



DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION  
102 3RD AVENUE, BLDG 39, SUITE 2  
FORT LESLEY J. MCNAIR, DC 20319-5031

ANPE

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter – Military Coins Purchased with Appropriated Funds – Memorandum #14

1. REFERENCES.

- a. AR 37-47 (Official Representation Funds of the Secretary of the Army).
- b. AR 215-1 (Military Morale, Welfare, and Recreation Activities Programs and Nonappropriated Fund Instrumentalities).
- c. AR 600-8-22 (Military Awards), Rapid Action Revision.
- d. AR 672-20 (Incentive Awards).
- e. DA Memo 600-70, DA, subject: Procurement and Presentation of Coins by Headquarters, Department of the Army principal officials.
- f. Instruction 65-601, Volume 1, Air Force, subject: Budget Guidance and Procedures.
- g. Directive 1348.19, DoD, subject: Award of Medals, Trophies and Similar Devices Honors in Recognition of Accomplishments.
- h. Directive 1400.25, DoD, subject: DoD Civilian Personnel Management System, Subchapter 451.
- i. Title 5, United States Code (U.S.C) § 4503, Agency Awards.
- j. Title 10, U.S.C § 1125, Recognition for Accomplishments: Award of Trophies.

2. PURPOSE. To establish policy and procedures for the purchase and award of military coins for organizations assigned to the Joint Force Headquarters-National Capital Region (JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) as part of an integrated command program recognizing our many great servicemembers, Department of the Army (DA) and Department of the Air Force (DAF) civilian employees.

3. APPLICABILITY. This policy applies to organizations assigned to the JFHQ-NCR and USAMDW.

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#### 4. POLICY AND PROCEDURES.

##### a. General.

(1) This policy applies to the purchase and award of military coins procured using appropriated funds. It does not apply to coins procured by private organizations, non-appropriated funds, or personal funds.

(2) A military coin is a custom-made coin or similar device normally with the unit insignia on one side and an inscription on the reverse side. It is presented to servicemembers and DoD civilian employees for acts of exceptional service. Its presentation, tied to the pride and history reflected in a unit crest, provides authorized individuals an effective means to timely recognize command personnel, servicemembers and DoD civilians for acts of exceptional service or achievement. These powerful symbols promote pride, build cohesion, and increase morale within an organization.

(3) The Commanding General (CG) may use appropriated official representation funds to purchase coins as gifts and mementos that may be presented to authorized guests in connection with official courtesies in accordance with AR 37-47, Representation Funds of the Secretary of the Army.

##### b. Authority.

(1) JFHQ-NCR/USAMDW Headquarters. The following positions are authorized to purchase and award individual military coins for excellence: Commanding General, Senior Executive Service Deputy to the Commander, and Command Sergeant Major.

(2) Subordinate Commands. The Commanding General, JFHQ-NCR/USAMDW delegates to the commanders of The 3<sup>d</sup> U.S. Infantry Regiment (The Old Guard (TOG)) and the Army Air Operations Group (AAOG) and their respective Centralized Selected List Commanders; the Commanders of The U.S. Army Band (TUSAB), the U.S. Army Field Band (USAFB), and the White House Transportation Agency (WHTA) the authority to expend a reasonable amount of locally available operating funds to purchase military coins, subject to the limitations contained in paragraph c of this policy.

##### c. Limitations.

(1) No directorate/staff section, regardless of level, company and below organization or special element may use appropriated funds to purchase military coins.

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(2) No military coin will be purchased with appropriated funds that are “personalized” with the intended presenter’s name on the coin. Coins may identify the presenter only by position or the title of the authorized individual and/or the name of organization presenting the coin (e.g. Commander, TUSAB). However, the presenter’s name may be subsequently engraved on a coin, on a case-by-case basis, for an individual presentation.

(3) Coins will bear an inscription identifying it as an award, such as “For Excellence” or “In Recognition of Outstanding Performance.” Commands may continue to use manufactured personalized coins and/or ones not bearing the suitable inscription purchased prior to the effective date of this policy until supplies are exhausted. Replacement coins will bear the appropriate inscription.

(4) Only one unit coin design per unit. Unit Commanders and Command Sergeants Major will use a single unit coin.

(5) The Chief of Staff, JFHQ-NCR/USAMDW, must approve coin acquisitions for expenditures above \$4,000 in any one fiscal year for TOG; and \$2,000 in any one fiscal year for AAOG, WHTA, TUSAB and the USAFB. The Administrative Assistant to the Secretary of the Army is the approval authority for all coin acquisitions in excess of \$5,000 in any fiscal year.

d. Protocol and Criteria for Award:

(1) Military coins are presented to servicemembers and DoD civilians to recognize their acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions toward the accomplishment of the unit’s mission in accordance with references d-f.

(2) As a part of the command’s integrated awards program, military coins subject to this policy may not be presented to peers or superiors of the awarding officer, nor routinely presented for an individual’s performance of their regularly assigned duties. Authorized individuals must exercise restraint regarding the number and frequency of military coins presented. When deciding to present servicemembers and DA/DAF civilian employees with a military coin a distinction must be drawn between a token of appreciation and an award.

(3) Commanders authorized by this policy to purchase military coins may authorize other individuals to award a military coin on the commander’s behalf. This authorization to award military coins, however, does not include the authority to purchase military coins.

(4) Authorized individuals will not award military coins to the following:

(a) Unaffiliated individuals or non-DoD employees.

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(b) Contractors. For purposes of this policy, contractors are defined as private citizens or entities in a profit making or commercial relationship with DoD or its components.

(c) Volunteers.

(d) Retirees and Family members.

e. Record Keeping: All units that purchase coins with appropriated funds will track these expenditures and report through their chain of command to the JFHQ-NCR/USAMDW, J/G1 no later than 1 November for the preceding fiscal year (FY). The report will contain the following information for the preceding FY:

(1) Number of coins on hand at the beginning of the FY.

(2) Number of coins presented during the FY.

(3) Dollar amount of appropriated funds expended to purchase coins during the FY.

(4) Dollar amount of official representation funds expended to purchase coins during the FY (CG only).

(5) Number of coins purchased during the FY.

f. Submit in writing requests for exception to this policy to the Chief of Staff (ANCS), JFHQ-NCR/USAMDW, 102 Third Avenue, Bldg 39, Suite 2, Fort McNair, DC 20319-5058. The Chief of Staff is the approval authority for all such requests.

5. PROPONENT. The J/G1 is the proponent for this policy letter. The point of contact is the Human Resource Specialist at commercial 202-685-3438, DSN 325-3438.



BRADLEY A. BECKER  
Major General, US Army  
Commanding

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