



ENLISTED AIDE (EA)



HANDBOOK

NAVEDTRA 05012
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December 2010

NOTICE: For content issues, contact the servicing Center of Excellence:
Center for Service Support (401) 841-1057 or DSN: 841-1057

Although the words "he," "him," and "his" are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

Sailor's Creed

"I am a United States Sailor.

*I will support and defend the
Constitution of the United States of
America and I will obey the orders of
those appointed over me.*

*I represent the fighting spirit of the
Navy and those who have gone before
me to defend freedom and democracy
around the world.*

*I proudly serve my country's Navy
combat team with honor, courage and
commitment.*

*I am committed to excellence and the
fair treatment of all."*

THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR, COURAGE, AND COMMITMENT

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations, we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

Center for Service Support

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PREFACE

About this course:

This is a self-study course. By studying this course, you can improve your professional/military knowledge, as well as prepare for the Navy-wide advancement-in-rate examination. It contains subject matter about day-to-day occupational knowledge and skill requirements and includes text, tables, and illustrations to help you understand the information. An additional important feature of this course is its reference to useful information in other publications. The well-prepared Sailor will take the time to look up the additional information.

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this non-resident training course, you will demonstrate knowledge of the subject matter by correctly answering questions on the following subjects: The military postal service, designations and terminations, mail packaging and acceptance, domestic mail, international mail, registered mail, finance, handling and transportation, claims and inquiries, directory service, equipment and supplies, official mail, audits, reports and inspections.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. Also, it reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instruction, etc., and either the occupational or Naval standards, which are listed in *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards*, NAVPERS 18068.

THE ASSIGNMENTS: The assignments that appear in this course are designed to help you understand the material in the text.

COURSE OBJECTIVE

The objective of this course is to provide Enlisted Aide (EA) with occupational information.

INSTRUCTIONS FOR TAKING THE COURSE ASSIGNMENTS

The links and material that you are to study are included in each chapter. Study the material and links carefully before attempting to answer the questions. Pay close attention to tables and illustrations, and read the information in the links.

SELECTING YOUR ANSWERS

Read each question carefully, and then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Non-Resident Training Course Administration Branch. Following enrollment, there are two ways of having your assignments graded:

- Use the Internet to submit your assignments as you complete them.
- Send all the assignments at one time by mail to CPPD, NRTC.

Grading on the Internet: Advantages to Internet grading are as follows:

- You may submit your answers as soon as you complete an assignment.
- You get your results faster.
- In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments.

To submit your assignment answers via the Internet, go to the following site:

<https://www.courses.netc.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to the following:

*Commanding Officer
Center for Personal and Professional Development
ATTN: VOLED Det. (NRTC)
6490 Saufley Field Road
Pensacola, FL 32509*

Answer Sheets: Each course includes an answer sheet for your assignments. If you are going to mail in your answer sheets, please make copies of the included answer sheet. Explanations for completing the answer sheets are on the answer sheet.

Follow the instructions for marking your answer on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

You will be given the opportunity to resubmit failed assignments. You may resubmit failed assignments only once. Internet students will receive notification when they have failed an assignment; they may then resubmit failed assignments on the Web site. Internet students may view and print results for failed assignments from the Web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you can download a copy of your letter of completion on the NRTC Web site:

<https://www.courses.netc.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

Contact the Center for Service Support, Newport, RI

Email: NWPT_CSS_RTM@navy.mil

Phone: 401-841-1057 or DSN 841-1057

For enrollment, shipping, grading, or completion letter questions:

Email: NRTC@navy.mil

Phone: Toll Free 1-877-264-8583

Comm: 850-452-1511

DSN: 922-1511

FAX: 850-452-1370

(Do NOT fax answer sheets.)

ADDRESS:

*Commanding Officer
Center for Personal and Professional Development
ATTN: VOLED Det. (NRTC)
6490 Saufley Field Road
Pensacola, FL 32509*

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

Students' Comments

Course Title: Enlisted Aide (EA)

NAVEDTRA: 15012 Date: _____

We need some information about you:

Rate/Rank and Name: _____

Command/Unit: _____

Street Address: _____

City: _____

State/FPO: _____

Zip: _____

Email Address: _____ DSN: _____

Your comments, suggestions, etc: _____

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CHAPTER 1

ENLISTED AIDE OVERVIEW

Learning Objectives: Upon completion of this chapter, you should be able to do the following:

- Identify Duties of the EA/Flag Mess Detailer and Community Manager.
- Identify EAs Statement of Duties.
- How to prepare a Biography for EA.

INTRODUCTION

As an Enlisted Aide (EA) you will be responsible for both Quarters and Flag Mess actives. Some of your requirements are to accommodate Flag Officers and Generals on daily need like maintaining uniforms, arranging official social events, menu planning, administrative duties and record keeping to name a few.

EA MANAGEMENT

The Navy EA/Flag Mess Detailer/ Community Manager are assigned to the Bureau of Naval Personnel (BUPERS), Navy Personnel Command (NPC); Executive Services Branch located at the NPC and is the Assignment Manager for the Navy EA Program.

EA/FLAG MESS and COMMUNITY MANAGEMENT DETAILER DUTIES:

- Coordinates EA nominations, selections and assignments when notified of upcoming and available billets with admiral & general officers and their staff and the individual EAs
- Monitors EA position requirements to ensure expeditious replacement and reassignment of EAs
- Screens all EAs and Flag Mess applications
- Identifies and screens qualified candidates via recruiting
- Forwards nomination packets to the admiral & general officers for review
- Forwards the approval request of EA NEC of 3530.

The EA Community Manager:

Manages all aspects of the EAs and Flag Mess assignments.

EA Community Manager Duties:

- Serves as the Navy's Enlisted Advisor to the EA Program
- Serves as the point of contact for all EAs within the Navy

- Advises, provides information and guidance to Admiral's, their spouses, and EAs telephonically, by personal interview and through written correspondence on all aspects of the EA Program to include utilization, and career management
- Provides guidance and direction of training products distributed to the Admiral and their spouses and serves as the primary interface with Admiral's and their spouses
- Briefs at scheduled flag officer conferences. When requested, briefs flag officer's and their spouses with first time EAs
- Forwards recommendations for all EA/Flag Mess Programs on policy, standards, and official instructions
- Mentors EAs on career enhancing assignments, training, force alignment, NEC structure issues, promotion projections and career development
- Provides "On-Site Training" for new EAs when requested
- Recruits, interviews and nominates candidates for the EA Program
- Develops, implements and conducts resident EA training
- Manage quotas for Fort Lee EA Training
- Liaisons with sister services on similar programs.

Location and Contact Information

*Mailing Address: Commander
Naval Personnel Command
PERS-44ES
5720 Integrity Dr., Bldg. 791
Millington, TN 38055*

Duty Phone: DSN 882-3871 / CML 901-874-3871

EA REGULATIONS

Overview

The OPNAV Instruction 1306.3 (series) provides the policies and guidance for EA personnel assigned to duty in public quarters. The following briefly summarizes the OPNAV Instruction.

Policy

All enlisted personnel assigned to EA duty are volunteers and may only be assigned by BU-PERS.

Statement of Duties

EAs are authorized to perform duties that relate to the military and official responsibilities or have a reasonable connection to those officer's duties to which EAs are assigned. EAs assigned and billeted to Flag Officers Quarters are billeted directly to the personal staff of that Flag officer. When checking into the Flag Officers command the EA will schedule a formal office call with the Admiral or Flag Officer to receive official instruction on the following:

- Duties, responsibilities and standards in accordance with OPNAV instruction 1306.3 (series)
- Amount of official entertaining
- Expectation of meal service to be provided on a daily basis and for official social events
- Frequency of TDY/travel
- Mode of transportation when performing errands/reimbursement of fuel costs
- Training (Additional training is available via senior area mentors)
- Duty hours/means of compensation for duty performed outside the normal duty hours
- Off-duty education/off-duty employment
- After a shore tour EAs must rotate to sea duty, either as an EA or to a CS billet. Any deviation from this career path requires direct approval by the Vice Chief of Naval Operations via the Chief of Naval Personnel.

The EA is responsible to the outgoing Flag officer for assisting with the following:

- Assist with all requirements relating to the transfer and securing close out of official government quarter's hand receipts and inventories of assigned furnishings/equipment located in that Admirals assigned Flag quarters
- Close out and finalize all records and financial statements with the Flag Officer
- Coordinate/assist in the final cleaning and maintenance requirements required to clear through the Housing Office.
- Coordination, preparation, service and cleaning of all change of command events held at the Flag Quarters or assigned event area
- Close out all trouble calls with Public Private Ventures (PPV) or housing maintenance contractors
- Be available to assist and coordinate Flag Quarters transition requirements for the Flag Officer.

Personal Servitude

No officer may utilize an enlisted member as a servant for duties that have no reasonable connection with the officer's official duties or that contributes solely to the personal benefit of individual officers or their families.

EA UTILIZATION

The following list is from Department of Defense Directive (DODD) 1315.9 (series), which states; "Under regulations prescribed by the Secretaries of the Military Departments, in connection with military and official functions and duties, EAs may be utilized to:

- Assist with the care, cleanliness, and order of all spaces. Assist with the care, cleanliness and presentation of the Admirals uniforms and military personal equipment
- When absent, perform as military point of contact in the Admiral quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors
- Assist in the planning, preparation, arrangement and service of food & beverages in the Admirals assigned quarters or official location, for the conduct of official social functions and activities deemed to have a reasonable connection, such as receptions, parties, and dinners
- Accomplish tasks that aid the officer in the performance of his military and official responsibilities. Refer to OPNAV instruction 1306.3 (series) in regards to permissible and impermissible duties to include providing security for the quarters and providing administrative assistance. Refer to [OPNAV Instruction 1306.3](#) (series) for further guidance for use of EAs.

Restrictions on the Use of EAs

Policy regarding restrictions on the use of EAs is quoted from DOD Directive 1315.9: "Under the applicable statutes and the relevant case in reference (10 U.S.C. 3639), no officer may use an enlisted member as a servant for duties which contribute only to the officer's personal benefit and which have no reasonable connection with the officer's official responsibilities." United States v. Robinson instructs that "for an order, to be lawful, it must relate to specific military duty and be one which the member of the armed services is authorized to give."

In this context, examples of tasks considered improper for an EA to perform are:

- Any form of pet care, including feeding
- Any form of infant or childcare
- Grounds keeping duties other than tasks such as mowing, raking, watering and general yard policing
- Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle
- Maintenance of privately-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes
- Any personal services solely for the benefit of family members or unofficial guests including any driving, shopping, private errands, or laundry services
- Duties for which they are not qualified including landscaping, pruning, or repair duties (particularly electrical, major plumbing, or repair of furnishings). Such tasks shall be performed per local procedures established for Flag Officer housing as coordinated through the housing authority.

Note: These examples are guideline examples only, not an all-inclusive listing. Notwithstanding, every government EA (in this case we will insert "EA") has an obligation to expend an honest

effort and reasonable proportion of their time in the performance of official duties. Conversely, the EA shall not encourage, direct, coerce or request a subordinate to use official time to perform activities other than those required in the performance of official duties or authorized in accordance with the law or regulation. In all instances a legal review is prudent prior to scheduling any event.

Implications on Restricted Use of EAs

These restrictions became law when accepted by Congress in U.S. Code Title 10, Chapter 349, and Section 3639. It is important to remember that per IRS Publication 15 –B; as long as an Admiral is using their EA to assist them in their official business, the EA is not providing non-cash benefit that needs to be recorded as income. However, if the EA does perform a strictly personal service, then the benefit is taxable income to the recipient. If one reports such services as income, they simultaneously admit breaking military regulations. If one fails to report such income, they may be violating Federal Income Tax Law. To sum this up, payment must be provided by the Admiral to the EA for personal services to comply with all ethical rules found in the Joint Ethics Regulations, Department of Defense DOD 5500.7(series)

SELECTION PROCESS of an EA

EA /Flag Mess Detailer

Coordinates EA nominations, selections and assignments when notified of upcoming and available billets with admirals, their staff, and the individual EAs.

Note: NPC notification is required prior to filling any EA vacancy. This is necessary to ensure congressionally directed ceiling limitations are not exceeded and that a favorable background screening has been received.

To initiate request for nomination packages contact: Naval Personnel Command; EA, Flag Mess detailer phone number: 901-874-3871.

Recommended Package Information for Screening

Mail or email the following completed packages to the EA/Flag Mess Detailer:

- NAVPERS 1306/92 Special Program Screening Form
- NAVPERS 1306/7 Enlisted Personnel Action Request, with CO endorsement
- Biography
- Last 5 evaluations
- Current security clearance (minimum of SECRET)
- Current front & side view photo in dress uniform (See figure 1-1 below).

Personal Physical Detractors

- Visible tattoos (on neck, forearms, and hands)
- PRIMS date must be accurate and updated.

Mailing Address: Commander
Naval Personnel Command
PERS-44ES
5720 Integrity Dr, Bldg. 791
Millington, TN 38055

Duty Phone: DSN 882-3871 / CML 901-874-3871



Side View Photo



Front View Photo

Figure 1-1, Example Photos for Screening Package.

Proposed Interview Topics

To assist the Admiral and the EA, the following is a list of areas to discuss during the interview process:

- Duties, responsibilities, and standards in accordance with OPNAV instruction 1306.3 (series)
- Amount of official entertaining
- Expectation of meal service to be provided on a daily basis and for official social events
- Frequency of TDY/travel
- Mode of transportation when performing errands/reimbursement of fuel costs
- Training (Additional training is available via senior area mentors)
- Duty hours/means of compensation for duty performed outside the normal duty hours

EXAMPLE BIOGRAPHY

Senior Chief Culinary Specialist (Surface Warfare) JOHN DOE, USN

Senior Enlisted Advisor / LCPO Commandant's Mess

Joint Forces Staff College, National Defense University

Senior Chief Doe is a native of Manila, Philippines and graduated from Jefferson High School in Jefferson County, WV in 1993. He enlisted in the U. S. Navy in July 1993. Upon completion of Boot Camp in San Diego, CA, he attended Mess Specialist "A" School in San Diego. His first assignment was onboard the USS CONOLLY (DD 979) home ported in Norfolk, VA. The Connelly switched homeports to Mayport, FL and was decommissioned in August 1998. After achieving his Enlisted Surface Warfare Specialist Qualification and decommissioning, he worked in the Enlisted Mess Hall at NSA Mayport, FL.

Senior Chief Doe then had the opportunity of a lifetime when he accepted orders to be a chef at Camp David. From Jan 1999 through October 2001, he had the honor of supporting Presidents Clinton and Bush as chef, field cook, and Jack of the Dust. His talents were frequently showcased for numerous distinguished visitors in addition to his regular responsibilities to the President of the United States.

In November 2001 through May 2005, Senior Chief Doe served at the Chairman's Dining Room, Office of the Chairman of the Joint Chiefs of Staff where he provides culinary support to General Richard Myers, the former Chairman Joint Chiefs of Staff, and General Peter Pace, who was then the Vice Chairman of the Joint Chiefs of Staff. In addition to a role as chef, he has proven to be a talented mentor and a remarkable leader and role model.

In May 2005 thru May 2008, Senior Chief Doe served at the White House, where he again provided not only culinary support but also provision security for President Bush, his family, and his staff.

Senior Chief Doe has earned the following decorations: Defense Meritorious Service Medal, Navy Commendation Medal, Joint Staff Meritorious Service Medal, Navy Achievement Medal, Good Conduct Award, various unit and service awards, and is authorized to wear the Presidential Service Badge and the Joint Staff Badge.

He has an Associate's Degree in Culinary Arts through Stratford University and currently working on his Bachelor's Degree of the same field at Empire State College. He has a certification of Executive Chef and Chef De Cuisine from the American Culinary Federation. He is also an IFSEA Certified HAACP Manager, Certified Professional Food Manager, and Master Certified Food Executive.

Senior Chief Doe is married to the former Susan Smith of Rockville, Maryland and they have two children, Billy who is 6 years old and Jane who is 4 years old. His mother is Angel Williams and stepfather is Bradley Williams of Shepherdstown, WV.

EDUCATION

- 2005 Associate Degree in Culinary Arts, Stratford University, Leesburg, Virginia
2006 Master Certified Food Executive, International Food Service Executives Association
2006 HAACP Manager, International Food Service Executives Association
2006 Certified Professional Food Manager, International Food Service Executives Association
2008 Certified Chef De Cuisine, American Culinary Federation
2009 Certified Executive Chef, American Culinary Federation

ASSIGNMENTS

1. October 1993 – December 1993, Mess Specialist “A” school, San Diego, California
2. January 1994 – August 1998, Mess Specialist, USS CONOLLY (DD-979), Norfolk, Virginia and Mayport, Florida
3. August 1998 – December 1998, Mess Specialist, NSA Mayport Galley, Mayport, Florida
4. December 1998 – October 2001, Mess Specialist, NSF Thurmont Camp David, Thurmont, Maryland
5. November 2001 – April 2005, Culinary Specialist, Joint Staff Chairman’s Dining Room, Pentagon, Arlington, Virginia
6. May 2005 – June 2008, Culinary Specialist, White House Presidential Food Service, Washington, District of Columbia
7. June 2008 – Present Leading Chief Petty Officer Commandant’s Mess and Senior Enlisted Advisor, Joint Forces Staff College, Norfolk, Virginia

MAJOR AWARDS AND DECORATIONS

- Defense Meritorious Service Medal
Joint Service Achievement Medal
Navy and Marine Corps Commendation Medal
Navy and Marine Corps Achievement Medal with 4 gold stars
Navy Good Conduct Medal with 4 service stars
National Defense Service Medal with one service star
Southwest Asia Service Medal with one service star
Global War on Terrorism Medal
Armed Forces Service Medal
NATO Medal
Navy Pistol Qualification Medal with one bronze ‘S’

EFFECTIVE DATES OF PROMOTION

December 1993 Seaman
January 1995 Third Class Petty Officer
July 1997 Second Class Petty Officer
July 2003 First Class Petty Officer
September 2005 Chief Petty Officer
April 2008 Senior Chief Petty Officer

Information current as of 9 June 2010

Executive level EA Assignments

ASSIGNMENTS INCLUDE:

Executive level assignments require a Single Scope Background security clearance. They also require a face to face interview. These assignments include:

- Presidential Food Service

It has been recorded as far back as 1880 aboard the presidential yacht dispatch, while President Rutherford B. Hayes was in office, that Navy stewards were first utilized to provide food service to the Commander in Chief. Since that time, the Navy has assigned their best CSs to the White House to prepare the finest foods and provide outstanding food service for the President throughout the world.

- The Pentagon
- Secretary of Defense Mess
- The Joint Chiefs of Staff, dining room
- Secretary of the Navy Mess
- Camp David
- Vice Presidents Quarters
- Other prestige assignments include 3 and 4 star Flag Officer quarters worldwide.

SUMMARY

In this chapter, we discussed the duties and responsibilities of an EA. We also identified the different types of duties of an EA and the duties of the EA Community Manager as well as the hiring procedures of an EA.

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CHAPTER 2

Duties and Responsibilities

Learning Objective: Upon completing this chapter, you should be able to do the following:

- Identify the Duties of the Enlisted Aide/Flag Mess Culinary Specialist.
 - Identify Special Duties and Responsibilities of the Enlisted Aide.
 - Identify arranging special functions.
 - Identify Enlisted Aide/Flag Mess Career Path.
-

INTRODUCTION

As an Enlisted Aide (EA)/Flag Mess Culinary Specialist (CS), you may be charged with the responsibility of managing an Admiral's Quarters or Flag Mess. This is a challenging and rewarding assignment.

THE COHESIVE UNIT

It is important to remember that EAs are subject to the same rules and obligations as other members of the Navy and Department of Defense (DOD). Some applicable items of concern are:

- A specific duty phone and designated workspace should be established to enable the EA receive notices, messages, etc. It is necessary for the EA to have daily access to a computer and email
- EA must meet military formations and appointments, but should normally be exempt from unit musters and duty rosters
- EAs must be afforded time to maintain their physical fitness and readiness. Their duty schedule must include time to continue to excel as Sailors being proficient with their assigned career field, physically and mentally prepared for any mission, up to date on all security and bio-hazard measures
- The EA works a standard work week consistent with other military members at that location. However, due to the nature of the duties, the EAs duty hours must be flexible. Standard work hours are 8 hour days. Work hours can be split between the quarters and the front office.

PRESCRIBED DUTIES

An EAs duty is to provide support and assistance to an assigned Admiral in the course of that flag officer fulfilling their official duties. Primary areas of emphasis include uniform maintenance, upkeep of **ALL** areas of the assigned quarters. OPNAV Instructions 1306.3 (series) spells out guidelines on what duties EAs may be utilized to do. The ambiguity of the words "assist" and "help" were built into the regulation by Congress for a very specific purpose. There is a need to ensure that no enlisted member be held solely responsible for determining all requirements relating to the admirals needs. Rather, they deemed it necessary for the admiral to provide input to ensure the enlisted aide performs the duties specified by that admiral. With that communication in place there can be no doubt

as to where the assignment of duties was initiated and the EA will be less likely to "labor or exert themselves for the personal benefit of an officer."

PRESCRIBED ENLISTED AIDE UNIFORM

The flag officer will prescribe the work clothing (organizational clothing) for the EA.

The work attire may include slacks (Navy uniform pants or conservative civilian pants) and a collared shirt (polo shirt or aloha shirt). Shoes will include Navy uniform or non-faddish lace-up or closed heel slip-on. Jewelry shall be worn per standard Navy Uniform Regulations. Attire for upkeep and maintenance duties will be determined by the flag officer to whom assigned. Clothing will be standardized if more than one EA is assigned to the home.

Formal clothing may be prescribed for certain events. Formal clothing may include jacket or vest and bowtie or necktie.

If civilian attire is authorized to enter or leave the quarters, such clothing will be clean and neat that will not bring discredit to the flag officer. Casual attire does not include shorts, jeans, or tee shirts.

FLAG OFFICER UNIFORMS and EQUIPMENT

The EA must have vast knowledge of the admiral's uniforms, the regulations and policies, procedures that cover them, the admiral's personal preferences regarding wear of those uniforms and be able to document that information. The EA must have a working knowledge of routine care, laundry and repair techniques to keep those uniforms their sharpest. If it is desired by the admiral the EA will prepare a packing list and assist the admiral in packing/unpacking uniforms and official gear. Additional information can be found in chapter 7 of this publication.

