

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 710-23\*

United States Army Installation Management Command,  
Europe Region  
Sembach, Germany

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## Inventory Management

### Centralized Procurement of Commanders Coins

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\*This regulation supersedes AE Regulation 710-23, 7 February 2012.

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For the Commander:

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**Summary.** This regulation establishes policy and procedures for procuring and presenting commanders coins.

**Summary of Change.** This revision—

- Revises the applicability of the policy as stated in the [applicability paragraph](#) below.
- Prescribes a new form for requesting commanders coins ([AE Form 710-23A](#)).

**Applicability.** This regulation applies to commanders of USAREUR major subordinate commands and brigade- and battalion-level units and heads of other organizations in the European theater assigned, attached, or under the operational control (OPCON) of USAREUR.

- General officers (GOs) designated by the Office of the Secretary of Defense holding special command positions have the same coin-procurement authority as GOs in command billets.
- Commanders of units not assigned or attached to USAREUR, nor under USAREUR OPCON, will comply with funding guidance provided by their higher headquarters. These organizations, which are not funded by USAREUR, include organizations under USAREUR tactical control, coordinating commands, supporting commands, and specialized or tenant commands (for example, Regional Health Command Europe, 5th Signal Command, 66th Military Intelligence Brigade, 405th Army Field Support Brigade, IMCOM-Europe).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Supply and Services Branch (SSB), Sustainment Operations Division, Office of the Deputy Chief of Staff, G4, HQ USAREUR.

**Forms.** This regulation prescribes [AE Form 710-23A](#). Higher-level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the SSB (mil 537-4645). Users may send suggested improvements to this regulation by e-mail to the SSB at [usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil).

**Distribution.** This regulation is available only electronically and is posted in AEPUBS at <https://aepubs.army.mil/>.

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### Glossary

## SECTION I GENERAL

### 1. PURPOSE

This regulation establishes policy for the procurement and presentation of commanders coins using appropriated funds (APF).

### 2. REFERENCES

#### a. Publications.

(1) AR 37-47, Official Representation Funds of the Secretary of the Army.

(2) AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.

(3) AR 600-8-22, Military Awards.

(4) AR 672-20, Incentive Awards.

(5) Department of the Army Memorandum 600-70, Procurement and Presentation of Coins by Headquarters Department of the Army Principal Officials.

(6) Memorandum, HQDA, 10 December 2013, subject: Resumption of Authority to Purchase Coins for Award and Recognition Purposes.

#### b. Forms. [AE Form 710-23A](#), Request for Coins.

### 3. EXPLANATION OF ABBREVIATIONS

The [glossary](#) defines abbreviations.

### 4. RESPONSIBILITIES

a. The USAREUR G4 will provide leadership, direction, and supervision for the execution of the policy in this regulation and serve as the approval authority for requests for exception to this policy.

b. The Supply and Services Branch (SSB), Sustainment Operations Division, Office of the Deputy Chief of Staff, G4, HQ USAREUR, oversees the procurement of commanders coins. The Chief, SSB, will—

(1) Serve as the single approving agent for commanders coins.

(2) Establish appropriate procedures for procuring coins.

(3) Provide a list of all approved coin purchases (including the information in [\(4\)\(a\) thru \(i\)](#) below) to the 409th Support Brigade (Contracting) Level 3 Agency/Organization Program Coordinators (A/OPCs) for use in the Government purchase card (GPC) auditing process.

(4) Produce a semiannual commanders coin report. The reporting periods are 1 October through 31 March, and 1 April through 30 September. The first report is due by 30 April, and the second report is due by 30 October. These reports are available for audits when necessary and must contain the following information for the period being reported:

(a) The names of the purchasing units and POC information for all units that purchased coins during the period being reported.

(b) The name of each GPC billing official and the last four digits of each billing official's account number.

(c) The name of each GPC cardholder and the last four digits of each cardholder's account number.

(d) The name of each vendor that was used for purchasing coins.

(e) The date of each transaction.

(f) The number of coin-purchase transactions for the entire 6 months reported.

(g) The number of coins purchased for each transaction during the reporting period.

(h) The total dollar value of each transaction.

(i) The average cost of coins for each transaction during the 6-month reporting period.

c. Commanders of brigade- and battalion-size units will do the following to request approval to purchase commanders coins:

(1) Prepare a request packet that includes all of the following:

(a) A completed AE Form 710-23A.

(b) A vendor quote (three if the purchase will exceed \$3,500).

(c) A copy of the requesting organization's modified table of organization and equipment (MTOE).

