

**COAST GUARD “HOW TO” - REQUESTING AUXILIARY FOOD SERVCES SPECIALISTS**

The Auxiliary Food Services Program is a National Auxiliary Program designed to provide trained Auxiliarists to fill-in at small boat stations or aboard cutters to relieve Culinary Service Specialists (CSs), allowing them to attend training, take leave, etc. while still providing meals at the unit. The AUXFSs can also assist with VIP events, Changes of Command, retirements, etc. AUXFSs can be available from one meal to multiple day/week deployments.

Qualified AUXFSs complete 18-22 hours of basic food services training, along with completing a series of PQS to demonstrate their skills. The training is based on the FS3 Striker course, emphasizes safety and sanitation, working in a galley and basic food preparation. The Coast Guard Headquarters Food Services Program (CG 1111) has approved the AUXFS Training Program. A certified and experienced AUXFS is the instructor for the training, often assisted by a unit Culinary Service Specialist. Annual sanitation training is required for all AUXFSs. The AUXFSs are required to have Hepatitis A shots, health screening and Introduction to Risk Management.

A CG unit requesting the assistance of AUXFSs may do so through normal CG request procedures. In addition, the National HR Directorate Staff is available to assist as needed and may be contacted per below:

Paulette Parent, Division Chief/Food Services – [prparent175@aol.com](mailto:prparent175@aol.com)

Noreen Schifini, Branch Chief/Atlantic (BC-HFA), Districts 5NR, 5SR, 7, 8ER, 8CR, 8WR [schifiniuscgaux@aol.com](mailto:schifiniuscgaux@aol.com)

Carolyn McClure, Branch Chief/West (BC-HFW), Districts 1NR, 1SR, 9ER, 9CR, 9WR [carolyn.e.mcclure@gmail.com](mailto:carolyn.e.mcclure@gmail.com)

Barry Chapman, Branch Chief/Pacific (BC-HFP), Districts 11NR, 11SR, 13, 14, 17 [chapmanbarrya@gmail.com](mailto:chapmanbarrya@gmail.com)

The request will be passed on to the appropriate District Staff Officer-Food Services (DSO-FS) who will be the Point of Contact. The DSO-FS will make the necessary arrangements to fulfill requests with the best qualified AUXFS available. It should be noted that advance notice is best but last-minute requests may be accommodated subject to availability of AUXFSs.

Information on request should include: Unit name & location, dates of request, duration of request, specific duty requirements, etc. The DSO-FS will assign an AUXFS in consultation with the requesting unit. The requesting unit should issue appropriate orders for the AUXFS. The orders are based upon the requirements of the assignment according to specific needs due to the nature of the assignment.