



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

Defense Commissary Agency Coins

DP 500-22
August 3, 2012

Executive Services Division
OPR: HQ DeCA/COE

1. PURPOSE. This policy provides key information and guidance concerning the acquisition, distribution, and presentation of Defense Commissary Agency (DeCA) official coins. This policy letter supersedes DP 500-22, dated November 2010.

2. POLICY.

a. Official coins have been used to recognize superior achievement by individuals who, through exemplary performance, have earned the token of special recognition. The coin has also been used as a sign of the Agency's appreciation to non-Agency personnel for their service and support in furtherance of the Agency's mission. The DeCA coin provides a means of rewarding those individuals in a direct, tangible, and personal manner.

b. To be fiscally responsible and to comply with Department of Defense restrictions on the purchase of unit coins with appropriated funds, acquisition of Agency coins for presentation by DeCA senior leadership must be in accordance with this policy. This policy permits the purchase of only the DeCA coins listed in paragraph 2c.

c. DeCA will have eight official Agency coins:

- (1) A DeCA Director's coin marked "For Excellence."
- (2) A second DeCA Director's coin marked "In Appreciation."
- (3) A DeCA Chief Operating Officer's coin.
- (4) A Deputy Director's coin.
- (5) Executive director coins.
- (6) A Senior Enlisted Advisor coin.

d. Distribution and presentation of the official DeCA coins will be as prescribed by headquarters policy.

e. Each coin will include either the official DeCA seal or the shopping cart. No DeCA coin will be marked with any status or rank other than the words "Director;" "Deputy Director" or "Chief Operating Officer;" "Executive Director;" or "Senior Enlisted Advisor," and, if desired, the SES logo or chevron of the current Senior Enlisted Advisor. Coins may be personalized at the time of presentation, if appropriate, but such personalization will not be at the Agency's expense. No DeCA coin will contain copyrighted artwork or designs owned by anyone other than the Defense Commissary Agency or the Department of Defense.

f. Use of the DeCA official seal for unofficial purposes is prohibited by statute. The unofficial DeCA shopping cart logo is protected by common law trademark and use of it for unofficial purposes must be approved by the Deputy Director.

3. RESPONSIBILITY.

a. The Director, Human Resources, will establish DeCA policy on use of the official Agency coins as part of the DeCA Recognition and Incentive Awards Program.

b. Executive directors may supplement this policy on the distribution and presentation of official DeCA coins.

c. The Acquisition Management Directorate will acquire all official DeCA coins based on Agency-wide requirements.

4. EFFECTIVE DATE. This Policy is effective immediately.



Joseph H. JEU
Director