

16 APRIL 2003



Personnel

**COMMANDER'S COIN RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 90 SW/CCC (MSgt Jason Petersen)
Supersedes 90 SWI 36-1, 1 April 2000

Certified by: 90 SW/CCE (Capt Greg Wood)
Pages: 2
Distribution: F

This instruction implements the 90th Space Wing (90 SW) Commander's Coin Recognition program. The coins used in this award program must be purchased with appropriated funds in accordance with AFI 65-601, Vol 1, *Budget Guidance and Procedures*, AFI 36-2853, *Unit Plaque Awards*, and this instruction. It applies to all organizations assigned to the 90th Space Wing. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information.

SUMMARY OF REVISIONS

This publication is revised to make minor changes including OPR, and certifying and approving authority official names.

1. Purpose. The purpose of the 90 SW Commander's Coin Recognition program is to provide commanders an informal means to recognize an individual or small group of individuals for a one-time, non-recurring contribution of superior performance or personal effort to mission accomplishment. There are two levels of recognition: wing and group.

2. Responsibilities.

- 2.1. The Wing Commander (90 SW/CC) will approve all individuals to receive a wing recognition coin.
- 2.2. The Wing Executive Officer (90 SW/CCE) will maintain control of the supply of wing recognition coins.

2.3. The Group Commanders (GP/CCs) may establish a group-level commander's coin recognition program under the provisions identified in this instruction. GP/CCs who establish a coin recognition program will:

2.3.1. Approve all individuals to receive the group-level recognition coin.

2.3.2. Designate, in writing, the group's program administrator who is responsible for maintaining control of the supply of group recognition coins.

3. Eligible Recipients. Any military member or appropriated fund employee assigned to Francis E. Warren Air Force Base. Commanders may approve on a limited basis the award of a recognition coin to an individual assigned outside their unit/installation providing they meet the criteria in paragraph 1. and have made a significant contribution to the mission of their unit.

4. Criteria. The criteria to receive a Commander's Recognition Coin Award are broad; however, commanders should limit their award to those who have gone above and beyond the normal call of duty. This program is established to recognize superior performance and recognition coins cannot, under any circumstances, be used as mementos.

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