

**BY ORDER OF THE COMMANDER
11TH WING (AFDW)**



AIR FORCE INSTRUCTION 36-2803

11TH WING

Supplement

9 SEPTEMBER 2013

Personnel

**THE AIR FORCE AWARDS AND
DECORATIONS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 11 WG/CCC

Certified by: 11 WG/CC
(Col William M. Knight)

Pages: 6

This instruction implements AFI 36-2803, *The Air Force Awards and Decorations Program*. It establishes procedures, policy, and responsibilities for the Joint Base Andrews (JBA) community, and applies to all squadrons, to include associate/tenant units, serviced by JBA. This instruction is provided to explain and standardize the processing procedures for award of the Military Outstanding Volunteer Service Medal (MOVSM) to military personnel, to include reserve components, assigned or attached to the 11th Wing, Joint Base Andrews, Maryland. The MOVSM is awarded to appropriately honor those individuals whose volunteer service was sustained and in direct support of the military and civilian community. It is intended to recognize exceptional and long-term community support, not a single act or achievement. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See [Attachment 1](#) for a glossary of references and supporting information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

1. Program Responsibilities. Commanders and supervisors should encourage volunteerism and actively support volunteer recognition programs.

1.1. As identified by AFI 36-2803, *The Air Force Awards and Decorations Program*, approval authority is delegated to the group commander level, but no further.

1.2. If a member is due to PCS without meeting the minimum time period established by the approval authority for the award, the commanding officer or civilian equivalent may provide a letter of continuity to follow a member to his/her next command. This letter shall serve to verify volunteer service performed at the prior duty location.

1.3. Commanders may request presentation of the MOVSM as soon as the member qualifies.

2. Specific Criteria. To qualify for the award of the MOVSM, the member's volunteer service will:

2.1. Support the civilian or military community through non-duty related volunteerism. Volunteer/community service should not be in the line-of-duty service (e.g., Base Honor Guard duty will not count towards hours of community service).

2.2. Be significant in nature and produce tangible results. For example, attending membership meetings or social events of a community service group is not considered qualifying service; however, manning a community crisis action telephone line for a sustained period of time is considered qualifying service.

2.3. Be of a sustained nature. At a minimum, the service will be either 100 total volunteer hours in a 12-month period or 200 total volunteer hours in a 36-month period.

2.4. Reflect favorably on the United States Air Force and Joint Base Andrews.

3. Additional Criteria. To qualify for the award of the MOVSM, the member must meet the following additional requirements:

3.1. Nominees service must be of a credible nature during the award period (i.e. UIF, Control Rosters, etc.).

3.2. Nominees must be currently assigned or attached to the 11th Wing.

4. Nomination Procedures.

4.1. The nominating authority may be anyone having firsthand knowledge of the volunteerism, including but not limited to the member's supervisor.

4.2. Nominating authority should collect all required information and complete the attached template.

4.3. Nominating authority should ensure that all volunteer work is valid and meets the criteria listed in paragraphs 2 and 3.

4.4. Nominating authority should submit the package through the member's chain of command then to the group commander for approval.

4.5. Nominations to receive the MOVSM are processed by the 11 FSS, Military Personnel Section.

4.6. Nomination package will follow the format in Attachment 2.

WILLIAM M. KNIGHT, Colonel, USAF
Commander, 11th Wing

Attachment 1**GLOSSARY OF REFERENCES*****References***

DoDM 1348.33-V2

AFI 36-2803, The Air Force Awards and Decorations Program

Attachment 2

NOMINATION MEMORANDUM TEMPLATE

TO: 11 FSS/FSMPM

FROM:

SUBJECT: Military Outstanding Volunteer Service Medal

I certify the individual named below provided volunteer/community service as described below.

1.1. Nominee's Name, Grade: _____

1.2. Date/duration (hours): _____

1.3. Description of Volunteer/Community Service.

1.3.1. Name of Organization Supported:

1.3.2. Number Served (military/civilian):

1.3.3. Description of Service Rendered (Impact & Results Achieved)

1.4 Point of Contact:

Name:

Address:

Phone :

NOMINATOR'S NAME, GRADE, USAF DUTY TITLE

1st Ind, GP/CC

Approve / Disapprove

COMMANDERS NAME, GRADE, USAF DUTY TITLE

Note: List additional community activities supported on plain bond paper in the above format.

