

U.S. Department of
Homeland Security

United States
Coast Guard



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COMDTNOTE 1650
01 JUN 2007
CANCELLED:
01 JAN 2008

COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE /FOOD SERVICE SPECIALIST OF THE YEAR AWARDS 2008

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series)
(b) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
(c) Coast Guard Food Service Sanitation Manual COMDTINST M6240.4 (series)

- PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2008. Intended users are all Coast Guards units with dining facilities and Food Service Specialists.
- ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff elements at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized. Official distribution will be via the Coast Guard Directives System CD-ROM and websites <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> and <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. An electronic version will be made available via the Commandant (CG-11) website <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>
- DIRECTIVES AFFECTED. None.
- DISCUSSION. The Coast Guard Excellence in Food Service Awards is presented annually to recognize those units and individuals epitomizing the best in food service professionalism.

DISTRIBUTION – SDL No.147

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NON-STANDARD DISTRIBUTION:

5. PROCEDURES. Official distribution will be via the Coast Guard Directives System CD-ROM and websites <http://cgweb2.comdt.uscg.mil/cgdirections/welcome.htm> and <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. An electronic version will be made available via the Commandant (CG-11) website <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>.
6. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.
 - a. Eligibility criteria. Coast Guard Dining Facility (CGDF) of the Year will be awarded in seven categories: large, medium, and small dining facility ashore as defined by enclosure (1); large, medium, and small dining facility afloat as defined by enclosure (1); and contract dining facility as defined by enclosure (1).
 - b. Evaluation criteria. All CGDF's will be evaluated on the following criteria:
 - (1) **Menu planning and food preparation:** All menus are reviewed and approved by the senior FS, Food Service Officer and Commanding Officer. Menu reflects what is actually being served and lists the nutritional content. Work area(s) are organized and efficient, products are prepared as close to serving time as possible, clean-as-you go method is utilized to the maximum extent possible, and foods are prepared in accordance with the Food Service Sanitation Manual COMDINST M6240.4 (series). FS staff's potential/talent is maximized to the fullest extent, utilizing advanced culinary training skills when appropriate.
 - (2) Positive working relationship between the FSO and the Health Promotions Manager/Unit Health Promotions Coordinator that facilitates the incorporation of wellness/nutritional cooking techniques into menu planning.
 - (3) **Food presentation and serving:** All meals are presented in a way that enhances the dining experience (garnished, served in/on a serving container that the item was not cooked in, etc). Food servers/attendants are wearing clean uniforms, using disposable gloves and are knowledgeable about the products being served. The serving line is clean, the serving process is efficient, serving portions are uniform, and patrons are informed about what is available.
 - (4) **Food acceptability:** All meals are well accepted and alternate entrée selections available to the maximum extent practical for the unit. Patron feedback regarding the quality of food and level of satisfaction is encouraged and acknowledged through comment, emails and direct interaction with dining facility staff.
 - (5) **Food conservation, sanitation and safety:** The Food service operation is efficient and minimizes waste, utilizing leftovers to the maximum extent practical. All sanitation practices are employed by the Dining Facility staff to ensure a clean facility. The work area is free from trip hazards (boxes, containers, trash cans, etc.), the lighting is adequate, and knives are stored properly. FS staff/Mess Attendants demonstrate complete understanding of emergency procedures and fire extinguishers are inspected and in good working order per the unit Damage Control Petty Officer Program.
 - (6) **Food service management and training:** The FSO is proactive in the daily activities of the facility and staff. Staff members know how to notify management about

equipment repairs and facility issues. The FS staff/Mess Attendants are well trained and efficient in their task performance. The staff and supervisors have a strong working knowledge of their workspace and clear understanding in their role at the unit; on-the-job-training (OJT) is performed frequently. The FS staff provides a return on their training investment by practicing the skills they have acquired. Both formal and informal training is documented; individual training records are current.

