Philip A. Connelly Awards Program Handbook

5 January 2016

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Summary of Change

Philip A. Connelly Program Handbook

This significant revision dated 1 December 2015.

- Revises lodging requirements in support of terrorism awareness, paragraph 1.a, page 11.
- Revises command structure page to reflect current organizations, page 16.
- Replaces FM 10-23-2 with TM 4-41.11 (Dining Facility Operations), April 2012.
- Replaces FM 10-23/ATTP 4-41 with ATP 4-41 (Army Field Feeding and Class I Operations) 31 December 2015.
- Replaces Letter of Instruction (LOI) with Memorandum of Instruction throughout document and evaluation sheet.
- Replaces use of word food service with culinary when identifying personnel throughout handbook (throughout).
- Updates Technical Bulletin (TB) 530 (Tri Services Food Code) 30 April 2014.
- Revises word Soldier with diners, paragraph 5, page 18.
- Revises winners' announcement to "Results will be announced by DA All Army Activities (ALARACT) message upon completion of all evaluations of all categories. There are NO EXCEPTIONS to the ALARACT notification", paragraph 1.e, page 19.
- Replaces on On-the-Job-Training (OJT) with Military Occupational Specialty (MOS) Proficiency Training paragraph 1.f, page 22.
- Adds "A critical step in developing a good dining facility is developing a good training program. An efficient operation cannot be maintained without trained people. Training should be conducted IAW AR-30-22, DA PAM 30-22, TB MED 530, STP 10-92G1-SM-TG and STP 10-92G25-SM-TG", paragraph 1.f, page 22.
- Add co-sponsor National Restaurant Association.
- Revises garrison evaluation sheet in order to improve point distribution on page 29.
- Revises field evaluation sheet in order to improve point distribution on page 40.

SUMMARY

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

ESTABLISHED	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	National Restaurant Association (NRA) and the Department of the Army. NRA 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 NRA evaluator's travel and winner's package.
CATEGORIES	Military Dining Facilities – garrison feeding operations Active Army Field Kitchen – field kitchen operations U.S. Army Reserve Field Kitchen – field feeding operations Army National Guard Field Kitchen - field feeding operations
COMPETITION	Multi-level, starting at lowest military echelon; Army Sustainment Command (ASC), Army Service Component Command (ASCC), Army Commands (ACOMs) and Army National Guard (ARNG) 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 USAQMS and the NRA.
WINNERS	First place winners are selected from ASC and ACOMs' finalists in each category. DA evaluation will be conducted January-March annually. The results should be announced NLT April annually.
AWARDS	Certificates of Achievement will be presented at the conclusion of the DA level evaluation, invitation to the NRA annual conference and awards ceremony for winners (two team members), scholarships to the Culinary Institute of America (two junior members), Napa Valley, CA and trophy bowls and plaques for winners and runner-ups, respectively. Winning teams will be recognized throughout multiple Army publications as a result of their 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 International Food Service Executives Association (IFSEA). On 01 January 2014 the Army partnered with National Restaurant Association (NRA). The NRA and the military will strive to build on the high standard of excellence previously maintained with IFSEA. In accordance with AR 30-22, paragraph 2-21, the Director, Joint Culinary Center of Excellence will administer the annual Philip A. Connelly Program.

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 NRA. The bowls and plaques provided to competition winners are important tangible rewards for significant accomplishments. The greatest value to the profession is the Program' benefits, which, produces improvements in the quality of food and food service afforded the Soldier diner.

During Connelly competition events, culinarians' 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 performing a job well.

The relationship between NRA 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 NRA'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 to competition winners through advanced training scholarships at the Culinary Institute of America, Napa Valley, CA, 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 continuously assumes its place of honor among other military professions.

The Connelly competition is comprised of four categories: active duty garrison, active duty field, Army National Guard and Army Reserve field. Field food service operations are an organic element and provide food service to a unit in the field. Army

commands conduct multi-level competitive evaluations from March through September for each DA finalist category above. (Exception – FORSCOM selects two DA finalists in the active Army field category.)

The garrison evaluation encompasses two complete meals, breakfast and lunch. All facets of the operation will be examined during this period with the greatest emphasis placed on food quality and customer acceptance. During the Active Field Kitchen category two consecutive meals will be prepared consisting of a Heat and Serve Breakfast and a UGR-A lunch. During the Reserve and National Guard categories one meal (lunch), will be evaluated consisting of line item A-rations.

