



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY ACQUISITION SUPPORT CENTER  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567

SFAE-HRMD

MAY - 2 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exception to Coin Policy

The U.S. Army Acquisition Support Center (USAASC) requested an exception to the Department of the Army (DA) Memorandum 600-70, Procurement and Presentation of Coins, by Headquarters, Department of the Army Principal Officials (enclosure 1), to allow Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs) authority to purchase and issue coins. The current wording in the DA Memorandum does not address PEOs and DRPMs. On April 13, 2007, the Administrative Assistant to the Secretary of the Army granted the exception to the DA Memorandum (enclosure 2), allowing the PEOs and DRPMs authority to purchase coins. The PEOs and PMs must comply with DA Memo 600-70 including the \$5,000 per year limitation.

The point of contact for this subject is Ms. Roberta McMillen, (703) 805-1017, e-mail: Roberta.mcmillen@us.army.mil.

  
CRAIG A. SPISAK  
Director

2 Enclosures

DISTRIBUTION:  
PROGRAM EXECUTIVE OFFICERS:  
AMMUNITION  
AVIATION  
COMBAT SUPPORT AND COMBAT SERVICE SUPPORT  
COMMAND, CONTROL, AND COMMUNICATIONS (TACTICAL)  
ENTERPRISE INFORMATION SYSTEMS  
GROUND COMBAT SYSTEMS  
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS  
MISSILES AND SPACE  
SIMULATION, TRAINING AND INSTRUMENTATION  
SOLDIER

DISTRIBUTION: (CONT)  
TACTICAL MISSILES

JOINT PROGRAM OFFICER CHEMICAL AND BIOLOGICAL DEFENSE

PROGRAM MANAGERS:  
CHEMICAL MATERIALS AGENCY  
FUTURE COMBAT SYSTEMS



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

24 JAN 2007

SFAE-HR

MEMORANDUM THRU DIRECTOR, ARMY STAFF *Je/31ab07*  
FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY,  
ATTN: CHIEF ATTORNEY, CONTRACTING CENTER OF  
EXCELLENCE AND OFFICE OF THE ADMINISTRATIVE ASSISTANT

SUBJECT: Exception to Coin Policy for the Headquarters, U.S. Army  
Acquisition Support Center (HQ, USAASC)

The purpose of this memorandum is to request an exception to Department of the Army (DA) Memorandum 600-70, Procurement and Presentation of Coins, by Headquarters, DA Principal Officials. The request is to grant coin procurement and issuance to USAASC's Program Executive Officers (PEOs) and Direct Reporting Program Managers (PMs).

Enclosed are HQ, USAASC's responses to the questions from the Chief Attorney, Contracting Center of Excellence and the Office of the Administrative Assistant for requesting an exception to the Coin Policy. The current wording in the DA Memorandum allows Direct Reporting Unit directors and commanders to procure coins, but the PEOs and PMs are not addressed. This exception would authorize the PEOs and PMs to purchase and present coins.

The point of contact is Ms. Roberta J. McMillen at (703) 805-1017, or e-mail: roberta.mcmillen@us.army.mil.

*Claude M. Bolton, Jr.*  
Claude M. Bolton, Jr.  
Army Acquisition Executive

Enclosure

PER ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY:

APPROVED *Jane E. Marrow* 13 Apr 07  
DISAPPROVED \_\_\_\_\_  
SEE ME \_\_\_\_\_  
*See attached memo.*

Headquarters  
Department of the Army  
Washington, DC  
11 February 2004

Personnel—General

Procurement and Presentation of Coins by Headquarters Department of the Army  
Principal Officials

**Applicability.** This memorandum applies to Headquarters, Department of the Army, and its field operating agencies and Joint/Department of Defense agencies administratively supported by HQDA.

**Proponent and exception authority.** The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum that are consistent with controlling laws and regulations. The Administrative Assistant may delegate the approval authority, in writing, to a Director under his supervision who holds the grade of GS-15 or 06.

	Paragraph	Page
Purpose .....	1	1
References .....	2	1
Explanation of terms .....	3	1
Responsibilities .....	4	2
Policy .....	5	2
Exceptions .....	6	3

**1. Purpose**

This memorandum establishes policy for procurement and presentation of coins by HQDA principal agencies and activities as a recognition device.

**2. References**

- a. Army Regulation 672-20, Incentive Awards.
- b. Department of the Army Pamphlet 672-20, Incentive Awards Handbook.
- c. Army Regulation 600-8-22, Military Awards.
- d. Army Regulation 215-1, Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
- e. Army Regulation 37-47, Representation Funds of the Secretary of the Army.
- f. Section 4503, Title 5, United States Code (5 USC 4503) (Available at <http://www.gpoaccess.gov/uscode/index.html>).
- g. Section 1125, Title 10, United States Code (10 USC 1125) (Available at <http://www.gpoaccess.gov/uscode/index.html>).

