

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Eustis, Virginia 23604-5700

*TRADOC Regulation 672-6

26 January 2023

Decorations, Awards, and Honors

Unit Coin Medallions

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History. This is a revision to TRADOC Regulation 672-6. The portions affected are listed in the summary of changes.

Summary. This regulation prescribes U.S. Army Training and Doctrine Command policy and procedures for the purchase and award of military coins.

Applicability. This regulation applies to all U.S. Army Training and Doctrine Command organizations that purchase and award military coins.

Proponent and exception authority. The proponent for this regulation is the U.S. Army Training and Doctrine Command, Deputy Chief of Staff, G-1/4. The proponent has authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. This authority may be delegated in writing, to Commanders/Commandants, TRADOC Centers of Excellence and Schools. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Requests for military coin acquisitions exceeding \$10,000 per fiscal year must be processed through Headquarters, Department of the Army.

Army management control process. This regulation does not contain management control provisions.

*This regulation supersedes TRADOC Regulation 672-6, dated 6 February 2001.

Supplementation. Supplementation of this regulation and establishment of command and local forms is prohibited without prior approval from the Deputy Chief of Staff, G-1/4, U.S. Army Training and Doctrine Command, 661 Sheppard Place (ATBO-BP), Fort Eustis, VA 23604-5744.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-1/4, U.S. Army Training and Doctrine Command, 661 Sheppard Place (ATBO-BP), Fort Eustis, VA 23604-5744.

Distribution. This regulation is available in electronic media only at the TRADOC Administrative Publications website at <https://adminpubs.tradoc.army.mil>.

Summary of Change

TRADOC Regulation 672-6
Military Coins

This administrative revision, dated 26 January 2023 –

- o Changes “Unit Coin” to “Unit Coin Medallion” throughout.
 - o Changes Unit Coin Medallion acquisition fiscal year funding limit from \$5,000 to \$7,500 (para 1-4a).
 - o Provides that Deputy Commanding General/Chief of Staff, U.S. Army Training and Doctrine Command will approve Unit Coin Medallion acquisitions procured with appropriated funds exceeding \$7,500 up to \$10,000 for all TRADOC units in any one fiscal year (para 1-4b).
 - o Adds Coin Matrix (Appendix B).
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Chapter 1 Introduction

1-1. Purpose

To establish policy and procedures for the purchase and award of Unit Coin Medallions (UCM) within U.S. Army Training and Doctrine Command and all subordinate commands. All previous delegations and procedures pertaining to unit coins are superseded by this revision.

1-2. References

See [appendix](#).

1-3. Explanation of abbreviations and terms

See the [glossary](#).

1-4. Responsibilities

a. Commander, TRADOC delegates to-

(1) Commanding generals; Commanders/Commandants, TRADOC Centers of Excellence and Schools; commanders of organizations regularly commanded by field grade officers (O-6 and above); commandants not designated as commanders; commandants of noncommissioned officer academies, and command sergeant majors the authority to approve the purchase of UCMs using appropriated funds up to \$7,500.00 per fiscal year.

(2) Deputy Commanding General/Chief of Staff (DCG/COS), TRADOC the authority to approve or disapprove UCM acquisitions with available operating funds exceeding \$7,500.00 up to \$10,000.00 per fiscal year for all TRADOC command organizations.

b. DCG/COS, TRADOC, will-

(1) Approve or disapprove requests for the expenditure of available operating funds under the TRADOC awards program to purchase UCMs for HQ TRADOC.

(2) Approve or disapprove UCM acquisitions with available operating funds exceeding \$7,500.00 up to \$10,000.00 per fiscal year for all TRADOC command organizations.

c. Deputy Chief of Staff (DCS), G-1/4, TRADOC, will-

(1) Establish policy and procedures to purchase UCMs with available operating funds to be awarded in connection with existing authorized award programs.

(2) Review and submit all requests for exceptions to the policies in this regulation to the DCG/COS, TRADOC as the approval authority.

d. Deputy Chief of Staff (DCS), G-8, TRADOC, will consolidate the total appropriated fund expenditure for military coins for the preceding fiscal year, based on organization reports.

e. The following are those positions within TRADOC that are authorized to issue (award) UCMs purchased using available operating funds: Commanding generals; Commanders/Commandants, TRADOC Centers of Excellence and Schools; commanders of organizations regularly commanded by field grade officers (O-6 and above); commandants not designated as commanders; commandants of noncommissioned officer academies, and command sergeant majors.

(1) Individuals identified by position in paragraph 1-4e, who purchase/award military coins with appropriated funds will ensure implementation of this policy.

(2) Absent any grant of authority as an exception to this regulation, only those individuals identified by position in paragraph 1-4e above have the authority to purchase/award military coins (or have a subordinate award them in their place IAW para 1-4e(3)).

f. Officers, noncommissioned officers, or civilians, regardless of grade or level of organization, not specifically authorized by this regulation are prohibited from using appropriated funds to purchase/award military coins.

1-5. Records management requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2 Unit Coin Medallion Policy

2-1. General

a. UCMs are used as a tool to provide tangible, honorary recognition to military and Department of the Army civilian 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. Appropriated funds may not be used to purchase UCMs intended as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote goodwill.

b. The annual amount an individual identified by position in paragraph 1-4e may spend for coins in a fiscal year is \$7,500.00. Identified individuals may only purchase 20% of unit's end strength number, up to \$7,500.00, and individual UCMs must cost \$7.00 or less, per unit; to include shipping. The Deputy Commanding General, TRADOC, is the approval authority, and must approve coin expenditures above \$7,500.00 to a limit of \$10,000.00 in an organization for any one fiscal year. Coin expenditures exceeding \$10,000.00 in any one fiscal year require a Headquarters, Department of the Army-level Exception to Policy (ETP). Identified individuals are encouraged to maximize the use of other awards and recognitions currently available.

c. An individual authorized by this policy to purchase UCMs may permit the organization's subordinates in the organization to present military coins and other recognition items to award program recipients on their behalf should they be unable to attend.

d. This regulation does not address the procurement or presentation of coins that have been procured by private organizations, non-appropriated funds (see AR 215-1), official representation funds (see AR 37-47), or personal funds.

2-2. Unit Coin Medallion requirements

a. Authorized designs.

(1) UCMs coins procured with appropriated funds may identify the presenter only by position or title of the presenter and/or the name of the agency presenting the military coin (for example, "Award for Excellence Presented by the Commanding General").

(2) No UCMs will be purchased with appropriated funds that is are personalized to have the intended presenter's name on the military coin. However, the presenter's name may be subsequently engraved on a military coin, on a case-by-case basis, for an individual presentation.

(3) UCMs will bear an inscription identifying it as an award, such as "For Excellence" or "In Recognition of Outstanding Performance."

(4) Individuals authorized to issue UCMs may choose to design combined coins (commanders, deputy commanding general, command sergeant major) if desired. (Note: the military coin acquisition fiscal year funding limit of \$7,500.00 applies to combined military coins; see paragraphs 1-4a and 1-4b.) Only one UCM design per unit may be purchased with operating funds (e.g., the TRADOC Commanding General's coin design included the 4-star flag and the Command Sergeant Major chevron to represent the command team).

(5) To conserve constrained resources, discretion must be exercised when acquiring military coins, to include the military coin's size, complexity, extravagance of design, and manufacturing cost (UCM must cost \$7.00 or less, per unit; to include shipping).

b. Accountability. Identified individuals will ensure the physical security of UCMs and will maintain an inventory log accounting for the distribution of the military coins, to include providing for the recipient's name, date of presentation, and reason (e.g., NCO of the quarter, etc.) so as to promote accountability and prevent fraud. General's aides should assist in this process by accurately documenting the distribution of any such military coins.

c. Individuals authorized to issue UCMs will track, consolidate, and report the total appropriated fund expenditure for military coins electronically to the DCS, G-8, HQ TRADOC, no later than 1 November for the preceding fiscal year. Send reports of the total appropriated fund expenditure for military coins via email to usarmy.jble.tradoc.list.hq-tradoc-g-8-budget-fcid@army.mil.

d. Prohibitions. UCMs will not be given away as mementos and should not be presented merely for an individual's normal performance of regularly assigned duties. Identified individuals must exercise appropriate restraint regarding the number and frequency of military coins presented and must draw a distinction between a token of appreciation and an award when deciding to present military coins to Soldiers and DA Civilian employees.

e. Further restrictions. Nothing in this regulation restricts commanders and commandants of noncommissioned officer academies from issuing a more restrictive military coin policy within their organization.

Appendix A

References

Section I

Required Publications

Unless otherwise indicated, TRADOC publications and forms are available on the TRADOC Administrative Publications website at <https://adminpubs.tradoc.army.mil/>. DA publications and forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/>. U.S. Codes are available at <http://uscode.house.gov/>.

AR 600-8-22

Military Awards

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 37-47

Official Representation Funds of the Secretary of the Army

AR 215-1

Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities

AR 672-20

Incentive Awards

DA Pam 25-403

Army Guide to Recordkeeping

DOD Instruction 1400.25, Volume 451

DOD Civilian Personnel Management System: Awards (<https://www.esd.whs.mil/DD/>)

Title 5, U.S.C § 4503
Agency awards

Title 10, U.S.C § 1125
Recognition for accomplishments: award of trophies

Appendix B
Coin Matrix

Table B-1
Coin Matrix

	Unit Coin Medallion	ORF Coins	Personal Coins	MWR Coins
Purpose	On-the-spot awards to show recognition or accomplishment	Memento used to maintain the standing and prestige of the U.S., per ORF rules	Purchaser discretion but use good judgment	Recognition for MWR employee and events
Authority	5 USC 4503, 10 USC 1125, AR 600-8-22, AR 672-20, TRADOC Reg 672-6	10 USC 127, DoDI 7250.13, AR 37-47	none	AR 215-1 AR 215-3
Fund Source	Appropriated Funds via O&M	Emergency and Extraordinary Expenses via O&M	Pocket depth – purchaser discretion	Non-Appropriated Funds (NAF)
Distinguished by	Typically has unit insignia on one side and inscription on reverse	Usually some logo connected to Designated Official (DO) like a flag or TRADOC logo	Distinguishable from other coin types (e.g., not to be confused with CMD “for excellence” coins)	Typically have “MWR” logo
Prohibitions	Only purchased for USARCENT command group and BN CDRs O-5 and above. SERVICEMEMBERS AND DA CIVILIANS ONLY.	For AR 37-47 Para. 2-2 recipients ONLY. No “for excellence” language. Coins must be < \$50.00.	Should be distinguishable from other coin types (e.g., not to be confused with CMD “for excellence” coins)	Should use NAF coins for NAF employees
Approval Authority	O-6 or higher may request. Requires DCG-level ETP for purchase > \$7,500.00 Requires HQDA-level ETP for purchase > \$10,000.00.	Same as general ORF approval authority.	Purchaser’s personal funds	IMCOM channels
LEGEND: Battalion (BN), Commander (CDR), Command (CMD), Exception to Policy (ETP), Installation Management Command (IMCOM), Morale, Welfare, and Recreation (MWR), non-appropriated funds (NAF), Official Representation Funds (ORF), Operations and Maintenance (O&M), U.S. Army Central (USARCENT)				

Glossary

Section I Abbreviations

AR	Army Regulation
COS	Chief of Staff
DA	Department of the Army
DCG	Deputy Commanding General
DCS	Deputy Chief of Staff
DOD	Department of Defense
HQ	Headquarters
MWR	Morale, Welfare, and Recreation
NCO	Non-Commissioned Officer
ORF	Official Representation Funds
TRADOC	Training and Doctrine Command
UCM	Unit Coin Medallion
USC	United States Code

Section II Terms

Unit

TRADOC Centers of Excellence and Schools; organizations regularly commanded by field grade officers (O-6 and above); noncommissioned officer academies.

Unit coin medallions

Unit coin medallions (standard-size) are part of the commander's awards program. Historically, UCMs are custom minted and emblazoned coins, typically with a unit insignia on one side and inscription on the reverse side. UCMs are presented by an authorized individual, or on behalf of an authorized individual, as an on-the-spot recognition of accomplishment.