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Incorporates all previous amendments 1999 to
2015

TASMANIA VOLUNTEER FIRE-FIGHTER AWARDS FRAMEWORK (TVFFAF)

CONDITIONS & RULES V6 (November 2015)



Tasmania Fire Service

TFS VOLUNTEER MEDAL & TFS VOLUNTEER AWARD

For further information please contact
TVFFAF State Co-ordinator
Email: rove@tassie.net.au

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PREFACE:

At the time of the establishment of the TFS Volunteer Award System, (1999) considerable discussion has occurred in many and varied quarters relating to the lack of “volunteer recognition” within the Fire Services of Australia, including our own, the Tasmania Fire Service.

The Tasmania Fire Service administers two existing “Awards: as part of the Australian Honours System, namely:

- The National Medal.
- The Australian Fire Services Medal.

Both of these awards are well established, however they are available to only operational personnel (ie career and volunteers).

The National Medal is awarded for 15 years diligent service. The service may be a combination of service in a number of areas including the armed services pre 1984.

The Australian Fire Service Medal is awarded for “distinguished” service and is the highest honour awarded to fire service personnel in Australia. Tasmania has a limited issue each year, at the time of writing three (3) AFMS’s are available. This is not to say that on each annual occasion, they are all awarded. Some 12 months prior to the actual acceptance of the TFS Volunteer Awards System a working party consisting of representatives from both Volunteer Firefighter Associations in Tasmania sought to establish a “volunteer award system”

“By the volunteers for the volunteers”.

A number of credible reports on “Volunteerism” all recognise and acknowledge that “volunteer recognition” appears to be lacking.

Subsequently with the financial assistance of the State Fire Commission, the Volunteer Firefighters Associations in Tasmania have made available the TFS Volunteer Medal & TFS Volunteer Award to both operational and non operations volunteers respectively. The thrust of the awards, whilst not designed to be openly distributed, are achievable to the average volunteer who is committed to his or her brigade and has provided diligent service with integrity.

The following “Conditions & Regulations 1999” have been accepted by the Tasmanian Volunteer Fire Brigade Association and the Tasmanian Retained

Firefighters Association either directly or indirectly via meetings held in May/June 1999.

Similarly, the volunteer fire fighter associations via the Tasmania Fire Service, have sort recognition of the “medal & award” through the Tasmanian Government thus providing it with State Award Status. (Official status – as a State Government Award was received towards the end of 1999)

1: TFS Volunteer Medal & Award:

1.1 TFS Volunteer Medal:

The TFS Volunteer Medal shall consist of a full size medal, a miniature medal and a ribbon bar. It may be awarded to TFS Operational Firefighters and Operational Support Firefighters who have served a period of at least ten (10) years with diligence and integrity.

The 10 years' service is the basic pre-requisite only. The medal is not provided for simply 10 years of continuous service.

A clasp to the TFS Volunteer Medal may be awarded to TFS Operational Firefighters and Operational Support Firefighters who have served a further period of at least ten (10) years with diligence and integrity. Clasps are available up to 50 yrs. of service, once the initial application/nomination has been approved. Each additional clasp requires a "new application/nomination" to be submitted through the normal nomination channels.

1.2: TFS Volunteer Award:

The TFS Volunteer Award shall consist of a lapel badge and a citation. It may be awarded to TFS Non Operational Volunteers who have served a period of at least ten (10) years with diligence and integrity.

A replacement lapel badge inscribed with the relevant numbers of years may be awarded to TFS Non Operational Volunteers after the completion of each further period of ten (10) years of diligence and integrity.

1.3: Descriptions:

The TFS Volunteer Medal, full size, with ribbon bars and clasps are shown in Appendix "A".

2: DEFINITIONS:

2.1: TFS Volunteer Medal & Award – Award Management Committee:

Means a committee established to facilitate the overall management and financial controls associated with the provision and awarding of the TFS Volunteer Medal, and TFS Volunteer Award.

Membership of the Committee will be by a nominated representative of each “volunteer association” and the State Co-ordinator of the TVFFAF.

A quorum will require the attendance of all three members at a meeting.

This committee will be the final approving body for issuing the TFS Volunteer Medal and/or the Award and establishing/amending of the Rules of the Framework.

