



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
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SJA

9 MAY 2013

POLICY LETTER 03-13

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. Cancellation. Policy Letter 11-10.
3. Background. Unit leadership desiring to recognize the outstanding performance of deserving personnel may 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.
4. Policy. Authority to issue the Commander's medallion remains solely with the 2d MAW Commanding General, Marine Aircraft Group Commanders, Squadron Commanders, and the Wing Sergeant Major. The coins 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. The coins must also be inscribed so it is clear that they are being awarded for excellence. A coin may only be issued on a one-time basis to recognize the following:
  - a. Unique accomplishments that contribute to unit effectiveness and efficiency.
  - 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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5. Administration and Logistics

a. Documentation. The issuance of each individual medallion must be recorded and the record must be available for auditing. The following information, at the minimum, must be recorded:

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

b. Purchasing. The Commanding General is the only authority authorized to approve the use of appropriated funds to procure coins.

c. Guidance. In order to safeguard the expenditure of government funds, coins 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.

6. 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.



P. D. BUCK  
Chief of Staff

DISTRIBUTION: A