



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5800.2
N00J

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CNIC INSTRUCTION 5800.2

From: Commander, Navy Installations Command

Subj: COMMANDERS' COINS

Ref: (a) Title 10, U.S. Code, Section 1125
(b) DoD Directive 1348.19, Award of Trophies and Similar Devices in Recognition of Accomplishments, 12 May 89
(c) SECNAVINST 3590.4A
(d) DoD Directive 7250.13, Official Representation Funds (ORF), 17 Feb 17 04
(e) SECNAVINST 7042.7K
(f) DoD Instruction 1015.10, Programs for Military Morale, Welfare, and Recreation (MWR), October 31, 2007
(g) Title 5, U.S. Code, Sections 4501-4507
(h) Title 10, U.S. Code, Section 2261
(i) ASN(F&MC) memos of 9 Nov 06 and 14 Dec 06
(j) DoD Directive 5535.09, DoD Branding and Trademark Licensing Program, 19 Dec 07
(k) Title 5, Code of Federal Regulations, Part 2635
(l) Title 31, U.S. Code, Section 1502(a)

Encl: (1) Funding and Use Charts

1. Purpose. To promulgate guidance for the ethical purchase and use of Commanders' coins by headquarters personnel and subordinate activities of Commander, Navy Installations Command (CNIC).

2. Applicability. This instruction applies to all military personnel, civilian Government employees, nonappropriated fund (NAF) employees, and private contractors assigned/attached to, or employed/retained by CNIC and subordinate activities.

3. Background. References (a) through (i) set forth the fiscal and ethical principles and rules that govern the purchase and use of awards and similar devices. Reference (j) establishes the Department of Defense (DoD) Branding and Trademark Licensing

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Program. Reference (k) establishes the rules for Federal employees' acceptance of gifts. Reference (l), the "bona fide needs rule," limits the expenditure of appropriations and funds to the payment of expenses properly incurred during the period of availability or to complete contracts properly made within that period of availability.

4. Policy. Except as specifically described below, only the Commander, Navy Installations Command (00) is authorized to purchase and distribute coins bearing the CNIC logo or name. CNIC Commanders' coins may only be used as awards for excellence in accomplishments or competitions related to the CNIC enterprise, in recognition of special service, good conduct, and discharge under conditions other than dishonorable (see reference (a)), or as a gift or memento properly provided under reference (e).

a. Region Commanders and Installation Commanding Officers may purchase coins that reflect their command logo or name, utilizing the guidelines set forth below.

b. CNIC N3 is expressly authorized to purchase and distribute Lifesaving Award coins in recognition of appropriate accomplishments.

c. CNIC N9 is expressly authorized to purchase and distribute Fleet and Family Readiness (FFR) coins for marketing and advertising purposes.

5. Funding and Use. Commanders' coins may be purchased with appropriated funds (APF), including official representation funds (ORF), non-appropriated funds (NAF), or personal funds, depending on the specific circumstances set forth below:

a. Use of APF. The only proper use of Commanders' coins purchased with APF is as awards to CNIC enterprise personnel or units as described in this instruction. Per reference (c), awards may be made on a one-time basis in those instances where the accomplishment: (1) is unique; (2) clearly contributes to increased effectiveness or efficiency; and (3) is not covered by implementing instructions. Lifesaving Award coins and other CNIC Commanders' coins procured for award in recognition of excellence, special service, good conduct, or discharge under conditions other than dishonorable, may only be purchased with APF. Such coins will be funded through the regular, locally available Operation and Maintenance (O&M) budget. Commanders' coins purchased with APF **may not** be given as gifts. Therefore, they should not be given to volunteers, unaffiliated

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individuals, or nonfederal government agencies (e.g., contractors or contractor employees) to create goodwill or to encourage or reward cooperation with the military, as this is not a necessary agency expense.

b. Use of ORF. CNIC Commanders' coins procured to uphold the standing and prestige of the United States by extending official courtesies to certain officials and dignitaries of the United States and foreign countries may only be purchased with ORF. Such coins constitute "gifts or mementos" authorized for presentation to distinguished citizens, military officers and government officials of foreign countries, senior Federal (non-DoD), State and local government officials, distinguished and prominent U.S. citizens whose rank, position, function or stature warrants the extension of official courtesies by the U.S. Government, and other persons who qualify for ORF courtesies under reference (e). Authorized mementos are items that cost less than \$40.00, such as coins, paperweights, lapel pins and plaques. Commanders' coins purchased with ORF are not given as awards, but rather, as "courtesies" for authorized guests. Gifts or mementos purchased with ORF should reflect uniquely American, DoN, command/unit, or other appropriate themes that may be relevant or significant to the particular event at which the gift will be presented.

c. Use of NAF. Coins procured to honor NAF employees for acts which contribute to FFR programs, and FFR marketing coins intended for promotional purposes to create awareness or public goodwill, should be purchased with NAF.

d. Use of Personal Funds. Commanders' coins may also be purchased with personal funds. However, only the Commander, Navy Installations Command (00) may purchase or distribute coins bearing the CNIC logo or name.

e. Per reference (1), when APF or NAF are used to purchase commanders' coins, the number ordered must be reasonably necessary for the corresponding fiscal year. Although unused coins may be awarded in subsequent fiscal years, under no circumstances will they be deliberately "stockpiled."

6. Accounting. For Commanders' coins purchased with APF, ORF, or NAF, a log book must be maintained that documents the number of coins in inventory, the date a coin is distributed, the name of the recipient of the coin, and the reason for awarding the coin. For coins purchased with personal funds or F&FR marketing coins purchased with NAF, no accounting for the distribution of the coins is required. The inventory of coins and log book

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should be audited annually to ensure compliance with this instruction.

7. Compliance. The prohibitions of this instruction constitute a general order. Violation of this order may subject:

(a) Military personnel to administrative action and discipline under the Uniform Code of Military Justice;

(b) Civilian Government employees to disciplinary action up to or including removal; and

(c) Contractor personnel to removal, suspension, termination, or other appropriate action.

8. Effective Date. This instruction is effective immediately.



M. C. VITALE

Vice Admiral, U.S. Navy

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MILITARY PERSONNEL

FUNDING CATEGORIES			
NO	YES* - if qualified	N/A	YES
YES	YES	N/A	YES
N/A	N/A	YES	YES
See: 10 USC 1125 DoDD 1348.19 SECNAVINST 3590.4A	See: DoDD 7250.13 SECNAVINST 7042.7K	See: DoDI 1015.10 DoDD 5535.09	See: 5 CFR 2635

*if given to "authorized guests" as official "courtesies"

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GOV'T CIVILIAN EMPLOYEES

FUNDING CATEGORIES			
NO	YES* - if qualified	N/A	YES
YES	YES	N/A	YES
N/A	N/A	YES	YES
See: 10 USC 1125 DoDD 1348.19 SECNAVINST 3590.4A	See: DoDD 7250.13 SECNAVINST 7042.7K	See: DoDI 1015.10 DoDD 5535.09	See: 5 CFR 2635

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CONTRACTOR EMPLOYEES

FUNDING CATEGORIES

NO	NO	N/A	YES
NO	NO	N/A	YES
N/A	N/A	YES	YES
See: 10 USC 1125 DoDD 1348.19 SECNAVINST 3590.4A	See: DoDD 7250.13 SECNAVINST 7042.7K*	See: DoDI 1015.10 DoDD 5535.09	See: 5 CFR 2635

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NAF EMPLOYEES

FUNDING CATEGORIES			
NO	NO	N/A	YES
YES - if contribution toward APF mission	NO	N/A	YES
N/A	N/A	YES - if contribution toward NAF mission	YES
See: 10 USC 1125 DoDD 1348.19 SECNAVINST 3590.4A	See: DoDD 7250.13 SECNAVINST 7042.7K*	See: DoDI 1015.10 DoDD 5535.09	See: 5 CFR 2635

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CIVILIANS

FUNDING CATEGORIES

NO	YES* - if qualified	N/A	YES
YES	YES* - if qualified	N/A	YES
N/A	N/A	YES	YES
See: 10 USC 1125 DoDD 1348.19 SECNAVINST 3590.4A	See: DoDD 7250.13 SECNAVINST 7042.7K*	See: DoDI 1015.10 DoDD 5535.09	See: 5 CFR 2635

*if given to "authorized guests" as official "courtesies"