Delegation to the State Coordinator, for approval may be granted by the Award Management Committee as they consider appropriate.

The Management Committee is required to meet at least twice annually and or as required by the two Volunteer Associations.

Financial control and acceptance of annual balance sheets will be a function of this committee along with a periodic review of the “Rules”.

Association nominees on this committee will be the conduit for reporting to the two volunteer associations.

2.2: TFS Volunteer Medal & Award – Awards Review Committee:

Means a committee reporting to the Award Management Committee for the purposes of receiving recommendations for either the TFS Volunteer Medal or Award.

Their basic task is to conduct an annual review of all nominations (other than nominations for TFS staff) and either rejects and/or recommend same to the Award Management Committee.

Should a nomination be rejected, the reasons for the rejection are to be advised in writing to the Award Management Committee.

A quorum of the Awards Review Committee will be four persons.

Each volunteer association will have two nominees on this committee and the State Co-ordinator of the TVFFAF will co-ordinate and Chair the meetings and provide the members with the nomination listings along with appropriate comments.

Prior to providing the committee with the nominations, the State Co-ordinator has the delegated authority to return a nomination to the nominator should it be considered the nomination has insufficient detail.

2.3: TFS Volunteer Medal & Award – Award Grievance Committee:

Means a committee consisting of a three persons including both State Presidents (or their nominees), of the “volunteer associations”, established for the purpose of reviewing any grievance received after the Award Management Committee has advised the nominating party of a rejection.

Should an association (member) State President, at the time be involved in other aspects of the TVFFAF, an alternative nominee will be requested by the TVFFAF State Coordinator. A quorum for this committee will be three persons. (Total representation) and will be chaired by an independent person (usually a former senior TFS who has retired from the service).

At the invoking of the Award Grievance Committee, the Awards Management Committee will appoint a Chairperson.

2.4: Diligent Service:

Means a consistent standard of work performance in accordance with Tasmania Fire Service Volunteer Values. The Macquarie Dictionary indicates “diligent” as - constant & persistent in an effort to accomplish something, predominately the collective “TFS Values and Goals”.

2.5: Integrity:

Means a member who has no charges etc under Fire Regulations and or pertinent civilian offences. Macquarie Dictionary indicates “integrity” - soundness of moral principle and character, uprightness, honesty, sound unimpaired or perfect condition.

2.6: Volunteer:

Means a person engaged in either a “volunteer” and/or “retained” fire brigade, under the administration of the Tasmania Fire Service and is registered as a Fire Brigade under the Fire Service Act 1979.

2.7: TFS Operational Firefighters

Operational members are firefighters that have completed basic training and regularly attend brigade meetings, regularly respond to incidents and participate in other brigade activities. Active operational members should be medically and physically fit to undertake the range of tasks they are likely to be given.

2.8: TFS Operational Support Members

Brigades may have operational support members who fulfil important non-firefighting duties that help the brigade function. Brigades are encouraged to design roles to suit member’s particular needs because each brigade best knows which non-firefighting jobs need to be done in their brigade. Operational support members should have completed brigade induction.

2.9: Service Criteria - for TFS Volunteer Medal & Award

The initial qualifying period means a period of at least ten (10) years collective service (this does not have to be consecutive years) in the Tasmania Fire Service (or its predecessors) as either an “operational” or “operational support” volunteer.

Service in either area (operational/operational support) is not cumulative. The period for Medal and/or Award qualification, must relate to the specific areas as per definition. Service within another State Fire Service or the Australian Defence Force is not applicable.

Predecessors of the Tasmania Fire Service are:-

Rural Fires Board of Tasmania.

State Fire Authority of Tasmania

Service prior to 1968 is not applicable for the medal/award calculations, other than approved by the Awards Management Committee.

This will usually relate to a member of the “retained brigade” who was established under the Fire Brigades Commission in the 1950’s or earlier.

2.10: Offences:

Means an offence under TFS Fire Regulations and/or a civil offence, (not including traffic offences) that may be punishable by a term of imprisonment that is, or has been, proven against a member.

3: WEARING:

3.1: Official Functions:

At ceremonial functions the TFS Volunteer Medal is worn on the right breast of the outer uniform garment i.e.: shirt or jumper/jacket

The location of the medal will be as indicated in the annexures to these Rules. Note the correct order of precedence should be observed if the recipient has more than the one “state award(s) medals”.

