

**UNIT LETTERHEAD**

Office Symbol

Date

MEMORANDUM FOR Commander, U.S. Army Quartermaster School, ATTN: ATSM-CES, Fort Lee, VA 23801

SUBJECT: 50<sup>th</sup> Annual Joint Culinary Training Exercise Participation

1. Reference: 50<sup>th</sup> Annual Joint Culinary Training Exercise Rules and Guidelines
2. [UNIT] submits the following team packet for the 50<sup>th</sup> Annual Joint Culinary Training Exercise.
3. The undersigned confirms that entry packet requirements are complete in accordance with reference above; and, that all team members are in good standing, not pending UCMJ, meet Service retention standards, have a current physical fitness test, meet Service body composition program standards, and are not pending any adverse or unfavorable action.
4. Point of contact is [name or “the undersigned”] at telephone number and email address.

[NOTE: Signature below will be the first O6 in the Chain of Command i.e. Installation Commander if team is representing an installation, or Chief of Staff if representing a unit].

4 Encls

FIRST LAST NAME

1. Entry Form      Rank, XX
2. Competitor Photo(s)      Title
3. Ration Request Form(s)
4. Menu(s) and Photo(s)

**50<sup>th</sup> Annual JCTE Military Regional Rules and Guidelines****Annex A  
Appendix 1****Joint Culinary Training Exercise Team Entry Form****Team Name:** \_\_\_\_\_**Phone/Email POCs (Minimum two for teams):**

<b>Name (Rank Last, First)</b>	<b>Position (Team)</b>	<b>Email</b>	<b>Phone</b>
	Manager		
	Captain		
	Advisor (optional, may be a civilian)		

**Team Members:**

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>	<b>Service</b>	<b>Position</b>
				Manager
				Captain/ Professional
				Professional
				Professional
				Professional
				Student/Associate

**Team is competing for Culinary Team of the Year: YES      NO****Read the exercise rules first prior to filling out this entry form. Packet information must be typed.**

**50<sup>th</sup> Annual JCTE Military Regional Rules and Guidelines****Annex A  
Appendix 1****Category W-2 – Operational Hot Food Kitchen:**

Rank	Last Name	First Name	Position
			Professional
			Student/Associate

**Category W-3 – Nutritional Hot Food Kitchen:**

Rank	Last Name	First Name	Position
			Professional
			Professional

**Category W-4 – Team Display Table:**

Rank	Last Name	First Name	Position	Category
			Professional	
			Professional	A3
			Professional	A4
			Professional	B3
			Professional	C1
			Professional	C2

Read the exercise rules first prior to filling out this entry form. Packet information must be typed.

**50<sup>th</sup> Annual JCTE Military Regional Rules and Guidelines****Annex A  
Appendix 1****Category COY – Armed Forces Chef of the Year:**

Rank	Last Name	First Name	Position	ACF #
			Professional	

**Category PCOY – Pastry Chef of the Year:**

Rank	Last Name	First Name	Position	ACF #
			Professional	

**Category SCOY – Student Chef of the Year:**

Rank	Last Name	First Name	Position	ACF #
			Student/Associate	

**Category SPOY – Student Pastry Chef of the Year:**

Rank	Last Name	First Name	Position	ACF #
			Student/Associate	

**Category STOY – Student Team of the Year:**

Rank	Last Name	First Name	Position	ACF #
			Student/Associate	

Read the exercise rules first prior to filling out this entry form. Packet information must be typed.

## 50<sup>th</sup> Annual JCTE Military Regional Rules and Guidelines

### Annex A Appendix 1

- The highest medal in both SKS and SPS categories will be used toward CTOY

#### Category SKS-1 – Basic Skills Salon Demonstration (Savory): Minimum one for CTOY

Rank	Last Name	First Name	Position
			Student/Associate
			Student/Associate
			Student/Associate

- Cannot be the SCOY/SPOY competitor
- Competitors may not compete in both SKS and SPS categories

#### Category SPS-1 – Basic Skills Salon Demonstration (Pastry): Minimum one for CTOY

Rank	Last Name	First Name	Position
			Student/Associate
			Student/Associate
			Student/Associate

- Cannot be the SPOY/SCOY competitor
- Competitors may not compete in both SKS and SPS categories

#### USACAT Candidate: See Annex E for Tryout Checklist and USACAT Team Application

**NOTE:** All Army competitors will include a current (within the last 30 days) color photo in ASUs (head to toe) with the entry form.

**NOTE:** All competitors must include a head shot for badges.

Consolidate pictures into a single PPT slide; ensure competitor names (rank, last, first) are below the appropriate picture.