QUARTERS MAINTENANCE

The EA will assist with household management to include: cleaning ALL areas of the quarters; providing care of government furnishings and equipment; requisitioning, receiving and accountability of government owned equipment. Coordinating, scheduling and monitoring work orders for lawn care, maintenance of hedges, flowerbeds and landscaping.

FOOD SERVICE MANAGEMENT

The EA will assist in the development of menus, determination of meal requirements and production of shopping lists. The EA will provide meals (as required) based on the Admiral's dietary constraints and personal preferences. The EA will shop for food, beverage supplies and be well versed on the selection and payment methods preferred by the admiral. The EA/Flag Mess CS will employ sanitation; food handling and storage techniques Instruction should be based on the Bureau of Medicine and Surgery's Manual of Naval Preventive Medicine, NAVMED P5010.

OFFICIAL SOCIAL EVENTS

The EA will assist in the scheduling of social events by coordinating with the Admiral's office and the Protocol Officer. The EA will be able to conduct food preparation, manage funds, develop menus, provide table arrangements and table settings; coordinate all printing requirements, greeting guests, bartending and meal service.

SPECIAL DUTIES and RESPONSIBILITIES

The EA will maintain accounting ledgers for inventories, funds drawn from the admiral's personal accounts and official entertainment funds. They will provide (as required) monthly, quarterly and yearly reports for all accounts. The Enlisted Aide is the Point of Contact (POC) for all operations taking place in the admiral's quarters to include serving as the Quarters Safety and Security Manager; and serve as the Liaison between the quarters and the Admiral's Office Staff, Protocol Office and Public/Private Venture housing (PPV) region housing director.

OVERSEAS PRE-DEPLOYMENT and DEPLOYMENT OPERATIONS

Prior to deployment, the EA will obtain as much information as possible pertaining to the support available at the deployed location to include: room size and equipment set-up of the Admiral's office and quarters; heating, water and electrical sources and wattage; and establish POCs, for subsistence supply Food Service Officers, (FSOs), or contractor and laundry facilities. Additional training may include Evasive Driving and Personal Security. With the admiral's approval, develop a list of essential clothing and personal equipment and after procurement check for serviceability and fit of those items. Obtain adequate supply of bedding, towels, toiletries and personal hygiene items in alliance with (IAW) the admiral's personal preferences to include prescription medications and over the counter items. Establish protocols for maintaining sensitive items. Inspect daily for insect and rodent control. Establish a daily continuity log for future use.

Duty Schedule and Continuity Book

The daily work schedule of EA that work in the quarters is dictated by the requirements of the Admiral. The EA should determine these requirements with the Admiral and spouse to develop a daily/weekly/monthly work schedule to ensure time is properly utilized.

ARRANGING SPECIAL FUNCTIONS

Enlisted Aides/Flag Mess personnel can arrange and provide services for official social and reoccurring events conducted by the admiral in their assigned quarters or other designated location (e.g., office, officer's club). Such as:

- Menu development, planning and preferences
- Shopping, method of payment and recording procedures
- Meal preparation, preferred methods, meal requirements and presentation
- Management of the outside of the quarters, mowing, watering and landscaping as required.

ENLISTED AIDE GUIDANCE for the QUARTERS

Upon acceptance of an EA position, the EA will receive specific instructions concerning the duties they will be required to perform. These instructions include information regarding duty hours, times for meal service, shopping schedule and other tasks unique to the household.

Due to the often erratic schedule of the flag officer, quarterly periodic one-on-one meetings with the EA, conducted in the Admiral's office are recommended. This is an ideal time to surface any problems, discuss career development, plan leave and perform mandatory performance feedback.

There may be occasions when a new EA requires additional instruction, guidance or experience in certain duty areas. In those instances the admiral may wish to make arrangements to detail the EA, on a part-time basis, to base activities which could assist in the orientation period. These activities include:

- Senior area mentor
- Officer or Enlisted Club for food preparation practices
- Executive Dining Facilities / Protocol
- Local hotels or restaurants whose chefs provide mentoring
- Another admiral's quarters with an experienced enlisted aide.

AIDE TRAVEL GUIDANCE

The day before departure check the Flag Officers Packing list to the uniform clothing requirements. Work with the flag aide to stay ahead of changes.

When traveling with the Flag Officer you should be at the plane at least one hour prior to departure. The aide is responsible for the Flag Officers luggage & personal items when they are to be transported from the residence to the final destination. Load the Flag Officers luggage last and separate from everyone else's.



On the plane, set up the Flag Officers cabin (paper, jacket, blanket, head phones) set his/hers toiletry bag in the lavatory. When the Flag Officer comes aboard be at his/her cabin door to assist the Flag Officer with any issues. The EA is responsible for serving the Flag Officer, not the flight attendant.

When the plane arrives at the destination the Flag Officer will depart and arrive at the hotel before the EA. Ensure you grab all his luggage and belongings and get to the hotel as soon as possible. When tasked to help unload the plane be respectful and be a team player. Remember the Flag Officer's luggage and get to the hotel when finished (Tie a colored string on the Flag Officers luggage for easy identification). You should always keep a key to the Flag Officers room.

When you arrive at the place of lodging bring the Admirals belongings to the room and set up the next immediate clothing change. Set up toiletry bag and any food or beverages you expect the Admiral may want, i.e. favorite snacks, sodas or water in the refrigerator. Return to the room when the Admiral is settled and go over the next 3 uniform changes. If you cannot manage to work out of the Admiral's room, press and rig his uniforms from your room and transport them back. Stay informed of the Admirals dining request. Is he going out, does he want room service; does he want something from his favorite restaurant? Stay flexible! You should be standing by the room after breakfast to get in and make sure the Admirals uniform is properly rigged and ready. Collect dirty linen and clean up. Set next uniform out and ready for the Admirals return. Follow the schedule and be at the room for uniform changes in case the Admiral has a problem. Check out with both the Admiral and the EA before departing at anytime. Scan the room before departure to ensure nothing was left behind.

Ensure all the Admirals luggage returns to the plane. Reset the cabin and lavatory and stand ready to resettle the Admiral.

When you return to the Admirals residence properly stow and hang clothing and gear. Stow dirty clothing and uniforms for cleaning, dry cleaning and maintenance the next day if it is too late in the day. Before leaving set out the next day's uniform requirements. Check out with the Admiral before leaving.

TRAINING

A career path (See figure 2-1) helps Sailors determine when they can reasonably expect to receive training or hold a specific duty position. It also provides consistency and ensures everyone meets a basic set of requirements needed to perform effectively in a particular duty position. Therefore, the following training is required at specific points in an EAs career:

Enlisted Aide Career Path

Requirements	E-4 ENTRY POINT	E-5 FIRST TOUR	E-6 SECOND TOUR	E-7 LEADING CHIEF	E-8 SUBJECT MATTER EXPERT	E-9 REGIONAL MENTOR
Time-in-Grade	12 months as E-4	36 months as E-5	36 months as E-6	36 months as E-7	36 months as E-8	36 months as E-9
School	OJT UNDER INSTRUCTION	FT. LEE 4 WEEK ADVANCED CULINARY	FT. LEE 2 WEEK ENLISTED AIDE TRAINING (NEC 3530)	NEC 3529 WARDROOM GALLEY SUPERVISOR	SENIOR ENLISTED ACADEMY	SENIOR ENLISTED ACADEMY
BILLETS (SEA)	LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT	LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT	(LPO) LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT REGULAR CS BILLET AFLOAT
BILLETS (SHORE)	LARGE FLAG MESS ASHORE MULTIPLE EA PUBLIC QUARTERS (UI)	LARGE FLAG MESS ASHORE MULTIPLE EA PUBLIC QUARTERS	(LPO) LARGE FLAG MESS ASHORE (LPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) LARGE FLAG MESS ASHORE (LCPO) MULTIPLE EA PUBLIC QUARTERS (LCPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) LARGE FLAG MESS ASHORE (LCPO) MULTIPLE EA PUBLIC QUARTERS (MAJOR COMMANDS) (LCPO) WHITE HOUSE CAMP DAVID ADVANCED CULINARY INSTRUCTOR (LCPO) VICE PRESIDENT'S QUARTERS COMMUNITY MANAGER/DETAILER	(LCPO) LARGE FLAG MESS ASHORE (LCPO) MULTIPLE EA PUBLIC QUARTERS (MAJOR COMMANDS) (LCPO) WHITE HOUSE CAMP DAVID ADVANCED CULINARY INSTRUCTOR (LCPO) VICE PRESIDENT'S QUARTERS COMMUNITY MANAGER/DETAILER
Sea/Shore Rotation	Public Quarters Enlisted Aides are detailed with the average two year sea to three year shore rotation. After a shore tour Enlisted Aides must rotate to a sea billet. Any waiver from this sea/shore career path must be approved by the Chief of Naval Operations.					
Leadership Training	Petty Officer Indoctrination Course	P02 Leadership Training Course	P01 Leadership Training Course	CPO Indoctrination Course	Senior Enlisted Academy	
Examinations	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades.	Promotion to E-7 requires Navy-Wide Advancement Exam and selection by the Navy-Wide CPO Selection Board. Promotion to E-8 and E-9 is accomplished by Navy-Wide Promotion Selection Board, only.		

Figure 2-1, Enlisted Aide Career Path.

EAs must be aware of schools that are required to be attended. Promotions are directly linked to performance and sailor's skills must be maintained to ensure readiness and demonstrate leadership potential.

TRAVEL REIMBURSEMENT

You should contact your command Defense Travel System representative for all travel reimbursement to include POV for official errands only. The Joint Federal Travel Regulations (JFTR)

allows service designated officials to authorize/approve reimbursement for transportation expenses necessarily incurred by member's conducting official business.

SUMMARY

In this chapter, we identified the duties and responsibilities of the EA/ Flag Mess CS. We also identified the special duties of an EA; we discussed the organizational and planning of special functions. Last, we discussed the EA/Flag Mess CS career path and the importance of a proper sea shore flow.

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CHAPTER 3

EXECUTIVE MESS/FLAG MESS OPERATIONS

Learning Objectives: Upon completion of this chapter, you should be able to do the following:

- Describe the different services that are performed while caring for stateroom afloat.
- Describe the different positions held by personnel in the flag messes afloat.
- Describe the responsibilities of a Flag Mess Culinary Specialist.
- Discuss the different serving styles and how they pertain to the service.
- Discuss the different setups' and services provided by the mess.
- Discuss the proper sitting arrangements for official functions.
- Set-up a table for service: formal and informal.

INTRODUCTION

In this chapter, we will identify the officers' quarters afloat and the different services that are performed while caring for staterooms. We identified the different positions held by personnel and their responsibilities in an afloat flag mess. We also identified the different types of Flag Mess meal service, setting individual place settings and seating arrangements.

FLAG MESS QUARTERS AFLOAT

The Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) is responsible for providing administrative and technical direction for officers' quarters afloat. To discharge this responsibility, COMNAVSUPSYSCOM issues directives and letters of guidance and provides training and aid to operating personnel.

TYPES

Quarters on board ships are of several different types. Flag Officers and Chief of Staff (CoS) have their own quarters. They are normally larger and more like bedrooms than other officer quarters found on board ships.

Flag Officer, Chief of Staff and Assistant Chief of Staff

Quarters for flag officers, Chief of Staff (CoS)/Assistant Chief of Staff (ACoS) include a stateroom and private head Facilities.

Staterooms

Staterooms are berthing spaces provided for officers aboard ship. Officers other than flag officers and COS/ACOS may be assigned to either a one or two person stateroom based on seniority and stateroom availability.

ORGANIZATION

The mess caterer or, if there is no caterer, the mess treasurer is usually responsible to the mess president for the service, care and maintenance of quarters afloat.

Mess Caterer (Flag Aide or Flag Secretary)

The mess caterer is responsible for the efficient management of the officers' staterooms, including maintenance and repair of government-owned equipment and stateroom facilities. The caterer is also responsible for providing linen, laundry and cleaning services. The mess caterer will ensure that payments for all meals are made to the Food Service Officer (FSO). The method of collection for meals will be determined by the FSO and the mess caterer.

Leading Culinary Petty Officer

The senior enlisted person assigned to the flag mess is the leading mess petty officer. The leading mess petty officer is responsible to the mess caterer for both the supervision of foodservice and stateroom service personnel. He or she also oversees the details of the daily flag mess operation.

Stateroom Supervisor

Ship's size often dictates whether or not a stateroom supervisor is assigned. If assigned, the stateroom supervisor is responsible to the leading mess petty officer for supervising the personnel assigned to stateroom service.

As a Culinary Specialist (CS) you may be assigned to supervise stateroom services afloat. As a supervisor, you are expected to manage and coordinate the activities of personnel who provide stateroom services. Your duties may include but are not limited to the following:

Planning the work schedule

The stateroom supervisor is responsible for the following:

- Developing efficient methods for cleaning and maintaining the staterooms using limited cleaning equipment and supplies available
- Practicing proper inventory management regarding linen, supplies and cleaning equipment
- Being familiar with the location of each stateroom, the easiest route to the ship's laundry and laundry pickup schedules
- Tracking and documenting maintenance issues such as plumbing, electrical and material condition items and ensuring the appropriate maintenance personnel are informed of these issues
- Developing and implementing a key control system to ensure the security of stateroom keys, paying particular attention to master keys
- Coordinate with the ship's laundry to schedule and establish procedures for the pickup and return of laundry, establish marking requirements, establish procedures for tracking lost and reimbursement procedures for lost or damaged articles.

Other Assigned Personnel

CS personnel are responsible for performing functions associated with the management and operation of officers' quarters afloat. However, a rotational pool of enlisted personnel in paygrades E-1 through E-3 may be provided to aid the CSs in providing maintenance, cleaning and other services.

When assigned, the rotational pool is under the supervision of a CS and may perform the following duties:

- Daily bed-making services and weekly bed linen changing for the Flag Officer and officers in paygrades O-5 and above
- Maintenance and cleaning of all staterooms and associated living spaces
- Cleaning of passageways and heads in flag quarters
- Assisting CS personnel in the cleaning and maintenance of foodservice spaces including flag mess service and food preparation areas.

AFLOAT STATEROOM SERVICE

Basic officer stateroom service, which includes sweeping, dusting, sink cleaning, laundry services and care of private effects, is explained next.

STATEROOM CARE

Staterooms must be thoroughly cleaned. This includes furnishings, ledges, corners and bulkheads. The same cleanliness is required for heads, showers, passageways and vestibules.

Access to Staterooms

The flag mess and staterooms are officers' country. The flag mess personnel duties and their continuous presence in officers' country produce an especially close relationship between the enlisted personnel and mess officers. Successful flag mess operation depends upon the mutual trust and respect of this relationship. This trust results from high levels of personal honesty and integrity. The flag mess and stateroom areas are out of bounds to personnel other than mess members and flag mess personnel. The only exception may be for official business related to those spaces.

Great care must be taken to ensure security of Stateroom keys; only authorized personnel should have access to key lockers. Master keys should only be issued to authorized personnel, strict controls must be maintained to account for all keys issued.

Care of Private Property

One important rule to follow in cleaning staterooms is to avoid disturbing anything of a private nature that has been left lying about. Occasionally, officers rush off leaving letters, papers, money, or other valuables in sight. These instances should be reported at once to the officer, the flag mess leading CS, or the stateroom supervisor. Furthermore, papers, books, or letters should not be examined if left lying around. These may concern official Navy matters or the officer's personal affairs. In either case, they are to be treated as private property. If valuables or other private items must be removed when cleaning, you should make sure they are put back where they were found.

Cleaning of Staterooms Personal Service

Daily cleaning is necessary, but the extent to which spaces are cleaned may vary with particular circumstances. More uniform cleaning can be done by using a cleaning bill. An example of a stateroom cleaning bill follows:

Daily

- Clean washbasin, mirror, soap container and toothbrush holders
- Make up beds for officers O-5 and above
- Sweep and mop deck or vacuum carpet
- Empty wastebaskets
- Dust all furniture.

Weekly

- Wash paintwork
- Polish bright work
- Clean electric fans and wipe down light fixtures
- Replace soiled hand and bath towels and replace with clean ones, as scheduled
- Deliver and pick up officers' laundry as scheduled
- Replace stripped linens with fresh clean ones. Leave linens on top of beds (O-4 and below only), as scheduled
- Scrub and wax deck or spot-check carpet and remove stains as scheduled
- Hold general field day for certain staterooms as scheduled. Stand by for inspection.

Clean as Scheduled

- Turn the mattress over and vacuum underneath it on a monthly basis, preferably during linen change
- Send draperies, curtains, chair covers and bedspreads for dry cleaning (as needed)
- Shampoo carpets (quarterly).

The following services are considered of a personal nature and are the sole responsibility of individual officers O-5 and below:

- Bed making and bed linen changing except for O-5 and above
- Care, maintenance and orderliness of personal effects that include military uniforms, uniform accessories and shoes
- Sorting and storage of personal laundry.

HABITABILITY

Officers' quarters aboard ship (staterooms) should present maximum habitability. Flag Staff require the highest standards of service and sanitation in the ship's staterooms. There is no ship so lacking in facilities, equipment, or personnel that minimum standards cannot be met. Careful use of supplies and overhaul funds on allowed items should be exercised within the limitations of funding. This will achieve the maximum level of habitability.

Care of Heads and Showers

An example of a cleaning bill for Flag Officer/COS stateroom heads and showers are as follows:

Daily

- Clean washbasins and wipe down mirrors
- Refill soap and towel dispensers
- Clean utility sink and storage area
- Wipe down shower curtains
- Scrub down shower stalls
- Wipe down glass doors or stainless steel doors
- Scrub rubber mats and air dry
- Scrub, clean and disinfect/sanitize urinals and commodes (use rubber gloves)
- Wipe down partitions or dividers
- Sweep and swab deck with hot soapy water and disinfectant
- Replenish toilet paper
- Empty trash can
- Clean and neatly store all cleaning gear in locker.

Weekly

- Scrub down bulkhead
- Clean overhead and light fixtures
- Scrub down shower curtains; replace as required
- De-scale urinals and commodes
- Wipe down and polish stainless steel and all other bright work
- Sweep, swab and scrub deck with hot soapy water and disinfectant.

REQUIRED MAINTENANCE

- Replace burned-out bulbs as required
- Replace missing curtain hooks and rubber mats
- Check for water leaks; cold and hot water.

Passageways and Vestibules

Passageways and vestibules are also important parts of the responsibilities of CSs and rotational pool personnel and must be incorporated in both the daily and weekly schedules. An example of a passageway and vestibule cleaning bill follows:

Daily

- Sweep down ladders; vacuum if necessary
- Sweep, swab and buff passageways and vestibule decks
- Wipe down ladder handrails with hot soapy water
- Clean around deck combing or hatch openings
- Check angle irons and ledges for gear adrift
- Clean scuttlebutt.

Weekly

- Spot-check bulkheads and scrub down as required
- Sweep, swab, wax and buff decks
- Dust overhead, light fixtures and air vents
- Clean baseboards and make sure all corners are completely cleaned
- Scrub down ladders and dust guards with hot soapy water
- Clean knife edges of hatches and ports
- Polish brightwork as scheduled.

REQUIRED MAINTENANCE

- Strip wax once every 2 weeks or as scheduled
- Check nonskid deck treads; replace as required
- Check for burned-out bulbs and replace as required
- Check quarterly for preservation and paint as required.

Carpet Care

Overall safety factors and low maintenance costs make carpeting a far more desirable and flexible environmental control material than any hard surface material that performs only a single function.

PREVENTIVE MAINTENANCE—Maintenance time and costs can be greatly reduced and a good overall appearance of carpets can be maintained by eliminating soil and dirt before they are tracked into staterooms. Mats placed outside or inside entryways will eliminate most of the soil from shoes before it can be tracked onto the carpet. High traffic areas, such as hallways and entrance doors, take the brunt of soiling. Frequent vacuuming and preventive maintenance in the high traffic areas will reduce the amount of time required to maintain these areas.

MAINTENANCE PROGRAM—Carpet maintenance is directly related to the amount of traffic in the area.

Daily

Clean with vacuum cleaner. Remove spots and stains as they occur, if possible.

As Needed

The pile brush combines a brushing and vacuuming action. It should be used at least once a week in addition to the regular cleaning and vacuuming. Proper shampooing procedures require the use of a neutral, synthetic detergent that is specifically designed for cleaning carpets. First, pile brush the carpet against the lay of the pile, then vacuum the carpet thoroughly.

During the actual shampooing, all furniture should be removed. Shampoo the carpet in circular strokes, with a uniform application of suds. After the shampooing, spot-clean any stains that remain. Following this, give the pile a finishing operation by hand-napping. Normally, drying takes 6 to 8 hours. In areas of traffic that must be used before the carpet is thoroughly dry, non-staining paper should be placed on the carpet to prevent tracking soil onto the fabric. As a final operation, vacuum the carpet on the following day to remove any fluff and lint loosened by the shampooing process.

MANAGEMENT of AFLOAT FLAG MESS while ASHORE

Occasionally afloat flag messes will disembark the ship and operate from a shore facility; during this period certain procedures must be followed to ensure the food service operation is operated in a safe and accountable manner.

Strict adherence to food handling rules must be observed.

A system of financial accountability must be established. It is recommended that the CoS draft a flag mess policy directing the daily operations of the mess. The policy must address the following issues:

- Establishment of a separate account for mess operations
- Establishment of an audit board to oversee the financial management of the mess
- Procedures for opening the mess including where the initial start up funds come from
- Procedures for closing of the mess and to the disposition of excess funds

- Procedures for ensuring sanitation standards are being met
- General rules for operations such as who will be fed and the hours of operation.

TYPES of FLAG MESS MEAL SERVICE

Normally, family style is the most popular meal service provided in flag messes afloat. Specific flag mess space design, number of food service personnel and the desires of the Flag Officer, in many cases determine the type of service to be used. However, regardless of which style of service is used, it must be executed properly. The success of the best written menu and preparation efforts depend on how the food is served. There is a proper sequence to be observed in good foodservice. Good food service begins before the seating of staff members. It depends very much on advanced planning and proper preparation.

The two basic meal styles are "formal" and "informal," with variation within each style. Different aspects of these styles will be discussed along with the peculiarities of each.

Formal Service

Formal meal service includes the semi-formal style and the formal style of "French" service. This type of meal requires more advanced planning, detailed preparation and elaborate tableware than any of the other styles. For these reasons, this style is usually conducted only in Commanding Officers (COs) and flag officers' messes and is normally used for occasions involving the entertainment of special guests. The reference rules for this meal are covered more completely in the reference book entitled "Service Etiquette" and in NAVSUP P486. Interpretation and application of these rules or guidelines for any officers' mess afloat will usually be done by the senior CS in association with the mess president and/or treasurer.

Semi-Formal Service - This modification of the formal style service is used much more often. For example, it may be used daily in COs and flag officers' messes if there are no guests. The preparation and service of this meal are not as elaborate as the formal style and require less time, facilities and personnel. The individual place settings are similar to those used for the informal meal styles. Few center items are used other than salt and pepper shakers, sugar bowls and creamers.

The method of serving meal items is what distinguishes semi-formal from informal meal styles. In the semi-formal style, each food item is arranged on a separate serving dish in the pantry and then offered to each diner. Beginning with the meat or main course, each course is carried into the wardroom separately. The courses are presented to each diner in turn, starting with the head of the table, the senior guest, or the individual designated by a buck or placecard. Each diner selects desired items from the serving dishes and places them on his/her plate while the serving dish is held. Serving dishes are returned to the pantry after their contents have been offered to all the diners.

Informal Service

Several types of informal service are used in the typical flag messes. Each has its own advantages, but all are faster and more convenient to use than the formal styles. Those currently in use are called family, American, a la carte, cafeteria and buffet styles.

Family Style - For this style of service, food is arranged in serving dishes, along with the use of serving utensils. The dishes are then placed on the dining table and diners serve themselves and then pass the dishes around the table until all diners have been served. The CS replenishes serving dishes as necessary and provides beverage service. Dessert items may be brought in and placed on

the sideboard and served by the CS/rotational pool personnel when the main course items have been removed from the dining table.

American Style - This type of service is used in most restaurants. The main course plate is not part of the initial place setting. Instead, individual plates are prepared in the pantry or galley and placed before the seated diners. This form of meal service is often provided in officers' messes in medium-sized ships and is often combined with other, traditional forms of service. In American service, food is placed on plates in the galley and taken to the wardroom and served to each diner.

A la Carte (Breakfast) Style - This type of service is usually provided at breakfast. As with the American style, the main plate is not part of the initial plate setting. Instead, the diner is given a menu or breakfast order form. After the diner has decided what food he or she wants and how it is to be prepared, the order is delivered to the pantry or galley and the food is prepared as requested. It is placed on a plate and served to the diner as the American style of service.

Cafeteria Style - This is the type of service that is used aboard some larger ships (e.g., carriers, tenders). The diner does not normally serve himself/herself, rather, the diner selects the desired items and the food service attendant places them on his/her plate. For example, salads, desserts and some side dishes may be apportioned in dishes; and the diner simply takes them from the serving line. The main course, vegetables, starches and meat, are portioned onto a plate by the food server as the diner selects them.

Buffet Style (Self-Serve) - Although buffet service is listed under informal style service, it may also be used on formal occasions. The requirements for formal use, as for all formal service, may be obtained from the references listed under formal meal style. For both formal and informal use, this type of service can be used when either space or serving personnel is limited and this is the preferred method of service to reduce workload. The food is attractively arranged on a sideboard or serving table and the diners serve themselves. It is customary to place silverware and other necessary dishes on the dining table so that the diners do not have to carry them.

Serving responsibilities for buffet service are fewer, but they are no less important. The buffet and dining table should be watched constantly so items are replenished before they run out; also, to remove soiled dishes immediately after use. After the diners are seated, the buffet will require constant attention so it remains attractive for latecomers or anyone desiring seconds.

When everyone has finished the main course, the main course foods should be removed from the buffet table. The dishes and used silverware should be removed from the table. If the dessert is to be served from the buffet table, the dessert and appropriate serving dishes should be arranged as soon as the main course foods are removed. Otherwise, the dessert should be served at the table.

Other Service - Several other services are used in the typical Executive/Flag mess (e.g. conference setup, tray service, carryout service and coffee service). More detailed information can be found on chapter 6 (Entertaining and Planning).

DINING TABLE CENTER ITEMS

After setting the individual places, you should then set the dining table center items. These items include standard items that are typically used at every meal and meal-related items that may be included on the basis of menu requirements. The standard center items will always be placed on the dining table when setting up the table.

Standard Center Items

Figure 3-1 shows standard center setup. The descriptions of these items are as follows:

- The **sugar bowl** is a small, silver, oval-shaped container with a short pedestal stand and lid. It is always set with a sugar spoon
- **Salt and pepper shakers** may be all silver or they may be glass with silver tops. The salt should always be kept loose and dry. When placed on the dining table, both shakers should always be at least three-fourths full
- The **coffee cream pitcher** is similar in size and shape to the sugar bowl but has a spout and no top
- One set of these standard items is provided for every six diners. However, a set of salt and pepper shakers is provided for every four diners. The standard center items are arranged with the sugar bowl centered between the salt and pepper shakers on one side of the table and the creamer on the other side. The salt shaker should be placed on the right side toward the head of the table
- Most ships consider some type of centerpiece as standard. This centerpiece usually consists of a silver fruit bowl containing either fresh or artificial fruit for breakfast or fresh or artificial flowers for lunch or dinner. If used, centerpieces should be lined up and arranged across the tables to present a neat, attractive uniform appearance.



Figure 3-1, Standard center setup.

Meal-Related Center Items

- **Cereal cream pitcher.** The cereal cream pitcher is shaped like a small beverage pitcher with a modified hourglass design. It has a handle on one side and a capacity of 16 ounces. It is set only for breakfast or brunch when cereal is to be served
- **Syrup pitcher.** The syrup pitcher is similar in size and shape to the coffee cream pitcher. However, the pouring spout is partially enclosed by a metal lip. It is set only for breakfast or brunch when pancakes or waffles are to be served. It is placed on a coffee cup saucer
- **Silver fruit bowl.** The silver fruit bowl is a large hollow bowl. It is used for serving fresh fruit for breakfast or brunch. It is often set as a centerpiece containing artificial or real fruit for breakfast or artificial or real flowers for lunch or dinner
- **Bread tray.** The bread tray is a rectangular silver dish with rounded ends and perforated sides. It is used primarily for breads, but it also may be used for relishes such as cannot or celery sticks. When used for breads, an opened napkin is placed in the tray. The bread is then neatly arranged on the napkin and the edges of the napkin are folded over the bread to retain freshness and warmth
- **Cruet and caster.** The cruet and caster consist of two stoppered glass bottles placed on a small tray. The bottles hold oil and vinegar salad dressings when salads are served at lunch or dinner
- **Butter dish.** The butter dish is a small, rectangular china dish with rounded corners. It is normally used at all meals for serving butter patties. At breakfast or Sideboard brunch, it can be used for serving jam or jelly packets.

Meal-related items are selected on the basis of menu requirements. Examine the menu and identify those menu items for which related center items are normally used, such as jellies and syrup at breakfast. Pencils are supplied for filling out order forms.

For semiformal lunch or dinner, the bread, if served, is placed on the dining table after the main course item. For all informal-style lunch or dinner meals, bread is set 5 minutes before the meal.