At official receptions and functions, (non- uniformed) the TFS Volunteer Miniature Medal is worn on the right lapel.

Wearing of the TFS Volunteer Medal should as per normal honours and awards other than it being worn on the right breast as per the attachments to these Rules.

3.2: Normal Wear:

Whilst in uniform the recipient of the TFS Volunteer Medal should wear the ribbon bar on the right breast.

The TFS Volunteer Award lapel badge is worn on the right lapel of a non uniform jacket.

3.3: Clasps:

The TFS Volunteer Medal clasp is mounted as follows:

- Full size Medal - 12mm above the ribbon slot.
- Miniature Medal - 6 mm above the ribbon slot. (not yet available)
- Ribbon Bar - in centre of the ribbon.

Clasps will be available as follows:

20 years of diligent service with integrity. Bar with figure 20 centrally located.

30 years of diligent service with integrity. Bar with figure 30 centrally located.

40 years of diligent service with integrity. Bar with figure 40 centrally located.

50 years of diligent service with integrity. Bar with figure 50 centrally located

Note the 50 years bar is gold in colour - others are silver.

When wearing the ribbon bar a clasp, indicates the number of years of service, the TFS Volunteer Medal is awarded for.

Only one clasp, representing either, 20, 30, 40 or 50yrs of service, will be worn at any time.

4: ELIGIBILITY

4.1: TFS Volunteer Medal & Award Management Committee's Discretion:

The TFS Volunteer Medal and Award, inclusive of clasps will be granted by the Award Management Committee on the recommendation of the TFS Volunteer Medal & Award Review Committee, unless specifically indicated in these rules.

The Award Management Committee reserves the right to refuse to grant, revoke or prohibit a member wearing the TFS Volunteer Medal or TFS Volunteer Award.

Such refusal, revocation or prohibition, may be made where the Award Management Committee is satisfied that such a member does not meet the criteria for the medal or award.

The Award Management Committee may, in exceptional circumstances, grant a medal or award where the eligibility criteria have not been fully met.

4.2: Serving members:

All serving members will be considered for either the TFS Volunteer Medal or the TFS Volunteer Award when their period of service meets the initial criteria of at least ten (10) years of approved service.

Note: The TFS Volunteer Medal and Award will only be awarded once to any one member.

Should a retired member having been awarded either the medal or award, rejoin a brigade, serving a further continuous ten years, awarding of a clasp (to the original medal) may be applicable, subject to meeting all the eligibility requirements.

No awarding of a second TFS Volunteer Medal/Award will occur.

4.3: Retired members:

TFS operational and non-operational members (or members covered under previous classifications if different, prior to 5 years, since their retirement) may be considered for the medal and/or award on the basis that they have met the approved criteria.

Applications from retired members or other nominees must be submitted no later than 5 years from the date of retirement.

Applications outside this period must receive the approval of the Award Management Committee before submission.

Approval will be in writing and must be attached to the nomination.

4.4: Deceased members:

TFS operational and operational support members (or members covered under previous classifications if different, prior to 5 years since their death) who have died within five years of an application/nomination being made, may be considered for the medal and/or award. Similarly to retired members, the application must be submitted within 5 years of the anniversary of the date of death and be via the Brigade/Group and or Regional Association.

Prior to any such application/nomination being made, contact should be made with the NOK (if they are not the nominator) to determine if they wish the deceased to be considered for the award/medal.

Needless to say, considerable sensitivity taking into account the former volunteer's death should be considered before making such an approach.

Dependant of the cause of death, the Awards Management Committee via section 4.1: may approve the medal/award on the basis of incomplete service criteria.

The medal/award if subsequently approved should be presented to the member's next of kin at an approved function.

4.5: Awards TFS Staff & associated organisation:

With the approval of the Awards Management Committee, the TFS Volunteer Medal and Award may be granted to TFS staff.

Should a TFS staff nominee be received the basis of the nomination must relate to a commitment and support towards TFS volunteers over and above their required duties. This application should be made on a separate nomination form provided for this aspect of nomination.

