

Subsistence Product Line (SPL) Culinary Support Branch (CSB) Newsletter

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Subsistence Product Line/
Culinary Support Branch
Health, Safety, and Work-Life
Service Center (HSWL SC)
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A Note on Food Service Officer Reliefs

It's transfer season and FSOs are incoming and outgoing. This process can be scary. It doesn't have to be—Culinary Support Branch (CSB) wants you to know that you aren't alone. You have a representative that you can contact for questions, resources, and affirmation! Outgoing FSOs set your shipmates up for success ensure you have everything you need to make the process go smooth!

Incoming FSOs take note of your galley's condition and paperwork status when you arrive. Recommend having a sit down with command to go over the galley's state. Ensure you are hitting all Line items in the relief letter. Know what you are taking responsibility for. Make sure you are checking your receivables (Line 39) against Block F. You want to know if your galley may have unpaid chow bills, and or sale of store items that are NOT documented correctly.

When in doubt reach out!

We are here for you. Visit our Public Teams Page for assistance!

Here's the Link: [HSWL SC- Culinary Product Line \(Public\)](#)

Welcome Message From Mr. Lewis Winston (SPL/CSB)

"Creativity is good for somebody who is a good craftsman, if you know the basics and you know your profession really well then you can navigate and try other things."

-Wolfgang Puck

The Product Line team here in Norfolk is here for you. The work that the team is doing is designed around assisting the Culinary Specialist in the field to ensure that you have the resources to be the best at your craft and your profession. You may have seen a recent email asking about equipment concerns in the WMEC fleet, please respond to the request so that we can work with SFLC if needed. We continue our work with surge staffing identifying fair ways obtain candidates for afloat critical fills even with our expected CS rate shortfalls. The newest Culinary Support Activity at Base Alameda is coming in September of this year with CSCM Thornton in



the lead we expect another successful CSA standup. And finally I'm excited to announce that the SPL Culinary Support Branch is standing up through this summer. You will all be receiving emails from your representative. Your representative will be there to provide technical assistance and mentoring for any culinary operations question that you or your command may have. Just remember every team member in the Subsistence Product Line is here to listen and to help you resolve issues and concerns so that you can be successful.

Lewis Winston

Subsistence Product Line Manager

Introducing Culinary Support Branch

The CSB is at initial operating capacity and here to assist FSOs and Culinary Specialists in getting the job done fleet wide. The CSB expects to be fully operational by the beginning of the Fall and has an exciting mission on the Horizon. Our goal is to provide remote assistance, mentoring, and instruction. We are aiming to support culinary operations by working with and motivating personnel to increase customer service, efficiency, financial stewardship, and effectiveness in the operation and management of the dining facility.

We are here for you.

CSB POCs: (Reported Team-Members)

District 1 and District 5- CSCS Crystal Wiggins (757) 579-9640

District 7 & PATFORSWA- CSC Michael Franklin (757)579-0270

District 9 and District 9- CSC Michelle Sacco (757) 990-1997

As new members come online they will send out contact info!

Questions we get from around the fleet in one spot.

If you have Food Service Officer related questions you want answered here is the spot for you. Submit your questions to the inbox — SPL@uscg.mil

Culinary Support Branch Corner “Ask CSB”

What are some of the common errors that can get my report rejected from FIN-CEN?

- ⇒ CGDFOS not a PDF File
- ⇒ CGDF With NO Digital Signatures
- ⇒ Wrong Version of the CGDFOS
- ⇒ Missing OPFAC Number & Unit Name
- ⇒ Missing Signatures: (FSO, CO, XPO)
- ⇒ Amounts listed without explanation
- ⇒ Wrong Report typed Checked
- ⇒ Missing supporting documentation such as:
- ⇒ Transmittal Letters
- ⇒ CG2581s
- ⇒ Unsigned-Credit Card History Report

How do I get a Credit Card at my new unit? Where should I start?

1. Go through your Command and Approving Officials.
2. Fill out Credit card application.
3. Fill Out Cardholder agreement.
4. Send all documents including:
 - A Copy of LMS Transcript showing completion of DHS Purchase Card Training.
 - Copy of GSA Smart Pay Certificate showing completion of GSA Smart Pay Training.
 - Confirmation that the person is not a funds manager in the form of an email/message to your Approving Official
 - Statement whether the person is a culinary specialist in email form.
- ⇒ 5. Send through AO through Command and you are on your way!

I am at the store and my Purchase Card isn't working., What should I do?

Contact your FPOC

WHO Are the FPOCs ?

District 1: Jeffery Center/
Dominic Hegarty
District 5: Vernon L . Lewis
District 7: Jerry Lopez
District 8: Ashley Carr
District 9: Nathan Sevetine
District 11: Matthew Fox
District 14: Justin Hinkle

Remarks Section of your Coast Guard Dining Facility Operating Statement CG-2576

Your Remarks Section Should tell a story to anyone who looks at it. You want to paint a picture of what is happening administratively and fiscally in your galley!

