

6 February 2001

Decorations, Awards, and Honors

**Military Coins**

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**Summary.** This regulation prescribes policy and procedures for the purchase and award of military coins within U.S. Army Training and Doctrine Command (TRADOC).

**Applicability.** This regulation applies to Headquarters (HQ), TRADOC, and to all TRADOC installations, commands, schools, activities and U.S. Army Cadet Command.

**Supplementation.** Supplementation of this regulation is authorized only to the extent specifically permitted herein.

**Suggested improvements.** The proponent of this regulation is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATBO-B, 5 North Gate Road, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This publication is available on the TRADOC Homepage at <http://www.tradoc.army.mil/>.

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**Chapter 1**

**Introduction**

**1-1. Purpose.** To establish policy and procedures for the purchase and award of military coins within TRADOC commands and activities procured with appropriated funds. All previous delegations and procedures pertaining to military coins are superseded by this regulation.

**1-2. References.** References are in appendix A.

**1-3. Explanation of abbreviations and terms.** Abbreviations and special terms used in this regulation are explained in the glossary.

**1-4. Responsibilities.** TRADOC commands, schools, activities, and staff elements will ensure that the policies of this

regulation are implemented in their organizations.

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## **Chapter 2**

### **Policy**

**2-1. General.** TRADOC units and organizations may utilize military coins as a method to recognize outstanding individual achievements or show appreciation. Military coins are powerful symbols that promote pride, build cohesion, and increase morale within an organization. This regulation applies to the purchase and award of military coins procured using appropriated funds. It does not apply to coins procured by private organizations, nonappropriated funds, official representation funds, or personal funds.

#### **2-2. Authority.**

a. HQ TRADOC. Chief of Staff (CofS), TRADOC is the approval authority for the purchase of military coins within HQ TRADOC. CofS, TRADOC is authorized to approve the expenditure of available operating funds under the TRADOC awards program to purchase military coins for HQ TRADOC.

b. TRADOC installations and commands. Subject to the limitations contained herein, Commander, TRADOC delegates to commanders of TRADOC units and organizations regularly commanded by a field grade officer, and to commandants of noncommissioned officer academies, the authority to approve the purchase of military coins using appropriated funds. The following limitations/criteria apply:

(1) Authorized units/positions. No staff section, regardless of level, may use appropriated funds to purchase their own military coins.

(2) Authorized designs. No coin will be purchased that is "personalized" to have the intended presenter's name on the coin. However, the presenter's name may be subsequently engraved on a coin, on a case-by-case basis, for an individual presentation. Commands may continue to use manufactured personalized coins purchased prior to the effective date of this regulation until supplies are exhausted.

(3) Expenditure of funds. CofS, TRADOC must approve coin acquisitions for any authorized unit, organization, or commandant exceeding \$5,000 in any one fiscal year. Coin acquisitions exceeding \$10,000 will be coordinated with the Director of the Army Staff.

(4) Record keeping. All TRADOC units, organizations, and commandants that purchase command coins with appropriated funds will track these expenditures and report through their chain of command the total appropriated fund expenditure for coins each fiscal year. TRADOC installation commanders and separate school commandants will consolidate these reports and forward electronically to the Deputy Chief of Staff for Resource Management, HQ TRADOC, atrmb@monroe.army.mil no later than 1 November for the preceding fiscal year.

(5) Further restrictions. Nothing in this regulation restricts the TRADOC installation commanders and Commander, U.S. Army Cadet Command from issuing a more restrictive military coin policy within their command.

#### **2-3. Protocol and criteria for award.**

a. Presentation of coins:

(1) Coins may be presented to Department of the Army (DA) personnel to:

(a) Recognize excellence in an Army competition or similar activity (in accordance with (IAW) ARs 600-8-22 and 672-20).

(b) Recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army's mission (IAW ARs 600-8-22 and 672-20).

(c) Further recruitment of personnel.

(2) Coins may be presented to non-DA personnel as honorary awards for services or accomplishment that significantly assist or support Army functions, services, or operations IAW DOD Manual 1400.25-M, chapter 400, subchapter 451, section O.

b. Military coins will not be given away as mementos and should not be presented merely for an individual's normal performance of regularly assigned duties.

c. Commanders/commandants of units or organizations authorized to purchase coins may permit subordinates in the organization to present coins on behalf of the unit or organization.

**2-4. Exceptions to policy.** All requests for exception to the policies in this regulation should be submitted through HQ, TRADOC, ATTN: ATBO-B. CofS, TRADOC is the approval authority for all such requests.

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## Appendix A References

Title 5, U.S.C . 4503

Title 10, U.S.C . 1125

DODD 1400.25  
DOD Civilian Personnel Management System

DOD 1400.25-M  
DOD Civilian Personnel Manual, Chapter 400, Subchapter 451 (Employee Development and Performance Awards)

AR 37-47  
Representation Funds of the Secretary of the Army

AR 600-8-22  
Military Awards

AR 672-20  
Incentive Awards

DA Pamphlet 672-20  
Incentive Awards Handbook

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## Glossary

### Section I Abbreviations

AR	Army Regulation
CofS	Chief of Staff
DA	Department of the Army
DODD	Department of Defense Directive
HQ	headquarters
IAW	in accordance with

MACOM major Army command  
§ section  
TRADOC U.S. Army Training and Doctrine Command  
U.S.C. United States Code

## Section II Terms

### Military coins

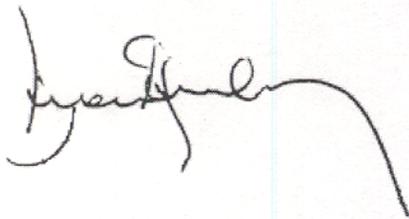
Custom made coins or similar devices, which normally have a unit insignia on the front and an inscription on the back, and are presented to show appreciation or to recognize achievement.

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