On completion, the nomination form is to be reviewed by a committee established of four persons – consisting of the State Presidents of each member association and the TVFFAF Award Management Committee representatives from the member associations.

It should be noted that the “Staff Nomination Form” will be the sole document used in their decision making by this committee and subsequent award.

Should the TFS Volunteer Medal be awarded to TFS Staff, the recipient to the medal will not receive clasps associated with years of service.

The TFS Volunteer Medal & Award may be granted to a member another organisation that has a close association with the Tasmania Fire Service volunteer movement as per the conditions applicable to TFS Staff and nominations are to be made are on the same nomination form as TFS Staff.

4.6: Suspensions, Reductions and Investigations:

Where a member is suspended from duty, reduced in level or rank, or is subjected to an unconcluded investigation, consideration of that member for the TFS Volunteer Medal or Award and/or clasps, will be deferred until the year following the conclusion of the suspension, reduction or investigation.

The Awards Management Committee may investigate the right for a recommended nominee to receive the TFS Volunteer Medal or Award and/or clasps if it deems necessary by requesting the nominee to sign the agreement and declaration form even if the nomination was requested to remain confidential. The agreement and declaration form is attached as an annexure of these rules.

4.7: Offences:

Where a serious offence has been proven against a member, the Management Committee will determine the period of ineligibility to receive the TFS Volunteer Medal or Award.

4.8: Annual allocation of medals to brigades.

Brigades (members of a brigade) will be entitled to receive approvals for three (3) nominations per annum. Should a brigade and or members of that brigade or external nominations re members of that brigade total more than three (3) they will be accepted and submitted for review.

If more than three (3) are recommended by the Awards Review Committee, the State Co-ordinator will request from the Brigade Chief, three (3) names from the recommended nominees for that years allocation – the remaining recommendations would then carry over into the following year and be included with any further recommendations that are submitted and subsequently recommended.

Should a brigade be having a specific celebration “of some significance” eg: a Brigade 50th Anniversary” a brigade application can be made in advance, seeking approval to increase the annual allocation for that year only.

This will be an exception, and must receive approval prior to the nominations for the years in question are received.

Confirmation of this increased allocation must be confirmed by a meeting of the Awards Management Committee and confirmed or rejected in writing to the brigade as soon as possible after the request.

Note: This does not restrict the allocation of TFS Volunteer Awards. Brigade allocation will relate to the number of recommendations and subsequent approvals on an annual basis.

5: PROCEDURES

5.1: Nominations may be made by:

- a fellow brigade member
- a Brigade Chief or Group Officer.
- a Regional Volunteer Association.

All nominations must be made on the prescribed “nomination form” as annexed to these conditions & regulations.

The current TVFFAF Nomination form for the TFS Volunteer medal and Award can be obtained from the TVFFAF web page at www.tvffaf.org

Note: as of 1st Nov 2015, self-nominations are no longer acceptable.

5.2: Dates for nomination:

Completed nomination forms must be forwarded to the TVFFAF State Co-ordinator by the 1st March annually.

The qualifying period of a collective 10 years service will conclude on or before the preceding date of the 30th June on an annual basis. Calculation of service will accrue from 30th June 1979.

The nomination period will commence on 1st November annually and conclude on 1st March the following year.

Late nominations will be at the discretion of the State Co-ordinator. Email notification of a nomination arriving on the 1st March (or within the immediately following week) will be acceptable.

Nominations arrival of the scheduled address after these dates will be held over till the following year.

5.3: Award's Review Committee:

Will review all applications (as determined by the Awards Management Committee, through delegation to the State Coordinator) received by the closure date of the 1st March (or as per 5.2) annually.

The Awards Review Committee will:-

- Recommend or reject nominations with reasons for rejection.
- Refer to Management Committee for final approval/rejection by 30th June annually.

The Awards Review Committee will maintain “minutes” of all meetings and provide copies to the State Co-ordinator (Awards Management Committee) as the official custodian of all records etc pertaining to the TFS Volunteer Medal & Awards System.

5.4: Award's Management Committee

Will annually, consider all recommendations from the Award's Review Committee and make every attempt to have the “approved” nominations completed by 31st July annually and the recipient advised in writing, unless the nomination is “confidential”.

The Award's Management Committee will: -.

