**TAB 18**

**Military Outstanding Volunteer Service Medal**

1. Authorization: E.O. 12830.
2. Effective Date: On or after 31 December 1992.
3. Awarding Authority. COs who have the authority to award the NAM may award the MOVSM to personnel assigned to their command who meet the eligibility criteria, and shall ensure appropriate service record entries are made.
4. Criteria and Eligibility. The criteria for the MOVSM are set forth in reference (d).
   1. Qualifying service must:
      1. Be voluntary;
      2. Be to the civilian community, including the military family community;

(c) Be significant in nature and produce tangible

results;

1. Reflect favorably on the DON and the DoD;
2. Be of a sustained and direct nature; and

(f) Not be performed while deployed in a combat

theater.

(2) SECDEF authorized the Military Departments to establish standards for the time period required to qualify for the MOVSM. All the Military Departments have established that a sustained period of volunteer service is normally 36 months. While this does not absolutely preclude the award for exceptional volunteer service of less time, it should guide commanders in upholding the intent of the award. The overall level of volunteer participation and impact of an individual’s community service is the key to determining whether award of the MOVSM is justified.

4-55 Appendix 4A

SECNAV M-1650.1 16 Aug 2019

1. The MOVSM is intended to recognize exceptional community support over time, not a single act or achievement or a few occasional contributions to the community. The MOVSM is intended to recognize volunteer service of a direct and tangible nature. Therefore, attending membership meetings or social events, or sitting on a board of directors, is not qualifying service.
2. The MOVSM recognizes service provided to a community over time. Therefore, multiple awards of the MOVSM during a single tour of duty are not authorized.
3. However, the award is not limited to only the volunteer service performed within a single 36-month tour. Approval authorities may consider a sustained record of significant community service performed during successive tours.
4. Examples of volunteer service that may qualify:
   1. Coaching a youth sports team.
   2. Tutoring students in a local school.
   3. Working at a community food bank, soup kitchen, or homeless shelter.
   4. Being a scout leader or working with other youth organizations such as the Boys/Girls Clubs of America.
   5. Docent or other worker at a not for profit national, state, or local park or museum.
   6. Time spent on leave or liberty participating in community relations (COMREL) projects, whether in the U.S. or overseas.
   7. Any other community activity undertaken during off duty time and the individual’s participation is not officially sponsored by the Navy or Marine Corps. For example, if a local military association organizes a Saturday support event to a local retirement home, that qualifies as volunteer service as long as there is no official Navy or Marine Corps sponsorship, actual or implied.

4-56 Appendix 4A

SECNAV M-1650.1 16 Aug 2019

1. Examples of service that does not qualify:
   1. Time spent supporting Toys for Tots, when such time was expected as part of the Sailor’s or Marine’s duties.
   2. Any fundraising activity connected with support to fellow Service Members, e.g., Navy and Marine Corps Relief Society or Chief’s Association.
   3. Any activity that provides support to fellow Service members, such as tutoring a fellow Sailor or Marine.
   4. Any activity related to the Combined Federal

Campaign.

(e) Any activity in which the individual’s

participation is officially sponsored by the Navy or Marine Corps. For example, a color guard provided to a community parade.

(f) Any activity in which the individual’s participation is related to his or her official government position. For example, a unit commander who is asked to judge a community charitable fundraising event.

1. Award Elements. The MOVSM consists of a ribbon and medal set. No citation or certificate will be issued. Locally created certificates are not authorized. In lieu of a citation or certificate, awarding authorities may issue a suitable official letter to the recipient documenting the approval and the total of volunteer service for which the award was made.
2. Subsequent Awards. Each subsequent award is denoted by a 3/16-inch bronze star. A 3/16-inch silver star is worn in lieu of five bronze stars.
3. Authorized Devices. 3/16-inch star, bronze or silver.
4. Procedures
   1. A MOVSM nomination may be originated by any commissioned officer, or DoD civilian GS-11 or above, who is senior in grade and position to the individual being nominated and has knowledge of the act or accomplishment. A civilian

4-57 Appendix 4A

SECNAV M-1650.1 16 Aug 2019

originator must be in a supervisory position to the awardee at the time of the period of service.

1. MOVSM nominations must be originated and entered into official channels within three (3) years of the completion of the period of volunteer service to be recognized. If outside of established time limits see Chapter 8.
2. Nominations must be submitted to the first commander in the Service Member’s chain of command with NAM approval authority.
3. The CO shall certify that the eligibility requirements have been met. Volunteer service must be attested to by an official of the organization to which the volunteer service was rendered.
4. For Navy personnel, the MOVSM is nominated using the OPNAV 1650/3. When approved forward the approval paperwork to NPC (PERS-312).
5. For Marine Corps personnel, IAPS is used to recommend the MOVSM and will serve as the official record.

4-58 Appendix 4A