



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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7042
ADJ
10 Jun 20

COMMANDING GENERAL'S POLICY LETTER 003-20

From: Commanding General
To: All Commanders, Marine Corps Installations East

Subj: MARINE CORPS INSTALLATIONS EAST REGIONAL COMMAND POLICY OF TROPHIES, MEDALLIONS, AND OTHER SIMILAR DEVICES IN RECOGNITION OF ACCOMPLISHMENT

Ref: (a) 10 U.S.C. 1125 and 5 U.S.C. 4503
(b) SECNAVINST 3590.5A
(c) MCO 7042.6C
(d) MCO 4400.150

Encl: (1) Medallion/Coin Accountability Log

1. Situation. Reference (a) authorized the Secretary of Defense to use appropriated funds to purchase medals, trophies, badges, medallions ("Command/Commander coins") and similar devices for award to members, units, or agencies of an Armed Force for excellence in accomplishment or competitions related to that Armed Force, and provide badges or buttons in recognition of special service, good conduct, and discharge under conditions other than dishonorable. The Secretary of Defense authorized the Secretaries of Military Departments to further delegate this authority to senior service commanders. The Secretary of the Navy, by reference (b), authorized Marine Corps General Officers in command to approve the use of appropriated funds for these purposes and set forth policies concerning the program. The Commandant of the Marine Corps provided additional guidance in reference (c).

2. Cancellation. MCIEAST-MCB CAMLEJO 1650.6A Ch 1.

3. Mission. To establish Commanding General, Marine Corps Installations East-Marine Corps Base Camp Lejeune (CG, MCIEAST-MCB CAMLEJ) policy for purchasing and awarding trophies, medallions, ("Command/Commander coins") and similar devices to individual U.S. Military personnel, Department of Defense (DoD) Civilians and units for excellence in accomplishment and competitions contributing to the effectiveness of MCIEAST missions and operations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited

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(a) The CG, MCIEAST-MCB CAMLEJ will determine and authorize expenditures for those individuals and subordinate units that excel in designated areas of competition related to the mission of MCIEAST. Although not all inclusive, the following is a sample list of competition categories:

1. Marine of the Month; Quarter; Year.
2. High Rifle Marksman of the Quarter; Year.
3. High Pistol Marksman of the Quarter; Year.
4. Highest Physical Fitness Test Score for the Year.
5. School Honor Graduate.
6. Civilian of the Quarter; Year.

7. Annual Award competitions that sponsor trophies, plaques, etc. to the individual or unit winner, such as the best Field Mess Competition (Major General W.P.T. Hill Memorial Award Program).

(b) Appropriated funds may be used to purchase devices such as trophies, medals, badges, plaques, and medallions ("coins") in recognition of those accomplishments designated by CG MCIEAST-MCB CAMLEJ for special recognition. Nominal value for purposes of this policy is \$50.00 or less for each individual item. The value of each individual coin shall not exceed \$10.00.

(c) Items purchased under this policy can be presented to active duty, reserve, and DoD Civilian personnel. All items purchased with Operations and Maintenance, Marine Corps (O&M, MC) funding are not authorized for foreign personnel, contractors, or non-DoD civilians.

(d) The accomplishments and award categories will be of such nature that they are above and beyond that expected of an individual or unit in the normal performance of duty. These awards should relate to the MCIEAST mission.

(e) Awards may be on a one-time basis in those instances where the accomplishments are unique, clearly contribute to effectiveness and efficiency, and not covered by another command's award's program.

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(f) The medallions ("coins") should contain the name of the command presenting the award. Medallions ("coins") purchased with appropriate funds may not contain the name of the individual commander. Prior to purchase, cognizant fiscal contracting personnel will be consulted to ensure compliance with applicable orders.

(g) Commands may only purchase enough medallions ("coins") to meet the bona fide need of the command for each fiscal year. The annual purchase quantity of medallions ("coins") is limited to maximum of 10 percent of the estimated on-hand unit strength for the fiscal year.

(h) Items not considered appropriate awards (i.e. useful in nature) such as cash, watches, athletic shoes, functional weapons, etc., will not be purchased or awarded under the provision of this policy.

(i) Costs of trophies and similar devices purchased in accordance with this program will be funded by CG, MCIEAST-MCB CAMLEJ operation and maintenance funds.

(j) Official Representation Funds (ORF) are inappropriate for this program. Commands requiring ORF should contact MCIEAST-MCB CAMLEJ Protocol Officer for guidance.

(k) Commands will receive an audit/review of this program annual. Any unauthorized purchases or issuance found will require personal reimbursement/restitution to the U.S. Treasury.

(l) Commands, when approved to expend appropriate funds under this policy, will purchase on single design/style of coin at the Commander's discretion. Commanding General/Officers can authorize the senior enlisted representative to issue the same coin on behalf of the Commanding General/Officer and in accordance with the commands awards program. Senior enlisted are not authorized to use appropriated funds to purchase separate and distinct coins.

(2) Concept of Operations

(a) Per references (b) and (c), Commanding Officers will seek prior approval from the CG, MCIEAST-MCB CAMLEJ to use appropriated funds for the Command awards program. All package requests to purchase coins must include the following documentation:

1. Commanding Officer Letter of Justification.
2. Vendor Quote(s)

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3. Proposed Coin Design (Front and Back)
4. Troop to Task List on Table of Organization
5. Published Copy of Command Awards Program
6. Previous medallion ("coin") inventory/issuance log if applicable.

(b) Per reference (d) and utilizing enclosure (1) or other similar means, Commanding Officers will maintain complete accountability of all items purchased, issued (including issue date, issue event, person receiving item), and on-hand remaining quantities.

(c) Commanding Officers are authorized to expend personal funds to increase the purchase quantity in order to obtain personally-owned mementos that can be issued without any restrictions.

(d) Prior to Transfer of Authority, all awards covered by this policy need to be accounted for and turned over to the succeeding Commanding Officer. All items unable to be transferred must be submitted to the unit's supply officer and disposed of according to the unit standard operating procedures.

5. Administration and Logistics. Documentation will be maintained in one location and contained all required approvals, purchase requests, deliver receipts and acceptance, vendor invoices, payments vouchers and issuance/accountability documentation.

6. Command and Signal

a. Command. This policy is applicable to all MCIEAST organizations.

b. Signal. This policy is effect the date it is signed.


J. D. ALFORD

