



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 7040
4/SJA
14 Feb 2017

USNA INSTRUCTION 7040

From: Superintendent, U.S. Naval Academy

Subj: COMMAND COINS

Ref: (a) NAVADMIN 184/14
(b) SECNAVINST 7042.7K
(c) USNAINST 7000.4A

1. Purpose. To provide U.S. Naval Academy (USNA) policy guidance on purchasing and maintaining command coins, per reference (a).
2. Scope and Applicability. The provisions of this policy apply to all USNA personnel who are authorized to use command coins.
3. Policy
 - a. Appropriated Funds (APF). Using APF is authorized to purchase presentation items (e.g., command coins, plaques, and ball caps) to recognize outstanding performance, specific achievement, or a unique achievement contributing to unit effectiveness. These items will normally be presented during officially organized and announced unit or individual recognition ceremonies. Examples include a Sailor or Civilian of the Quarter ceremony and Outstanding PRT performance. Presentation items may also be presented to individuals on an impromptu basis in recognition of superior achievement. Because the command coins provided in this context should bear the characteristics of other awards provided by the command, the coins should be limited in number, accounted for in a written record, and not personalized with the commander's name. Command coins purchased with APF may not be presented solely as mementos, to improve morale, as tokens of appreciation, or to recognize expected service.
 - b. Official Representation Funds (ORF). Coins having a command or official theme qualify as appropriate mementos to foreign dignitaries or other prominent citizens. See reference (b) for a description of foreign dignitaries and other prominent citizens authorized to receive official courtesies.
 - c. Gift Funds (GF). Coins purchased with GF may only be used pursuant to reference (c). Such coins must reflect uniquely on USNA and may only be presented to those identified in reference (c) as being eligible to receive gifts and mementos purchased with GF.
 - d. Private Funds. Coins given as gifts, tokens of appreciation, recognition of routine performance of duty, or to instill unit pride are not awards. Coins used in this manner cannot be

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purchased with APF or ORF, but rather should be purchased using private funds or gift funds, pursuant to reference (c).

e. Coins purchased with APF, ORF, or GF will bear the general characteristics of USNA or the Naval Academy Preparatory School (NAPS) and shall not be personalized with individuals' names. A limited number will be purchased and a written record of their distribution will be maintained.

f. Command coins are authorized for the following Naval Academy Personnel:

- (1) Superintendent
- (2) Commandant of Midshipmen
- (3) Command Master Chief
- (4) Commanding Officer (CO), NAPS

g. Coin Logs

(1) Per reference (a), all coins purchased with APF must be properly accounted for in a written record that includes the name of the individual to whom the coin was presented, the date of presentation, and the specific performance or achievement warranting the award. Additionally, all coins purchased with GF or ORF will be accounted for in a written log in the same manner.

(2) Command coins for the Superintendent and the Command Master Chief will be procured by the Flag Supply Officer. The Superintendent's Coin Log will be maintained by the Flag Lieutenant. The Command Master Chief's Coin Log will be maintained by his or her Executive Assistant. Command coins for the Commandant will be procured by the Brigade Supply Officer. The Commandant's Executive Assistant will maintain the Commandant's Coin Log. Command Coins for the CO of NAPS will be procured by the CO's secretary and the log will be maintained by the Command Services Director.

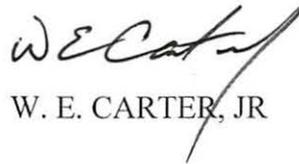
(3) Each person for whom command coins are authorized will ensure that audits on coin logs will be conducted as appropriate, but no less than annually.

h. Coins purchased using an individual's personal funds are outside the scope of this instruction. These coins may be personalized with no restrictions other than that of good taste. The individual is responsible for the purchase and safekeeping of the coins.

4. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of January 2012.

5. Review and Effective Date. The Staff Judge Advocate will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 52 15/40

Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



W. E. CARTER, JR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>.