UNITED STATES TRANSPORTATION COMMAND (USTRANSCOM) POLICY DIRECTIVE 90-12

1 December 2000

Distinctive Coins

A. PURPOSE: Identifies the approved USTRANSCOM distinctive coins and procedures for their purchase and award. This directive only applies to coins purchased with appropriated funds. Coins purchased with personal funds or funds of a non-federal entity, i.e. unit private organizations, are not subject to any of the limitations on distribution outlined in this directive.

B. APPLICABILITY: Applicable to all personnel, military and civilian, assigned or attached to USTRANSCOM at Scott AFB, Illinois.

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 to appropriate circumstances.

2. This directive does not attempt to limit coins purchased with Official Representation Funds. These coins are subject to separate Department of Defense guidance.

3. The USTRANSCOM distinctive coins are established as mission accomplishment awards. There are distinct and separate versions of the coin; the Commander in Chief's (CINC's) coin; the Deputy Commander in Chief's (DCINC's) coin; the Command Chief Master Sergeant's coin; the Command First Sergeant's coin; the Basic coin and the Quiet Hero coin. 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 member of USTRANSCOM or other supporting personnel. Awarding of any of the coins specified in this directive shall be consistent with the criteria established by this directive. Due weight will be granted for an award of the coins listed in qualifying and selecting an employee for promotion as provided in 5 U.S.C. 3362.

3.1. The CINC's coin. Presented as determined by the CINC and maintained by USTRANSCOM Protocol (TCCC-P).

3.2. The DCINC's coin. Presented as determined by the DCINC and maintained by the DCINC's Aide (TCDC-A).

3.3. The Command Chief Master Sergeant's (CCM) coin. Presented as determined and maintained by the CCM.

3.4. The Command First Sergeant's (CFS) coin. Presented as determined and maintained by the CFS.

3.5. The Basic coin. Presented and maintained by directors and chiefs of direct reporting elements (DREs). These coins will be ordered and stocked by the Directorate of Manpower and Personnel (TCJ1), Personnel and Programs Division (TCJ1-P). TCJ1-P will distribute to directorates/DREs based upon need.

3.6. The Quiet Hero coin. Presented by directors and chiefs of DREs to recognize "behind-the-scene" outstanding accomplishments. The coin is purchased and stocked by the TCJ1 Training and Civilian Personnel Division (TCJ1-C) and provided to the approving authority as needed.

3.7. Coins awarded to civilian employees must be annotated in the employee's personnel folder by the supervisor. The selection for awards, to comply with public law, must be made in a non-discriminatory manner. Award presenter is responsible for ensuring the award justification is documented. If a presentation is made to a civilian employee of another command, the justification should be forwarded to the individual's supervisor.

4. TCJ1 will budget Transportation Working Capital Funds (TWCF) for, and procure the DCINC, Basic, and Quiet Hero coins. Control and issuance of the Basic coin will be maintained by TCJ1. The CINC, CCM and CFS will budget TWCF or appropriated funds to procure an appropriate amount of coins to meet their needs.

5. The purchase of coins by any other directorate, DRE, or office within USTRANSCOM, using appropriated or TWCF, funds is prohibited. The DCINC is the approval authority for the expenditure of any appropriated or TWCF funds to purchase any coins.

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

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

CARLOS D. PAIR
Brigadier General, U.S. Army
Chief of Staff

OPR: TCJ1-P