



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
716 SICARD STREET SE SUITE 1000  
WASHINGTON NAVY YARD DC 20374-5140

CNICINST 5800.2A  
N00J  
18 May 2018

CNIC INSTRUCTION 5800.2A

From: Commander, Navy Installations Command

Subj: COMMANDER COINS

Ref: (a) 10 U.S.C. §1125  
(b) SECNAVINST 1650.1H  
(c) SECNAVINST 3590.5  
(d) SECNAVINST 7042.7K  
(e) OPNAVINST 1710.11  
(f) 5 U.S.C. §4501-4506  
(g) 10 U.S.C. §2261  
(h) CNO WASHINGTON DC 151257Z Aug 14 (NAVADMIN 184/14)  
(i) SECNAVINST 5870.7  
(j) 5 C.F.R. Part 2635  
(k) 31 U.S.C. §1502(a)

1. Purpose. To promulgate guidance for the purchase and use of command coins by headquarters personnel and subordinate activities of Commander, Navy Installations Command (CNIC).
2. Cancellation. CNICINST 5800.2.
3. Scope and Applicability. This instruction applies to all military personnel, civilian Government employees, nonappropriated fund (NAF) employees and private contractors assigned/attached to, or employed/retained by CNIC and subordinate activities.
4. Background. References (a) through (h) set forth the fiscal principles and rules that govern the purchase and use of awards and similar devices. Reference (i) establishes the Department of Navy (DON) Trademark and Licensing Program. Reference (j) establishes the rules for Federal employees' acceptance of gifts. Reference (k), the "bona fide needs rule," limits the expenditure of appropriations and funds to the payment of expenses properly incurred during the period of availability or to complete contracts properly made within that period of availability.
5. Policy. Except as specifically described below, only the Commander is authorized to purchase and distribute coins bearing the CNIC logo or name. CNIC command coins may only be used as awards for excellence in accomplishments or competitions related to the CNIC

enterprise, in recognition of special service, good conduct and discharge under conditions other than dishonorable per reference (a), or as a gift or memento as provided under reference (d).

a. Region Commanders and installation Commanding Officers may purchase coins that reflect their command logo or name, utilizing the guidelines set forth below.

b. CNIC (N3) is expressly authorized to purchase and distribute Lifesaving Award coins in recognition of appropriate accomplishments.

c. CNIC (N9) is expressly authorized to purchase and distribute Fleet and Family Readiness (FFR) coins for marketing and advertising purposes.

6. Procedures. Command coins may be purchased with appropriated funds (APF), including official representation funds (ORF), NAF or personal funds, depending on the specific circumstances set forth below:

a. Use of APF. Command and Lifesaving Award coins may be purchased with appropriated funds and awarded as part of an officially established awards program, or as described in this instruction. Per reference (c), awards may be given on a one-time basis in those instances where the accomplishment is unique and clearly contributes to increased effectiveness or efficiency. The mere end of a tour is not sufficient justification for presentation of a coin, unless superior professional performance is being recognized concurrently. Coins will be funded through the regular, locally available Operation and Maintenance budget. Command coins purchased with APF may not be given as gifts. Therefore, they should not be given to volunteers, unaffiliated individuals, or non-federal entities or their employees (e.g., contractors or contractor employees) to create goodwill or to encourage or reward cooperation with the military, as this is not a necessary agency expense.

b. Use of ORF. ORF may be used to purchase gifts or mementos for presentation to individuals eligible for ORF courtesies per reference (d). Such gifts or mementos include command coins per reference (c). Coins purchased with ORF should reflect uniquely American, DON, command/unit or other appropriate themes that may be relevant or significant to the particular event at which the gift will be presented. While coins purchased with ORF may be personalized with the organization and the title and name of the presenter, in such cases, personalized coins may only be ordered in very limited quantities to ensure they are used during the official's tenure.

c. Use of NAF. Coins procured to honor NAF employees for acts which contribute to FFR programs and FFR marketing coins intended for promotional purposes to create awareness or public goodwill, should be purchased with NAF.

d. Use of Personal Funds. Command coins may also be purchased with personal funds. Use of DON logos is permissible provided the requirements of reference (i) are met. Coins purchased with personal funds are specifically excluded from this instruction.

e. Per reference (k), when APF or NAF are used to purchase command coins, the number ordered must be reasonably necessary for the corresponding fiscal year. Although unused coins may be awarded in subsequent fiscal years, under no circumstances should they be deliberately “stockpiled.”

7. Responsibilities. Per reference (h), for command coins purchased with APF or ORF, a log book must be maintained that documents the number of coins in inventory, the date each coin is distributed, the name of the recipient of the coin, and the reason for awarding the coin. The inventory of coins and log book should be audited annually to ensure compliance with this instruction.

8. Compliance. The prohibitions of this instruction constitute a general order. Violation of this order may subject:

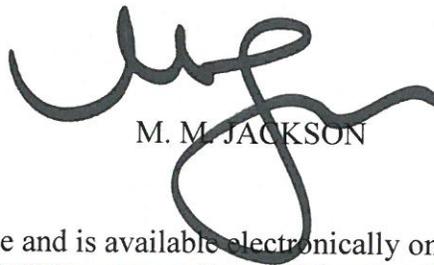
a. Military personnel to administrative action and/or discipline under the Uniform Code of Military Justice.

b. Civilian Government employees to disciplinary action up to and including removal.

c. Contractor personnel to removal, suspension, termination or other appropriate action.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N00J) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



M. M. JACKSON

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