Philip A. Connelly Awards Program

EVALUATOR'S HANDBOOK

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SUMMARY

PHILIP A. CONNELLY AWARDS PROGRAM FOR EXCELLENCE IN ARMY FOOD SERVICE

ESTABLISHED	in March 1968 to recognize excellence in Army Food Service
NAMED FOR	the late Philip A. Connelly, former President of the International Food Service Executives Association (IFSEA), responsible for obtaining IFSEA's sponsorship.
COSPONSORS	IFSEA and the Department of the Army
	IFSEA provides the awards; hosts awards recipients at annual conference; and provides civilian executives to chair committees in conduct of worldwide evaluation.
	Army administers program and awards ceremonies; provides military members on evaluation committees; and funds all program costs other than the Connelly trophies and IFSEA evaluator per diem.
CATEGORIES	Military Dining Facilities – garrison feeding operations Active Army Field Kitchen – field feeding operations National Guard Field Kitchen- field feeding operations Army Reserve Field Kitchen – field feeding operations
COMPETITION	multi-level, starting at lowest military echelon; Army Field Support Brigades (AFSB) and Army Commands (ACOMs) submit finalist nominees in the appropriate categories to Joint Culinary Center of Excellence (JCCoE), U.S. Army Quartermaster School (USAQMS) for evaluation.
EVALUATORS	provided by IFSEA and the USAQMS
WINNERS	First and second place winners are selected from AFSB and ACOMs finalists in each category. DA evaluation will be conducted October - December, annually. The winners will be announced NLT 15 January.
AWARDS	Trophy bowls and plaques awarded at the prestigious ceremony; Certificates of Achievement at varying levels of competition; attendance at IFSEA's annual conference and awards ceremony; recognition throughout Army for significant accomplishments.

SIGNIFICANCE OF INSIGNIA

PHILIP A. CONNELLY AWARD FOR EXCELLENCE IN ARMY FOOD SERVICE

A disc with a narrow border bearing a sun in splendor of thirteen straight rays between thirteen five-pointed stars, the sun divided by a wavy band and crossed vertically by a stylish ear of wheat, all within a continuous scroll an arched convex at top and concave at base reversed and perpendicular at each side, lined with three crescents conjoined points inward and bearing the inscription at top "Philip A. Connelly Award" and in base "Excellence in Army Food Service."

The thirteen stars represent the United States, and the sun, as a symbol of provider, intelligence and order, denotes the overall mission of the Army Food Service Program and also refers to its worldwide scope of operation. The wavy band simulates flowing water and with the sun alludes to the continuing rejuvenation and to the cleanliness aspects of the unit's program, while the wheat symbolizes bread, the staff of life. The crescent, used as a mark on Army rations during the last century, relates to subsistence. The "Circle" and the thirteen five-pointed stars simulate the rim of the wheel of the insignia of branch, Quartermaster Corps, the thirteen rays being suggestive of the spokes.

COMPETITION DETAILS

The Philip A. Connelly Awards Program was established on 23 March 1968 to recognize excellence in Army Food Service. The program is named for the late Philip A. Connelly, former president of IFSEA, who was responsible for obtaining IFSEA's sponsorship of the event.

Much of the professionalism associated with today's Army Food Service Program is a direct result of the Connelly competition and the invaluable support provided by IFSEA. The bowls and plaques provided to competition winners by the Association are important as tangible rewards for significant accomplishments. The greatest value to the profession, however, is the program's fringe benefits, which, in essence, produce improvements in the quality of food and food service afforded the soldier diner. For example:

During attendance at IFSEA conferences and in contact with civilian evaluators during Connelly competition, Army food service personnel are exposed to the highest level of expertise in the civilian industry. For many, these experiences awaken a new sense of personal responsibility for professional development.

The Connelly competition represents a personal challenge to individual soldiers. This results in a proliferation of outstanding effort as one individual inspires another to seek the satisfaction found in doing a job well.

The relationship between IFSEA and the Army represents an important interface in innovative planning and training, better ensuring the Army's conformity with the latest state-of-the-art in the food service profession.

Increased public interest, such as that represented by IFSEA's sponsorship of the competition, causes greater command interest in local food service programs; more emphasis is placed on equipment replacement and facility renovation programs; and the overall food service operation is thus improved.

Specialized training provided competition winners through advanced training scholarships at well-known institutions brings new inspiration, personal motivation, and improved techniques into Army dining facilities.

Finally, the Connelly Awards Program has helped to instill in Army food service workers a sense of prestige and dignity. As a result, the Army Food Service Program is rapidly assuming its place of honor among other military professions.

The Connelly competition is comprised of four categories, one category for active duty garrison, and three for field feeding, the active duty garrison categories are: military dining facilities, active Army field kitchens (field food service operations which are an organic element of and provide food service to a unit in the field). The third and fourth category is comprised Reserve Component units representing the Army National Guard and the Army Reserve Field Kitchen (field food service operations which are an organic element of and provide food service to a unit in the field).

Army commands conduct multi-level competitive evaluations from March through June with each ultimately choosing one DA finalist in each of the two Active Army categories mentioned above. (Exception – FORSCOM selects three DA finalists in the active Army field category.)

The Army Joint Culinary Center of Excellence, U.S. Army Quartermaster School plans and coordinates the entire year around the Connelly Awards Program. The first step in the process begins in June through August and consists of the nomination of finalist units by the Installation Management Command and Army commands to the Quartermaster Center and School and the development and planning of the Connelly Awards Ceremony.

During October – December, separate Department of the Army Evaluation committees select a winner and runner-up units in each of the five categories. Evaluation committees are comprised of representatives from IFSEA and the U.S. Army Quartermaster School.

The garrison evaluation process encompasses two complete meals, consecutively. All facets of the operation are examined during this period, with the greatest emphasis placed on food quality and customer acceptance. In the Active Field Kitchen category, two consecutive meals will be prepared which will consist of a UGR-A and UGR-H&S. Breakfast and lunch meals will be evaluated. During the Reserve and National Guard categories one meal, a lunch meal will be evaluated consisting of line item A rations.

The Quartermaster School and IFSEA provide evaluators for the DA phase of the competition. Winner and runner-up units are selected in each of the categories.

The Department of the Army, Chief of Food and Liquid Logistics Division, announces the results of the Connelly competition as soon as all evaluations are completed, and not later than 15 January.

Awards are presented at the Connelly Awards Ceremony held in the March - April time frame, in conjunction with the annual IFSEA conference.

In terms of awards, participants in the Connelly competition receive:

SCHOLARSHIPS: Selected military representatives of active Army winning and runner-up units may receive, when funds permit, short-term scholarships for training at a prestigious culinary school. Training certificates are presented to the students upon completion of the respective courses.

WIDESPREAD RECOGNITION: Selected representatives of both winning and runner-up units in the competition are hosted as guests of honor at the weeklong food education conference by IFSEA. There, they are honored in many festivities, featured in special awards ceremonies, and interviewed by press and television media.

TROPHIES: At the annual Connelly Awards Ceremony, winning units in all four categories receive large silver bowl trophies. Runner-up units in the four categories receive large plaques.

CERTIFICATES: Both the Army and IFSEA provide Certificates of Recognition to all members of finalist food service staffs. In addition, Certificates of Achievement go to members of the winning food service staffs.

CONFERENCE PARTICIPATION: Two individuals from each winning and runner-up unit are funded by DA to attend the annual IFSEA International Food Service Conference, and their participation in all conferences activities, to include the Connelly Awards Ceremony, hosted by IFSEA. At the conference, these individuals are honored as special guests and afforded considerable media publicity.

IN DEDICATION

Philip a. Connelly

"Epitome of Professionalism"

Born in Framingham, Massachusetts in June 1907, Philip A. Connelly became a leader in his chosen profession -- Food Service Management.

He worked diligently and earnestly throughout his life to promote professionalism in food service, in both the civilian industry and military services. As a result of his dedicated purpose and positive influence, civilian and military food service programs are more closely aligned and personnel in these programs now have uniform goals in education, training, career development and job opportunity.

His Acknowledgments And Awards

- Executive in Numerous Food Service Organizations
- Chaired Armed Forces Service Committee, National Defense Effort
- Recognized in Congressional Record Acknowledged by Presidents
- 1962 Peter Gust Economou Award Most Outstanding Contribution to Industry Food Service
- Served on Evaluation Committees Air Force, Navy and Army
- President, International Food Service Executives Association
- Named Father of Armed Forces Food Service Awards
- Obtained Sponsorship U.S. Air Force Hennessey Award
- Founded -
  U.S. Navy Ney Award
  U.S. Army Best Mess Award
- Awarded: Navy Distinguished Service Award

Army Outstanding Civilian Service Award

THE INTERNATIONAL FOOD SERVICE EXECUTIVES ASSOCIATION (IFSEA)

IFSEA is a professional organization dedicated to raising food service industry standards, educating members and future industry leaders, recognizing member achievements and serving the growing needs of the diverse, dynamic multi-billion dollar a year market for food away from home.

IFSEA is the food service industry's oldest trade association. Organized in 1901, the organization has branches throughout the United States, the Pacific Region (including China, Hawaii, Guam, Philippines, Korea, and Japan), Canada, Germany, and Singapore.

Membership is comprised of management executives from all aspects of food service; executive chefs, operators, dietitians, consultants, managers and owners of catering firms, restaurants, hotels, clubs, institutions, armed forces and other organizations having food service operations. Persons interested in joining IFSEA may contact the International Headquarters website www.ifsea.com.

Certified Food Executive-Program The Hallmark of Food Service Professionalism.

IFSEA members who meet strict educational and industry requirements apply for acceptance as Certified Food Executives (CFE). Only the most dedicated food service professionals can earn the prestigious certification, and successful applicants proudly add CFE following their names as a sign of their achievement, knowledge, and industry leadership.

