

UNIT LETTERHEAD

Office Symbol

Date

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

SUBJECT: 50th Annual Joint Culinary Training Exercise Participation

1. Reference: 50th Annual Joint Culinary Training Exercise Rules and Guidelines
2. Team [COUNTRY] submits the following team packet for the 50th 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, 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 International Entry Form**Nation:** _____**Phone/Email POCs:**

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

Team Members:

Rank	Last Name	First Name	MI	Service	Position
					Manager
					Professional
					Professional

Phase I**Category C5 - Assorted Bread Display:**

Rank	Last Name	First Name	Position
			Professional

Category A3- Cold Buffet Platter:

Rank	Last Name	First Name	Position
			Professional

Phase II**Category KP-2 - Cold Plated Dessert:**

Rank	Last Name	First Name	Position
			Professional

Category KC – Contemporary Hot Food:

Rank	Last Name	First Name	Position
			Professional