



Joint Culinary Center of Excellence
Enlisted Aide Training Course
1630 Byrd Avenue, Bldg. 4200, Room 158
Fort Lee, VA 23801-1601
Phone: (804) 734-3112

WELCOME!

Congratulations on receiving orders to the Enlisted Aide Training Course, Joint Culinary Center of Excellence, Fort Lee, VA. The instructors and staff members of the Advanced Food Service Training Division welcome you. We look forward to having you attend the EATC which will equip you with the knowledge and tools required to support General and Flag officers. Upon completion of this challenging course you will have attained all the necessary requirements to become an Enlisted Aide.

Mission Statement: Is to familiarize selected enlisted personnel with the policy, selection, personal attributes, and duties and responsibilities of individuals assigned to the personal staff of General / Flag officers. The training course consists of the general policy governing enlisted aide duties and responsibilities to include: purchasing of subsistence, supplies, government and personal equipment, financial and management administration, table service, china, silver, glassware, bar service, menu planning, seating arrangements, interior and grounds maintenance, crime prevention, counter terrorism and safety, ethics, integrity and finally family relations. You will make valuable contributions as you carry out these important daily duties and responsibilities in support of our senior high ranking officers.

Uniform: Duty uniform will be the Army Combat Unit (ACU). In addition, you will be required to bring a white chefs coat, chef pants and black shoes for lab instruction. Also, please bring business casual outfit for a class field trip e.g. slacks, polo shirt, blouse and appropriate shoes.

Additional items: Students must have at least three copies of their orders pen, pencil and notebook for note taking. Optional items are laptop and camera. *note: USB storage devices (thumb drives) are no longer authorized on government equipment.

Classroom Hours: 1st day of class will begin at 0950. From there, each day will begin at 0800 and end at 1700 M-F. (Times are subject to change)

Government Lodging: Because of the temporary duty student load increase resulting from the Base Closure and Realignment changes taking place at Fort Lee, the Quartermaster School Fort Lee campus is temporarily suspending the Military Training Service Support (MTSS) program for all classes that begin on or after 1 August 2009. Students attending courses beginning on or after that date must call the Army Lodging Success Central Reservation Center at 1-866-363-5771 to secure lodging. If you cannot secure a room on base, then you will need to make arrangements for off

post lodging. **Each student's command is responsible for funding the cost of lodging and meals.**

Government Mess: Is not provided IAW ALARACT 096/2009 (www.hrc.army.mil). However; we have several eating establishments' available on and off base.

Driving directions: Richmond (RIC) International Airport, Virginia is located 30 miles North of Fort Lee Army Post. Commercial ground transportation carrier service is available to and from Fort Lee. Intercity rail passenger service is available at the AMTRAK passenger station located nine miles from the main entrance to Fort Lee. Commercial bus service is available at the Greyhound/Trail ways bus terminal located four miles from the main entrance to Fort Lee. Taxi service is available on-post and off-post. Again we are excited and look forward to having you as a prospective student here at the Enlisted Aide Training Course, Ft. Lee VA. Please feel free to contact the EATC Instructor at (804) 835-3249 for further questions or concerns. Also visit us at <http://www.quartermaster.army.mil/> Enlisted Aide tab on the right!