Military Food Service Evaluation

IFSEA's responsibility to encourage excellence in food service in all walks of the industry is evidenced by its sponsorship of the military awards programs. Under sponsorship provisions, IFSEA members are selected to chair each of the military evaluation committees charged to select the winners of respective Service competitive programs. In so doing, IFSEA contributes directly to the improvement of Armed Forces food service management, to include menu development, modernization of facilities, and response to desires of enlisted personnel. In 2000, IFSEA celebrated its 43d year with the Air Force Hennessey Program, its 42d year with the Navy Ney Program, the 14th year with the U.S. Marine Corps W.P.T. Hill Program, its 32d year with the Army Connelly Program, and its 6th year with the United States Coast Guard.

Professionalism Begins with Youth

Encouragement of food service careers is a high priority of IFSEA. Over the past 15 years, IFSEA's scholarship programs have provided in excess of $1 million in financial assistance to qualified food service students.

Rewards for Professional Achievement

IFSEA recognizes outstanding achievement through presentation of awards. These include Membership Key Award, Certificates of Merit, Distinguished Service Citation, the impressive Peter Gust Economou Award, and the Association's highest honor, the Dignified Order of the Dinner Gong. In addition, significant branch achievements are acknowledged with awards for excellence.

IFSEA IN-BRIEF NOTES

The Connelly Award Program is co-sponsored by IFSEA and the Department of the Army.

In 1968, Philip A. Connelly, one of the association's outstanding presidents, contacted DA to propose this co-sponsorship, the ultimate goal being to develop excellence in Army food service. Thus the program is named for him. IFSEA's commitment to the program is evident through the following contributions:

The Association

- Provides a volunteer member to evaluate each of the 4 categories – Military dining facility, Active Army, National Guard and Reserve field kitchens.

- Provides plaques to runners-up and silver bowls to winners.

- Provides tickets for military attendance at IFSEA's annual conference where the awards are presented.

- Hosts a get acquainted military reception/icebreaker at the annual conference to introduce military attendees to IFSEA members.

The association has a strong military committee that meets regularly to keep the communication lines open and to share concerns and new ideas between military representatives and IFSEA members.

Being the oldest continuous food service organization (chartered in 1901), we feel we are unique in that our efforts on behalf of military food service stand out as a lasting contribution to the industry.

ADMINISTRATIVE NOTES

1. CIVILIAN TRAVEL AUTHORIZATION

- Invitational Travel Orders

- Authorizes PX and Commissary privileges overseas consistent with local policy – military evaluators will assist when problems arise.

- DA employee ID card provided to facilitate processing when orders are used.

- Entitles civilians to emergency medical care during evaluation tour.

2. DOCUMENTS TO BE KEPT READILY AVAILABLE DURING TOUR:

a. Travel Orders – Multiple copies required.

b. Employee identification card (with photo).

c. Civilian passport (Official Duty).

d. Shot record.

e. Medical identification bracelet, records or documentation identifying medical problems.

NOTE: If medical emergency arises while traveling, military representatives will assist in arranging for care at medical facility.

f. Airline Tickets: Tickets are an individual responsibility; not replaceable if lost or stolen. Do not carry on a daily basis. Do not ship in suitcases.

NOTE: IFSEA members must pay the difference of tickets if they change their flight arrangements.

3. POINT OF CONTACT – EMERGENCY SITUATIONS:

Easier contact for families is through the Connelly Program Office:

8 AM – 5 PM Monday – Friday: (804) 734-3327/3019/3028

After 5 PM & Weekends: Soldier One Stop Staff Duty
(804) 734-5647

4. ACCIDENT OR DEATH INSURANCE COVERAGE FOR CIVILIANS.

a. Airline Tickets automatically carry $200,000 life/injury insurance – amount according to death/type of injury.

b. IFSEA coverage available for charge.

5. CLOTHING GUIDANCE.

Travel – Uniforms not required for military.
Business Wear or Dress Casual (Sports Jacket/Slacks)
Protocol Representatives from Commands meet committees at airport

OFFICIAL DUTY – MILITARY:

INBRIEFINGS – Army Combat Uniform (ACU) for garrison in-briefs and all field briefs

EVALUATIONS – ACU with white smock (Lab coat) for garrison evaluations and ACU's for all field evaluations

OFFICIAL DUTY – CIVILIANS:

INBRIEFINGS – Garrison – Business Wear or Dress Casual

FIELD – Business Wear or Dress Casual

EVALUATIONS –

GARRISON – Business Wear or Dress Casual with white smock (lab coat)

FIELD – Coveralls or other rugged sportswear – boots or rough shoe – warm outerwear (layered)

6. MONEY – TRIP COSTS.

Minimize cash to be carried – Use Traveler's Checks

7. GENERAL INFORMATION.

Military members are responsible for any questions about dress, protocol, response to invitations, briefings, or public affairs information, etc.

8. GENERAL RECOMMENDATIONS.

a. Carry individual travel clocks.

b. In overseas areas, consider use of postal service versus hand carrying packages home.

c. Use scheduled breaks in travel schedule to advantage in packing, i.e., repack according to climatic conditions for remainder of trip.

9. AFTER ACTION REPORTS. IFSEA reports due to IFSEA Military Chairman, two weeks after conclusion of travel period. He/she will submit this to the Connelly Office.

10. IFSEA International Conference: All evaluations are encouraged to attend the IFSEA Conference scheduled in March – April timeframe. Evaluators will be recognized at the Joint Services Awards Ceremony. Travel to the conference and participation in conference activities is at the personal expense of civilian evaluators.

TERRORISM SELF-PROTECTION MEASURES

Terrorism continues to be a major problem worldwide. U.S. military personnel are often singled out by terrorists during attacks. Any member of the U.S. military can become a target, not just high-ranking leaders. The following guidelines are offered for the protection of yourself and your family during foreign travel.

1. General Information.

a. Establish points of contact. Someone should know your whereabouts at all times. Check in on previously agreed upon dates.

b. Vary personal routines whenever possible.

c. Carry identification showing your blood type and any special medical condition. Keep one week's supply of essential medication on hand.

d. Know what to do in emergencies. This means a familiarity with local phone systems, phrases in the local language that will get help, location of U.S. consulates, embassies, military installations, etc. Keep phone numbers of these places handy. Avoid public demonstrations, protests, or areas that are known to be hostile to Americans/Westerners.

e. Avoid going out alone. Avoid danger areas or urban areas. Drive with doors locked and windows up, never pick up hitchhikers, carry extra keys and always give your vehicle a thorough visual inspection for tampering, wires, attachments, etc. before entering it.

f. Avoid popular off-base establishments or those places that are known to cater to American civilian and/or military business. These areas have been targeted recently for bombings, assassinations, and physical intimidation of U.S. citizens and/or servicemen.

2. During Air Travel.

a. All references during travel arrangements should be made without noting military rank.

b. Baggage ID should not identify military rank, insignia, or duty station.

c. Employ office symbols on orders/leave authorization if word description denotes high or sensitive position.

d. Do not loiter in public sections of the airport. Where possible, proceed expeditiously through security checkpoints to secure areas to await flight.

e. Do not discuss your military association with anyone.

f. Be aware that all hijackers may not reveal themselves at the same time. A lone hijacker may be used to draw out security personnel for neutralization by the other hijackers.

g. Blend with other passengers as much as possible.

h. If traveling on a tourist passport, remember that this is only a shallow attempt to conceal DOD affiliations.

(1) Tourist passports will be surrendered in response to a general demand for identification.

(2) DOD employee status should be confirmed when directly confronted. Individuals should be prepared to explain that they always travel on their personal passport and no deceit was intended.

(3) DOD employees should limit the number of documents in their possession that confirm their affiliation with DOD. Unnecessary documents should be placed in checked baggage.

GLOSSARY OF MILITARY TERMS AND ACRONYMS

ACRONYM	TERMS	BRIEF EXPLANATION, IF APPROPRIATE
AAFES	ARMY/AIR FORCE EXCHANGE SYSTEM	Network of exchange stores used by military.
ACofS	ASSISTANT CHIEF OF STAFF	Position on Command Staff.
ADC	ASST DIVISION COMMANDER	Second in Command at Division Level, usually 1 star.
ADT	ACTIVE DUTY FOR TRAINING	2-week training period for Reserve Component personnel.
AFFS-F	ARMY FIELD FEEDING SYSTEM – FUTURE	*Self Explanatory*
AFMIS	ARMY FOOD MANAGEMENT	Automated system of accounting
AFSB	ARMY FIELD SUPPORT BRIGADE	*Self Explanatory*
	INFORMATION SYSTEM	under development.
AFN	ARMED FORCES NETWORK	Communications network for military radio and television.
AG	ADJUTANT GENERAL	Commander of Guard Forces within a State.
ARCS	ARMY RATION CREDIT SYSTEM	Accounting system used in Army Dining Facilities.
ARNG	ARMY NATIONAL GUARD	Self explanatory
Army G-4	DEPUTY CHIEF OF STAFF FOR LOGISTICS	Organization under installation Commander responsible for logistics/QM type functions at Major Command level
BDE	BRIGADE	A unit consisting of more than one Battalion.
BDFA	BASIC DAILY FOOD ALLOWANCE	Amount of money required to subsist one soldier for 1 day – broken into percentages: 20% - Breakfast; 40% - Lunch/Dinner
BN	BATTALION	A unit consisting of 1 or more companies or attachments
CPAC	CIVILIAN PERSONNEL ADVISORY CENTER	Responsible for hire of civilian personnel
CID	CRIMINAL INVESTIGATION DIVISION	Self explanatory
CIF	CENTRAL ISSUE FACILITY	Supply point for other than subsistence.

