



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

21 NOV 2023

APVG-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division (25ID) Policy Letter #8 – Unit Coins

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 Instruction (DoDI) 1348.19, Award of Trophies, Badges, and Similar Honors in Recognition of Accomplishments, 3 February 2014, Incorporating Change 1, Effective 5 May 2020.
- d. DoDI 1400.25, DoD Civilian Personnel Management System: Labor-Management Relations, Volume 711, 26 February 2020.
- e. Army Regulation (AR) 37-47, Official Representation Funds of the Secretary of the Army, 14 October 2020.
- f. AR 600-8-22, Military Awards, 5 March 2019.
- g. AR 672-20, Incentive Awards, 17 September 2020.
- h. Department of the Army Memo, Resumption of Authority to Purchase Coins for Award and Recognition Purposes, 10 December 2013.
- i. United States Army Pacific (USARPAC) Unit Coin Medallions – Policy Memorandum, October 29, 2021.

2. Applicability. All Soldiers and civilians assigned to 25ID.

3. Intent. To establish policy and procedures for the purchase and award of Unit Coin Medallions (UCM) procured with appropriated funds within 25ID commands. This policy

does not apply to UCMs purchased with personal or private funds, non-appropriated funds, or Official Representation Funds (ORF).

4. Policy.

a. General. UCMs are custom minted and inscribed coins or similar items, typically with unit insignia on one side and an inscription on the reverse side. UCMs are considered “trophies and similar devices” under AR 600-8-22 or honorary awards under AR 672-20. As part of a commander’s organizational awards program, UCMs provide commanders with the means to recognize outstanding individual achievement. UCMs are symbols of excellence that promote pride, build cohesion, and increase morale within an organization.

b. Authority. Commanders of 25ID units, organizations regularly commanded by officers in the grade of LTC and above, and the Commandant of the Noncommissioned Officer Academy (NCOA) are designated as subordinate award authorities and are delegated the authority to approve the purchase of UCMs using appropriated funds. No one else is authorized to purchase coins with appropriated funds. This authority will not be further delegated and is subject to the criteria found within this policy.

5. Design. Commanders are authorized to purchase only one coin medallion design for their units. UCMs must bear an inscription identifying the coin as an award for excellence or outstanding achievement. UCMs may include the commander’s position or title, organization, or both, but will not include the presenting official’s name. Commanders may also elect to purchase UCMs that reflect the positions of the command group, subject to the one coin design per unit limitation. Care should be taken when designing a UCM to ensure that the design is sufficiently enduring so that subsequent commanders are encouraged to continue using it. Multiple re-designs of a UCM to suit personal tastes wastes government resources and is not authorized.

6. Authorized Limits.

a. Division Deputy Commanders (DC-O, DC-S and DC-I) may expend modest amounts of appropriated funds on UCMs to be awarded to authorized recipients, not to exceed \$5,000 per fiscal year.

b. Brigade and equivalent-level commanders may expend modest amounts of appropriated funds on UCMs to be awarded to authorized recipients, not to exceed \$5,000 per fiscal year.

c. Battalion and equivalent-level commanders and the NCOA Commandant may expend modest amounts of appropriated funds on UCMs to be awarded to authorized recipients, not to exceed \$2,875 per fiscal year.

d. Commanders seeking to expend more than the authorized limit in appropriated funds in any one fiscal year must submit a written request justifying the additional expenditure through the chain of command to the Division G8.

7. Record Keeping. All 25ID units purchasing UCMs with appropriated funds will track and report these expenditures each fiscal year. The 25ID brigades or equivalent-level commands will consolidate these reports and forward electronically to the 25ID G8, no later than 15 August every fiscal year. At a minimum, the annual report will contain the following:

- a. Number of UCMs on-hand at the beginning of the reporting period.
- b. Number of UCMs presented during the reporting period.
- c. Number and total dollar amount of UCMs purchased during the reporting period.

8. Criteria for Award. Pursuant to AR 600-8-22 and AR 672-20, UCMs may be awarded to recognize excellence in an Army competition or similar activity or to recognize a unique or one-time accomplishment that furthers the unit's warfighting readiness.

9. Authorized Recipients. UCMs may be awarded to U.S. service members, Department of the Army (DA) Civilians (including foreign General Schedule employees), U.S. Federal civilians working for the DA, and foreign Soldiers assigned or attached to U.S. Army units (e.g. Korean Augmentation to the U.S. Army (KATUSA) Soldiers).

10. Restrictions.

- a. UCMs may not be presented to contractor personnel, volunteers, retirees, or family members.

b. UCMs will not be awarded to foreign military and civilian personnel.

c. Presentation of a framed award consisting of a Certificate of Appreciation or Certificate of Achievement with the front and back sides of the UCM displayed below the certificate is authorized, but such purchases will not exceed \$500.

11. Proponent. The 25ID G8 Office is the proponent for this policy. Questions should be directed to the 25ID G8 Office at 315-437-5451.



MARCUS S. EVANS
Major General, USA
Commanding

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