



DEPARTMENT OF THE ARMY  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
PRESIDIO OF MONTEREY  
OFFICE OF THE STAFF JUDGE ADVOCATE  
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ATZP-JA

30 November 2018

MEMORANDUM FOR ALL

SUBJECT: The Purchase and Presentation of Coins

1. PURPOSE: To provide information on the purchase and presentation of unit coins.
2. REFERENCES:
  - a. 10 U.S.C. § 1124, 7 January 2011, Cash Awards for Disclosures, Suggestions, Inventions, and Scientific Achievements.
  - b. 5 U.S.C. § 4503, 3 January 2012, Agency Awards.
  - c. AR 672-20, 1 April 2014, Incentive Awards.
  - d. AR 600-8-22, 25 June 2015, Military Awards.
  - e. AR 215-1, 24 September 2010, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.
  - f. AR 37-47, 21 June 2018, Official Representation Funds of the Secretary of the Army.
  - g. TRADOC Regulation 672-6, 6 February 2001, Military Coins.
  - h. DA Memo 600-70, 11 February 2004, Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.
2. DISCUSSION:
  - a. Use of Appropriated Funds (APFs)
    - (1) Military Coins and Awards: HQDA Memo 600-70 provides that a coin may be awarded to provide tangible, honorary recognition to HQDA and DoD personnel for

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acts: of exceptional service; achievement; special recognition of a job well done, or; unique contributions towards the accomplishment of the Army's mission, where the achievement is unique and clearly contributes to increased effectiveness. Pursuant to AR 600-8-22, Chapter 11, APFs may be used to purchase coins under the following circumstances:

(a) The recipients are military members, units, or Department of the Army agencies and;

(b) The coin is presented "for excellence in accomplishments and competitions which clearly contribute to the increased effectiveness or efficiency of the military unit."

(2) Civilian Coins and Awards: The Office of Personnel Management has interpreted the statutory authority to award coins, 5 U.S.C. § 4503, fairly broadly. As a result, APF-purchased coins may also be awarded to DoD or DA civilian employees. In addition, coins purchased with private funds, may also be given to civilians (e.g., volunteers, PO participants, family members and visiting DoD dignitaries who do not otherwise qualify for a memento under AR 37-47).

(3) Limitations and Procedural Guidelines on the Use of APFs:

(a) Authorized commanders may not purchase more than \$5,000 worth of military coins in a single fiscal year without HQ, TRADOC Chief of Staff, approval. TRADOC Regulation 672-6.

(b) Coins purchased with appropriated funds *shall not be* presented to *contractor personnel*, DA Memo 600-70, para (5)(d)(2); generally, the presentation of coins or any other similar incentive awards to contractors is prohibited. AR 672-20.

(c) All purchases of military coins must be tracked and reported through the Chain of Command each fiscal year. Senior commanders and school commandants must consolidate these reports and forward electronically to the Deputy Chief of Staff for Resource Management, HQ TRADOC, [atrm@monroe.army.mil](mailto:atrm@monroe.army.mil) no later than 1 November for the preceding fiscal year. TRADOC Regulation 672-6.

(d) Non-Federal Entities (Private Organizations): APF-purchased coins cannot be given to private organizations (POs) or to Soldiers as an award for participating in a PO activity.

b. Use of Nonappropriated Funds (NAFs):

(1) NAFs may be used to purchase and award coins to "recognize civilian and military excellence in athletic or nonathletic competition and proficiency in recreational

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programs or to acknowledge unusual accomplishment supporting special events.” AR 215-1, para. 5-13(a)(2).

(2) NAFs may also be used to purchase awards honoring volunteers or gratuitous service personnel at volunteer recognition ceremonies. AR 215-1, para. 5-13(a)(3).

c. Use of Official Representation Funds (ORFs):

(1) ORFs may be used to extend official courtesies to dignitaries, including purchase of coins or other mementos for visiting dignitaries (not DoD or DA employees). AR 37-47, para. 2-9.

(2) Gifts or mementos purchased using ORF funds should portray unique American, Army, command, organization, or other appropriate themes that may be relevant or significant to the particular event the dignitary is attending.

4. Point of contact is the undersigned at (831) 242-6414.

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