

**SAMPLE NAVY AUTHORIZING LETTER FOR THE MILITARY OUTSTANDING
VOLUNTEER SERVICE MEDAL**

From: Awarding Authority
To: Awarding Recipient, SSN

Via: Awardee's Commander/Commanding Officer

Subj: AWARD OF THE MILITARY OUTSTANDING VOLUNTEER SERVICE MEDAL

Ref: (a) SECNAVINST 1650.1G

1. In accordance with reference (a), you are authorized to wear the Military Outstanding Volunteer Service Medal (Bronze/Silver Star in lieu of ___ award) for outstanding public service with ORGANIZATION(s) for the period from _____ to _____.

2. Remarks by the Awarding Authority.

Copy to:
BUPERS (PERS-313C)

Appendix B to
Chapter 4