**3. Explanation of terms**

- a. *Abbreviations.*
  - (1) AASA—Administrative Assistant to the Secretary of the Army

- (2) AR—Army Regulation
- (3) ASA (M&RA)—Assistant Secretary of the Army for Manpower and Reserve Affairs
- (4) HQDA—Headquarters Department of the Army
- (5) SA—Secretary of the Army

*b. Terms.* HQDA coin—A custom minted and emblazoned coin about the size of a U.S. half dollar, or silver dollar coin, typically with an insignia on the front side (obverse) and inscription on the reverse side.

#### 4. Responsibilities

- a.* The Secretary of the Army has the overall responsibility for the Army Incentive Awards Program.
- b.* The Administrative Assistant to the Secretary of the Army (AASA), as the HQDA MACOM Commander, will provide leadership, direction, and supervision over the execution of this policy.
- c.* The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) will exercise overall staff oversight over the Army-wide Incentive Awards Program.

#### 5. Policy

*a. General.* Coins are intended for use as a tool by HQDA principals to provide tangible, honorary recognition to HQDA and other DOD personnel for acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the Army's mission. Coins for this purpose may be procured with the operating accounts of an HQDA agency.

*b. Procurement authority.* This policy does not address the presentation of coins that have been procured by private organizations, nonappropriated funds (see AR 215-1), official representation funds (see AR 37-47), or personal funds.

- (1) Coins may be procured with operating funds and presented pursuant to the following authorities:
  - (a) Recognition for accomplishments, award of trophies (10 USC 1125).
  - (b) Agency Awards (5 USC 4503).

(2) Only principal officials holding the rank of brigadier general (BG) (to include one frocked), or Senior Executive Service (SES) civilian equivalents or above of HQDA agencies, the Sergeant Major of the Army, and commanders or directors of field operating agencies and direct reporting units headed by a commissioned officer or civilian equivalent are authorized to purchase coins with appropriated funds.

(3) Coin procurement authority may be delegated in writing to one individual under the supervision of the principal official who holds the grade of GS-15, O-6, or higher. This authority may not be further delegated, and award of a coin may be made only on behalf of the principal official.

#### *c. Limitations on purchase authority.*

(1) HQDA agencies and field operating agencies (FOA) may expend a reasonable amount of their operating funds, set aside for awards, to purchase coins. Purchase and issuance will be limited as follows:
 

- (a) HQDA principal agencies and activities headed by a BG (to include one frocked), SES civilian equivalent, or above, and the Sergeant Major of the Army.
- (b) Field operating agencies headed by a commissioned officer or civilian equivalent.

(2) Coins minted or manufactured with the presenter's name results in unused or obsolete stock upon reassignment or retirement of the presenter. Therefore, with exception of the Secretary of the Army, Chief of Staff of the Army, and the Sergeant Major of the Army, coins procured with appropriated funds, after the effective date of this policy, may identify the presenter only by position or title of the presenter and/or the name of the agency presenting the coin (for example, Administrative Assistant to the Secretary of the Army). The presenter's name may be engraved on a coin for each individual presentation.

(3) With exception of the Secretary of the Army, Chief of Staff of the Army, and the Sergeant Major of the Army, the AASA must approve any coin acquisitions in excess of \$5,000 in any one fiscal year.

*d. Presenting coins.* Each HQDA principal official will establish a standard protocol with respect to who is authorized to present coins on their behalf. HQDA principal officials will establish a method for maintaining a record of fiscal year expenditures for coins purchased.

- (1) Coins may be presented to DOD personnel for the following purposes:

**DA Memo 600-70**

(a) To recognize excellence in an Army competition or similar activity (in accordance with AR 600-8-22 and AR 672-20).

(b) To recognize a unique accomplishment that furthers the efficiency and effectiveness of the Army's mission (in accordance with AR 600-8-22 and AR 672-20).

(2) Coins purchased with appropriated funds shall not be presented to contractor personnel.

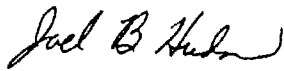
**6. Exceptions**

Any request for exception shall be submitted to the Office of the Administrative Assistant to the Secretary of the Army, attention SAAA-EX.

By order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

Distribution:

This publication is available in electronic media only and is intended for Headquarters, Department of the Army and its field operating agencies.