



## Exemplary Service Awards Nominations and Submissions

Date Issued:  
OFC 21-XXX

**PURPOSE:** To outline the steps on filling out and submitting the Exemplary Service Awards Nomination form electronically.

The Governor General's Office processes exemplary service medals from all different types of categories from all across the country. The steps to completing and submitting the Exemplary Service Awards Nomination form electronically are outlined below. Please review the instructions below carefully. Your nomination forms may be returned to you for resubmission or be delayed in processing if any information is missing or incorrect.

- Please only use the most up to date form provided by the Governor General's office found on their website. <https://www.gg.ca/en/honours/canadian-honours/directory-honours/exemplary-service-medals/fire-services-exemplary-service-medal>**
  - When you click on the Nomination form button, it will download automatically. A download bar should appear at the bottom of your web browser. Click on the form to open it, fill out as necessary.
- The form must be in the original format that you got from the website. Do not print and scan back in, do not flatten or remove the fillable fields. The chancellery needs the form to be in this format in order for the information to be downloaded into their system.**
  - From the download bar, click on the form to open it, fill out as necessary.
- Fill out the fields exactly as the examples on the form above each field shows.**

### A. Recipient:

	First Name as it should appear on Certificate (required)	Last Name as it should appear on Certificate (required)	Position	Name as it should appear on Medal (for example, Joseph Randall Smith should be written J. R. SMITH)	Gender	Preferred Language (required)	Date of Birth (MM/YYYY) (required)	City of Residence (required)	Province/Territory (required)	May we post this name on our website? (required)	Nominated for (20, 30, 40, 50 years) (required)	Years of Service (MM/YYYY to MM/YYYY) + Fire Department/Organization + Position Held (required) Box will expand in height (required)
Remove this nominee	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Forms will only be accepted electronically going forward. If paper or scanned are received, they will be returned with direction to submit in the proper electronic format.**
  - Once the form has been filled out, save it to your computer, from there you can attach it to an email. Email nomination form and supporting letter to [FireComm@gov.mb.ca](mailto:FireComm@gov.mb.ca).
- Forms must be accompanied by a support letter. This letter should be well thought out and individualized to each nominee. Try to avoid using a standard template.**
- The Support Letter MUST include these points:**
  - Specify the day on which the period of service began and the day on which it was completed
  - The nomination must state that the nominee had a record of exemplary service and that during the period of service, no serious disciplinary action was taken in respect of the nominee and that none is pending
  - The nominee has completed at least 10 years of at risk service
  - Outlining their achievements and exceptional qualities

- If you're nominating someone for the first time and they have reached milestones past the 20 year mark, and they do not have a medal yet, you must also include another line for this individual nominating them for a 20 Year Medal as well.

Remove this nominee	Joseph	Smith	Fire Fighter	J.R. Smith	M	E	dd/mm/yyyy	Winnipeg	Man.	Yes	Medal (20 years)	MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held
Remove this nominee	Joseph	Smith	FireFighter	J. R. Smith	M	E	dd/mm/yyyy	Winnipeg	Man.	Yes	2nd Bar (40 years)	MM/YYYY to MM/YYYY + Fire Department/Organization + Position Held

- Nominator must be of higher ranking. In the case of a Fire Chief, a mayor CAO or reeve are acceptable nominators
- Nominations must be submitted by the deadlines April 30 and November 30 each year. Any submitted past the deadline will go towards the next batch of nominations.
- All nominations made by the same nominator may be put on the same form. No more than 50 nominations on a single form.

If you have any questions about the process or procedure please call our office at 204-945-3322.