- (7) **Supervision:** Supervisors mentor and provide hands on training enabling FS staff to excel in the performance of their duties and prepare them for professional advancement. The Dining Facility and equipment are in good working order and work orders are submitted for equipment needing repair. Supervisors' directions and expectations are clear to the staff; with written standing orders in existence and available/posted. Adequate orientation program for the FS staff and Mess Attendants is developed and administered; training/indoctrination documentation is generated and maintained. The FSO actively supports all command policies.
- (8) **Receiving and storage:** Food deliveries are scheduled so that they minimally impact the food service operations. The Jack of the Dust is proficient in the performance of his/her duties. The food storage areas are clean, free from odors and organized properly for maximum storage. Hazardous materials are secured in approved storage lockers, MSDSs are accurate and updated.
- (9) **Paperwork administration:** The FSO performs all paperwork in accordance with the Food Service Manual COMDINST M4061.5 (series). Dining Facility Operating Statements are typically flawless. Waivers/authorizations to deviate from policy are generated, approved and available. When a mess bill is not paid within 5 working days, corrective action is taken by the command to ensure no relapse by members.
- (10) **Command attention and relations in food service:** The command is proactive in ensuring the equipment and food service spaces are safe and in good working order. Material inspections are performed and all discrepancies are corrected. The command eats at the Dining Facility; the Command Chief/Senior Chief/Master Chief is proactive in providing advocacy for the FS staff. The command provides opportunities/support/funding for the FS staff to attend training (including conferences, round ups, etc) to the maximum extent possible. The command ensures the FS staff is receiving adequate mentoring and professional development opportunities that are available to all crew members. The FS division supports command requests for service including Coast Guard Day, morale picnics, special occasion cakes, and support for Representational Facilities, cutter forces, etc. There is a harmonious relationship between the FS Staff, Comptroller/Supply Division/Executive Officer and Commanding Officer. The Food Service Assistance and Training Team have visited the unit within the last two years and any discrepancies have been noted and corrected.

- c. Nomination procedures. Commanding Officers and Officers in Charge are encouraged to nominate their CGDFs if they meet or exceed the service standards of the evaluation

criteria listed in Section 4.b. The command endorsement should specifically address and provide examples of how the CGDF has excelled in all nine elements of Section 4.b. In addition, the CGDF's direct impact on the unit's overall success, mission completeness, readiness, wellness and morale should be incorporated into the command endorsement. Units may request assistance by contacting their respective FSAT for guidance: MLC-FSAT Atlantic (757) 628-4396 or MLC-FSAT Pacific (510) 637-1255. The nomination package shall be completed by the unit and forwarded to the appropriate FSAT. All nomination packages must be received by the FSAT **no later than COB 20 September 2007**. The FSAT will review all nomination packages and shall ensure all nomination packages arrive at Commandant (CG-1111), **no later than COB 1 October 2007**. Commandant (CG-1111) will convene a formal board to review all nomination packages and select three finalists in each of the seven categories. Mailing addresses for submission are:

(1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109.

(2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217.

d. Assistance. Instructions for the nomination package assembly are included in Enclosures 2 and 3. Examples of the Dining Facility of the Year/Excellence in Food Service submission packages are available at: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. The appropriate MLC FSAT may also be contacted for assistance.

7. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

a. Eligibility criteria. A Coast Guard Food Service (FS) Specialist will be selected for this award. To be eligible, candidates must meet the following minimum criteria:

- (1) Active duty or reserve FS in pay grade E-6 or below;
- (2) Assigned at present unit for a minimum of 9 months;
- (3) Be in compliance with Coast Guard weight standards during the entire evaluation period and at time of awards ceremony; and
- (4) No mark of "Unsatisfactory" in conduct during the evaluation period.

b. Evaluation criteria. Commanding officers shall provide the following information in the nomination letter:

- (1) Food Service Healthy Cooking Initiatives: Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
- (2) Customer Focus, Relations, and Education: Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
- (3) Command and Community Relations: Demonstrates professionalism when interacting with other commands and during off-duty involvement in the

community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors;

- (4) Personal Development: Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities; and
 - (5) Collateral Duties: Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., displays professionalism during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).
- c. Nomination Procedures. The Commanding Officer or Officer-in-Charge shall forward a letter of recommendation (not to exceed 2 pages) and one CD with a digital photograph for the nominee whose performance justifies recognition above all other eligible FS'. The nomination package shall be completed by the unit and forwarded to the appropriate MLC FSAT. The deadline for submission of the nomination package to reach the appropriate MLC FSAT is **no later than COB 20 September 2007**. The MLC FSATs will DHL all nomination packages to Commandant (CG-1111), after review, **no later than COB 1 October 2007**. A selection board will review all nominations, rate them on the criteria listed above, and select the best candidate as FS of the Year.
- (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217
- d. Assistance. Instructions for the nomination package assembly are included in Enclosure 4. Examples of Food Service Specialist of the year award nominations are available at: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. The appropriate MLC FSAT may also be contacted for assistance.

8. AWARD PRESENTATION.

- a. A plaque will be presented to each first and second place Coast Guard Dining Facility and the Food Service Specialist of the Year at the 2008 Joint Military Food Service Awards presentation. Coast Guard members attending the awards ceremony must be within Coast Guard weight standards.
- b. A member from the first and second place Coast Guard Dining Facilities, along with the Food Service Specialist of the year, will have the opportunity to attend the Food Service Excellence in Food Service Training Program. All Coast Guard members attending the Scholarship Program must be within Coast Guard weight standards.
- c. All Coast Guard Food Service Specialists receiving official orders to attend the Excellence in Food Service/Dining Facility of the Year Awards Program (all or part), shall report per their orders and attend all events, trainings, and meetings listed on the official Coast Guard schedule. All attending personnel will be in the Uniform of the Day and muster daily (location will be provided in the official schedule). The official training schedule will be published and distributed approximately 10 days prior to the start of the conference and forwarded electronically, including posting at the FS Subject Matter Expert's website.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.
10. FORMS/REPORTS. The forms called for in this Notice are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>, Intranet at <http://cgweb2.comdt.uscg.mil/CGFORMS/Welcome.htm>, and CG Central at <http://cgcentral.uscg.mil/>.

/s/

RADM MARK TEDESCO
Director of Health and Safety

- Encl: (1) 2008 CGEFS Awards (Coast Guard Dining Facility and Contract Facility) Eligibility Criteria and Selection Process
(2) 2008 CGEFS Awards Recognition Ceremony and Program Timetable
(3) 2008 CGEFS Awards (Coast Guard Dining Facility) Package Assembly Process
(4) 2008 CGEFS Awards (Contract Facility) Package Assembly Process
(5) 2008 CGEFS Awards (Food Service Specialist of the Year) Package Assembly Process

**2008 Coast Guard Excellence in Food Service Awards
(Coast Guard Dining Facility and Contract Facility)
Eligibility Criteria and Selection Process**

1. Eligibility Categories:
 - a. Large Afloat Category
 - (1) All High Endurance Cutters (378 class)
 - (2) Medium Endurance Cutters (270 class)
 - (3) All Ice Breakers (WAGB class)
 - (4) USCGC EAGLE
 - (5) USCGC ALEX HALEY
 - b. Medium Afloat Category
 - (1) Medium Endurance Cutters (210 class)
 - (2) Buoy Tenders Seagoing (WLB)
 - (3) USCGC ACUSHNET
 - c. Small Afloat Category
 - (1) Cyclone Class
 - (2) Patrol Boats (123' & 110' & 87' Class)
 - (3) Buoy Tenders Coastal (WLM & WLI)
 - (4) Construction Tenders (WLIC)
 - (5) Buoy Tenders, River (WLR)
 - (6) All Ice Breaker Tugs (WTGB class)
 - d. Large Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5.
 - (2) All Coast Guard Integrated Support Commands (ISC) with CG operated DF's.
 - e. Medium Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5, with exception of all ISC commands.
 - f. Small Unit Ashore Category
 - (1) CGDF as defined in COMDTINST M4061.5.
 - g. Food Service Contract Facility Category
 - (1) USCG Academy New London, CT; USCG Groups Woods Hole, MA; Sault St. Marie, MI; and Fort Macon, NC; USCG Training Centers Cape May, NJ; Yorktown, VA; and Mobile, AL; USCG Air Stations Elizabeth City, NC; and San Diego, CA; USCG ISCs Kodiak, AK; Boston, MA; Ketchikan, AK; Portsmouth, VA; and Alameda, CA.

