

**UNITED STATES
COAST GUARD AUXILIARY
5TH DISTRICT NORTHERN REGION
AUXILIARY CHEF PROGRAM
STANDARD OPERATING
PROCEDURES**

Revised: 23 September 2009

Auxiliary Chef Program Overview

The vision for the 5th District Northern Region Auxiliary Chef (AuxChef) Program is to prepare Auxiliarists to assist in food preparation at Coast Guard Stations, Sectors, cutters and anywhere else that the Coast Guard has personnel. AuxChefs will be able to work in the galley, cooking for the crew. AuxChefs will provide a service to the local Coast Guard unit in a way that not many Auxiliarists can - with a hot meal.

Food Service Specialists (FS) in the Coast Guard are a busy group. They get up early to cook and serve meals for the crew and they work late cleaning up the galley.

For many Coast Guard units, the FSs have little time for much aside from their primary duties as cooks. Due to their demanding rotation as duty cooks, it can be difficult for them to pick up additional training and collateral duties. With two or three cooks at a unit, when one takes leave, the others must step in.

AuxChefs serve as examples of our core values. As such they will demonstrate proper uniform wear, military customs and courtesy, and the pride and unity the uniform represents. The operational dress uniform (ODU) will be the required uniform for AUXCHEFs working at a Coast Guard Unit. For VIP events, a white chef coat, black pants and black shoes will be required.

As an AuxChef, we strive for the same ideals as our gold side counterparts. AuxChefs will be expected to demonstrate the ability to work well in a team environment during initial training which will then carry over to their duties at the Coast Guard unit in which they are assigned. The expectation is that AuxChefs will provide another means to contribute to and support the gold side by providing support to Food Service Specialists.

This standard operating procedure describes in detail the expectations and goals of the AuxChef Program. It is our reference, along with the USCG Food Service Manual and the AuxChef Program Training Book, as we work to honor all of Team Coast Guard by our presence and action.

Semper Paratus



Kenneth G. Enochs
Auxiliary Chef Chair, 5NR



John S. Witemeyer
Commodore, 5NR

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

Table of Contents

Auxiliary Chef Program Overview	Page 2
Record of Changes	Page 3
Table of Contents	Page 4
History	Page 5
Goals	Page 5
Qualifications	Page 5
Auxiliary Chef Structure and Leadership	Page 5
Training	Page 6
Policy	Page 6
Travel Authorization	Page 7
Funding	Page 7
Claim forms (day trips)	Page 8
Claim forms (overnight stays)	Page 8
Claims forms general	Page 8
Travel claim status	Page 8
Uniform	Page 8
Reports	Page 9
Report Time for AUXDATA	Page 9
Conflict Resolution	Page 9

History

Since September 11, 2001, the need for additional programs to support the United States Coast Guard became apparent. The AuxChef (AuxChef) Program fills that need, and helps backfill at USCG Units and aboard USCG cutters when needed.

The AuxChef Program started in District 1SR. 1SR developed and refined the program over the course of five years. In 2001, Auxiliarists began augmenting the Galley at Station Fire Island, NY. Interest in this type of augmentation grew and AuxChefs were born.

Goals

The Goals of the AuxChef Program are:

- Give Auxiliarists another means to contribute to and support the Gold Side;
- Provide simple Food Service Training to Auxiliarists;
- Relieve FSs at small boat stations and cutters so they can have time off;
- Provide assistance at Coast Guard and Auxiliary VIP events;
- Provide training and support to FSs;
- Improve the moral of Coast Guard personnel;
- Demonstrate to the Gold Side the importance and diversity of the Auxiliary; and
- Add to the activities in which Auxiliarist participate, adding interest to their career.

Qualifications

Cooking experience is not a requirement but the desire to help and support the active duty Coast Guard is. Members who commit to this program must understand that it does require a personal time commitment on their part. Hepatitis B shots will be required to work in the galley. The USCG has provided the shots for free at Sector Delaware Bay.

Auxiliary Chef Structure & Leadership

The organizational structure of the AuxChef Program is critical to the successful implementation of the program. The AuxChef Program functions as a Regional organizational unit. It comprises Auxiliarists from various flotillas and is directed by the Auxiliary AuxChef Chair. That person speaks for all the Auxiliary Chefs, handles correspondence, delegates assignments and organizes

training. The AuxChef Chair must demonstrate the leadership and project management skills needed to administer the program at the Regional level. The AuxChef Chair is the primary liaison to the unit Commanding Officer and unit Food Services lead.

The Section Leader is a position that must be applied for and is chosen from the team of AuxChefs working at the unit. The Section Leader is chosen by the unit Commanding Officer. The Section Lead assists with scheduling and maintaining good relations with the unit.

If there are more than 5 Section Leaders assigned to the Region, the AuxChef Chair has the ability to assign an Area Chairperson. The Area Chairperson will administer the program at the Division Level or Area Level. They would then become the primary liaison to the units' Commanding Officer and the Section Leaders.

Members in the AuxChef program will be trained by Section Leaders in all areas of safety and housekeeping. Members will only do what they can do safely. Some will just do clean up, others will serve. The AuxChefs will be supervised by the station FS in charge.

