UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
7042
G-1
JAN 16 2018

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 2-18

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS COMMAND COIN POLICY

Ref: (a) MCO 7042.6C
      (b) SECNAVINST 7042.7K

1. <u>Situation.</u> To establish a medallion "coin" policy for Marine Corps Installations Command (MCICOM). The policy supplements existing awards programs.

2. <u>Cancellation</u>. MCICOM Policy Letter 6-12 and LF Policy Letter 1-14.

3. <u>Mission</u>. To establish policy regarding the purchase and presentation of unit coins by Regional Commanding Generals in order to ensure the timely recognition of significant accomplishments by unit personnel.

4. <u>Execution</u>

   a. <u>Commander's Intent and Concept of Operations</u>

      (1) <u>Commander's Intent</u>

         a. Coins may be presented by the Commanders within MCICOM on a one-time/unscheduled basis only in those instances where the accomplishment is unique, clearly contributes to increased effectiveness or efficiency and is not covered by the Department Awards Program.

         b. Coins purchased with appropriated funds will not be used as motivational items, morale boosters, or mementos for very important persons. Coins may not be used as commemorative gifts, souvenirs, tokens of exchange, or for any reasons unrelated to special achievements.

         c. All coins purchased with appropriated funds will be tracked and accounted for. Appropriate tracking will ensure proper usage of appropriated funds and meet any audit requirements.

         d. Reference (a) provides guidance for awarding trophies and similar devices for significant accomplishments.

         e. Reference (b) provides guidance in accordance with SECNAVINST 7042.7K Official Representation Funds (ORF) guidelines that ORF may be used to purchase mementos that have a command or official theme. Coins having a command or official theme qualify as appropriate mementos. Generally, a command may offer mementos not exceeding $315 to foreign dignitaries or other prominent citizens (non-DOD personnel)[1]. A command also may offer mementos not exceeding $40 to prominent visiting DoD officials.

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[1] See Paragraph 8b, SECNAVINST 7042.7K. See 73 Fed. Reg. 7475 for adjustment of threshold from $305 to $335. See paragraph 6 and enclosure (1) for a description of the foreign dignitaries and other prominent citizens authorized to receive official courtesies under the instruction.

        f. Appropriated funds may be used to purchase coins to be presented as awards recognizing the recipient's significant accomplishments. Only enough coins may be purchased with appropriated funds to meet the bona fide need of the command for each fiscal year.

        g. Any coins purchased with personal funds may be distributed as desired, and will be maintained and accounted for separately.

        (2) Concept of Operations. The accomplishments being recognized must be of such a nature that they are above and beyond that expected of an individual or unit in the normal performance of duty. These awards must also relate to the mission of the activity presenting the award.

    b. Subordinate Elements. Subordinate element Commanding Generals of Marine Corps Installations East, West, and Pacific to include the Commanding Officer of Marine Corps Installations National Capital Region are authorized to purchase unit coins for presentation to unit personnel. Regional Commanding Generals and Officer(s) are authorized to approve the use of appropriated funds for coins that meet the requirements outlined in reference (a).

5. Administration and Logistics. Questions concerning this policy should be addressed to the Adjutant, MCICOM.

6. Command and Signal

    a. Command. This policy is applicable to all personnel within MCICOM and its subordinate commands.

    b. Signal. This policy is effective the date signed.

                    V. A. COGLIANES

DISTRIBUTION: C