

AWARDS (No. 60 July 2000)	1035
DIRECTOR'S ANNUAL RECOGNITION PROGRAM (No. 60 July 2000)	1035.1
DESCRIPTION OF AWARDS AND CRITERIA (No. 95 January 2010)	1035.1.1

The Director's Annual Recognition Program recognizes exceptional and outstanding individual and group accomplishments that further the attainment of the California Department of Forestry and Fire Protection's (CAL FIRE) goals. Award recipients are recognized at a ceremony presided over by the Director.

Lewis A. Moran Award

The late Lewis A. Moran served as State Forester (1970-1975), Director of the Department of Conservation (1975-1977), and Director of the Department of Forestry from 1977 until his retirement in 1978. In memory of Mr. Moran's service and accomplishments, this award is presented annually to an employee of CAL FIRE whose work has significantly exceeded his/her job requirements. The Lewis A. Moran Award is the highest honor bestowed on an employee through the Director's Annual Recognition Program.

Who is Eligible?

All permanent, full-time CAL FIRE employees. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. Superior performance that has significantly exceeded, in quality and quantity, that which is usually expected of an incumbent in his/her classification.
2. Consideration will be given to the extent to which the nominee has exceeded the basic or normal range of job performance standards for his/her position; the period of time over which the nominee sustained the level of work accomplishment; the relative importance of the superior work accomplishment to the goals, objectives, and mission of CAL FIRE; the difficulty, complexity, and nature of the accomplishment; and any relevant special circumstances, such as difficult working conditions, time or fiscal constraints, newness of the program, etc.

Description of Recognition:

Individual wooden plaque and name inscribed on the perpetual plaque displayed in the Director's Office.

Leadership Award

Who is Eligible?

All permanent CAL FIRE employees. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. Superior performance that has demonstrated the ability to motivate others to positive action and inspire others to seek solutions to problems; and
2. Long-term commitment to the values and mission of CAL FIRE, demonstrating visionary and sustained long-range planning and strategic thought.

Description of Recognition:

Individual wooden plaque.

Innovation Award

Who is Eligible?

All permanent CAL FIRE employees. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. Superior performance that has demonstrated unusual creativity, inventiveness, and innovation in the resolution of problems; and
2. Demonstrated ability to achieve objectives despite budgetary or other constraints.

Description of Recognition:

Individual wooden plaque.

Organizational Enhancement Award

Who is Eligible?

All permanent CAL FIRE employees. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. Superior performance that has enhanced the ability of CAL FIRE to be an efficient, effective, and quality organization; and
2. Commitment to improved interaction among all CAL FIRE programs and organizational levels to ensure a comprehensive approach to achieving CAL FIRE's mission; and
3. Demonstrated ability to promote outstanding customer service and achieve notable work process improvements.

Description of Recognition:

Individual wooden plaque.

Firefighter of the Year Award

Who is Eligible?

All permanent and seasonal CAL FIRE employees at or below the rank of Fire Captain.

Criteria for Nomination:

1. Superior performance and dedication to the protection of life and property; commitment to the values and mission of CAL FIRE, and to the safety and well-being of fellow firefighters; and
2. Demonstrated ability to work as a member of a team; and
3. Achievement clearly and unquestionably above normal job requirements.
4. Considerations include the degree to which the employee expends personal effort beyond that normally expected, including on-the-job activities as well as community service.

Description of Recognition:

Individual wooden plaque.

Superior Accomplishment Award

Who is Eligible?

All permanent CAL FIRE employees and teams. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. Superior performance resulting in an exceptional contribution to CAL FIRE, such as completion of a major project or task in a significantly shorter period of time than expected; and
2. Achievement clearly and unquestionably above normal job requirements.
3. Considerations include the degree to which the accomplishment necessitated that the employee(s) expend personal effort beyond that normally expected; amount and nature of ingenuity, initiative, and creative effort displayed..

Description of Recognition:

Individual framed certificate

Partnership Award

Many individuals and organizations make outstanding contributions to CAL FIRE in the form of labor, support, and more. This award recognizes those who have served as irreplaceable partners in the accomplishment of CAL FIRE's mission.

Who is Eligible?

Individuals, organizations, groups, associations, volunteers, and others who are external to CAL FIRE.

Criteria for Nomination:

1. Superior performance that demonstrates a commitment to the values and mission of CAL FIRE; and
2. Demonstrated ability to work in cooperative partnership with departmental staff in the resolution of issues.

Description of Recognition:

Framed certificate.

NOMINATION PROCEDURES AND FORMS

1035.1.2

(No. 95 January 2010)

Each year, an Annual Awards Nomination Package is sent by the Director for distribution to CAL FIRE staff—this opens the award nomination period.

By the established deadline nominations must be submitted to the Director's Office, using the CAL FIRE [Superior Accomplishment Award Recommendation \(CAL FIRE 278-SA\)](#). All CAL FIRE employees may submit nominations. If, in addition to the Superior Accomplishment Award, an employee is being nominated in one or more of the six employee award categories described above, the name of each award category (e.g., Lewis A. Moran and Leadership) must be so noted on the form.

Either on the CAL FIRE 278-SA or an attached sheet, a concise explanation must be provided, describing how the nominee (or team, as appropriate) has met the criteria for nomination. Supporting documentation (e.g., reports of performance, letters of commendation, etc.) may accompany the nomination as attachments. If a nominee is being nominated in more than one category, the nomination form should include justification for all relevant criteria for nomination.

Nominations for the Partnership Award should be submitted on the [CAL FIRE Partnership Award Recommendation \(CAL FIRE 278-PTR\)](#). Either on the CAL FIRE 278-PTR or an attached sheet, a concise explanation must be provided, describing how the nominated individual or organization has met the criteria for nomination. Supporting documentation may accompany the nomination as attachments.

Nominations will be screened by the Director's Award Committee, and their recommendations will be forwarded to the Director for final selection approval.

Award recipients will be recognized in the Communiqué and at an awards ceremony presided over by the Director. There may be multiple ceremonies depending on the locations of employees who receive awards.

The Director's Office, at CAL FIRE Headquarters, located at 1416 Ninth Street, Room 1505, Sacramento, California 95814 coordinates the Director's Annual Recognition Program.

DIRECTOR'S COMMENDATION **1035.2**
(No. 60 January 2010)

DESCRIPTION OF AWARD AND CRITERIA **1035.2.1**
(No. 60 January 2010)

Who is Eligible?

All permanent CAL FIRE employees and teams. The Director and the Chief Deputy Director are ineligible.

Criteria for Nomination:

1. An individual or team accomplishment that makes a significant contribution toward achievement of CAL FIRE's mission. Accomplishments recognized by this certificate should be substantial in impact and worthy of recognition at the Director's level.

Description of Recognition:

Certificate for each individual and/or team member. Certificates will be presented locally by the nominating party.

NOMINATION PROCEDURES **1035.2.2**
(No. 60 January 2010)

Throughout the year, nominations may be submitted to Labor and Human Resource Management, Attention: Policy and Project Services, P.O. Box 944246, Sacramento, California 94244-2460 or delivered in-person at 1300 "U" Street, Sacramento, California. Nominations should use the State of California memorandum format. All employees may submit nominations, and the Director may also nominate an employee or team supervised directly. The nomination memorandum should include a concise explanation, describing how the nominated individual or team has met the criteria for nomination. Supporting documentation may be attached. Policy and Project Services will forward nominations to the Director for final selection approval as they are received.

Policy and Project Services coordinates the Director's Commendation Awards.

R.E.A.C.T. AWARD (RECOGNITION OF EMPLOYEE ACHIEVEMENTS, CONDUCT, OR TALENTS) **1035.3**
(No. 60 January 2010)

DESCRIPTION OF AWARD AND CRITERIA **1035.3.1**
(No. 60 January 2010)

Who is Eligible?

All CAL FIRE employees and teams.

Criteria for Nomination:

Individual or team achievements, conduct, or talents that are worthy of recognition.

Description of Recognition:

Certificate for each individual and/or team member. Certificates are presented locally by the manager or supervisor. (Certificates may be prepared locally or can be downloaded from the CAL FIRE intranet under [Labor and Human Resource Management/Awards and Recognition](#).)

NOMINATION PROCEDURES

1035.3.2

(No. 60 January 2010)

This is an informal award that can be given to any employee at any time by his/her manager or supervisor in recognition of outstanding achievement, conduct, or talent in a specific area. This award is coordinated locally; however, questions may be directed to the Policy and Project Services in Labor and Human Resource Management.

SAFETY AWARDS

1035.4

(No. 60 January 2010)

DESCRIPTION OF AWARDS AND CRITERIA

1035.4.1

(No. 60 January 2010)

The Department's Safety Awards Program uses the CAL FIRE Safety Award to recognize individuals or teams making a significant contribution to the health and safety of CAL FIRE's workplaces, resulting in the prevention of workplace injuries, accidents, or illnesses. As part of the Safety Awards Program, CAL FIRE also submits nominees to the [Governor's Employee Safety Award \(GESA\) program](#). The GESA Awards are presented at a ceremony presided over by the Governor; the CAL FIRE Safety Awards are presented in the Director's Office just prior to the GESA ceremony.

Both of these awards recognize accomplishments beyond the normal call of duty. Awards are not given to those whose job descriptions include safety-related duties, such as a firefighter who performs cardiopulmonary resuscitation (CPR) during a response. However, an Office Technician (Typing) could be considered for either of these awards if he/she performed CPR while at work.

