DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO

NAVSEAINST 12450.1
Ser 02/499
27 Sep 2004

NAVSEA INSTRUCTION 12450.1

From: Commander, Naval Sea Systems Command

Subj: PURCHASE AND DISTRIBUTION OF COINS AND MEDALLIONS

Ref: (a) SECNAV 3590.4A Award of Trophies and Similar Devices in Recognition of Accomplishments
(b) Government Employees Incentives Awards Act, 5 U.S.C. §~4501—4506
(c) EBUSOPSOFFINST 4200.1A, Department of Navy Policies and Procedures for the Operations and Management of the Government Commercial Purchase Card Program

Encl: (1) Format for approval of command coins/medallions purchase

1. Purpose. This instruction is issued to outline the method of authorizing the purchase of command coins and medallions and how the distribution of coins and medallions shall be documented.

2. Background

a. Per references (a) and (b), issuance of command coins and medallions as awards by flag ranked officers and senior executives is a method of recognizing outstanding efforts on the part of subordinate military and civilian employees. Use of appropriated funds to buy give-away items is generally prohibited. These items take numerous forms and many are emblematic – bearing the name of the command or office. Per reference (c), an agency may not use appropriated funds to purchase gifts or other personal items unless it has specific statutory authority to do so or can demonstrate that there is a direct link between the items and the accomplishment of an authorized agency purpose or mission. There is a fine line between an award and a give-away items or mementos prohibited by reference (c).

b. To ensure that command coins and medallions that are purchased and distributed by NAVSEA Headquarters (HQ),

affiliated Program Executive Offices (PEOs), and NAVSEA Field Activities are not confused with prohibited give-away items or mementos this instruction outlines the justification for purchase and required record keeping of distribution.

3. Scope. This instruction applies to all military personnel and civilian employees within NAVSEA Headquarters (HQ), affiliated Program Executive Offices (PEOs), and NAVSEA Field Activities.

4. Policy

a. Distribution of command coins and or medallions shall be in support of employee recognition programs in accordance with agency policy and in support of the NAVSEA mission.

b. Purchase of command coins or medallions shall be authorized using enclosure (1). This authorization must be signed by a flag officer, member of the Senior Executive Service (SES) or field activity commanding officer and may not be delegated. The authorization shall be retained with the purchase records for three years. Operations and Maintenance Navy (O&MN) funds shall be used to purchase coins or medallions awarded to civilian employees and military personnel. Coins or medallions presented to other than civilian employees or military personnel must be purchased with official representational funds (ORF).

c. A complete record to include the date and quantity of coins purchased, recipient's name(s), reason for the presentation and date the coins and/or medallions are distributed shall be maintained in the purchase files by each cardholder. These records shall be maintained for three years.

5. Action. Organizations that currently possess command coins and/or medallions shall complete enclosure (1) prior to further distribution of command coins and/or medallions. Record of command coin and/or medallion distribution as required in paragraph 4 above shall be kept for all currently possessed coins.

6. Implementation. Addressees will immediately implement the guidance contained within this instruction, which will remain in effect until it is superceded or cancelled.

P. M. BALISLE

Distribution:
NAVSEA Special List Y4
SNDL A1J1L PEO IWS
A1J1M PEO LMW
A1J1N PEO SUB
A1J1P PEO SHIPS
A1J1Q PEO CARRIERS
C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM Shore Activities (less FKP6B & FKP24)

SPECIAL APPROVAL FOR COINS OR MEDALLIONS

5000
Ser *XX/*

From: (SES, flag officer or field activity commanding offficer), Naval Sea *Systems* Command
To: Distribution

Subj: COINS/MEDALLIONS AS RECOGNITION

Ref: (a) NAVSEAINST XXXXX.XX
(b) Comptroller General, B-257488 dtd 6 Nov 95

1. Per references (a) and (b), the following is established with regards to purchase and issuance of coins and medallions. The Government Employees Incentives Awards Act (Act), 5 U.S.C. §~ 4501-4506 and SECNAV 3590.4A Award of Trophies and Similar Devices in Recognition of Accomplishments authorizes the presentation of coins for honorary recognition of civilian and military personnel respectively. To ensure both the spirit and regulatory requirements of the program are met, the following procedures are established:

a. The complete record is defined as the date and quantity of coins purchased, recipient's name, reason for presentation and date of presentation) of the person receiving the coin/medallion.

b. Coins/medallions will be procured at the SES or flag officer's request in sufficient quantities to meet requirements.

c. Accountability: The (name person or office accountable for control of coins/medallions) will ensure that the complete record for all coins issued and the honor recognized is maintained for three years in accordance with SECNAVINST 7320.10.

Point of contact is (name and title, (phone #)

(signed by SES, flag officer or field activity commanding officer)

Enclosure (1)