**UNIT LETTERHEAD**

Office Symbol Date

MEMORANDUM FOR Commander, U.S. Army Quartermaster School, ATTN: ATSM-CES, Fort Lee, VA 23801

SUBJECT: 44th Annual Joint Culinary Training Exercise Participation

1. Reference: 44th Annual Joint Culinary Training Exercise Rules and Guidelines

2. [UNIT] submits the following team packet for the 44th Annual Joint Culinary Training Exercise.

3. The undersigned confirms that entry packet requirements are complete in accordance with reference above; and, that all team members are in good standing, not pending UCMJ, meet Service retention standards, have a current physical fitness test, meet Service body composition program standards, and are not pending any adverse or unfavorable action.

4. Point of contact is [name or “the undersigned”] at telephone number and email address.

[NOTE: Signature below will be the first O5 in the Chain of Command].

4 Encls FIRST LAST NAME

1. Entry Form Rank, XX

2. Competitor Photo(s) Title

3. Ration Request Form(s)

4. Menu(s) and Photo(s)

**Joint Culinary Training Exercise Individual Entry Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone/Email POCs:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name (Rank Last, First** | **Position (Team)** | **Email** | **Phone** |
|  |  |  |  |
|  |  |  |  |

**\*Phone number must be text capable**

**Member/Category:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rank** | **Last Name** | **First Name** | **MI** | **Service** | **Position** | **Category** |
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**USACAT**: YES NO

**Military Master’s Category W-4 Only:**

List your top three professional culinary accomplishments:

1.

2.

3.

Previous F Category Achievement(s):

Year(s): \_\_\_\_\_\_\_\_\_\_

Medal(s): \_\_\_\_\_\_\_\_\_\_

Years in Food Service Profession

Year(s): \_\_\_\_\_, Months: \_\_\_\_\_

**NOTE:** All Army competitors will include a current (within the last 30 days) color photo in ASUs (head to toe) with the entry form.

**NOTE:** All competitors must include a head shot for badges.

Consolidate pictures into a single PPT slide; ensure competitor names (rank, last, first) are below the appropriate picture.