

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934th AIRLIFT WING INSTRUCTION  
36-2801**



**15 FEBRUARY 2012**

**Personnel**

**WING COMMANDER'S COIN PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Colonel Darrell G. Young)

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This instruction implements AFD 36-28, Awards and Decorations Program, and is a derivative of HQ AFRC FY12 Planning and Policy Guidance dated 6 October 2011. This instruction establishes guidance in conjunction with AFI 36-2805, Special Trophies and Awards. It provides for personal recognition and appreciation by the nominating person or individuals in or associated with the 934 Airlift Wing through use of a coin. Coins will be presented to military and civilian personnel, who, by their dedicated individual effort, have facilitated the outstanding accomplishment of a particular program, function, or mission. The purpose of this coin is to provide senior leadership with an informal means to show special recognition of and appreciation for, a job well done. It is intended to be “on the spot,” informal, timely, and in the vicinity of the recipients work center. Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcssaf61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from their field through the appropriate functional’s chain of command.

**SUMMARY OF CHANGES**

**This document has been substantially revised and must be completely reviewed.** This revision includes the addition of guidance for Group Commanders purchasing group coins. In addition, this revision restricts the purchase and production of numbered coins. Additional

guidance has been provided regarding the purchase of coins using the Government Purchase Card, sourcing coins, maintaining coin expenditure records, and guidelines on organizational coins purchased with appropriated funds.

### **1. Responsibilities:**

1.1. The 934 Airlift 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 (CC), Vice-Commander (CCV), and Command Chief.

1.3. Group Commanders have the option to create a group coin. Group commanders are responsible for procuring and maintaining inventory of coins distributed by their associated Group. Group commanders may only procure coins representing associated group, not the position of commander. (934 MSG, 934 MXG and 934 OG Coins.)

1.4. Numbered coins are not authorized.

1.5. 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. Coins may be purchased using the Government Purchase Card. 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.

2.2. 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 activity and the most economical quote shall be exercised.

2.3. The annual amounts of expenditures within each organization should be retained for any future requests for data.

2.4. 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. The coins are to be presented as cast from the dye without further embellishment.

### **3. Inventory:**

3.1. Each organization 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. 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.
- 4.3. Coins will not be issued as mementos and should not be presented merely for an individual’s normal performance of regularly assigned duties.

DARRELL G. YOUNG, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information management System

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule