



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

REPLY TO
ATTENTION OF

ATZS-CDR (608-1)

17 November 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY--Fort Huachuca's Volunteer Incentive Program

1. Reference memorandum, US Army Garrison, ATZS-CDR, 12 Nov 02, SAB (Encl).
2. This establishes policy and procedures to assist the Installation Volunteer Coordinator (IVC) in the search for active duty service member volunteers and to define the Military Outstanding Volunteer Service Medal (MOVSM) requirements at Fort Huachuca.
3. Service members will be eligible for the MOVSM when the following conditions are met:
 - a. Permanent party service members must complete 150 hours and military students must complete 100 hours of volunteer service on Fort Huachuca. When the above conditions are met, the IVC will send the recommendation to the first O5/Lieutenant Colonel in the service member's chain of command.
 - b. Volunteers must be registered with the IVC at Murr Community Center, building 51301.
 - c. Volunteer service records will be validated, documented, and maintained by the IVC or a program representative.
 - d. A service member must perform 150/100 hours of community service at Fort Huachuca in order to be recommended for the MOVSM. If the community service work is performed in the greater Sierra Vista Community, the hours of community volunteer work must serve to promote and strengthen the relationship between the military and civilian communities. The Volunteer Advisory Council, as set up by the Installation Volunteer Program's Standing Operating Procedures, will settle any questions or disputes regarding this requirement. Service members performing such service in the community should obtain the approval of the council prior to performing the volunteer service. The subsequent recommendations for the MOVSM will come at 750 and 1500 hours.
 - e. Up to 50 hours of prior duty station volunteer service hours will count toward the MOVSM at Fort Huachuca upon verification by the IVC. The remaining volunteer hours will be accepted to document the service member's cumulative total volunteer service hours in a consolidated record.

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f. A list of program volunteers, their projects, and the number of hours they have completed will be updated every quarter. These records will be maintained by the IVC.

g. Fund raising hours will be counted as volunteer service hours when performed for a military unit or private organization registered on the installation. For example: an organization, such as the Better Opportunities for Single Soldiers (BOSS), will earn volunteer service hours when performing fund raising efforts for their own organization. However, if BOSS is being paid by MWR Recreation Services to park cars, etc. for an event, they will be considered "employees" and no volunteer hours will be awarded.

h. No volunteer hours will be recorded for any individual when it is their place of duty, a college course requirement, or required community service.

4. The point of contact for this program is the Garrison Command Sergeant Major at 533-1562/1100.

Encl

//original signed//

LAWRENCE J. PORTOUW
Colonel, MI
Commander, US Army Garrison

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Responsible Office: F

Subject: ESTABLISHING THE MILITARY OUTSTANDING VOLUNTEER SERVICE
MEDAL

TEXT

By the authority vested in me as President by the Constitution and the laws of the United States of America, and as Commander in Chief of the Armed Forces, it is hereby ordered as follows:

Section 1. There is hereby established a Military Outstanding Volunteer Service Medal, with accompanying ribbons and appurtenances, for award by the Secretary of Defense or, with respect to the Coast Guard when it is not operating as a service in the Navy, the Secretary of Transportation. Members of the Armed Forces of the United States (including Reserve components) who perform outstanding volunteer service to the civilian community of a sustained, direct, and consequential nature are eligible for the medal.

Sec. 2. The Military Outstanding Volunteer Service Medal and ribbons and appurtenances thereto shall be of appropriate design approved by the Secretary of Defense. The Secretary of Defense shall prescribe regulations to govern the award and wear of the Military Outstanding Volunteer Service Medal. The regulations shall place the Military Outstanding Volunteer Service Medal in order of precedence immediately after the Humanitarian Service Medal.

Sec. 3. No more than one award of the Military Outstanding Volunteer Service Medal may be made to any one person, but for each subsequent act justifying such an award, a suitable device may be awarded to be worn with that medal as prescribed by appropriate regulations issued by the Secretary of Defense.

Sec. 4. The Military Outstanding Volunteer Service Medal may be awarded posthumously, and when so awarded, may be presented by such representatives of the deceased as may be deemed of the Coast Guard when it is not operating as a service in the Navy, the Secretary of Transportation.

/s/George Bush

THE WHITE HOUSE
January 9, 1993.

ENCL 1

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**CDRHRC ALEXANDRIA VA//AHRC-PDA//
DELEGATION OF AWARD APPROVAL AUTHORITY FOR THE MILITARY OUTSTANDING VOLUNTEER
SERVICE MEDAL**

A. PARAGRAPH 2-16, AR 600-8-22, MILITARY AWARDS.

1. ON 7 MAY 96, THE ASSISTANT SECRETARY OF DEFENSE, APPROVED DELEGATION OF AWARD APPROVAL AUTHORITY FOR THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL (MOVSM) TO THE SAME LEVEL AS THE APPROVAL AUTHORITY FOR THE ARMY ACHIEVEMENT MEDAL.

2. EFFECTIVE IMMEDIATELY, "COMMANDERS" IN THE RANK OF LIEUTENANT COLONEL (05) ARE DELEGATED AUTHORITY TO APPROVE AWARDS OF THE MOVSM. THIS CHANGE WILL BE INCLUDED IN THE NEXT UPDATE TO REF A.

3. THE MOVSM WAS ESTABLISHED IN JAN 93 AS A MEANS OF RECOGNIZING ACTIVE AND RESERVE COMPONENT PERSONNEL WHO AFTER 31 DEC 92 PERFORM OUTSTANDING VOLUNTEER COMMUNITY SERVICE OF A SUSTAINED, DIRECT, AND CONSEQUENTIAL NATURE. REF A CONTAINS COMPLETE REQUIREMENTS AND INSTRUCTIONS FOR PROCESSING THE MOVSM. THE FOLLOWING INFORMATION IS PROVIDED AS GENERAL GUIDANCE:

A. THE MOVSM IS CATEGORIZED AS A SERVICE MEDAL, AS SUCH, NO ORDERS ARE ISSUED TO ANNOUNCE APPROVAL. THE MOVSM MAY BE PRESENTED IN A CEREMONY. A CERTIFICATE DOES NOT ACCOMPANY THIS AWARD.

B. THE DA FORM 638 (RECOMMENDATION FOR AWARD) WILL BE USED TO PROCESS RECOMMENDATIONS FOR AWARD OF THE MOVSM (PART V OF DA FORM 638 WILL NOT BE USED).

C. THE MOVSM MAY BE AWARDED POSTHUMOUSLY.

D. THE MOVSM IS WORN IMMEDIATELY AFTER THE HUMANITARIAN SERVICE MEDAL.

E. A BRONZE SERVICE STAR WILL BE WORN ON THE SUSPENSION AND SERVICE RIBBON OF THE MOVSM TO DENOTE SUBSEQUENT PERIODS OF COMMUNITY SERVICE JUSTIFYING AWARD OF THE MEDAL.

4. THE SIDPERS SUBMISSION CODE AND AUTHORIZED ABBREVIATION FOR THE MOVSM, USED TO ANNOTATE THE ORB AND DA FORM 2-1 ARE AS FOLLOWS:

DATA CODE: OV

DECODE ABBREV: MIL OUTSTDG VOL SVC MDL

5. THE MEDAL MAY BE REQUISITIONED THROUGH NORMAL SUPPLY CHANNELS. THE NATIONAL STOCK NUMBER IS: 8455-01-400-3295.

6. REQUEST THE WIDEST DISSEMINATION OF THIS MESSAGE.

