

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 36-2805
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
15 APRIL 2004**

Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 36-2805/AETC Sup 1,
21 July 2003

Pages: 4
Distribution: F

AFI 36-2805, 29 June 2001, is supplemented as follows:

This supplement does not apply to Air Force Reserve Command or Air National Guard units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with AFMAN 37-139, *Records Disposition Scheduled* (projected to be the Air Force Records Disposition Schedule [RDS]). This instruction requires maintaining information subject to the Privacy Act of 1974, authorized by Title 10 U.S.C. Section 857. Systems of Records Notice F036 AF PC V, Awards and Decorations, applies.

SUMMARY OF REVISIONS

This revision adds authority for funding and presentation of special awards and trophies (coins, pens, etc.) by wing commanders, MAJCOM directors and chiefs of special staff (CSS), and wing command chief master sergeants for “on-the-spot” recognition of personal efforts associated with actual achievement to improve a particular program, function, or mission (paragraph **1.7.1.6. (Added)**). A bar (|) in the left margin indicates a revision from the previous edition.

1.7.1. This authority applies to the funding and presentation of the following mission accomplishment coin awards:

1.7.1.1. (Added) **Basic Military Training (BMT) Achievement Coin.** This coin is awarded to individuals who successfully completed a BMT graduation requirements on or after 1 October 1999.

1.7.1.2. (Added) **Career Reenlistment Coin.** This coin is authorized for AETC personnel who, as of 1 January 2002, entered into a reenlistment or extension of enlistment that began on or after the completion of 8 years total active federal military service (“career” status). A person may be awarded only one coin per career. **NOTE:** Members awarded a coin based on an extension of enlistment must be eligible to reenlist as of the extension start date. However, members entering into an extension of enlistment under AFI

36-2606, *Reenlistment in the United States Air Force*, Table 4.1, rules 2 through 9, 17 through 24, and 26 through 27, are not eligible to receive the career reenlistment coin.

1.7.1.3. (Added) **Airman's Coin.** This coin is awarded to individuals who are commissioned through the Officer Training School's Basic Officer Training program or Reserve Commissioned Officer Training program or who completed the Commissioned Officer Training program on or after 1 October 2001. Air Force Officer Accession and Training Schools will present and fund the Airman's coin.

1.7.1.4. (Added) **Heart Link Coin.** This coin is authorized for AETC personnel who have participated in and completed the Heart Link Spouse Orientation Program as of 1 April 2002. Spouses will receive the coin at the completion of the 1-day orientation. Only one coin will be awarded to a spouse who completes the program. HQ AETC will fund the initial issue of coins, but future funding will be accomplished by each base. Family support center directors will order, maintain, and track distribution of the heart link coin.

1.7.1.5. (Added) **AETC Commander, Vice Commander, and Command Chief Master Sergeant Coins.** These coins are awarded to military and civilian employees for an outstanding accomplishment or a specific achievement that has made a significant contribution to the effectiveness and efficiency of the Air Force. These coins:

1.7.1.5.1. (Added) May be used for "on-the-spot" recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

1.7.1.5.2. (Added) Are not intended to be used for mementos, commemorative or personal gifts, or morale building or to recognize PCSs, retirements, and similar occasions.

1.7.1.5.3. (Added) May not be used as tokens of appreciation for government officials, foreign officials, or nonfederal personnel in recognition of general support or improved community relations. **NOTE:** Coins for such officials, however, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds*.

NOTE: The limitations listed in paragraphs **1.7.1.5.2. (Added)** and **1.7.1.5.3. (Added)** do not apply if coins are donated by a private organization or purchased by a commander, vice commander, or command chief master sergeant with his or her personal funds.

1.7.1.6. (Added) **Wing Commander, MAJCOM Director and Chief of Special Staff (CSS), and Wing Command Chief Master Sergeant Mission Accomplishment Special Award.** Awarded to military and civilian employees for an outstanding accomplishment or specific achievement that has made a significant contribution to the effectiveness and efficiency of the Air Force. This special award may take the form of a coin, pen, or other small token of appreciation. These special awards:

1.7.1.6.1. (Added) May be used for "on-the-spot" recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

1.7.1.6.2. (Added) Are not intended to be used for mementos, commemorative, or personal gifts, or morale building or to recognize PCSs, retirements, and similar occasions.

1.7.1.6.3. (Added) May not be used as tokens of appreciation for government officials, foreign officials, or non-Federal personnel in recognition of general support or improved community relations. **NOTE:** Special awards for such officials, however, may be purchased with official representation funds for situations covered by AFI 65-603.

NOTE: The limitations listed in paragraphs **1.7.1.6.2. (Added)** and **1.7.1.6.3. (Added)** do not apply if special awards are donated by a private organization or purchased by a wing commander, MAJCOM director or CSS, or wing command chief master sergeant with his or her personal funds.

1.7.2. Nonappropriated funds may be used to fund coins as awards for nonappropriated fund employees.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-2606, *Reenlistment in the United States Air Force*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule* (projected to be the Air Force Records Disposition Schedule [RDS])

AFI 65-603, *Official Representation Funds*

Abbreviations and Acronyms

BMT—Basic Military Training

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