

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT LIBERTY NC 28310-5010

AFRC-PR (600-8-22a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commanding General Policy#24-02: United States Army Reserve Command (USARC) Unit Coin Medallion Policy (UCM)

1. References:

- a. Title 5, United States Code, Section 4503, Agency Awards.
- b. Title 10, United States Code, Section 1125, Recognition for Accomplishments: Award of Trophies.
- c. Department of Defense (DOD) Directive 1400.25-M, DOD Civilian Personnel Manual, Subchapter 451, 4 November 2013.
- d. Army Regulation 600-8-22, Military Awards, 19 February 2024.
- e. Army Regulation 672-20, Incentive Awards, 17 September 2020.
- f. FORSCOM Commanding General Policy Memo 14, UCM Policy Memo, dated 4 October 2022.

2. Purpose: To establish policy for the purchase and award of UCM within USARC. This policy supersedes all previous policies and procedures pertaining to UCMs.

3. Scope: This policy does not apply to UCMs purchased with personal or private funds, or with official representation funds, and is limited in scope to UCMs purchased with appropriated funds. Nothing in this policy limits an authorized individual's authority to issue a more restrictive local UCM policy.

- a. Definition: UCMs (standard-size) are part of the Commander's awards programs. Historically, UCMs consist of custom minted and emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side. An authorized individual, or on behalf of an authorized individual will present UCMs, as an on-the-spot recognition of accomplishment.

- b. General: The UCM provides authorized individuals an effective means to recognize Soldiers and Department of the Army Civilian employees. Administered as part of the command's Awards Program, the UCM can significantly contribute to the

esprit de corps, pride, and cohesion of an organization. It is inappropriate to use appropriated funds to purchase UCMs intended as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote goodwill.

4. Policy: The following guidelines govern the procurement of UCMs with operating funds and their presentation for recognition:

a. Pursuant to the authority provided by references 1e and 1f, commanders, battalion-level and above, have the authority to expend a reasonable amount of locally available operating funds to purchase UCMs.

b. The level of command and the command size (number of Soldiers assigned/support) determine the annual amount a commander can spend for coins per fiscal year.

- (1) Three Star commands - no more than \$3,500
- (2) Two Star commands - no more than \$2,500
 - (a) Large (10,000+ assigned Soldiers) - no more than \$2,500
 - (b) Medium (5,000 to 9,999 assigned Soldiers) - no more than \$2,000
 - (c) Small (Less than 5,000 assigned Soldiers) - no more than \$1,500
- (3) One Star commands - no more than \$2,000
 - (a) Large (5,000+ assigned Soldiers) - no more than \$2,000
 - (b) Medium (2,500 to 4,999 assigned Soldiers) - no more than \$1,500
 - (c) Small (Less than 2,500 assigned Soldiers) - no more than \$1,000
- (4) Colonel commands - no more than \$1,500
 - (a) Large (2,500+ assigned Soldiers) – no more than \$1,500
 - (b) Medium (1,000 to 2,499 assigned Soldiers) – no more than \$1,000
 - (c) Small (Less than 1,000 assigned Soldiers) – no more than \$750
- (5) Lieutenant Colonel commands - no more than \$750
 - (a) Large (500+ assigned Soldiers) – no more than \$750

AFRC-PR (600-8-22a)

SUBJECT: Commanding General Policy#24-02: United States Army Reserve Command (USARC) Unit Coin Medallion Policy (UCM)

(b) Medium (300 to 499 assigned Soldiers) – no more than \$500

(c) Small (Less than 300 assigned Soldiers) – no more than \$300

c. Each two-year command (Battalion through Two Star) is authorized an additional one time set up/dye fee with the coin vendor not to exceed \$500. The intent is to allow for maximum purchase of UCMs with an understanding that vendor set up/dye costs have increased.

d. In addition, exceptions are made for the following organizations based on their roles within the Army Reserve:

(1) Army Reserve Careers Group (ARCG). Colonel level is classified as a medium One Star command and all Lieutenant Colonel level Battalions are classified as a small One Star command.

(2) All USAR Garrisons. Colonel level Garrison are classified as a medium One Star commands and Lieutenant Colonel level Garrisons are classified as a small One Star commands. The classifications for these specific USAR organizations allow for the purchase of coins to the maximum levels, regardless of assigned Soldiers.

(3) Non-Commissioned Officer Academy (NCOA) AGR Commandants will use Colonel command level funding and determine their command size funds based on the throughput of Soldiers per fiscal year and number of assigned Soldiers, i.e. a Commandant that has a throughput of 2,200 Soldiers per fiscal year and has 300 Soldiers assigned (2500 total) will receive Colonel level medium-sized funding.

e. The coin allowance for each command is based on the number of Soldiers assigned. Commanding General (CG), USARC, must approve expenditures above those authorized amounts for each level of command.

f. The Deputy Commanding General (DCG), FORSCOM, must approve expenditures above \$3,500, for any one fiscal year (FY). Any commander requesting an increase in funding will submit a request for an exception to policy (ETP) to the CG, USARC. Commanders should maximize the use of other awards and recognitions currently available.

g. Utilize operating funds to purchase only one UCM design per unit (e.g. the USARC CG's coin design may include the 3-star flag and the Command Sergeant Major (CSM) chevron to represent the command team).

h. A commander authorized by this policy to purchase UCMs may permit the unit's CSMs, Deputy Commander(s), Chief of Staff, or Executive

AFRC-PR (600-8-22a)

SUBJECT: Commanding General Policy#24-02: United States Army Reserve Command (USARC) Unit Coin Medallion Policy (UCM)

Officer to award a UCM on the commander's behalf. This permission to present UCMs does not include the permission to purchase UCMs.

i. A deploying commander may authorize the rear detachment commander to award unit UCMs on his or her behalf, but may not authorize new designs. FY purchase limits still apply.

j. UCMs will not include the authorized individual's or presenter's name.

k. UCMs must bear an inscription identifying it as an award, such as "For Excellence" or "In Recognition of Outstanding Performance."

l. Authorized individuals must exercise appropriate restraint regarding the number and frequency of UCMs presented. They must also be able to draw a distinction between a token of appreciation and an award when deciding to present Soldiers and DA Civilian employees with UCMs. Fiscal law requires positive authority to give UCMs to individuals. The references cited above only allow UCM's to be presented to Soldiers and Department of the Army Civilians for outstanding performance as part of the Commander's Awards Program. Any presentation of a UCM purchased with appropriated funds to an unauthorized individual may result in a violation of the Anti-Deficiency Act. To help clarify this issue, below is a list of examples of individuals and groups who are not authorized to receive UCM's purchased with appropriated funds. Authorized individuals will not present UCMs to the following:

(1) An individual who performs his or her regularly assigned duties. AR 600-8-22 11-3 (b).

(2) Unaffiliated individuals or employees of non-Federal government agencies. FORSCOM Commanding General Policy Memo 4 Oct 2022

(3) Contractors. DODI 1400.25 M- V451 (11)

(4) Volunteers. FORSCOM Commanding General Policy Memo 4 Oct 2022

(5) Retirees and Family Members. FORSCOM Commanding General Policy Memo 4 Oct 2022

5. Record Keeping. All USARC units that purchase UCMs with appropriated funds will track the expenditures and report through their chain of command the total appropriated fund expenditures for UCMs each fiscal year. The Major Subordinate Command (MSC) commanders will consolidate these reports and forward them electronically to the USARC G-1, (AFRC-PRA) no later than 31 October annually. The report will contain, as a minimum, the following information for the preceding fiscal year:

AFRC-PR (600-8-22a)

SUBJECT: Commanding General Policy#24-02: United States Army Reserve Command (USARC) Unit Coin Medallion Policy (UCM)

- a. Number of UCMs on hand at the beginning of the reporting period.
- b. Number of UCMs presented during the reporting period.
- c. Dollar amount for operating funds expended for UCMs during the reporting period.
- d. Number of UCMs purchased during the reporting period.

6. Submit all requests for exceptions to this policy in writing through the USARC G-1 to the CG, USARC (AFRC-PRA-A), 4710 Knox Street, Fort Liberty, NC 28310-5010. If justified, USARC G-1 will submit the requests for ETP to the CG, USARC and to the CG, FORSCOM.

7. For additional information, contact USARC G-1, Personnel Actions Branch, at usarmy.usarc.usarc-hq.list.awards-branch@army.mil.

JODY J. DANIELS
Lieutenant General, U.S. Army
Commanding

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