

November -- 2010

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

Enclosed please find the application for "Outstanding Firefighter of the Year". This award will be presented annually at the Department Convention to the winner selected by the Law and Order Committee from the applications submitted.

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, 2011.

We ask that you get this application into the hands of 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.

If extra copies of the application are needed, you can either make copies or you may request additional copies from Department Headquarters. 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.

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.

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.

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