The Station's Commanding Officer will make the final selection from qualified members in the AuxChef Program. This selection process ensures that the CO and FS1 are all onboard with both the program and their choice of the Section Leader. The USCG will determine how much or how little they utilize the members. Some stations have special specific needs; others will require Auxiliary Chefs to work full schedules.

All Auxiliary Chefs are responsible to the Auxiliary Chef Chair. The Auxiliary Chef Chair is appointed and is responsible to the District Commodore. The Auxiliary Chef Chair takes direction from the Commodore, who is its advisor, and from the Director of Auxiliary.

Training

The AuxChef Chair in coordination with the Section Leader will determine the breath and scope of training needed to fill the needs of the Region.

The USCG Food Service Manual along with AuxChef Program Training Book will be the guide for all AuxChefs.

Policy

All AuxChefs must confirm to all established policies.

Travel Authorization

Only travel within D5-NR that totals more than 100 miles round trip is subject to reimbursement. When travel totaling more than 100 miles round trip is planned pre-approval is required. Members shall route travel requests through the AuxChef Chair. The AuxChef Chair will then forward the request to the DIRAUX's Store Keeper (SK) for pre-approval. Pre-approval must be obtained prior to any travel taking place. Failing to complete this step will result in the member not being reimbursed.

Funding

DIRAUX may fund mileage and tolls for AuxChef events such as cooking at CG units for Change of Commands, social events, and other special events. The Assistant Director will designate the funding amount for AuxChef travel reimbursement at the beginning of each fiscal year. Below are the criteria for reimbursable expenses.

Travel totaling less than 100 miles round trip will be subject to the member's out-of-pocket expense

Reimbursable mileage will be determined from the member's home address to events address and return, by use of mapquest.com. Any additional travel miles will be at the expense of the member.

Members traveling in excess of 350 round trip miles, or multiple day missions, may request orders for an overnight stay. This request must be approved by the SK and orders be issued by the SK prior to travel. Important note; members must receive a signed copy of their orders from DIRAUX stating that an overnight stay is authorized prior to travel. The member must also sign the orders when they are received. Also, the hotel rate must be at, or under the local per diem rate for the area you will be staying, or you will not be reimbursed. You can obtain the per-diem rate by calling the DIRAUX Storekeeper.

Members must always check for lodging availability at local military bases prior to staying in commercial lodging.

If a hotel stay is granted members will be required to share hotel rooms in order for DIRAUX to cover full costs. Any members that request not to share a room must only claim ½ of the hotel cost on their travel claim.

Claim forms (day trips)

An 1164 (Local Claim Form), must be completed for all pre-authorized same day travel. For audit purposes, ensure you state the purpose of your travel such as, Change of Command Ceremony for Station _____, in the lower right hand side of the Accounting Classification block along with completing all other blocks. *Ensure you sign the form!*

Claim forms (overnight stays)

After your trip, complete a CG 1351-2 (Travel Voucher) and submit it to DIRAUX along with the hotel receipt, and signed orders you received prior to your travel. *Ensure you sign the form!*

Claim forms general

Both forms can be located on the USCGA's National Website at <http://forms.cgaux.org/forms.html>. All required blocks for either the 1164 or 1351-2 must be filled out before returning to the SK to prevent delay of reimbursement. If you are car pooling, ensure only one person submits a claim for mileage and tolls. *Ensure you sign the form!*

Travel claim status

Please allow 4 weeks for processing before inquiring the status of claims. You can obtain status by checking with the Coast Guard finance center at https://www.fincen.uscg.mil/secure/TP_menu.htm. If you require further guidance contact DIRAUX.

Uniform

The operational dress uniform (ODU) will be the required uniform for AUXCHEFs working at a Coast Guard Unit. For VIP events, a white chef coat, black pants and black shoes will be required. Working Blues may be authorized by the AuxChef Chair on a case by case basis.

Reports

On the first day of each month send a report to the Commodore, Fifth District Northern Region, with a copy to the Auxiliary Sector Coordinator, Sector Delaware Bay and the National Auxiliary Branch Chief, AUXCHEF-Atlantic. The report should include such information as the date, time, location and description of the event(s), the individual requesting the AuxChef service, the names of the participating AuxChefs and their hours of service, VIPs attending, number of persons and number and type of meals served, and comments on the results/outcome of the activities. The information provided affords us the opportunity to communicate AuxChef activities directly to Coast Guard and Coast Guard Auxiliary leadership.

In addition, twice a year prior to the Spring and Fall Conferences, a summary report of AuxChef events and activities should be provided to the 5NR District Board and presented at the Board Meeting. This report should be sent to the 5NR District Chief of Staff (DCOS) at his direction.

Reporting Time for AUXDATA

All activities should be reported on a 7030 (Mission Activity Report). Use the 07D - CG Operational Support: Other Missions. You must record the time actually spent on FS/AuxChef tasks but you may not record more than 19 hours a day. Travel and preparation times should be reported on a 7029 form (Member Activity Log). Submission of forms should be made to your unit FSO-IS and copies should be provided to the AuxChef Chair.

Conflict Resolution

In the event that there is a conflict within the membership of the AuxChef Program, grievances may be heard by the Commodore; if necessary a committee may be formed in order for such grievance to be resolved fairly. Removal for cause from the Auxiliary Chef Program would be within the power of this committee.