



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

AMIM-GOW-A

MEMORANDUM FOR All Fort Gordon Volunteers

SUBJECT: Submission and Processing of Military Outstanding Volunteer Service Medal (MOVSM) Recommendations

1. Purpose: This memorandum establishes the criteria and procedures for submitting and processing award recommendation for the MOVSM in accordance with AR 600-8-22, effective 19 February 2024.

2. Eligibility Criteria: The Servicemember's volunteer service must meet the following criteria:

- a. Be voluntary.
- b. Serve the local civilian community, including the military family community.
- c. Be significant in nature and produce tangible results.
- d. Reflect favorably on the Army and Department of Defense.
- e. Be of sustained and direct nature.
- f. Qualifying volunteer community service may encompass successive tours of assignments. Commanding officers or civilian equivalents may provide a letter of continuity to the Service Member's gaining command, detailing the Service Member's previous volunteer service which did not result in award of the MOVSM. Multiple awards of the MOVSM during a single assignment or tour are not authorized.

3. Submission Procedures: Service Members will prepare and submit their recommendation packets through the chain of command.

- a. Each packet must include, at a minimum:

- (1) A completed MOVSM form (see template attachment).

- (2) A record of volunteer hours DA 4162 signed and verified by the Army Volunteer Corps Coordinator (AVCC).

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(3) Letters or certificates from activity volunteer supervisors verify the service, if not covered by the Volunteer Service Record.

b. The Company Commander, serving as the intermediate authority, will review the packet to confirm its completeness and compliance with eligibility requirements before forwarding it to Battalion S1 for further processing.

c. Once approved, the Commanders serving in the rank of LTC /05 and above will sign the award memorandum, and the Battalion S1 will upload it to the Service Member's Army Military Human Resource Record.

d. The MOVSM is categorized as a service medal; therefore, no orders or certificates will be issued. The MOVSM recognizes service provided to a community a period of time.

4. Point of contact for this memorandum will be the Battalion Executive Officer at each company but for clarity here at Fort Gordon the POC will be the AVCC, Mrs. Pamela Rachal, 706-7918358/ 3579.

JENNIFER E. PARTRIDGE
Director, Army Community Service

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