Enclosure (1) to COMDTNOTE 1650

2. Exclusions:
 - a. Any unit that will be unavailable for the Coast Guard Excellence in Food Service Evaluation Team (CGEFSET's) to evaluate due to maintenance or construction that will substantially affect the evaluation team process.
 - b. Private messes;
 - c. MWR and CGES dining facilities;
 - d. Department of Homeland Security Executive Dining Facility
 - e. USCG Training Center Petaluma.
3. Selection of Finalists: Three CGDF will be selected from each eligibility category.
4. Finalist Review Teams: Commandant (CG-1111) will convene the CGEFSET's. The CGEFSET's are chartered to evaluate the three CGEFS finalists within their respective category and will include one food service professional from International Food Service Executives Association (IFSEA) and one Commandant CG-1111 staff member.
5. Review Time Frame: Commandant (CG-1111) will conduct a one day on-site evaluation. The exact date of the review will not be identified. Each afloat CGDF finalist must submit their inport schedule for the period of October through December 2008.
 - a. All units must be available for a physical, on-site evaluation. Units undergoing renovations/repairs, or considering performing renovations/repairs, etc, that shall or may require the closing of the Dining Facility for any period during the months of October, November and December 2007, are directed to contact Commandant (CG-1111) before they submit a package for consideration.
6. Review Process: The CGEFSET's will conduct the evaluation during the dining facility hours of operation. The evaluation will focus on the follow criteria: safety, sanitation, health promotion, training, physical appearance of the facility, command involvement/support, FS professional development, provision inventory, designation letters and overall impression of Dining Facility. Food Service Officers are highly encouraged to utilize the Food Service Sanitation Manual, COMDTINST M60240.4 (series) and the Food Service Manual, COMDTSINT M4061.5 CH-2 as the leading references for effective Dining Facility administration and organization.
7. CGEFS Competition Results:
 - a. First Place. The CGDF scoring the highest possible points in each category during the one-day evaluation.
 - b. Second Place. The CGDF scoring the second highest possible points in each category during the one-day evaluation.

2008 Coast Guard Excellence in Food Service Awards Recognition Ceremony and Program Timetable

1. Recognition Ceremony: A military awards recognition ceremony will be held during the IFSEA annual conference and seminar. Food service winners from the Navy, Military Sea Lift Command, Army, and Coast Guard will be recognized during a joint ceremony.
 - a. Commandant (CG-1111) will fund temporary duty travel expenses for first place and second place CGDF unit representatives and the FS of the Year. All Coast Guard attendees must be within weight standards.
 - (1) CGDF command representative quotas are:
 - (a) First Place-One unit representative.
 - (b) Second Place-One unit representative.
 - b. CGDF's and the FS of the Year will receive the following awards:
 - (1) IFSEA will make a presentation to each First Place CGDF.
 - (2) IFSEA will make a presentation to each Second Place CGDF.
 - (3) Commandant CG-11 will present a Gold Plaque recognizing the FS of the Year.
 - (4) First and Second Place CGDF's: Commandant (CG-1111) will fund one member from each Command to attend a two-week scholarship program.
 - (5) FS of the Year: Commandant (CG-1111) will fund the FSOY to attend a two-week scholarship program.
2. Program Timetable:
 - a. 20 September 2007. MLC - FSAT Atlantic/Pacific's final date of acceptance of all nomination packages for CGEFS awards and FS of the year nominations from field units.
 - b. 01 October 2007. The Commandant (CG-1111) final date of acceptance of all CGEFS and FS of the Year nomination packages from MLC - FSAT Atlantic/Pacific.
 - c. 09 October – 12 October 2007. Commandant (CG-1111) convenes a board comprised of five members to identify finalists for Coast Guard Dining Facility of the Year.
 - d. 09 October – 12 October 2007. Commandant (CG-1111) convenes a board comprised of five members to select Food Service Specialist of the Year.
 - e. NLT 15 October 2007. The three finalists for each of the seven CGDF categories will be announced by ALCOAST.
 - f. October 2007 – December 2007. CGEFSET will conduct on-site reviews of the finalists.
 - g. NLT 01 February 2008. Results of the finalist review (CGEFS First Place and Second Place) and the FS of the Year will be announced by ALCOAST.
 - h. April 2008. Annual IFSEA Conference and Seminar held in Denver, Colorado.
 - i. June 2008. Scholarship Program.

