

Enlisted Aide Requirements and Procedures

Background: Flag Mess and Enlisted Aides are normally assigned to personal staffs of Flag Officers, executive level activities, and joint staffs. A description of the program can be found in SECNAVINST 1306.2D.

a. Assignment to this duty is highly competitive. Historically, personnel selected for these assignments possess superior performance records, special culinary skills often gained through off-duty education or experience, impeccable appearance, and a strong recommendation from their commanding officer (CO).

b. Tour length is normally 36 months or Department of Defense (DoD) area tour for overseas assignment; however, assignments as Flag Mess/Enlisted Aide can be up to 8 consecutive years of duty. Projected rotation dates (PRDs) for personnel in public quarters are determined by the tour length of the Flag Officer.

Requirements/Qualifications:

a. An individual must possess the following qualifications for nomination as a Flag Mess or Enlisted Aide. Waivers of these qualifications will not be granted.

(1) Highly motivated for assignment and strongly recommended by CO.

(2) Ability to work effectively with senior officers.

(3) Must have at least 2 years experience in food preparation and meal service.

(4) In some cases, experience in bookkeeping or automated accounting is a plus.

(5) A clear record, free from conviction by courts-martial, civil court (except minor traffic offenses), and non-judicial punishment (NJP) in the past 3 years.

(6) Able to meet security clearance requirements.

(7) Emotionally stable and able to work arduous hours.

(8) No evaluation marks below 3.0 for past 3 years.

b. Complete sections A, B, D2, and D3 of NAVPERS 1306/92 (Rev. 12-3), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

Requests: Request for assignment as a Flag Mess or Enlisted Aide will be submitted to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44ES2) via the administrative chain of command on NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request.

Package Sample:

- o NAVPERS 1306/92 Special Duty Screening Form, with CO endorsement.
- o NAVPERS 1306/7 Request to be released from regular CS detailer to the EA detailer, with CO endorsement.
- o Personal Biography
- o Last 5 evaluations, reflecting 2 yrs hands on food service experience
- o Current security clearance (minimum of SECRET)
- o Head to toe, front & side view photo in service dress uniform. See figure 1-1 below.
- o Must have PTS approval
- o PRIMS print out showing your BCA
- o ESWS or EAWS Certificate
- o Letter of Recommendation from your CO (highly recommended)
- o No visible tattoos (on neck, forearms, and hands)

a. Requests should be submitted at least 8-10 months prior to member's PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection.

b. Personnel serving as Enlisted Aides must volunteer in writing prior to execution of orders and may choose to terminate Enlisted Aide at any time.

Training:

Enlisted Aide Training Course Fort Lee, VA is a 3 week formal training course that consists of the general policy governing enlisted aide duties and responsibilities for example: Developing a continuity book, household management, interpersonal skills, uniform maintenance and assembly, accounting procedures, formal table setting and service, planning, preparing and presentation of a 4 course gourmet menu.

NEC 3530: You must serve in a Flag Officer's QTRS for one year and also complete the PQS for Enlisted Aide. Once you complete one year in FO's QTRS and PQS you must submit the final qualification pages of 301&302 of the PQS to the EA/FM Detailer. The detailer will then route necessary supporting documents through PERS 44 chain of command for final approval and award the NEC.

-NKO/E-learning course CSS-EA-010-1.0

-PQS for Enlisted Aides: NAVEDTRA 43238/August 2010

-Enlisted Aid Handbook: NAVEDTRA 05012/December 2010

Mailing Address for Package:

Commander

Naval Personnel Command, PERS-44ES

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Figure 1-1 sample photo for package.