U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

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COMDTNOTE 1650
JUL 11 2001

CANCELLED:

JUL 12 2001

COMMANDANT NOTICE 1650

Subj: COAST GUARD EXCELLENCE IN FOOD SERVICE AWARDS

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

1. PURPOSE. This Notice solicits applications for the Coast Guard Dining Facility (CGDF) and Food Service Specialist (FS) of the Year Awards for 2002. 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 the Department of Transportation Web site. http://isddc.dot.gov An electronic version will be made available via the Commandant (G-WKW) web site. http://www.uscg.mil/hq/g-w/g-wk/g-wkw/worklife/index.htm

3. DISCUSSION.

a. The Coast Guard Excellence in Food Service Awards is presented annually to recognize those units and individuals that have demonstrated that they epitomize the best in food service professionalism.

b. The following eligibility requirements will be incorporated into Chapter 12 of reference (a) in a future change.

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4. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

a. Evaluation criteria. Coast Guard Dining Facility (CGDF) of the Year will be awarded in six categories: large, medium, and small dining facility ashore and afloat as defined by reference (b). CGDF of the Year will be presented to the CGDF with the food service program, which meets or exceeds the following criteria:

(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;

(9) Command attention and command relations in food service.

b. Nomination procedures: Commanding Officers are encouraged to nominate their CGDF if they meet the criteria. Nominations are made by completion of a self-nominating package, which may be requested by contacting your area Maintenance and Logistics Command (MLC) Food Service Assistance and Training Team (FSAT); MLC Atlantic (757) 628-4396 or MLC Pacific (510) 437-3042. The self-nominating package shall be completed by the unit and forwarded via the chain of command including the appropriate MLC (k) to arrive at Commandant (G-WKW-1) not later than 1 October 2001. An evaluation team will review all nominations, photos and endorsements, and select a winner and runner-up in each of the six categories.

5. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

a. Eligibility Requirements: To be eligible for this award, candidates must meet the following minimum criteria:

(1) 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

(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) Support 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., performs professionally during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).

c. Nomination Procedures. A letter of recommendation from the commanding officer of the nominee whose performance justifies recognition above all other eligible FS's must be received at Commandant (G-WKW-1) not later than 1 January 2002. A selection board will review all nominations, rate them on the criteria listed above, and select the FS of the Year and Runner-up.

6. AWARD PRESENTATION.

a. A plaque and certificate will be presented to each of the winning Dining Facilities, and the FS of the Year at this years' Joint Military Food Service Awards presentation awards presentation.

b. All nominees will receive a letter from Commandant (G-WK) thanking them for their contribution to the food service program.

JOYCE M. JOHNSON
Director of Health and Safety

Encl: (1) Evaluation Program

(2) Evaluation Check List