

AWARDS AND DEVICES GUIDEBOOK

Minnesota EMS Honor Guard



3rd Edition

December 14, 2024

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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 be changed 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

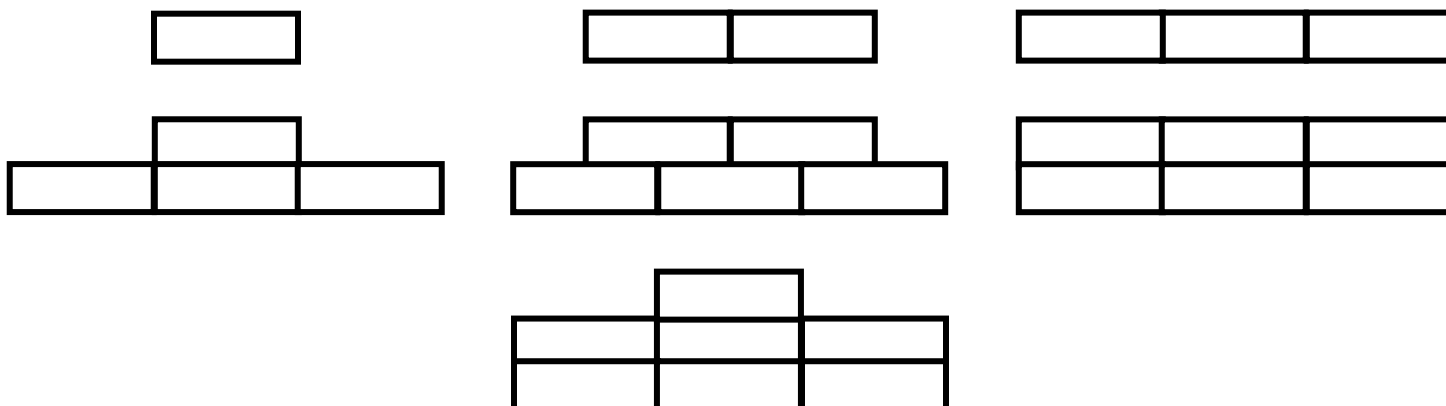
Awards will be given during the MNEMSHG annual meeting in June. Awards will be presented by the Commander and/or Executive Officer.

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) is 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 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 one-time 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:

- ❖ Commander
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical 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 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 on the ribbon.

Frequency of Award:

This is a one-time 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:

- ❖ Commander
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical 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 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 members at the event.

Frequency of Award:

This is a one-time 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 LODDs 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:

- ❖ Commander
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial Service

Air Medical Memorial Service Ribbon



Color of Ribbon:

White / Blue / Yellow / Blue / White

Criteria for Achievement:

The Air Medical Memorial Service ribbon is awarded to members in good standing in accordance with the MNEMSHG Bylaws who have attended the National Air Medical Memorial Service

Frequency of Award:

Every entitlement of the award is 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:

- ❖ Commander
- ❖ Legacy Award
- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ National Memorial Service Board of Directors

National Memorial Service Board of Directors



Color of Ribbon:

Royal / White / Red Multi

Criteria for Achievement:

The National Memorial Service Board of Directors ribbon is awarded to members who have obtained appointment to the National EMS Memorial Service Board of Directors position.

Frequency of Award:

Every entitlement of the award is stated in the “Criteria for Achievement” section.

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:

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

This ribbon will be ranked after the following ribbons:

- ❖ Commander
- ❖ 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 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 is 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:

- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commander
- ❖ 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 in accordance with the MNEMSHG Bylaws, who, by their actions, distinguish 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 the 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 is 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 awards:

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
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commander
- ❖ 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 in accordance with the MNEMSHG Bylaws. The Commander's Ribbon will be awarded to members who, the MNEMSHG Commander determines, have gone above and beyond the call of duty.

Frequency of Award:

Every entitlement of the award is 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 awards:

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
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commander
- ❖ 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 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:

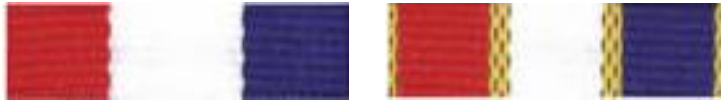
This ribbon will be ranked before the following ribbon:

- ❖ Commanders Award
- ❖ Meritorious Service
- ❖ National Memorial Service
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial
- ❖ Line Of Duty Death
- ❖ Instructors
- ❖ Charter Member

This ribbon will be ranked after the following ribbons:

- ❖ Commander

Commanders Ribbon



Color of Ribbon:

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

Criteria for Achievement:

The Commander's 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
- ❖ National Memorial Service Board of Directors
- ❖ National Air Medical Memorial
- ❖ 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 Training Officer will make up the remaining of the committee.
- ❖ The Commander will act as a replacement voter if one of the Executive Committee members is nominated for an award.

