



ENLISTED AIDE TRAINING COURSE OVERVIEW



TRAINING PROGRAM





TRAINING PROGRAM

Enlisted Aide Attributes & Interpersonal Skills
Duties and Responsibilities
Security, Counter-Terrorism and COMSEC
Administration
General Officer Uniforms
Preparation for the Field
Daily Food Service
Official Social Events
Protocol & Etiquette
Quarters Maintenance





TRADOC Commanders Quarters



6 December 2008

Army Center of Excellence, Subsistence



SHAPE Belgium SACEUR's Residence



Chateau Gendebien



Carlisle Barracks



Quarters 1



VCSA Quarters



6 December 2008

Army Center of Excellence, Subsistence



GEN Keane – On The Road





VCSA Quarters



6 December 2008

Army Center of Excellence, Subsistence



Entertaining



Living Room



Table Set for Formal Dining



Kitchen



Butler Pantry



Pentagon



Joint Staff Executive Dining Room
Secretary of Defense Executive Dining Facility
Secretary of the Army Executive Dining Facility



C-20 Program





EA Web Site



Enlisted Aide - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://www.quartermaster.army.mil/aces/programs/aide/enlisted_aide.html Go Links

http://www.quartermaster.army.mil/aces/programs/aide/enlisted_aide.html

Food Service Programs

The Army Enlisted Aide Training Course

Home | Connolly Program | Culinary Arts Program | USACAT | FMAT | Enlisted Aide

Enlisted Aide

Introduction to the Army Enlisted Aide Training Course: The US ARMY QUARTERMASTER CENTER AND SCHOOL, FT LEE, VA now offers an Enlisted Aide Training Course (EATC). This course will follow and run in conjunction with the [Advanced Culinary Skills Training Course](#).

[AR 614-200](#), Enlisted Assignments and Utilization Management, 15 July 2004, Chapter 8, Paragraph 8-11, prescribes the policies and personnel management procedures for selection, training, assignment, utilization, and control of soldiers as enlisted aides on the personal staff of general officers. Normally, soldiers in PMOS 92G are assigned as enlisted aides. However, volunteers may be assigned from a different MOS to the position if specifically requested by a general officer.

Personnel interested volunteering for the Enlisted Aide Program are encouraged to apply by submitting a DA Form 4187 to Cdr, HRC, ATTN: AHRC-EPZ-Q, 2461 Eisenhower Ave., Alexandria, VA 22331. Forward grade, full name, SSN and MOS with all e-mail requests. Applicants must thoroughly read and understand AR 614-200, Chapter 8, Paragraph 8-11. [US Army Human Resources Command Enlisted Aide Program](#) - (AKO Required)

COURSE DESCRIPTION

The Enlisted Aide Training Course (EATC) will provide training for select food service personnel for assignment as an enlisted aide serving on the staff of a General Officer in his assigned government quarters. This course will provide advanced techniques and skills required for assignment to include lessons defining and developing: the attributes, duties and responsibilities of an enlisted aide; Interpersonal skills; Security, crime prevention, counter terrorism and comsec; Administration; General Officer uniforms and equipment; Preparation for the field; Daily food operations; Official social events; Quarters maintenance; and Grounds maintenance.

Enlisted Aide

Duties

The duties of an Enlisted Aide generally vary since their duties are tailored to the needs of each General Officer, however, most enlisted aides perform the following types of duties:

- Maintaining the General Officer's uniforms
- Arranging official social events
- Meal Preparation, to include menu planning and shopping
- Administrative duties and record keeping
- Quarters maintenance to include daily routine tasks and seasonal requirements
- Perform tasks that aid the officer in accomplishing military and official responsibilities

Course Information

Course Schedule

[View Course Schedule](#)

(FY2007 / 2008 / 2009)

Links

- » [Advanced Culinary Skills Training Course](#)
- » [Department of the Army Protocol Directorate](#)
- » [US Army Human Resources Command Enlisted Aide Program - \(AKO Required\)](#)
- » [Wear and Appearance of Army Uniforms and Insignia \(AR670-1\)](#)

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DA FORM 4187, JAN 2000



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SAVE SAVE AS PRINT EMAIL

(Section III)

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) CDR USACASCOM&FL ATTN: ATZM-AG-ENL FORT LEE, VA 23801	2. TO (Include ZIP Code) CDR, HRC, ATTN: AHRC-EPZ-Q, 2461 Eisenhower Ave. Alexandria, VA 22331	3. FROM (Include ZIP Code) CDR,HHC 266th QM BN FORT LEE, VA 23801
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	Assignment as Enlisted Aide

