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Office of the President

PPM-024-2017

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SUBJECT: Procurement and Presentation of Official University Coin Medallions (UCMs)

Reference: *See Enclosure 1*

A. Purpose: This President's Policy Memorandum (PPM) establishes policy and procedures for Uniformed Services University of the Health Sciences (USU) personnel regarding the design, purchase and award of UCMs.

B. Applicability:

1. This policy is limited in scope to UCMs purchased with appropriated funds or non-profit funds (e.g., Special Project Funds or Education Program Funds). This policy does not apply to UCMs purchased with personal or private funds, official representation funds, or other non-appropriated funds.

2. UCMs may be procured with appropriated funds and presented pursuant to 10 U.S.C. § 1125, *Recognition for Accomplishments: Award of Trophies*; 5 U.S.C. § 4503, *Agency Awards*; Department of Defense (DoD) Directive 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, Feb. 3, 2014; and DoD Instruction 1400.25, Vol. 451, *DoD Civilian Personnel Management System: Awards*, Nov. 4, 2013.

3. UCMs may be procured with non-profit funds pursuant to University policies and procedures regarding use of such funds, and presented pursuant to the procedures established by this policy.

C. Authority:

1. **President, USU.** The President has overall responsibility for the administration of this policy and is the final approval authority for the design, purchase, and award of all UCMs. The President has the sole authority to approve exceptions to this policy, consistent with controlling laws and regulations. The President has delegated certain aspects of the oversight of this policy, as indicated below.

2. **Vice President, External Affairs, USU.** The President has delegated to the Vice President, External Affairs, the authority to oversee the design of UCMs purchased with appropriated funds or non-profit funds subject to the limitations in paragraph D, below. All designs, however, require the final approval of the President.

3. **Vice President, Finance and Administration, USU.** The President has delegated to Vice President, Finance and Administration, the authority to approve the expenditure of appropriated funds and non-profit funds to purchase UCMs pursuant to current DoD and USU policies.

4. **Officials.** The President has delegated to the individuals the authority to distribute UCMs under the guidance of this PPM. Officials may delegate distribution to others; no further delegation is authorized. This permission to award UCMs does not include the permission to purchase UCMs without the prior approval of the Vice President, Finance and Administration. See Enclosure 2.

D. Design: The Vice President, External Affairs, is delegated the authority to oversee the design of UCMs purchased with appropriated funds or non-profit funds, subject to the following criteria:

1. UCMs are custom minted and emblazoned coins, with the USU seal on one side and an approved inscription and/or insignia on the reverse side.
2. UCMs may not include the presenting official's name. UCMs procured with appropriated funds or non-profit funds may, but are not required to, identify the presenter by position and/or the name of the organization presenting the UCM (e.g., President, Uniformed Services University of the Health Sciences).
3. Care should be taken when designing a UCM, to ensure the design is sufficiently enduring so that subsequent personnel are encouraged to continuing using that UCM. A new design may be approved every third fiscal year.

E. Authorized Limits:

1. General guidance. Individuals should exercise appropriate restraint regarding the number and frequency of UCMs presented.
2. Appropriated funds. As a matter of prudent fiscal policy, USU will expend only modest amounts of appropriated funds on UCMs. The maximum ceiling for the purchase of coins USU-wide with appropriated funds is five thousand dollars (\$5,000) per fiscal year. Individuals are encouraged to maximize the use of other authorized awards and recognitions.
3. Non-profit funds. The use of non-profit funds for the purchase of UCMs should likewise be limited to a reasonable amount. The approval process for use of non-profit funds to purchase UCMs shall follow current University policies and procedures. The maximum ceiling for the purchase of coins USU-wide with non-profit funds is five thousand dollars (\$5,000) per fiscal year.

