

**FORREST O. REDNOUR MEMORIAL
AWARD PROGRAM FOR
EXCELLENCE IN CULINARY
OPERATIONS AND CULINARY
SPECIALIST OF THE YEAR**



**COMDTINST 4061.7A
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COMMANDANT INSTRUCTION 4061.7A

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

- Ref: (a) Coast Guard Food Service Manual, COMDTINST M4061.5 (series)
(b) DHS Purchase Card Manual, DHS Manual, Chapter 3, Part 3.2.2
(c) Food Safety and Sanitation Program Tactics, Techniques, and Procedures (TTP),
CGTTP 4-11.12 (series)
(d) Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)
(e) Coast Guard Dining Facility (CGDF) Administration Management Tactics,
Techniques, and Procedures (TTP), CGTTP 4-11.17
1. PURPOSE. This Instruction provides policy for the Forrest O. Rednour Memorial Award Program. This program includes two categories of Rednour Awards—the Excellence in Culinary Operations Award and the Culinary Specialists (CS) of the Year Award. Nominations are intended for Coast Guard units with dining facilities and for Culinary Specialists within the award solicitation year.
 2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
 3. AUTHORIZED RELEASE. Internet release is authorized.
 4. DIRECTIVES AFFECTED. Forrest O. Rednour Memorial Award Program for Excellence in Food Service and Food Specialist of the Year, COMDTINST 4061.7 is hereby cancelled.
 5. BACKGROUND. Presented annually since 1995, the Rednour Awards for Coast Guard Excellence in Culinary Operations and Culinary Specialist of the Year (CSOY) is designed to recognize those units and individuals who consistently epitomize the best in culinary support operations. This award is in honor of 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 they were sunk by a torpedo from a German U-Boat.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. Major changes to this Instruction include:
 - a. Change in award name and content to reflect rating name from Food Service Specialist to Culinary Specialist.
 - b. Removal of Dining Facility Automated Management (DFAM) references and requirements.
 - c. Addition of “Submission Responsibility” to Criteria for Dining Facility of the Year Award.
 - d. Update of the Dining Facility of the Year (DFOY) ashore categories.
 - e. Update and addition to categories for Culinary Specialist of the Year (CSOY).
 - f. Updated organizational change from Subsistence Program, Commandant (CG-1111) to Culinary Services Division, Commandant (CG-1113).
 - g. Removal of Food Service Assessment and Training (FSAT) team recommendation requirement.
 - h. Removal of FSC-89 catalog reference under Menu planning and food preparation.
 - i. Removal of Defense Supply Center Philadelphia (DSCP), Unit Health Promotion Managers (UHPM), and Choose Healthy Option Wisely (CHOW).
 - j. Removal of “The CS division supports command request for service including Coast Guard Day, morale picnic, special occasion, cakes, and support for Representational Facilities, cutter forces, etc.”
 - k. Addition of “The CS Division supports official Coast Guard functions.”
 - l. Removal of mailing instructions and update to submission requirements.
8. IMPACT ASSESSMENT.
 - a. Personnel Resources Required. This Instruction does not establish any new tasking regarding personnel resources. Recommended revisions to personnel allowance lists must be routed through the CS Rating Force Master Chief to the Commandant (CG-1113) Culinary Program Manager.

- b. Training Required. This Instruction does not establish any new training requirements. The Coast Guard must support tactical training within the Coast Guard training system. When other than Coast Guard training sources are deemed necessary to meet unit requirements, approval should be authorized through the Commandant (CG-1113) Culinary Program Manager, and/or FORCECOM.
 - c. Funding. Funding to sustain programmatic requirements is received through annual appropriations.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located in the Coast Guard Directives System Library internally, and if applicable on the Internet at <http://www.dcms.uscg.mil/directives> .
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center SharePoint Online site: <https://uscg.sharepoint-mil.us/sites/cg61/CG611/SitePages/Home.aspx> .
12. POLICY ON SOLICITATION ANNOUNCEMENT. Annually a message will be communicated through an ALCOAST General Message or alternate communications channels. This will be issued during the month of October.
13. POLICY ON THE CRITERIA FOR DINING FACILITY OF THE YEAR AWARD.
- a. Submission Responsibility. The Command, with guidance from a Food Service Officer (FSO), must ensure that all required documents for submission are accurate and accounted for in the submission.
 - b. Eligibility Criteria. Eligible units must operate a CGDF staffed by CSs. The Rednour Award will be awarded in seven categories. CGDF afloat: small, medium, and large; CGDF ashore: Stations, Sectors, Air Stations/Bases, Culinary Support Activities (CSAs)/Training Centers (TRACENs) as defined in Appendix (A) of this Instruction.
 - c. Evaluation Criteria. All CGDFs will be evaluated on the following criteria:

- (1) Paperwork Administration. The Command must ensure the FSO completes all paperwork in accordance with Federal purchasing and accounting policies and References (a), (b), and (c). FINCEN will be consulted to determine the accuracy of all CGDF reports. An Annual Audit must be completed within the last 12 months.
- (2) Menu Planning and Food Preparation. Menus are developed in accordance with References (a), (c), (d), and (e). All menus are reviewed and approved/signed by the FSO and CO/OINC. The unit has a menu review board used to reflect the crew's preferences. Menus reflect the actual food purchased and served.
- (3) Food Presentation, Serving and Food Acceptability. All meals, on the serving line or plated individually, are consistently presented in a professional manner (e.g., attractively displayed, garnished, etc.). Patron feedback regarding quality of food and level of satisfaction are documented on comment cards, suggestion forms and be reviewed by the FSO and Command.
- (4) Food Conservation, Sanitation and Safety. The culinary support operation is efficient, minimizes waste, and utilizes leftovers to the maximum extent practical. All sanitation practices are followed by the CGDF staff to ensure a clean facility per Reference (c). The CGDF and equipment are in good working order. Food service sanitation inspections are conducted weekly.
- (5) Purchasing, Receiving and Storage. Subsistence purchases are made IAW References (a) and (b). A unit will have an alternate credit card holder for food purchases per Reference (a). The food storage areas are clean, free of pests, free from odors and organized properly for maximum storage and safety.
- (6) Supervision. The FSO is proactive in the daily activities of the CGDF and actively communicates with all CS staff. Supervisors' directions and expectations are clear.
- (7) Training. The FSO and/or the unit command actively pursue and encourage advanced education and training for the CGDF staff. CGDF staff is encouraged, when possible, to participate in out-of-work activities to advance their culinary knowledge. The command allows opportunities and support for the CSs to attend training, professional development opportunities, "C" schools, symposiums, and round ups to the maximum extent possible.
- (8) Health Promotion Initiatives. The CGDF consistently uses reduced fat products, lean cuts of meat, fruits and vegetables and whole grains in the production of approved menus. When available, low fat, low calorie, nutritionally sound snacks and/or desserts are available to patrons.
- (9) Command Attention and Relations in Culinary Operations. The command is proactive in ensuring the equipment and food service spaces are safe and in good working order.

- (10) Culinary service innovation. The Culinary 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, improved recycling, improved service delivery, enhanced the dining experience, trained the workforce more proficiently or effectively, minimized redundancies, improved efficiencies or leveraged local resources.
- d. Nomination procedures. Commandant (CG-1113) will solicit nominations, via the annual ALCOAST during the 1st Quarter of each fiscal year.
 - (1) Nomination packages may be submitted by CO/OINC IAW the competing year's message to HQS-SMB-CulinaryProgram@uscg.mil .
 - (2) The nomination package will include a command endorsement that specifically addresses and provide examples of how the CGDF has excelled in all criteria elements. In addition, the endorsement must discuss the CGDF's direct impact on the unit's overall mission success. Readiness, wellness and morale impact should be incorporated into the command endorsement. Command endorsement must not exceed four pages in Coast Guard memorandum format. Instructions regarding pictures and package assembly are included in Appendix (B). Units shall not mail in physical copies of submissions.
 - (3) Packages received after the due date outlined in the message must state the reason for the delay in the body of the email. Contact Commandant (CG-1113) prior to due date. Examples for late submission include operational commitment and connectivity issues.

14. POLICY ON CRITERIA FOR CULINARY SPECIALIST OF THE YEAR.

- a. Submission Responsibility. The Command, must ensure that all required documents for submission are accurate and accounted for. The process of submission for the Culinary Specialist of the Year will be outlined in the ALCOAST message released through Commandant (CG-1113). All questions for the process will be directed to the POC referenced in the call for nominees message.
- b. Eligibility Criteria. The Culinary Specialist of the Year Award will be awarded in two categories. Senior Culinary Specialist of the Year and Junior Culinary Specialist of the Year. To be eligible, candidates must meet the following minimum criteria:
 - (1) Senior CS nominee shall:
 - (a) Be an active duty CS in pay grade E-6 to E-8;
 - (b) Be assigned at their present unit for a minimum of six months at the time of submission;

- (c) Be in compliance with Coast Guard weight and body fat program standards during the entire evaluation period and at the time of the awards reception; and,
 - (d) Show no mark of “Unsatisfactory” in conduct during the entire evaluation period and at the time of the awards reception.
- (2) Junior CS nominee shall:
 - (a) Be an active duty CS in pay grade E-3 (rated) to E-5;
 - (b) Be assigned at their present unit for a minimum of six months at the time of submission;
 - (c) Be in compliance with Coast Guard weight standards during the entire evaluation period and at the time of the awards reception; and,
 - (d) Show no mark of “Unsatisfactory” in conduct during the entire evaluation period and at the time of the awards reception.
- c. Evaluation Criteria. All CSOY nominations will be evaluated on the following criteria via Coast Guard memorandum, not to exceed two pages.
 - (1) Culinary Specialty Knowledge: Nominee produces high quality meals, plating and or serving line(s) are clean and appealing in presentation. Member demonstrates exceptional culinary and administrative skills as they apply to overall culinary operations.
 - (2) Healthy Cooking Initiatives: Nominee supports initiatives relating to good eating habits, assist and educates crewmembers concerning nutritional information, and uses low-fat cooking techniques.
 - (3) Customer Service: Nominee has improved culinary experience by regularly applying patrons’ requests into the CGDFs operation. Ensures the menu advisory board is held quarterly.
 - (4) Command and Community Relations: Nominee has an open line of communication with the command concerning culinary operations and demonstrates professionalism with vendors. Nominee is actively involved within the community.
 - (5) Personal Development: Nominee strives to improve personal and professional skills through on and off-duty educational opportunities.
 - (6) Collateral Duties: Nominee demonstrates pride, leadership, and enthusiasm when performing tasks not rating related. Member is well respected by peers and regularly volunteers for roles to support the unit’s mission.

- d. Nomination Procedures. Commandant (CG-1113) will solicit nominations during the first quarter of each fiscal year, typically via ALCOAST.
 - (1) Nomination packages may be submitted by CO/OINC IAW the competing year's message to HQS-SMB-CulinaryProgram@uscg.mil .
 - (2) The nomination package will specifically address and provide examples of how the nominee has demonstrated the evaluation criteria. The nomination package must include a command endorsement, not to exceed two pages in Coast Guard memorandum format. Instructions regarding pictures and package assembly are included in Appendix (B). Units shall not mail in physical copies of submissions.
 - (3) Packages received after the due date outlined in the message must state the reason for the delay in the body of the email to HQS-SMB-CulinaryProgram@uscg.mil. Contact Commandant (CG-1113) prior to due date. Examples for late submission include operational commitment and connectivity issues.
15. SELECTION. Commandant (CG-1113) will convene a panel at a time outlined in the announcement message for each year. The panel will review all nominations, rate them on the criteria listed above, and select a winner in each of the seven categories for the Coast Guard DFOY and two categories for the CSOY.
16. AWARD PRESENTATION. An award will be presented to each winning CGDF and CSOY. One representative from each winning CGDF and the CSOY will be invited to the annual Military Foodservice Awards Reception for recognition.
17. FORMS/REPORTS. The forms referenced in this Instruction are available on the Culinary Specialist Portal page:
<https://cg.portal.uscg.mil/communities/erats/cS/SitePages/Home.aspx>.
18. SECTION 508. This Instruction adheres to Accessibility Guidelines and Standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at Section.508@uscg.mil .
19. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. All such correspondence may be emailed to: HQS-SMB-CulinaryProgram@uscg.mil .

/DANA L. THOMAS/
 Rear Admiral, U.S. Public Health Service
 Director of Health, Safety and Work-Life

Appendix A. The Forrest O. Rednour Memorial Awards Program Unit Classification

1. Eligibility Categories

- a. Large Afloat Category
 - (1) WMSL National Security Cutters (NSC)
 - (2) Medium Endurance Cutters (270' class)
 - (3) Ice Breakers (WAGB and USCGC POLAR STAR)
 - (4) USCGC EAGLE
 - (5) USCGC ALEX HALEY
- b. Medium Afloat Category
 - (1) Medium Endurance Cutters (210' class)
 - (2) Offshore Patrol Cutter (OPC)
 - (3) Buoy Tenders Seagoing (WLB)
 - (4) USCGC MACKINAW
- c. Small Afloat Category
 - (1) Patrol Boats (110' and 87' class)
 - (2) Fast Response Cutters (FRC)
 - (3) Buoy Tenders Coastal (WLM & WLI)
 - (4) Construction Tenders (WLIC)
 - (5) Buoy Tenders River (WLR)
 - (6) Ice Breaking Tugs (WTGB)
 - (7) Waterways Commerce Cutter (WCC)
- d. TRACEN Category
 - (1) Culinary Support Activity (CSA)
 - (2) TRACENs
- e. Air Station/Base Category
 - (1) All AIRSTAs with CS staffed CGDFs
 - (2) All Coast Guard Bases with CS staffed CGDFs
- f. Sector Category
 - (1) All Coast Guard Sectors with CS staffed CGDFs
 - (2) All Coast Guard Sector Field Offices (SFO) with CS staffed CGDFs
- g. Station Category
 - (1) All Coast Guard Stations with CS staffed CGDFs

2. Exclusions:

- a. Contract facilities
- b. Private messes
- c. Commandant's Flag Mess
- d. MWR and CGES dining facilities
- e. Department of Homeland Security Executive Dining Facility

Appendix B. Awards Package Check Lists**1. Coast Guard Dining Facility of the Year Package Check List**

- a. File name – Rednour Submission YYYY (category) (unit name).
- b. The following will be included:
 - (1) Command nomination request, not to exceed four pages in Coast Guard Memorandum.
 - (2) Copy of most recent Annual Audit report and all supporting paperwork.
 - (3) Most recent six months of Audited CG-2576 CGDF Operating Statements.
 - (4) Menus corresponding with requested six months of audited CGDF reports, signed by Command and FSO.
 - (5) Pictures must be of actual day-to-day operations of the unit's CGDF. No more than 20 pictures may be submitted. Below are suggested photos:
 - (a) CS Staff photo; clean and neat in appearance, all in the same uniform
 - (b) Culinary artistry, plating and presentation
 - (c) Serving line during service
 - (d) Customer service interaction, galley at meal service
 - (e) Special events (e.g. Change of Command)
 - (f) Holiday meals

2. Culinary Specialist of the Year Package Check List

- a. File name: CSOY YYYY CS (Members Last Name) (Category)
- b. The following will be included:
 - (1) Command nomination request, not to exceed two pages in Coast Guard Memorandum.
 - (2) Pictures, no more than 20 photos may be submitted. Below are suggested photos:
 - (a) Nominee photo, profile and forward facing, wearing Tropical Blue Long (no cover)
 - (b) Culinary artistry, plating and presentation
 - (c) Customer service interaction, galley at meal service
 - (d) Special events (e.g. Change of Command)
 - (e) Holiday meals
 - (f) Remaining photos are unit's choice