

Enlisted Aide Training Course

Purpose: To familiarize selected enlisted personnel with the policy, selection, personal attributes, and duties and responsibilities of Service Members assigned to the personal staff of General Officers or Admirals.

Course Scope: The training course consists of the introduction and general policy governing enlisted aide duties and responsibilities to include: the selection and purchase of food, beverages and household supplies; the requisition, receipt, accountability, operation, and maintenance of government and general officer owned equipment. Administration includes the maintenance of accounting ledgers, preparation of reports, planning of functions both formal and informal.

Protocol tasks include the proper layout of table service, the use of china and silver, glassware and bar service. Menu planning includes the selection and purchase of seasonal items, and stockade of pantry items. Seating arrangements covers the design and use of place cards, table decorations, centerpieces, and dining accessories. Within the area of maintenance, tasks will include grounds maintenance, interior maintenance, and operation and maintenance of all installed equipment as well as general officer owned equipment. Within the area of crime prevention and counter terrorism and safety, tasks include the recognition of risks and the implementation of appropriate action. In the area of relationships, discussions will include ethics training, integrity and family relations.

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/Admiral in his/her 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; Administration; General Officer/Admiral Uniforms; Daily food operations; Official social events; Quarters maintenance; Grounds maintenance and other official duties.

The EATC provides the groundwork for a challenging and rewarding career to the most skilled food service SM. The EATC is a classroom and hands-on course taught at an accelerated rate and designed to provide the nominated enlisted aide with the skills necessary for success. The course is technical skills oriented and focuses on determining the requirements and specific needs to correctly and completely manage the General Officer/Admiral's household. Graduates from the EATC will leave with the knowledge that they have the tools required to fulfill the needs of the position to which they are assigned.

Course Prerequisites: Members of the Active Army or RC, must volunteer in writing IAW provisions of AR 614-200 and having been selected as a candidate or actual assignment approved by the CG HRC. Must receive a favorable background investigation and be a graduate of the Food Service Basic Course and the Advance Culinary Skills Training Course. Must possess a civilian drivers license or able to obtain

a US Government operator's license. SM must meet physical fitness and weight standards IAW AR 600-9. Assignment at certain levels may require additional qualifications such as airborne training, special weapons qualifications, and additional security clearances (Others by waiver).

Uniform: Duty uniform will Army Combat Uniform (ACU) or Military Branch equivalent. Bring a business casual outfit for a class field trip (slacks, button down shirt, or blouse, and appropriate shoes).

Equipment: Pen, pencil and notebook will be needed. Optional equipment is laptop and camera. *note: USB storage devices (thumb drives) are no longer authorized on government equipment or government internet services. Personal chef knife set, also a 2 in. ring binder for Continuity Book.

Classroom Hours: Varies from day to day according to the workload, which can be intense at times. Normal hours are from 0800 - 1700.

Government Lodging: To check on availability and cost status for lodging call DSN 687-6700, commercial (804) 733-4100. Call 1-800-403-8533 for reservations only.

Army Personnel: Reservations must be guaranteed by a credit card if arriving after 1800.

Government Mess: MTSS is not provided IAW ALARACT 096/2009 (www.hrc.army.mil).

Transportation: Richmond (RIC) International Airport, Sandston, Virginia is located 30 miles from Fort Lee. 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.

For SM staying off-post, many local hotels provide shuttle bus transportation to and from Fort Lee daily. Check with hotel.

Taxi service is available on-post and off-post.