



DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER SCHOOL
JOINT CULINARY CENTER OF EXCELLENCE
1831 ADAMS AVENUE BUILDING 4225
FORT LEE, VIRGINIA 23801-1601

ATSM-CES

13 July 2021

MEMORANDUM FOR RECORD

SUBJECT: FY22 Department of the Army Philip A. Philip Connelly Participation Packet

1. Nominations for the FY 22 DA Philip A. Connelly will be provided on official letterhead digitally signed by the responsible Command. Complete packages will be submitted to The Philip A. Connelly Program Office NLT 01 October 2021.

2. Contents of the memorandum will include the following:

- (a). Unit designation (no abbreviations) mailing address with ZIP Code or APO of the nominated unit (including TOE or TDA number).
- (b). Category of Competition.
- (c). Primary and alternate evaluation dates with points of contact.
- (d). Email address, DSN/Commercial number and fax numbers.
- (e). Authorized and assigned culinary personnel strength.

3. Contents of the packet will include the following:

- (a). Brief historical summary of the unit including the mission statement/unit achievements.
- (b). Full names and grade of all assigned Culinary Specialists.
- (c). As DA finalist; 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 there is adequate photographic coverage during evaluations.

Note: Format used will be Microsoft PowerPoint or PDF.

4. **Command Finalist:** Nomination packet submission is an important aspect of the Connelly program. The evaluation team will deduct points for late submission or missing components.

5. Submission of Connelly packets will be done via the Department of Defense Secure Access File Exchange (DoD SAFE) upload site. This will allow unit leaders to provide the Connelly office access to required nomination packet data. Use the following link: <https://safe.apps.mil/> with Internet Explorer.

6. **Photographic Requirements:** All photos will have a minimum resolution of 300 dpi (High Resolution; JPEG). Participants will include a caption explaining the contents of each photo. Name, grade, biographical sketch (w/digital photo insert) of the Food Service Officer (FSO) and CUL MGT NCO in duty uniform for military units. Recommend all photos be taken by local Public Affairs Officer (PAO). The following procedures will be followed for photographic requirements in support of participation packages:

a. Garrison Photographic Requirements:

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(1). Culinary Staff in duty uniform posed in front of dining facility with the unit identification above the picture. (One photo only)

(2). Culinary Manager NCO/Facility Manager, in duty uniform, performing supervisory functions in garrison category. (Two photos only)

(3). Photos of the Culinary Staff as they perform their duties during meal preparation. (Five photos only)

(4). Photos of the dining area, serving lines, meal preparation area, and kitchen layout. (Five photos only)

b. Field Kitchen Photographic Requirements:

(1). Culinary Staff in duty (field) uniform posed in front of field site with the unit identification above the picture and one encompassing the entire operation. (Two photos only)

(2). Culinary Manager NCO in duty (field) uniform, performing supervisory functions. (One photo only)

(3). Photos of the Culinary Staff as they perform their duties during field feeding. (Five photos only)

(4). Photos of each the feeding operation: Serving lines before and during serving; Kitchen Tent, Mobile Kitchen Trailer, Containerized Kitchen (interior and exterior) food preparation and the kitchen layout. (Five photos only)

Note: Place all photos in order.

7. POC for this memorandum is SFC Sims, Aeshya Z., aeishya.z.sims.mil@mail.mil or at (804) 734-3039.

Darryl L. Thomas
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Joint Culinary Center of Excellence