



Date: 10 January 2013

From: H.M. Jacobs, DIR-H
Human Resources Directorate

Reply to DIR-H Jacobs
Attn of: (562) 947-0928

To: All DSOs

Subj: AUXCHEF Program

Ref: Director's Clarifying Administrative Memorandum 13-02

The new AUXMAN **Chapter 2, Section B, Paragraph B.2, Page 2-5**, states that Qualified Auxiliarists are authorized assignment to duty to support and augment food service programs at Coast Guard units. Auxiliarists who perform such duties at Coast Guard units or special events shall complete the AUXCHEF training program to qualify and demonstrate proficiency in Coast Guard food service procedures and practices. **Under the general direction and supervision of the unit Food Services Officer (FSO) and the unit Executive Officer/Executive Petty Officer (XO/XPO)**, [emphasis added] and with guidance from the senior AUXCHEF, qualified AUXCHEFs may plan meals and shopping lists (AUXCHEFs may not perform any direct purchasing with any form or type of unit funds). AUXCHEFs may also prepare, serve, and clean-up meals.

An ALAUX dated Friday, December 14, 2012, 1:07 PM, stated the Chief Director's Final Action on the National Board's Recommendation -28/12. The CHDIRAUX **did not** approve the recommendation to Formalize the AUXCHEF program starting with creation of a District Staff Officer for Food Service (DSO-FS) and allowing each Auxiliary region to implement positions through their Chains of Leadership to whatever depth their service level demands as needed locally (e.g., Assistant District Staff Officer [ADSO-FS], Division Staff Officer [SO-FS], Flotilla Staff Officer [FSO-FS]). The Chief Director stated that AUXCHEF is an Auxiliary competency specifically designed **to target and provide real-time food service support to CG units that have dining facilities/galleys.** [emphasis added]. Program participation level is therefore limited by the number of available CG dining facilities/galleys. Currently, national and regional AUXCHEF program management sufficiently resides within **Auxiliary Human Resources (HR) program management** and does not warrant creation of an additional standalone program organization. Additionally, the capacity to provide regional AUXCHEF program management assistance to the DSO-HR already exists, in that regions are authorized to establish **ADSOs** for that specific purpose.

District Staff Officers for Human Resources are to create an ADSO-HR [AUXCHEF] position(s) to properly handle requests for augmentation from active duty dining rooms and galleys in their

Districts. Active Duty requesting said augmentation are responsible for assigning selected AUXCHEFs to their duty stations. AUXCHEFs are no longer to provide food service to Auxiliary events and may not be assigned to duty by an Auxiliarist for that purpose.

Further, District Staff Officers for Human Resources are to identify members acting in the AUXCHEF who have not been properly trained and approved through the AUXCHEF PQS process and advise those members to 'stand down" from participating in the AUXCHEF program until they have completed the requirements established by Commandant of the Coast Guard.

Finally, the distinguish uniform of the AUXCHEF, white coat, shall be worn only in Coast Guard Galleys and Dining Rooms and may not be worn at any non-Coast Guard event at which the member is providing food service outside of the AUXCHEF program.

For additional information and guidance, please contact the Branch Chief-AUXCHEF Division appointed for your Area. They are: **Atlantic-East**, Ron Ellis, raegrph@msn.com; **Atlantic-West**, Joseph Villafane, jvillafane@ngkf.com; and, **Pacific**, Linda Haynes, lrhaynes@att.net.