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

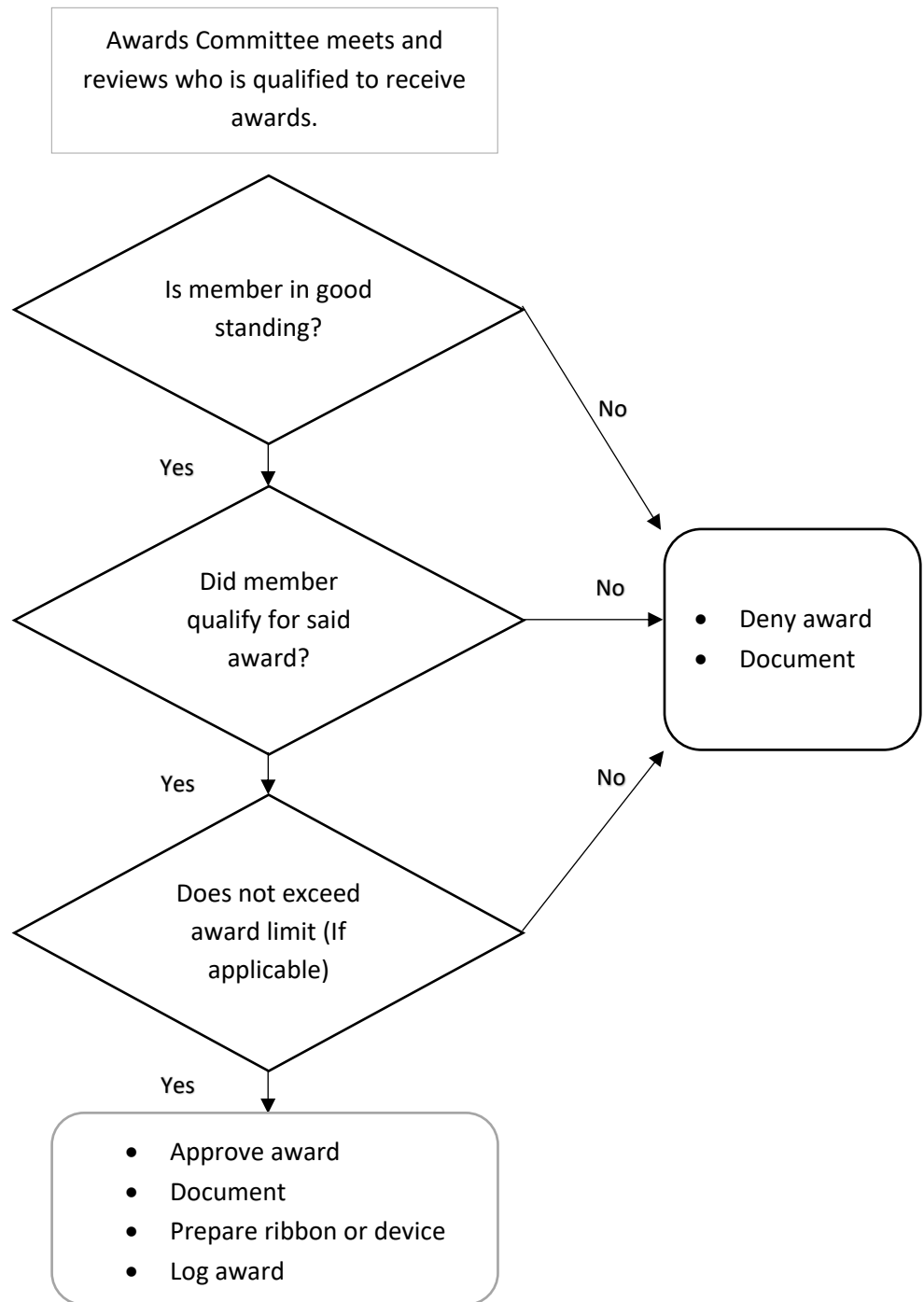
- ❖ Commanders Ribbon
- ❖ National Memorial Service Ribbon
- ❖ Line Of Duty Death Ribbon
- ❖ Instructor Ribbon

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

The Committee will convene either in person or by electronic means between March 1st and March 15th each year. They will examine all reward requests, determine if members 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 the award approval process.)

The award committee will have ribbons, devices, and award certificates ready for awarding by the annual business meeting in July 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: