD</u>	<u>COLOR</u>
Valor	Gold
Silver Star	Red w/White Star
Lifesaving	Red/White/Red
Firefighter of the Year	Red/Gold/Red
Meritorious Service	Red & White
Commendation Service	Red & Green
Supervisor of the Year	Gold/Red/Gold