

# AWARDS AND DEVICES GUIDEBOOK

Minnesota EMS Honor Guard



*2nd Edition*

*October 23, 2022*

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### Introduction

The MNEMSHG Awards and Devices Guidebook has been designed to show criteria for each award for MNEMSHG members. In this guidebook the awards will be listed from lowest to highest in importance. This is a living document, which means it can change over time by the Awards Committee and voted on by the Executive Committee. The Awards Committee should review this guidebook on an annual basis.

### When given

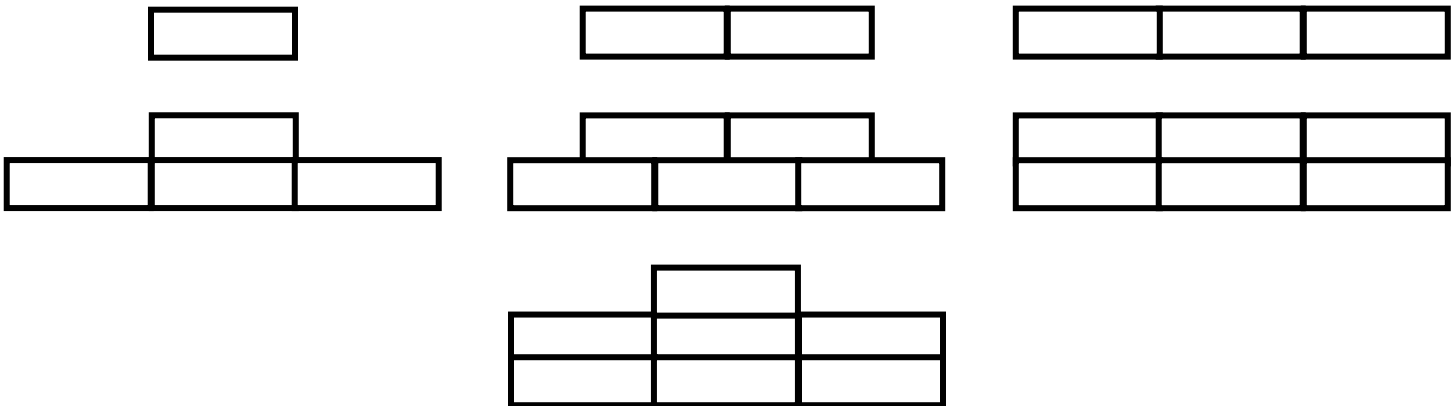
Awards will be given during the MNEMSHG annual meeting in June. Awards will be presented by the Commander and/or Executive Officer.

### Order of Precedence of Ribbons

Arrange ribbons in the order shown below with the highest precedence farthest away from the lapel on the top row.

### Arrangement of ribbons

Ribbons, depending on the number, should be arranged on the ribbon mounts in the following manner:



## Device clusters

### Oak Leaf(s) and Star Devices

Clusters are used when a person receives multiple awards for the same ribbon. The ribbon counts as the first award and the Bronze device (whether it is the Oak Leaf or the Star) are used to signify each award of that ribbon thereafter. Example: Member has the Meritorious Ribbon and receives an award for another Meritorious Ribbon; they are awarded with a Bronze Star to put on the ribbon. This signifies that they have received two Meritorious Ribbons.

The order of devices is as follows, Bronze, Silver, then Gold. Five awards of the same ribbon would be the ribbon and four Bronze clusters. On the sixth award of this ribbon, the Bronze devices are removed, and a Silver device is awarded.

The proper placement of the devices is to center the device on the ribbon. If both Silver and Bronze are worn on the same ribbon, the Silver device is worn to the left of the Bronze. In the same manner, Gold would be to the left of Silver or Bronze.

Oak Leaf devices will have the bottom of the oak leaf always pointing to the right.

Rifle Attachment denotes an instructor who is also qualified to instruct the ceremonial rifle team.

## Charter Member Ribbon



### **Color of Ribbon:**

Maroon / Gold

### Criteria for Achievement:

The charter member ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who were part of the MNEMSHG upon the formation of the Honor Guard in 2002.

### Frequency of Award:

This is a onetime award with no devices.

### Retroactive:

Yes, as long as the member is in good standing as stated in the MNEMSHG Bylaws.

### Order of Precedence:

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ Line Of Duty Death
- ❖ Instructor

## Instructors Ribbon



### **Color of Ribbon:**

Red

### Criteria for Achievement:

The instructor ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who successfully have drilled members in an official MNEMSHG training event. Once this has been completed, either the MNEMSHG Commander or Training Officer will determine if the member is ready to be an instructor.

Instructors who are also qualified to instruct the ceremonial rifle team are allowed to have a gold rifle device onto the ribbon.

### Frequency of Award:

This is a onetime award with no devices.

### Retroactive:

Yes, as long as the member is in good standing as stated in the MNEMSHG Bylaws.

### Order of Precedence:

This ribbon will be ranked before the following ribbon:

- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ Line Of Duty Death

## Line Of Duty Death Ribbon



### **Color of Ribbon:**

Purple / White

### Criteria for Achievement:

The line of duty death ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who have attended and/or performed in a line of duty death event as a member of the MNEMSHG. This will be based on rosters submitted by the senior member at the event.

