



COMDTNOTE 1650
JULY 29, 2004
CANCELLED:
JULY 28, 2005

COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS 2005

Ref: (a) Coast Guard Medals and Awards Manual, COMDTINST M1650.25(series)
(b) Coast Guard Food Service Manual, COMDTINST M4061.5(series)

1. PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2005. Intended users are all Coast Guards units with dining facilities and Food Service specialists.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants of directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Directives System CD-ROM and websites <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> and <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. An electronic version will be made available via the Commandant (G-WKW) website <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>
3. DISCUSSION.
 - a. The Coast Guard Excellence in Food Service Awards are presented annually to recognize those units and individuals epitomizing the best in food service professionalism.
 - b. The following eligibility requirements will be incorporated into Chapter 6 of reference (a) in a future change.

DISTRIBUTION – SDL No.141

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1	1	1	1	1	1	1	1			1	1	1	1	1		1		1					
B			1		1	1		1				1	1	1						1						
C	1	1		1	1				1		1					1						1				
D				1				1																		
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

4. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

- a. Eligibility criteria: Coast Guard Dining Facility (CGDF) of the Year will be awarded in seven categories: large, medium, and small dining facility ashore as defined by enclosure (1) and reference (b), large, medium, and small dining facility afloat as defined by enclosure (1) and contract dining facility as defined by enclosure (1).
- b. Evaluation criteria: CGDF of the Year will be presented to the CGDF with the food service program that meets or exceeds the following criteria at their local command:
 - (1) Menu planning and food preparation;
 - (2) Food presentation and serving;
 - (3) Food acceptability;
 - (4) Food conservation, sanitation, and safety;
 - (5) Food service management and training;
 - (6) Supervision;
 - (7) Receiving and storage;
 - (8) Paperwork administration; and
 - (9) Command attention and relations in food service.
- c. Nomination procedures: Commanding Officers are encouraged to nominate their CGDF if they meet the eligibility and evaluation criteria. Nominations are made by completing a nomination package, to include a self-evaluation checklist of the CGDF as provided in enclosures (2) and (3). Units may request assistance by contacting the area Food Service Assistance and Training Team (FSAT), Maintenance and Logistics Command (MLC) Atlantic (757) 628-4396 or MLC Pacific (510) 637-1255. The nomination package shall be completed by the unit and forwarded to the appropriate MLC FSAT. The deadline for submission of nomination packages to reach the appropriate MLC FSAT is 8 October 2004. The MLC FSATs will FEDEX all nomination packages to Commandant (WKW-1) no later than 22 October 2004. An evaluation team will review all nomination packages and select three finalists in each of the seven categories. Mailing addresses for submission are:
 - (1) Commander (k), MLC LANT, 300 East Main Street, Suite 1000, Norfolk, VA, 23510
 - (2) Commander (k), MLC PAC, Ronald V. Dellums Federal Bldg, 1301 Clay Street, Suite 170 North, Oakland, CA 94612

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

- a. Eligibility Requirements: A Coast Guard Food Service (FS) Specialist of the Year will be selected for this award. To be eligible, candidates must meet the following minimum criteria:
 - (1) Active duty or reserve FS in pay grade E-6 or below;
 - (2) Assigned at present unit for a minimum of 9 months;
 - (3) Within the Coast Guard weight standards during the entire evaluation period and at time of awards ceremony;
 - (4) No mark of "Unsatisfactory" in conduct during the evaluation period.
- b. Evaluation Criteria: Commanding officers shall provide the following information in the nomination letter:
 - (1) Food Service Healthy Cooking Initiatives. Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
 - (2) Customer Focus, Relations, and Education. Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
 - (3) Command and Community Relations. Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community. Demonstrates good moral character and appropriate conduct when dealing with food service vendors;
 - (4) Personal Development. Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities; and
 - (5) Collateral Duties. Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., displays professionalism during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).
- c. Nomination Procedures: The Commanding Officer shall forward a letter of recommendation of the nominee whose performance justifies recognition above all other eligible FS's. The letter must be received at Commandant (G-WKW-1) no later than 7 January 2005. A selection board will review all nominations, rate them on the criteria listed above, and select the FS of the Year and Runner-up.
- d. Assistance: Examples of good Dining Facility of the year and Food Service Specialist of the year award nominations are available at: <http://www.uscg.mil/hq/g-w/g-wk/wkw/index.htm>. The appropriate MLC FSAT may also be contacted for assistance.

6. AWARD PRESENTATION.

- a. A plaque and certificate will be presented to each of the winning Coast Guard Dining Facilities, and the FS of the Year, at the 2005 Joint Military Food Service Awards presentation. Coast Guard members receiving an award at the awards ceremony must be with in Coast Guard weight standards.
- b. A member from the first and second place command, along with the FS of the year and the runner up, will have the opportunity to attend the Scholarship Program at Johnson and Wales University. All Coast Guard members attending the Scholarship Program must be with in Coast Guard weight standards.
- c. All nominated commands and FS's will receive a letter from Commandant (G-WK) thanking them for their contribution to the food service program.

PAUL J. HIGGINS /s/
Director of Health and Safety

Encl: (1) 2005 CGEFS Awards and FS Specialist of the Year
(2) 2005 CGDF Self-Evaluation Check List for CGDF
(3) 2005 CGEFS Awards Self-Evaluation Checklist for Contract Facility