



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 25TH INFANTRY DIVISION  
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter #7 – Unit Coins

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 Directive (DODD) 1348.19, Award of Trophies and Similar Devices in Recognition of Accomplishments, 3 February 2014.
- d. DOD 1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, 4 November 2013.
- e. Army Regulation (AR) 37-47, Official Representation Funds of the Secretary of the Army, 18 September 2012.
- f. AR 600-8-22, Military Award, 11 December 2006, (RAR 24 June 2013).
- g. AR 672-20, Incentive Awards, 1 April 2014.
- h. Department of the Army Memo; Resumption of authority to Purchase Coins for Award and Recognition Purposes, 10 December 2013.
- i. USARPAC Policy Memorandum 15-06, USARPAC Policy on Unit Coin Medallions (UCMs), 24 July 2015.

2. Purpose. To establish policy and procedures for the purchase and award of Unit Coin Medallions (UCM) procured with appropriated funds within 25th ID commands and activities. This policy does not apply to UCMs purchased with personal or private funds, non-appropriated funds, or Official Representation Funds (ORF).

3. Policy.

- a. General. UCMs are custom minted and inscribed coins or similar items, typically with unit insignia on one side and an inscription on the reverse side. UCMs are

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considered “trophies and similar devices” under AR 600-8-22 or “honorary awards” under AR 672-20. UCMs are symbols of excellence or outstanding achievement that promote pride, build cohesion, and increase morale within an organization. As part of a commander’s organizational award program, UCMs provide commanders with the ability to ensure that outstanding individual achievement is promptly and appropriately recognized.

b. Authority. Commanders of 25ID units and organizations regularly commanded by officers in the grade of LTC, as well as the Commandant of the NCOA, are designated as subordinate award authorities and are delegated the authority to approve the purchase of UCMs using appropriated funds. No one else is authorized to purchase coins with appropriated funds. This authority will not be further delegated and is subject to the following criteria:

4. Design. Commanders are authorized to purchase only one coin medallion design for their units. UCMs must bear an inscription identifying the coin as an award (e.g. “For Excellence” or “In Recognition of Outstanding Performance”). UCMs may include the commander’s position or title, organization, or both, but will not include the presenting official’s name. Commanders may also elect to purchase UCMs that reflect the positions of both the commander and command sergeant major, subject to the one coin design per unit limitation. Care should be taken when designing a UCM to ensure the design is sufficiently enduring so that subsequent commanders are encouraged to continue using that UCM. Multiple re-designs of a UCM to suit personal tastes wastes Government resources and is discouraged.

5. Authorized Limits.

a. Brigade and equivalent-level commanders may expend modest amounts of appropriated funds on UCMs to be awarded to authorized recipients, not to exceed \$3,750 per fiscal year.

b. Battalion and equivalent-level commanders and the NCOA Commandant may expend modest amounts of appropriated funds on UCMs to be awarded to authorized recipients, not to exceed \$2,875 per fiscal year.

c. Commanders seeking to expend more than the authorized limit in appropriated funds in any one fiscal year must submit a written request signed by the unit commander justifying the additional expenditure through the chain of command to the below POC. The Division Commander, USARPAC Commander, or his designee, is the approval authority for UCM expenditures exceeding authorized limits.

6. Record Keeping. All 25ID units purchasing UCMs with appropriated funds will track the expenditures and report through their chain of command the total appropriated fund

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expenditures for UCMs each fiscal year. The 25ID Brigades or equivalent-level commands will consolidate these reports and forward electronically to the 25ID G8, no later than 15 August every FY. At a minimum, the annual report will contain the following:

- a. Number of UCMs on-hand at the beginning of the reporting period.
- b. Number of UCMs presented during the reporting period.
- c. Number of UCMs purchased during the reporting period.
- d. Dollar amount of appropriated funds used to purchase UCMs during the reporting period.

7. Criteria for Award. Pursuant to AR 600-8-22 and AR 672-20, UCMs may be awarded to recognize excellence in an Army competition or similar activity or to recognize a unique accomplishment that furthers the efficiency and effectiveness of the unit's mission.

8. Authorized Recipients. UCMs may be awarded to U.S. service members, DA Civilians (including foreign General Schedule employees), and other categories of recipients may receive UCMs if authorized by applicable regulations.

9. Restriction.

- a. UCMs may only be presented to authorized recipients as set forth above. Accordingly, UCMs may not be presented to contractor personnel, volunteers, retirees, or family members.
- b. UCMs will not be awarded to foreign military personnel, foreign civilian personnel, or other dignitaries whether foreign or U.S. citizens, unless specifically authorized by this policy or other applicable regulations.
- c. UCMs will not be awarded to an individual solely based on the performance of his or her regularly assigned duties.
- d. UCMs will not be awarded to peers or superiors of the awarding official and will not be presented as personal gifts, mementos, souvenirs, tokens of appreciation, to promote goodwill, or to encourage or reward cooperation with the military.
- e. Additional Awards IAW AR 600-8-22. Presentation of a framed award consisting of a Certificate of Appreciation or Certificate of Achievement with the front and back

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sides of the UCM displayed below the certificate is authorized, but such purchases will not exceed \$75.

f. Nothing in this policy restricts brigade commanders from issuing a more restrictive UCM policy within their command.

10. This memorandum supersedes 25th Infantry Division Policy Letter #8, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

11. The point of contact for this memorandum is 25ID G8, LTC Letsy Perez-Marsden at (808) 655-4131.



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