

Mutual Aid Box Alarm System – Illinois

Policy – Practice – Guidelines Manual

Index #: C-03-01

Adopted: 2/7/2018

Revised:

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Subject: MABAS Awards, Decorations and Recognition
Functional Area: Mission Support
Category: Policy
Approved By: MABAS Executive Board



PURPOSE

To establish an institutionalized MABAS Statewide policy for members of MABAS agencies and division regarding awards, decorations and recognitions for specialized certifications, sustained operational achievements and well documented meritorious service and/or notable, uncommon capabilities being accomplished.

BACKGROUND

Following a MABAS EMAC response for a federally recognized declaration of disaster during Hurricane Katrina in 2005, MABAS-Illinois established and awarded the MABAS Humanitarian Award to all nine hundred (900), approximately, MABAS agency members who directly or substantially supported the mission through the activation, mobilization, deployment and functional support activities covering a six-week campaign period.

Further, since approximately 2002, the MABAS Elected Leadership Committee has considered various individuals for consideration of recognition through the annual MABAS President's Leadership Award for significant contributions to MABAS statewide systems capabilities, sustainment, innovations and other efforts of benefit statewide.

This policy officially establishes the MABAS statewide system of recognition of existing awards, decorations, specialized certifications and unique accomplishments. Additionally, this policy establishes the required process and procedures for individual nominations and award or decoration documentation through a supervisory and leadership process requiring various elements of documentation and validation.

RESPONSIBILITY / ACCOUNTABILITY

It is established the following responsibilities are assigned for various elements within MABAS statewide system for award and decoration candidates nomination for consideration.

1. Humanitarian Service Award

Statewide declarations of disaster (including those where a federal declaration of disaster is also sustained) where MABAS-Illinois is officially tasked through mission assignment by Illinois Emergency Management Agency (IEMA) for resource response. The following responsibility is assigned to initiate, monitor, process and submit nominations for consideration.

- A. The President and CEO of MABAS shall notify all MABAS Division Boards that a nomination process has been initiated. Notifications shall include directions regarding needed documentation, MABAS submission forms and formatting of needed communications.
- B. MABAS Division Executive Boards are required to review all candidate nomination submissions and assure all needed documentation is included and accurately depicts the facts as stated. The MABAS Division Executive Board President will be required to endorse submission through their signature on the **MABAS Submission of Candidate Form**.

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- C. The Fire Chief of the individual(s) being nominated shall be required to collect all needed support documentation for the candidate(s) being nominated and attest through their signature and date the various documents being submitted. Such documents may include:
- 1) Payroll documentation records, and/or
 - 2) Mobilization/deployment Tier 2 documentation records, and/or
 - 3) A narrative documenting the individual's direct or substantive indirect involvement in the event.
 - 4) Additional specific documentation may also be requested by higher headquarters staff.
- D. MABAS-Illinois Headquarters Plans Branch Chief shall be responsible for the collection, review, documentation validation and final endorsement in support of candidate's nominations for award by the MABAS Elected Leadership Committee.
- E. MABAS-Illinois Headquarters CEO will provide final recommendation for award of candidates nominated to the MABAS Elected Leadership Committee who has unilateral authority for final approval of award and decoration to candidates.
- F. MABAS divisions may submit nominations in a "Batch" when multiple agency members are involved in a declaration of disaster response. A "Batch" submission requires submission of a single **MABAS Submission of Candidate Form** with an attached divisional roster of those involved as candidates for award. The attached roster must include the following candidate information:
- 1) Candidates name, rank, agency and division
 - 2) Time period of service for nomination
 - 3) Location of assignment during operational period
 - 4) The Division President must sign each page of the roster attesting to accuracy
- G. Humanitarian Service Award is applicable to all declarations of disaster events under the subject area. The award of the Humanitarian Service Medal requires the following actions:
- 1) Each awarded individual will be forwarded a MABAS Humanitarian Service designed and defined
 - Service ribbon and uniform carrier
 - Service medal for wear on dress uniform
 - A certificate of award from the MABAS President and CEO
 - 2) Wearing of service ribbons and medals shall be regulated exclusively by the employing fire agency policies and their supervising Fire Chief.

