

To: COMO Gene Seibert NACO
Via: COMO Steven Budar, NAVCO
From: Dante J. Laurino, N-SP
Re: **AuxChef Program Summary and Recommendations**

Program Summary

In 2006, the **AuxChef** program continued its track record of growth and is currently being piloted or rolled-out in several Districts. The continued growth and acceptance of the **AuxChef** program is indicative of its usefulness and popularity with Coast Guard units and Auxiliarists alike.

1. Program History

- a. Since September 11, 2001, the need for additional programs to support the United States Coast Guard became apparent. The **AuxChef** program fills that need, and helps backfill at USCG Stations and aboard USCG cutters (the AuxChef must be crew qualified) when needed.
- b. The **AuxChef** program started in District 1SR and was developed and refined over the course of five years. In 2001, auxiliarists began augmenting in the galley at Station Fire Island, NY. Interest in this type of augmentation grew and the project I started called **AuxChef** was born... Eventually, more experienced members became the trainers, mentors and I became the administrator for the program. The program took hold in 2003 after graduating several classes of the **AuxChef** program.
- c. The range of expertise ranges from certified Chefs (i.e. Donald Trump's personal chef) to members who are inclined to help make life easier for the active duty & reserve Coast Guard. Everyone with an interest in participating is welcome.
- d. The District 1SR program is a prototype and will be used to set the standard for a national rollout.

National Rollout

1. The organizational structure of the **AuxChef** program is critical to the successful implementation of the program. Districts wishing to participate will need to appoint individuals to the following positions.

Title	Responsibilities	# of Stripes (appointed)
Chairperson	This individual must demonstrate the leadership and project management skills needed to administer the program at the District level. They also supervise the Area Chairpersons and Section Leaders.	2 ½
Area Chairpersons	The Area Chairperson administers the program at the Division or Sector level. These individuals are the primary liaison to the unit Commanding Officer and unit Food Services lead.	2
Section Leader	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.	1

2. The **AuxChef** program will mirror the Ombudsman program, by having the Station's Commanding Officer make the final selection from qualified members in the AuxChef Program. This selection process insures that the CO & 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 require us to work full schedules.
3. We will use USCG Food Service Manual as our guide, and conform to all policies. This includes obtaining Hepatitis shots to work in the galley, and on-board USCG cutters (crew qualified). The USCG has provided the shots for free in 1SR.
4. Members in the **AuxChef** program will be trained by the Section Leader in all areas of safety and housekeeping.
 - a. Members will only do what they can do safely. Some will just do clean up, others will serve.
 - b. The **AuxChefs** who cook will be supervised by the station FS in charge.
 - c. Experienced cooks and chefs in each District program will be the mentor/instructor for member. These mentors are usually the Area Chairperson assigned to a geographic area. (AOR).
 - d. This program must be kept simple, safe and rewarding for all.

5. **AuxChef** Training Guide

- a. The **AuxChef** Training Guide has one module (attached) to give the member a basic knowledge of nutrition.
- b. The Guide will be available for general distribution after the current program data has been collected and analyzed and the DCOs have been updated at the area meetings at NACON.

6. **Food Service Specialist School**

Members in the **AuxChef** program are encouraged to attend the Food Service Specialist School "A" school for formal training. In the past, at least six members have attended training at TRACEN Petaluma CA, and others are enrolled to go to the next class.

The **AuxChef** program will vary in its breath and scope to fill the needs of each District. It is a great tool to use in the recruitment and retention of members. New recruits, when told of the program, love the idea of helping out in the stations.

With respect to member retention, this program serves as an important tool for a member to do something new and stay fresh. They will find that their services are useful and important to the morale and well-being of the unit's crew. This program also frees up active duty Coast Guard personnel to participate in cross training, and greater versatility in times of higher alert status.

Respectfully submitted,

Dante J. Laurino
N-SP