- ⇒ Line 1: Beginning Inventory \$\$\$\$
- ⇒ Line 8: Ending Inventory: \$\$\$\$
- ⇒ Line 15: Claimed xx X \$\$\$\$= \$\$\$\$
- ⇒ Line 18: Sold xx X \$\$\$\$= \$\$\$\$
- ⇒ Line 24: Unused Allowance \$\$\$\$
- ⇒ Line 26: Accumulated Unused

Allowance

- ⇒ Line 27: Max Accumulation allowed
- ⇒ Line 28: Receivables
- ⇒ Line 30: Sale of Meals
- ⇒ Line 34: Collected Acknowledged Receipts
- ⇒ Line 35 Cash on Hand
- ⇒ Line 39 Receivables to be Collected

- ⇒ fiscally in your report.

Also Denote:

- * Annual Audit
- * An FSO Relief
- * Deficits
- * Transmittals-Cash in Transit

Subsistence Product Line Mission Statement

Provide Policy, logistics and guidance fleetwide culinary operations to enable Coast Guard Missions

Culinary Support Branch Mission Statement

The Culinary Support Branch (CSB) provides technical assistance to the Coast Guard's Culinary Specialists (CS) and their respective Commands in the complex operations of Coast Guard Dining Facilities (CGDF)

Hurricane Season: Considerations for Food Service Officers

Consider Your Threats. While hurricanes pose the greatest threat to life and property, tropical storms and tropical depressions also can be devastating. As Food Service Officer's aboard Cutters it is important to be prepared. Contingency reserve within your inventory is an excellent way to start.

Inventory Considerations:

- ◆ Checking and stocking at least 30-35% more inventory can make all the difference in Hurricane Prone Areas. Food Service Officers are also strongly urged to keep 3-5 days of Shelf stable rations on board for emergency purposes. Other considerations:

- ◆ Refresh yourself on Sale and Transfer of Stores and what units are in your immediate area to have this ability.

CSB/SPL Goals during an active STORM:

- ◆ Subsistence Product Line provides technical support to ensure that the right culinary resources are identified in order to support mission requirements in an affected area.
- ◆ The Subsistence Product Line coordinates with ALL CS's at ashore units in affected areas and maintains a list of ready CS personnel for

critical fill support, provides qualified FDUL to the Incident Commander as requested and becomes member of the LC/SC Fusion Meetings.

- ◆ If you have questions about what to do to properly prepare for HURCON as an FSO please feel free to reach out to your Culinary Support Branch Representative.

Equipment Forefront: Best Practices

Equipment Best Practices:

As an FSO you are the first line of defense for your equipment. Always maintain your equipment's sanitation and cleanliness to ensure it lasts its full serviceable life.

What if my Equipment stops working what do I do?

If you're on a cutter make sure your report non-working equipment to the Engineering Officer (EO). They should document the report as a discrepancy report (DISCREP). Make sure you know the DISCREP number. SFLC provided funding for all major cutter equipment. SPL can inquire directly with SFLC to make sure your equipment is

in line for repair/replacement. In order to help the SPL team knows the following information about your equipment. DISCREP, Item, Serial/Part Number Age of the equipment, issues, and any other pertinent information.

What if they can't fix it?

Ensure your EO creates a discrepancy or CASREPs the Equipment, and create a plan for continuity of operations.

This will allow for part ordering as well as help in the process of getting a Tech that specializes in that equipment to come out and fix it. Usually SFLC requires a few attempts to repair before replacement.

What about ashore galleys?

For ashore galleys units should provide funding but are not provided sufficient funds for major equipment. You should still report non-working major equipment to the EO or EPO.

What if we don't have the money?

Your EO or EPO will work with the Logistics or P&C shop. You should also contact SPL for major equipment replacement options which will allow SPL to prioritize and seek funding. SPL has successfully received funding annually for major equipment replacement. We can't help if we don't know.

Who pays for major equipment?

That depends, for cutters SFLC provides funding for all major galley equipment. For ashore galleys units "should" provide funding but are often not provided sufficient funds for major equipment. Reporting major equipment problems to SPL allows us to prioritize and seek funding.

What if the repair or replacement is out of our units budget?

Reach out to your nearest sectors Logistics purchasing team first. Then reach out to SPL. We do this to make sure commands have visibility on required replacements.

Are you in any of these greater areas, please contact Culinary Support Branch for info to get in on the ACTION:

Events on the Horizon

- Buoy Tender Round Up, Newport RI (18-22 September)
POC: CSCS Edward Fuchs
- Symposium, Sault Ste. Marie, MI (18-22 September)
POC: CSC Michelle Sacco
- CSA Alameda Symposium (25-29 September)
POC: CSC Kendra Garza