

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

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



11 JANUARY 2024

Personnel

COIN RECOGNITION PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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OPR: 439AW/CCP

Certified by: 439AW/CC
(Colonel Gregory D. Buchanan)

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Programs*, 24 May 2021; Department of the Air Force Manual (DAFMAN) 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022; DAFMAN 65-605, Vol 1, *Budget Guidance and Technical Procedures*, 31 March 2021 and in accordance with Air Force Instruction (AFI) 65-603, *Emergency and Extraordinary Expense Authorization*, 29 April 2020. This instruction applies to all 439th Airlift Wing (439 AW) personnel and provides for personal recognition and appreciation by representatives associated with the 439 AW through use of a token coin; it 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 AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020 and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. 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*, 22 September 2009; route AF Form 847 to 439 AW/CCP, Westover Air Reserve Base (ARB), 975 Patriot Avenue, Box 63, Chicopee, Massachusetts 01022-1722.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. General. The 439 AW Coin Recognition Program is to provide senior leadership with 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 439th Airlift Wing Commander (439 AW/CC) is responsible for the Coin Program.
- 2.2. The Protocol Office (439 AW/CCP) is responsible for managing the supply of coins distributed by the 439 AW/CC and the 439th Airlift Wing Command Chief (439 AW/CCC) as well as the Wing Excellent coins distributed to Commanders 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. Commanders 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 Executive Officer (439 AW/CCE), Financial Management Management (439 AW/FM), Staff Judge Advocate (439 AW/SJA); and, approval of these actions must be approved by the 439 AW/CC.

3. Procurement.

- 3.1. Coins may be purchased using the Government Purchase Card in accordance with DAFMAN 65-605, Vol 1, *Budget Guidance and Technical Procedures*, and in accordance with (IAW) above paragraph 2.4.. The number 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 stockpile 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-star general officers and four-star civilian equivalents. The coins are to be presented as cast from the die without further embellishment.

4. Inventory.

- 4.1. Units 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 439 AW/CCP 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. Commanders 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 439 AW/CCP.

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, *Emergency and Extraordinary Expense Authorization*.

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.

GREGORY D. BUCHANAN, Colonel, USAF
Commander

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

DAFPD 36-28, *Awards Programs*, 24 May 2021

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, 27 October 2022

DAFMAN 65-605, Vol 1, *Budget Guidance and Technical Procedures*, 31 March 2021

AFI 65-603, *Emergency and Extraordinary Expense Authorization*, 29 April 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

AF 847, Recommendation to Change of Publication, 22 September 2009

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFRC—Air Force Reserve Command

AFRCI—Air Force Reserve Command Instruction

ARB—Air Reserve Base

AW—Airlift Wing

CC—Commander

CCC—Command Chief

CCE—Executive Officer

CCP—Protocol Office

DAFMAN—Department of the Air Force Manual

DAFPD—Department of the Airforce Policy Directive

FM—Financial Management

FY—Fiscal Year

HQ—Headquarters

IAW—In Accordance With

SJA—Staff Judge Advocate

NAFI—Non-Appropriated Fund Instrumentality

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule