



COMDTINST 4061.7
12 OCT 2010

COMMANDANT INSTRUCTION 4061.7

Subj: FORREST O. REDNOUR MEMORIAL AWARD PROGRAM FOR EXCELLENCE IN
FOOD SERVICE AND FOOD SERVICE SPECIALIST OF THE YEAR

- Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
(b) Dining Facility Automation Management (DFAM) Policy, COMDTINST 4061.6 (series)
(c) Coast Guard Food Service Practical Handbook, COMDTPUB P4061.4 (series)
(d) Coast Guard Food Service Sanitation Manual COMDTINST M6240.4 (series)
(e) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
(f) Choose Healthy Options Wisely (CHOW) Assessment Tool

1. PURPOSE. This Instruction sets forth the policies and procedures for the Forrest O. Rednour Memorial Award Program (Rednour Awards) for Excellence in Food Service and the Food Service Specialist (FS) of the Year Awards. Intended users are Coast Guard units with dining facilities and FSs.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. The Rednour Awards for Coast Guard Excellence in Food Service and Food Service Specialist of the Year (FSOY) is presented annually and is designed to recognize those units and individuals who consistently epitomize the best in food service professionalism. From 1995 until 2008, the Coast Guard Food Service Specialist (FS) rate participated in an annual FS recognition program with the International Food Service Executives Association (IFSEA) and Joint Services to honor Coast Guard Dining Facilities (CGDF) and the FSOY. In 2008, the award criterion was modified to simplify program administration, decrease unit packet submission workload, improve selection integrity and

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improve use of resources. The award program was renamed the Forrest O. Rednour Memorial Award Program for Excellence in Food Service or Rednour Award in honor of Ships Cook Second Class (SC2) Forrest O. Rednour. SC2 Rednour received the Navy and Marine Corps Medal for heroic action in 1943 for his role in rescuing survivors from a torpedoed Army transport ship, and lost his life in the line of duty aboard USCGC ESCANABA when she was sunk by an explosion. Only units whose FS personnel and dining facilities consistently demonstrate exceptional standards should be nominated. Performance shall have occurred during the calendar year cited by the ALCOAST message for each award nomination.

5. CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.

- a. Eligibility criteria. Eligible units shall operate a Coast Guard Dining Facility (CGDF) staffed by FSs. The Rednour Awards shall be awarded in six categories: large, medium, and small CGDF ashore and large, medium, and small CGDF afloat, as defined by enclosure (1). FSAT members shall recommend/not recommend a CGDF to submit a nomination for the Rednour award during the command outbrief upon completing the FSAT assessment. This recommendation is not applicable for those units who are not due for their biennial FSAT assessment.
- b. Evaluation criteria. All CGDFs shall be evaluated on the following criteria:
 - (1) Paperwork administration: The Food Service Officer (FSO) completes all paperwork in accordance with Federal purchasing and accounting policies and reference (a) and reference (b) when applicable. All Dining Facility Operating Statements, CG-2576, are submitted to the Finance Center (FINCEN) no later than the 10th of the month and all supporting documentation is included and signed as required. Dining Facility Operating Statements and supporting documentation are audited by FINCEN and returned to the unit with no errors. Monthly purchase card statements reflect purchases in Block G on the Dining Facility Operating Statement. Waivers or authorizations for exceptions from standard policy are generated, approved and available (e.g., memorandum signed by the Commanding Officer/Officer-in-Charge (CO/OINC) authorizing a book inventory; Extraordinary Operating Condition (EOC) authorization is signed by Commandant (CG-1111)). All receivables are cleared each following month; all Individual Credit Account (ICA) and cash payments are collected and remitted; there are no discrepancies in amounts remitted. When a mess bill is not paid within five (5) working days, corrective action is taken by the command to ensure no relapse by members. All subsistence purchases are authorized within FSC-89; the Annual Audit has been completed within the last 12 months; the Cash Log is maintained in the proper format and reflects all transactions.
 - (2) Menu planning and food preparation: Menus are developed in accordance with references (a) through (c). All menus are reviewed and approved/signed by the FSO and CO/OINC. The unit has a menu planning/review/advisory board used to reflect the crew's preferences. Menus reflect the actual food served and accurately lists the nutritional content. Units which have deployed DFAM use either the pre-loaded recipes within the system or have loaded their unit recipes into the system. Work areas are clean, organized and efficient; products are prepared as close to serving time as possible; the clean-as-you go method is utilized to the maximum extent possible and foods are prepared in accordance with reference (d). The FSs skills and talents are maximized to the fullest extent.

