

UNIFORM GUIDEBOOK

Minnesota EMS Honor Guard



3rd Edition

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Authorization

Authorization for wearing of the Minnesota Emergency Medical Services Honor Guard (MNEMSHG) uniforms:

For all levels of uniforms of the MNEMSHG to be worn, the following criteria need to be met:

1. The member is in good standing as a Full member of the MNEMSHG.
2. The member is representing the MNEMSHG during that time.

Members are responsible for maintaining issued uniform items.

Unserviceable or outsized items need to be reported to the Operations Officer for replacement.

Class “D” Uniform

Composition and classification:

The Class “D” Uniform will be composed of the following:

- MN EMS HG Drill T-Shirt
- Khaki-colored slacks **Member choice and purchased**
- Black Belt
- Black uniform shoes or boots

There is no designated headgear; hats can be worn as long as they blend with the uniform.

The Class “D” Uniform is considered a work or drill uniform.

Occasions for wear:

- Practice
- When preparing for an event where wearing a dress uniform is impractical.
- Travel

General guidelines:

Anytime where the Honor Guard member needs to be in an identifiable uniform but uses a dress uniform is impractical, for example, for either comfort or to reduce the chance of getting dress uniform soiled.

The white polo shirt may be worn in place of a grey t-shirt in some cases.

Class “C” Uniform

Composition and classification:

The Class “C” Uniform will be composed of the following:

- White MN EMS HG Polo shirt
- Khaki-colored slacks **Member choice and purchased**
- Black Belt
- Black uniform shoes or boots

There is no designated headgear; hats can be worn as long as they blend with the uniform.

When being used in an advance party to a LODD event, hats are discouraged.

The Class “C” Uniform is considered a casual dress uniform.

Occasions for wear:

- Advance detail for a LODD
- EMS conferences
- When preparing for an event where wearing a dress uniform is impractical.
- Travel to and from LODD
- When attending a meeting on behalf of the Honor Guard, where the use of the dress uniform is impractical.

General guidelines:

Anytime where the Honor Guard member needs to be in an identifiable uniform.

Class “B” Uniform

Composition and classification:

The Class “B” Uniform will be composed of the following:

- White MNEMSHG uniform shirt with a plain white t-shirt underneath
- Black clip-on tie
- Dress trousers
- Black leather belt
- Black socks
- Black Issued “Patent Leather” dress shoes
- Dress uniform jacket with insignia and accouterments
- White dress hat with badge
- White gloves
- White web belt
- Mourning Band on badge when attending funerals or memorial services.

Aviator-style sunglasses (Rectangular lensed) with gold frames are allowed with the uniform during ceremonies with permission of the event OIC.

The Class “B” Uniform is considered a dress uniform.

Occasions for wear:

- Any non-LODD EMS funeral where MN EMS HG is requested
- Any LODD Fire/LE funeral where MN EMS HG is requested
- When performing Color Guard duties at social functions

General guidelines:

When performing ceremonial duties, members should be in dress uniform.

Class “A” Uniform

Composition and classification:

The Class “A” Uniform will be composed of the following:

- White MNEMSHG uniform shirt with a plain white t-shirt underneath
- Black clip-on tie (When not wearing Ascot)
- Dress trousers
- Black leather belt
- Black socks
- Black Issued “Patent Leather” dress shoes
- Dress uniform jacket with insignia and accouterments
- White dress hat with badge
- White gloves
- White web belt
- Ascot
- The Mourning Band on the badge

Aviator-style sunglasses with gold frames are allowed with the uniform during ceremonies with permission of the event Officer In Charge (OIC).

The Class “A” Uniform is considered a dress uniform.

Occasions for wear:

- EMS LODD funerals where the MN EMS HG is requested
- National EMS Memorial Service (NEMSMS)
- Events as directed by the event OIC

General guidelines:

When performing ceremonial duties, members must be in dress uniform.

Uniform Issue Items

Class “D” Uniform issue items include the following:

- Grey MNEMSHG T-Shirt
- Black BDU-style pants

The black leather dress belt may be used.

Class “C” Uniform issue items include the following:

- White MNEMSHG Polo shirt

The casual dress pants, belt, and footwear are the responsibility of each honor guard member.

Class “B” Uniform issue items include the following:

- White MNEMSHG uniform shirt with insignia
- Black clip-on tie
- Dress trousers
- Black leather belt
- Black “Patent Leather” dress shoes
- Dress uniform jacket with insignia and accouterments
- White dress hat
- White gloves
- White web belt with brass buckle
- Caduceus Gold (2 sets)
- Name Plate Gold (2 sets)
- MNEMSHG Patches (2 sets)
- 9-11 Ribbon
- Badge
- Mourning band
- Shoulder cord
- Hat badge
- Awards (As awarded)
- Earmuffs (Cold Weather Use)
- Officers Rank insignia (2 sets)

NEMSMS attendees

- NEMSMS oak leaf

Ceremonial Rifle Party Members

- Rifle Pin

Class “A” Uniform issue items include the following:

- Class “B” Uniform
- Ascot yellow/gold in color

The difference between the Class “B” and Class “A” uniforms is the ascot is worn & the mourning band is on the badge.

When the ascot is worn, the wearer may elect not to wear the black clip-on tie underneath.



Dress shirt insignia

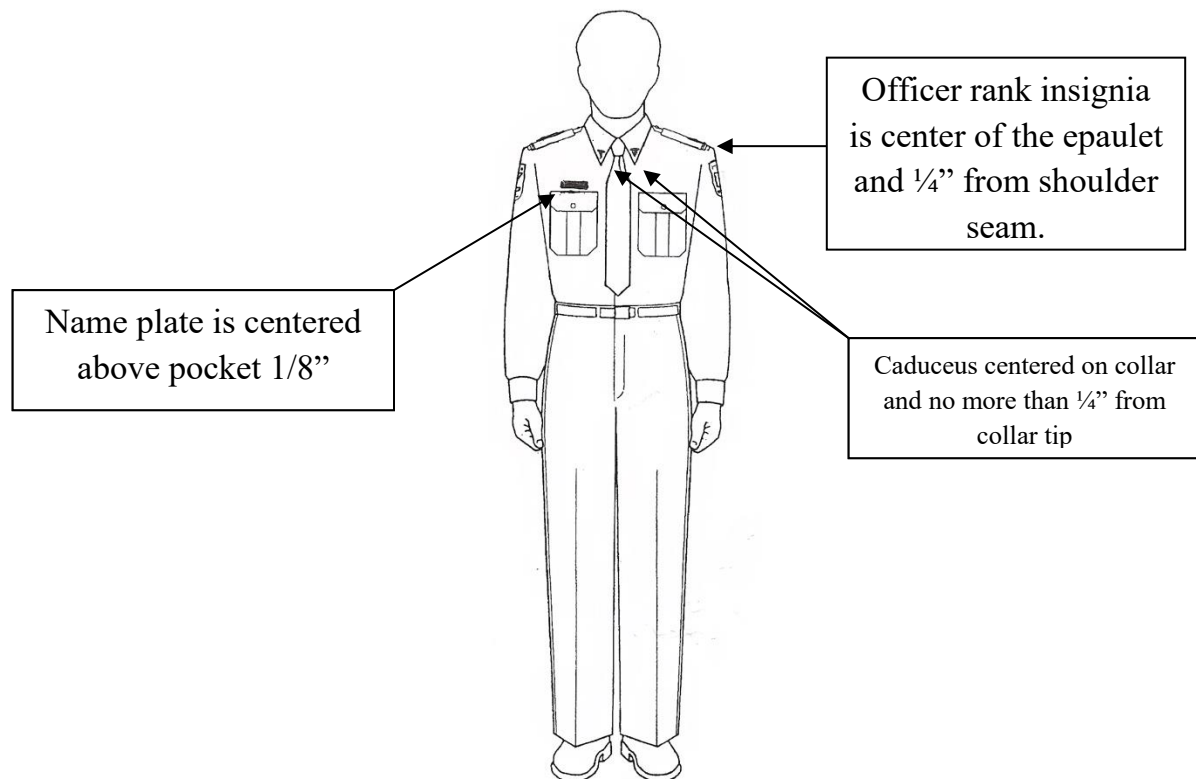
The long-sleeved white uniform shirt, upon issue, shall have the MNEMS G patch sewn on both sleeves.

1 set of caduceus collar brass should be placed on the collar, centered on the collar, with the bottom tip of the caduceus no more than $\frac{1}{4}$ " from the collar tip.

The nameplate should be placed $\frac{1}{8}$ " above, centered on the right pocket.

An optional "Serving Since" bar can be worn with the nameplate.

Officer rank insignia will be worn centered on the shoulder epaulet $\frac{1}{4}$ " from the shoulder seam.



Class “A” and “B” uniform without jacket and hat

Dress jacket insignia and accouterments

The dress uniform jacket, upon issue, shall have the MNEMSHG patch sewn on both sleeves.

The main chest buttons will be the MN state seal dress jacket buttons.

1 set of caduceus collar brass should be placed on the collar, centered on the collar, with the bottom tip of the caduceus no more than ¼” from the collar tip.