- ◆ Advice approved recipients in writing as soon as possible, other than confidential nominees.
- ◆ advised unsuccessful nominating parties of the reasons for the rejection, advising them also of the “Grievance Procedure”
- ◆ Determine the place of presentation. (in conjunction with brigade)
- ◆ Arrange for person(s) making the presentation.
- ◆ maintain a nomination register for both:
 - ◆ TFS Volunteer Medal & TFS Volunteer Award.
- ◆ Arrange for the medal/award to be inscribed with name and date of issue.

In addition to the above the Award's Management Committee (via delegation to the State Co-ordinator) will:-

- ◆ maintain appropriate financial records for the TFS Volunteer Award System
- ◆ Order medals, awards, etc as required.

- ◆ Make annual application to the Volunteer Associations for funding grants.
- ◆ Facilitate all other management responsibilities for the TFS Volunteer Medal and TFS Volunteer Award.
- ◆ Maintain all records, minutes of meetings etc for the TFS Volunteer Medal & Awards system.
- ◆ Be the sole authority for the interpretation of these rules, through clarification should that be required.

5.5 Awards Grievance Committee:

5.5.1: Aggrieved member:

Should a member or nominating party, after receipt of advice from the Award's Management Committee wish to lodge a grievance against the decision, they must notify the State Coordinator in writing, stating their grounds for such grievance. The appointment of the Committee Chair is the responsibility of the Awards Management Committee.

- On receipt of the grievance, the State Coordinator will call a meeting to determine if the grievance is "upheld" or "turned down". The Grievance Committee will be the only step in this procedure with the member being able to address the Committee if either party requests.

5.5.2: Referral to Award's Management Committee:

- After completion of the meeting the Award's Grievance Committee will advise the Award's Management Committee of their decision in writing.
- The member or nominating party will in turn be advised of the decision by the State Co-ordinator.
- In the case of a grievance being determined by the Award's Grievance Committee their decision will be final.

6: PRESENTATIONS:

6.1: Presentation of TFS Volunteer Medal and/or Award:

The presentation of the TFS Volunteer Medal and/or the TFS Volunteer Award will be made by, in the following order of availability:-

- ◆ State Fire Commission Volunteer Representatives.
- ◆ State Presidents of either Volunteer Associations or their nominee.
- ◆ Other persons as approved by the Award Management Committee.

No other officer/person will present the Medals and/or Awards unless prior authorisation to do so is provided, by the Award Management Committee.

On each occasion, of a presentation an alternative person to officiate at the presentation should be determined to facilitate the nominated officer making the presentation, being absent on operational requirements and/or for other reasons.

This must also be determined by the Award Management Committee (unless otherwise determined, will be concluded by the State Co-ordinator).

Presentation will be made at an appropriate Brigade function and/or at a function requested by the nominating parties.

6.2: Dress for presentation:

Recipients of the TFS Volunteer Medal should be dressed appropriately for the occasion, eg: wearing the appropriate TFS Uniform. (Dress of the day).

Other Brigade members present, at the presentation, should be wearing their honours and awards.

The person(s) presenting the TFS Volunteer Medal and/or Award as per Rule 6.1 should also be wearing TFS Uniform dress of the day with honours and awards.

For further information and/or discussion re “Conditions & Rules”
Please email/phone the State Co-ordinator TVFFAF

