From: Secretary of the Navy

Subj: AWARD OF MEDALS, TROPHIES, BADGES, AND SIMILAR HONORS IN RECOGNITION OF ACCOMPLISHMENTS

Ref:  
(a) 10 U.S.C. § 1125  
(b) DoD Instruction 1348.19, of 3 February 2014  
(c) Department of the Navy (DON) Civilian Human Resources Manual (CHRM), Subchapter 451.1  
(d) SECNAVINST 1650.1H  
(e) DoD Instruction 1348.33, of 4 December 2016  
(f) 10 U.S.C. § 2261  
(g) Assistant Secretary of the Navy, Financial Management and Comptrollers Financial Management Policy Manual of October 2017  
(h) SECNAVINST 7042.7K

1. **Purpose.** This instruction implements references (a) and (b), establishing the Department of the Navy (DON) policy for awarding medals, trophies, badges, and similar honors to Service Members, units, or agencies of the DON in recognition of accomplishments or service-related competitions.

2. **Cancellation.** SECNAVINST 3590.5.

3. **Applicability.** This instruction applies to the Office of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, all installations, commands, activities, field offices of the U.S. Navy and the U.S. Marine Corps, and all other organizational entities within the DON. This instruction does not apply to award matters under references (c), (d), and (e), or recognition items under reference (f).
4. **Policy.** Per references (a) and (b), it is DON policy that:

   a. Authorized personnel may use appropriated funds to purchase medals, trophies, badges, and similar honors. These shall be awarded as uniformly as possible;

   b. Appropriated funds may not be used to purchase utilitarian items as awards, e.g., clothing, uniform items, jewelry, functional weapons, etc.;

   c. Accomplishments or competitions recognized, per this instruction, will be officially established, announced, and should recur regularly;

   d. Awards may be given on a one-time basis where the accomplishment is unique and clearly contributes to increased effectiveness or efficiency of the Service. It is DON policy that merely finishing a tour of duty, or executing one’s duty to the expected level of performances, is not by itself sufficient justification for presentation of an award;

   e. Authorized individuals may expend appropriated funds to purchase command medallions (coins) for the purpose of presenting coins as part of an officially established awards program. Per reference (g), presentation of a coin qualifies as an award when given for outstanding performance, specific achievement, or a unique achievement that contributes to command effectiveness. These coins:

      (1) Will not be distributed as mementos, to improve morale, or simply in recognition of expected service to the organization. They may only be awarded to DON Service Members in recognition of superior performance or special accomplishment or achievement;

      (2) Must not contain the name of a specific commander or other individual; and

      (3) May only be distributed by individuals with authority to convey awards under paragraph 5 of this instruction.

   f. Coins purchased with Official Representation Funds are governed by paragraph 8(b) of reference (h);
g. Neither the Department of Defense nor DON restricts the distribution of coins purchased with personal funds.

5. Responsibilities

a. Within the DON, presidentially appointed, Senate-confirmed officials, Senior Executive Service Members, and Flag and General Officers:

   (1) May exercise authority to award medals, trophies, badges, and similar honors to Service Members and units under their jurisdiction;

   (2) Must ensure that the competition, criteria, and awarding of trophies or similar honors is documented and is as uniform as possible.

b. This authority may be expressly limited or expressly delegated per Secretariat or Service policy.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedule found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.

b. For questions concerning the management of records related to this instruction records schedules, please contact your local Records Manager or the DRMD program office.

THOMAS B. MODLY
Under Secretary of the Navy

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