

**Department of the Army  
Headquarters, U.S. Army  
Fire Center of Excellence  
Fort Sill, Oklahoma 73503  
19 February 2014**

**USAFCoE Circular 672-14-01**

Expires: 19 February 2016  
Decorations, Awards, and Honors  
**UNIT COINS AWARDS PROGRAM**

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**Summary.** This policy establishes procedures for purchase and award of unit coins within Fires Center of Excellence and Fort Sill. It applies to coins purchased with official operating funds.

**Applicability.** This policy applies to all TRADOC units, organizations, and commands under USAFCoEFS. This policy only applies to coins purchased with official operating funds (appropriated funds). It does not apply to coins purchased with personal or private funds, which are not subject to any of the restrictions of this policy, except that the design of the coin must comport with standards of good taste and decorum. In addition, this policy does not apply to coins purchased with official representation funds and nonappropriated funds; however, some additional restrictions do apply.

**Suggested Improvements.** The proponent of this circular is the Directorate of Resource Management (DRM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blanks Forms) directly to DRM, 1655, Randolph Road, Fort Sill, OK 73503.

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This circular supersedes USAFCoE Circular No. 1-06-01, Unit Coins Awards Program.

**1. Purpose.** To establish procedures for purchase and award of unit coins within Fires Center of Excellence and Fort Sill.

**2. References.**

- a. Title 5, USC 4503, Agency Awards.
- b. Title 10, USC 1125, Recognition for Accomplishments: Award of Trophies.
- c. DODI 1400.25, DOD Civilian Personnel Management, Volume 451 (subject: DOD Civilian Personnel Management System: Awards).
- d. AR 600-8-22, Military Awards.

- e. AR 672-20, Incentive Awards.
- f. DA Pamphlet 672-20, Incentive Awards Handbook.
- g. TRADOC Regulation 672-6, Military Coins.
- h. USAFCoEFS Regulation 600-8-22, Awards and Special Recognition.

### **3. Unit Coins.**

a. General. Unit coins are an important part of a unit's awards program. Unit coins provide leaders an effective means to provide immediate recognition of accomplishment to USAFCoEFS personnel for specific acts of exceptional service or achievement. Unit coins significantly contribute to the esprit, pride, and cohesion of an organization.

b. Submitting Request. Coordinate requests for purchases of coins with Directorate of Resource Management (DRM/G8) before submitting to Chief of Staff for approval. Each request will include the current or proposed unit coin design and purchase costs. Resubmit for approval, all requests for additional coin purchases. Submit requests for exceptions to this policy in writing to the Chief of Staff, USAFCoEFS.

c. Definition and Description. Unit coins are custom minted and emblazoned coins or similar items, typically with a unit insignia on one side and an inscription on the reverse side. Unit coins shall bear an inscription such as "For Excellence" or "In Recognition of Outstanding Performance."

d. Purchase, Presentation, and Limitations.

(1) Units may only present unit coins to Soldiers and federal civilian employees. Do not present unit coins to unaffiliated individuals; contractors; volunteers; visiting dignitaries; or to foreign Soldiers or guests. For possible alternate funding to provide coins to these categories of persons, consult with Staff Judge Advocate, Administrative Law Division or DRM/G8.

(2) Units may present unit coins for the following purposes:

(a) Excellence in accomplishments or in announced competitions that clearly contribute to a unit's increased effectiveness;

(b) One-time basis for achievement that is unique and clearly contributes to increased efficiency and effectiveness of the Army's mission; or

(c) Recruitment of personnel. However, unit coins are not to be presented as gifts or routinely for an individual's performance of his or her regularly assigned duties.

(3) Only the Commanding General, FA and ADA Commandants, Brigade and

Battalion Commanders (and their command sergeants major), and the head of the NCO Academy may use appropriated funds to purchase unit coins. Staff sections (directorate, department, or special staff activity) are not authorized to use appropriated funds for purchase of unit coins. Those persons authorized to purchase unit coins may present coins in accordance with this publication and may delegate to a subordinate the authority to present a coin on their behalf, on a case-by-case basis.

(4) Do not personalize unit coins with the name or signature of the presenter.

(5) The DRM/G8 will recommend fiscal year purchase limits for Chief of Staff approval. The DRM/G8 will provide the Chief of Staff a recap of all coin purchases with each request.

(6) Commanders and command sergeants major authorized to purchase and present unit coins are authorized to purchase only one coin design each. However, even though both the commander and command sergeant major may each be authorized a coin, the total amount expended to purchase the coins for that organization will not exceed the amount authorized at subparagraph (5) above.

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