### Frequency of Award:

This is a onetime award with the Oak Leaf device being issued for participation in an EMS LODD funeral.

### Retroactive:

Yes, as long as the member is in good standing as stated in the MNEMSHG By-Laws. Past LODD's will be determined based on records and interviews.

### Order of Precedence:

This ribbon will be ranked before the following ribbon:

- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service

## National Memorial Service Ribbon



### **Color of Ribbon:**

Light Blue / Red / Light Blue

### Criteria for Achievement:

The national memorial service ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who have attended either the National EMS Memorial Service or the National Fallen Firefighters Memorial Service and performed in an official capacity.

### Frequency of Award:

Every entitlement of the award as stated in the “Criteria for Achievement” section. The ribbon is awarded first, then the appropriate Oak Leaf(s) thereafter.

### Retroactive:

Yes, as long as the member is in good standing as stated in the MNEMSHG Bylaws and attended while a member of the MNEMSHG or representing the state of Minnesota. Past services will be determined based on records and interviews.

### Order of Precedence:

This ribbon will be ranked before the following ribbon:

- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service



## Meritorious Service Ribbon



### **Color of Ribbon:**

White / Light Blue

### **Criteria for Achievement:**

The meritorious ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who by their own actions distinguishes themselves in a meritorious manner and have continuously made a difference in the success and forward momentum of the Honor Guard. Examples include: Significant public contact on behalf of the MNEMSHG, which results in successful recruitment of new active members, fundraising, or donation activities, or actions that enhance the Honor Guard in other ways.

### **Frequency of Award:**

Every entitlement of the award as stated in the “Criteria for Achievement” section. The ribbon is awarded first, then the appropriate Star(s) thereafter.

### **Retroactive:**

There will be up to fourteen (14) awards of this ribbon for actions performed from the Honor Guard inception until 1 March 2014. This will be a 1-time allowance.

### **Yearly amounts of award:**

To preserve the integrity of the award, up to six (6) of this award will be given per year.

### **Order of Precedence:**

This ribbon will be ranked before the following ribbon:

- ❖ National Memorial Service
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award
- ❖ Commanders Award

## Commanders Award Ribbon



### **Color of Ribbon:**

Light Blue

### Criteria for Achievement:

The Commanders Award ribbon is determined by the MNEMSHG Commander and is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws. The Commanders Ribbon will be awarded to members who, the MNEMSHG Commander determines, has gone above and beyond the call of duty.

### Frequency of Award:

Every entitlement of the award as stated in the “Criteria for Achievement” section. The ribbon is awarded first, then the appropriate Star(s) thereafter.

### Retroactive:

There will be up to ten (10) awards of this ribbon for actions performed from the Honor Guard inception until 1 March 2014. This will be a 1-time allowance.

### Yearly amounts of award:

To preserve the integrity of the award, up to four (4) of this award will be given per year.

### Order of Precedence:

This ribbon will be ranked before the following ribbon:

- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders
- ❖ Legacy Award

## Legacy Award Ribbon (Formerly MAA Award Ribbon)



### **Color of Ribbon:**

Royal / Red / White Multi

### Criteria for Achievement:

The Legacy Award ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who have been recognized for their high-level contributions to the Honor Guard.

Consideration for this award will be by a vote from previous award recipients.

Up to one award per year can be awarded.

### Frequency of Award:

This is a one-time award with no devices

### Retroactive:

N/A

### Order of Precedence:

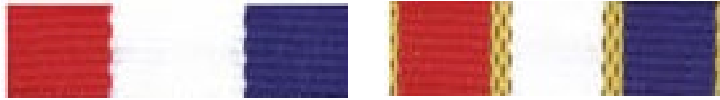
This ribbon will be ranked before the following ribbon:

- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commanders

## Commanders Ribbon



### **Color of Ribbon:**

Red / White / Royal Blue or Red / White / Royal Blue / Metallic Gold Trim

### Criteria for Achievement:

The Commanders ribbon is awarded to members, in good standing as in accordance with the MNEMSHG Bylaws, who have been elected to the position of “MNEMSHG Commander”. After five (5) years of being a commander, the member will qualify to replace the regular commander’s ribbon with the ribbon with gold trim.

### Frequency of Award:

This is a one-time award with no devices for subsequent terms as Commander.

### Retroactive:

N/A

### Order of Precedence:

This ribbon will be ranked before the following ribbon:

- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

## Award Committee

The Award Committee will be comprised of the following members:

- ❖ The Operations Officer will be the point of contact regarding awards.
- ❖ The Executive Officer, Secretary/Treasurer, and the Training Officer will make up the remaining of the committee
- ❖ The Commander will act as a replacement voting in the event if one of the Executive Committee members is nominated for an award.

The Committee will basically be a clearing house for the following ribbons:

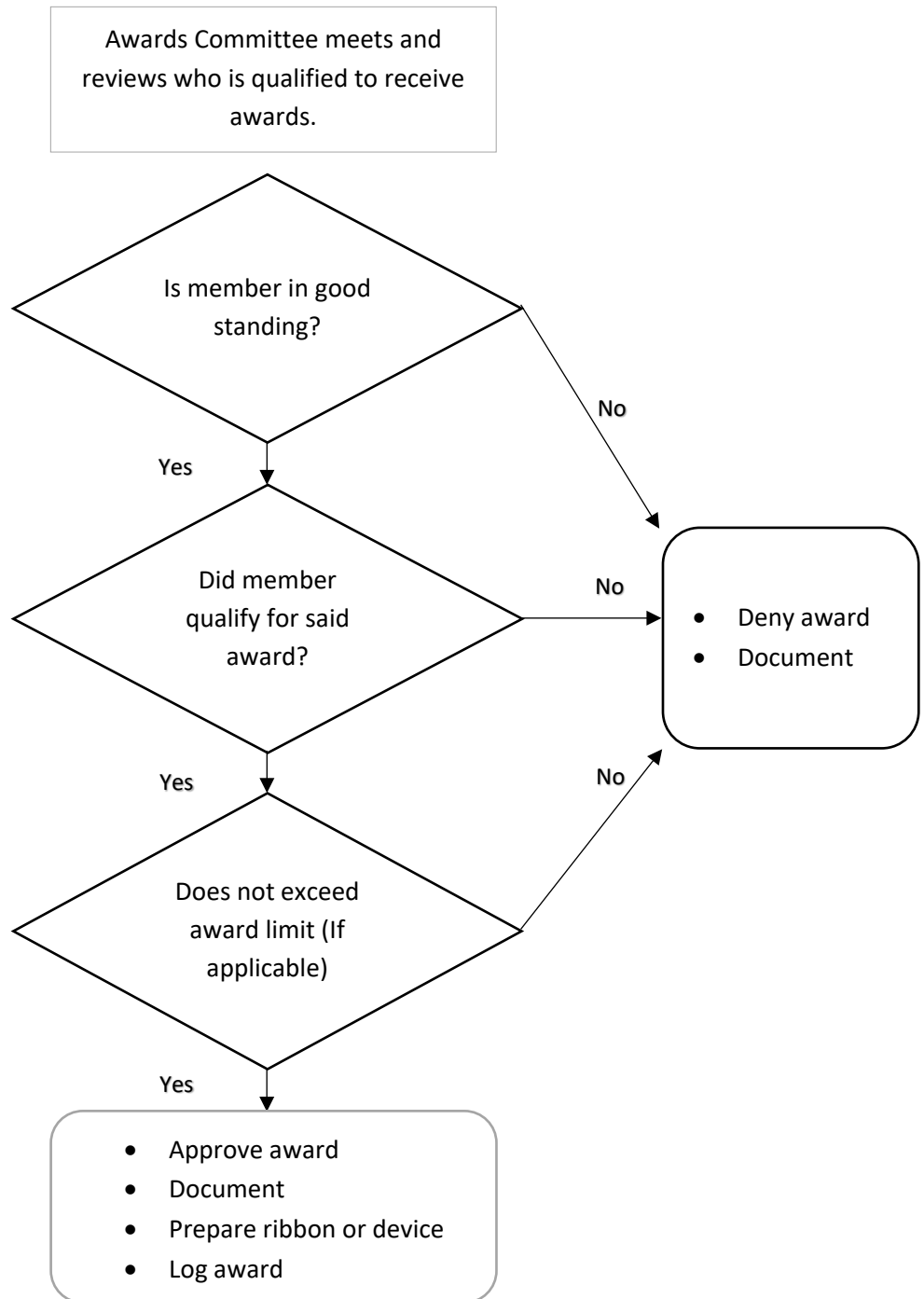
- ❖ Commanders Ribbon
- ❖ National Memorial Service Ribbon
- ❖ Line Of Duty Death Ribbon
- ❖ Instructor Ribbon

The Committee will serve as the award authority for the Meritorious Service ribbon.

The Committee will convene either in person or by electronic means, between March 1<sup>st</sup> and March 15<sup>th</sup> each year. They will examine all reward requests, determine if member qualified for each award, be the approve/disapprove authority, and in the case of the Meritorious Service ribbon will serve as the award authority. (See Appendix A for award approval process.)

Award committee will have ribbons, devices, and award certificates ready for awarding by the annual business meeting in June of each year.

Appendix A – Award Approval Process



Appendix B – Award Recommendation Form

NOTE: Only persons in good standing as a member of MNEMSHG may recommend or receive a MNEMSHG award.

MEMBER INFORMATION

Name:

RECOMMENDED AWARD

Commanders Ribbon	<input type="checkbox"/>	Commanders Award	<input type="checkbox"/>
Meritorious Service	<input type="checkbox"/>	National Memorial Service	<input type="checkbox"/>
Line-Of-Duty-Death	<input type="checkbox"/>	Instructors Ribbon	<input type="checkbox"/>

Citation (State specifically what was done and how the act supported MNEMSHG):

Recommended by:

Date:

MNEMSHG Awards Committee recommendation:

Approve  Disapprove

Name and Date: \_\_\_\_\_

Reason for approval / disapproval: