

## FACT SHEET

SUBJECT: Purchase of Awards

1. PURPOSE. To inform commanders of authorized purchase and use of awards.

2. FACTS.

a. Awards.

1. Military. IAW AR 600-8-22, *Appropriated funds* may be used to purchase awards such as recognition plaques, medallions, and trophies for military members and units for “excellence in accomplishments and competitions which clearly contribute to the increased effectiveness or efficiency of the military unit.” The cost of the awards cannot exceed \$75.00 for individuals or \$250.00 for units. Approval from the TRADOC commander is required before purchase; however, this authority has been delegated to the installation commander.

*Nonappropriated funds* may be used for purchase of awards to be given as an on-the-spot recognition device for military members for effort that is directly related to increasing the effectiveness and efficiency of the military mission. IAW para 3-14a of AR 215-1, the only other use of the awards can be for events which are competitive, officially announced in advance, and conducted within a stated period of time. The installation commander’s approval is required before purchase with nonappropriated funds. Although the cost should be reasonable, there is no set limit on the cost of the award that can be purchased with nonappropriated funds.

Once purchased, the installation commander may authorize others to determine which service members within their command should receive awards purchased either with appropriated or nonappropriated funds as well as who may present the awards. Requests for authority to purchase awards for military members should be forwarded through command channels and the Administrative Law Division to the CG. Once approved, purchases may be from either TASC or with an IMPAC from commercial vendors.

2. Civilian Employees. *Appropriated funds* may be used to purchase recognition devices for civilian employees “who by their suggestions, inventions, or superior accomplishments, contribute to the economy, efficiency, or other improvement of Government operations; or who perform special acts or services in the public interest related to their official employment.” Awards to civilian employees, however, typically are given IAW USAARMC Policy Memo 22-97 and AR 672-20. A whole range of awards are available including honorary awards, on-the-spot awards, time-off awards, and significant cash awards.

SUBJECT: Purchase of Awards

3. Private Citizens and Organizations. Plaques and other awards for private citizens and organizations may be purchased with appropriated funds pursuant to DoD Directive 1432.2, Honorary Awards to Private Citizens and Organizations. These awards, however, may not be made routinely. The conferring official must consider the significance and merits of the prospective awardee's contributions and determine that the awardee's contribution warrants an honorary award. Additionally, persons and organizations having a commercial or profit-making relationship with the DoD are ineligible for award unless the contribution is substantially beyond that specified by contract and the recognition is clearly in the public interest.

b. Coins. The purchase of unit or regimental coins is guided by the same rules for awards. Commanders, of course, may purchase coins for distribution with their own personal funds if they desire without obtaining the necessary approval needed for purchase with appropriated or nonappropriated funds.

c. PCS and Retirement Gifts. Neither appropriated funds nor nonappropriated funds may be used to purchase PCS or retirement gifts (including plaques, trophies, etc.). Such gifts must be purchased with nongovernmental (i.e., personal) funds. There is a \$300.00 limit on the value of the gift as well as a \$10.00 voluntary contribution limit on the amount that may be solicited from a subordinate of the recipient of the gift.

d. Gifts, Mementos, Souvenirs. Under AR 37-47, official representational funds (.0012) may be used to purchase gifts, mementos, and tokens for authorized guests (foreign dignitaries, high ranking government officials, and national or regional dignitaries) in connection with official courtesies. Requests for use of representational funds must be made through Protocol (4-6615).

e. Honorariums. Honoraria or speaker fees may be paid to outside speakers for speeches/talks/seminars that are related to and further Agency missions. Appropriated funds may be used. Honoraria funded with either appropriated or nonappropriated funds cannot be paid to government employees.

3. POC is the Administrative Law Division at 4-7414/4668.

VINCENT C. NEALEY  
Chief, Administrative Law Division