

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
USCGC XXXX (WPB 321)

600 SE 8th Ave
St. Petersburg, FL 33701
Phone: (727) 502-1555
Fax: (727) 502-1559

4061
17 Jul 2020

MEMORANDUM

From: CGC XXXX (WPB 321)

To: C. Smith, EMC
CGC XXXX (WPB 321)

Subj: DESIGNATION TO CONDUCT GALLEY ANNUAL AUDIT

Ref: (a) Coast Guard Regulations Manual, COMDTINST M5000.3 (series)
(b) Food Service Manual, COMDTINST M4061.5A (series)

1. In accordance with reference (a), you are hereby designated to conduct an annual audit of the galley onboard USCGC XXXX (WPB 321) on 31 July 2020. You will follow all guidelines and procedures and report all findings in accordance with reference (b).

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