

8–11. Enlisted aides on the personal staff of general officers

a. Certain GOs are authorized enlisted aides on their staff to perform tasks and details that, if performed by the officers, would be at the expense of their primary military and official duties. The Chief of Staff, Army, is entitled to four enlisted aides. Other GOs in Government quarters are entitled to aides based on budget constraints and requirements

of each GO position.

b. Enlisted aide duties must relate to the military and official duties of the GO and, thereby, serve a necessary military purpose. The propriety of duties is determined by the official purpose they serve rather than the nature of the

duties. In connection with military and official functions and duties, enlisted aides may perform the following (list not

all inclusive—provided only as a guide):

(1) Assist with care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.

(2) Perform as point of contact (POC) in the GO's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.

(3) Help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties and dinners.

(4) Help to purchase, prepare, and serve food and beverages in the GO's quarters.

(5) Perform tasks that aid the officer in accomplishing military and official responsibilities, including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

c. Normally, enlisted aides hold PMOS 92G; however, Soldiers with other PMOS may be assigned if requested by the GO.

d. Soldiers may volunteer for enlisted aide duty at any time and will remain in the pool of available Soldiers, provided they meet the following prerequisites:

(1) Possess a current food-handler's certificate (or be qualified for a certificate).

(2) Be graduates of the food service specialist course or have like experience. Volunteers who have attended a culinary institute for 6 months or longer, even if non-graduates, will be considered as having a civilian-acquired skill

in MOS 92G.

(3) Have at least 24 months of active service remaining.

(4) Have an aptitude area score of 90 or higher in aptitude area composite OF (operators and food).

(5) Possess or be able to obtain a driving permit.

(6) Have no information on record that may preclude a favorable SSBI (must receive a favorable SSBI before assignment).

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e. Enlisted aides serving on the GO's staff may be reassigned to the GO provided—

(1) The GO so desires.

(2) The enlisted aide is authorized in the new assignment.

(3) Clearance is obtained from HRC.

f. Enlisted aides assignment OCONUS and return to CONUS may be made without regard to OCONUS tour limitations.

g. Soldiers attending the Starkey Institute of Household Management to become certified household managers will incur a 24-month service remaining obligation upon completion of training. This is the only formal training for the Enlisted Aide Program. Soldiers holding PMOS 92G will be awarded ASI "Z5." For all other Soldiers, the ASI will be

displayed in the DMOS.

h. Soldiers may voluntarily withdraw from duty as an enlisted aide at anytime. They may also be involuntarily removed and have ASI "Z5" withdrawn.

i. Have a thorough background screening conducted by HRC. Soldiers with Type I reports of unfavorable information

disqualifiers will be permanently excluded from enlisted aide duty. Soldiers with Type II reports of unfavorable information disqualifiers will be excluded for consideration for enlisted aide duty for 5 years from the date of the disqualifying incident.

j. Type I reports of unfavorable information disqualifiers (automatic rejection) are:

(1) Sexual harassment; assault characterized as moderate or severe; spouse or child abuse characterized as moderate or severe; rape; or indecent acts with minors (see table C-1, incident severity index, AR 608-18, and the case review

committee (CRC) determination).

(2) Incest, bestiality, adultery, sexual activity with subordinate Soldiers, or fraternization.

(3) Conduct in violation of the Army's policy on participation in extremist organizations or activities.

(4) Any court-martial conviction in the Soldier's career, provided it has not been reversed by a higher court or other appropriate authority.

(5) Any repeat offenders (or combination) of Type II offenses (see k(1) through k(5) below) anytime during Soldier's career.

k. Type II reports of unfavorable information disqualifiers (time related – any record of unfavorable information below committed within 5 years of enlisted aide duty consideration):

(1) Driving under the influence (DUI).

(2) Assault and/or spouse or child abuse characterized as mild (see table C-1, AR 608-18, and the CRC determination).

(3) Any drug offense.

(4) Larceny/theft.

(5) A traffic violation with six points or more assessed.