



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY QUARTERMASTER SCHOOL  
JOINT CULINARY CENTER OF EXCELLENCE  
1201 22D STREET  
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

22 July 2016

MEMORANDUM FOR RECORD

SUBJECT: FY17 DA Philip A. Connelly Participation Packets

1. Nominations of each category (Garrison and Field kitchen) finalist will be provided with an official letter (digital) by the responsible command to the Philip A. Connelly Program Office NLT 1 October 2016.
2. Contents of the letter will include the following:
  - a. Complete unit designation (no abbreviations).
  - b. Location of the nominated unit (including TOE or TDA number).
  - c. Complete unit mailing address with ZIP Code or APO
  - d. Category of Competition
  - e. Primary and Alternate Points of Contact and Evaluation Dates (for both)
  - f. Email address
  - g. DSN/Commercial Number
  - h. Fax numbers
  - i. Authorized and assigned culinary personnel strength
  - j. Name, grade, biographical sketch (w/digital photo insert) of the FSO and CUL MGT NCO in duty uniform for military units.
  - k. Brief historical summary of the unit including the mission statement/unit achievement.
  - l. Names, grades and length of assignment of all assigned Culinary Specialists and scheduled Date Eligible for Return from Overseas (DEROS), if applicable. Indicate culinary courses completed by military personnel or related training or civilian experience of contract personnel.

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m. As Department of the Army finalists Army Commands, Army Service Component Commands, Army Sustainment Command, National Guard Bureau and Office of the Chief Army Reserve/United States Army Reserve Command Commanders are responsible for ensuring adequate photographic coverage during evaluations.

Note: Format used will be Microsoft PowerPoint or PDF.

Command Finalist: Nomination of Command Finalists and packet submission is a very important aspect of the Connelly program. The evaluation team will deduct points for late submission or missing components. This could mean the difference from winning or losing the competition. Nomination of garrison and field kitchen command finalists will be provided by the responsible command to the Director, Joint Culinary Center of Excellence, ATTN: ATSM-CES-P, 1831 A Avenue, Fort Lee, VA 23801-1601 to arrive no later than 1 October 2016.

**Contents of Nominee Package Requirements:**

**The preferred mode of submission of Connelly packets is via the Army Aviation and Missile Research, Development and Engineering Center (AMRDEC) safe upload site. This site allows unit leaders to provide the DA Connelly office access to required data. <https://safe.amrdec.army.mil/SAFE/Welcome.aspx>**

Units may also submit Nominee Packages on (CD) to:

DEPARTMENT OF THE ARMY  
USAQMS, JCCoE, ACES  
ATTN: Connelly Program Office Room #303A  
1831 A Avenue  
Fort Lee, VA 23801-1601

- a. CD must be received by the Connelly office NLT 1 October 2016.
- b. Disk will contain two files: (one PowerPoint presentation and one file with at least eight mega pixel high resolution digital photos. Do not crop the photo.

**Garrison Photographic Requirement** (will be second file on the CD):

- a. Include a caption explaining the contents of each photo.
- b. All photos will have a minimum resolution of 300 dpi (High Resolution; JPEG)
- c. Culinary Management NCO/Facility Manager, in duty uniform, performing

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supervisory functions (one shot)

d. Culinary staff in duty uniform posed in front of the dining facility unit identification (one shot).

e. Five different shots of the culinary staff as they perform their duties during meal preparation.

f. Five different scenes of the dining area, serving lines, meal preparation, and kitchen layout (five in each area).

g. Recommend that all photos be taken by local Public Affairs Officer (PAO).

**Field Kitchen Photographic Requirements** (will be second file on the CD):

a. Include a caption explaining the contents of each photo

b. All photos will have a minimum resolution of 300 dpi (High Resolution; JPEG)

c. CUL MGT NCO in duty (field) uniform, performing supervisory function (one)

d. Culinary staff in (field) uniform posed in front of the dining facility with unit identification (one).

e. Five different shots of the culinary staff as they perform their duties during field feeding.

f. Five shots each of the eating area: serving lines (s) before and during Serving; Kitchen Tent, Mobile Kitchen Trailer, Containerized Kitchen or Kitchen, Company Level Field Feeding (interior and exterior) food preparation and the kitchen layout.

g. Two shots of the overall field location, one with unit identification visible (if possible) and one encompassing the entire operation.

3. The point of contact for this memorandum is the undersigned at (804) 734-3028.

//// Original Signed ////