



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL
JOINT CULINARY CENTER OF EXCELLENCE
1201 22D STREET
FORT LEE, VIRGINIA 23801-1601

01 January 2012
S: 1 March 2012

ATSM-CES

MEMORANDUM OF INSTRUCTION: 2012 Philip A. Connelly Awards Ceremony

PURPOSE: To outline actions required of award winning active army and reserve component units prior to and during the Philip A. Connelly Awards Ceremony.

DISCUSSION:

1. The 2012 Phillip A. Connelly Awards Ceremony will on 31 March 2012 at the Town and Country Resort and Convention Center, 500 Hotel Circle North, San Diego, California 92108. The ceremony is held in conjunction with the International Food Service Executives Associations (IFSEA), annual Food Service Conference and Trade Show from 28 March – 1 April 2012. The IFSEA cosponsors the Philip A. Connelly Awards Program and hosts the Connelly winners at their conference. The Army and the IFSEA announced the winners of the Garrison, Active Army Field, National Guard and Reserve Components competitions by Department of the Army, G-4, message on 28 December 2011.
2. This year's winning and runner-up units, Garrison, Active Army, National Guard and Reserve Components, will send two representatives (the food operations sergeant and a cook) to the IFSEA conference and Trade Show. The Department of the Army G-4 will provide funding for these representatives. The DA funded winners and runners-up designated to attend the IFSEA/Joint Food Services Award Conference will arrive in San Diego, California on 25 March 2012. All DA funded attendees will depart on 1 April 2012. These representatives will receive tickets for the two major conference functions. The Phillip A. Connelly Office will provide funding limits and funding information regarding travel and related per diem to the winning and runner-up units prior to the conference dates.

NOTE: UNIT SELECTED DA FUNDED ATTENDEES (2) MUST HAVE A GOVERNMENT TRAVEL CARD PRIOR TO DEPARTING HOME STATION. IF THE SELECTED ATTENDEE DOES NOT HAVE A GTC BY 1 FEB 2012 THEY WILL NOT BE FUNDED BY THE ARMY G4 TO ATTEND THE CONFERENCE. THE UNIT MUST THEN SELECT ANOTHER AWARDEE TO ATTEND THE CONFERENCE THAT HAS A GTC. THE AWARDS SPONSORS DO NOT HAVE THE ABILITY TO ISSUE TDY OR ADVANCE PAYMENTS AT THE CEREMONY SITE.

3. A planned participation schedule (Encl 1) with the breakdown of ticket costs (conference registration fees) for the IFSEA conference functions is provided. **All DA funded attendees** are required to complete the participation sheet and return it to the Connelly staff. This should be faxed NLT **1 February 2012** to Sondra Vandermee at (804) 734-3681 or DSN 687-3681 in order to provide IFSEA a better indication of the number of military guests expected at each event for meal guarantee purposes.

4. DA funded unit representatives will prepare TDY orders in DTS as follows: The appropriated fund citation to cover travel and per diem is the responsibility of JCCoE and the Army G-4. Fund citations will be provided by SFC Spence when the two unit representatives have provided him with their GTC numbers. **The approved orders from DTS must be faxed to SFC Spence NLT 15 March 2012.**

5. Command representatives not funded by DA G-4 who wish to attend the ceremony are permitted to do so with the sanction of and funding by their commands. These individuals may register for tickets at the cost of \$115 for the Connelly Ceremony from IFSEA. For those who will not be arriving in California until the day of the ceremony, advanced tickets can be purchased from IFSEA through their on-line registration at www.ifseaconference.com or by calling Mrs. Michelle Hackman toll free at: 800-893-5499 or e-mail: hq@ifsea.com All General Officers attending will be seated at the VIP tables. It is suggested that General Officer's tickets be purchased in advance. The purchaser should request that the tickets be put in an envelope with the individual's name on it and given to SFC Hall in the Army Operations Center until you arrive and can pick them up. You should also give the Connelly Office the name(s) of these individuals so we can ensure receipt of these tickets.

6. In filing DTS vouchers, DA funded attendees who will receive ticket for meals, are reminded that this meal will be deducted from their per diem. These meals must be listed on their DTS voucher as meals provided on 31 March dinner meal. **DA funded representatives must submit DTS Travel Voucher with the original receipts within 5 days of return to their home station.**

7. Lodging/Reservations:

a. Lodging arrangements will be made for *all* attendees funded by DA G-4 and all General Officers at Town and Country Resort and Convention Center, 500 Hotel Circle North, San Diego, California 92108, 29 March – 1 April 2012 at a conference rate of \$133.00. Reservations for *all* attendees *must* be made through the Connelly Office using a block of pre-reserved rooms. Every effort will be made to accommodate individual requirements (provided requests are made no later than 01 March 2012). Attendees are required to complete Encl 2 and return to the Connelly staff.

b. Command personnel not funded by DA G-4, must request reservations through the Connelly staff using the hotel information sheet provided (Encl 2). ***It must be noted, however, that any room charges accrued because of unreported or late cancellations or date changes will be the responsibility of the individual.***

c. Alternate Lodging Options: Command sponsored guests who obtain lodging in a hotel other than the Town and Country Resort and Convention Center should coordinate their intent with the Connelly office. **It is the individual's responsibility that will not be staying at the Town and Country to make his/her own reservations!**

d. Upon arrival, all Army personnel will report to the Army Operations Center in Royal Palms 1-2, Town and Country Resort and Convention Center.

8. Flight Information:

a. The Connelly Staff will **ONLY** pick up VIPs, General Officers, and DA Funded unit reps from the San Diego International Airport. **Transportation to/from the hotel for all others will be the individual's responsibility.**

b. Provide flight information, arrival and departure dates and times to the Connelly office as soon as possible.

9. Specific Actions Required of Winning/Runner-up Units:

a. Immediately upon notification of winner/runner-up status, advise Connelly Staff at (804) 734-3327 or DSN 687-3327 of the names of representatives to attend the IFSEA conference.

b. All DA G-4 funded unit representatives will report at 0800, 28 March 2012 in the Sunrise Room in the Town and Country Resort and Convention Center to attend the Conference Orientation Meeting. The ASU or Class A uniform that will be worn during the ceremony, with all awards, will be worn to the meeting. During the meeting, there will be a uniform inspection and a public affairs representative will interview representatives from the winning units. A Hometown News Release form will be filled out during the meeting by all winners and runners-up to assist PAO in completing this action.

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c. The Food Operations Sergeant or Cook representative of winning and runner-up units are responsible for transporting the trophy bowl or plaque to their home station. Travel orders should reflect excess baggage authorization for that. Advise the Connelly Office of which person has been designated to transport the award.

d. Once the DA sponsored travelers have been selected and notified travel orders will be prepared by the unit sending selected representatives to the Joint Services Award Ceremony (and to the scholarship award training institute, if appropriate).

10. Appropriate Clothing for IFSEA Conference:

a. DAYWEAR – Officers, NCOs and Enlisted Soldiers: ACU uniform for Soldiers, and casual attire for civilians.

b. FORMAL WEAR – The Joint Services Award Ceremony and the IFSEA Grand Ball are formal events for 2012. Appropriate uniforms are:

(1) Officers – White Mess/Mess Blues/ASU's.

(2) NCOs/Enlisted – ASU's or Class A Uniform w/White Shirt and Black Bow Tie.

11. Command representatives are encouraged to submit opinions and comments regarding the Connelly Program and attendance to the IFSEA Conference and Trade Show to: Quartermaster School, Joint Culinary Center of Excellence, Room# 303A, Connelly Program Office, 1831 A. Avenue, Fort Lee, Virginia 23801 or by email to the following addressee; warrell.d.spence.mil@mail.mil; james.c.hall.mil@mail.mil; sondra.r.vandermee.civ@mail.mil



111th Annual IFSEA Conference
 44th Annual Philip A. Connelly Ceremony
 March 29-1 April, 2012 San Diego, California
 Town and Country Resort Hotel and Convention Center Hotel
 500 Hotel Circle North San Diego, CA



PLANNED PARTICIPATION SCHEDULE
 2012 SCHEDULE OF EVENTS
 IFSEA CONFERENCE & CONNELLY CEREMONY
 SUSPENSE: DA Funded: **1 February 2012**
 All Other Guest: **1 March 2012**

NAME/RANK: _____

COMPLETE UNIT ADDRESS: _____

DUTY PHONE: _____

POSITION TITLE: _____

Conference Fee \$140

DATE/TIME	FUNCTION	PLAN TO ATTEND		COST
		YES	NO	
<u>Thursday, 29 March 2012</u>				
1900 – 2200	Welcome Reception (DA Funded Only)	—	—	<i>included in conf. fee</i>
<u>Friday, 30 March 2012</u>				
1900 – 2100	IFSEA Celebration Dinner	—	—	\$115
<u>Saturday, 31 March 2012</u>				
1730 – 2200	Military Dinner Reception (DA Funded Only)	—	—	<i>included in conf. fee</i>

A separate form should be completed by each attendee (to include spouses) please annotate if it is a spouse or family member requests to be seated with you in order for IFSEA to plan for seating and hotel meal guarantees. Forms must be returned to the Connelly Office at: Director, Quartermaster School, Joint Culinary Center of Excellence, ATTN: ATSM CES P (Connelly Office), 1831 A . Avenue, BLDG 4225 Room 303A, Fort Lee, Virginia 23801-1601 or FAX to (804) 734-3681 DSN 687-3681, ATTN: SFC Spence, Warrell; SFC Hall, James; Mrs. Vandermee, Sondra with the hotel reservation sheet by **1 March 2012**.



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 March 29-1 April, 2012 San Diego, California
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 500 Hotel Circle North
 San Diego, CA 92108
 Suspense Dates- DA Funded: 1 FEB 12
 All Other Guest: 1 MAR 12



Lodging Information

Full Name: _____ Rank: _____

Unit Address: _____

Phone #: _____ Email: _____

Military Rate- \$133 single/double Civilian Rate - \$146 single/double

Check in date: _____ Check out date: _____

Smoking Room: _____ Non-Smoking: _____

Government Travel Card#: _____

Expiration Date: _____

**If two people are sharing 1 room, List both names: Both will need to complete a separate lodging information sheet with one persons credit card information*

Airline Flight Information

Date of Arrival: _____

Date of Departure: _____

Flight #: _____

Flight #: _____

Airline: _____

Airline: _____

Arrival Time: _____

Departure Time: _____

**** If more than one person is arriving on the same flight, list them on separate information sheet.***

A separate form should be completed by each attendee to include spouses. Please annotate if it is a spouse or family member requiring them to be seated with you in order for IFSEA to plan for seating and hotel meal guarantees.

Send form to:

Connelly Office by fax or email. The fax number is as follows: (804) 734-3681/DSN 687-3681 or email to the following addresses:

Sondra.r.vandermee.civ@mail.mil; warrell.d.spence.mil@mail.mil; james.c.hall.mil@mail.mil;