



HEADQUARTERS, UNITED STATES FORCES KOREA  
UNIT# 15237  
APO AP 96271-5237

DEC 15 2022

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for the Procurement and Presentation of Command Coins

1. REFERENCES:

- a. 5 U.S.C. § 4503, Agency Awards.
- b. 10 U.S.C. § 1125, Recognition for Accomplishments: Award of Trophies.
- c. DODI 1400.25 (DoD Civilian Personnel Management System: Awards, Volume 451).
- d. DODI 1348.19, Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments.
- e. AR 37-47, Official Representation Funds of the Secretary of the Army.
- f. United States Indo-Pacific Command (USINDOPACOM) Instruction 0611.5, Procurement of Coins Badges, Plaques and Similar Honor Devices, 31 January 2021.
- g. USINDOPACOM Delegation of Authority to Purchase and Implement a Program for Command Medallions, 01 November 2021.
- h. USFK Pamphlet 37-47, Representation Funds of the Secretary of the Army.

2. PURPOSE: To establish policy and procedures for the purchase and award of coins within Headquarters, United States Forces Korea (USFK), as part of an integrated command program. All previous delegations and procedures pertaining to coins are superseded by this policy.

3. Appropriated Fund Coins (APF Coins). The USFK Commander's Office may procure with appropriated funds modest amounts of APF coins to be awarded to authorized recipients. APF Coins may only be presented to HQ USFK/UNC/CFC U.S. Servicemembers, to include KATUSAs and foreign military personnel assigned to USFK/UNC/CFC, and Civilian employees, both U.S. and Korean National employees, to recognize their excellent performance and accomplishments.

4. Official Representation Fund Coins (ORF Coins). The USFK Commander's Office may procure with ORF modest amounts of ORF coins to be awarded to authorized recipients.

- a. Presentation of ORF Coins. ORF Coins may only be presented to:

- (1) Civilian or military dignitaries and officials of foreign governments;

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(2) Senior non-DOD U.S. Government officials, such as the President, Vice President, members of the Cabinet, members of Congress, and their professional staff;

(3) Dignitaries and senior officials of State and local governments such as governors of States and mayors of local municipalities;

(4) Other distinguished and prominent U.S. citizens and citizens' committees that have made a substantial contribution to the United States, DOD, or DA independent of their past DOD service, or past DOD employment, to include Gold Star Family members;

(5) Eligible senior DOD officials on official visits to the field.


b. Record Keeping. The Aide de Camp to the Commander, USFK, will record presentation of AFP and ORF Coins pursuant to USFK Pamphlet 37-47. See Enclosure for Record Keeping Instructions.

5. Directors may request authorization from the Commander's office to present coins on the commander's behalf.

6. Personally Procured Coins. USFK/UNC/CFC personnel may personally procure coins using their own personal funds. Use of USFK/UNC/CFC symbology or emblems on personally procured coins requires approval from the respective command's Chief of Staff. Generally, personally procured coins may not be presented to contractors. In exceptional cases, USFK/UNC/CFC personnel who desire to present personally procured coins to contractor employees must first coordinate with the administrative contracting officer for concurrence before presenting their personally procured coins to the contractor employees.

7. Point of contact for this memo is Mr. Kranske, J8 Executive Officer, at DSN 315-755-8802, or email [George.F.Kranske2.civ@army.mil](mailto:George.F.Kranske2.civ@army.mil).

ENCL  
Recordkeeping Instructions

  
BRAD SULLIVAN  
Major General, USAF  
Chief of Staff

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**Enclosure**  
**RECORDKEEPING INSTRUCTIONS**

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The coin log will contain the following information:

- a. The dates coins were presented.
- b. The serial numbers of all coins presented (if applicable).
- c. The names of individuals who received coins.
- d. Specific details of the achievements warranting the award of a coin.
- e. Number of coins remaining.

**Sample Coin Report**

USFK (APF/ORF) Coin Log					
Issuance Date	Serial Number	Rank	Name	Reason for Award	Remaining Coin Count
01-Nov-22	099	Amn	John Snuffy	Outstanding Excellence in Duty Performance	98
01-Dec-22	098	MAJ	Jane Snuffy	In recognition of special acts and services	97