



New One Service Award For All CFA Members, Which Replaces All Existing Awards

What You Need To Know

1. CFA's Board approved the transition from all existing awards to the One Service Award for all CFA members on the 27th November 2007
2. All registered CFA members (Staff and Volunteers), are eligible to receive the new One Service Award at their next year of service anniversary date after the 13th October 2008.
3. 5 years of Service (full colour) Certificate for Volunteers will, for administration purposes, be processed by their home Region. These certificates are designed so they can be over printed with the Brigade, individuals and signing party's names (Operational Manager and Captain). They are compatible with CFA's standard laser printers. Stocks are to be ordered from the State Logistics Centre.
4. 5 years of Service (full colour) Certificate for Staff will, for administration purposes, be processed and dispatched to the relevant Line Manager by Member Services at HQ, who can be contacted on 1800 232 636 or memberservices@cfa.vic.gov.au These certificates are designed so they can be over printed with the location, individual's and signing party's names (General Manager or Director and Line Manager)
5. Volunteer 10 year Medal and 5 year Service Award increments will, for administration purposes, be processed by their home Region. Application, verification and presentation are the same as for the current Service Awards. Stocks are to be ordered from the State Logistics Centre.
6. Staff 10 year Medal and 5 year Service Award increments will, for administration purposes, be processed and dispatched to the relevant Line Manager by Member Services at HQ, who can be contacted on 1800 232 636 or memberservices@cfa.vic.gov.au Application, verification and presentation are the same as for the current Service Awards.
7. The Service Medal will commence at 10 years of service or at their next anniversary date. For example, if you are currently at 16 years of service, you will receive your Service Award upon reaching 20 years of service and so on. **This Award is not retrospective.** However, if you are at 11 / 12 years of service you will receive the 10 years of Service Award as part of an introductory offer. This is to compensate those who would have received a 12 year Service Award under the old system.
8. Service Awards are a calculation of Volunteer, Staff or combined years of service. However, service served concurrently is only counted once. For example, if you have 30 years as a current Volunteer and during that time you were employed for 5 years; your total time served to CFA is 30 years. Or if you were a Staff member for 5 years and then resigned and joined CFA as a Volunteer for a further 5 years, your total time served to CFA is 10 years.
9. The new Life Membership Medal will be available at their next year of service anniversary date, and will for administration purposes be processed by their home Region. Application, verification and presentation are the same as for the current award. Stocks are to be ordered from the State Logistics Centre **This Award is not retrospective**
10. The costs for the certificates and medals are covered by the Member Services budget in HQ.
11. When supplies of the new medals become available, which is anticipated for early 2009; all existing stocks held by Regions will be recalled.
12. If Auxiliary members become registered members of their Brigade, and upon verification by the Captain or Secretary, their time already served will be recognised as time served to CFA. As such they will be eligible to receive the CFA Service Award.
13. Existing service awards are still to be worn until the next anniversary date, at which time the new service award would replace the existing one, and worn in the same position.
14. For further information please refer to: RMS, Brigade Management Manual, Brigades Online, and CFA's Protocol Manual, Wearing of Medals and Ribbons.