



**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

**SUBJECT:** Memorandum of Instruction (MOI) for FY22 Philip A. Connelly (PAC) Awards Ceremony

**PURPOSE:** To outline actions required of award winning Active Army Garrison, Active Army Field, Army Reserve Field, and Army National Guard Field units prior to and during the Philip A. Connelly Awards Ceremony.

**DISCUSSION:**

1. The Philip A. Connelly Award Program has been restructured to adhere to strict fiscal requirements while maintaining a safe and quality training event. In accordance with TRADOC Policy Letter 17 and to significantly reduce overall cost to the Army, the following changes and cost-effective measures have been implemented in order to participate in the Armed Forces Food Service Awards Banquet and Training Event at the National Restaurant Association's Annual Conference in Chicago, IL.
2. This year's Connelly Awards Ceremony is pending due to COVID-19 and further notice will follow if determined the normal in-person ceremony will occur. The ceremony is held in conjunction with the National Restaurant Association (NRA), Armed Forces Food Service Award Banquet, Armed Forces Training Event, and Trade Show on or about 21-24 May 2022 this year. The NRA co-sponsors the Philip A. Connelly Awards Program and hosts the Connelly winners at the conference. The Army announces the winners of the Active Army Garrison, Active Army Field, Army Reserve Field, and Army National Guard Field competitions.
3. This year's evaluated categories are as follows: Military Active Army Garrison, Active Army Field, Army Reserve Field, and Army National Guard Field. Department of the Army, G4 will fund three representatives from each winning category and units will be responsible to fund one representatives from each winning category to attend the awards banquet, training sessions and trade show. Department of the Army, G4 will fund one representative from each runner-up category and units will be responsible to fund one representatives from each winning category to attend the awards banquet, training sessions and trade show. The DA funded winners and runner- up designated to attend the NRA will arrive at the designated time and place put out by the Philip A. Connelly Team. These representatives will receive tickets and badges for the two major functions, the awards banquet and the trade show. The Phillip A. Connelly Office will provide funding limits and funding information regarding travel and related per diem to the winning units prior to the ceremony dates. **NOTE: THE AWARDS SPONSORS DO NOT HAVE THE ABILITY TO ISSUE TDY OR ADVANCE PAYMENTS AT THE CEREMONY SITE, THEREFORE, UNIT SELECTED DA FUNDED ATTENDEES MUST HAVE A GOVERNMENT TRAVEL CARD (GTC) PRIOR TO DEPARTING HOME STATION AND MUST VERIFY WITH THE CONNELLY OFFICE BEFORE TRAVEL AUTHORIZATIONS WILL BE PROCESSED. IF THE SELECTED ATTENDEE DOES NOT HAVE A GTC BY 01MAY22, THEY WILL NOT BE FUNDED TO ATTEND THE CONFERENCE. THE UNIT MUST THEN SELECT ANOTHER AWARDEE TO ATTEND THE CONFERENCE THAT HAS A GTC. SINCE THIS EVENT IS DA G4 FUNDED VIA FORT LEE, ALL ATTENDEES MUST ENSURE DEFENSE TRAVEL**

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SYSTEM (DTS) LINE OF ACCOUNTING ACTIONS ARE COMPLETE BY 01MAY22. THE UNIT'S DTS OR BUDGET REPRESENTATIVE WILL NEED TO COORDINATE DIRECTLY WITH THE PAC OFFICE TO ENSURE TIMELY ACCOUNTING ACTIONS.

3. All DA funded attendees are required to complete the attached participation sheet and return it to the Connelly staff. This should be emailed (see block 10) or faxed NLT 28APR22. This will ensure accurate attendance is provided to NRA.

4. Instructions for travel authorization preparation will be completed by the Connelly office. Fund citation and line of accounting will be retained by the Connelly Office. Specific travel guidelines will be discussed during a scheduled teleconference, date/time TBA.

5. Command representatives not funded by DA G-4 who wish to attend the ceremony must be funded by their commands. Attendees must complete and submit an Attendee Information Request in order to secure banquet reservations.

6. In filing DTS vouchers, DA funded attendees who will receive a meal at the banquet are reminded that this meal will be deducted from their per diem. This meal must also be listed on the DTS voucher as a dinner meal provided on date TBD. DA funded representatives must submit DTS Travel Vouchers with original receipts within 5 days of return to the PAC DTS Representative. No exceptions.

7. Awardees Lodging/Reservations:

a. Alternate Lodging Options: Command personnel and Command sponsored guests who obtain individual lodging in a hotel other than the Palmer House Hilton 17 E Monroe St, Chicago, IL 60603 should coordinate their intent with the Connelly office for meal accountability purposes only. It is the individual's responsibility to make his/her own reservations.

b. Upon arrival, all Army personnel will report to the Receptionist's desk and await accountability by the designated Army representative.

8. Specific Actions Required of Winning units:

a. Immediately upon notification of winner status, advise Connelly Staff at (804) 734-3039/3462 of the names of representatives who will attend the NRA Armed Forces Training Event.

b. All DA G-4 funded unit representatives will arrive on date TBD NLT 1600hrs at the Palmer House Hilton to attend the Conference Meeting with the Philip A. Connelly personnel.

c. Thoroughly inspect Soldiers' ASUs IAW 670-1 prior to departing home station. An ASU uniform inspection will also take place prior to the award ceremony on date TBD time TBA.

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d. The senior traveler of winning units are responsible for transporting the Connelly cup to home station. Travel orders will reflect excess baggage authorization for the identified individual.

9. Appropriate Clothing for NRA Conference:

a. DAYWEAR – Officers, NCOs and Enlisted Soldiers: OCP uniform for Soldiers, and casual attire for civilians.

b. FORMAL WEAR – The Joint Services Award Ceremony and the NRA Grand Ball are formal events. Appropriate uniforms are as follows:

(1) Officers – White Mess/ Blues Mess/ASUs.

(2) NCOs/Enlisted – ASU w/Black Four in Hand Tie.

10. Command representatives are encouraged to submit opinions and comments regarding the Connelly Program and attendance to the NRA Ceremony and Trade Show to: Quartermaster School, Joint Culinary Center of Excellence, Connelly Program Office, 1831 A. Avenue, Fort Lee, Virginia 23801, or fax at: 804 734-3039, or by email to the following POC; SFC Sims, Aeishya (aeishya.z.sims.mil@mail.mil).

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