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Personnel

**11TH WING COMMANDER,
COMMAND CHIEF MASTER SERGEANT,
AND 11TH WING MEDALLION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction supplements AFI 36-2803, *The Awards and Decorations Program*, and establishes criteria to be utilized by the 11th Wing Commander and 11th Wing Command Chief Master Sergeant for disbursement of their respective medallions (coins) procured by appropriated funds (APF), and for the presentation of 11th Wing Medallions procured with Special Morale and Welfare (SM&W) Non-Appropriated Funds (NAF).

1. Responsibilities: The 11th Wing Commander (CC) sets policy for the wing's utilization and disbursement of the 11th Wing's medallion program.

2. 11th Wing Commander and Command Master Chief Sergeant Medallions:

2.1. The 11th Wing Commander and 11th Wing Command Chief Master Sergeant Medallions are procured with appropriated funds. They are authorized to be presented to military and civilian personnel who meet the following criteria:

2.1.1. Work above and beyond the call of duty. Such work may be for work outside one's routine job description, for performing one's duties in an exceptionally extraordinary manner, and as a formal/informal reward for successful accomplishment of a particular program, function, or mission.

2.1.2. Providing immediate recognition of stellar performers in and for the wing, such as 11th Wing Salutes, those performing acts of heroism, and other specific notable accomplishments.

2.1.3. Spotlighting those providing exceptional support and recommended by their supervisors during worldwide troop visits.

2.1.4. As a token of thanks to recognize those agencies and individuals performing selfless acts of benefit to the wing, service, and/or community.

2.1.5. The medallions will not be used for special incentive programs, motivation awards, mementos, or signifying membership in an organization.

2.2. The 11th Wing Commander and 11th Wing Command Chief Master Sergeant Medallions may also be procured through 11th Services Division using the SM&W Program. When utilizing SM&W funds, these medallions may be presented to visiting government and non-government personnel. Also, at the discretion of the Commander/Command Chief Master Sergeant, the medallion may be presented in lieu of a plaque or another comparable award for competitive or wing-wide awards program.

3. 11th Wing Medallions:

3.1. The 11th Wing Medallions will be procured through 11th Services Division using the SM&W Program. Medallions procured with SM&W funds may be presented to visiting government and non-government personnel, or may be presented in lieu of a plaque or another type of award for competitive or wing-wide awards programs. There may be no expenditure authorization for mission accomplishment, special incentive program, or compliance motivation awards. There is also no authority to use these NAF-procured 11th Wing Medallions as mementos or signifying membership in an organization.

4. Maintenance:

4.1. Accountability: The 11th Wing Commander and 11th Wing Command Chief Master Sergeant Medallions will be serially numbered. The 11th Wing Medallions will not be numbered.

4.2. Record Keeping: Issuance will be documented on an approved data system.

4.3. Storage: Unused medallions will be stored in a secured container.

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Commander, 11th Wing