



## **Military Outstanding Volunteer Service Medal (MOVSM)**

**Reference:** SECNAV M-1650.1, Appendix 4A, TAB 18 (Provides all requirements.)

**Eligibility:** (Not a full list)

- a. A minimum of 36 months of consecutive volunteer service. (There are no specific number of hours you must obtain.) Your volunteer service does not have to be each month. You can skip some months.
- b. Service must be to the civilian and military community. (Things you do for the Marine Corps/Navy **do not count**, even if they give you an LOA. examples are Toys for Tots, change of command, retirement ceremony, etc.)
- c. Service must be done on your off duty time or on leave.
- d. Volunteer service must be attested to by an official of the organization to which you volunteered. (Need proof you did what you said you did. LOA, certificate, etc.)
- e. Fundraising activities connected to supporting Service Members or your Unit **do not count**. (i.e. volunteering for security in which your Unit receives money.)

### **Process:**

- a. Let your Officer in Charge know you qualify for the award.
- b. Gather all your documents (LOAs, Certificates, etc.)
- c. Prepare your Summary of Action report. (if required)
- d. Marine Corps personnel- IAPS is used to recommend the MOVSM.
- e. Navy personnel- OPNAV 1650/3 is used to nominate. When approved forward the approval paperwork to NPC (PERS-312)
- e. It's the same procedure as if you were being put up for a Navy Achievement Medal.

For additional guidance and information please reach out to our Volunteer Coordinator for assistance.

POC:

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