

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE (AMC)**



AIR FORCE INSTRUCTION

36-2803

**TRAVIS AIR FORCE BASE
Supplement**

30 JULY 2018

Personnel

**MILITARY OUTSTANDING
VOLUNTEER SERVICE MEDAL
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 AMW/CCC.

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(Col John M. Klein)

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This instruction implements AFI 36-2803, *The Air Force Military Awards and Decorations Program*. It establishes procedures, policy, and responsibilities for the Travis Air Force Base (Travis AFB) community and applies to all squadrons, to include associate/tenant units, Guard and Reserve serviced by Travis AFB. 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 60th Air Mobility Wing, Travis Air Force Base, CA. 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 Form 847. Recommendation for Change of Publication: route AF Form 847s from the field through the appropriate functional chain of command.

5.2.4.1.1. **(TRAVIS) Program responsibilities.** Commanders and supervisors should encourage volunteerism and actively support volunteer recognition programs.

5.2.4.1.2. **(TRAVIS)** If a member is due to Permanent Change of Station (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.

5.2.4.1.3. **(TRAVIS)** Commanders may request presentation of the MOVSM as soon as the member qualifies.

5.2.4.2. **(TRAVIS) Specific criteria.** To qualify for the award of the MOVSM, the member's volunteer service will:

5.2.4.4.1. **(TRAVIS)** 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.

5.2.4.5.1. **(TRAVIS)** 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).

5.2.4.6.1. **(TRAVIS)** 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.

5.2.4.8. **(TRAVIS) Additional criteria.** To qualify for the award of the MOVSM, the member must meet the following additional requirements:

5.2.4.8.1. **(TRAVIS)** Nominees service must be of a credible nature during the award period (i.e. No Unfavorable Information File (UIF), Control Rosters, etc.).

5.2.4.8.2. **(TRAVIS)** Nominees must be currently assigned or attached to the 60th Air Mobility Wing (AMW).

5.2.4.9. **(TRAVIS) Nomination procedures.**

5.2.4.9.1. **(TRAVIS)** The nominating authority may be anyone having firsthand knowledge of the volunteerism, including but not limited to the member's supervisor.

5.2.4.9.2. **(TRAVIS)** Nominating authority should collect all required information and complete the attached template.

5.2.4.9.3. **(TRAVIS)** Nominating authority should ensure that all volunteer work is valid and meets the criteria listed in [Paragraphs 5, 6, and 7](#).

5.2.4.9.4. **(TRAVIS)** Nominating authority should submit the package through the member's Chain of Command then to the Group commander for approval.

5.2.4.9.5. **(TRAVIS)** Nominations to receive the MOVSM are processed by the 60th Force Support Squadron (FSS), Military Personnel Section.

5.2.4.9.6. **(TRAVIS)** Nomination package will follow the format in [Attachment 2](#).

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDM 1348.33-V2, *Manual of Military Decorations and Awards: DOD Service Awards—Campaign, Expeditionary, and Service Medals*, 23 Nov 2010

AFI 36-2803, *Air Force Military Awards and Decorations Program*, 18 Dec 2013

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)*, 01 Mar 2008

Adopted Forms

AF FORM 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

60 AMW—60th Air Mobility Wing

60 FSS—60th Force Support Squadron

AFMAN—Air Force Manual

MOVSM—Military Outstanding Volunteer Service Medal

OPR—Office of Primary Responsibility

PCS—Permanente Change of Station

RDS—Record Disposition Schedule

UIF—Unfavorable Information File

Attachment 2

NOMINATION MEMORANDUM TEMPLATE

Figure A2.1. Nomination Memorandum Template

<p>TO: 60 FSS/FSMPM FROM: [Nominating Official] SUBJECT: Military Outstanding Volunteer Service Medal I certify the individual named below provided volunteer/community service as described below.</p> <ol style="list-style-type: none"> 1. Nominee's Name, Grade: 2. Date/duration (hours): 3. Description of Volunteer/Community Service. <ol style="list-style-type: none"> 3.a. Name of Organization Supported: 3.b. Number Served (military/civilian): 3.c. Description of Service Rendered (Impact & Results Achieved) 4. Point of Contact: <p>Name: Address: Phone:</p> <p style="text-align: right;">NOMINATOR'S NAME, GRADE, USAF DUTY TITLE</p> <p>1st Ind, GP/CC Approve / Disapprove</p> <p style="text-align: right;">COMMANDERS NAME, GRADE, USAF DUTY TITLE</p>
