



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
1650  
CO

JUL 07 2020

POLICY LETTER 02-20

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: COMMANDING OFFICER'S MEDALLION ("COIN") AWARDS PROGRAM

Ref: (a) SECNAVINST 3590.4A  
(b) MCO 7042.6C  
(c) MCIEAST-MCB CAMLEJ Policy Letter 003-20

1. Purpose. The Commanding Officer's (CO's) Medallion ("Coin") Awards Program is an effective means to provide real-time recognition of the exceptional accomplishments of Marine Corps Air Station (MCAS) Beaufort personnel.

2. Background. Unit leadership, desiring to recognize the outstanding performance of deserving personnel, may recognize such performance with the awarding of a CO's medallion ("coin"). Such an award shall only be given in compliance with the guidelines set forth in the references and this Policy Letter.

3. Policy. Authority to award the CO's medallion ("coin") remains solely with the Station CO. The CO may delegate this authority to the Station Sergeant Major (SgtMaj). The medallions are command property which may not be personalized with any individual's name; however, the medallion may be inscribed with the billet title of the presenter (i.e., CO and SgtMaj). Medallions shall not be distributed as morale boosters, motivational tools, or momentos. A medallion may only be awarded to an individual once per accomplishment to recognize the following:

a. Unique accomplishments that contribute to unit readiness, effectiveness, and efficiency.

b. Accomplishments that are above and beyond what is expected of an individual in the normal course of duty.

4. Administration and Logistics

a. Documentation. The items purchased and awarding of each individual medallion shall be recorded by the Station Adjutant for auditing purposes. The CO and SgtMaj shall inform the Station Adjutant of each medallion distributed. The following information, at a minimum, must be recorded:

- (1) Name of awardee(s).
- (2) Unit of awardee(s).
- (3) Date awarded.
- (4) Basis for award.

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b. Purchasing. The Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune is the only approving authority to utilize appropriated funds to procure medallions. Once approved by the CG, medallions will only be purchased to meet the bona fide need of the CO, not to exceed ten percent of the fiscal year's estimated on-hand strength.

c. Guidance. To safeguard the expenditure of government funds, medallions awarded for meritorious performance shall adhere to the guidelines outlined in the references and this policy letter. The office of the Staff Judge Advocate and the Comptroller shall be consulted on any issue related to this policy.

5. Command and Signal

a. Command. This policy pertains to all MCAS Beaufort personnel. The point of contact regarding this policy is the Station Adjutant at (843)228-7322.

b. Signal. This policy is effective the date signed.



K. R. ARBOGAST

Distribution: A