



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 3590.5
ASN (M&RA)
26 AUG 2015

SECNAV INSTRUCTION 3590.5

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) 5 U.S.C. §4503
(c) DoDI 1348.19, Award of Medals, Trophies, Badges, and
Similar Honors in Recognition of Accomplishments
of 3 February 2014
(d) SECNAVINST 7042.7K
(e) 10 U.S.C. §2261
(f) DoDI 1400.25, DOD Civilian Personnel Management
System of 4 November 2013
(g) SECNAV M-5210.1

1. Purpose. To implement a policy for awarding medals, trophies, badges, and similar honors in recognition of accomplishments or Service-related competitions as authorized by references (a) and (b).

2. 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 U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

3. Policy. Per reference (c):

a. The use of appropriated funds to purchase medals, trophies, badges, and similar honors is approved. 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 shall be officially established and 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. The mere end of a tour or mere expected performance alone is not sufficient justification for presentation of an award, unless superior professional performance is being recognized concurrently.

e. Awards shall be no more than nominally priced, recognition items.

f. Command medallions, i.e., "coins", may be purchased with appropriated funds and awarded as part of an officially established awards program, or as otherwise provided for in this instruction. Coins purchased with Official Representation Funds are governed by paragraph 8(b) of reference (d). Coins purchased with personal funds are specifically excluded from this instruction.

g. Cash prizes awarded per Subchapter 451 of reference (d) and recognition items of nominal value for recruitment or retention purposes awarded per reference (e) are specifically excluded from this instruction.

4. Responsibilities

a. Presidentially appointed, Senate-confirmed officials, Senior Executive Service Members, and Flag and General officers:

(1) May award medals, trophies, badges, and similar honors to authorized recipients, e.g., DoD Service Members, civilian employees, and units. Reference (f) prohibits the recognition of persons, organizations, or companies having a commercial or profit-making relationship with the Department.

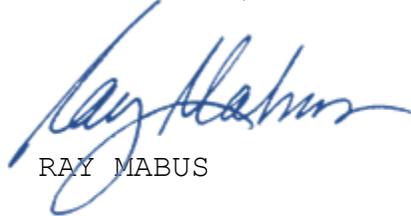
(2) Shall ensure that the competition, criteria, and awarding of trophies and similar honors is documented and is as uniform as possible.

(3) Shall ensure that the selection process for awards is coordinated to prevent one individual or unit from receiving multiple awards when other candidates are equally qualified.

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

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5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (g).



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