Who is Eligible?

All permanent CAL FIRE employees and teams are eligible for nomination.

Criteria for Nomination:

Individual:

1. Making a significant contribution to the health and safety of CAL FIRE workplaces, resulting in the prevention of workplace injuries, accidents, or illnesses; and
- 2..Contributing to the betterment and the well being of all those who work or live in the State of California.

Team: Acting as an inter-agency or intra-agency team or task force who either:

- 1 Provides an outstanding contribution to safety or health which results in the prevention of workplace injuries, accidents or illnesses; or
2. As a cohesive work unit drove over 500,000 miles without a vehicular accident; or
3. Worked 500,000 hours with no lost-time injuries.

Description of Recognition:

CAL FIRE Safety Award: Plaque. GESA: Plaque; photograph taken at the ceremony; and name included in a yearly brochure publicizing the Governor's program.

NOMINATION PROCEDURES AND FORMS

1035.4.2

(No. 60 January 2010)

A memorandum opening the nomination period is sent to CAL FIRE staff annually. Nominations are submitted to the Safety Program Manager, Fire Protection, using the [CAL FIRE Nomination for Employee Safety Award \(IIPP-9\)](#). All CAL FIRE employees can submit nominations through their respective Unit Chief, Region Chief, or Program Manager. Region Chief review is required for employees working outside of Sacramento. Employees within the Sacramento area (which also includes the Academy, the Office of State Fire Marshal, and Mobile Equipment) will be approved by the appropriate Deputy Director for their position.

Nominees are submitted to the Safety Advocacy for Employees Committee (SAFECo), a subgroup of OSHTAC (Operational Safety Health and Training Action Committee) who review the candidates and then submit their recommendations through the Safety Program Manager, to the Director, who should receive either the Department's and/or the GESA.

The Safety Program Manager, within the Headquarters Fire Protection Program, located at 1416 Ninth Street, Room 1654-3, Sacramento, California 95814, coordinates the Safety Awards Program.

MEDAL OF VALOR

1035.5

(No. 60 January 2010)

DESCRIPTION OF AWARDS AND CRITERIA

1035.5.1

(No. 60 January 2010)

The Medal of Valor is the highest honor bestowed by the State of California. The purpose of this award is to recognize State employees for extraordinary service. Nominees are employees who have performed an extraordinary act of heroism far above and beyond the normal call of duty. They have put their own lives at risk to render assistance to save human life or State property.

Who is Eligible?

This honor is bestowed on lifeguards, firefighters, law enforcement officers, and sometimes upon other State employees.

Criteria for Nomination:

There are two types of awards.

- Special Act (Gold Medal) is an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty, performed at great risk to his/her own life, in an effort to save human life.
- Special Service (Silver Medal) is an act of heroism by a State employee extending above and beyond the normal call of duty, performed at personal risk to his/her safety, to save human life or State property.

Description of Recognition:

Special Act: Gold Medal of Valor - 10K gold-filled, 2.5 inch, circular medal; lapel pin; certificate and a citation. Special Service: Silver Medal of Valor - sterling silver, 2.5 inch, circular medal; lapel pin; certificate and a citation. Both the Gold and Silver Medals of Valor are presented in a ceremony presided over by the Governor's Office.

NOMINATION PROCEDURES

1035.5.2

(No. 60 January 2010)

The Department of Personnel Administration (DPA) releases a nomination packet annually. The deadline to submit a nomination is September 1. Departments assemble and approve the nomination and direct it to DPA for final review and approval. DPA reviews and approves nominations on behalf of the Governor, contacts Department Directors/Commissioners when nominations have been approved, and serves as the lead for all planning and logistics of the awards ceremony.

The nomination package must include:

1. [Special Act/Special Service Award Nomination \(DPA 012\)](#) – Completed with all documentation attached and signed/approved by Department's Director/Commissioner.
2. A Draft Citation – The Citation is a summary of the heroic act(s) and is printed and provided to the award recipient and read by the emcee at the ceremony. The format for the citation is as follows:
 - a. Page set-up 8 1/2 x 11 sheet of paper with 1" margins (top, bottom, left, and right).
 - b. Font: Arial, Size 12.
 - c. Spacing: Double spaced.
 - d. Length: Maximum 1 and ½ pages (No exceptions).

A sample of a draft citation and further directions, including supporting documents (e.g., newspaper articles, eyewitness accounts, etc.) should be added can be found in DPA's nomination packet.

The DPA Merit Award Board determines whether or not a nominee will receive a Medal of Valor. If a nomination is approved, notification of the award is provided to the Department Director/Commissioner, usually via telephone. A letter is prepared for the award recipient stating his/her nomination has been accepted, and that he/she will receive the Medal of Valor. Additionally, a memorandum is prepared for the Unit Chief with copies to the Director, Chief Deputy Director, Deputy Directors, Region Chiefs, and the Communications Office.

CAL FIRE waits for notification by DPA as to when the Governor's Office will hold the next Medal of Valor ceremony. This can take some time; it's taken as long as three years in the past. As soon as DPA notifies CAL FIRE with the particulars of the next Medal of Valor ceremony, the Department Director/Commissioner immediately notifies the recipients, Unit Chiefs, Director, Chief Deputy Director, Deputy Directors, Region Chiefs, nominating individual (if different than the Unit Chief), and the Communications Office. Typically, CAL FIRE will hold its own ceremony for the recipients, in conjunction with the Governor's ceremony. This is usually held in the Director's Office either immediately before or after the Governor's ceremony.

The Medal of Valor program is coordinated by the Director's Office at CAL FIRE Headquarters, located at 1416 Ninth Street Sacramento, California 95814.

MERIT AWARD **1035.6**
(No. 60 January 2010)

DESCRIPTION OF AWARD AND CRITERIA **1035.6.1**
(No. 60 January 2010)

The Merit Award Program was established in 1950 to promote employee participation and to save the State money. This program is a perfect vehicle for rewarding and recognizing employee participation and excellence. Ideas come from State employees in various classifications on a range of subjects from engineering, security, technology, accounting, administrative, and many more. Employees whose suggestions are adopted may be eligible to receive cash awards.

Who is Eligible?

Every active and/or retired State employee is eligible to participate in the employee suggestion program.

Criteria for Nomination:

The Merit Award Program categorizes suggestions into three types: 1) improved procedure, 2) improved safety, and 3) cost savings.

PROCEDURES FOR SUBMITTING SUGGESTIONS

1035.6.2

(No. 60 January 2010)

The Merit Award Program is administered by the Department of Personnel Administration (DPA). Employees who have a suggestion for improved services, or who are interested in this program, should visit the DPA website at <http://www.dpa.ca.gov>. At that site are instructions on how to submit ideas for approval, links to obtain the appropriate forms, and examples of previously adopted awards. The CAL FIRE Merit Award Coordinator may also be contacted for information.

The Merit Award program is managed within CAL FIRE by the Merit Award Coordinator of the Business Services Office, located at 1300 U Street, Sacramento, California 95818.

TWENTY-FIVE YEAR SERVICE AWARDS

1035.7

(No. 60 January 2010)

DESCRIPTION OF AWARDS AND CRITERIA

1035.7.1

(No. 60 January 2010)

Twenty-Five Year Service Award

Who is Eligible?

Employees with twenty-five or more years of State service.

Description of Recognition:

A framed certificate signed by the Governor and recipient's choice of an award from the [Frank T. Marchello Co., Inc. catalog](#). The cost is not to exceed \$90.

Retirement Service Award

Who is Eligible?

Retiring employees who have completed twenty-five or more years of State service on the date of retirement.

Description of Recognition:

Retirement letter signed by the Director; a framed certificate signed by the Governor; and recipient's choice of an award from the [Frank T. Marchello Co., Inc. catalog](#). The cost is not to exceed \$90.

PROCEDURES

1035.7.2

(No. 60 January 2010)

The Twenty-Five Year Service Awards and Retirement Service Awards are coordinated by the Personnel Specialists (PS) in each Unit, Region Office, and in Sacramento Headquarters. Each Region handles the award differently.

Northern Region:

The PS sends a “choice” memorandum to employee’s who have reached 25 years of State service. The employee indicates which award (found in the [Frank T. Marchello Co., Inc. catalog](#) on the DPA website) he/she is choosing. Once the relevant information is returned, the PS completes a [Contract/Delegation Purchase Order \(STD. 065\)](#) and sends it to the finance department. The PS also sends a memorandum to the supervisor requesting them to prepare a letter of commendation for the Director’s signature. Once the PS receives the letter of recommendation from the supervisor, the PS will forward the letter to the Executive Secretary at the Region office in Santa Rosa with an attached cover memorandum. The Executive Secretary reviews the letter and forwards it to the Director’s assistant.

Southern Region:

The PS provides employee information and confirms that the employee has been working 25 years or that a retirement has been approved by the Public Employee Retirement System. The Secretary, Office Technician, and/or Administrative Assistant at the Unit and Region level prepares the memorandum and [STD. 065](#) and are the link between the 25 year/retiring employees and the Director.

Headquarters:

Every January, the PS provides a listing of all employees that will reach 25 years during the coming year to the Attendance Clerks or Administrative Officers. The PS provides a sample letter to the Attendance Clerk/Administrative Officer as well as a link to the awards catalog. The purchases of the awards are handled at the unit level.

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[\(see Forms or Forms Samples\)](#)