The Quartermaster School and NRA provide evaluators for the DA phase of the competition. A winner and runner-up is selected in each of the categories.

The Department of the Army, Headquarters Department of the Army-G4 will announce the results of the Connelly competition through an ALARACT message once all evaluations are completed.

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

ADMINISTRATIVE NOTES

1. Civilian Travel Authorization:

- Invitational Travel Orders

- Authorize Post Exchange (PX) and commissary privileges consistent with local policy while overseas – 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 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 care at medical facility.

f. Airline Tickets: Tickets is an individual responsibility.

3. Point Of Contact – Emergency Situations:

Contact for families is through the Connelly Program Office:

7:30 AM – 4:30 PM (EST) Monday – Friday: (804) 734-3327/3019/3028/3029

After 5:00 PM & Weekends: 23rd QM Brigade Staff Duty Office (804) 734-6885

4. Clothing Guidance:

a. Travel – Uniforms not required for military. Dress Casual (Sports Jacket/Slacks)

b. Official Duty Military:

1. In-Briefings – Army Combat Uniform (ACU) for all garrison and field in-briefs

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

c. Official Duty – Civilians: In-briefings (Garrison) Business Wear or Dress Casual

1. Field – Dress Casual, Rugged clothing, boots or sturdy shoes, warm layered outer-wear.

2. Garrison – Business Wear or Dress Casual with white smock (lab coat)

5. Money – Trip Costs:

Minimize cash to be carried – Use debit and/or credit card.

6. General Information:

Military members are responsible for any questions reference dress, protocol, invitations, briefings, public affairs information, or issues.

7. General Recommendations:

a. Carry individual travel clocks.

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

8. NRA International Ceremony: All evaluators are encouraged to attend the NRA Ceremony scheduled in May timeframe. Evaluators will be recognized during the Joint Services Awards Ceremony.

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 as protection during foreign travel.

1. General Information.

a. Establish points of contact. Evaluators' whereabouts should be known at all times. Ensure rooms are not near exit stairs or lower floor level facing the street. Also remember to secure room key once inside.

b. Vary personal routines whenever possible.

c. Carry identification showing 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 familiarity with local phone systems, location of U.S. consulates, embassies and military installations. Keep phone numbers handy. Avoid public demonstrations, protests, or areas that are known to be hostile to American Westerners.

e. Avoid traveling alone and dangerous or urban areas. Drive with doors locked and windows up. Always give your vehicle a thorough visual inspection for tampering, wires and attachments before entering it.

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

2. Air Travel Instructions.

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

d. Do not discuss military association with anyone.

e. Be aware 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.

f. Blend with other passengers as much as possible.

g. 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	Equipment advances in support of field feeding efficiency
AFMIS	ARMY FOOD MANAGEMENT INFORMATION SYSTEM	Automated system of accounting 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	Federal and state reserve force
Army G-4	DEPUTY CHIEF OF STAFF FOR LOGISTICS	Provides oversight of integrated logistics policies, programs, and plans in support of Army Force Generation
BDE	BRIGADE	A unit consisting of more than one Battalion.
BDFA	BASIC DAILY FOOD ALLOWANCE	Amount of money required to subsist one soldier for one (1) day – broken into percentages: 20% - Breakfast; 40% - Lunch/Dinner
BN	BATTALION	A unit consisting of 3-5 companies and commanded by a LTC
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	Often referred to as CINC.
CK	CONTAINERIZED KITCHEN	Self explanatory
CO	COMMANDING OFFICER	Rank varies depending on level of Command.
COR	CONTRACTING OFFICERS REPRESENTATIVE	Appointed to perform technical and administrative actions in support of a contract
CPS	CULINARIAN'S 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 for each meal served.
CUL MGMT NCO	CULINARY MANAGEMENT NCO	Military manager of a dining facility or field feeding kitchen, formerly Food Operations SGT
CWO	CHIEF WARRANT OFFICER	Grades of W2, 3, 4, and 5 are commonly referred to as Chief. W1s are often referred to as Mister
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 Culinary NCOs for all accounts operating under ARCS.
DPW/DOL	DIRECTOR OF LOGISTICS DIRECTOR OF PUBLIC WORKS	Responsible for Logistics/QM functions at installation level
FSO	FOOD SERVICE OFFICER	Appointed by Company Commander
FSR	FIRST STRIKE RATIONS	Compact, eat-on-the-move rations for use in high intensity combat operations.
IFC	INSULATED FOOD CONTAINER	A container to keep food hot/cold
MBU	MODERN BURNER UNIT	Primary heat source for cooking and sanitation within the AFFS.

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.
SSMO	SUBSISTENCE SUPPLY MANAGEMENT OFFICE	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 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-sized steam table containers
UGR-A- SO	UNITIZED GROUP RATION SHORT ORDER	Mostly hand held items that provide more variety and alternate menu choices when served with the UGR-A
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

TRADOC	U.S. Army Training and Doctrine Command
AMC	U.S. Army Materiel Command
FORSCOM	U.S, Army Forces Command

ASCC- ARMY SERVICE COMPONENT COMMANDS

ARCENT	U.S. Army Central
EUSA	Eight United States Army (KOREA)
USAREUR	U.S. Army, Europe & 7th Army
USARNORTH	U.S. Army North
USARSO	U.S. Army, South
USARPAC	US ARMY, PACIFIC
USARAF	U.S. Army Africa
USASOC	U.S. Army Special Operations Command
ASC	Subordinated command of AMC (assumed INCOM roles) Provides oversight to Army Field Support Brigades and Logistics Readiness Centers
USARC	U.S. Army Reserve Command

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 brigade staff officer position
CPT	Captain	2 Silver Bars	Commands Company or serves in a staff position
1LT	First Lieutenant	1 Silver Bar	Company executive officer or serves in a staff position
2 LT	Second Lieutenant	1 Gold Bar	Usually platoon leader – Performs assigned duties

STANDARD OPERATING PROCEDURES
CONNELLY AWARD EVALUATION TEAMS

1. Sequence of events at each installation:

    a. Occupy quarters.

    b. Present in briefing.

    c. Conduct evaluation.

    d. Present exit briefing.

    e. Clear quarters.

    f. Depart.

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

2. The in-briefings will be conducted before the evaluation.

3. Garrison evaluations will be conducted on normal duty days (Monday-Friday) 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. Garrison and Field on same installation will be conducted during same week.

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 will be conducted away from evaluation location.

5. Committee members will record notes of their observations. The primary focus of all observations is quality food production and service to all diners. Secondary focus is on effective command support. Notes should be used as a basis for discussions and scoring, and later as a source of data for written reports.

BRIEFING FORMAT

1. The purpose of the 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 NRA.

c. Highlights of evaluation.

(1) Categories of evaluation.

(2) Evaluation period.

(3) Function of each evaluator.

d. Results are **CONFIDENTIAL**.

e. Results will be announced by DA All Army Activities (ALARACT) message upon completion of evaluations of all categories. There are **NO EXCEPTIONS** to the ALARACT notification.

f. Acknowledge command's interest in the Army Food Program.

g. Outline travel itinerary and name participating commands.

h. Timely submission of photographs/slides, dependents attending conference at own expense, etc.).

i. 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 NRAMF Chairperson must be prepared to discuss NRA'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 a breakfast and lunch meal. The Army National Guard and Reserve evaluations are conducted within a 24-hour period and will include a lunch meal only. The active Army garrison evaluations will begin with cooks mount and end after the lunch meal. Field evaluations will begin once the evaluators arrive on site.

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

3. At the conclusion of the lunch meal, 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, (goals, and the current year's program). A Recognition Plaque will be presented and is awarded to each finalist facility. A Certificate of Achievement will be presented to staff members, as appropriate.

b. The National Restaurant Association's Chairperson will describe the functions of NRA and the goal of the Connelly Program and the Chairperson will make additional remarks as deemed appropriate.

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

5. The total score by each committee member will be added to the members' total scores. The grand total of all committee members' total scores will be the final score for that facility and will determine rank among finalists.

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 member shall be known to each committee member.

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.

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 culinary 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 culinary 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 and maintain work schedules that result in the equitable use of all personnel. Culinarians 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 culinary 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 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

culinary personnel are properly trained on food sanitation and safety procedures and verification of training must be on file.

d. Cost Consciousness. The status of the dining facility account should be consistent with what is authorized. 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, DA PAM 30-22, TM 4-41.11 and TM 4-41.12. Each publication deals with specific aspects of food service operations and is especially beneficial to the culinary staff in the overall operation of the dining facility.

f. MOS Proficiency Training and Commercial Certification Training. A critical step in developing a good dining facility is developing a good training program. An efficient operation cannot be maintained without trained people. Training should be conducted IAW AR-30-22, DA PAM 30-22, TB MED 530, STP 10-92G1-SM-TG and STP 10-92G25-SM-TG. All culinary personnel should be cross-trained and rotated in all aspects of dining facility operations. This is especially necessary with non-school trained personnel. The DFM should use the STP to plan, conduct and evaluate individual training.

2. Dining Facility Administration

a. Dining Facility Records File. All administrative records should be maintained as prescribed by AR 30-22, TM 4-41.12 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.

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 IAW DA PAM 30-22 and TM 4-41.11.

e. Kitchen Requisition Form (DA Form 4552 in AFMIS). The Kitchen Requisition Form will be used to manage high dollar and sensitive subsistence items. The Kitchen Requisition Form 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. Headcounter duties are performed by unit members or civilian dining facility employees. Personnel assigned as headcounters will be thoroughly briefed by facility manager or representative on their duties and responsibilities. A detailed headcount standing operating procedure (SOP) will be used for briefing purposes. Specific procedures, administration, and duties of the headcounter are contained in AR 30-22, DA PAM 30-22 and TM 4-41.11.

b. Cash Collection Procedures. The correct meal rates should be collected from each diner required to reimburse the Government for 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) in their possession (DD Form 2A for Reserve Components). The headcounter will verify for correct forms.

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) or DD Form 577 (Appointment/Termination Record). Receiving personnel will ensure that they receipt for only subsistence items actually received. Receiving personnel will know what actions must be taken when subsistence does not appear to be suitable for use in the dining facility or when documentation 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 DA Pam 30-22 for further detailed information.

(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 DA Pam 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. 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. Ensure the correct types of thermometers on hand and are being used within the dining facility as required in TB MED 530. Additional information for thermometer use is contained in TB MED 530.

b. Proper Thawing Procedures. Frozen foods should be thawed in a tempering unit at a temperature not to exceed 41 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. TM 4-41.11 and TB MED 530

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 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 ware washing procedures can be found in TB Med 530.

d. Overall Dining Facility Sanitation. The facilities will be clean, well-lighted and 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. 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.

e. Integrated Pest Management Program. 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. 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. For further information concerning insect and rodent control, see TB Med 530.

f. Hazardous Communication Program (HAZCOM). Chemicals that bear the EPA's registration or HAZCOM label shall be kept in their original containers when required by LAW. IAW TB Med 530.

g. Food Risk Management (FRM). FRM will be conducted IAW DA PAM 30-22, 3-7, Table 3-1, DA Form 7458 (Risk Management Data Log-Cooking) and DA Form 7459 (Risk Management Data Log-Hot or Cold Serving) properly completed. Both forms should be prepared for each meal.

6. Command Support

Command Interest. There should be indication that commanders or their representatives are
assisting and supporting dining facility operations through informal visits and periodic meal attendance. The degree of command interest may be judged in dining facility operations and the command food program. Local regulations, policies and directives will be established and implemented. Participation during enlisted dining facility advisory councils is 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 culinary personnel through individual competitive programs, such as "Chef of the Quarter". 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, and authorized military on-post publications.

d. Timely submission of Packets IAW AR 30-22, section 3-49. 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 Culinary Personnel

a. Appearance of Personnel. All culinary 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 DA PAM 670-1.**

b. Attitude and Courtesy of Personnel. All culinary personnel will display a positive attitude toward their work in both the preparation and serving of the meal. Servers will be 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 Dining Facility Manager or Shift leader will ensure the serving line is checked prior and during the meal to ensure all items listed on the Production Schedule are prepared, properly merchandised and served. 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. Condiments which compliment the meal should be offered. Review the menu and the caloric value.

b. Arrangement of Serving Line. 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. Glasses should be located next to beverage dispensers. 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.

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.

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

f. Nutritional Program. Culinary personnel should have basic nutritional knowledge. Installation Training Programs should be provided to assist culinary personnel in the implementation of the nutritional standards. Training programs will be based on

established DA policy and guidance. Calorie information will be posted and available to all diners; low calorie alternatives offered should be 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, DA PAM 30-22 and TB MED 530.

h. Troop Acceptability (pro/con). In addition tasty and nutritious meals, diner preferences should also be taken into account. 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 complement 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.

d. Energy Conservation. Energy conservation practices are evident as specified in the Army's energy Management Program or the Installation/Command Program. Required practices will be followed.

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 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 sharpen, 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. All instructions listed should be followed. Instructions will include disposition and utilization of leftovers. All SOPs should be current and approved by the responsible Food Advisor. The SOP should be readily available near the production schedule IAW TM 4-41.11.

a. 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, the responsible culinary specialist should assemble, measure, and/or weigh all ingredients before being used.

d. Progressive Cooking (Meat, Starches, Vegetables, Sauces). Progressive cooking methods should be used for all food items whenever possible.

e. Salads and Dressings/Pastries. Salad bar IAW DA PAM 30-22 should be offered. 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 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 will be set and checked prior to serving with the exception of food intended for assemble. Steam tables/hot food tables

and cold bars will be used to maintain foods at their proper serving temperature throughout the meal

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)
AR 670-1	Wear and Appearance of the Uniform

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	The Army Maintenance Management System (TAMMS)
DA PAM 30-22	The Army Food Program
FM 8-34	Food Sanitation for the Supervisor
ATP 4-41	Basic Doctrine for Army Field Feeding
FM 10-23-1	Commander's Guide to Food Service Operations
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 (TB MED 530)
TM 5-536	Kitchen Equipment Operations and Maintenance Manual

1 December 2015 **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 & CUSTOMER SERVICE		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. MOS PROFICIENCY AND COMMERCIAL 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		10
			D. PORTION CONTROL		20
A. DINING FACILITY RECORDS FILE		25	E. PROPER PROCEDURES FOR SERVING LINE REPLENISHMENT		10
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. DINER ACCEPTABILITY (PRO/CON)		20
E. KITCHEN REQUISITION FORM (DA Form 4552 in AFMIS)		25	8. CATEGORY RATING		**140**
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		5
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		15
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, ISSUE AND RETURN TO STOCK 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 (2), 1-15,1-25 /60)*			SCORE OF CATEGORY 4		**60**
			SCORE OF CATEGORY 5		**140**
A. COMMAND INTEREST AND IN-BRIEFING		25	SCORE OF CATEGORY 6		**60**
B. RECOGNITION OF INDIVIDUALS		10	SCORE OF CATEGORY 7		**40**
C. COMMUNITY INTEREST/PUBLICITY		10	SCORE OF CATEGORY 8		**140**
D. TIMELY SUBMISSION OF PACKET IAW AR 30-22, 3-55		15	SCORE OF CATEGORY 9		**80**
6. CATEGORY RATING		**60**	SCORE OF CATEGORY 10		**175**
			TOTAL SCORE		**1000**

CONNELLY AWARDS PROGRAM
RECAP OF EVALUATION SCORES
GARRISON COMPETITION

UNIT: JUDGES:
DATE:

CATEGORY	USAQMS MEMBER	USAQMS 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				

FIELD COMPETITION

PURPOSE: To establish a standard measurable criteria for the conduct of the DA Philip A. Connelly Field Kitchen Category competitive evaluations.

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

SUBSISTENCE ACCOUNTABILITY: IAW AR 30-22, DA PAM 30-22 and ATP 4-41.

As a result of various types of units competing, scenarios should be based on the unit's Mission Essential Tasks List (METL).

ACTIVE ARMY GUIDELINES: Day one, evaluators arrive and conduct in-brief with unit. Unit will inform evaluators of arrival time for day. Evaluations conducted outside the continental 48 states; in briefs will be held the same day for both garrison and field category followed by evaluation one and the following day evaluation two. Day two evaluators will be escorted by the unit to training site. Evaluation begins upon arrival of evaluation team at unit designated training area (TA). Prepare and serve a UGR H&S breakfast and UGR A dinner module for the lunch meal. **The use of residuals and UGR-A-SO is highly encouraged.**

a. The use of UGR-A and UGR- H&S rations increases the potential for waste, thereby requiring increased management attention at all levels of requisitioning and preparation.

b. The objective at the end of all training, TFA or FD, for all support kitchens is a zero balance between main entrée's/meals drawn and documentation of main entrée/main issued for consumption, turn-in, transfer, or destruction.

RESERVE COMPONENT GUIDELINES: Day one (Friday) evaluators arrive and conduct in briefs if time permits. Day two (Saturday) report to designated unit training area at time specified by unit command and conduct in brief if it was not done the day prior. Upon arrival of evaluation team unit is allowed to begin meal preparation. The SR CUL MGMT NCO will brief the evaluation team. Unit will designate time for lunch meal. Unit should not start meal preparation until evaluators are on site.

All units will prepare the same meals. USAR/ANGB will choose the final meal prior to the evaluation period.

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

1. Training and Supervision

a. MOI/OPORD. All culinary personnel will 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 Memorandum of Instruction (MOI)). OPORD order must be available.

b. Effective Use of Manpower. Full use will 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 (Culinary Management NCOs and Advanced Culinary NCOs) are properly supervising and directing the culinarian 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 (ATTPs, ATP, DA PAMs, TBs, FMs, TMs and ARs) 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 in the absence of hard copies.

e. Field Standing Operating Procedures (SOPs) in Use. Field SOPs for kitchen operations will be available and posted and all culinary personnel should be familiar with them. See ATP 4-41.

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. All culinary personnel will know how to safely operate and conduct preventive maintenance checks and services of all field kitchen equipment. Culinary specialists will provide the evaluator with the proper field manual for each equipment item, upon request.
NOTE: All culinary personnel will be licensed on food service equipment IAW all regulations.

i. Training Program. A training program will be established IAW AR 350-1. Training Records/Progress Chart will be maintained on all culinary personnel. Care should be exercised to ensure job rotation is practiced for training purposes and the training is documented.

2. Headcount Operations and Cash Collection

a. Headcount Orientation. Personnel performing the duties of headcounter will be properly briefed by the Shift Leader/First Cook. Written headcount instructions and SOP will 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/Cash Collection. Subsistence In Kind (SIK) personnel in this category must have proper identification in their possession. There identification must be shown to the headcounter as proof of entitlement. National Guard personnel will use the Alpha Roster/Signature Headcount Sheet, DA Form 3032, provided by the unit 1SG. Army Reserve personnel will conduct headcount using Scan N Go. 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 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 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 ATP 4-41. Discrepancies should be posted and initialed on the receiving document prior to it being signed. All authorized culinary 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 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 ATP 4-41, AR 30-22 and DA PAM 30-22.

c. Request and Use of Potable Ice. Ice will be issued under the guidance of the Subsistence Supply Management Office (SSMO) 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. (National/Reserve)

d. Subsistence Security Procedures (ATP 4-41). 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 use. IAW (ATP 4-41)

e. Warming and Cooling Beverages. Based on unit mission and weather conditions, culinary staff have the option to request and provided soup, hot cocoa, coffee, or cold beverages as appropriate.

4. Field Food Safety

a. Food Handling Procedures. Subsistence suspected of being contaminated or otherwise unfit for human consumption, must be inspected and approved by veterinary service personnel before use or disposal. 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, ATP 4-41 and TB MED 530.

b. 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 ATP 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 ATP 4-41, and TB MED 530. Food service disinfectants will be on hand and culinary personnel will be familiar with their use.

c. 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.

d. Field Sanitation Teams & Water Procurement/Purification. 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. Water will be obtained from a source approved by medical authorities. Water conservation procedures for food

preparation, cooking, and sanitation should be practiced. Additional Field Sanitation Team information can be found in FM 4-25.12, Unit Field Sanitation Team.

e. Hand washing 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 ATP 4-41.

5. Command Support

a. Command Interest. There should be an indication that the commander and/or his representative are assisting and supporting the field kitchen operation. Commanders are responsible for ensuring the highest standards of food service and food service sanitation are maintained, ensure suspense date for the Connelly packet are sent to Fort Lee on time IAW AR 30-22. Command teams should be involved with the in-briefing and team's plan of execution.

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 (prior to evaluation). Commands should have an energetic, ongoing program to provide personal recognition to deserving culinary personnel. Teams that reach the DA level should have been recognized prior to the DA level evaluation as this takes away from the intended training this event captures and evaluates.

6. Appearance/Attitude of Culinary Personnel

a. Appearance of Personnel. Each member of the culinary 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 MOI/SOP.

b. Attitude of Personnel/Effective Customer Service. All culinary personnel should display the proper attitude while preparing and serving of the meal. Each cook will have a basic understanding of his/her duties and responsibilities as a culinary specialist. Servers should be courteous to all diners.

7. Field Kitchen Set-up/Site Selection/Layout

a. Site Set-up. Equipment setup will be in accordance with standards outlined in ATP 4-41 and TMs.

b. Site Security (Use unit RSOP). When establishing the field kitchen site maximum use of natural cover and concealment should be considered. Good defensive positions, noise and light discipline will enhance the security of the kitchen site.

c. Field Kitchen Site Layout/Protection from Elements. Kitchen location should be on high and dry ground to ensure good drainage. Latrines should be located downwind and way from field site. Site layout IAW ATP 4-41.

d. Troop Support/Traffic Flow/Accessibility. Field kitchen provide the best possible support to the troops, i.e., comfort, safety. Site layout should provide for a smooth flow of traffic as depicted in ATP 4-41.

8. Food Preparation and Quality

Menu Adjustment. The SR CUL MGMT NCO should adjust the menu where possible to ensure only correct quantities of subsistence are prepared for the number of diners expected to subsist. In support of the Nutrition Program, installation training programs must be provided to assist culinary personnel in the implementation of the nutrition standards.

b. Adherence to Production Schedule. It is important that the culinary 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.

c. Nutrition Initiatives. Menu planning should incorporate the nutrition principles as provided by regulation and USDA MyPlate; also include selection, recipes, ingredients, and preparation techniques?

d. Use of Appropriate Recipes (TM 10-412, SB 10-495 and SOPs/Instructions). 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. Quality preparation of meats and sauces is important.

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. Supplements the quality expected from the sauce and protein.

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

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

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

l. Food Palatability. All food items offered to the diners should be well prepared 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.

9. Serving/Troop Acceptability

a. Menu and Serving Line Verification. The dining facility manager and/or shift leaders should check the serving lines prior to and during the meal to ensure that all food items listed on the Production Schedule are available and properly merchandised. Condiments offered should complement the meal served. Additional information on menu planning can be found in ATP 4-41.

b. Arrangement of Serving Line. Serving line should be properly arranged to expedite service. Information on the arrangement of the serving line can be found in ATP 4-41. Warmer adapters should be 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. Serving Line 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 and Plate Presentation. 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. Proper procedures for replenishing the serving line will be used IAW TB MED 530 and ATP 4-41

g. Use of Insulated Dispensers/Food Containers. Insulated food containers will be preheated/pre-chilled prior to use to ensure that foods are held and served at the proper serving temperature? Warming adapters should be used when serving. All food containers should be labeled for easy identification IAW ATP 4-41.

h. Troop Acceptability. Direct comments from diners will generally provide sufficient data to make a determination on the quality of the items served. This can also be observed by amount of discarded food products in waste containers.

10. Use and Maintenance of Equipment

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

b. Safety Practices. All personnel should be made 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. Units should be following SOPs established for scheduling Preventive Maintenance Checks and Services (PMCS) of equipment at both the field location and garrison area. Additional information on maintenance scheduling may be found in DA Pamphlet 738-750.

d. Hand Receipt Verification. On-hand equipment should match sub-hand receipted equipment from unit commander. If equipment does not match proper paperwork will be on hand for any equipment not on hand? Unit's authorized MTOE should be considered when ordering/receiving equipment.

REQUIRED PUBLICATIONS FOR FIELD KITCHEN OPERATIONS

AR 25-400-2	The Army Records Information Management System (ARIMS)
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
ATP 4.41	Army Field Feeding and Class I Operations
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 Sanitation 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 ATP 4-41

- Procedures for Establishing and Disestablishing Field Kitchen Site
- Headcount, Cash Collection and Cash Turn-In Procedures (include samples forms)
- Procedures for Requesting, Receiving, Storing, Issuing, and 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	TB Med 530

1 December 2015 **FIELD CATEGORY TRAINING EVALUATION 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. Food Preparation/Quality*** *(1-10 (2), 1-20(8), 1-30 (2) /240)*		
A. MOI/OPORD		10	A. MENU ADJUSTMENTS		20
B. EFFECTIVE USE OF MANPOWER		10	B. ADHERENCE TO PRODUCTION SCHEDULE		20
C. SUPERVISION		10	C. NUTRITIONAL INITIATI VES		20
D. RECOMMENDED PUBLICATIONS/FORMS (ON DISC)		10	D. USE OF APPROPRIATE RECIPES(TM 10-412/SOP's/INSTRUCTIONS		20
E. FIELD STANDING OPERATING PROCEDURES (SOP) IN USE		10	E. MEATS, SHORT ORDER, AND SAUCES		40
F. PREPARATION OF THE PRODUCTION SCHEDULE		10	F. STARCHES AND VEGETABLES		30
G. COST CONSCIOUSNESS (FOOD/ENERGY MANAGEMENT)		10	G. SALADS AND DRESSINGS		10
H. OPERATOR'S KNOWLEDGE OF TO&E EQUIPMENT		10	H. ASSORTED BREADS AND PASTRIES		10
I. TRAINING PROGRAM		10	I. ASSORTED FRESH FRUITS		10
1. CATEGORY RATING		**90**	J. BEVERAGES		20
			K. PROPER SERVING TEMPERATURES		20
2. Headcount Operations/Cash Collection *(1-15/30)*			L. FOOD PALATABILITY		20
A. HEADCOUNT ORIENTATION		15	8. CATEGORY RATING		**240**
B. HEADCOUNT PROCEDURES/CASH COLLECTION VERIFICATION		15			
2. CATEGORY RATING		**30**	***9. Serving/Troop Acceptability*** *(2-15, 5-20, 1-25/160)*		
			A. MENU AND SERVING LINE VERIFICATION		20
3. Request/Receipt/Storage of Rations *(1-10, 1-15 (2),1-20, 1-25 /85)*			B. ARRANGEMENT OF SERVING LINES		20
A. REQUISITION/ACCOUNTABILITY/USE OF OPERATIONAL RATIONS		25	C. SERVING UTENSILS		15
B. TRANSPORTATION & STORAGE PROCEDURES		20	D. SERVING LINE EYE APPEAL AND GARNISHMENT		20
C. REQUEST AND USE OF POTABLE ICE		15	E. PORTION CONTROL AND PLATE PRESENTATION		20
D. SUBSISTENCE SECURITY PROCEDURES (ATTP-4-41)		15	F. PROPER PROCEDURES FOR REPLENISHMENT OF SERVING LINES		15
E. WARMING AND COOLING BEVERAGES		10	G. USE OF INSULATED DISPENSERS/FOOD CONTAINERS		20
3. CATEGORY RATING		**85**	H. TROOP ACCEPTABILITY		25
			9. CATEGORY RATING		**155**
4. Field Food Safety *(1-25/125)*					
A. FOOD HANDLING PROCEDURES		25	***10. Use/Maintenance of Equipment*** *(1-25/100)*		
B. FOOD SANITATION CENTER/POT & PAN AND PAN WASH AREA		25	A. PROPER USE AND MAINTENANCE OF EQUIPMENT		25
C. OVERALL FIELD SANITATION		25	B. SAFETY PRACTICES		25
D. FIELD SANITATION TEAM/WATER PROCUREMENT/ PURIFICATION		25	C. SCHEDULING OF MAINTENANCE		25
E. HAND WASHING FACILITIES		25	D. HAND RECEIPT VERIFICATION		25
4. CATEGORY RATING		**125**	10. CATEGORY RATING		**100**
5. Command Support *(1-10/30)*					
A. COMMAND SUPPORT AND IN-BRIEFING		25			
B. MATERIAL SUPPORT		20			
C. RECOGNITION OF INDIVIDUAS (PRIOR TO TEAM ARRIVAL)		10			
5. CATEGORY RATING		**55**			
6. Appearance/Attitude of Staff *(1-10/20)*					
A. APPEARANCE OF PERSONNEL		10			
B. ATTITUDE OF PERSONNEL/EFFECTIVE CUSTOMER SERVICE		10	SCORE OF CATEGORY 1		**90**
6. CATEGORY RATING		**20**	SCORE OF CATEGORY 2		**30**
			SCORE OF CATEGORY 3		**85**
7. Kitchen Site Selection/Layout/Set-Up *1-20 (2), 130 (2)/100)*			SCORE OF CATEGORY 4		**125**
A. SITE SET-UP (Refer to Unit RSOP)		30	SCORE OF CATEGORY 5		**30**
B. SITE SECURITY		20	SCORE OF CATEGORY 6		**20**
C. FIELD KITCHEN SITE LAYOUT/ PROTECTION FROM ELEMENTS		30	SCORE OF CATEGORY 7		**120**
D. TROOP SUPPORT/TRAFFIC FLOW/ACCESSABILITY		20	SCORE OF CATEGORY 8		**240**
7. CATEGORY RATING		**100**	SCORE OF CATEGORY 9		**160**
			SCORE OF CATEGORY 10		**100**
			TOTAL SCORE		**1000**

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: _____

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