9. SIGNATURE OF SOLDIER (When required) Click to Appear

10. DATE (YYYYMMDD)
20070401

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

- Request assignment as an Enlisted Aide
- I hereby volunteer to serve as an enlisted aide on the personal staff of a general officer. I have read and understand the provisions of AR 614-200, chapter 8-11, 30 SEP 2004.
- I have attached the following documentation: Letters of Recommendation, 1 - 2 Page Bio/Resume & POC Information

NUM



DA FORM 4187, JAN 2000

U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

<input type="checkbox"/>	Service School <i>(Enl only)</i>	<input type="checkbox"/>	Special Forces Training/Assignment	<input type="checkbox"/>	Identification Card
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training <i>(Enl only)</i>	<input type="checkbox"/>	Identification Tags
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests	<input type="checkbox"/>	Separate Rations
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples	<input type="checkbox"/>	Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification	<input type="checkbox"/>	Change of Name/SSN/DOB
<input type="checkbox"/>	Exchange Reassignment <i>(Enl only)</i>	<input type="checkbox"/>	Officer Candidate School	<input checked="" type="checkbox"/>	Other <i>(Specify)</i>
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members		Attend ACSTC & EATC

9. SIGNATURE OF SOLDIER *(When required)* [Click to Approve](#)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

- Request attendance in the Advanced Culinary Skills Training Course and the Enlisted Aide Training Course
- Report Date 25 March 2007
- ACSTC - ATRRS #8E-F5/800-F17, School Code 101, Class Number 07-003, 26 March-19 April - 2007
- EATC - ATRRS # 800-F22, School Code 101, Class Number 07-003, 22 April-26 March 2007

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United States Army

SFC Goode E. Nuff
Instructor/Writer, ACES
266th QM BN
Fort Lee, VA 23801
Work 804-734-5555
Cell 804-520-1234
Home 804-621-6789



MILITARY SCHOOLS ATTENDED

EATC	Fort Lee, VA	2004
ANCOC	Fort Lee, VA	1995
ACSTC	Fort Lee, VA	1991
BNCOC	Fort Lee, VA	1990
PLDC	Bad Toelz, Germany	1989

EDUCATIONAL DEGREES

University of Maryland – BS in Social Science
Cordon Bleu, Paris France – Grande Diplôme
American Culinary Federation – Certified Executive Chef

FOREIGN LANGUAGE(S) None Recorded

GRADE

DATES OF PROMOTIONS

SFC	1 Sep 93
SSG	1 Apr 90
SGT	1 Apr 89
SPC	1 Feb 87
PFC	1 Aug 86
PV2	1 Jun 86

MAJOR DUTY ASSIGNMENTS

<u>FROM</u>	<u>TO</u>	<u>ASSIGNMENT</u>
Jan 99	Present	Enlisted Aide to VCSA, HQ CO, US Army, Fort Myer, VA
Oct 97	Jun 99	Enlisted Aide to CJCS, HQ CO, US Army, Fort Myer, VA
Jun 94	Sep 97	Enlisted Aide to CG TRADOC, US Army, Fort Monroe, VA
Jan 88	May 94	Enlisted Aide to SACEUR, HQ, US Army Element, SHAPE, Belgium
Aug 86	Dec 87	Cook, 24 Ordnance Co, 260 QM BN, Victory Brigade, 24th IN Division, United States Army, Hunter Army Airfield, Georgia



Enlisted Aide Candidate For LTG Smith

Your Name Here

SFC Ken Snapp
Enlisted Aide Manager, HRC 177
DSN: 221-0276
703-325-0276
Fax: 703-325-1974

