U.S. Department of Homeland Security

United States Coast Guard

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Personnel Service Center

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PSCINST 1500.2A

DEC 18 2014

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. Directives 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.

6. Policy. The functional responsibility for the CMC coin recognition program and the process to follow in recommending awardees follows:

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	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
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NON-STANDARD DISTRIBUTION:

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. 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 element.

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