GLOSSARY OF MILITARY TERMS AND ACRONYMS (CONTD)

ACRONYM	TERMS	BRIEF EXPLANATION, IF APPROPRIATE
CINCUSAREUR	COMMANDER-IN-CHIEF, U.S. ARMY, EUROPE OR KOREA	Often referred to as CINC.
CK	CONTAINERIZED KITCHEN	Self explanatory
CO	COMMANDING OFFICER	Rank varies depending on level of Command.
COR	CONTRACTING OFFICERS REPRESENTATIVE	Self explanatory
CPS	COOKS PRODUCTION SCHEDULE	DA Form 3034 written production schedule in dining facility. Covers items to be prepared; who prepares; time for preparation; special instructions; recipe to use; quantity; use of leftovers and the disposition of all subsistence in the dining facility; one work sheet required for each meal served.
CWO	CHIEF WARRANT OFFICER	Grades of W2, 3, 4, and 5 are commonly referred to as Chief.
DD Form 1544	CASH MEAL PAYMENT SHEET	Called “Cash Sheet”. Used to account for meals sold for cash in dining facility or field.
DA Form 3980-R	DINING FACILITY ACCOUNT CARD	Maintained by both troop issue and Food Service Sergeants for all accounts operating under ARCS.
DPW/DOL	DIRECTOR OF LOGISTICS DIRECTOR OF PUBLIC WORKS	Organization under Installation Commander responsible for Logistics/QM type function at Installation level.
FSO	FOOD SERVICE OFFICER	Usually Company Commander.
FOS	FOOD OPERATIONS SERGEANT	Military Manager of Dining Facilities or Field Feeding Site.
IFC	INSULATED FOOD CONTAINER	A container to keep food hot/cold
M-2	M-2 Burner Unit	A fuel fired self-contained stove used for cooking in the field.
MBU	Modern Burner Unit	A fuel fired self-contained for cooking in the field.

GLOSSARY OF MILITARY TERMS AND ACRONYMS (CONTD)

ACRONYM	TERMS	BRIEF EXPLANATION, IF APPROPRIATE
MKT	MOBILE KITCHEN TRAILER	Complete kitchen unit mounted on Trailer chassis that can be towed by a 2 ½ ton or 5 ton truck.
MRE	MEAL READY-TO-EAT	Individual ration designed to sustain an individual engaged in heavy activity such as military training or during actual military operations when normal food service facilities are not available.
T-RATION	HEAT AND SERVE RATION IN A TRAY	Combat ration served in a tray pouch which is heated in hot water.
TISA	TROOP ISSUE SUBSISTENCE ACTIVITY	Activity which issues subsistence to dining facility. May be called Class or Ration breakdown.
UGR-A	UNITIZED GROUP RATIONS A OPTION	Operational ration used to sustain military personnel during worldwide operations that allow organized food service operations; designed to maximize the use of commercial items and to simplify the process of providing high quality food service in a field environment.
UGR H&S	UNITIZED GROUP RATION HEAT AND SERVE	Tray pack components are thermally processed, pre-pared, shelf-stable foods, and currently in hermetically sealed, half-size steam table containers
USARC	U.S. ARMY RESERVE COMMAND	Organizational element in Reserve Component Force.
VET	VETERINARIAN	Medical Officer who conducts sanitation inspections of food service facilities.

ACOM - ARMY COMMAND

AFSB	ARMY FIELD SUPPORT BRIGADE
TRADOC	US ARMY TRAINING AND DOCTRINE COMMAND
FORSCOM	US ARMY FORCES COMMAND
INSCOM	US ARMY INTELLIGENCE & SECURITY COMMAND
IMCOM	INSTALLATION MANAGEMENT COMMAND
EUSA	EIGHT UNITED STATES ARMY (KOREA)
USAREUR	US ARMY, EUROPE & 7TH ARMY
AMC	US ARMY MATERIEL COMMAND
USARPAC	US ARMY, PACIFIC
USARSO	US ARMY, SOUTH
USASOC	US ARMY SPECIAL OPERATIONS COMMAND
USAHSC	US ARMY HEALTH SERVICES COMMAND
MDW	MILITARY DISTRICT OF WASHINGTON

MILITARY RANKS

GEN	General	4 Stars	Commands some major commands or top DA staff
LTG	Lieutenant General	3 Stars	Commands Corps, CONUS Army or major command or top DA staff
MG	Major General	2 Stars	Commands Division, Installation or major activity
BG	Brigadier General	1 Star	Assistant Division Commander – or command staff position
COL	Colonel	Eagle	Commands Brigade or Command staff position
LTC	Lieutenant Colonel	Silver Oakleaf	Commands Battalion or staff position
MAJ	Major	Gold Oakleaf	Battalion Executive Officer or staff position
CPT	Captain	2 Silver Bars	Commands Company or in staff position
1LT	First Lieutenant	1 Silver Bar	Commands Company or in staff position
2 LT	Second Lieutenant	1 Gold Bar	Usually Company XO -- performs assigned duties

STANDARD OPERATING PROCEDURES
CONNELLY AWARD EVALUATION COMMITTEES

1. Planned sequence of events at each installation is:

   a. Occupy quarters.

   b. Present entrance briefing.

   c. Conduct evaluation.

   d. Present exit briefing if required.

   e. Clear quarters.

   f. Depart.

The sequence may be altered if necessary because of limited time or other local circumstances.

2. The entrance briefings will normally be combined into one and conducted before the evaluation.

3. Garrison evaluations will be conducted on normal duty days (Monday-Friday) only. Normally, only two per week will be scheduled. Evaluations for Reserve Component units will be conducted during weekend IDTs. Active Army field kitchen evaluations will be conducted IAW training dates provided by Army commands.

4. **Team harmony and integrity is mandatory!** Public evidence of differing opinions among committee members is not acceptable. Discussions among committee members may take place on site, but when opinions differ, discussions must wait until the nightly discussion period.

5. Committee members will record notes of their observations. Primary focus of observations is on quality of food put before the soldier. Secondary focus is on quality of support that is necessary to prepare and serve the food. Notes should be used as a basis for discussions and scoring, and later as a source of data for written reports.

ENTRANCE BRIEFING FORMAT

1. The purpose of the Entrance Briefing is to cover the following topics and set the scene for the evaluation.

a. Purpose of awards program.

b. Sponsorship of awards program by IFSEA.

c. Highlights of evaluation.

(1) Categories of evaluation.

(2) Evaluation period.

(3) Function of each judge.

d. Results are **CONFIDENTIAL**.

e. Results will be announced by DA message upon completion of all evaluations of all categories.

f. Desirability of publicity coverage both on the benefits of the Connelly Program and the co-sponsorship provided by IFSEA.

g. Acknowledge command's interest in Army Food Service and the Army Food Program.

h. Outline travel itinerary and name participating commands.

i. Problem areas relative to support of the evaluations or awards ceremony (timely submission of photographs/slides, dependents attending conference at own expense, etc.).

j. Presence of "interested" staff not recommended.

2. Past experience has shown that the above briefing has been fairly informal and in many cases only a few of the items are covered. The USAQMS officer member will take the lead initially during the briefing; however, all members are expected to participate in the conversation and the IFSEA Chairperson must be prepared to discuss IFSEA's role in support of the program (see sample briefing format).

EXIT BRIEFING FORMAT

If an exit brief is required, it should cover:

1. Positive aspects of the Army Food Program which were observed.

2. Acknowledge hospitalities and courtesies that were extended to the team.

EVALUATION PLAN

1. Active Army Field evaluations are conducted within a 24-hour period and will include the breakfast and lunch meal. The Army National Guard and Reserve evaluations are conducted within a 24-hour period and will include the lunch meal only. The Military and Civilian Garrison evaluation will begin 30 minutes prior to the serving of the breakfast meal and will extend beyond the lunch meal to include clean-up and daily cooks' meeting. Reserve/ National Guard Component Committees will evaluate the lunch meal only.

2. All facets of the food service operation will be considered.

3. At the conclusion of the daily cooks' meeting, each committee member will personally address the assembled food service staff. Topics to be discussed by each member are as follows:

a. The USAQMS members will describe the Connelly Program, to include background data, goals, and the current year's program. Additionally, they will display a replica of the Recognition Plaque, which is awarded to each finalist facility. A Certificate of Achievement will be presented to each command for completion with the name of the awardees and for formal presentation to staff members, as appropriate.

b. IFSEA Chairperson will describe the functions and goals of IFSEA, criteria for membership in IFSEA, the IFSEA association with the Connelly Program and other remarks as deemed appropriate. The Chairperson will also present the IFSEA Merit Certificate and the Celebrate People Certificate during this presentation.

4. Each committee member will use the Evaluation Checklist to record scores. An informal recapitulation sheet will be used to summarize all members' scores. Each committee member will rate all items. The checklist will be filled in during the nightly discussion.

5. The total score determined individually by each committee member will be added to the members' total scores. This grand total of all committee members' total scores will be the final score for that facility and will normally determine rank among finalists, except in the case of a tie for winner and/or runner-up.

AWARDS ANNOUNCEMENTS AND AFTER EVALUATION REQUIREMENTS

1. Procedures to select and report winners and runners-up:

a. On the night of the last evaluation day, when all finalists have been evaluated and scored, an appointed USAQMS member will assemble all Recapitulation Sheets for their committee's competitive category and will rank the evaluated finalists. The ranking shall be known to each committee member, subject to the restrictions of paragraph 1c.

b. Ranking finalists and subsequent selection of winners and runners-up will be based solely on point scores. The winner in each competitive category will be the finalist having the highest point score in that category, subject to the provisions explained in paragraph 3.

c. Results of each Final Evaluation Committee, in any form, must not be made known to any person not on the Final Evaluation Committee until the military members have presented a report to the Commander, USAQMS, and the Department of the Army official message and joint press release has been sent out.

2. The IFSEA committee member is responsible for submitting a written report of his/her individual observations and recommendations to the Chairperson of the Military Awards Committee within 2 weeks following completion of the trip.

3. In the event of a total point score tie for winner and/or runner-up in a competitive category, the winner and/or runner-up will then be the finalists having the highest point score in the highest priority elements of the checklist.

EVALUATORS' EXPANDED CHECKLIST
PHILIP A. CONNELLY AWARDS FOR EXCELLENCE IN ARMY FOOD SERVICE
GARRISON COMPETITION

1. Supervision and Training.

a. Supervision. Managers and supervisors should properly supervise food service personnel during all phases of the operation and be available to answer questions and take corrective actions as needed. Adequate supervision also involves providing necessary instruction before and during completion of a task. Managers and supervisors are responsible for the supervision of military and civilian food service personnel and dining facility attendants. Supervisors should demonstrate good leadership techniques and set a positive example for personnel. Supervision should be sufficient to ensure serving lines are checked prior to and during meal serving periods.

b. Effective Use of Manpower. Managers and supervisors will develop work schedules that result in the equitable use of all personnel. A work schedule should be maintained, when practical. The cooks should be assigned to shifts to provide adequate off-duty hours and as close as practical to a normal 40-hour per week schedule. Military and civilian food service attendants should be assigned properly and instructed in their duties. Refer to AR 30-22 and TM 4-41.11 for further scheduling information. When dining facility operations or functions are contracted, the Installation Food Program Manager is responsible for ensuring that qualified personnel, including who have been assigned to perform quality assurance inspections or act as quality assurance evaluators (QAE), are adequately trained. Additional information on contracting of food service functions can be found in AR 30-22.

c. Food Protection Program. Supervisors should ensure food is prepared in a clean and sanitary environment IAW TB MED 530. Managers are responsible for ensuring food service personnel are properly trained on food sanitation and safety procedures and verification of training is documented and on file.

d. Cost Consciousness. The status of the dining facility account should be consistent with what is authorized for the specific ration and accounting system being used. When excess subsistence accrues, immediate action should be taken to reduce subsequent requests in order to effectively utilize excesses. Care should be exercised in the handling of china, glassware, and flatware to minimize breakage or loss. Time is also an important factor in cost consciousness.

e. Required Publications for Operations. Required publications either hard copy or digitally accessible will be on hand IAW AR 30-22 and DA PAM 30-22. Each publication deals with specific aspects of food service operations and is especially beneficial to the food service staff in the overall operation of the dining facility and the unit food program.

f. On-the-job (OJT) and Local Training Programs. There should be an effective OJT program instituted. All food service personnel should be cross-trained and rotated in all aspects of dining facility operation. This is especially necessary with non-school trained personnel. A progress chart or record, such as the example in TM 4-41.11, should be maintained on OJT and school trained cooks who are being cross-trained to acquire a greater knowledge of dining facility operations.

2. Dining Facility Administration

a. Dining Facility Records File. All administrative records should be maintained as prescribed by AR 30-22 and AR 25-400-2 Army Records Information Management System (ARIMS) and the Army Food Management Information System (AFMIS) End Users Manual.

b. Quality Control/Food Service Officer Responsibilities. The Food Service Officer (FSO)/ Quality Control Officer will be familiar with all duties and responsibilities as required by AR 30-22 and DA PAM 30-22.

c. Dining Facility Account Status. The Monthly Earnings and Expenditures Record will be accurate and up to date. The AFMIS account status can be found on the system.

d. Preparation/Use of Production Schedule. The Production Schedule should be prepared and posted prior to each meal and completed after each meal. A separate Production Schedule must be prepared for each meal served.

e. Kitchen Requisition Form (DA Form 4552 in AFMIS). The kitchen Requisition Form will be us3d to intensively manage high dollar and sensitive subsistence items, which are all meats, fish, and poultry subsistence items. It is also used to document the disposition of all self-serve items, condiments, and SOP items IAW DA PAM 30-22, 3-24. Review the DA Form 4552. For non-automated dining facilities, use the manual Disposition of Subsistence, DA Form 3034-2

3. Headcount Procedures

a. Headcounter Duties. These duties are performed by unit members, grades E-4 and above or civilian dining facility employees. Personnel assigned as headcounters will be thoroughly briefed by facility manager or representative on their duties and responsibilities, to include proper identification of authorized diners, cash collection procedures, and the use of each headcount form. A detailed headcount standing operating procedure (SOP) will be used for briefing purposes. The headcounters must be familiar with the different categories of personnel who are authorized to be subsisted. Are the headings of each headcount form completed prior to issue to the headcounter? Specific procedures, administration, and duties of the headcounter are contained in AR 30-22.

b. Cash Collection Procedures. The correct meal rates should be collected from each diner required to reimburse the Government for his/her meal. The DD Form 1544, Cash Meal Payment Sheet, should be properly signed by each diner. Blank and completed cash meal payment sheets and collected cash should be properly safeguarded to minimize the possibility of theft or accidental loss. Turn-in of cash should be made to the Finance and Accounting Officer or designated financial institution, in accordance with AR 30-22. The documents and vouchers supporting each turn-in of cash should be properly completed and should be safeguarded with the same care as the cash and Cash Meal Payment Sheets per AR 30-22.

c. Procedures for Personnel Authorized Subsistence-in-Kind (SIK). Personnel in this category will have a Meal Card, DD Form 714 or DD Form 714E, in their possession (DD Form 2A for Reserve Components). This card or travel orders will be shown to the headcounter as proof of their entitlement. Diners may be required to sign the DA Form 3032.

4. Requisition/Receipt/Storage Procedures

a. Authorized Receiving Personnel. Receiving personnel will be trained in the proper procedures to be used in weighing and counting subsistence to ensure receiving documents accurately reflect data before signing for supplies. All personnel authorized to receive subsistence will be annotated on a valid DA Form 1687(Signature Card). Receiving personnel will ensure that they receipt for only subsistence items actually received. Receiving personnel will know what actions must be taken when subsistence is received which does not appear to be suitable for use in the dining facility or when documentation does not accurately reflect quantities received.

b. Food Requisition & Receipt Procedures. Scales will be available and used to check subsistence upon receipt in the dining facility. An accurate count should be made of all canned and boxed subsistence received in the dining facility. Receiving personnel will inspect all subsistence for damage or deterioration. The receiving procedures in practice should be consistent with good management. Refer to TM 4-41.11 and AR 30-22 for further detailed information. The dining facility should be operating under the requisitioning procedures prescribed by AR 30-22.

(1) Review dining facility receipt procedures to determine requisition practices, i.e., quantities requested versus quantities required.

(2) Ensure correct preparation and use of DA Form 5914-R, Operational Ration/Box Lunch Control Sheet, to reflect data pertaining to requisitioning, receiving, accounting for and reporting the use of Operational Ration/Box Lunches. Refer to AR 30-22 for specific guidance concerning the review of dining facility accounts.

c. Proper Storage of Subsistence. All subsistence will be properly stored to ensure proper rotation of stock and to prevent contamination of subsistence items. All food stored in the refrigerator will be adequately covered, labeled and arranged to permit air circulation. Refrigerators and freezers will be maintained at the proper temperatures and equipped with serviceable thermometers. Storage procedures should be consistent with good management practices and IAW TB MED 530. Cleaning supplies should not be stored with

subsistence. Is the best utilization of available storage space for each type of subsistence (dry, chill, freeze) being made? For additional information on storage of subsistence, see TM 4-41.11 and TB MED 530.

5. Food Safety/Protection

a. Appropriate thermometers on Hand and in Use. Are the correct types of thermometers on hand and are being used within the dining facility as required in current doctrine? Additional information for thermometer use is contained in TB MED 530. Are temperature logs available and used to record temperatures taken?

b. Proper Thawing Procedures. Frozen foods should be thawed in a tempering unit at a temperature not to exceed 45 degrees Fahrenheit or under cool potable running water (temperature not to exceed 70 degrees Fahrenheit) or quick thawed as part of the cooking process. Frozen foods may also be thawed in general refrigeration units operated at a temperature not to exceed 40 degrees Fahrenheit.

c. Ware Washing Detergents and Disinfectants. Dining facility attendants have received instructions and know the proper methods for operating the mechanical dishwashing equipment, to include the water temperatures. Dining facility attendants will also know emergency sanitizing procedures, including the name of the available approved sanitizers. If needed, bilingual signs should be posted. All utensils and food contact surfaces of equipment used in the preparation, serving and the storage areas of food items will be thoroughly cleaned and sanitized prior to use. Cooking utensils, pots and pans should be cleaned and air-dried. The method of storage should provide adequate air circulation. Additional information on warewashing procedures can be found in TM 4-41.11.

d. Overall Dining Facility Sanitation. The facilities will be clean, well lighted and well ventilated. Signs required by TB MED 530, alerting food handlers to sanitation practices, will be posted. Proper sanitation will be practiced in the food preparation areas at all times. Toilet and hand washing facilities will be adequate, clean and conveniently located. The dining tables, chairs and individual condiment containers will be properly cleaned after each meal. The trash and garbage will be disposed of properly. For further information on sanitary requirements, see TB MED 530. Review Sanitation Signs.

e. Integrated Pest Management Program. A continuous program for prevention and elimination of insects and rodents will be carried out. Screens and air curtains/fly deterrent will be properly installed and in good repair. Breeding area for insects and rodents in and about the dining facility will be eliminated through proper storage and removal of refuse and garbage. An Integrated Pest Management Program will be in effect, to include records of when and how often the Pest Controller visits the facility and what work was done. For further information concerning insect and rodent control, see TB MED 530. Review the Pest Management Program, the schedule, and service provided.

f. Hazardous Communication Program (HAZCOM). Has a HAZCOM Program been established IAW TB MED 530, Chapter 11? Is there an inventory listing of all chemicals available? Are chemicals properly labeled? Are Material Safety Data Sheets (MSDS) available for all chemicals used in the facility?

g. Food Risk Management (FRM). Is FRM practiced IAW DA PAM 30-22, 3-7, Table 3-1? Is the Risk Management Data Log-Cooking, DA Form 7458 and Risk Management Data Log, DA Form 7459 properly completed? Is a form prepared for each meal?

6. Command Support

a. Command Interest. There will be some indication that commanders or their representatives are assisting and supporting dining facility operation through informal visits and periodic meal attendance. Have local regulations, policies and directives been established and implemented. Enlisted dining facility advisory councils should be encouraged. There are many indications by which the degree of command interest may be judged in dining facility operations and the command food program.

b. Recognition of Individuals. The command will have an energetic, ongoing program to provide personal recognition to food service personnel through individual competitive programs, such as “Cook of the Quarter”, etc. Plaques, citations and/or commendations earned by both the dining facility and individual members will be displayed in the dining area, foyer, or lobby and not the manager’s office.

c. Community Interest/Publicity. Information on food service operations, local competitions and individual and dining facility awards will be made a matter of public interest through publicity releases to local publications, news media, to military papers and authorized on-post publications.

d. Timely submission of Packets IAW AR 30-22, 3-55. The responsible command will notify the Director, Joint Culinary Center of Excellence, in memorandum format of the garrison finalists. For further information, see AR 30-22.

7. Appearance/ Attitude of Food Service Personnel

a. Appearance of Personnel. Each Food Service Personnel will wear the prescribed uniform to include an apron. All personnel, including dining facility attendants, will be inspected by the immediate supervisor daily, prior to the start of the shift. **Note: Military personnel will wear the food service uniform IAW 670-1 unless an approve exception to policy states otherwise.**

b. Attitude and Courtesy of Personnel. All food service personnel will display a positive attitude toward their work in both the preparation and serving of the meal. Servers will be pleasant and courteous to all diners. They will attempt to provide each diner with complete, personalized service.

8. Serving and Troop Acceptability

a. Completeness of the Menu on the Serving Line. The menu will be prominently posted and contain the calorie content of all food items offered so that diners can determine, prior to entering the serving line, what is being served and their caloric values. The FOS/manager will ensure the serving line is checked prior to and during the meal to ensure that all items listed on the Production Schedule were prepared, properly merchandised and served. Condiments, which compliment the meal, should be offered. Review the menu and the caloric value.

b. Arrangement of Serving Line. If the serving line is logically arranged and set up, service will be expedited. Adequate use will be made of the hot and cold food service areas of the serving line to help the food retain their proper serving temperatures. As a minimum, unfamiliar and new items on the serving line should be identified for diners. Glasses should be located with the beverage dispensers, which should be placed on or near the serving line. Tray rails should be installed at strategic places to allow each diner to rest their trays while getting food or beverages. Additional information on the setup or arrangement of the serving line may be found in TM 4-41.11.

c. Eye Appeal and Garnishment. The serving line will be neat and attractive. All entrees will be garnished before they are placed on the serving line. Garnishment of food will continue throughout the serving period as items are replenished. Servers will clean up spills as they occur to keep the serving line looking fresh and clean. For further information on the use of garnish, see TM 4-41.11 and General Information Card A-22, TM 10-412.

d. Portion Control. Each server will know the correct portion size for the food items served. When self-service is used, the proper type and size of utensil and dish should be available to minimize excessively large helpings and possible plate waste. Additional information on portion control can be found in TM 4-41.11 and TM 10-412.

e. Proper procedures for Serving Line Replenishment. Comparable menu items should be available for the first and last diner.

f. Nutritional Program. Food service personnel should have some basic nutritional knowledge. Are Installation Training Programs provided to assist food service personnel in the implementation of the nutritional standards? Is the training program based on established DA policy and guidance? Is calorie information posted and available to all diners? Are low calorie alternatives offered? Additional nutrition requirements can be found in AR 30-22 and AR 40-25, Nutritional Allowances, Standards, and Education.

g. Proper use of Leftover. Whenever possible, seconds should be served prior to the close of the regular meal serving period when it is determined that sufficient food exists to do so. This is often the best method for utilizing leftovers when only a few (5 to 10) servings of an item are left. Serving seconds is also advisable for food items (potentially hazardous foods) which are not authorized for reuse as a leftover. Large quantities of one or more food items left over will generally indicate that too much has been prepared, was improperly

prepared, progressive cookery was not followed, or the food item concerned has low troop acceptability. For additional information on leftovers and their use and disposition, see AR 30-22 and TB MED 530.

h. Troop Acceptability (pro/con). Are offered entrees served repetitiously? In addition to being served tasty and nutritious meals, diner preferences should also be taken into account. The amount and types of seasonings and the methods of preparation should be considered. Direct comments from the diners will generally provide sufficient data to make a determination.

9. Equipment/Facilities

a. Arrangement & Decor. The arrangement of the dining area should be conducive to the operation. There should be sufficient tables and chairs to provide adequate seating. Aisle ways should be wide enough to permit free-flowing traffic patterns, with a minimum of cross traffic. The overall décor should be similar to a first-class civilian facility that operates with cafeteria style serving. Lighting should be adequate and should compliment the décor. Too much décor is aesthetically undesirable, complicates cleaning, and may reduce dining space.

b. Temperature. The dining area should be comfortable and properly ventilated.

c. Sound Level. The noise level in the dining facility should not be offensive. Measures should be employed to minimize excessive noise from the scullery and kitchen areas, which can make conversation in the dining area difficult. Piped-in music, if available, should not drown out conversation and it should be of the easy listening, variety format.

d. Energy Conservation. Energy conservation practices are evident as specified in the Army's energy Management Program or the Installation/Command Program. Are we following procedures?

e. Operating Instruction. Proper operating and maintenance instructions should be available in the dining facility for each piece of equipment.

f. Use & Maintenance of Equipment/Equipment Replacement Record (DA Form 3988). There should be adequate equipment to perform the mission. The proper equipment should be used for the job being performed. Only authorized cleaning and lubricating materials should be used on food service equipment. Daily, weekly and required cleaning of all food service equipment should be performed in a timely manner. Refer to TM 4-41.11 and the Operator's Maintenance Manual for details. . There should be evidence of a program for acquisition and replacement of equipment and material for support of the food service program. The written and telephone work request files should be used as input in preparing the equipment replacement record because, if properly maintained, these files and forms will provide information on defective and worn-out equipment. For additional information on equipment replacement, see AR 30-22 and DA PAM 30-22.

g. Safety Standard Operating Procedures. Hot pads should be available and used. Knives should be properly used, cleaned and stored. Floor spills should be cleaned up immediately. Adequate safety instructions should be posted as appropriate. For details on safety, see TM 4-41.11 and TB MED 530.

h. Work Order Submission/Follow-up. A Work Order Log should be available in the dining facility for all work requests submitted to the facilities engineers. In addition, there should be some evidence that follow-up action is being taken on a timely basis, when required.

10. Food Preparation and Quality

a. Adherence to the Production Schedule and SOPs. All items on the Production Schedule should be prepared and served for the designated meal, and all instructions listed should be followed. Instructions will include disposition and utilization of leftovers from previous meals. All SOPs should be current and approved by the Food Advisor/Food Program Manager. The SOP should be readily available near the production schedule.

b. Adherence to Recipes. All menu items should be prepared in accordance with the appropriate recipe listed.

c. Assembling, Measuring, and Weighing. After reviewing the recipe card or other recipe source, the responsible cook should assemble, measure, and/or weigh all of the ingredients before any ingredients are combined.

d. Progressive Cooking (Meat, Starches, Vegetables, Sauces). Progressive cooking methods should be used for all food items whenever possible. Meat and sauces should be prepared as close to serving time as possible. Starches and vegetables should be prepared as close to serving time as possible. An effort to maximize progressive cookery of these items should be evident. An effort to maximize progressive cooking of these items should be evident.

e. Salads and Dressings/Pastries. At least two or three types of salads and/or salad bar type ingredients should be prepared and offered for the lunch and dinner meals. Pastries and desserts should be fresh. When a vendor supplies pastries, strict precautions should be taken to ensure that only fresh pastries are received and served. When pastries are prepared in the dining facility, they should be prepared in accordance with the appropriate recipe. A choice/variety of desserts should be available. The same dessert items should not be served on a repetitive basis.

f. Proper Serving Temperatures. All food items should be at their proper serving temperatures before being placed on the serving line, with the exception of food intended for online preparation. Steam tables/hot food tables and cold bars should be used to maintain foods at their proper serving temperature throughout the meal.

g. Food Palatability. The menu should satisfy diner's preferences, be nutritious, well balanced, and eye appealing.

REQUIRED PUBLICATONS FOR GARRISON DINING FACILITIES

AR 25-400-2	The Modern Army Recordkeeping System (MARKS)
AR 30-22	The Army Food Service Program
AR 40-25	Nutrition Allowances, Standards, and Education
AR 40-657	Veterinary Medical Food Inspection and Laboratory Service
AR 420-49	Utilities Service
AR 190-51	Security of Army Property at Unit and Installation Level
AR 710-2	Inventory Management Supply Policy Below Wholesale
AR 725-50	Requisition, Receipt, and Issue System
AR 735-5	Basic Policies and Procedures for Property Accounting
DA PAM 738-750	Army Maintenance Management System (TAMMS)
TB Med 530	Occupational and Environmental Health Food Service Sanitation

Related Publications

AR 30-16	Food Service Data Feedback Program
AR 420-55	Food Service Related Equipment
AR 600-38	Meal Card Management System
End Users Manual	(AIS Manual) 25-L37-AJK-ATT-EM-4
DA PAM 738-750	Army Maintenance Management System (TAMMS)
DA PAM 30-22	The Army Food Service Program
FM 8-34	Food Sanitation for the Supervisor
ATTP 4-41	Army Field Feeding and Class I Operations
TM 4-41.11	Dining Facility Operations
TM 4-41.12	Food Program Operations
TB 43-0002-22	Maintenance Expenditure Limits or FSC Group 73; FSC Classes 7310, 7310, 7320, 7330, and 7360
TB 43-0002-33	Maintenance Expenditure Limits or FSC Group 41; FSC Classes 4110, 4120, and 4140
TB 750-97-71	Maintenance Expenditure Limits or FSC Group 71; FSC 7105, 7110, 7125, and 7195
TB MED 530	Occupational and Environment Health Food Service Sanitation
TM 5-536	Kitchen Equipment Operations and Maintenance Manual
TM 10-412	Armed Forces Recipe Service

May 1, 2011 GARRISON CATEGORY COMPETITION CHECKLIST

This checklist is used to evaluate units at the DA level of competition. It contains ten major categories, with specific subsections to assist evaluators in all phases of the competition; however, the actual scoring method is used during subordinate phases.

ORGANIZATION:			**EVALUATOR:** DATE		
1. Supervision/Training *(1-20/120)*			***7. Appearance/Attitude of Personnel*** *(1-20/40)*		
A. SUPERVISION		20	A. APPEARANCE OF PERSONNEL		20
B. EFFECTIVE USE OF MANPOWER		20	B. ATTITUDE & COURTESY OF PERSONNEL		20
C. FOOD PROTECTION PROGRAM		20	7. CATEGORY RATING		**40**
D. COST CONSCIOUSNESS		20			
E. REQUIRED PUBLICATION FOR OPERATIONS		20	***8. Serving/Troop Acceptability*** *(1-20/160)*		
F. ON-THE-JOB (OJT) AND LOCAL TRAINING PROGRAMS		20			
1. CATEGORY RATING		**120**	A. COMPLETENESS OF THE MENU ON THE SERVING LINE		20
			B. ARRANGEMENT OF SERVING LINE		20
2. Dining Facility Administration *(1-25/125)*			C. EYE APPEAL & GARNISHMENT		20
			D. PORTION CONTROL		20
A. DINING FACILITY RECORDS FILE		25	E. PROPER PROCEDURES FOR SERVING LINE REPLENISHMENT		20
B. QUALITY CONTROL/FOOD SERVICE OFFICER/ FOOD ADVISOR		25	F. NUTRITION PROGRAM		20
C. DINING FACILITY ACCOUNT STATUS		25	G. PROPER USE OF LEFTOVERS		20
D. PREPARATION & USE OF PRODUCTION SCHEDULE		25	H. TROOP ACCEPTABILITY (PRO/CON)		20
E. KITCHEN REQUISITION FORM (DA Form 4552 in AFMIS)		25	8. CATEGORY RATING		**160**
2. CATEGORY RATING		**125**			
			9. Equipment/Facilities *(1-10/80)*		
3. Headcount Procedures *(1-20/60)*					
			A. ARRANGEMENT & DECOR		10
A. HEADCOUNTER DUTIES		20	B. TEMPERATURE		10
B. CASH COLLECTION PROCEDURES		20	C. SOUND LEVEL		10
C. PROCEDURES FOR PERSONNEL AUTHORIZED SUBSISTENCE-IN-KIND		20	D. ENERGY CONSERVATION		10
3. CATEGORY RATING		**60**	E. OPERATING INSTRUCTION		10
			F. USE & MAINTENANCE OF EQUIPMENT/EQUIPMENT REPLACEMENT RECORD (DA FORM 3988-AFMIS) TRAINING		10
4. Requisition/Receipt/Storage Procedures *(1-20/60)*			G. SAFETY STANDARD OPERATING PROCEDURES (SOP)		10
			H. WORK/SERVICE ORDER SUBMISSION & FOLLOW-UP		10
A. AUTHORIZED RECEIVING PERSONNEL		20	9. CATEGORY RATING		**80**
B. FOOD REQUISITION AND RECEIPT PROCEDURES		20			
C. PROPER STORAGE OF SUBSISTENCE		20	***10. Food Preparation/Quality*** *(1-25/175)*		
4. CATEGORY RATING		**60**			
			A. ADHERENCE TO THE PRODUCTION SCHEDULE & SOPs		25
5. Food Safety/Protection *(1-20/140)*			B. ADHERENCE TO RECIPES		25
			C. ASSEMBLING, MEASURING, & WEIGHING		25
A. APPROPRIATE THERMOMETERS ON HAND AND IN USE		20	D. PROGRESSIVE COOKING (MEAT, STARCHES, VEGETABLES, & SAUCES)		25
B. PROPER THAWING PROCEDURES		20	E. SALADS & DRESSINGS & PASTRIES		25
C. WARE WASHING DETERGENTS & DISINFECTANTS		20	F. PROPER SERVING TEMPERATURES		25
D. OVERALL DINING FACILITY SANITATION		20	G. FOOD PALATABILITY		25
E. INTEGRATED PEST MANAGEMENT PROGRAM		20	10. CATEGORY RATING		**175**
F. HAZARDOUS COMMUNICATION PROGRAM (HAZCOM)		20			
G. FOOD RISK MANAGEMENT (FRM)		20	SCORE OF CATEGORY 1		**120**
5. CATEGORY RATING		**140**	SCORE OF CATEGORY 2		**125**
			SCORE OF CATEGORY 3		**60**
6. Command Support *(1-10/40)*			SCORE OF CATEGORY 4		**60**
			SCORE OF CATEGORY 5		**140**
A. COMMAND INTEREST		10	SCORE OF CATEGORY 6		**40**
B. RECOGNITION OF INDIVIDUALS		10	SCORE OF CATEGORY 7		**40**
C. COMMUNITY INTEREST/PUBLICITY		10	SCORE OF CATEGORY 8		**160**
D. TIMELY SUBMISSION OF PACKET IAW AR 30-22, 3-55		10	SCORE OF CATEGORY 9		**80**
6. CATEGORY RATING		**40**	SCORE OF CATEGORY 10		**175**
			TOTAL SCORE		**1000**

CONNELLY AWARDS PROGRAM
RECAP OF EVALUATION SCORES
GARRISON COMPETITION

UNIT: JUDGES:
DATE:

CATEGORY	IFSEA MEMBER	USAQMC&S MEMBER	USAQMC&S MEMBER	CATEGORY TOTAL
1. Supervision and Training				
2. Dining Facility Administration				
3. Headcount Procedures				
4. Requisition/Receipt and storage Procedures				
5. Food Safety/Protection				
6. Command Support				
7. Appearance/Attitude of Personnel				
8. Serving/Troop Acceptability				
9. Equipment/Facilities				
10. Food Preparation/Quality				
TOTALS				

SUBJECT: Field Category Evaluation Criteria Guidelines, Annual Philip A. Connelly Awards Program.

PURPOSE: To establish a standard measurable criteria for the conduct of the DA evaluation, Philip A. Connelly Awards competition in active Army and Reserve Component field kitchen categories of competition.

BACKGROUND: The Philip A. Connelly Awards Program is designed to recognize excellence in Army food service; therefore, each competing unit should compete at its highest level of mission capability. The Army's field food service system is outlined in ATTP 4-41.

SUBSISTENCE ACCOUNTABILITY: Will be in accordance with AR 30-22 and FM ATTP 4-41.

Since they are deployed in time-phased increments, Light Units may not be at full field feeding capacity at initial deployment. Conversely, Heavy Units are deployed at full mission capability initially, to include personnel, equipment and rations. Since both light and heavy units may conceivably compete in the DA phase of the Connelly competition, and since these units could stimulate varying stages of deployment in their food service operation, it is necessary that standard measurable criteria be applied to ensure equitable evaluation of both type units.

The following scenario, requiring a full complement of personnel, equipment, and rations for purposes of Connelly evaluation, will accomplish the above.

GUIDELINES: Competing Active Army units must prepare and serve a breakfast and lunch meal during the Connelly evaluation. Both meals will consist of a UGR-A rations meal. All food will be prepared on site.

Reserve Component evaluation will consist of meals approved by USAR/ARNG HQ COM. Competing units will prepare and serve an A- or UGR-A rations meal. At a minimum when preparing –A rations meals will consist of the following: soup, salad, entrée, starch, vegetable, dessert, bread, hot and cold beverages. All food will be prepared on site.

EVALUATORS' EXPANDED CHECKLIST
PHILIP A. CONNELLY AWARDS FOR EXCELLENCE IN ARMY FOOD SERVICE
FIELD KITCHEN COMPETITION

1. Training and Supervision

a. LOI/OPORD. All food service personnel should have a working knowledge of procedures to follow when the unit is alerted to move from garrison to a field location (IAW operation order or Letter of Instruction (LOI).

b. Effective Use of Manpower. Full use should be made of all assigned personnel. Care should be exercised to ensure job rotation is practiced for training purposes and training is documented.

c. Supervision. Key personnel (food operations sergeant (FOS) and first cook) are properly supervising and directing the cooks during all phases of field kitchen operations and will be available to answer questions and take any necessary corrective action or provide instruction as the need occurs.

d. Recommended Publications/Forms. All publications (DA PAM's, TB's, FM's, TM's and AR's) required for the operation and maintenance of all field kitchen equipment should be on hand, to include vehicle-loading plan. All required forms for the operation of the field kitchen will be on hand.
NOTE: All required publication must be hard copy or digitally accessible.

e. Field Standing Operating Procedures (SOPs) in Use. Field SOPs for kitchen operations will be available and posted, and all food service personnel should be familiar with them. See ATTP 4-41 or current applicable publication.

f. Preparation of the Production Schedule. The Production Schedule should be properly prepared, posted, and completed after each meal. Further information on the preparation and use of the Production Schedule can be found in AR 30-22 and DA PAM 30-22.

g. Cost Consciousness (Food/Energy Management). Care should be exercised to requisition and prepare only the quantities or type of food required for the immediate needs of the unit. Fuel and energy conservation will also be practiced.

h. Operators' Knowledge of TO&E Equipment. All food service personnel should know the operation of and the correct preventive maintenance checks and services of all field kitchen equipment and be able to provide the evaluator with the proper field manual for each, upon request. **NOTE: All food service personnel will be licensed on food service equipment IAW all regulations**

i. Training Program. A training program will be established IAW FM 4-5. Training Records/Progress Chart will be maintained on all food service personnel. Care should be exercised to ensure job rotation is practiced for training purposes and the training is documented

2. Headcount Operations

a. Headcount Orientation: Personnel performing the duties of headcounter should be properly briefed by the FOS/first cook on their duties. The written headcount instructions and SOP should contain, as a minimum, procedures for the proper identification of authorized diners, cash collection procedures, and the use of headcount forms. Illustrated sample copies of forms will be included in the SOP.

b. Headcount Procedures. Subsistence In Kind (SIK) Personnel in this category must have proper identification in their possession. This identification must be shown to the headcounter as proof of entitlement. For National Guard/Reserve, they will use the Alpha Roster/Signature Headcount Sheet, DA Form 3032 provided by the unit 1SG. The correct food cost should be collected from each diner required to reimburse the Government for each meal consumed. Procedures for payroll deduction should be clearly spelled out, understood by headcounters and enforced. The FOS or authorized representative must ensure headcount forms have been completed correctly and collect all funds and forms used and unused issued to the headcounter after the completion of each serving period. Review the Control Record for Dining Facility- DD Form 1544, DD form 3546 and Cash Meal Payment Book (sheet) DD Form 1544 upon completion of meal.