- (3) Food presentation, serving and food acceptability: All meals are presented in a way that enhances the dining experience (e.g., attractively displayed, garnished, served in/on a serving container that the item was not cooked in, etc.). Food servers/attendants wear clean uniforms, use disposable gloves and are knowledgeable about the products being served. The serving line is clean, the serving process is efficient, serving sizes are in accordance with reference (d) and (e) and patrons are informed as to what foods are available. Alternate entrée selections are made available to the maximum extent practical for the unit. All meals are well accepted; patrons dispose of minimal food waste upon completion of each meal. Patron feedback regarding the quality of food and level of satisfaction is encouraged and acknowledged through comment, suggestion form, email and direct interaction with dining facility staff and taken for action when necessary.
- (4) Food conservation, sanitation and safety: The food service operation is efficient and minimizes waste, utilizing leftovers to the maximum extent practical. Leftovers are properly labeled and used in accordance with reference (d). All sanitation practices are employed by the Dining Facility staff to ensure a clean facility per reference (d). The work area is free from trip hazards (e.g., boxes, containers, trash cans, etc.), lighting is adequate, and knives are stored properly. The Dining Facility and equipment are in good working order and work orders are submitted for equipment needing repair. Food service sanitation inspections are conducted weekly, any discrepancies are corrected and inspection forms are kept on file at the unit in accordance with reference (d). FS staff/Mess Attendants demonstrate complete understanding of emergency procedures and fire extinguishers are inspected and in good working order per the unit Damage Control Petty Officer Program.
- (5) Purchasing, receiving and storage: Subsistence purchases are made through the Prime Vendor program when required per reference (a), Chapter 3. The unit's Defense Supply Center Philadelphia (DSCP) account has been established, is maintained monthly and a statement certifying account maintenance is recorded on the Dining Facility Operating Statement, CG-2576, per reference (a). Purchases over \$3000.00 are approved by the Contracting Officer. Food deliveries are scheduled so that they minimally impact the food service operations. Only authorized card holders sign delivery receipts and unit has an alternate credit card holder for food purchases per reference (a). The Jack of the Dust is proficient in the performance of his/her duties. The food storage areas are clean, free of pests, free from odors and organized properly for maximum storage and safety; food is stored proper distance from deck and bulkheads. Hazardous materials are secured in approved storage lockers; Material Safety Data Sheets (MSDSs) are accurate and updated.
- (6) Supervision and training: The FSO is proactive in the daily activities of the CGDF and staff and actively supports command policies. Supervisors' directions and expectations are clear to the staff; written standing orders are available/posted. An orientation program for the FS staff and Mess Attendants is developed and administered; training/indoctrination documentation is generated and maintained. The FS staff/Mess Attendants are well trained and efficient in their task performance. Supervisors mentor and provide hands on training enabling FS staff to excel in the performance of their duties and prepare them for professional advancement. The staff and supervisors have a strong working knowledge of their workspaces and clear understanding in their role at the unit. Division and unit training, both formal and

informal, were performed and documented, including On-the-Job (OJT) and Mandated Training (MT); all training records are current.

- (7) Health Promotion Initiatives: A positive working relationship exists between the FSO, the Unit Health Promotion Coordinator (UHPC) and the regional Health Promotion Manager (HPM) that facilitates the incorporation of wellness/nutritional cooking techniques into menu planning and enhances health promotion efforts at the unit. Nutrition information is posted in a conspicuous location to enable CGDF patrons to make informed food choices whenever possible. The CGDF consistently uses reduced fat dairy products, lean cuts of meat, fruits and vegetables and whole grains in the production of approved menus. When offered, low fat, low calorie, nutritionally sound snacks and/or desserts are available to patrons. The Choose Healthy Options Wisely (CHOW) Assessment Tool has been utilized by the unit; areas needing improvement have been addressed and positive changes have been implemented per reference (f). The FS staff understands and complies with the FS responsibilities cited in reference (e), Chapter 1, pg. 16 and Chapter 6, pg. 4.
 - (8) Command attention and relations in food service: The command is proactive in ensuring the equipment and food service spaces are safe and in good working order. Material inspections are performed and all discrepancies are corrected. The command cadre consistently eats at the Dining Facility; the Command Chief/Senior Chief/Master Chief is proactive in providing advocacy for the FS staff. The command provides opportunities and support for the FSs to attend training or professional development opportunities, including "C" schools, conferences and round ups to the maximum extent possible. The FS division supports command requests for service including Coast Guard Day, morale picnics, special occasion cakes, and support for Representational Facilities, cutter forces, etc. There is a compatible relationship between the FS Staff, Comptroller/Supply Division/Executive Officer and Commanding Officer. The Food Service Assistance and Training Team (FSAT) have visited the unit within the last two years and any discrepancies have been noted and corrected.
 - (9) Food service innovation: The Food Service division has successfully developed or implemented an innovative practice that is sustainable and has enhanced unit operations. This may include but is not limited to innovations that have reduced costs, reduced use of energy, improved recycling, improved service delivery, enhanced the dining experience, trained the workforce more efficiently or effectively, minimized redundancies, improved efficiencies or leveraged local resources.
- c. Nomination procedures. Commandant (CG-1111) shall solicit nominations, via ALCOAST during the month of November each year.
- (1) The command endorsement should specifically address and provide examples of how the CGDF has excelled in all criteria elements. In addition, the CGDF's direct impact on the unit's overall success, mission completeness, readiness, wellness and morale should be incorporated into the command endorsement.
 - (2) The nomination package shall include command endorsement, not to exceed four (4) pages in memorandum format, and one CD-ROM or DVD-ROM containing no more than six (6) photos of the day-to-day operations of the CGDF. Instructions regarding pictures and package assembly are included in enclosure (2).

(3) Packages shall be completed by the unit and forwarded to the respective FSAT for review. Packages shall not be sent directly to Commandant (CG-1111) by the unit. Mailing addresses for submission are:

(a) Commanding Officer
Health, Safety and Work-Life Support Activity (se-fs)
Food Service Assistance and Training Team
300 East Main Street, Suite 1000
Norfolk, VA 23510-9109

(b) Commanding Officer
Health, Safety and Work-Life Support Activity (fsat)
Ronald V. Dellums Federal Building
1301 Clay St. Ste. 170N
Oakland, CA 94612-5216

(4) FSAT members shall review all package submissions for content, completeness and assembly. FSAT shall verify compliance of paperwork administration with the auditors at FINCEN. FSAT shall also verify DSCP account activity and maintenance with the Coast Guard Liaison at DSCP. Packages that are late, incomplete, or deviate from or exceed the guidelines of enclosure (2) will be forwarded to Commandant (CG-1111) but will not be considered for final selection.

(5) The FSATs shall forward all nomination packages via a traceable means (e.g., DHS authorized Commercial Carriers FedEx or UPS; US Postal Service (USPS): 1) Express mail or 2) Proof of Delivery using Extra Services which are either Certified, Delivery Confirmation, or Signature Confirmation) to Commandant (CG-1111) after review.

6. CRITERIA FOR FOOD SERVICE SPECIALIST OF THE YEAR.

a. Eligibility criteria. A Coast Guard Food Service (FS) Specialist shall be selected for this award. To be eligible, candidates must meet the following minimum criteria:

- (1) Be an active duty or reserve FS in pay grade E-6 or below;
- (2) Be assigned at present unit for a minimum of nine (9) months;
- (3) Be in compliance with Coast Guard weight standards during the entire evaluation period and at time of training program; and
- (4) Show no mark of "Unsatisfactory" in conduct during the evaluation period.

b. Evaluation criteria. CO/OINCs shall provide the following information in a nomination letter via memorandum format, not to exceed two (2) pages:

- (1) Food Service Healthy Cooking Initiatives: Promotes and supports initiatives relating to good eating habits, provides nutritional information, and utilizes low-fat cooking techniques;
- (2) Customer Focus, Relations, and Education: Improves food service by regularly applying patron's comments. Able to educate patrons about nutritional information while maintaining quality service;
- (3) Command and Community Relations: Demonstrates professionalism when interacting with other commands and during off-duty involvement in the community.

Demonstrates good moral character and appropriate conduct when dealing with food service vendors;

- (4) Personal Development: Strives to improve personal and professional skills through participation in on-and off-duty educational opportunities; and
- (5) Collateral Duties: Demonstrates pride, leadership, and enthusiasm when performing tasks not specifically rate related (e.g., displays professionalism during all drills and watches, is well respected by peers, and is fully supportive of the unit's mission).

c. Nomination Procedures. Commandant (CG-1111) shall solicit nominations via ALCOAST during the month of November each year.

(1) The nomination package shall include the memorandum and one CD-ROM or DVD-ROM containing no more than two (2) photos of the member. Instructions regarding pictures and package assembly are included in enclosure (2). Packages shall be completed by the unit and forwarded to the respective FSAT.

(a) Commanding Officer

Health, Safety and Work-Life Support Activity (se-fs)
Food Service Assistance and Training Team
300 East Main Street, Suite 1000
Norfolk, VA 23510-9109

(b) Commanding Officer

Health, Safety and Work-Life Support Activity (fsat)
Ronald V. Dellums Federal Building
1301 Clay St. Ste. 170N
Oakland, CA 94612-5216

(2) The FSATs shall forward all nomination packages via a traceable means (e.g., DHS authorized Commercial Carriers FedEx or UPS; US Postal Service (USPS): 1) Express mail or 2) Proof of Delivery using Extra Services which are either Certified, Delivery Confirmation, or Signature Confirmation) to Commandant (CG-1111) after review.

7. SELECTION. Commandant (CG-1111) shall convene a selection panel during March each year. The selection board shall review all nominations, rate them on the criteria listed above, and select a winner in each of the six categories for the Dining Facility of the Year and the best candidate as the Food Service Specialist of the Year.

8. AWARD PRESENTATION.

- a. A plaque will be presented to each winning Coast Guard Dining Facility and the Food Service Specialist of the Year.
- b. A member from the winning Coast Guard Dining Facility, along with the Food Service Specialist of the Year, will have the opportunity to attend the Excellence in Food Service Training Program. All Coast Guard members attending the program shall be within Coast Guard weight standards.

9. PROCEDURES. No paper distribution shall be made of this instruction. Official distribution of this Instruction will be via the Coast Guard Directives System (CGDS) DVD. An electronic version will be located on the following Commandant (CG-612) web sites: Intranet: <http://cgweb.comdt.uscg.mil/CGDirectives/Welcome.htm>, Internet,

<http://www.uscg.mil/directives> and CG Portal,
<https://cgportal.uscg.mil/delivery/Satellite/cg612>.

10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined not to be applicable.
11. FORMS/REPORTS. The reports referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet:
<http://www.uscg.mil/forms/>; CGPortal at
<https://cgportal.uscg.mil/delivery/Satellite/uscg/References>; and Intranet at
<http://cgweb.comdt.uscg.mil/CGForms>. DFAM system specific forms are generated solely within the DFAM system.

MARK J. TEDESCO /s/
Director of Health, Safety and Work-Life

Encl: (1) Forrest O. Rednour Memorial Awards Program Unit Eligibility
(2) Forrest O. Rednour Memorial Awards Package Assembly

Forrest O. Rednour Memorial Awards Program Unit Eligibility

1. Eligibility Categories:
 - a. Large Afloat Category
 - 1) All High Endurance Cutters (378 class)
 - 2) Medium Endurance Cutters (270 class)
 - 3) All WMSL National Security Cutters
 - 4) All Ice Breakers (WAGB class and USCGC HEALY)
 - 5) USCGC EAGLE
 - 6) USCGC ALEX HALEY
 - b. Medium Afloat Category
 - 1) Medium Endurance Cutters (210 class)
 - 2) Buoy Tenders Seagoing (WLB)
 - 3) USCGC ACUSHNET
 - 4) USCGC MACKINAW
 - c. Small Afloat Category
 - 1) Cyclone Class
 - 2) Patrol Boats (110 and 87 Class)
 - 3) Fast Response Cutters (FRC)
 - 4) Buoy Tenders Coastal (WLM & WLI)
 - 5) Construction Tenders (WLIC)
 - 6) Buoy Tenders, River (WLR)
 - 7) All Ice Breaker Tugs (WTGB class)
 - d. Large Unit Ashore Category
 - 1) CGDF as defined in COMDTINST M4061.5 (series)
 - 2) All Coast Guard Base Support Units (BSU) with FS staffed CGDFs
 - e. Medium Unit Ashore Category
 - 1) CGDF as defined in COMDTINST M4061.5 (series), with exception of all BSU commands
 - f. Small Unit Ashore Category
 - 1) CGDF as defined in COMDTINST M4061.5 (series)

Enclosure (1) to COMDTINST 4061.7

2. Exclusions:

- a. Contract facilities;
- b. Private messes;
- c. MWR and CGES dining facilities;
- d. Department of Homeland Security Executive Dining Facility;
- e. USCG Training Center Petaluma.

Forrest O. Rednour Memorial Award Package Assembly

Coast Guard Dining Facility Package

1. Submission of nomination package will be in a six-part folder. Submissions become property of Commandant (CG-1111) and will not be returned to the unit.
2. Cover Tab – Unit Name
3. The following will be included, in the order listed below:
 - a. Part 1 – Command Endorsement, not to exceed four (4) pages in Coast Guard Memorandum format.
 - b. Part 2 – Copy of most recent Food Service Assistance and Training Team (FSAT) analysis including Command response(s) to discrepancies.
 - c. Part 3 – Copy of most recent Annual Audit report and **all** supporting paperwork.
 - d. Part 4 – Coast Guard Dining Facility Operating statements (CG-2576), **audited** copies from January through November and most recent annual dining facility audit and inventory verification.
 - e. Part 5 – Cycle Menu or six weekly menus, signed by CO and FSO.
 - f. Part 6 – One CD-ROM or DVD-ROM containing pictures formatted at 1.2 mega pixels or higher. Pictures shall be of actual day – to – day operations of the unit's CGDF. No more than six (6) pictures shall be submitted.

Food Service Specialist of the Year Package

1. Submissions become property of Commandant (CG-1111) and will not be returned to the unit.
2. Nomination packages shall include the command recommendation and one CD-ROM or DVD-ROM containing pictures formatted at 1.2 mega pixels or higher. No more than two (2) photos of the member shall be submitted. One picture shall be of the nominee wearing Tropical Blue Long with Combination cover and the second wearing the authorized chef uniform.