

DEPARTMENT OF THE ARMY  
OFFICE OF THE CHIEF OF STAFF  
200 ARMY PENTAGON  
WASHINGTON DC 20310-0200



AHRC-EPC-Q

AUG 09 2004

MEMORANDUM FOR

COMMANDER, TRAINING AND DOCTRINE COMMAND, Fort Monroe, VA  
COMMANDER, COMBINED ARMS SUPPORT COMMAND, Fort Lee, VA  
COMMANDER, HUMAN RESOURCES COMMAND, Alexandria, VA  
COMMANDER, QUARTERMASTER CENTER AND SCHOOL, Fort Lee, VA  
CHIEF, GENERAL OFFICER MANAGEMENT OFFICE, HQDA, Washington, DC

SUBJECT: Enlisted Aide Training Course

1. On 24 November 2003 I directed Human Resources Command (HRC) to conduct a comprehensive review of the U.S. Army's Enlisted Aide Program. The objective was to develop a formal standardized program that appropriately selects, trains, and manages Enlisted Aides. Based on the findings the following actions are directed.

a. **Human Resources Command (HRC), Alexandria, VA will:**

- 1) Manage the selection of all Enlisted Aides.
- 2) Manage assignment of Enlisted Aides to the Enlisted Aide Training Course.
- 3) Submit names of all Enlisted Aides for Background Screening.
- 4) Establish a Professional Development (PD) NCO position to facilitate all Enlisted Aide assignments and career progression.
- 5) Assign a Senior Enlisted Aide to the Army Center of Excellence, Subsistence (ACES), Quartermaster Center and School (QMC&S), Ft. Lee, VA to serve as the Army Senior Enlisted Aide Advisor/Course Director.
- 7) Assign an experienced Enlisted Aide to serve as Assistant Instructor/Course Writer EATC, ACES, QMC&S, Ft. Lee, VA.
- 8) Develop quality control methods to ensure success of the Enlisted Aide Program.

AHRC-EPC-Q

SUBJECT: Enlisted Aide Training Course

9) Continue to provide lead oversight of the formalization of the Enlisted Aide Program.

**b. Training and Doctrine Command (TRADOC), Fort Monroe, VA will:**

1) Establish an Enlisted Aide Training Course at ACES, QMC&S, Ft. Lee, VA to begin training Enlisted Aides NLT 19 July 2004.

2) Provide resources for the course to include the purchase of equipment and supplies (including General Officer uniforms and accessories) required for training.

3) Develop General Officer and spouse training materials (handbook, DVD, and website).

4) Publish an Enlisted Aide Handbook.

5) Directly coordinate with HRC in the planning, design and execution of the Enlisted Aide Program.

6) Oversee the development of training materials (handbook, DVD, and website) for General Officers and spouses regarding the Enlisted Aide Program.

**c. General Officer Management Office (GOMO), Headquarters, Department of the Army (HQDA) will:**

1) Facilitate posting of informational notices and training materials provided by HRC regarding the Enlisted Aide Program on the Senior Army Leader's Page website.

2) Continue to provide timely information regarding General Officer appointments to HRC in order to assign Enlisted Aides.

3) Update the CSA's Enlisted Aide distribution plan NLT 31 September 2004.

4) Review and provide feedback on General Officer and spouse training materials.

5) Complete staff action to determine feasibility of authorizing an Enlisted Aide for the Sergeant Major of the Army.

6) Provide feedback to HRC concerning the planning, design and execution of the Enlisted Aide Program.

AHRC-EPC-Q

SUBJECT: Enlisted Aide Training Course

2. POC for the Enlisted Aide Program at HRC is LTC Jack E. Lechner, Jr., Chief, Quartermaster/Chemical Branch, Enlisted Personnel Management Directorate, 703.325.2778, jack.lechner@hoffman.army.mil.



JAMES J. LOVELACE  
Lieutenant General, U.S. Army  
Director of the Army Staff

**HQDA STAFF ACTION MEMORANDUM**

URGENT     ROUTINE

1. SUBJECT: <u>Enlisted Aide Training Course</u>	2. <p align="center">15JUL04</p>
3. AHRC-EPC-Q	4. HQDA/SACO Control Number <p align="center">40801025</p>
5. SUSPENSE DATE	

TYPE OF ACTION:    OSD:     Congressional:     EOH:     Other:

9. ROUTING: (ECC USE ONLY)	7. DISPOSITION: <input type="checkbox"/> Approve <input type="checkbox"/> Signature <input type="checkbox"/> Information <input type="checkbox"/> Decision <input type="checkbox"/> Other
SA	8. BACKGROUND: (Describe the task, origin of the action, issue and the requirement. Provide fact-filled background and comments. List most important information first.) <ul style="list-style-type: none"> <li>• Develop a formal systematic program to select, train, and manage Enlisted Aides.</li> <li>• DAS directed HRC to conduct a full review.</li> <li>• <u>Enlisted Aide Training Course (ETAC) is being prepared; first class 19 JUL 04.</u></li> <li>• HRC Quartermaster School, G1, TRADOC have conducted IPR's with DAS &amp; SMA.</li> </ul> <p align="center" style="font-size: 24pt; font-weight: bold;">COMPLETED</p> <p align="right" style="font-size: 18pt;">AUG 1 0 2004</p> <p align="right"><i>Tommy J. Sarver</i> TOMMY J. SARVER, LTC, GS, DDEC</p>
CSA	
USA	
VCSA	
3 DAS	
AASA	
2 SMA (TW)	
1 DIR, ECC <i>TL</i>	
(M) ECC POC <u>LTC Jamar 697-3623</u> <small>(Rank, Name, Phone #)</small>	

10. EXECUTIVE SUMMARY: (Short and clear statement of purpose, major issue, and objective. Why are you telling this to the EOH? What should EOH know and discuss? What is the objective of the action?)