2. Other MABAS Statewide Awards and Decorations Include:

- Meritorious Service Award
- MABAS Achievement Award
- MABAS Commendation Award
- MABAS Special Operations Qualification Badge
- Subsequent Awards on Decorations to an Individual

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A. MERITORIOUS SERVICE AWARD

Awarded for service to extra duty assignments which lasted for a period of five (5) or more consecutive years in the following areas:

- MABAS Executive Board Elected Position
- MABAS Division Executive Board
- MABAS Statewide Special Operations Team Member
- MABAS Division Dispatch Center Telecommunicator validated in statewide response and activation dispatcher operations

Approved nominated candidates would receive the following under MABAS Executive Board Award Policy.

- Written Citation
 - MABAS Meritorious Service Ribbon
 - MABAS Meritorious Service Medal
- 1) All MABAS Meritorious Service Awards require completion and validation of a **MABAS Submission of Candidate Form** for candidate(s) nominated. Variations of responsibility and accountability for each of the candidate categories are as follows:
 - a) MABAS Executive and MABAS Divisional Boards elected position requires a review by the MABAS Elected Leadership Committee and validation of each candidate's submission for criteria compliance. The MABAS Executive Board President and one other MABAS Elected Leadership Committee Member will attest by signatures award in the meritorious category.
 - b) The MABAS Headquarters Plans Branch Chief will maintain records associated with the Meritorious Service Award and Medal.
 - 2) Wearing of the Meritorious Service Ribbon and Medal shall be regulated exclusively by the employing fire agency policies and their supervising Fire Chief.

B. MABAS ACHIEVEMENT AWARD

Awarded for achieving minimal technical training certifications for a statewide Special Operations recognized team and is listed on the response ready roster of that team as referenced in MABAS CIMS.

Eligible statewide team functional areas include:

- Hazardous Materials Teams
- Technical Rescue Teams
- Underwater Rescue/Recovery Teams
- Swiftwater Rescue Teams
- Urban Search and Rescue Teams
- MABAS Incident Support Teams
- MABAS Divisional Dispatch Center Telecommunicators

Individual candidates would be nominated by MABAS Division Boards, - or – MABAS Division Statewide Team Leaders, - or - Urban Search and Rescue Team Leadership/Management Staff.

- 1) Approved nominated candidates would receive the following under MABAS Executive Board Award Policy:
 - Written Citation
 - MABAS Achievement Service Ribbon

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- 2) Statewide MABAS Special Operations Team members may be considered for candidate nomination for an Achievement Award if their name is listed on the division's CIMS response ready roster. All individuals on a response ready roster have completed and successfully achieved technical competence certification requirements. Applications for response ready personnel who are not on the roster upon adoption of this policy shall not be considered – No retroactive awards to candidates will be considered.
- 3) Statewide Special Operations Team Leaders are responsible for initiation of nominations for response ready rostered personnel. Initiation of a candidate(s) is through preparation, completion and submission of a **MABAS Submission of Candidate Form**. "Batch" submissions are allowed for consideration whereas one submission candidate form per team is submitted with an attached roster listing all candidates for consideration. "Batch" submission rosters must include:
 - Candidates name, rank, employing agency and division
 - Endorsements on the submission form and attached roster must include attestation signatures from:
 - Division Team Leader
 - Division President
 - MABAS Operations Branch Chief

Final approval for award is unilaterally assigned to the MABAS Operations Section Chief.

MABAS Headquarters Plans Branch Chief will maintain files on candidate submissions and approval awards.

- 4) Urban Search and Rescue Team members may be considered for an Achievement Award in accordance with the following considerations:
 - Full completion of all technical certifications through the State of Illinois standards associated with the functional US&R position they are assigned.
 - Substantial completion of FEMA US&R related training courses for the team position assigned.
 - Acceptable levels of MABAS US&R Task Force participation in recurring training.
- 5) The MABAS US&R Team Branch Chiefs (Operations and Administration) shall compile appropriate documentation records for nominated candidates, complete the **MABAS Submission of Candidate Form** and recommend award of the Achievement Ribbon to the MABAS Operations Section Chief. The MABAS Operations Section Chief will endorse award through an attestation signature on the candidate submission form. The final authority for approving an Achievement Award is the responsibility of the MABAS Operations Section Chief.
- 6) MABAS US&R Team Achievement Awards may be batch processed through a single **MABAS Submission of Candidate Form** with an attached roster which includes:
 - a) Candidates name, rank, employing agency and MABAS Division.
 - b) Functional position assignment.
 - c) Every roster page shall have attesting signatures of the MABAS US&R Team's Operations and Administrative Branch Chiefs.

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- 7) MABAS Divisional Incident Support Teams recognized as a statewide resource are eligible for an Achievement Award. Submissions of candidate names on the **MABAS Submission of Candidate Form** begins the nomination process by the team's MABAS Division Executive Board's actions. Minimal qualification requirements for an Achievement Award for a MABAS Division Incident Support Team include:
 - a) The Division's Team must be recognized as a statewide capable resource for deployment through the MABAS Headquarters Plans Branch Chief.
 - b) Qualified candidates must have successfully completed all NIMS required courses through documented certificates as determined by the MABAS Headquarters Plans Branch Chief.
 - c) Incident Support Teams must have all qualified individual's names listed on their division's CIMS records as a Special Operations Incident Support Team resource.
 - d) The MABAS Headquarters Plans Branch Chief will review and attest compliance requirements as submitted by a MABAS Division Board President. The MABAS Headquarters Plans Branch Chief shall recommend award to the MABAS Executive Board President who has unilateral authority to assign Achievement Ribbon Award. The MABAS Headquarters Plans Branch Chief shall maintain records and documentation of all MABAS Division Incident Support Team submissions and awards.
- 8) MABAS Achievement Award for MABAS Divisional Dispatch Center Telecommunicators through their MABAS Division's Executive Board President. Candidate nominations shall be initiated through a **MABAS Submission of Candidate Form** by the owning MABAS Division Executive Board. "Batch" processing is allowed for MABAS Divisional Dispatch Center Telecommunicators. "Batch" processing of telecommunicators for award of an Achievement Ribbon requires the roster attached to the candidate form include:
 - a) Telecommunicators name, employing agency and MABAS Division.
 - b) Years of service as a telecommunicator with the MABAS Division Dispatch Center.Minimal requirements for consideration of an Achievement Ribbon to a telecommunicator include:
 - a) Minimum three years employment at a MABAS Divisional Dispatch Center - and -
 - b) Attendance at a MABAS Annual Dispatcher Training Summit in the previous three years, and/or -
 - c) Actively functioned as a telecommunicator in a MABAS Divisional Dispatch Center who was the host for a requested State declaration of disaster and performed satisfactorily as a telecommunicator processing the event. Requires a letter of verification from the dispatch center's Director, and/or -
 - d) Successfully completed a MABAS TCD Committee training course and incident simulation event within the last five years.
- 9) Telecommunicators who are awarded an Achievement Ribbon may wear their ribbon on an agency uniform per the employer's policy and as approved by the dispatch center's Director.

C. MABAS COMMENDATION AWARD

This award is limited for recognition exclusively by the MABAS Elected Leadership Committee as recommended by the MABAS President. The MABAS Commendation Award is an individual award for service actions and improved efforts unique to an individual whose work and investments have substantially impacted statewide MABAS-Illinois in a long-lasting way. Notable and observable benefits produced through the actions and efforts of an individual are the basis for this award. The award is the most

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prestigious of MABAS-Illinois awards, sometimes referenced as the MABAS President's Leadership Award.

The nomination of a candidate by the President is affirmed through the support of the MABAS Elected Leadership Committee's concurrence.

Award candidates will receive under MABAS Executive Board Policy the following:

- A Written Citation
 - A MABAS Commendation Service Ribbon
 - A MABAS Commendation Medal
 - A MABAS Leadership Award Presentation Statue
- 1) The MABAS Commendation Award is the most significant award and decoration extended by MABAS-Illinois. The Commendation Medal Award recognizes sustained contributions of remarkable effort in supporting and improving the MABAS-Illinois statewide system of planning, response, sustainment and reconstitution.
 - 2) The MABAS Elected Leadership Committee is the sole nominating group for the Commendation Award and decoration. The MABAS President's Leadership Award is an example of the magnitude of the MABAS Commendation Award.
 - 3) MABAS Commendation Awards are normally presented by the MABAS Elected Leadership Committee at the annual training summit with witness by summit attendees.
 - 4) Candidate nominations are the responsibility of the MABAS Elected Leadership Committee and MABAS Executive Board President. Initiation of the nomination begins with completion of the **MABAS Submission of Candidate Form** and requires attached documentation validating the award's appropriateness.
 - 5) The MABAS Elected Leadership Committee and the MABAS Executive Board President retains unilateral authority for the Commendation Award.
 - 6) Wearing of the Commendation Award on the employing agencies uniform shall comply with policies of the authority having jurisdiction and the agency's Fire Chief, Director or elected officials.

D. MABAS SPECIAL OPERATIONS QUALIFICATION BADGE

The intent of the MABAS statewide special operations qualification badge is to recognize technical skills achievement of individuals listed on the response ready roster of statewide special operation teams CIMS records. The MABAS statewide special operations teams involved include:

- Hazardous Materials
- Technical Rescue
- Underwater Rescue & Recovery
- Swiftwater Rescue
- MABAS Incident Support Teams
- Urban Search and Rescue Team

Qualification is achieved for award of the badge once the individual has completed minimal certification levels required and has served on the response ready CIMS team's roster.

The qualification badge is to be worn above the awards and decoration ribbons on the Class A uniform or by embroidered patch on the work utility uniform.

Team leaders are responsible to provide documentation required for award of a Special Operations Qualification Badge. The MABAS CEO has authority to issue a written approval to award qualifications badge upon appropriate documentation actions.

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Wearing of a Special Operations Qualification Badge on a uniform is subject to approval by the employing agency's policies and agency head direction.

E. SUBSEQUENT AWARDS AND DECORATION TO AN INDIVIDUAL

From time-to-time an individual may be awarded subsequent recognitions for the following awards:

- Humanitarian Service Ribbon & Medal
- Meritorious Service Award
- Achievement Award
- MABAS Commendation Award

Subsequent awards within the same recognition category shall be designed by a MABAS identified device which is mounted on the service ribbon – one device for each recognized and awarded event following the initial issue of the ribbon and medal (if applicable to award).

MABAS CEO will establish the standardized device to be attached to the service ribbon for subsequent, redundant awards.

3. MABAS Submission of Candidate's Form

COMPLETION INSTRUCTIONS

When submitting a candidate or "Batch" of candidates for recognition within the MABAS Awards and Decoration Program the initial step is completion of the MABAS Submission of Candidate Form. The following provides instruction/ direction regarding completion of this form:

- 1) Candidate Information Section: Complete by printing required requested information regarding the nomination of the individual. Should the nomination involve a number of people (such as a MABAS Division Special Operations Team or a group deployed to a declaration of disaster) the submission will be processed as a "Batch".

The steps in submitting a "Batch" nomination are as follows:

- a) Enter "Batch" under name and the words "roster attached" under e-mail.
 - b) Complete a roster listing all the individuals included in the "Batch" nomination. On the roster include all the information required under the candidate's information.
 - c) Attach the batch roster to the completed MABAS Submission of Candidate Form and the attached roster should include the printed and signed name of the nominating point of contact. Date the roster according to its completion for submittal.
- 2) Nominating Point of Contact: Complete as required with the individual who will be the MABAS Division's Coordinator, Special Operations Team Leader or other appropriate individual as guided by the Awards and Decoration Policy.
 - 3) Awards and Decoration Nomination Type: Select appropriate award for nomination by placing an "X" in one box only.
 - 4) Candidate's Special Operations Team Affiliation: Provide response by "X" per box or completion of blank areas of inquiry.
 - 5) Individual or Batch Submission: Place an "X" in the appropriate box.
 - 6) Narrative of Facts Supporting Award Nomination: This section is where supporting facts and/or attached documentation should be listed. A narrative description of reasons why the nomination should be awarded. Completing individuals are encouraged to review the applicable portion of the Awards and Decoration Policy criteria and capture responses supporting award of the recognition to the individual or "Batch". Factual documentation is important within the narrative.

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- 7) Attestation and Endorsement Signatures: Print and sign as appropriate for the nominator and MABAS Division Executive Board President. Contact MABAS Operations Branch Chief to discuss nomination and ask if he is able to review the nomination form, attachments and provide a signature confirming accuracy of the documentation (CIMS confirmation and records review of team members).
- 8) Make a copy of entire package and confirm with your MABAS Division's Operations Branch Chief who the nomination packet is forwarded to at MABAS Headquarters as next step in processing per the Awards and Decorations Policy.

ATTESTATION SIGNATURES

Nominator

Name (Print)

Signature

Date

Reviewer Division Executive Board President Endorsement

Name (Print)

Signature

Date

MABAS Reviewer and Headquarters Endorsement (Branch Chief and/or Section Chief – or – Both)

Name (Print)

Signature

Date

MABAS Headquarters Approval of Award

Name (Print)

Signature

Date