**2008 Coast Guard Excellence in Food Service Awards
(Coast Guard Dining Facility)
Package Assembly Process**

1. Submission of nomination package will be in a six-part folder, GSA stock number 7530-00-990-8884. Submissions become property of Commandant (CG-1111) and will not be returned to the unit.
2. Cover Tab – Unit Name
3. The following will be included, in the order listed below:
 - a. Part 1 – Command Endorsement, not to exceed 3 pages in Coast Guard memo format.
 - b. Part 2 – Copy of most recent Food Service Assistance and Training Team (FSAT) analysis including Command response(s) to discrepancies.
 - c. Part 3 – Coast Guard Dining Facility Operating statements (CG-2576), audited copies from January through June 2007, most recent annual dining facility audit.
 - d. Part 4 – Cycle Menu or six weekly menus, signed by CO and FSO.
 - e. Part 5 – Pictures not more than (NMT) 4 pages of 4 photos on each page. The front and back of each page may be used for photographs.
4. Enclosure (1)
 - a. One CD-ROM or floppy disk containing pictures formatted at:
.jpg 300 dpi or higher. (These photos will be used for the CG display; units are highly encouraged to submit photos that will ensure their unit is represented appropriately.)
 - 1 – Unit photo (NMT 2)
 - 2 – Food Service Personnel staff photo (NMT 2). All FS personnel shall be in the same uniform. The Operational Dress Uniform is not authorized.
 - 3- Units shall provide a FS staff roster listing rank and full name (ex: FS2 John Doe).

**2008 Coast Guard Excellence in Food Service Awards
(Contract Facility)
Package Assembly Process**

1. Submission of nomination package will be in a six-part folder, GSA stock number 7530-00-990-8884. Submissions become property of Commandant (CG-1111) and will not be returned to the unit.
2. Cover Tab – Unit Name
3. The following will be included, in the order listed below:
 - a. Part 1 – Command Endorsement, not to exceed 3 pages in Coast Guard memo format.
 - b. Part 2 – Cycle Menu or six weekly menus, signed by Project Manager and COTR.
 - c. Part 3 – Pictures not more than (NMT) 4 pages of 4 photos on each page. The front and back of each page may be used for photographs.
 - d. Part 4 – Copies (2 weeks) of The Food Service Establishment Inspection Report (CG-5145) and corrective actions taken.
 - e. Part 5 – Completed Contract Facility Self-Evaluation check sheet.
4. Enclosure (1)
 - a. One CD-ROM or floppy disk containing pictures formatted at:
.jpg 300 dpi (or higher dpi)
 - 1 – Unit photo (NMT 2)
 - 2 – Contract Personnel staff photo (NMT 2)
 - 3 – Units shall provide a contract facility staff roster (ex: Mr. John Dole).

**2008 Coast Guard Excellence in Food Service Awards
(Food Service Specialist of the Year)
Package Assembly Process**

1. Submissions become property of Commandant (CG-1111) and will not be returned to the unit. Nomination packages will be submitted via DHL to the applicable address listed below:
 - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510-9109
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612-5217
2. Nomination packages will include the command recommendation and a CD containing one picture (full length) of the nominee wearing Tropical Blue Long with Combination cover. The submitted picture will be in jpg 300 dpi. (or higher) format.