3. Request, Receipt, and Storage of Rations

a. Requisition/Accountability/Use of Operational Ration (MRES, UGR-A and A-Rations). During field exercises, a ration mix of Meal, Ready-to-Eat (MRE), and A-Rations will normally be used during unit feeding. The Field Category Evaluation Criteria Guidelines provide guidance for the type of rations served. For additional information on the requisitioning and accounting procedures for subsistence and operational rations, see AR 30-22, and ATTP 4-41. Is an accurate count of all modules, canned and boxed subsistence made at the time of receipt? Are discrepancies posted and initialed on the receiving document prior to it being signed? Are all food service personnel requesting and receiving rations documented on a signature card, DA Form 1687 or Appointment/Termination Record-Authority Signature, DD Form 577 signed by the commander IAW AR 30-22? Review the ration request/issue/turn-in slip, DA Form 3294. Review the vendor receipt (National Guard/Reserve)

b. Transportation and Storage Procedures. The vehicles used for transporting subsistence items to the unit should be clean and properly equipped to protect subsistence from the elements, insects, and other causes of contamination. Vehicles should not be used for transporting materials which could contaminate subsistence. It is essential that extra precautions be initiated to protect food items from contamination during storage at the field kitchen location. For additional information on request, receipt and storage of supplies, see ATTP 4-41, TB MED 530, AR 30-22 and DA PAM 30-22.

c. Request and Use of Portable Ice. Ice will be issued under the guidance of the Troop Issue Subsistence Activity (TISA) or other approved sources. Ice must be protected from contamination during transportation and storage. Ice used for chilling perishable foods will not be used for chilling beverages. Review the vendor receipt for ice if purchased on the economy (National/Reserve)

d. Subsistence Security Procedures (FM 10-23 and Unit RSOP). The enemy may try to contaminate or destroy supplies. Subsistence supplies should be protected to prevent loss or contamination from enemy action, pilferage or threat during receipt, storage, and abuse. For additional information on security measures, see FM 10-23.

4. Field Food Safety

a. Water Procurement/ Purification Procedures. Water will be obtained from a source approved by medical authorities. Water obtained from an unapproved source (streams, lakes, etc.) will be disinfected, using procedures in FM 10-23 and FM 4-25.12 before being used for food preparation. Water conservation procedures for food preparation, cooking, and sanitation should be practiced. Field sanitation team should be trained to meet the requirements per AR 40-5.

b. Food Handling Procedures. Any subsistence, which is suspected of being contaminated or otherwise unfit for human consumption, must be inspected and approved by veterinary service personnel before it is used or disposed of. Proper food service field sanitation practices are especially important and must be practiced in food preparation areas at all times. Safe food handling procedures and practices are discussed in DA PAM 30-22, ATTP 4-41 and TB MED 530.

c. Food sanitation Center/Pot and Pan Wash Area. During field operations the Soldier will be using disposable eating ware. The procedures for the removal of edible garbage, trash and/or other kitchen waste will be in accordance with ATTP 4-41 or the unit field SOP and local policies. The procedures for cleaning and sanitizing of cooking and serving equipment will be in IAW ATTP 4-41 and TB MED 530. Food service disinfectants will be on hand and food service personnel will be familiar with their use.

d. Overall Field Kitchen Sanitation. Basic appearance of the kitchen area should be clean with cooking and serving equipment properly protected from the elements. Further information on field sanitation can be found in TB Med 530; and FM 4-25.12, Unit Field Sanitation Team.

e. Field Sanitation Teams. Unit commander of each company with a field mission will appoint on orders a field sanitation team consisting of at least two personnel, one of whom will be a noncommissioned officer. The team must be trained in basic sanitation techniques, individual protective measures, field kitchen sanitation, **pest control,** unit waste disposal, individual water purification procedures, and personal hygiene IAW AR 40-5. Additional Field Sanitation Team information can be found in FM 4-25.12, Unit Field Sanitation Team.

f. Handwashing Facilities. Handwashing devices should be located at appropriate places such as the bivouac area, outside the latrines, near the kitchen and dining area, and other locations as needed. See ATTP 4-41.

5. Command Support

a. Command Interest. There should be an Indication that the commander and/or his representative are assisting in and supporting the field kitchen operation. Commander's are responsible for ensuring the highest standards of food service and food service sanitation are being maintained and ensuring that the suspense date for the Connelly packet are sent to Fort Lee on time IAW AR 30-22.

b. Material Support. The authorized amount, availability, and condition of TOE equipment will generally indicate the degree of material support provided by the command.

c. Recognition for Individuals. Commands should have an energetic, ongoing program to provide personal recognition to deserving food service personnel.

6. Appearance/Attitude of Food Service Personnel

a. Appearance of Personnel. Each member of the food service staff should be in a complete, appropriate uniform, i.e., per unit RSOP or OPLAN. Individual Load Bearing Equipment (LBE) and weapons should be properly secured as prescribed in the unit LOI/SOP.

b. Attitude of Personnel/Courtesy. All food service personnel should display the proper attitude toward the preparation and serving of the meal, and each cook should have at least a basic understanding of his duties and responsibilities as a food service specialist. Servers should be pleasant and courteous to all diners.

7. Field Kitchen Site Selection/Layout

a. Site Security. In establishing the field kitchen, was maximum use of natural cover and concealment considered? These factors, combined with good defensive positions, noise and light discipline enhance the security of the kitchen site.

b. Accessibility/Protection from Elements. Does the area provide for easy access and free movement of vehicles? Is the site located so as to provide maximum protection from the elements?

c. Field Kitchen Site Layout. Is the kitchen located on high and dry ground to ensure good drainage and at a proper distance from latrines? Is the site layout IAW ATTP 4-41.

d. Troop Support/Traffic Flow. Does the field kitchen provide the best possible support to the troops, i.e., comfort, safety? Does the site layout provide for a smooth flow of traffic as depicted in ATTP 4-41?

8. Serving/Troop Acceptability

a. Menu and Serving Line Components. The FOS and/or first cook should check the serving lines prior to and during the meal to ensure that all food items listed on the Production Schedule for the meal are available and properly merchandised. Condiments offered should complement the meal served. Additional information on menu planning can be found in ATTP 4-41.

b. Arrangement of Serving Line. Is the serving line properly arranged to expedite service? Information on the arrangement of the serving line can be found in ATTP 4-41. Are warmer adapters used to set up a hot line in lieu of serving out of insulated food containers?

c. Serving Utensils. Appropriate/sufficient serving utensils should be on hand and in use.

d. Eye Appeal and Garnishment. Eye appeal plays a large part in the overall food program and cannot be overlooked. Food items served will be garnished.

e. Portion Control. Portion control is an area of key importance in the field. Each server should know the correct portion sizes of food items. Portions served should be the same size as indicated on the recipe card or as annotated on the Production Schedule or less if the diner expresses a desire for a smaller portion.

f. Proper Procedures for Replenishment of Serving Line. When serving at more than one location, this may not always be possible. If needed, are backup entrees available and comparable to the meal served? Are proper procedures for replenishing the serving line used IAW TB MED 530 and ATTP 4-41?

g. Warming and Cooling Beverages. Based on unit mission and weather conditions, has the food service staff requested and provide soup, hot cocoa, coffee, or cold beverages as appropriate?

h. Use of Insulated Dispensers/Food Containers. Are insulated food containers preheated/prechilled prior to use to ensure that foods are held and served at the proper serving temperature? Is the warming adapter on hand? Is it being utilized? All food containers should be labeled for easy identification IAW ATTP 4-41.

I. Troop Acceptability (Pro/Con). Direct comments from diners will generally provide sufficient data to make a determination on the quality of the items served.

9. Use and Maintenance of Equipment

a. Proper Use and Maintenance of Equipment. Is authorized equipment being used and maintained properly in accordance with the appropriate TMs and FMs?

b. Safety Practices. Are all personnel aware of and adhering to safety practices as outlined in AR 385-10, The Army Safety Program, the unit SOPs, and appropriate TMs and FMs?

c. Scheduling of Maintenance. Has the unit established a program for scheduling Preventive Maintenance Checks and Services (PMCS) of equipment at both the field location and garrison area, and is the program adhered to and documented? Additional information on maintenance scheduling may be found in DA Pamphlet 738-750.

d. Adequacy of On-Hand Repair Parts. Does the unit have the authorized amount of repair parts for its field kitchen equipment on hand? If not, are missing parts on valid order with the unit PLL Clerk? (See Document Register)

10. **Food Preparation and Quality**

a. Menu Adjustment. The FOS should adjust the menu where possible to ensure only correct quantities of subsistence are prepared for the number of diners expected to subsist. Are food service personnel following published menu? In support of the Nutrition Program, installation training programs must be provided to assist food service personnel in the implementation of the nutrition standards. ***

b. Nutrition Initiatives. Does the menu planning incorporate the nutrition principles as provided by the regulation and USDA Food Pyramid? Does the menu planning also include selection, recipes, ingredients, and preparation techniques?

c. Adherence to Production Schedule. It is important that the food service personnel adhere to the posted production schedule. For detailed instructions on the preparation of the Production Schedule, see AR 30-22 and DA PAM 30-22.

d. Use of Appropriate Recipes (TM 10-412, SB 10-495, and SOPs). All menu items should be prepared in accordance with the appropriate recipes listed on the Production Schedule, instruction on the containers or unit SOP.

e. Meats and Sauces. They should be prepared as close to serving time as possible. An effort to maximize progressive cookery should be evident.

f. Starches and Vegetables. Starches and vegetables should be prepared as close to serving time as possible. An effort to maximize progressive cookery of these items should be evident.

g. Salads and Dressings. Salads should be varied to avoid monotony and dressing served should complement the salads offered.

h. Assorted Breads, and Pastries. Assorted Breads and Pastries will be served to augment the meal.

i. Beverage. Milk and cold beverages should be served chilled. Hot beverages should be available at all meals.

j. Proper Serving Temperatures. One of the most critical task in field feeding is maintaining safe food temperatures. All foods should be cooked and kept at appropriate hot or cold temperatures as proscribed by the menu card or current food safety standards in order to effectively prevent the growth of harmful pathogens IAW TB MED 530.

k. Food Palatability. All food items offered to the diners should be well prepared and tasty and have good eye appeal. Care should be used in seasoning food to preclude over flavoring. Plate waste is a good indication of food palatability.

l. Assorted Fresh Fruit. Seasonal fresh fruit will be available to the diners.