(d) A detailed drawing of both sides of the coin. The design must specify—

1. Colors, if any.

2. The material (for example, bronze).

3. The size.

(e) A request for exception to policy, if an exception to this regulation is needed before the coin can be procured.

- (2) Complete an AE Form 710-23A for each coin request.
- (3) Not procure coins until after receiving the SSB's validation of the request.

## **5. POLICY**

**a. General.** In accordance with AR 600-8-22, commanders of USAREUR major subordinate commands, brigades, and battalions—

(1) May purchase commanders coins as awards for members of the U.S. military and for U.S. and local-national civilian employees of the U.S. Government to recognize their performance of duties only when the performance constitutes a unique accomplishment that clearly contributes to increased effectiveness or efficiency.

(2) Will use only a GPC to purchase commanders coins.

(3) May approve the use of APF to purchase separate coins for their general officer (GO) deputy and assistant commanders and their GO-level command sergeants major. No staff officer at any grade or anyone else in USAREUR is authorized to purchase coins with APF for presentation on their own behalf as a staff officer. Commanders coins are primarily for commanders. Coins purchased with APF will not be presented to the following:

(a) Unaffiliated individuals or employees of non-Federal Government agencies.

(b) Contractors. Contractors are defined as private citizens or entities in a profit-making or commercial relationship with DOD or its components. Contractors or contractor employees are not DOD employees and will not to be considered or treated as such.

(c) Volunteers. Coins purchased with APF may not be presented to volunteers. Volunteers may, however, receive commanders coins purchased with nonappropriated funds in recognition of their accomplishments (AR 215-1).

(d) Retirees and Family members.

(e) Peers or superiors.

(4) Will track their approved funding levels for purchasing coins to ensure they do not exceed the amounts specified in [b\(3\) below](#).

(5) Will not use coins to commemorate specific or current campaigns or deployments. Coins may, however, incorporate previous campaigns or deployments in their design.

(6) May allow others to present coins on their behalf.

**b. Limitations on Purchase Authority.**

(1) Commanders may not exceed the purchasing limits for commanders coins specified in (3) below. Purchasing limits do not, however, prohibit a specific inscription or engraving of a coin (to include adding a serial number) when the coin will be used for a specific presentation.

(2) The cost of each coin may not exceed \$7.50.

(3) Authorized limits for each fiscal year are as follows:

(a) GO-level commanders and command sergeants major: \$5,625 per command. This includes the cost of casting the mold and delivering the coins.

(b) Commanders of brigade- and equivalent-level units: \$5,625 per unit. This includes the cost of casting the mold and delivering the coins. Each order must be limited to 25 percent of the unit's authorized MTOE strength multiplied by \$7.50 per coin.

(c) Commanders of battalion- and equivalent-level units: \$1,700 per unit. This includes the cost of casting the mold and delivering the coins. Each order must be limited to 25 percent of the unit's authorized MTOE strength multiplied by \$7.50 per coin.

**NOTE:** The United States Army Force Management Support Agency (<https://fmsweb.army.mil>) shows each unit's authorized MTOE strength by unit identification code.

(d) Brigade and battalion detachment commanders whose unit MTOE strength is not enough to fulfill a minimum bulk order for coins are authorized \$750 per unit. This includes the cost of casting the mold and delivering 50 coins, not to exceed \$7.50 per coin.

(e) Commanders or commandants of the following training organizations:

1. International Special Training Centre: \$1,500 per fiscal year, not to exceed \$7.50 per coin. This includes the cost of casting the mold and delivering the coins.

2. Joint Multinational Readiness Center: \$3,000 per fiscal year, not to exceed \$7.50 per coin. This includes the cost of casting the mold and delivering the coins.

3. Noncommissioned Officer Academy: \$3,000 per fiscal year, not to exceed \$7.50 per coin. This includes the cost of casting the mold and delivering the coins.

(4) Coins delivered in individual bags at no additional cost are authorized. Special presentation boxes may be ordered at an additional cost. Units, however, are not authorized to exceed authorizations specified in (3) above to purchase individual bags or special presentation boxes. The USAREUR G4 may grant exceptions in special cases ((5) below).

(5) Commanders may request exceptions to the funding limits in (3)(a) through (e) above by sending the request to [usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil](mailto:usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil). If the USAREUR G4 approves the request, a copy of the approved exception to exceed the unit's authorized spending limit must be submitted with the request for coins (AE Form 710-23A).

## SECTION II SPECIFICATIONS AND FUNDING

### 6. SPECIFICATIONS

The following coin specifications apply:

- a. The recommended basic colors are bronze, gold, and silver. The vendor must provide a 5-year warranty on the stability of the color.
- b. The types of coin surfaces are brushed and polished.
- c. Coins may—
  - (1) Be made of bronze or zinc alloy, regardless of the basic color.
  - (2) Be any shape, but should not be excessive in size or complexity.
  - (3) Have a standard edge or have a diamond-cut edge on one or both sides.
  - (4) Be covered with enamel or lacquer.
  - (5) Be combined commanders and command sergeants major coins instead of a commanders coin.
- d. Coins may identify the presenter only by his or her position or title, organization, or both, but not by the presenter's name.
- e. The coin must bear an inscription identifying it as a commendation, such as *For Excellence* or *In Recognition of Outstanding Performance*.

### 7. FUNDING

- a. APF may be used to purchase commanders coins. Only commanders may purchase commanders coins with APF. Regardless of grade, staff officers are not authorized to purchase commanders coins with APF. Delegation of this authority is not authorized.
- b. In accordance with AR 37-47, GO commanders are authorized official representation funds and may use these funds in addition to APF to purchase coins or to purchase quantities of coins that exceed the limits [in paragraph 5](#).

## SECTION III PROCEDURES FOR ORDERING COINS

### 8. SUBMITTING REQUESTS

To ensure that requests for coins can be processed within the time the requester requires, requesters must ensure that the request package is complete. Requesters must also consider the time it will take the SSB to process the request ([para 10](#)) and plan accordingly if coins are needed by a specific date. To request coins, requesters will do the following:

- a. Complete AE Form 710-23A. When completing the form, ensure that the number of coins being ordered is in accordance with funding limitations in [paragraph 5b\(3\)](#).
- b. Attach one vendor quote for purchases of less than \$3,000 and three vendor quotes for purchases that are over \$3,000.
- c. Attach a detailed drawing of both sides of the coin.
- d. Ensure the commander or individual authorized to sign for the commander signs the request (AE Form 710-23A, part III).
- e. Send the request to the SSB by e-mail at *usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil*.
- f. Ensure to inform the SSB of any changes to the POC information in part I of AE Form 710-23A that occur after the request is submitted.

## **9. REORDERING EXISTING COINS**

To reorder additional quantities of an existing coin, units will do the following:

- a. Contact the vendor that produced the coin to obtain a quote before submitting a request to reorder the coin. The price of coins varies based on the quantity ordered. The requesting unit must ensure that the quoted price does not exceed the authorized funding limits specified in [paragraph 5b\(3\)](#).
- b. Complete AE Form 710-23A and send it to the SSB at *usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil*. The vendor will provide the coin registration (reg) number for the second block of part II.

## **SECTION IV PROCESSING REQUESTS AND DELIVERY**

### **10. PROCESSING REQUESTS**

The SSB processes requests for coins in the order in which the requests are received and will process each request within 15 days after receiving it if the request packet is complete. On receipt of the request, the SSB will review the request for completeness and validate the requesting organization's MTOE authorized strength as well as the quantity and cost of the coin.

- a. If the packet is complete and the SSB validates the requirement, the SSB will prepare and send an approval memorandum to the requester. The approval memorandum will authorize the requester to use a GPC to purchase the coins.
- b. If the packet is incomplete, the SSB will return the request to the requester for revision and resubmission.

### **11. DELIVERY CONFIRMATION**

Confirming delivery of coins is essential to ensuring a complete audit trail for all purchases. To meet this requirement, the following is required:

a. The vendor will deliver the coins to the address requested by the unit in part I of AE Form 710-23A.

b. The unit POC identified in part I of AE Form 710-23A will—

(1) Sign for the coins and ensure that the vendor has been paid for them.

(2) Prepare a payment-confirmation memorandum that includes the following information:

(a) Name and grade of the requesting unit POC.

(b) Number of coins delivered.

(c) Date of delivery or acceptance.

(d) Signed and dated copy of receipt.

(3) Send a signed copy of the payment-confirmation memorandum with an attached copy of the vendor receipt to the SSB at *usarmy.wiesbaden.usareur.mbx.usareur-g4-ssb@mail.mil* within 10 workdays after receiving and paying for the coins.

## GLOSSARY

AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
APF	appropriated funds
AR	Army regulation
DOD	Department of Defense
USAREUR G4	Deputy Chief of Staff, G4, United States Army Europe
GO	general officer
GPC	Government purchase card
IMCOM-Europe mil	United States Army Installation Management Command, Europe Region military
MTOE	modification table of organization and equipment
OPCON	operational control
POC	point of contact
reg	registration
SSB	Supply and Services Branch, Sustainment Operations Division, Office of the Deputy Chief of Staff, G4, HQ USAREUR
U.S.	United States
USAREUR	United States Army Europe