

## Lesson 2. Open Galley Menu

### Introduction

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**Lesson Overview**

This lesson describes the process of creating a menu for an Open Galley.

**Objective(s)**

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After this lesson, students should be able to:

- Given an open galley menu template, Job Aid “How to Create an Open Galley Menu”, and appropriate reference materials, **CREATE** a Coast Guard Dining Facility (CGDF) open galley menu with 100% accuracy.


**References**

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- Coast Guard Food Service Manual COMDTINST M4061.5A (series); MAR 2009
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## Lesson Structure

### Lesson Structure and Required Materials

This table explains this lesson's structure. If you lack materials or experience technical difficulties, contact Lesson instructor Adam Shelton at [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)

Lesson Title	Lesson 2. Create an Open Galley Menu.
Lesson Schedule	<u>Mode: Online Self-Directed</u> <ul style="list-style-type: none"> <li>Expect this lesson to take approximately 45 minutes</li> </ul>
Paper Materials 	Paper Job Aid Booklet: <ul style="list-style-type: none"> <li>JA, "How to Create an Open Galley Menu"</li> </ul>
1. Develop Knowledge	This lesson begins with an online PowerPoint presentation and is followed by a Practice and Assessment.  See "Knowledge Development" Section in this User Guide for instructions.
2. Complete Practice	This lesson offers practice creating an Open Galley menu. It is a chance for instructor input before you attempt the PTC.  See "Practice" Section in this User Guide for instructions.
3. Complete Assessment	This lesson offers an assessment to confirm student proficiency in completing an Open Galley Menu.  See "Assessment" Section in this User Guide for instructions.
End of Lesson Description	

## Knowledge Development: How to Build an Open Galley Menu

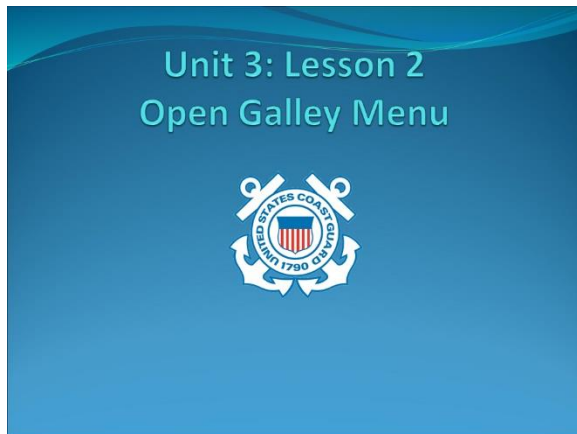
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### Instructions: Online Presentation


1. Access paper Job Aid, “How to Create an Open Galley Menu” in your Job Aid Booklet.
  2. Go to milSuite for practice materials (link below):  
<https://www.milsuite.mil/book/groups/fso-pva-course>
  3. Click “Knowledge Development link under Unit 4, Lesson 2
  4. Listed on this screen are the materials you need to complete this presentation.
    - Presentation – Open Galley Menu
  5. Optional: After viewing presentation, refer to the slides in this section as a refresher.
  6. Email instructor with any questions, if needed.
    - Instructor email: [Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)
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## Create an Open Galley Menu Slides

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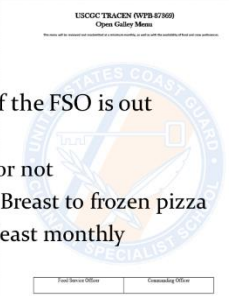
### Objectives

Given an inventory of subsistence items on hand, access to recipes, a computer with access to the CG Portal, milSuite and DCS, all appropriate references and a menu template, **COMPLETE** an Open Galley menu IAW the Food Service Manual and the Coast Guard Food Service Practical Handbook COMDTPUB P4061.4 (series)

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## Open Galley Menu

- **What is it?**
  - List of what's for dinner if the FSO is out
  - Not a lot of rules
    - Can be pre-made foods or not
    - Anything from Chicken Breast to frozen pizza
    - Needs to be updated at least monthly