- Purpose: To request that the DAS sign a memo issuing specific implementation guidance for a formal program to select, train, and manage Enlisted Aides. This will facilitate timely start of the first class.
- Issue: Official written guidance is needed in order to expedite the start of the EATC..

Bottom Line:

- Quartermaster Center and School (QMC&S) requires written guidance directing them to begin an Enlisted Aide Training Course.
- Written guidance will make it clear that the Davis House on Fort Lee is required to be used in the training of Enlisted Aides.
- Written guidance is required to get funding to the QMC&S for the course.
- Written guidance is required to keep HRC as the coordinating Headquarters for the Enlisted Aide program.
- Without written guidance, the Enlisted Aide Training Course is at risk of not starting on time, and to the expected standard.

11. RECOMMENDATION (Provide a brief statement defining the desired action by the final approval authority and explain why this is the best option).  
DAS sign and distribute the attached written guidance.

12. PRINCIPAL APPROVALS (Lead Agency Use Only)										
TITLE	INITIAL	DATE (DD MM YY)	TITLE	INITIALS	DATE (DD MM YY)	APPROVED	NOTED	SEE ME	BRIEF	NOTE CHANGES
DIVISION			CG, HRC	<i>A</i>	<i>20 Jul 04</i>					
DIRECTOR			PRINCIPAL	<i>TL</i>	<i>23 Jul 04</i>					

13. ACTION OFFICER LTC Jack Lechner/ Chief, QM Branch/ 703.325.2778/ [jack.lechner@hoffman.army.mil](mailto:jack.lechner@hoffman.army.mil)

SACO NAME (Name/Position/Phone Number/Email)

15. FILE LOCATION (IDENTIFY FILE LOCATION - EXAMPLE: J:\COMMON\B DOE\CONGRESSIONALS\CIVPAY.DOC)

SEE REVERSE FOR COORDINATION SUMMARY



**HQDA STAFF ACTION MEMORANDUM**

URGENT     ROUTINE

1. SUBJECT: Enlisted Aide Training Course

2. 15JUL04

3. AHRC-EPC-Q

4. HQDA/SACO Control Number

40801025

5. SUSPENSE DATE

6. OF ACTION:    OSD:     Congressional:     EOH:     Other:

9. ROUTING: (ECC USE ONLY)

7. DISPOSITION:     Approve     Signature     Information     Decision     Other

SA	
CSA	
USA	
VCSA	
3 DAS	
AASA	
2 SMA (TBY)	
1 DIR, ECC	<i>TL</i>

8. BACKGROUND: (Describe the task, origin of the action, issue and the requirement. Provide fact-filled background and comments. List most important information first.)

- Develop a formal systematic program to select, train, and manage Enlisted Aides.
- DAS directed HRC to conduct a full review.
- Enlisted Aide Training Course (ETAC) is being prepared; first class 19 JUL 04.
- HRC Quartermaster School, G1, TRADOC have conducted IPR's with DAS & SMA.

AUG 10 2004

*TONY J. SARVER, LTC, GS, DDEC*

(M) ECC POC *LTC Jamar*  
*697-3622*  
(Rank, Name, Phone #)

10. EXECUTIVE SUMMARY: (Short and clear statement of purpose, major issue, and objective. Why are you telling this to the EOH? What should EOH know and discuss? What is the objective of the action?)

- Purpose: To request that the DAS sign a memo issuing specific implementation guidance for a formal program to select, train, and manage Enlisted Aides. This will facilitate timely start of the first class.
- Issue: Official written guidance is needed in order to expedite the start of the EATC..

Bottom Line:

- Quartermaster Center and School (QMC&S) requires written guidance directing them to begin an Enlisted Aide Training Course.
- Written guidance will make it clear that the Davis House on Fort Lee is required to be used in the training of Enlisted Aides.
- Written guidance is required to get funding to the QMC&S for the course.
- Written guidance is required to keep HRC as the coordinating Headquarters for the Enlisted Aide program.
- Without written guidance, the Enlisted Aide Training Course is at risk of not starting on time, and to the expected standard.

11. RECOMMENDATION (Provide a brief statement defining the desired action by the final approval authority and explain why this is the best option).

DAS sign and distribute the attached written guidance.

12. PRINCIPAL APPROVALS (Lead Agency Use Only)

TITLE	INITIAL	DATE (DD MM YY)	TITLE	INITIALS	DATE (DD MM YY)	APPROVED	NOTED	SEE ME	BRIEF	NOTE CHANGES
DIVISION			CG, HRC	<i>A</i>	<i>20 Jul 04</i>					
DIRECTOR			PRINCIPAL	<i>TL</i>	<i>23 Jul 04</i>					

13. ACTION OFFICER LTC Jack Lechner/ Chief, QM Branch/ 703.325.2478/ [jack.lechner@hoffman.army.mil](mailto:jack.lechner@hoffman.army.mil)

14. NAME (Name/Position/Phone Number/Email)

15. FILE LOCATION (IDENTIFY FILE LOCATION - EXAMPLE: J:\COMMON\B DOE\CONGRESSIONALS\CIVPAY.DOC)

SEE REVERSE FOR COORDINATION SUMMARY