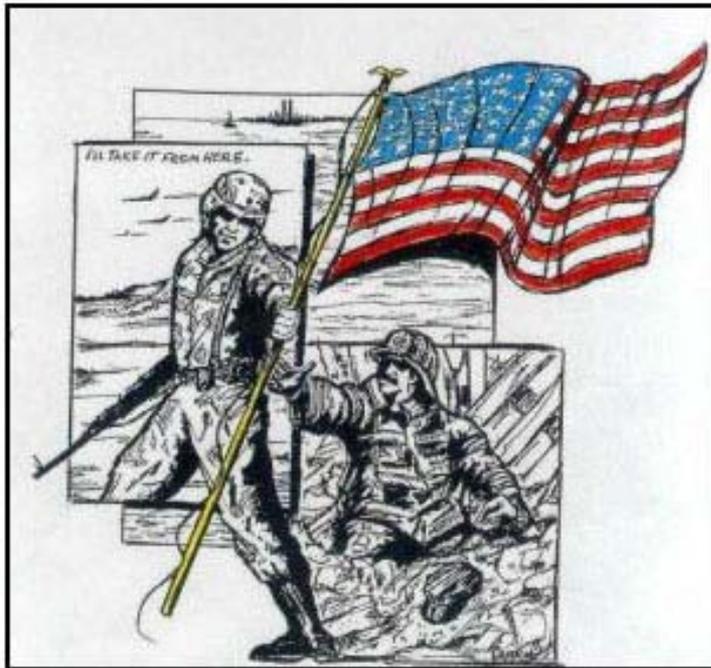
MSG David Turcotte, SSG David
Baisden
SR. Enlisted Aide Advisor
DSN: 687-4474/3112
804-734-4474/3112
Fax: 804-734-3279

David.john.tucotte@us.army.mil

!
David.Baisden@us.army.mil



THANK YOU FOR YOUR SUPPORT



Loyalty

Duty

Respect

Selfless Service

Honor

Integrity

Personal Courage

Questions?

Contact MSG TURCOTTE 734-5695



Army Center of Excellence, Subsistence



92G Training With Industry (TWI)



Purpose



- **Immerse a NCO into a commercial culinary training environment**
- **Place in a Military Liaison position to assist in the integration of all DOD personnel into the culinary school**
- **Develop policy for integration of training within DOD/ CIA**
- **Learn industry techniques for advanced culinary training principles and apply them to the Army Food Service Training Program**



Intent



- **Learn what and how the higher level culinary school trains**
- **Apply that knowledge upon utilization assignment at the Quartermaster Center and School**



Programs Goals

Develop Non-Commissioned Officers who:

- **Will bring better food service business practices back from industry leaders for Army use**
- **Understand the workings of industry partners involved in food service**
- **Build future advance culinary skills instructors**



Professional Goals

- **Teach Culinary Arts and the fundamentals of advanced food preparation techniques**
- **Controlling Costs and Financial Management**
- **Learn Industry techniques for advanced culinary principles and preparation**
- **ProChef Certification**



Goals as a Staff Liaison

- **Assist in the integration of DOD personnel at the CIA**
- **Development of Curriculum for Culinary Arts Programs**
- **Learn and apply industry techniques for food service ordering and distribution**



Program Overview



- **Assignments are on a 12-month rotation from Aug-July**
- **NCOs are rated by the corporation leadership and receives an Academic Evaluation Report**
- **NCOs are assigned to US Army Student Detachment, Fort Jackson for Administration Requirements**



Eligibility



- **MOS 92G who has been working in the MOS for the previous 6 years**
- **Senior E-6 to Junior E-7 (E-7 < one year time in grade)**
- **16yrs of AFS or less prior to requesting training**
- **Posses Strong Cooking Skills**
- **Possess Strong Administration Skills**
- **Culinary Skills are required**
- **Potential for future, long-term service**



Application Process



- **DA Form 1618 TWI Application**
- **Resume**
- **1 Copy of College/University Transcripts**
- **Endorsed letter by 1st O-6 in chain of command**
- **Photo in Food Service Uniform**
- **Packets must be submitted NLT 15 Feb 07**



Selection Process

- **All packets sent to Fort Lee NLT 15 Feb 07**
- **Packets boarded at Fort Lee 17 Feb 07**
- **Board members**
 - Chief, Culinary Skills Training Division**
 - SGM, ACES**
 - SGM, DOT**
 - CEC or CECP**
- **Select TWI candidate, 1st runner-up, 2nd runner up - submit names to HRC NLT 1 Mar 07**
- **HRC conduct background/ credit check & cut orders**



Eligibility



- **MOS 92G who has been working in the MOS for the previous 6 years**
- **E-6 to E-7 (E-7 with less than 1 year time in grade)**
- **16 yrs of Active Federal Services or less prior to requesting training**
- **Possesses Strong Cooking Skills**
- **Possesses Strong Administration Skills**



Eligibility (Cont'd)



- **Culinary Skills are recommended**
- **Potential for future, long-term service**



Application Process



- **DA Form 1618 TWI Application**
- **Resume**
- **1 Copy of College/University Transcripts**
- **Endorsed letter by 1st O-6 in chain of command**
- **Photo in Food Service Uniform**
- **Packets must be submitted NLT 01 Aug 07**

