



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
1630 Byrd Ave BLDG 4200
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

6 January 2011

MEMORANDUM OF INSTRUCTION

Memorandum of Instruction (MOI) for 2011 Philip A. Connelly Instructions for Participants

1. Purpose: To outline actions required of award winners and runners-up of the Active Army and Reserve Component Units prior to and during the Philip A. Connelly Awards Ceremony.
2. General: The 2011 Joint Food Service Awards Ceremony will be held during a formal dinner on 02 April 2011 at the Renaissance Schaumburg Convention Center Hotel 1551 Thoreau Dr N, Schaumburg, IL 60173. The Ceremony is held in conjunction with the Annual Food Service Conference of the International Food Service Executives Association (IFSEA), from 31 March – 03 April 2011. The IFSEA co-sponsors the Philip A. Connelly Awards Program and hosts the Connelly winners and runners-up at their conference. The winners and runners-up of the Garrison, Active Army Field, National Guard and Reserve Components **were announced by the Department of the Army G-4 message on 15 December 2011.**
3. Responsibilities: This Year's winners and runners-up unit will send two representatives (the Food Service Operations Sergeant and a Food Service Representative) to the Joint Food Service Awards Ceremony in conjunction with IFSEA conference. As an incentive, two food service representatives from the winners and runners-up units will receive one week Culinary Arts training at the Robert Morris University Institute of Culinary Arts 401 S. State Street Chicago, IL 60605. The dates of the events are 23 March 2011 through 29 March 2011. Funding for the selected individuals attending the award ceremony and professional enrichment will be provided by DA G-4.
 - a. All conference participants will have opportunity to attend certification class resulting in IFSEA Certified Food Manager (CFM)/Certified Food Executive (CFE) Certificate. Interested Candidates may register by logging on to http://www.ifsea.com/military_inside.cfm?catid=2287 to complete application. US Army tuition assistance payment must be approved prior to attendance of certification course. Course location is tentatively in the Imagination conference area at the Renaissance Schaumburg Convention Center Hotel 1551 Thoreau Dr N, Schaumburg, IL 60173. The course exam is scheduled for March 31 @ 0800. **NOTE: ALL DA FUNDED ATTENDEES ARE REQUIRED TO USE THE GOVERNMENT TRAVEL CHARGE CARD FOR ALL OTHER EXPENSES ARISING FROM OFFICIAL TRAVEL, UNLESS OTHERWISE EXEMPTED.**
4. Coordinating Instructions: A planned participation schedule (Encl 1) provides an itemized list of ticket cost and conference registration fees for the IFSEA conference functions. All

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DA funded attendees are required to complete the participation sheet and return to it to the Connelly Office NLT 20 Feb. 2011. This will provide IFSEA a better indication of the number of military guest expected at each event for meal guarantee purposes. Philip A. Connelly Program Office numbers are as follows: (804)734-3327, (804)734-3019. The fax number is as follows: (804)734-3681 or email to the following addresses: warrell.spence@us.army.mil or nathan.l.mosley@us.army.mil.

- a. The DA funded representatives will initiate the following action for travel purpose:
 1. Unit representatives with Defensive Travel Systems (DTS) access will provide the standard name line of personnel attending both Connelly Award Ceremony and Professional tour to the Connelly Office. The purpose of this information is to prepare a Line of Accounting (LOA) in DTS to afford the Soldier the opportunity to self prepare TDY orders at home station.
 2. DA Funded representatives must have Government Travel Card.
- b. Command representatives, not funded by G-4, who wish to attend the ceremony, are permitted to do so utilizing the funds of their commands. These individuals may register for tickets for \$140.00. This fee covers the Conference fee which includes the welcome reception and joint services reception. For those who will not be arriving in Chicago until the day of the ceremony, advanced tickets can be purchased from IFSEA through their on-line registration at www.ifsea.com. All the General Officers attending will be seated at the VIP tables. It is suggested that General Officer's tickets be purchased in advance. If the tickets are purchased in advance, please request the tickets to be put in an envelope with the GO's name on it and forwarded to SFC Spence in the Army Operations Center in the Venue.

4. Lodging/Reservations:

- a. Lodging arrangements will be made for all DA funded attendees at the at the Renaissance Schaumburg Convention Center Hotel 1551 Thoreau Dr N, Schaumburg, IL 60173, from 22 March 2011 – 02 April 2011 at the government rate. Every effort will be made to accommodate individual requirements provided request is made NLT 15 February 2011. DA funded attendees are required to complete Encl 3 and return to the Connelly staff.

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- b. Command personnel not funded by DA G-4, must request reservations through the Connelly office using the hotel information sheet provided (Encl 3). We have made arrangements to billet out guest at the Renaissance Schaumburg Convention Center Hotel 1551 Thoreau Dr N, Schaumburg, IL 60173 at the government rate of \$128/night, April 1, and later \$166/night and we have obtained a block of reservations for that purpose.

Please return the enclosed Hotel information and Planned Participation Sheets with your Hotel Confirmation information NLT 20 February 2011. Upon receipt of Encl 1, coordination for hotel reservations will be complete by the Connelly staff. (Note: Any room charges accrued because of unreported or late cancellations or date changes will be the responsibility of that individual.

- c. Alternate Lodging Options: Command sponsored guest who obtain lodging in a hotel other than the Renaissance Schaumburg Convention Center Hotel will coordinate their intent with the Connelly office.
- d. Upon arrival, all Army personnel will report to the Army Operations Center. Located in the Utopia D Conference area of the hotel.

5. Flight Information:

- a. Pickup for VIPS and General Officers will only be accomplished from O'Hare International Airport by the DA Connelly Staff. Transportation to the ceremony site will be the individual's responsibility. The Renaissance Schaumburg Convention Center Hotel does not provide an airport shuttle service. Please provide flight information, arrival/departure dates and times to the Connelly office NLT 1 March 2011.

6. Specific Actions Required of Winner/Runners –up Units:

- a. For inspection purposes, all DA G-4 funded unit representatives will attend the Army briefing on 23 March 2011 @ 06:00 in Utopia D conference area. The uniform for this briefing will be the Army Service Uniform or the Class "A" Uniform with white shirt, bow tie and all authorized awards. This Uniform will also be worn during the Military Awards Ceremony. During the meeting, a public affairs representative will interview representatives from the winning units. A Hometown News Release form will be filled out during the meeting by all the winners and runners-up to assist PAO in completing this action.
- b. The Food Operations Sergeant or Food Service Representative of winning and runner-up units are responsible for transporting the trophy bowl or plaque to their home station. Travel orders should reflect excess baggage authorization for that purpose. Advise the Connelly Office of who had been designated to transport the award.

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- c. Once the DA sponsored travelers have been selected and notified, travel orders will be prepared by the unit sending selected representatives to the Joint Services Award Ceremony. All travelers from overseas must advise Connelly Staff. DA funded personnel will report to the Army Operations Center Utopia D conference area NLT 22 March 2011 18:00. Travelers will depart the ceremony site on 03 April 2011
7. Appropriate Clothing for the Joint Services Award and IFSEA Conference:
 - a. DAYWEAR – Officers, NCOs and Enlisted Soldiers: Army Combat Uniform (ACU). Appropriate civilian casual wear will be indicated on the program schedule.
 - b. FORMAL WEAR – The Joint Services Award Ceremony and the IFSEA Celebration Dinner are formal events for 2011. Appropriate Uniforms are:
 - (1) General Officers – Mess Blues/Dress Blues.
 - (2) Officers – Mess Blues/Dress Blues/Army Service Uniform.
 - (3) NCOs/Enlisted – Army Service Uniform/Dress Blues or Class "A" Uniform w/White Shirt and Black Bow Tie.
 8. Command representatives and participants are encouraged to submit opinions and comments regarding the Connelly Program, to: DEPARTMENT OF THE ARMY PHILIP A. CONNELLY PROGRAM OFFICE, Room #303 A, 1831 A AVENUE FORT LEE VIRGINIA 23801-1621 or by email to warrell.spence@us.army.mil; nathan.l.mosley@us.army.mil

2 Encls

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110th Annual IFSEA Conference
43rd Annual Philip A. Connelly Ceremony
March 31-3 March, 2011 Schaumburg, Illinois
 Renaissance Schaumburg Convention Center Hotel
 1551 Thoreau Dr N Schaumburg, IL 60173



PLANNED PARTICIPATION SCHEDULE
2011 SCHEDULE OF EVENTS
IFSEA INTERNATIONAL CONFERENCE AND CONNELLY CEREMONY
SUSPENSE: DA Funded: 20 February 2011
All Other Guest: 25 February 2011

NAME/RANK: _____

COMPLETE UNIT ADDRESS: _____

DUTY PHONE: _____

POSITION TITLE: _____

Conference Fee \$140

DATE/TIME	FUNCTION	PLAN TO ATTEND		COST
		YES	NO	
<u>Thursday, 31 March 2011</u>				
1900 – 2200	Welcome Reception (DA Funded Only)	___	___	<i>included in conf. fee</i>
<u>Friday, 1 April 2011</u>				
1900 – 2100	IFSEA Celebration Dinner	___	___	\$115
<u>Saturday, 2 April 2011</u>				
1730 – 2200	Military Dinner Reception (DA Funded Only)	___	___	<i>included in conf. fee</i>
<u>Sunday, 3 April 2011</u>				
0830-0930	Farewell Breakfast	___	___	\$55

A separate form should be completed by each attendee (to include spouses) please annotate if it is a spouse or family member requests to be seated with you in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Quartermaster School, Joint Culinary Center of Excellence, ATTN: ATSM CES P (Connelly Office), 1831A Avenue, BLDG 4225 Room 303A, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: SSG Hughes, SFC Spence, MSG Booker or Mr. Shawn Berry along with the hotel reservation sheet by **20 February 2011**.



110th Annual IFSEA Conference
43rd Annual Philip A. Connelly Ceremony
 March 31-2 April, 2011 Schaumburg, Illinois,
 Renaissance Schaumburg Convention Center and Hotel
 1551 North Thoreau Dr.
 Schaumburg, IL
 Suspense Dates- DA Funded: 15FEB 10
 All Other Guest: 25FEB 10



Lodging Information

Full Name: _____ Rank: _____

Unit Address: _____

Phone #: _____ Email: _____

Military Rate- \$128/166 single/double Civilian Rate - \$140 single/double

Check in date: _____ Check out date: _____

Smoking Room: _____ Non-Smoking: _____

Government Travel Card#: _____

Expiration Date: _____

**IF two people are sharing 1 room, List both names: Both will need to complete a separate lodging information sheet with one persons credit card information*

Airline Flight Information

Date of Arrival: _____

Date of Departure: _____

Flight #: _____

Flight #: _____

Airline: _____

Airline: _____

Arrival Time: _____

Departure Time: _____

**** If more than one person is arriving on the same flight, list them on separate information sheet.***

A separate form should be completed by each attendee to include spouses. Please annotate if it is a spouse or family member requiring them to be seated with you in order for IFSEA to plan for seating and hotel meal guarantees.

Send form to:

Connelly Office by fax or email. The fax number is as follows: (804) 734-3681/DSN 687-3681 or email to the following addresses:

warrell.spence@conus.army.mil; nathan.l.mosley@us.army.mil;