Members who were awarded the NEMSMS oak leaf will wear it on the right lower collar tip, centered with the narrow part of it no more than ¼” from the collar tip.

The nameplate should be placed on the nameplate tab that is sewn onto the jacket on the right chest.

Award ribbons will be worn 1/8” centered above the nameplate tab or 1/8” above the Ceremonial Rifle Party pin.

The ceremonial Rifle Party Pin will be worn 1/8” above the nameplate tab.

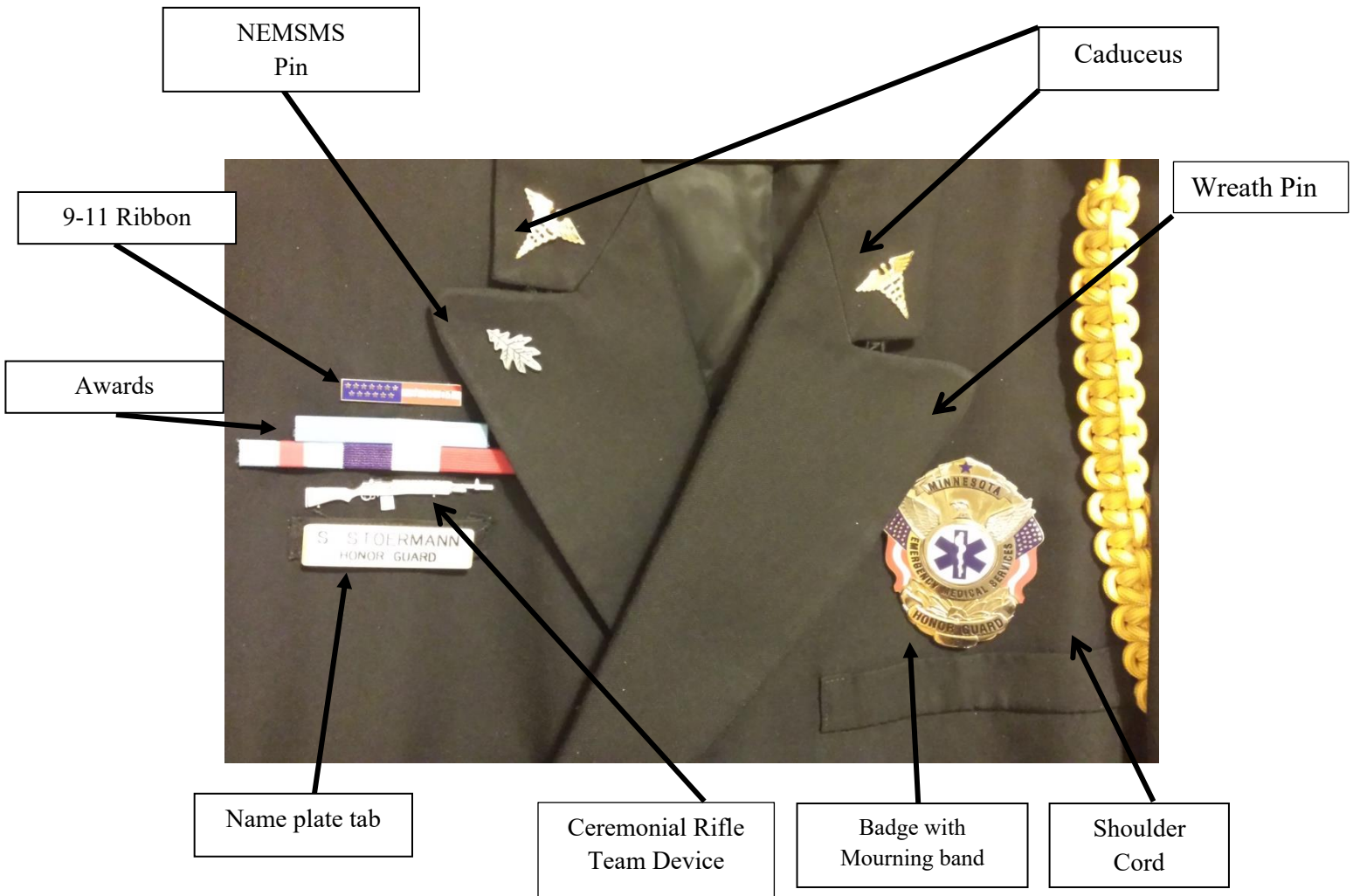
The 9-11 Ribbon will be worn either ¼” centered above the nameplate tab or 1/8” above and centered on the top row of awards that are awarded.

The badge will be worn on a badge holder that is sewn onto the jacket on the left chest.

The shoulder cord is worn on the left shoulder of the uniform dress jacket. The cord is passed under the arm and over the left shoulder under the shoulder loop and secured to the button on the shoulder loop.

Officer rank insignia will be worn centered on the shoulder epaulet 1/4” from the shoulder seam.

Class "A" Uniform Item Placement



Example for placement of the following devices:

- NEMSMS Oak Leaf
- 9-11 Flag Pin
- Awards
- Ceremonial Firing Team Device

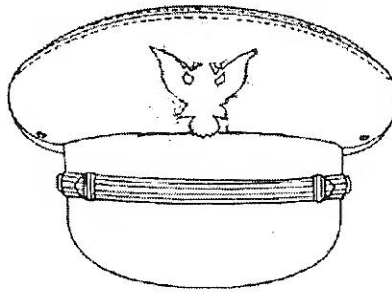
Dress cap with badge

The dress cap will be of standard army design (round).

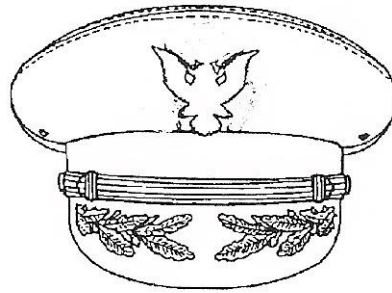
The issued hat badge will be secured through the front eyelet.

The strap will be gold in color.

The visor is plain black leather or polymeric with a leather finish. (Except for the Commander and Executive Officer.)



Member hat with example hat badge.



Commander and Executive Officer hat with example hat badge.

Insignia and accouterments:

Hat badge

The hat badge will be Blackinton style B720 with the MN state seal and the words “Honor Guard” in blue.

Collar brass

The collar brass will be a caduceus, gold in color.



Shoulder cord

The shoulder cord will be yellow/gold in color, with one loop.



Badge

Members who possess an issued badge can wear that badge on the jacket. Otherwise, the issued MN EMS HG badge will be worn.

Mourning Band

The mourning band will be black in color.
Electrical Tape will NOT be used.



Nameplate

The nameplate will be gold in color, with two lines. Members 1st initial and last name are on the top line, and “Honor Guard” is on 2nd line.

Members can wear a “Serving Since” bar underneath the nameplate on the dress shirt only. The year on the bar will be when the member started working in EMS.

9-11 Flag Pin

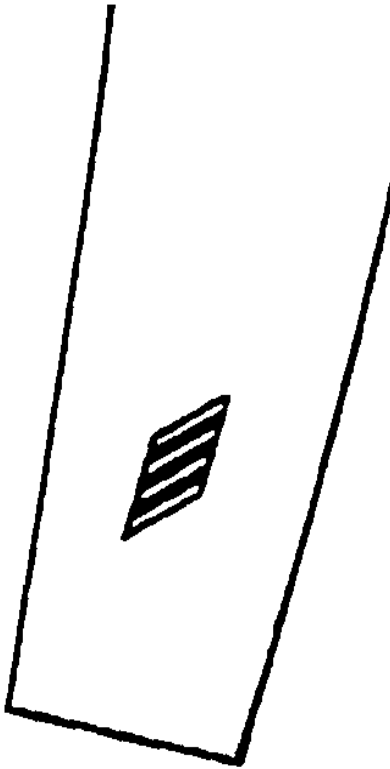


Service stripes

Service stripes are a goldenlite, rayon-embroidered diagonal stripe, $\frac{3}{16}$ inch wide and $1\frac{5}{16}$ inches long, on a navy-blue background that forms a $\frac{3}{32}$ -inch border around the stripe.

Service stripes will be awarded one stripe for every 4 years of EMS service.

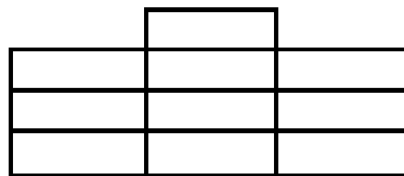
The service stripes are worn centered on the outside bottom half of the left sleeve on the dress uniform jacket. The service stripe is placed at an angle of 45 degrees with the lower end toward the inside seam of the sleeve, and it is placed 4 inches from the bottom of the sleeve. For each additional period of 4 years of EMS service, another service stripe is added above and parallel to the first stripe.



Awards

Award ribbons will be awarded in accordance with the MNEMSHG awards policy.