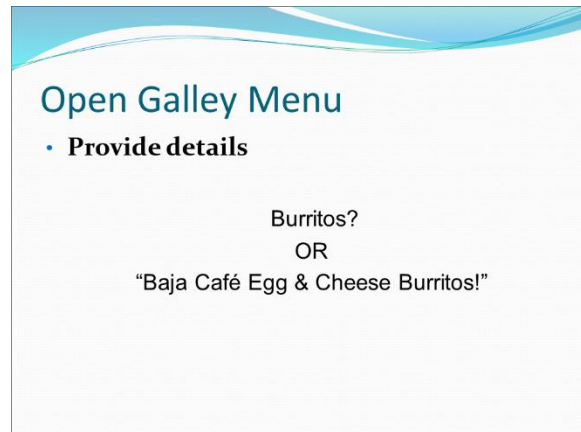


USCGC TRACEN (WMEB-47800)  
Open Galley Menu

Food Service Officer \_\_\_\_\_  
Cooking Officer \_\_\_\_\_

## Create an Open Galley Menu Slides, Continued

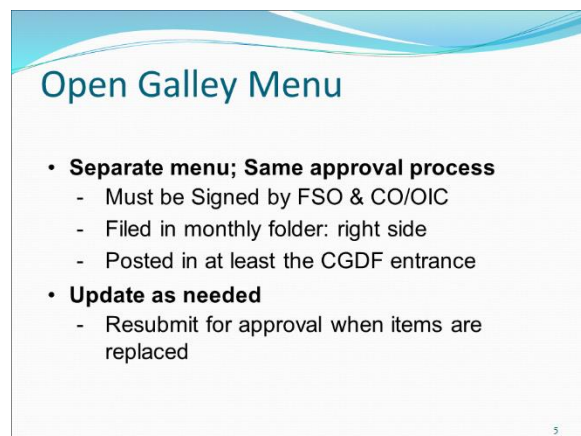
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Open Galley Menu

- **Provide details**

Burritos?  
OR  
"Baja Café Egg & Cheese Burritos!"



Open Galley Menu

- **Separate menu; Same approval process**
  - Must be Signed by FSO & CO/OIC
  - Filed in monthly folder: right side
  - Posted in at least the CGDF entrance
- **Update as needed**
  - Resubmit for approval when items are replaced

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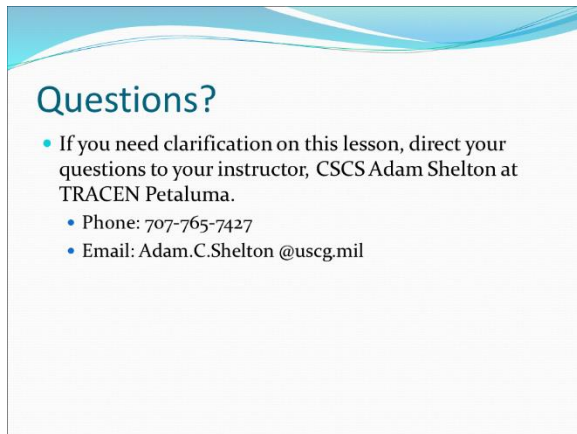
Finalizing A Menu

- **FSO Signs Menu**
- **FSO routes to CO/OIC for approval**
- **CO/OIC Signs Menu**
  - If not approved: revise, sign, resubmit
  - Resubmit if approved items are replaced
- **File**
  - Monthly folder: right side
- **Post**
  - CGDF Entrance; other appropriate places

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## Create an Open Galley Menu Slides

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**Questions?**

- If you need clarification on this lesson, direct your questions to your instructor, CSCS Adam Shelton at TRACEN Petaluma.
  - Phone: 707-765-7427
  - Email: Adam.C.Shelton @uscg.mil

## Practice: Open Galley Menu

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### Instructions: Practice

#### Access Practice Materials Online

1. Access paper Job Aid, “How to Create an Open Galley Menu” in your Job Aid Booklet.
2. Go to milSuite.mil for practice materials (link below)
3. <https://www.milsuite.mil/book/groups/fso-pva-course>
4. Click “Practice” link under Unit 4, Lesson 2
5. Listed on this screen are the materials you need to complete your practice activity.
  - a. PRACTICE – Open Galley Menu

#### 6. Complete Practice

#### Practice Scenario

You have completed your cycle menu for the weeks of May 4-17 onboard the CGC HAWKSBILL. You now need to draft an open galley menu for submission to your CO/OIC. Using available references, your Job Aid, “How to Create an Open Galley menu” and the Internet, DRAFT an open galley menu containing 10 subsistence items IAW the Food Service Manual.

