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Personnel



WING COMMANDER COIN PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*; and is in accordance with Air Force Reserve Command Instruction (AFRCI) 65-601, *Budget Programming and Financial Management* and Air Force Instruction (AFI) 65-601, Vol 1, *Budget Guidance and Procedures*. This instruction applies to all 403 Wing (WG) personnel and provides for personal recognition and appreciation by representatives associated with the 403 WG through use of a token coin. This coin is also referred to as a unit or commander's coin. The coin will be presented by Commanders, or designees, to military and civilian personnel, who, by their dedicated individual effort, have facilitated the successful accomplishment of a particular program, function, or mission. The purpose of this coin is to provide leadership with an informal means to show special recognition of and appreciation for a job well done. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for change of Publication*; route AF Form 847 directly to 403 WG/CCE at Keesler AFB MS. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <http://afrims.amc.af.mil>

1. Responsibilities:

- 1.1. The 403d Wing Commander is responsible for the Coin Program.
- 1.2. The Wing Executive Officer is responsible for managing the program, procuring and maintaining inventory of coins distributed by the Commander and Vice-Commander.

1.3. Group Commanders are responsible for procuring and maintaining inventory of coins distributed by their associated Group.

1.4. Clarification concerning coin procurement, inventory and distribution will be coordinated through the Wing Executive Officer and all actions will be approved by the Wing Commander.

2. Procurement:

2.1. Procurement of coins is authorized for the Wing Commander, Vice Commander, and Group Commanders.

2.2. Coins may be purchased using the Government Purchase Card with no limitations set to the amount, but coins should be reasonable in cost and be comparable to like items that are offered at the Base Exchange in design complexity, size, and cost. The funding or purchase of coins should only be considered after all operational requirements have been fully funded.

2.3. It is highly recommended that when obtaining a source for coins, at least two vendors who specialize in coin fabrication are solicited for monetary quotes. Comparisons shall be reviewed by the using authority and the most economical quote shall be exercised.

2.4. The annual amounts of expenditures need not breakout the cost by organization, but such information should be retained for any future requests for data.

2.5. Organizational coins purchased by appropriated funds shall NOT be personalized. Do not personalize coins by stamping the presenter's name after the coin has been cast. This privilege exists for the Secretary of the Air Force, Chief of Staff of the Air Force, Chief Master Sergeant of the Air Force, four (4) star general officers and four (4) star civilian equivalents. The coins are to be presented as cast from the die without further embellishment.

3. Inventory:

3.1. Each unit will maintain an inventory, or log of coin issuance. This log shall contain the following information; Coin Recipient, Purpose of Award, and Date of Presentation.

3.2. This inventory will be accessible to the Wing Historian and Public Affairs Offices to document and/or publish accordingly.

3.3. Periodic inspections may be conducted by the Wing Executive Officer to insure compliance to this instruction.

4. Distribution:

4.1. Coins are intended to be "near real time," informal and in the vicinity of the recipient's work center and/or peers.

4.2. Airman or civilian personnel who have been identified by a Unit Commander, or their designee, may have their efforts of outstanding accomplishment in a particular program, function, or mission be acknowledged with a commander's coin.

4.3. To highlight the importance of reenlistment to the Air Force mission and the commitment of the member to that mission, coins may be presented to members reenlisting.

4.4. Coins will not be issued as mementos and should not be presented merely for an individual's normal performance of regularly assigned duties.

JAY D. JENSEN, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 65-601 V1, *Budget Guidance and Procedures*, 6 November 2009

AFRCI 65-601, *Budget Programming and Financial Management*, 2 March 2004

Adopted Form

Air Force Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRCI—Air Force Reserve Command Instruction

CC—Commander

CCE—Executive Officer

FY—Fiscal Year

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

WG—Wing

Terms

Adopted Form—a form used (required) in a publication other than the prescribing publication.

Certifying Official—a minimum of one organizational level above the OPR, this individual certifies the need for the publication, to include currency of information, applicability to the Air Force, and propriety of content.

Form—A tool used for the collection, recording and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive Air Force purpose or objective.

Mandatory Coordination—required review by selected offices prior to publication. Mandatory coordinators review draft publications for specific functional and/or legal purposes.

Office of Primary Responsibility—the originating office for a publication; the author of the publication is an individual within the OPR. OPRs are solely responsible for the accuracy, currency and integrity of their publications and forms.

Publication—an officially produced, published, and distributed document issued for compliance, implementation and or information, includes Policy and Guidance Memorandums.

Publication/Forms Manager—One who supervises and manages the local publications and/or the forms programs, is the focal point for publication and distribution issues.

Records Disposition Schedule (RDS)—the official schedule that authorizes/governs the disposition of Air force Records, which contains National Archives and Records Administration (NARA) approval authority.