Appendix A: TFS Volunteer Medal, ribbon, clasps & TFS Award

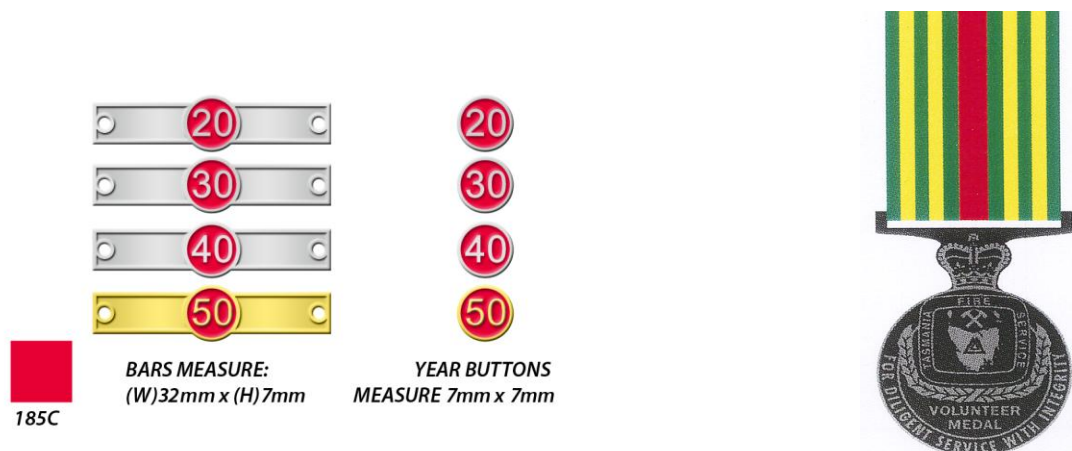
The TFS Volunteer Medal was designed in 1998 and is based on the accepted colours for Tasmania, “green & gold”.

The ribbon has ten equal (alternative) green and gold vertical stripes each representing one year of the initial ten years service a member must achieve, before being nominated for the TFS Volunteer Medal.

Between the green & gold stripes, centrally located, is a double width red strip, depicting operational service.

The medal is silver chrome and is based on the TFS logo (1999 era) with the words “Volunteer Medal” located bottom centre on the medal front side. Around the front external edge of the medal are the words “For diligent service with Integrity”

The obverse side is clear with provision for the recipient’s name to be engraved.



The recipient may be entitled to a variety of clasps, dependant on their years of service. Each clasp is viewed as an additional award and must be applied for:-

The clasps are as follows:-

- 20 years – silver clasp with a 20 rondel (red in colour) centered on the clasp.
- 30 years – silver clasp with a 30 rondel (red in colour) centered on the clasp.
- 40 years – silver clasp with a 40 rondel (red in colour) centered on the clasp.
- 50 years – gold clasp with a 50 rondel (gold in colour) centered on the clasp.

Appendix B: Nomination form for TFS Volunteer Medal /Award:

The current TVFFAF nomination form for the TFS Volunteer Medal & Award can be found on the TVFFAF web page at www.tvffaf.org

Appendix C: Nomination form for TFS Staff – other nominations for TFS Volunteer Medal/Award:

The current TVFFAF nomination form for TFS Staff and other associated bodies, for the TFS Volunteer Medal can be obtained by contacting the TVFFAF State Coordinator at:

TVFFAF State Co-ordinator
Email: rove@tassie.net.au

Appendix D: Wearing of: TFS Volunteer Medal or TFS Medal ribbon bar & Award on TFS Uniform.

The TFS Volunteer Medal is, as previously indicated a recognised “State Award” having been approved by Premier & Cabinet in 1999. As it is a State Award, it is worn immediately above the right breast pocket of the uniform “outer garment”. That outer garment may be:- (note medals/awards/ribbon bars are not worn on PPE)

- Dress uniform
- Station wear jumper/jacket
- Station wear shirt (with or without a tie).

Recipients of other awards that are not National Awards – (National Awards are predominately “honours”/ national medal/campaign ribbons which are worn similarly above the left breast pocket of the uniform) may wear them in the “correct order of precedence” on the right breast – along with the TFS Volunteer Medal. This may include,

- Royal Humane Society Medal
- The Tasmania Police Commissioners Medal.
- The State Emergency Service Long Service Medal
- Hobart & Launceston Fire Brigade Medals
- Brigade Jubilee Medals (50 years)

Order of precedence, for the above has been established reflecting the “year” the award was first presented and is therefore (from the left side):-

- Royal Humane Society Medal
- Tasmania Police Commissioners Medal
- TFS Volunteer Medal
- State Emergency Services Long Service Medal
- Brigade Jubilee Medal – HFB Medal (brigade awards/medals)

Ribbon bars are worn in the same location (immediately above the pocket line with a 5mm-space) . When wearing a name plate with the ribbon bar, the name plate should be attached to the uniform centrally on the pocket flap. (Below the ribbon bar). When wearing the full medal the only option is to wear the name plate centrally above the medal(s) (above the pocket). See diagrams - attached appendix (E)

Appendix E:

