



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL (BUILDING 350)
FORT POLK, LOUISIANA 71459

REPLY TO
ATTENTION OF

AFZX-CG

JAN 14 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CG-05 – Unit Coin Medallion (UCM) Policy

1. References.

- a. Title 5, United States Code, Section 4503, Agency Awards.
- b. Title 10, United States Code, Section 1125, Recognition for Accomplishment: Awards or Trophies.
- c. Department of Defense (DOD) Directive 1400.25-M, DOD Civilian Personnel Manual, Subchapter 451, Dec 96.
- d. Army Regulation (AR) 672-20, Incentive Awards, 29 Jan 99.
- e. AR 600-8-22, Military Awards, 11 Dec 06.
- f. AR 37-47, Representation Funds of the Secretary of the Army, 18 Sep 12.
- g. Memorandum, United States Army Forces Command (FORSCOM), 13 Jun 13, subject: Commanding General Policy Memo 8, Unit Coin Medallion (UCM) Policy.

2. Purpose. To establish policy and procedures for the purchase and award of UCMs for FORSCOM units assigned to Fort Polk.

3. Scope. This policy does not apply to UCMs purchased with personal or private funds, or with official representation funds, and is limited in scope to UCMs purchased with official operating funds.

4. Policy.

a. Definition. UCMs (standard size) are custom minted and emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side, presented by an authorized individual, or on behalf of an authorized individual, as an on-the-spot recognition of excellence.

b. General. The UCM provides authorized individuals an effective means to timely recognize Soldiers and DA Civilian employees for acts of exceptional excellence. Appropriated funds may not be used to purchase UCMs intended as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote good will.

c. Authority. UCMs may be procured with operating funds. Commanders, battalion-level and above, are delegated the authority to expend \$3000.00 per fiscal year of locally available operating funds to purchase UCMs.

d. Limitations.

(1) Only one UCM design per unit may be purchased with operating funds.

(2) The Commanding General, JRTC and Fort Polk, must approve UCM acquisitions for expenditures over \$3000.00 in one fiscal year.

(3) UCMs will not include the authorized individual's or presenter's name. However, the names of the authorized individual and recipient may be engraved on the UCM for each individual presentation. UCMs procured with appropriated funds may identify the presenter only by position or the title of the authorized individual and/or the name of the agency presenting the coin i.e. Commanding General, JRTC and Fort Polk.

(4) UCMs will bear an inscription identifying it as an award, such as 'For Excellence' or 'In Recognition of Outstanding Performance'. UCMs purchased prior to the signed date of this policy that do not bear the appropriate inscription may continue to be awarded until supplies are exhausted. Replacement UCMs will bear the appropriate inscription.

e. Presentation of UCMs.

(a) UCMs may be presented to DA personnel to recognize acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishments of the Army's mission in accordance with ARs 600-8-22 and 672-20.

(b) As part of the command's integrated awards program, the UCM may not be presented to peers or superiors of the awarding officer, nor routinely presented for an individual's performance of his or her regularly assigned duties. Authorized individuals must exercise appropriate restraints regarding the number or frequency of UCMs presented. They must also be able to draw a distinction between a token of appreciation and an award when deciding to present Soldiers and DA Civilian employees with UCMs. Commanders are encouraged to maximize the use of other awards and recognitions currently available.

(c) A commander authorized by this policy to purchase UCMs may permit the unit's Command Sergeant Major, Deputy Commander, Chief of Staff, or Executive Officer to award a UCM on the commander's behalf. The permission to award UCMs may not include the permission to purchase UCMs. Permission to present UCMs must be formally delegated in writing (see enclosure).

(d) Authorized individuals will not present UCMs to the following:

1 Unaffiliated individuals or employees of non-federal government agencies.

2 Contractors. Contractors are defined as private citizens or entities in a profit making or commercial relationship with DOD or its components. Contractors or contractor employees are not DOD employees.

3 Volunteers. UCMs purchased with appropriated funds may not be presented to volunteers. Authorized individuals may award UCMs purchased with non-appropriated funds to volunteers to recognize their accomplishments.

4 Retirees and Family members. Presenting UCMs to retirees and Family members is not authorized.

f. Record Keeping. All units that purchase UCMs with appropriated funds will track the expenditures and report to the G1 each fiscal year. The G1 will consolidate all reports and forward to FORSCOM G1 NLT 1 Nov. The report shall include number of UCMs on hand at the beginning of the reporting period, number of UCMs presented during the reporting period, dollar amount and number of UCMs purchased during the reporting period.

5. The point of contact is the Secretary of the General Staff at 337.531.1718. This policy is in effect until rescinded or superseded.

Encl
as


WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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MEMORANDUM FOR RECORD

SUBJECT: Authorization to Present the Joint Readiness Training Center (JRTC) and Fort Polk Unit Coin Medallion (UCM)

1. References.

- a. Memorandum, United States Army Forces Command (FORSCOM), 13 Jun 13, subject: Commanding General Policy Memo 8, Unit Coin Medallion (UCM) Policy.
- b. Memorandum, Joint Readiness Training Center (JRTC) and Fort Polk, 14 Jan 14, subject: JRTC and Fort Polk Command Policy Memorandum CG-05 – Unit Coin Medallion (UCM) Policy.

2. I authorize the JRTC and Fort Polk Command Sergeant Major to present the JRTC and Fort Polk Commanding General's UCM on my behalf.

3. This authorization remains in effect until rescinded.

WILLIAM B. HICKMAN
Brigadier General, USA
Commanding

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