Award ribbons are worn in order of precedence from the viewer's left to right, in one or more rows, with either no space between rows or 1/8-inch space between rows. No more than three ribbons are worn in any one row. Members will not start a second row unless they are authorized to wear four or more ribbons. The first and second rows will contain the same number of ribbons before starting a third row. The third and succeeding rows will contain the same number of ribbons as the first two rows but may contain less. The top row is centered on the row beneath.



Wear of ribbons

NEMSMS Oak Leaf

As obtained from the NEMSMS.

This can only be worn by members who have attended any NEMSMS.

This pin will be worn on the right lapel of the uniform jacket.



Wreath Pin

This can only be worn by members who participated in the wreath-laying ceremony at Arlington National Cemetery for the National EMS Memorial Service Honor Guard.



This pin will be worn on the left lapel of the uniform jacket.

Ceremonial Firing Party Rifle

The Ceremonial Firing Party Rifle is made of pewter.

This can only be worn by qualified members of the Ceremonial Firing Party.



Commander and Executive Officer accouterments

Both the Commander and Executive Officer dress white hat will have the following: The top of the visor is black cloth with two arcs of oak leaves in groups of two, embroidered in gold bullion, synthetic metallic gold-colored yarn.

The Commander will have a multiple-loop shoulder cord, yellow gold in color, and will be issued the commander badge.

The Executive Officer will have a multiple-loop shoulder cord, yellow gold in color, and will be issued the executive officer badge.

The Executive Officer's shoulder cord should have fewer loops or be smaller than the commander's cord.

The Commander and Executive Officer badges will be Blackinton style B3016.

Officer rank insignia

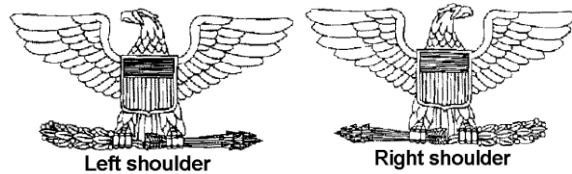
Commander

The Commander will wear the 1-star general insignia. It will be gold in color.



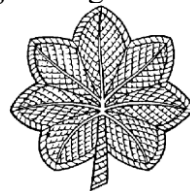
Executive Officer

The Executive Officer will wear the colonel insignia. It will be gold in color.



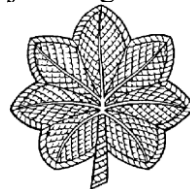
Operations Officer

The Operations Officer will wear the major insignia. It will be gold in color.



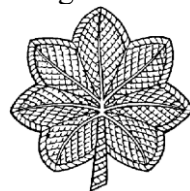
Secretary / Treasurer

The Secretary/Treasurer will wear the major insignia. It will be gold in color.



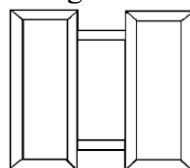
Training Officer

The Training Officer will wear the major insignia. It will be gold in color.



Support Officer

The Support Officer will wear the captain insignia. It will be gold in color.



Full-size brass will be worn on the jacket, ½ size for the uniform shirt.

Chaplain Accouterments

The Chaplain will have the following additions/substitutions to his/her uniform:

1. The Caduceus on the wearer's left lapel will be replaced with a Gold Cross
2. The member will wear "Chaplain" shoulder boards with the lettering in yellow/gold in color.

Coats

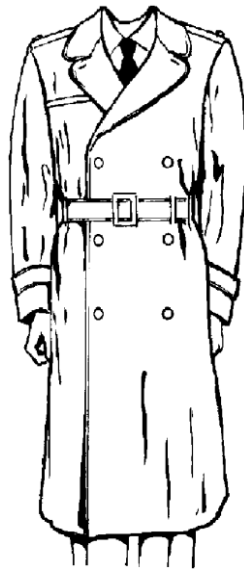
Raincoat

The black all-weather coat is a six-button, double-breasted model with a belt, convertible collar that buttons at the neck, gun flap, shoulder loops, adjustable sleeve straps, welt pockets with two inside hanging pockets, and zip-out liner.

Members may wear the all-weather coat with or without the liner. They will wear the coat buttoned, except for the neck closure, which personnel may wear open or closed (As directed by the OIC of the event).

Members may wear the coat with the class “A” and “B” uniforms.

Only pin-on grade insignia is worn on the epaulets on this coat. (Like the dress uniform jackets.)



Embroidered Cold Weather Jacket

The cold weather jacket is a 2-jacket system consisting of a fleece inner jacket and a windbreaker outer shell.

Both jackets will be embroidered with the MNEMSHG logo on the left chest.

A leather nametag will be attached to the right chest of both jackets.

This jacket system is to be used for the class “C” and “D” uniforms.

Both coats and leather nametags are issued items.