



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER  
AND PRESIDIO OF MONTEREY  
OFFICE OF THE STAFF JUDGE ADVOCATE  
1336 PLUMMER STREET, BLDG. 275  
MONTEREY, CALIFORNIA 93944

ATZP-JA

July 2010

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. § 1125. Recognition for accomplishments: award of trophies.
  - b. 5 U.S.C. § 4503. Agency Awards.
  - c. DA Memo 600-70, dated 11 February 2004. Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.
  - d. Army Regulation 672-20, Incentive Awards
  - e. Army Regulation 600-8-22, Military Awards
  - f. Army Regulation 215-1, Moale, Welfare, and Recreation Activities
  - g. Army Regulation 37-47, Representation Funds of the Secretary of the Army
  - h. TRADOC Regulation 672-6, Military Coins
3. DISCUSSION:
  - a. Appropriated Funds (APFs):
    - (1) AR 600-8-22, Chapter 11, provides that appropriated funds (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) HQDA Memo 600-70 provides that a coin may be awarded to provide tangible, honorary recognition to HQDA and DoD personnel for 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.

(3) APF-purchased coins may be awarded to DoD or DA civilian employees. The statutory authority to award coins, 5 U.S.C. 4503, has been interpreted broadly by the Office of Personnel Management. The General Accounting Office has also rendered opinions approving various items that were purchased by agencies and given as awards (e.g. restaurant gift certificates, jackets, plaques, and desk medallions).

(4) TRADOC Regulation 672-6 provides that 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.

(5) 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, [atmb@monroe.army.mil](mailto:atmb@monroe.army.mil) no later than 1 November for the preceding fiscal year.

(6) Coins purchased with appropriated funds shall not be presented to contractor personnel, IAW DA Memo 600-70, para (5)(d)(2).

b. Nonappropriated Funds (NAFs): NAFs may be used to purchase and award coins to "recognize civilian and military excellence in athletic or nonathletic competition and proficiency in recreational programs or to acknowledge unusual accomplishment supporting special events." AR 215-1, para. 5-13(a)(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). A coin can be classified as an "award."

c. Official Representation Funds: For protocol purposes, Official Representation Funds appropriated to meet emergency and extraordinary expenses may be used to extend official courtesies to dignitaries, including purchase of coins or other mementos for visiting dignitaries (not DoD or DA employees) as explained in AR 37-47, para. 2-9.

d. Non-Federal Entities (Private Organizations):

(1) APF-purchased coins cannot be given to private organizations (POs) or to Soldiers as an award for participating in a PO activity. However, a PO may purchase coins to be distributed by the senior commander and his subordinates to military members. AR 1-101, para 7. 6). It is permissible for the command to make a private organization aware of the need for a contribution. The command should not, however, solicit this contribution. Id. Commanders will decide the category of personnel to receive these coins. Id.

ATZP-JA

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(2) Coins purchased by private organizations, or with private funds, may also be given to civilians (e.g., volunteers, PO participants, family members and visiting DoD dignitaries who do not qualify for a memento under AR 37-47).

4. If you have any questions or need further information, please feel free to contact the Office of the Staff Judge Advocate, Administrative Law Division, at (831) 242-6402.



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