



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

IN REPLY REFER TO
7042
SJA
SEP 09 2010

POLICY LETTER 11-10

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: COMMANDER'S MEDALLION (COIN) AWARD PROGRAM

Ref: (a) SECNAVINST 3590.4A
(b) MCO 7042.6C

1. Purpose. Commander's medallions (coins) are an effective means to provide real-time recognition of the exceptional accomplishments of 2d Marine Aircraft Wing (2d MAW) personnel.

2. Background. Unit leadership desiring to recognize the outstanding performance of deserving personnel may request that the Commanding General, 2d MAW recognize such performance with the issuance of a Commander's medallion. Such an award will only be given in compliance with the guidelines set forth in the references and in this Policy Letter.

3. Policy. Authority to issue a Commander's medallion remains solely with the Commanding General, 2d MAW. Commander's medallions are command property which may not be personalized with any individual name, however the coins may be inscribed with the billet title of the presenter. Coins must also be inscribed so it is clear that they are being awarded for excellence. A Commander's medallion may only be issued on a one-time basis to recognize the following:

a. Unique accomplishments that contribute to unit effectiveness and efficiency; or

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

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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4. Administration and Logistics

a. Documentation. The issuance of each individual medallion must be recorded and the record must be available for auditing. The Aide-de-Camp for the Commanding General will be responsible for this task when a Commander's medallion is issued personally by the Commanding General. The following information, at a minimum, must be recorded:

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

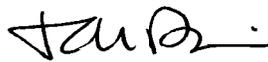
b. Purchasing. The Commanding General's Aide-de-Camp will be responsible for ordering Commander's medallions after consulting with the Commanding General concerning supply requirements. The Commanding General is the only authority authorized to approve the use of appropriated funds to procure medallions.

c. Guidance. In order to safeguard the expenditure of government funds, medallions issued for meritorious performance shall adhere to the guidelines outlined in the references and this Policy Letter. Coins may not be distributed as morale boosters, motivational tools, or mementos. Further, an individual or unit may not receive two awards for the same achievement. The Office of the Staff Judge Advocate and the Comptroller should be consulted on any issue relating to this policy.

5. Command and Signal

a. Command. This policy pertains to all 2d MAW personnel. Point of contact for this policy is the 2d MAW Staff Judge Advocate.

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

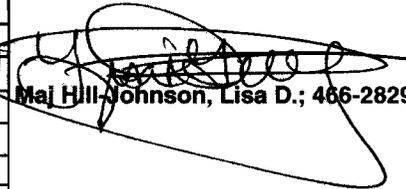


J. M. DAVIS

DISTRIBUTION: A



2D MAW ROUTE SHEET

1. CLASSIFICATION: UNCLASSIFIED			2. FILE: DCP		3. DATE: 16 Aug 10	
4. OPERATOR CODE: A - ACTION O - ORIGINATOR C - CONCURRENCE R - RETURN I - INFORMATION S - SIGNATURE			5. SUBJECT: POLICY LETTER 11-10			
6. ROUTE NUMBER	7. SECTION	8. OPER CODE	9. DATE		10. INIT.	11. ACTION OFFICER/EXT: 466-2829
			IN	OUT		
	CG		—————		<i>jmd</i>	12. DATE DUE:
	AWC					13. REMARKS (SIGN AND DATE COMMENTS)
4	C of S	S			<i>Run</i>	Sir: Submitted for your review and signature.
	SGTMAJ					Prepared By:
	CMDCM					
3	STAFF SEC	A	<i>9/5</i>		<i>[Signature]</i>	Maj Hill-Johnson, Lisa D.; 466-2829
1	ADJUTANT SPA	O	<i>9/2</i>		<i>[Signature]</i>	
2	G-1	C		<i>9/2</i>	<i>[Signature]</i>	
	G-2					
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	ALD					
	CAREER PLANNER					
	CHAPLAIN					
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Cpl Flick