

**BY ORDER OF THE COMMANDER
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION
36-2803**



8 AUGUST 2012

Personnel

COIN RECOGNITION PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 439 AW/CCE

Certified by: 439 AW/CV
(Col John P. Healy)

Pages: 4

This instruction implements Air Force Policy Directive (AFPD) 36-28, Awards and Decorations Program; and is a derivative of Headquarters Air Force Reserve Command (HQ AFRC) FY 2006, Planning and Policy Guidance. This instruction applies to all 439th Airlift Wing (AW) personnel and provides for personal recognition and appreciation by representatives associated with the 439 AW 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 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. 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 <https://www.my.af.mil/gess-af61a/afrims/afrims>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847 to 439 SFS/SFOS, 300 Patriot Avenue, Box 53 Westover ARB, MA 01022-1722.

1. Purpose. The purpose of the 439 AW Coin Recognition Program is to provide senior leadership with an informal means to show special recognition and appreciation for a superior performance or personal effort to military members and appropriated fund civilians assigned to the 439 AW. The coins are an avenue to distinguish merit for deserving wing personnel, but focused on enlisted personnel who represent high standards of conduct, performance, and military image. This program is established to recognize superior performance and recognitions coins cannot, under any circumstances, be used as mementos.

2. Program Responsibilities.

2.1. The Wing Commander is responsible for the Coin Program.

2.2. The Protocol Office (CCP) is responsible for managing the supply of coins distributed by the Commander and Command Chief as well as the Wing Excellent coins distributed to Commander's for presentation.

2.3. Group and Unit Commanders may establish a unit level commander's coin recognition program under the provisions identified in this instruction. Commander's who establish a coin recognition program will:

2.3.1. Approve all individuals to receive the unit-level recognition coin.

2.3.2. Designate in writing, the unit's program administrator who is responsible for maintaining control, logging and inventory of the supply of recognition coins distributed by their associated unit.

2.4. Coin procurement, inventory and distribution will be coordinated through the Protocol Office, 439 AW/FM, 439 AW/JA and all actions must approved by the Wing Commander.

3. Procurement.

3.1. Coins may be purchased using the Government Purchase Card in accordance with AFI 65-601, Volume 1, Budget Guidance and Procedures and IAW paragraph 2.4 above. The amount of coins purchased must be based on an average number of coins presented during the previous fiscal year. Units are not authorized to bulk purchase or stock pile coins. The funding or purchase of coins should only be considered after all operational requirements have been met.

3.2. 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.

4. Inventory.

4.1. Unit's who have procured coins using appropriated funds, will maintain an inventory, or log of coin issuance. At minimum, the logs shall contain the following information: Coin Recipient, Purpose of Award, and Date of Presentation. The Protocol Office is responsible for maintaining inventories for the Wing Commander's coin, the Command Chief's coin, and the Wing Excellence coins.

4.2. Periodic inspections may be conducted by the Wing Executive Officer to ensure compliance to this instruction.

5. Distribution.

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

5.2. Airman or appropriated fund civilian personnel who have been identified by a unit commander, or their designate, may have their efforts or outstanding accomplishment in a particular program, function or mission acknowledged with a Wing Excellence coin.

5.2.1. Commander's wishing to present a Wing Excellence coin to a deserving individual who meets the criteria in paragraph 1, should submit the name, rank and specific accomplishment via email to 439AW.CCP@us.af.mil. Nominations must be routed through the appropriate chain-of-command and approved by the respective commander prior to submission to Protocol.

5.3. Appropriated Fund Coins may not be given to non-appropriated fund employees or used as tokens of appreciation for government officials, foreign officials or non-Federal personnel in recognition of general support or improved community relations. However, a non-appropriated fund instrumentality (NAFI) may purchase such unit coins with NAFI funds so they may be used as recognition for their employees subject to paragraph 2.4 above. Official Representation Funds, if available and approved, may be used to purchase tokens of appreciation IAW AFI 65-603, Official Representation Funds and its applicable AFRC supplement.

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

6. Privately Funded Coins. Coins purchased with personal or private funds do not fall under the limitations of this instruction.

STEVEN D. VAUTRAIN, 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 36-2803, *The Air Force Awards and Decorations*, 15 June 2001

HQ AFRC FY 2006, *Planning and Policy Guidance*, 9 October 2001

Adopted Forms

AF 847, Recommendation to Change of Publication

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AW—Airlift Wing

CC—Commander

CCE—Executive Officer

CCM—Command Chief

CCP—Protocol Officer

FY—Fiscal Year

HQ AFRC—Headquarters Air Force Reserve Command

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule