

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM) POLICY DIRECTIVE 90-12
1 October 2009**

Command Policy

Distinctive Coins

REFERENCE: USTRANSCOM Policy Directive 90-12, 1 December 2000, hereby *cancelled*.

A. PURPOSE: Identifies the process and procedures for purchase, management, and award of USTRANSCOM distinctive coins. Although this directive mainly applies to coins purchased with appropriated funds, coins purchased with personal funds or funds of a non-federal entity must still be approved. They are not, however, subject to any of the distribution limitations as outlined in this directive.

B. APPLICABILITY: Applicable to all military and civilian personnel assigned or attached to USTRANSCOM.

C. POLICIES AND PROCEDURES:

1. Coins purchased with appropriated funds may not be presented as a gift, memento, souvenir, or token of appreciation. They may only be presented as an award for excellence in the performance of duties above and beyond normal duty performance. The presenter of the coin is responsible for limiting awards under appropriate circumstances.

2. This directive does not attempt to limit coins purchased with Official Representation Funds or Special Morale and Welfare Expenditures (USTRANSCOM Instruction 34-2). Those coins are subject to separate Department of Defense and Air Force guidance.

3. USTRANSCOM distinctive coins are established as mission accomplishment recognition. There are distinct and separate versions of the coin: the USTRANSCOM Commander's (TCCC) coin; the USTRANSCOM Deputy Commander's (TCDC) coin; the USTRANSCOM Chief of Staff's (TCCS) coin, the USTRANSCOM Command Senior Enlisted Leader's (TCCC-SEL) coin; and the Basic Coin (presented by directors and Command Support Group (CSG) Chiefs). All coins are intended to instill esprit de corps, group unity, pride, and high morale by virtue of recognizing a specific mission accomplishment by a military or civilian member of USTRANSCOM, its components, and other supporting personnel. Due weight will be granted for an award of the coins listed in qualifying and selecting an employee for promotion as provided in Title 5 U.S.C. 3362. If a presentation is made to a civilian employee of another command, the justification should be forwarded to the individual's supervisor. Awarding of any of the coins specified in this directive shall be consistent with the criteria established by this directive. Distinctive coins may not be presented to contractors.

3.1. TCCC Coin. Presented as determined by the Commander and procured, maintained, and accounted for by USTRANSCOM Protocol (TCCS-P).

3.2. TCDC Coin. Presented as determined by the Deputy Commander and procured, maintained, and accounted for by USTRANSCOM Protocol (TCCS-P).

3.3. TCCS Coin. Presented as determined by the Chief of Staff and procured, maintained, and accounted for by USTRANSCOM Protocol (TCCS-P).

3.4. TCCC-SEL Coin. Presented as determined by the Command Senior Enlisted Leader and procured, maintained, and accounted for by USTRANSCOM Protocol (TCCS-P).

3.5. Basic Coin. Presented as determined by directors and CSG chiefs, and procured, maintained, and accounted for by USTRANSCOM Protocol (TCCS-P).

3.6. Civilian Employees. Coins awarded to civilian employees must be annotated in the employee's personnel folder by the supervisor. The award presenter is responsible for ensuring the award justification is documented. The selection for awards, to comply with public law, must be made in a non-discriminatory manner.

4. TCCS-P will budget Transportation Working Capital Funds (TWCF) for all coins outlined in paragraph 3 above, and procure an appropriate amount to meet the command's needs. TCCS-P is the approval authority for expenditure of any appropriated or TWCF funds used to purchase coins. Management and distribution of coins purchased with appropriated funds are subject to audit. TCCS-P will establish and maintain records to demonstrate coins are responsibly managed. At a minimum, records should reflect the date, recipient, and purpose for which the coin was awarded.

4.1. The purchase of additional coins by any other directorate, CSG, or office within USTRANSCOM, using appropriated or TWCF funds, is prohibited.

5. Coins purchased with personal funds or funds of a non-federal entity, i.e., booster clubs, unit private organizations, and use the command emblem or name must be approved by TCCS IAW USTRANSCOM Instruction 84-4, *Lineage, Honors, and Heraldry*, para 2.3. 1.5.

6. Regardless of funding used, all new coin designs and any design or color changes to existing coins must be coordinated through the USTRANSCOM Research Center (TCRC) for quality control of the USTRANSCOM emblem and to verify conformance to the heraldic tradition.

D. EFFECTIVE DATE AND IMPLEMENTATION: This directive is effective immediately.

WILLIAM H. JOHNSON
Major General, U.S. Army
Chief of Staff

OPR: TCCS-P