



PSCINST 1500.1

APR 16 2009

CG PERSONNEL SERVICE CENTER INSTRUCTION 1500.1

Subj: COMMANDER'S COMMAND COINS

Ref: (a) Policy for the Purchase and Award of Command Coins, ALCOAST 269/08

1. Purpose. This instruction establishes the guidelines for the command coin recognition program at Coast Guard Personnel Service Center (PSC).
2. Action. Commanding officers, division chiefs, staff chiefs, and the Commander's Aide will comply with the provisions of this instruction.
3. Directives Affected. None
4. Background. Over the course of 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 command 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 command coin was established to recognize superior achievement by individuals who, through exemplary performance, have earned a token of special recognition. The command coin provides a means of rewarding those individuals in a direct, tangible, and personal manner. This award is unit specific in nature and should not be used as a substitute for the formal awards process. This instruction provides the commander's policy for distribution of command coins and provides supervisors with direction on providing this tangible acknowledgement for outstanding performance.

DISTRIBUTION – SDL No.150

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B							10																3			3
C																										
D																										
E																										
F																		3								
G																										
H																										

NON-STANDARD DISTRIBUTION: HSWL SUPACT (4), PSSU's when established (2)

APR 16 2009

6. Policy. The functional responsibility for the command coin recognition program and the process to follow in recommending awardees follows:
 - a. Management of the program.
 - (1) The Deputy Commander is responsible for the execution and record keeping of this program.
 - (2) Coins must be maintained in a locked cabinet and are under the control of the Human Resources and Administration (HR&A) staff chief. The Deputy Commander, designated Aide, and Chief of the HR&A staff 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 and the Command Master Chief 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 Deputy Commander 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 in a 12-month period.
 - c. Presentation. The coin will be presented in the traditional manner by the Commander. The Deputy Commander or Command Master Chief may present coins on the Commander's behalf.
 - d. Records. The Commander's Aide is responsible for maintaining the administrative record required by reference (a) under the supervision of the Deputy Commander. 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 Aide must ensure the proper transfer of records as Aide duties rotate between officers.
7. Environmental Impact Statement. Environmental considerations were examined in the development of this Instruction and have been determined not to be applicable.
8. Forms/Reports. The record of presented coins must be maintained in a locally developed manner that preserves the required elements.



D. A. NEPTUN
Commander, Personnel Service Center