

**BY ORDER OF THE COMMANDER
916TH AIR REFUELING WING**

**916TH AIR REFUELING WING
INSTRUCTION 36-2805**



17 AUGUST 2009
Certified Current 10 January 2012
Personnel

**COMMANDER'S COIN RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 916 ARW/CCE

Certified by: 916 ARW/CV (Colonel Philip S. Fallin)
Pages: 3

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. This instruction extends the guidance of Air Force Instruction (AFI) 36-2803, *Air Force Awards and Decorations Program*. It provides guidance and procedures for the 916th Air Refueling Wing (916 ARW) Coin Recognition Program and sets guidelines for additional unit programs in conjunction with AFI 36-2805, *Special Trophies and Awards*, AFI 36-1001, *Managing the Civilian Performance Program* and AFI 65- 601, Vol 1, *Budget Guidance and Procedures*. This instruction applies to all units assigned to 916 ARW staff agencies and work-centers. Refer recommended changes and questions about this publication to the 916 ARW/CCE using the Air Force (AF) Form 847, *Recommendation for Change of Publication*. Route AF Form's 847 through the appropriate chain of command. Ensure all records created as 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/gcss-af61a/afrims/afrims>.

1. Overview.

- 1.1. The 916 ARW Commander's Coin Recognition Program provides an informal means to recognize individuals and small groups for one-time contributions of superior performance or personal effort.
- 1.2. The Coin Recognition Program recognizes superior performance directly contributing to mission accomplishment in a manner not covered by any other 916 ARW awards program.

2. Roles and Responsibilities.

- 2.1. The Wing Commander will approve all coin recipients.

2.2. The 916 ARW/CCE will maintain control of Wing recognition coins and secure, track and document the presentation of Wing coins.

2.2.1. The coins used in this award program must be purchased with appropriated funds in accordance with AFI 65-601, Vol 1, *Budget Guidance and Procedures*.

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

2.2.2.1. Name and rank/civilian grade of presenter and recipient.

2.2.2.2. Recipient organization.

2.2.2.3. Date and purpose of award.

3. **Eligible Recipients.**

3.1. Any military member or appropriated fund employee assigned to Seymour Johnson Air Force Base, North Carolina. Commanders may approve, on a limited basis, the award of a recognition coin to an individual assigned outside their unit/installation providing they meet the criteria in paragraph 1 and have made a significant contribution to the mission of their unit; however, coins purchased with appropriated funds may not be given to non-appropriate fund employees. In addition, they may not be used as tokens of appreciation for government officials, foreign officials or non-Federal personnel in recognition of general support or improved community relations. Coins for these types of officials, however, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds - Guidance and Procedures*, para. 4.

4. **Criteria.**

4.1. The criteria to receive a Commander's Recognition Coin are broad; however, Commanders should limit awards to those who have gone above and beyond the normal call of duty. This program is established to recognize superior performance and recognition coins cannot, under any circumstances, be used as mementos.

5. **Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication*

STEPHEN J. LINSEMEYER, JR., Col, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations*, 01 August 1999

AFI 65-601, Vol 1, *Budget Guidance and Procedure*, 03 March 2005

AFI 65-603, *Official Representation Funds - Guidance and Procedures*, 17 February 2004

AFI 36-1001, *Managing the Civilian Performance Program*, 01 July 1999

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 36-2803, *Air Force Awards and Decorations Program*, 15 June 2001

Abbreviations and Acronyms

AF— Air Force

AFI— Air Force Instruction

ARW— Air Refueling Wing

CC— Current Commander

CCE— Current Commander Executive

OPR— Office of Primary Responsibility

RDS— Records Disposition Schedule