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

REPLY TO
ATTENTION OF

SEP 2 0 2010

AFPE-HR

MEMORANDUM FOR Headquarters and Major Subordinate Commands Reporting Directly to FORSCOM

SUBJECT: FORSCOM Unit Coin Medallion (UCM) Policy

1. References:

a. Title 5, United States Code, Section 4503, Agency Awards.

b. Title 10, United States Code, Section 1125, Recognition for Accomplishments: Award of Trophies.

c. Department of Defense (DOD) Directive 1400.25-M, DOD Civilian Personnel Manual, Subchapter 451, Dec 96.

d. Army Regulation (AR) 37-47, Representation Funds of the Secretary of the Army, 12 Mar 04.

e. Army Regulation 600-8-22, Military Awards, 11 Dec 06.

f. Army Regulation 672-20, Incentive Awards, 29 Jan 99.

2. Purpose: To establish policy and procedures for the purchase and award of UCMs within United States Army Forces Command (FORSCOM) commands and activities as part of an integrated command program recognizing our many great Soldiers and DA Civilian employees. All previous delegations and procedures pertaining to UCMs are superseded by this policy.

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. Policy:

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. 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) The Deputy Commanding General (DCG), FORSCOM, is the approval authority for the purchase of military coins within HQ, FORSCOM. The DCG, FORSCOM is authorized to approve the expenditure of available operating funds under the FORSCOM awards program to purchase military coins for HQ, FORSCOM.

(2) Pursuant to the authority provided by reference 1e, commanders, battalion-level and above, are delegated the authority to expend a reasonable amount of locally available operating funds to purchase UCMs.

d. Limitations:

(1) Only one UCM design per unit may be purchased with operating funds.

(2) The DCG, FORSCOM must approve coin acquisitions for expenditures above $5,000 in any one fiscal year.

(3) 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).

(4) 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. Protocol and Criteria for Award:

(1) Presentation of UCM:

(a) Unit coin medallions may be presented to DA personnel to recognize 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 in accordance with ARs 600-8-22 and 672-20.

(b) 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.

(c) 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 UMCs may not include the permission to purchase UCMs.

(d) Authorized individuals will not present UCMs to the following:

1 Unaffiliated individuals or employees of non-Federal government agencies.

2 Contractors. Contractors are defined 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.

3 Volunteers. When the UCMs are purchased with appropriated funds, they may not be presented to volunteers. However, authorized individuals may award UCMs purchased with non-appropriated funds to volunteers to recognize their accomplishments.

4 Retirees and Family members. Coins for retirees and Family members are not authorized and spending appropriated funds for that purpose may be considered a violation of the Anti-Deficiency Act.

(2) 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.

f. Record Keeping. All FORSCOM units/organizations that purchase UCMs with appropriated funds will track the expenditures and report through their chain of command the total appropriated fund expenditures for UCMs each fiscal year. FORSCOM senior commanders will consolidate these reports and forward electronically to the Deputy Chief of Staff, G-1, HQ, FORSCOM (AFPE-HR) no later than 1 Nov. The report will contain, as a minimum, the following information for the preceding fiscal year:

(1) Number of UCMs on hand at the beginning of the reporting period.

(2) Number of UCMs presented during the reporting period.

(3) Dollar amount operating funds expended to purchase UCMs during the reporting period.

(4) Number of UCMs purchased during the reporting period.

g. Nothing in this policy limits an authorized individual's authority to issue a more restrictive local UCM policy.

6. All requests for exceptions to this policy will be submitted in writing to the Commander, United States Army Forces Command, (AFPE-HR), 1777 Hardee Avenue, S.W., Fort McPherson, Georgia 30330-1062.

JAMES D. THURMAN
General, USA
Commanding

CF:
FORSCOM Staff