



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT McPHERSON, GA 30330-1062

FORSCOM Policy Memo CG 05-08

04 SEP 2008

AFPE-HR-C

Expires: 04 SEP 2010

MEMORANDUM FOR

Headquarters and Major Subordinate Commands Reporting Directly to FORSCOM

SUBJECT: FORSCOM Unit Coin Medallion (UCM) Policy

1. References:

- a. Army Regulation 600-8-22, Military Awards, paragraph 11-4, 11 Dec 06.
- b. Army Regulation 672-20, Incentive Awards, 29 Jan 99.
- c. Department of the Army (DA) Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- d. Department of Defense 1400.25-M, Department of Defense (DoD) Civilian Personnel Manual, Subchapter 451, Dec 96.
- e. Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 31 Jul 07.
- f. Memorandum, Deputy Secretary of Defense, 22 Mar 04, subject: Use of Appropriated Funds to Purchase Unit Coins and Other Items for Presentation to Individuals.
- g. Memorandum, Department of the Army, 11 Feb 04, subject: Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.

2. Purpose: To establish guidelines to ensure the proper use of UCMs as part of an integrated command program recognizing our many great Soldiers and DA Civilian employees.

3. Scope: This policy does not apply to UCMs purchased with personal or private funds, or with official representation funds, and is limited in scope to UCMs purchased with official operating funds.

4. Unit Coin Medallions:

a. Definition: Unit coin medallions (standard-size) are custom minted and emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side, presented by an authorized individual, or on behalf of an authorized individual, as an on-the-spot recognition of accomplishment.

b. General: Uniquely personal in its presentation, and tied to the pride and history reflected in a unit's crest, the UCM provides authorized individuals an effective means to timely recognize command personnel, Soldiers and DA Civilian employees, for acts of exceptional service and achievement. [NOTE: Unit coin medallions purchased with appropriated funds shall not be presented to contractor personnel.] Administered in conjunction with the authorized individual's awards program, the UCM can significantly contribute to the esprit de corps, pride, and cohesion of an organization. Appropriated funds may not be used to purchase UCMs intended as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote goodwill.

c. Authority: Unit coin medallions may be procured with operating funds and presented pursuant to the following authorities:

(1) 10 U.S. Code § 1125 - Recognition for Accomplishments: Award of Trophies.

(2) 5 U.S. Code § 4503 - Agency Awards.

d. Purchasing:

(1) The Deputy Commanding General/Chief of Staff (DCG/CofS), FORSCOM, has the authority to delegate expenditure of operating funds for the purchase of coins for HQ FORSCOM.

(2) Approval for a unit to spend more than \$5,000 on UCMs in any one fiscal year requires the approval of the DCG/CofS, FORSCOM.

(3) Pursuant to the authority provided by reference 1a, commanders, battalion-level and above, are delegated the authority to expend a reasonable amount of locally available operating funds to purchase UCMs. Only one UCM design may per purchased per unit with operating funds.

(4) Unit coin medallions are intended to be a source of pride for the awardees; therefore, they must reflect the same quality, style, and design reflected in the more traditional medallion coins. As with all expenditures of public funds, authorized individuals must remain sensitive to cost considerations in the selection of their UCM to ensure prudent expenditure of government funds.

(5) Unit coin medallions will not include the authorized individual's or presenter's name. However, the names of the authorized individual and recipient may be engraved on the UCM for each individual presentation. Unit coin medallions procured with appropriated funds may identify the presenter only by position or the title of the authorized individual and/or the name of the agency presenting the coin (e.g., Commanding General, United States Army Forces Command). Samples of acceptable UCMs are at enclosure 1; other formats may also be appropriate.

(6) Unit coin medallions will bear an inscription identifying it as an award, such as "For Excellence" or "In Recognition of Outstanding Performance." Unit coin medallions purchased prior to the effective date of this policy that do not bear the appropriate inscription may continue to be awarded until supplies are exhausted. Replacement coins will bear the appropriate inscription.

e. Presentation:

(1) Unit coin medallions may only be presented for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army's mission. As a part of the command's integrated awards program, the UCM may not be presented to peers or superiors of the awarding officer, nor routinely presented for an individual's performance of his or her regularly assigned duties. Authorized individuals must exercise appropriate restraint regarding the number and frequency of UCMs presented. They must also be able to draw a distinction between a token of appreciation and an award when deciding to present Soldiers and DA Civilian employees with UCMs.

(2) A commander authorized by this policy to purchase UCMs may permit the unit's Command Sergeant Major, Deputy Commander, Chief of Staff or Executive Officer to award a UCM on the commander's behalf. This permission to award UCMs may not include the permission to purchase UCMs.

(3) The CG, FORSCOM, has established the following additional awards under the provisions of AR 600-8-22:

(a) A "Large FORSCOM CG's coin" in a presentation display box. The coin will not exceed 2 3/8 inches in diameter and will use the same design as the CG's standard-sized Commander's coin. The total cost of the "Large FORSCOM CG's coin" and display box will not exceed \$75.00. Authorization for this award is limited to the CG, FORSCOM.

(b) A framed award consisting of a "4-Star Note" with the front and obverse sides of the standard-sized Commander's coin displayed below the "4-Star Note." The total cost of the award will not exceed \$75.00.

(c) A framed award consisting of a Certificate of Appreciation or Certificate of Achievement with the front and obverse sides of the standard-sized Commander's coin displayed below the Certificate of Appreciation. The total cost of the award will not exceed \$75.00.

5. To recognize unique accomplishments that further the efficiency and effectiveness of the Army's mission, authorized individuals may only award UCMs to Soldiers, DA Civilian employees, and DA agencies. Authorized individuals will not present UCMs to the following:

- a. Unaffiliated individuals or employees of non-Federal government agencies.
- b. Any Soldier or DA Civilian employee to create goodwill or to encourage/reward cooperation with the military.
- c. Contractors. Reference 1d defines contractors as private citizens or entities in a profit making or commercial relationship with DoD or its Components. Contractors or contractor employees are not DoD employees; therefore, they are not to be considered or treated as such. Therefore, IAW paragraph 3, UCMs purchased with official operating funds shall not be presented to contractor personnel.
- d. Volunteers, when the UCMs are purchased with appropriated funds. However, authorized individuals may award UCMs purchased with non-appropriated funds to volunteers to recognize their accomplishments IAW reference 1f.

AFPE-HR-C

SUBJECT: FORSCOM Unit Coin Medallion (UCM) Policy

6. Requests for exceptions to this policy will be submitted in writing to the Commander, United States Army Forces Command (AFPE-HR-C), 1777 Hardee Avenue, SW, Fort McPherson, Georgia 30330-1062. Nothing in this policy limits an authorized individual's authority to issue a more restrictive local UCM policy.

A handwritten signature in black ink, appearing to read 'Charles C. Campbell', with a long, sweeping underline that extends to the right and loops back under the text.

CHARLES C. CAMPBELL
General, USA
Commanding

Encl

CF:
Chiefs, Primary and Special Staff

