



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCE HEADQUARTERS - NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NY 12110-3514

MNAG-TAG

22 JUL 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Use of Appropriated Funds for the Purchase of Challenge Coins

1. Applicability: This policy is applicable to all members assigned to the New York Army National Guard (NYARNG).

2. The use of appropriated funds for limited purchase of challenge coins for General Officers, the State Command Sergeant Major, Division Sergeant Major, Brigade Commanders and Brigade Sergeants Major is authorized.

3. Guidelines:

a. Quantities should not exceed 30% of the authorized strength of the unit commanded by the requestor and will be considered sufficient for the duration of the command. Per item cost should not exceed \$10. Exceptions to this provision may be submitted through the NYARNG Chief of Staff to The Adjutant General or U.S. Property and Fiscal Officer (USPFO) as provided for in para 4 (a) below.

b. Coins purchased with appropriated funds must not include the presenters name(s).

c. Challenge coins purchased with appropriated funds are exclusively for recognition of outstanding service by members of the U.S. Army National Guard (USARNG). Presenters must maintain a log of coins presented to USARNG Service Members including recipient name, organization, and date presented. The log is an inspectable item during command supply discipline (CSDP) inspections.

d. This policy does not apply to challenge coins purchased with personal funds. Individuals may use personal funds to purchase and present coins similar to those purchased with appropriated funds.

4. Procedures:


a. Requests to purchase challenge coins will be routed through the Directorate of Logistics to the NYARNG Chief of Staff for approval and will include design and item cost. Coins to be purchased by the Office of the Adjutant General should be routed through the NYARNG Chief of Staff to the USPFO for approval.

MNAG-TAG

SUBJECT: Use of Appropriated Funds for the Purchase of Challenge Coins

b. Upon approval by the Chief of Staff, unit Government Purchase Card (GPC) holder will contact the USPFO Purchase and Contracting Office Level 4 Agency / Organization Program Coordinator (AOPC) to request Merchant Category Code 5999 be temporarily added to the GPC. Follow established GPC procedures following approval by the AOPC.

5. Questions regarding this policy may be addressed to the COL Patrick Clare, NYARNG Chief of Staff at 518-786-4403.



RAYMOND F. SHIELDS, JR  
Major General, NYARNG  
The Adjutant General

DISTRIBUTION  
AA, BB, BR, C