



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U. S. ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

8 January 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Advance Planning Information, 2010 Joint Food Service Awards Ceremony

1. The Department of the Army G-4 announced the winners and runners-up of the 2010 Philip A. Connelly competition on 19 December 2009. Two designated representatives of the winners and runners-up units will be hosted by the US Army Quartermaster School to attend the Joint Food Service Awards Ceremony held in conjunction with the IFSEA Annual Conference. This year's conference is from 15-18 April 2010 at the John Ascuaga's Nugget, 1100 Nugget Avenue, Sparks, Nevada 89431. Other interested units or Army Command representatives may attend the conference and ceremony if sanctioned and funded by their respective headquarters.
2. In order to provide maximum advance planning information to prospective conference attendees, enclosed is a memorandum of instruction which outlines specific actions required of winners and runners-up units and other ceremony attendees. Information about the IFSEA conference functions, dress codes, and hotel amenities are also provided.
3. Information regarding the Joint Food Service Awards Ceremony may be coordinated with the Connelly staff at DSN 687-3028/3029/3019 or commercial (804) 734-3028/3029/3019.

Encl


ROBERT L. BARNES, JR.
LTC, LG
Director, Joint Culinary Center of
Excellence



DEPARTMENT OF THE ARMY
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1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

S: 23 March 2010
02 March 2010

ATSM-CES

MEMORANDUM OF INSTRUCTION FOR 2010 Joint Food Service Awards Ceremony

SUBJECT: 2010 Philip A. Connelly Instructions for Participants

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.

DISCUSSION:

1. The 2010 Joint Food Service Awards Ceremony will be held during a formal dinner on 17 April 2010 at the John Ascuaga's Nugget, 1100 Nugget Avenue, Sparks, Nevada 89431. The ceremony is held in conjunction with the Annual Food Service Conference of the International Food Service Executives Association (IFSEA), from 15-18 April 2010. 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 18 December 2009.**
2. This year's winners and runners-up units will send two representatives (the Food Operations Sergeant and a cook) 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 a two-day Culinary Workshop at the John Ascuaga's Nugget Resort in Reno, Nevada, which includes an exclusive tour of the hotel restaurant. The dates of these events are 12 April 2010 through 13 April 2010. Funding for 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 can 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 the Donner Meeting Room on the 2nd floor of the John Ascuaga's Nugget, 15 April, 0800-1700. Cost to IFSEA Members is \$159 and Non-IFSEA Members \$208. **NOTE: ALL DA FUNDED ATTENDEES ARE REQUIRED TO USE THE GOVERNMENT TRAVEL CHARGE CARD FOR ALL EXPENSES ARISING FROM OFFICIAL GOVERNMENT TRAVEL, UNLESS OTHERWISE EXEMPTED.**
3. A planned participation schedule (Encl 1) provides an itemized list of ticket costs and conference registration fees for the IFSEA conference functions. All DA funded attendees are required to complete the participation sheet and return it to the Connelly office **NLT 22 March 2010**. This will provide IFSEA a better indication of the number of military guests expected at each event for meal guarantee purposes. The fax number is as follows: (804) 734-3681/DSN 687-3681 or email to the following addresses: arnetra.hughes@us.army.mil; warrell.spence@us.army.mil; franklin.booker@us.army.mil or shawn.a.berry@conus.army.mil

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SUBJECT: 2010 Philip A. Connelly Instructions for Participants

4. The DA funded representatives will initiate the following action for travel purpose:

a. Unit representatives with Defense Travel System (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.

b. DA Funded representative without DTS access will prepare 1610 TDY orders as follows: (**Note:** The appropriated fund citation to cover travel and per diem is the responsibility of USAQMS, Connelly Office and DA Army G-4.)

(1) The unit will complete lines 1 through 18 of DD Form 1610 (See Encl 4). Please be sure to follow guidance in enclosure 4. DD Form 1610s if not completed accurately will be returned for completion.

(2) Once the DD Form 1610 is completed, you must have your requesting official (*Unit Commander*) sign block 17. Block 18 will be signed at the DA level (signature block is as on Encl 4). (**Note:** The appropriated fund citation to cover travel and per diem is the responsibility of USAQMS, Connelly Office and DA Army G-4.)

(3) The completed and signed DD Form 1610 must be faxed or emailed to the USAQMS, Connelly Office **NLT 22 March 2010**. The fax number is as follows: (804) 734-3681/DSN 687-3681 or email to: arnetra.hughes@us.army.mil; warrell.spence@us.army.mil; franklin.booker@us.army.mil or shawn.a.berry@conus.army.mil. **Include a return mailing and e-mail address for the POC so that the DD 1610 can be returned in a timely manner.**

5. Command representatives, not funded by DA 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. This fee covers the Conference fee which includes the welcome reception and joint services reception. For those who will not be arriving in Sparks until the day of the ceremony, advanced tickets can be purchased from IFSEA through their on-line registration at www.ifsea.com. All 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 be put in an envelope with the GOs name on it and forwarded to MSG Booker or SSG Hughes in the Army Operations Center at the John Ascagua's Nugget located in the Carson meeting room.

6. When filing TDY vouchers, DA funded attendees receiving tickets for meals are reminded meals will be deducted from their per diem. These meals will be listed in Blocks 19a and b on DD Form 1351-2. (Travel Voucher or Subvoucher Form). **DA funded representatives must submit DD Form 1351-2 (Travel Voucher or Subvoucher) with the original receipts within 5 working days of completion of travel to DFAS.**

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7. Lodging/Reservations:

a. Lodging arrangements will be made for **all DA Funded** attendees at the John Ascagua's Nugget from 11-18 April 2010 at a government per diem rate of \$104.00. Every effort will be made to accommodate individual requirements provided requests are made **NLT 22 March 2010**. DA Funded attendees are required to complete Encl 3 and return to the Connelly staff.

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 our guests in the John Ascagua's Nugget at a government per diem rate of \$104.00 and have obtained a block of reservations for that purpose.

Please return the enclosed Hotel information and Planned Participation Sheets with your government travel card information confirming your acceptance **NLT 22 March 10**. *Upon receipt of Enclosure 3, coordination for hotel reservations will be completed by the Connelly staff. (Note: Any room charges accrued because of unreported or late cancellations or date changes will be the responsibility of the individual. As a reminder, do not contact the hotel directly for any reservations.)*

c. Alternate Lodging Options: Command sponsored guests who obtain lodging in a hotel other than the John Ascagua's Nugget will coordinate their intent with the Connelly office.

d. Upon arrival, all Army personnel will report to the Army Operations Center in the Bonanza A Meeting Room of the John Ascagua's Nugget.

8. Flight Information:

a. Pickup for VIPs and General Officers will only be accomplished from Reno-Tahoe International Airport by the DA Connelly Staff. Transportation to the ceremony site will be the individual's responsibility. The John Ascagua's Nugget Airport Shuttle service is available at no cost. Additional information regarding this shuttle service can be found at <http://www.janugget.com/hotel/airport-shuttle.asp>.

b. Please **provide flight information, arrival /departure dates and times to the Connelly office NLT 22 March 10.**

9. Specific Actions Required of Winners/Runners-up Units:

a. **For in section purposes, all DA G-4 funded unit representatives will attend the Army briefing on 14 April 2010 in Bonanza A Meeting Room at the John Ascagua's Nugget. 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 winners and runners-up to assist PAO in completing this action.

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b. The Food Operations Sergeant or Cook 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 whom has been designated to transport the award.**

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. DA funded personnel will report to the Army Operations Center NLT 11 April 2010. Travelers will depart the ceremony site on 18 April 2010.

10. 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 2010. Appropriate uniforms are:**

(1) Officers – Mess Blues/Dress Blues.

(2) NCOs/Enlisted – Dress Blues or Class A Uniform w/White Shirt and Black Bow Tie.

11. Command representatives and participants are encouraged to submit opinions and comments regarding the Connelly Program, to: Quartermaster School, Joint Culinary Center of Excellence, Room #311A, Connelly Program Office, 1201 22d Street, Fort Lee, Virginia 23801 or by email to the following addressees; arnetra.hughes@us.army.mil; warrell.spence@us.army.mil; franklin.booker@us.army.mil; shawn.a.berry@conus.army.mil.

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ROBERT L. BARNES JR.
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Director, Joint Culinary Center of
Excellence



109th Annual IFSEA Conference
 42nd Annual Philip A. Connelly Ceremony
 April 15-18, 2010 Sparks, Nevada
 John Ascagua's Nugget, 1100 Nugget Avenue
 Sparks, Nevada 89431



**PLANNED PARTICIPATION SCHEDULE
 2010 SCHEDULE OF EVENTS
 IFSEA INTERNATIONAL CONFERENCE AND CONNELLY CEREMONY
 SUSPENSE: DA Funded: **23 January 2010**
 All Other Guest: **13 February 2010****

NAME/RANK: _____

COMPLETE UNIT ADDRESS: _____

DUTY PHONE: _____

POSITION TITLE: _____

Conference Fee \$140

DATE/TIME	FUNCTION	PLAN TO ATTEND		COST
		YES	NO	
<u>Thursday, 15 April 2010</u>				
1900 – 2200	Welcome Reception	—	—	<i>included in conf. fee</i>
<u>Friday, 16 April 2010</u>				
1900 – 2100	IFSEA Celebration Dinner	—	—	\$115
<u>Saturday, 17 April 2010</u>				
1730 – 2200	Military Dinner Reception	—	—	<i>included in conf. fee</i>
<u>Sunday, 18 April 2010</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), 1201 22d Street, BLDG 5000 Room 311A, 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 **23 January 2010**.



109th Annual IFSEA Conference
 42nd Annual Philip A. Connelly Ceremony
 April 15-18, 2010 Sparks, Nevada
 John Ascagua's Nugget, 1100 Nugget Avenue
 Sparks, Nevada 89431



Suspense Dates- DA Funded: 23 JAN 10
 All Other Guest: 13 FEB 10

Lodging Information

Full Name: _____ Rank: _____

Unit Address: _____

Phone #: _____ Email: _____

Military Rate- \$104 single/double Civilian Rate - \$104 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:

arnetra.hughes@us.army.mil; franklin.booker@us.army.mil; warrell.spence@us.army.mil;
shawn.a.berry@conus.army.mil

PROPOSED 2010 SCHEDULE OF EVENTS

**109th Annual IFSEA Conference
42nd Annual Philip A. Connelly Ceremony
April 15-18, 2010 Sparks, Nevada**

<u>FUNCTION</u>	<u>TIME/LOCATION</u>	<u>ATTENDANCE</u>	<u>TICKET COST</u>
<u>Sunday – April 11 2010</u>			
Arrival and Room Assignment	Hotel	Mandatory All DA Funded ALL Awardees'	N/C
<u>Monday – April 12 2010</u>			
John Ascagua's Nugget Chef Tour and training	0900-1600 Hotel	Mandatory ALL Awardees'	N/C
<u>Tuesday – April 13 2010</u>			
John Ascagua's Nugget Chef Tour and training	0900-1600 Hotel	Mandatory ALL Awardees'	N/C
<u>Tuesday – April 14 2010</u>			
Army Briefing	0730 –1300/ Bonanza A	Mandatory All DA Funded Awardees'	N/C
<u>Thursday – April 15 2010</u>			
IFSEA Certification Course (CFM/CFE)	0800-1700 Donner Meeting Room Hotel 2nd Floor	Optional	\$208.00
Military Evaluators Alumni Association /Travelers Meeting	1630 – 1730 Ponderosa A	Mandatory All Evaluators	N/C
Welcome Reception	1900 - 2200 Poolside Terrace	Mandatory All DA Funded Awardees'	included in conference

Friday- April 16 2010

Trade Show	1100 – 1600 Pavilion A/B/C/D/E	Mandatory All Attendee's	N/C
IFSEA'S Celebration Dinner	1900 – 2100 Ponderosa A/B	Optional	\$115.00

Saturday- April 17 2010

Joint Service Awards Rehearsal	0800 – 1000 Rose A/B	Mandatory ALL Awardees'	N/C
Army/DSCP Awards	1600 – 1700 TBA	Mandatory ALL Awardees'	N/C
Head Table/Military VIP Reception	1730 – 1830 Rose A Foyer	Mandatory ALL Awardees'	N/C
U. S. Military Awards Reception/ Dinner	1800 – 2200 Rose A/B	Mandatory ALL Awardees'	\$115.00
Farewell Party	2200 – 0100 Pavilion A	Optional	N/C

Sunday-April 18 2010

Farewell Breakfast	0830 – 0930 Poolside Terrace	Optional	\$55.00
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Connelly Winners/Runners-up Depart

****Note: All information is subject to change.*

NOTES

1. All functions will be held at the John Ascagua's Nugget.
2. "Optional" indicates functions that are not military related, however, participation in all functions is highly encouraged and "Mandatory" for all DA sponsored unit representatives.
3. The uniform for the Joint Service and the IFSEA Celebration Dinner:

Head Table Participants: Formal wear is mandatory.
Army - Mess Blues or Dress Blues
Civilians - Black Tie

Audience Guests: Civilian - Black Tie is optional at all events.
Military - Formal Dress is mandatory for all events
(Officers - Mess White/Mess Blues/Blues and Enlisted Dress Blues,
or Class A's w/White Shirt and Bow Tie).

Seminars: Military - ACU uniform

4. The Army Operations Center will be located in the Carson meeting room.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form)</i>				1. DATE OF REQUEST (YYYYMMDD) DATE	
REQUEST FOR OFFICIAL TRAVEL					
2. NAME (Last, First, Middle Initial) DOE JOHN D.		3. SOCIAL SECURITY NUMBER 123-45-6789		4. POSITION TITLE AND GRADE/RATING Position (i.e. FOS, First Cook, etc) Grade/ Rank (i.e. Cook, SGT /E-5)	
5. LOCATION OF PERMANENT DUTY STATION (PDS) (Full unit Address to include 9 digit Zip Code) HHC 3/126 Artillery, Fort Lee, US 12345-1234			6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER (Include Area Code) Unit Phone Number
8. TYPE OF AUTHORIZATION TDY		9. TDY PURPOSE (See JTR, Appendix A) To attend DA Philip A. Connelly Awards Ceremony		10a. APPROX. NO. OF TDY DAYS (including travel time) 0	
				10b. PROCEED DATE (YYYYMMDD) Proceed Date	
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED					
FROM: Duty Station Rt. Atlanta, Georgia RETURN TO: Duty Station					
12. TRANSPORTATION MODE					
a. COMMERCIAL			b. GOVERNMENT		c. LOCAL TRANSPORTATION
RAIL <input type="checkbox"/>	AIR <input checked="" type="checkbox"/>	BUS <input type="checkbox"/> SHIP <input type="checkbox"/>	AIR <input type="checkbox"/> VEHICLE <input type="checkbox"/> SHIP <input type="checkbox"/>	CAR RENTAL <input type="checkbox"/>	TAXI <input type="checkbox"/> OTHER <input type="checkbox"/>
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER. (Covered Travel only)				PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			b. OTHER RATE OF PER DIEM (Specify)		
14. ESTIMATED COST					15. ADVANCE AUTHORIZED
a. PER DIEM \$ 0.00		b. TRAVEL \$ 0.00		c. OTHER \$ 0.00	d. TOTAL \$
16. REMARKS (Use this space for special requirements, dates, excess baggage, accommodations, registration fees, etc.) Traveler does/does not have Govt Charge Card. Travel Voucher must be filed within 5 days of completion of TDY. In Quartermaster Center and School, ACTS, room # 311A, Connelly Program Office, 1201 22nd street, Fort Lee, VA, 23801. 4 days of final settlement voucher must be submitted to the same address upon receipt POV is authorized to use. Government Party is not available. EXCESS BAGGAGE AUTHORIZED ONLY ON THE ORDERS OF THOSE INDIVIDUALS TRANSPORTING THE TROPHY OR PLAQUE AWARD BACK TO HOME STATION.					e. MAX \$
17. TRAVEL-REQUESTING OFFICIAL (Title and signature) Your Unit Authorizing Official (Unit Commander)			18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) (LEAVE BLANK) DA LEVEL		
AUTHORIZATION					
19. ACCOUNTING CITATION (LEAVE BLANK) CONNELLY OFFICE WILL BILL IN FOR DA FUNDED INDIVIDUALS					
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature) (LEAVE BLANK) DA LEVEL				21. DATE ISSUED (YYYYMMDD) (LEAVE BLANK)	
				22. TRAVEL AUTHORIZATION NUMBER (LEAVE BLANK)	

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

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