

## INFORMATION PAPER

AFZC-JA-AL  
3 March 2004

SUBJECT: Proper Purchase and Use of Unit Coins

### 1. References.

- a. AR 37-47, *Representation Funds of the Secretary of the Army*.
- b. AR 215-1, *Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities*.
- c. AR 600-8-22, Chapter 11, *Military Awards*.
- d. AR 672-20, *Incentive Awards*.
- e. DA Memo 600-70, *Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials*
- f. TRADOC Regulation 672-6, *Military Coins*, dated 6 February 2001.
- g. FORSCOM Policy Memorandum, Commander's Coin Medallion Awards Program, dated 15 June 2003.
- h. III Corps Policy Memorandum, Delegation of Authority for Purchase of Unit Coin Medallions, dated 14 November 2003.
- i. III Corps Commander's Policy on Unit Coins, dated 8 January 2001.

2. Purpose. To provide information on the proper purchase and use of unit coins.

3. Scope. This information paper applies to the purchase of unit coins with appropriated funds. Limitations do not apply to coins purchased with nonappropriated funds (See AR 215-1), official representation funds (See AR 37-47), personal funds or by private organizations.

### 4. Purchase of Unit Coins.

a. Authority. The authority to purchase unit coins has been delegated to the Commanding General, the Assistant Division Commander, the Chief of Staff, brigade/regiment commanders, battalion/squadron commanders, the Garrison Commander, commanders of TRADOC units regularly commanded by field grade officers, and Command Sergeants Major. This authority may not be further delegated. For purposes of this information paper, the use of the word commander(s) will also signify Command Sergeants Major.

b. Types of Unit Coins. Those commanders authorized to purchase unit coins may purchase only one coin design for their unit. As an exception to this rule, however, the

AFZC-JA-AL

SUBJECT: Proper Purchase and Use of Unit Coins

Commanding General and Division Command Sergeant Major may also purchase coins reflecting their position. All unit coins, regardless of level of command, will bear an inscription identifying it as an award, such as “For Excellence” or “In Recognition of Outstanding Performance.”

c. Limitation on Amount of Coin Purchases. To the extent unit funds are available, units must adhere to the following limitations/formula in using appropriated funds to purchase coins each fiscal year:

i. Squadron/Battalion Commands – Authorized strength X .25 X \$5.00.

Battalion/Squadron commanders may also purchase an additional 50 coins per fiscal year to be used for awards to appropriate recipients who are not members of their commands.

ii. Regimental/Brigade Commands – Authorized strength X .15 X \$5.00.

These commanders may also purchase an additional 100 coins per fiscal year to be used for awards to appropriate recipients who are not members of their commands.

iii. The Commanding General – Authorized strength X .10 X \$5.00. The

Commanding General may also purchase an additional 200 coins per fiscal year to be used for awards to appropriate recipients who are not members of his command.

## 5. Presentation of Unit Coins.

a. Authority. The authority to award unit coins is limited to those commanders authorized to expend appropriated funds for their purchase. Commanders may authorize a subordinate commander or sergeant major to make a presentation on his or her behalf. Directorates do not have authority to purchase and present unit coins; they may, however, recommend soldiers and Department of the Army (DA) civilians within their organizations to receive a unit coin from the Garrison Commander or other appropriate commander.

b. Unit Coin Recipients. Commanders may only award unit coins to soldiers, DA Civilian Employees, and DA agencies to recognize excellence in an Army competition/activity or to recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army’s mission (IAW AR 600-8-22 and AR 672-20). Commanders cannot present unit coins to individuals for merely performing his or her regularly assigned duties or give coins to contract employees, volunteers, or non-Federal government agencies. Commanders are also prohibited from presenting unit coins purchased with appropriated funds to their peers, superiors, as a contribution to a personal coin collection, or to be placed on going-away gifts.

6. Government Purchase Cards (formerly IMPAC Cards). Unit coins may be purchased using the Government Purchase Card (GPC), provided commanders maintain accountability of coin expenditures. To the extent possible, however, commanders are encouraged to pool their purchases with other units (through the Directorate of Contracting if necessary) to take maximum advantage of discounts offered for larger purchases.

CPT Ayers/6-0537