REQUIRED PUBLICATIONS FOR FIELD KITCHEN OPERATIONS

AR 25-400-2	The Army Record Information Management System (ARMIS)
AR 30-22	The Army Food Service Program
AR 600-38	Meal Card Management System
DA PAM 30-22	Operating Procedures for the Army Food Program
ATTP 4-41	Basic Doctrine for Army Field Feeding
TM 4-41.11	Dining Facility Operations
TM 4-41.12	Food Program Operations
FM 4-25.12	Unit Field Sanitation Team
FM 21-10	Field Hygiene and Sanitation
FM 3-11.4	Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection
FM 3-11.5	Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination
FM 20-3	Camouflage, Concealment, and Decoys
TM 5-4540-202-12&P	Operator, Organization and Direct Support Manual - Immersion Heater w/Changes
TM 10-412	Armed Forces Recipe Service
TM 10-7360-204-13&P	Operator, Organization and Direct Support Maintenance Manual – M59 Field Range
TM 10-7360-206-13	Kitchen Field Trailer Mounted
TM 10-8340-205-23	Organization and DS Maintenance Repair Parts and Special Tool List Text
TM 10-8340-244-13&P	Tent Extendible, Modular
TM 10-7310- 281-13&p	Operator's Unit, and Direct Support Maintenance Manual for Modern Burner Unit (MBU) & (MBU-V3)
TM 10-7360-206-23&P	Unit and Direct Support Maintenance Repair Parts and Special Tools Kitchen, Field Trailer Mounted MKT
TM 10-7360-211-13&P	Food Satiation Center (FSC)

TM 10-7360-226-13&P	Containerized Kitchen with Trailer
TM 9-2330-267-14&P	Trailer, Tank, Water 400 Gallon 1 ½ Ton, 2 Wheel
TM 9-6115-673-13&P	2KW Military Tactical Generator

Additional Publications

Standard Operating Procedures IAW AR 30-22, DA PAM 30-22, and ATTP 4-41

Procedures for Establishing and Disestablishing Field Kitchen Site.
Headcount, Cash Collection and Cash Turn-In Procedures (include samples of completed forms).
Procedures for Requesting, Receiving, Storing, Issuing, an Accounting for Subsistence (include samples an instructions of forms).
Field Kitchen Preparation.
Sanitation Procedures for Class I Site or Field Kitchen, Dining Area, Storage Areas, Wash Line, and Mess Kit Laundry Lines, Sanitation Centers, and Water Trailers.
Safety and Security Procedures for Class I Sites, Kitchen, Dining Area, Supplies, Subsistence, Vehicles, Equipment, and Cash.
Equipment Maintenance (including vehicles).
Vehicle Loading Plans and Procedures (list necessary equipment needed for mobilization).
Contents of Basic Load for Subsistence.
Environmental Protection Requirements for Handling Fuels, Liquids, and Solid Wastes.
Procedures for coordination for inspection and assistance from supporting Veterinary \ and Preventive Medicine Units.
Tactical Food Service Operations.
Nuclear, Biological, and Chemical.

Field Sanitation in Contingency Operations- Tactics, Techniques, and Procedures Handbook.

Loading Plans to Include FORSCOM Form 285-R
Hand Receipts

Additional Publications for all Equipment.

STP 10-92G1-SM-TG	Soldier's Manual and Trainer's Guide for Food Service Specialist Skill Level 1
STP 10-92G25-SM-TG	Soldier's Manual and Trainer's Guide for Food Service Specialist Skill Level 2, 3, 4 and 5
TM 9-2330-213-14&P	Trailer, Tank, Water 1 ½ Ton, 2-Wheel
TM 9-2330-328-14&P	Containerized Kitchen Trailer 7 ½ Ton, 4 Wheel
TM 10-8340-211-13	Tent General Purpose, Small, Medium, and Large

TB MED 577	Sanitary Control and Surveillance of Field Water Supplies
TB MED 530	Occupational and Environmental HealthFood Service Sanitation

May 1, 2011

FIELD CATEGORY COMPETITION CHECKLIST

This checklist is used to evaluate units at the DA level of competition. It contains ten major categories, with specific subsections to assist evaluators in all phases of the competition; however, the actual scoring method is used during subordinate phases.

ORGANIZATION:			EVALUATOR: DATE		
1. Supervision/Training	***(1-10/90)***		***8.Serving/Troop Acceptability***	***(1-20/180)***	
A. LOI/OPORD		10	A. MENU AND SERVING LINES COMPONENTS		20
B. EFFECTIVE USE OF MANPOWER		10	B. ARRANGEMENT OF SERVING LINES		20
C. SUPERVISION		10	C. SERVING UTENSILS		20
D. RECOMMENDED PUBLICATIONS/FORMS		10	D. EYE APPEAL & GARNISHMENT		20
E. FIELD STANDING OPERATING PROCEDURES (SOP) IN USE		10	E. PORTION CONTROL		20
F. PREPARATION OF THE PRODUCTION SCHEDULE		10	F. PROPER PROCEDURES FOR REPLENISHMENT OF SERVING LINES		20
G. COST CONSCIOUSNESS (FOOD/ENERGY MANAGEMENT)		10	G. WARMING AND COOLING BEVERAGES		20
H. OPERATOR'S KNOWLEDGE OF TO&E EQUIPMENT		10	H. USE OF INSULATED DISPENSERS/FOOD CONTAINERS		20
I. TRAINING PROGRAM		10	I. TROOP ACCEPTABILITY (PRO/CON)		20
1. CATEGORY RATING		**90**	8. CATEGORY RATING		**180**
2. Headcount Operations	***(1-15/30)***		***9. Use/Maintenance of Equipment***	***(1-25/100)***	
A. HEADCOUNT ORIENTATION		15	A. PROPER USE AND MAINTENANCE OF EQUIPMENT		25
B. HEADCOUNT PROCEDURES		15	B. SAFETY PRACTICES		25
2. CATEGORY RATING		**30**	C. SCHEDULING OF MAINTENANCE		25
			D. ADEQUACY OF ON-HAND PARTS		25
3. Request/Receipt/Storage of Rations	***(1-15/60)***		9. CATEGORY RATING		**100**
A. REQUISITION/ACCOUNTABILITY/USE OF OPERATIONAL RATIONS		15			
B. TRANSPORTATION & STORAGE PROCEDURES		15	***10. Food Preparation/Quality***	***(1-20/240)***	
C. REQUEST AND USE OF POTABLE ICE		15	A. MENU ADJUSTMENTS		20
D. SUBSISTENCE SECURITY PROCEDURES (FM 10-23 and Unit RSOP)		15	B. NUTRITIONAL INITIATI VES		20
3. CATEGORY RATING		**60**	C. ADHERENCE TO PRODUCTION SCHEDULE		20
			D. USE OF APPROPRIATE RECIPES(TM 10-412 & SOP's)		20
4. Field Food Safety	***(1-25/150)***		E. MEATS AND SAUCES		20
A. WATER PURIFICATION/PURFICATION PROCEDURES		25	F. STARCHES AND VEGETABLES		20
B. FOOD HANDLING PROCEDURES		25	G. SALADS AND DRESSINGS		20
C. FOOD SANITATION CENTER/POT & PAN AND PAN WASH AREA		25	H. ASSORTED BREADS AND PASTRIES		20
D. OVERALL FIELD SANITATION		25	I. BEVERAGES		20
E. FIELD SANITATION TEAM		25	J. PROPER SERVING TEMPERATURES		20
F. HAND WASHING FACILITIES		25	K. FOOD PALATABILITY		20
4. CATEGORY RATING		**150**	L. ASSORTED FRESH FRUITS		20
			10. CATEGORY RATING		**240**
5. Command Support	***(1-10/30)***				
A. COMMAND INTEREST		10			
B. MATERIAL SUPPORT		10			
C. RECOGNITION OF INDIVIDUALS		10			
5. CATEGORY RATING		**30**			
6. Appearance/Attitude of Staff	***(1-10/20)***				
A. APPEARANCE OF PERSONNEL		10	SCORE OF CATEGORY 1		**90**
B. ATTITUDE OF PERSONNEL/COURTESY		10	SCORE OF CATEGORY 2		**30**
6. CATEGORY RATING		**20**	SCORE OF CATEGORY 3		**60**
			SCORE OF CATEGORY 4		**150**
7. Kitchen Site Selection/Layout	***(1-25/100)***		SCORE OF CATEGORY 5		**30**
A. SITE SECURITY		25	SCORE OF CATEGORY 6		**20**
B. ACCESSIBILITY/PROTECTION FROM ELEMENTS		25	SCORE OF CATEGORY 7		**100**
C. FIELD KITCHEN SITE LAYOUT		25	SCORE OF CATEGORY 8		**180**
D. TROOP SUPPORT/TRAFFIC FLOW		25	SCORE OF CATEGORY 9		**100**
7. CATEGORY RATING		**100**	SCORE OF CATEGORY 10		**240**
			TOTAL SCORE		**1000**

CONNELLY AWARDS PROGRAM
RECAP OF EVALUATION SCORES
FIELD COMPETITION

UNIT: JUDGES:
DATE:

CATEGORY	IFSEA MEMBER	USAQMC&S MEMBER	USAQMC&S MEMBER	CATEGORY TOTAL
1. Supervision and Training				
2. Headcount Operations				
3. Request/Receipt/Storage of Rations				
4. Field Food Safety				
5. Command Support				
6. Appearance/Attitude of Food Service Personnel				
7. Serving/Troop Acceptability				
8. Kitchen Site Selection/Layout				
9. Use and Maintenance of Equipment				
10. Food Preparation and Quality				
TOTALS				

PHILIP A. CONNELLY PROGRAM MEDIA COVERAGE
NEWS MEDIA ORGANIZATIONS AND/OR PUBLIC AFFAIRS OFFICES

Unit Designation:_____

NAME OF REPORTER:_____
ORGANIZATION:_____
MAILING ADDRESS:_____
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TELEPHONE NUMBER: _____
FAX NUMBER:_____

NAME OF REPORTER:_____
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