F. Intermingling: For record keeping purposes, UCMs purchased with appropriated funds must not be intermingled with UCMs purchased with non-profit funds. Likewise, UCMs purchased from either of these two funding sources must not be intermingled with coins or other mementos purchased with other sources of money, such as official representation funds, non-appropriated funds, or personal funds. Any individual entrusted with the physical custody of UCMs will ensure proper segregation of UCMs.

G. Record Keeping:

1. UCMs purchased and presented pursuant to this PPM will be recorded. Adequate audit system measures will be implemented.
2. Each USU official listed in Enclosure 2, will monitor and control the purchase and tracking of each coin presented. The following information will be maintained, at a minimum, as part of this record keeping system:
 - a. Date and method of purchase (e.g., IMPAC card).
 - b. Amount of purchase.
 - c. Funding source, i.e., appropriated funds or non-profit funds.
 - d. Date each coin presented.
 - e. Recipient's name and rank, if appropriate.
 - f. Reason for presentation (e.g., unique achievement).
3. Each USU individual listed in Enclosure 2, will provide a report to the President no later than October 15 every fiscal year containing the following, at a minimum:
 - a. Number of UCMs on-hand at the beginning of the previous fiscal year.
 - b. Number of UCMs presented during the previous fiscal year.
 - c. Number of UCMs purchased, by funding source (e.g., appropriated funds or non-profit funds), during the previous fiscal year.
4. USU Financial Management will perform an annual audit of funds used to buy UCMs.

H. Criteria for Award:

1. Merit. UCMs purchased with appropriated funds or non-profit funds are presented as an on-the-spot recognition of superior accomplishment. UCMs may be presented to recognize acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the University's mission.
2. Tokens of appreciation. UCMs purchased with non-profit funds may be awarded to visiting speakers, dignitaries, or VIPs as mementos, souvenirs, tokens of appreciation for contributions to the University's mission, or items intended to promote goodwill.

I. Restrictions:

1. UCMs purchased with appropriated funds or non-profit funds may not be presented to superiors of the awarding official.

2. UCMs purchased with appropriated funds:

a. May not be awarded to a Federal employee solely based on the performance of his or her regularly assigned duties. Rather, they may be presented only to recognize acts of exceptional service, achievement, or special recognition of a job well done, or for unique contributions towards the accomplishment of the University's mission.

b. May not be awarded as personal gifts, mementos, souvenirs, tokens of appreciation, or items intended to promote goodwill.

c. May not be awarded to the following recipients: non-DoD personnel, contractors, volunteers, retirees, family members, visiting dignitaries, foreign military personnel, or foreign civilian officials. As a result, UCMs purchased with appropriated funds may be awarded only to DoD personnel. DoD personnel includes both military personnel and DoD civilians.

d. Violation of these limitations may be considered a violation of the Anti-Deficiency Act.

3. UCMs purchased with non-profit funds:

a. May not be purchased in a manner contrary to University policies and procedures for use of non-profit funds.

b. May not be awarded to the following recipients: USU employees or DoD personnel. Rather, UCMs purchased with non-profit funds are intended to be awarded to non-DoD personnel for significant contributions to the University, visiting speakers, dignitaries, or VIPs as mementos, souvenirs, tokens of appreciation for contributions to the University's mission, or items intended to promote goodwill.

J. Effective Date: This PPM shall be effective from the date of signature.



Richard W. Thomas, MD, DDS, FACS
President

Enclosures:

1. References
2. Delegated Authority to Award UCM's

REFERENCES

- (a) Title 10, United States Code, Section 1125.
- (b) Title 5, United States Code, Section 4503.
- (c) DoD Directive 1348.19 "Award of Trophies and Similar Devices in Recognition of Accomplishments," February 3, 2014.
- (d) DoD Instruction 1400.25, Vol. 451, "DoD Civilian Personnel Management System: Awards," November 4, 2013.

Delegated Authority to Award UCMs

1. Senior Vice Presidents
2. Deans
3. Vice Presidents
4. USU Brigade Commander
5. Director, AFRRI