



Commander  
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 Personnel Service Center

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PSCINST 1500.2A

JAN 23 2015

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 1500.2A

Subj: PERSONNEL SERVICE CENTER COMMAND MASTER CHIEF COIN RECOGNITION PROGRAM

Ref: (a) Financial Resource Management Manual, COMDTINST M7100.3 (series)

1. **PURPOSE.** This Instruction establishes the guidelines for the Command Master Chief (CMC) coin recognition program within Personnel Service Center (PSC).
2. **ACTION.** PSC CMC will comply with the provisions of this instruction.
3. **DIRECTIVE AFFECTED.** CGPCINST 1500.2 is cancelled.
4. **BACKGROUND.** Over the course of the United States military history, command coins have become a part of military tradition. The policy provided below is intended to ensure that the awarding of PSC CMC coins complies with Coast Guard statutory authority and procurement policy while preserving the military tradition and significance of these items. While the use of the coin has now extended beyond its roots, the rationale for a coin presentation remains the same – informally recognizing those personnel whose outstanding performance, demonstrated leadership, and devotion to duty have directly contributed to successful mission outcomes.
5. **DISCUSSION.** The PSC CMC coin was established to recognize superior achievement by individuals who, through exemplary performance, have earned a token of special recognition. The CMC coin provides a means of rewarding those individuals in a direct, tangible, and personal manner. This award is PSC specific and should not be used as a substitute for the formal awards process. This instruction provides the CMC’s policy for distribution of the CMC coins and provides supervisors with direction on providing this tangible acknowledgement for outstanding performance.

DISTRIBUTION – SDL No. 156

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NON-STANDARD DISTRIBUTION:

6. **POLICY.** The functional responsibility for the CMC coin recognition program and the process to follow in recommending awardees follows:
  - a. **Management of the program.**
    - (1) The PSC CMC is responsible for the execution and record keeping of this program.
    - (2) Coins must be maintained in a locked cabinet and under the control of the PSC CMC. The CMC will have access to the coin inventory.
    - (3) Coins may be purchased by unit AFC-30 funds as long as Coast Guard policy for the purchase and award of coins is followed. Current guidance for the purchase and awarding of command coins is detailed in reference (a).
  - b. **Recommendations for coin presentations.**
    - (1) Commanding officers, division and staff chiefs may recommend that a coin be presented to an individual military member or civilian employee. Recommendations will be based on individual performance, leadership, and devotion to duty. Another recognition program should be considered if recognition of a group is contemplated.
    - (2) Recommendations will be forwarded to the CMC for consideration. A recommendation forwarded via electronic mail is preferred, and the submission should briefly describe the performance to be recognized.
    - (3) An individual should not receive more than one coin.
  - c. **Presentation.** The coin will be presented in the traditional manner by the CMC.
  - d. **Records.** The PSC CMC is responsible for maintaining the administrative record required by reference (a). This includes the details of the awarded item, the date of the award and the recipient, and a brief description of the performance that led to the award. The PSC CMC must ensure the proper transfer of records as PSC CMC duties are transferred to new staff members.
7. **MAJOR CHANGES.** None.
8. **IMPACT ASSESSMENT.** This Instruction creates no new personnel resources, training, or funding requirements.
9. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.**
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CE) #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

- 10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
- 11. FORMS/REPORTS. The record of presented coins must be maintained in a locally developed manner that preserves the required element.
- 12. REQUEST FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to: Commander, Coast Guard Personnel Service Center; Mail Stop 7200, 4200 Wilson Blvd, Suite 1100; Arlington, VA 20598-7200.



M. L. AUSTIN  
Commander, Personnel Service Center