#### 7. Completed Practice Forms

Create EMAIL to instructor CSCS Shelton  
([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):

- Subject: U4L2 PRACTICE (Your Last Name)
- Attachment: Your practice doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Practice (U4L2 Open Galley)
  - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

## Practice: Create an Open Galley Menu

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**Instructions:** Receive Instructor Feedback on Practice  
**Practice,**  
**CONT.**

9. Your instructor will contact you with feedback using the email and phone number you included in your email.

10. Instructor feedback on your practice:

IF	THEN
Your practice was correct	Proceed to Assessment
Your Practice had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready for assessment or if you want to complete another practice activity before trying the assessment.</li><li>4. Pursue action determined with instructor in Step 3.</li></ol>

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End of Practice



## PTC Assessment: Create an Open Galley Menu

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### Instructions: Assessment

Before you begin:

1. This assessment evaluates your proficiency in this Terminal Performance Objective:
  - Given an open galley menu template, Job Aid “How to Create an Open Galley Menu”, and appropriate reference materials, **CREATE** a Coast Guard Dining Facility (CGDF) open galley menu with 100% accuracy.
2. Questions are not permitted during an assessment.
3. You are allowed three attempts to pass this assessment.
4. Performance Criterion for Successful Assessment Outcome:
  - A CGDF open galley menu with required signatures:
    - FSO signature
    - CO/OIC signature\*

\*Instructor will act as CO/OIC
5. Refer to your Performance Test Checklist (PTC) Booklet for the PTC, “Create an Open Galley Menu” to review this assessment. If you did not download the PTC Booklet at the start of this course, the PTC Booklet can be found on this course’s milSuite site.

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## **PTC Assessment: Create an Open Galley Menu, Continued**

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### **Instructions: Assessment, CONT.**

#### Access Assessment Materials Online

6. Access the paper Job Aid, “How to Create an Open Galley Menu” in your Job Aid Booklet
7. Go to milSuite for practice materials (link below):  
  
<https://www.milsuite.mil/book/groups/fso-pva-course>
8. Click “Assessment” link under Unit 4, Lesson 2
9. Listed on this screen are the materials you need to complete your practice activity, including:
  - a) ASSESSMENT – Open Galley Menu

#### 10. Complete Assessment

#### Access Practice Materials Online

#### Assessment Scenario

You have completed your cycle menu for the weeks of May 18-24 onboard the CGC HAWKSBILL. You now need to draft an open galley menu for submission to your CO/OIC. Using available references, your Job Aid, “How to Create an Open Galley menu” and the Internet, DRAFT an open galley menu containing 10 subsistence items IAW the Food Service Manual.

#### 10 Completed Assessment Forms

Create EMAIL to instructor CSCS Shelton  
([Adam.C.Shelton@uscg.mil](mailto:Adam.C.Shelton@uscg.mil)):

- Subject: U4L2 ASSESSMENT (Your Last Name)
- Attachment: Your assessment doc(s)
- Body of Email: Include this description
  - Unit/Lesson # and Practice (U4L2 Open Galley)
  - Your full name, time zone, your email to receive instructor feedback, and your cell phone.

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## Assessment: Create an Open Galley Menu, Continued

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**Instructions:**  
**Assessment,**  
**CONT.**

11. Instructor feedback on your practice:

IF	THEN
Your assessment was correct	Congratulations! You have demonstrated proficiency in an important FSO skill.
Your assessment had errors.	<ol style="list-style-type: none"><li>1. Take notes capturing instructor feedback.</li><li>2. If needed, ask the instructor questions to clarify your errors.</li><li>3. Discuss with instructor if you are ready to attempt a second assessment or if you want to go back and do another practice before attempting assessment again.</li><li>4. Pursue action determined with instructor to successfully pass your assessment.</li></ol>

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End of Assessment