

**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 individual 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 O5 in the Chain of Command].**

4 Encls

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

FIRST LAST NAME  
Rank, XX  
Title

## Joint Culinary Training Exercise Individual Entry Form

Name: \_\_\_\_\_

## Phone/Email POCs:

Name (Rank Last, First)	Position (Team)	Email	Phone

## Member/Category:

Rank	Last Name	First Name	MI	Service	Position	Category

USACAT:    YES        NO

**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.