DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 12450.3C
M-4S
14 March 1988

COMSC INSTRUCTION 12450.3C

Subj: PRESENTATION OF EMBLEMATIC ITEMS

Ref: (a) SECNAVINST 3590.4A

Encl: (1) Sample Emblematic Memento Expenditure Record

1. Purpose. To provide policy and guidance for the procurement and presentation of emblematic mementos for personal use at both MSC Headquarters and Area/Subordinate Commands.

2. Cancellation. COMSC Instruction 12450.3B.

3. Discussion. The official designation of a unique and symbolic emblem for a military unit is a long standing tradition in the U.S. Navy. Reference (a), in recognizing these traditions, authorizes the use of appropriated funds for the award of such items to deserving personnel for excellence in accomplishments and other competitive achievements.

4. Policy. It is the policy of Commander, Military Sealift Command that the presentation of emblematic items to deserving personnel in recognition of their accomplishments or contributions to the command or in support of furthering close Navy and community relations be supported and encouraged. Commanders/commanding officers will exercise prudence in determining "deserving personnel," "excellence in accomplishments," and "competitive achievements." The accomplishments or competitive achievements are to be officially established and of a continuing nature. As examples, the official presentation of emblematic items to unit personnel is considered appropriate for, but not limited to, the following: (1) Sailors/Civilians of the Year/Quarter and (2) Special Achievement Awards. All presentations will be made officially with the ceremony, decorum, and publicity commensurate with the award and in agreement with guidance set forth in reference (a). The presentation of a plaque

procured with appropriated funds on the occasion of reenlistment, retirement, or transfer is prohibited. Personnel who desire an emblematic item and do not fall into the categories of awardees specified above may individually purchase these items directly from Headquarters and Area Command Welfare and Recreation Treasurers.

5. Funding and Procurement. The following items symbolize specific accomplishment and are the only emblematic items authorized for official presentation to deserving personnel:

    Plaques
  *Medals
   Trophies
   Badges
   Navy Bicentennial Medallion (Reenlistment)

   *First presentation of individual award.

Emblematic items for official use will be procured, stocked, and distributed by Headquarters and Area Command Supply Departments for presentation to their respective personnel. MSC Area/Subarea Commands, Offices, squadrons, ships, and support units will submit requests for emblematic items directly to their respective Area Commanders who will coordinate, monitor, and maintain records for this program. Emblematic items for individual purchase will be procured, stocked, and sold by Welfare and Recreation organizations. All awards presented which have been paid for by appropriated funds will be documented on a record which contains, as a minimum, the information required by enclosure (1). This record will be maintained for a three-year period by the Supply Department for review, when requested, by higher authority. Area Commanders will submit a copy of their emblematic award expenditure documents (enclosure (1)), including award data from their subordinate activities, to COMSC (M-4S) by 30 September of each year.

Distribution:

Distribution:
SNDL 41B   (MSC Area Commands) (less EUR, SWA, & FE) (50)
      41B (MSC Area Commands) (EUR, SWA & FE) (10)
      41C (MSC Subarea Commands) (10)
      41D3 (MSC Offices)
      41G (COMPSRON)
      41J (OICMILDEPTs)
      41K (MSCUs)
      41L (MPSRONs)
      41M (TAGOS Support Units)
      T-100 (Masters, Civil Service Manned Ships)
      T-102 (Masters and Operators, Fast Sealift Ships)
      T-103 (Masters and Operators, TAGOS Ships)

MILITARY SEALIFT COMMAND EMBLEMATIC AWARDS RECORD					
USNS					
NAME/RANK OF AWARDEE	ITEM	UNIT COST	SOURCE	DOCUMENT	REMARKS