

**BY ORDER OF THE COMMANDER
315TH AIRLIFT WING**

**315TH AIRLIFT WING INSTRUCTION
36-2805**



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Personnel

RECOGNITION COIN PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations*. It provides guidance for the 315th Airlift Wing Commander's Coin of Excellence Program and defines how coins are procured, awarded and tracked. This instruction applies to all members of the 315 AW including civilians. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT Form 847, *Recommendation for Change of Publication*; route AF Forms IMT 847 from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.mil>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Program Guidance:

1.1. The purpose of the wing commander's coin is to provide the 315th Airlift Wing Commander with an informal means to recognize the highest standards of excellence.

1.1.1. The Coin of Excellence will be presented by the 315th Airlift Wing Commander or a designee to military and/or civilian personnel who have achieved the highest standards of mission excellence.

1.2. The numbered Historical Coin is presented when recognizing achievements which have impacted the wing to such an extent as to be recorded in the wing history and may be presented to military and/or civilian personnel.

1.2.1. Individuals can be nominated to receive the historical coin by anyone within the wing.

1.2.2. Nominations can be sent via email or dropped off in the Public Affairs or Wing Staff office and will include nominee's name and significant accomplishment(s) to be considered.

1.2.3. A panel to include the Wing Commander, Vice Wing Commander, Command Chief, and member of the Wing Staff will vote on whether the achievement(s) should be included in the wing's history and an historical coin presented to the nominee.

2. Procurement:

2.1. Coins will be procured in accordance with standard contracting and funding guidance.

2.2. Coins will be ordered when required and in a quantity to ensure sufficient availability.

3. Presentation:

3.1. The 315th Airlift Wing Commander Coin of Excellence may be presented at any time by the 315th Airlift Wing Commander or Vice Commander on his behalf.

3.2. The Historical Coin will be presented by the 315th Airlift Wing Commander or the Vice Commander or Command Chief on his behalf.

4. Documenting Coin Awards:

4.1. The office of the 315th Airlift Wing Commander will secure, track and administer presentation and documentation of the Commander's coin and the Historical coin.

4.2. Coin inventory will be tracked by spreadsheet to include:

4.2.1. Name and rank (or civilian grade) of individual.

4.2.2. Unit of Assignment

4.2.3. Date received.

4.2.4. Name and rank of presenter.

4.2.5. The coin number for numbered historical coin.

4.2.6. For numbered historical coin, brief summary of accomplishment(s).

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Commander