



PSCINST 1500.1B

JAN 17 2017

PERSONNEL SERVICE CENTER INSTRUCTION 1500.1B

Subj: PSC COMMAND COINS

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

1. **PURPOSE.** This Instruction establishes guidelines for the PSC Commander and Command Master Chief command coin recognition program at the Coast Guard Personnel Service Center (PSC).
2. **ACTION.** Commanding Officers, Division Chiefs, Staff Chiefs, and the CMC shall comply with the provision of this Instruction.
3. **DIRECTIVES AFFECTED.** PSCINST 1500.1A and PSCINST 1500.2A are cancelled.
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 PSC specific in nature and should not be used as a substitute for the formal award process. This Instruction provides the Commander and Command Master Chief policy for distribution of command coins and provides supervisors with direction on providing this tangible acknowledgement for outstanding performance.
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 the Commander's coin and the Command Master Chief is responsible for the CMC coin program.
 - (2) Coins must be maintained in a locked cabinet and under the control of the PSC Administrative Assistant. The Deputy Commander, Command Master Chief, and Administrative Assistant will have access to the coin inventory.

PSCINST 1500.1A

- (3) Coins may be purchased by unit AFC-30 funds as long as Coast Guard policy for the purchase and awarding 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.
 - (2) Recommendations will be forwarded to the Deputy Commander and Command Master Chief, as applicable, for consideration using the Command Coin Recognition Form (enclosure (1)).
 - c. Presentation. The coin will be presented in a traditional manner by the Commander or Command Master Chief. The Deputy Commander or Command Master Chief may present coins on the Commander's behalf.
 - d. Records. The PSC Administrative Assistant 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 copy of enclosure (1) which provides brief description of the performance that led to the award. The PSC Administrative Assistant must ensure the proper transfer of records upon relief of duties.
7. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance to Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
8. 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.
9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be location on the following website: <http://www.uscg.mil/psc/hra/pscinst.asp>

10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction was thoroughly reviewed during the directives clearance process and it was determined there are no further records scheduling requirements in accordance with the Federal Records Act, 44 U.S.C. 3101, et seq., NARA requirements, and the 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. None
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, 2703 Martin Luther King Jr. Ave SE, Washington, DC 20593.



M. T. BELL, Jr.
Rear Admiral, U.S. Coast Guard
Commander, Personnel Service Center

Enclosure (1) PSC Command Coin Recognition Form

Enclosure (1) to PSCINST 1500.1A

CG Personnel Service Center
COMMAND COIN FORM
(BRAVO ZULU AWARD)

Unit or Unit Name:

Recipient's Name:

Recipient's "Goes By" Name:

Rate/Rank:

Time in Service:

Time at Unit/Division:

Spouse/Family Member's Names (if in attendance):

Children's Ages (if in attendance):

BZ Category (Circle One/Highlight One):

People

Communication

Collaboration

Short Narrative:

Interesting Factoid about the member (appropriate in public):