DINING TABLE

When assigned to Flag duty, you are responsible for setting the table for meals. Setting a table correctly helps avoid confusion at meals and allows the table to look neat and attractive. An attractively set table contributes to the enjoyment of the meal.

Linens

Linen is handled when preparing for a meal and when securing from a meal. All linen should be examined for cleanliness and serviceability before use. When linen is stained, torn, or frayed, it is not suitable for the table. Linen in this condition should be brought to the attention of the flag mess supervisor.

Linen Placements

All linen should be in place before the dining room tables can be set. Linen also should be placed on the sideboard and, sometimes when appropriate, the buffet table. Linen that is worn, but

clean and without stains, may be used on the sideboard if it can be neatly folded so the damaged parts are hidden.

Most dining rooms have a waist-high cabinet known as the sideboard. Its storage spaces are used for storing flag mess linen and tableware. The top forms a counter for the placement of hot and cold beverage services and extra tableware in preparation for a meal.

Napkins

When cloth napkins are to be used alongside plate settings, they should be folded flat and set aside. If napkin rings are to be used, napkins should be folded or rolled and if rolled placed in the rings.

SETTING THE TABLE

Setting the dining table involves two basic tasks: setting individual place settings and setting the dining table center items. Steps for selecting and placing individual place settings and dining table center items are dependent on specific menus and styles of meal service. Variations in the procedures may occur. These variations are based on the way a specific mess maybe equipped and on the desires of the mess president and/or the flag mess supervisor. For instance, if there is a lack of a certain type of needed tableware, the flag mess supervisor should be asked to decide what item should be used as a substitute.

Setting Individual Place Settings

The dishes, silver, glasses and napkin placed in front of one person are called a cover. The number of dishes and pieces of silver necessary for a cover depends on the occasion and the menu. Everyday meals require fewer dishes and silver than formal meals. Always check the menu before setting the table. Figures 3-2, 3-3 and 3-4 are the basic breakfast or brunch cover, the basic lunch or dinner cover and the cover for an informal meal, respectively.



Figure 3-2, Basic breakfast or brunch cover.

Individual place settings are traditionally arranged as follows:

Dinner or Service Plate

The dinner or service plate is placed directly in front of each chair. The ideal spacing of plates for family style or formal occasions is 24 inches from plate center to plate center. This is close enough to permit easy conversation and provides enough room for each diner. The dinner plate is not placed on the table when American, cafeteria, buffet, or a la carte style is used.

Silverware

Silverware is placed about 1 inch from the edge of the table and close to the plate. It is placed according to the order in which it will be used—the outermost pieces being used first. Knives are placed next to the plate on the right side with the cutting edge toward the plate. Spoons are placed to the right of the knives with the bowl up. Forks, except oyster forks, are placed on the left side of the plate. When the oyster fork is used, it goes to the right of the spoon. Usually, not more than six pieces of silverware are placed at a cover. During a formal dinner, when additional silver is required, it is brought in with the course requiring its use.



Figure 3-3, Basic lunch or dinner cover.

Bread and Butter Plate with Butter Knife

The bread and butter plate with butter knife, when used, is placed to the left of the dinner plate, above the points of the forks.

Beverage glasses

The water glass is placed to the right of the dinner plate above the points of the knives. The water glass is set for lunch unless another chilled beverage is to be used. It is a wide, short 10-ounce glass and is used only for water. The beverage glass is a taller, narrower 10-ounce glass. It is used for lunch or dinner when milk, iced tea, or other chilled beverages are served. The juice glass is a small 6-ounce glass. It is not set but is used to serve juice when ordered by the diner. It is used only at breakfast.

Coffee cup

The coffee cup is set on the saucer and is placed to the right of the outer spoon.

Napkin

The napkin can be either cloth or paper. It is placed either to the left of the forks or on the dinner plate.

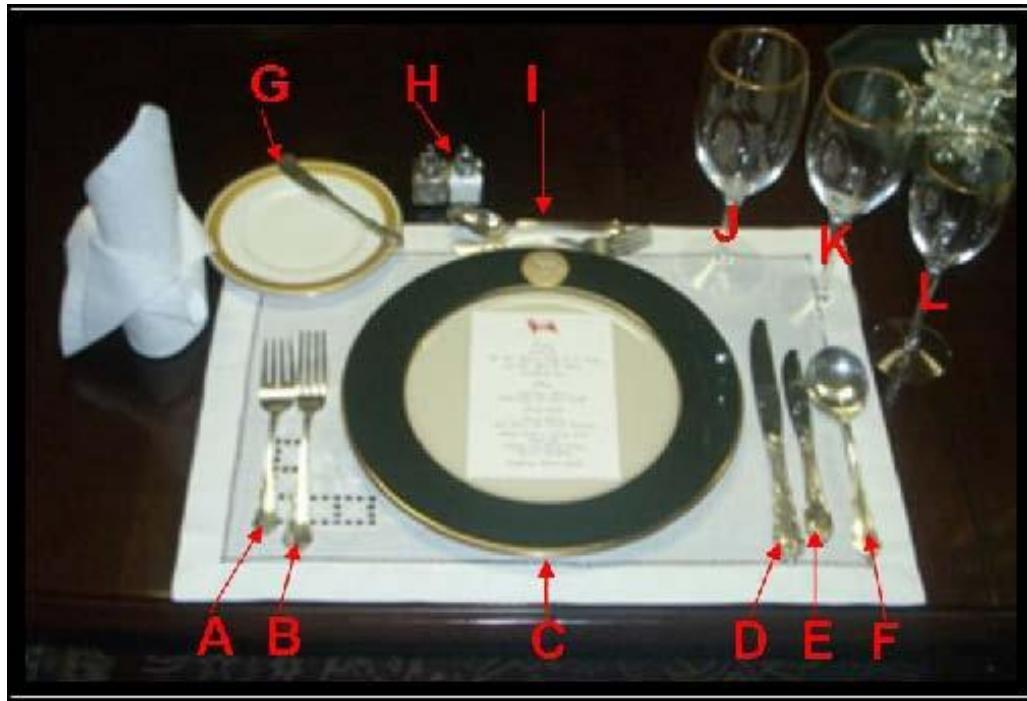


Figure 3-4, Cover for a formal meal.

- A. Salad Fork
- B. Dinner Fork
- C. Charger or Base Plate
- D. Dinner Knife
- E. Salad Knife
- F. Soup Spoon
- G. Bread & Butter Plate with Butter Knife
- H. Salt & Pepper (Salt is always on the right)
- I. Dessert Spoon & Fork
- J. Water Glass
- K. Red Wine Glass
- L. White Wine Glass

After all covers are set, check the table once again to see that all covers are alike and that nothing was omitted. Be certain that spoons are laid with bowls up and that the cutting edges of knives are turned toward the plate. Place the chairs so the front edge of the seats is just against or under the drop of the tablecloth.

Setting Place Cards/Seating Chart

Place cards are usually used for such functions as formal or informal dinner parties when the persons attending may not know one another. Place cards are prepared to eliminate confusion. When used, the place card is placed above the individual salt and pepper shakers or above the charger plate. Seating chart is used in conjunction with the place cards to notify guest and staff seating arrangement.

Setting Center Items

After setting individual places, you should then set the dining table center items. The standard center items discussed earlier in this chapter will always be placed on the dining table when setting up the table.

SETTING the SIDEBOARD

The sideboard is normally where the hot and cold beverage services are set up for the meals. Additionally, extra tableware is placed on the sideboard.

Setting Up the Hot Beverage Service

The principal hot beverage used aboard ship is coffee. Hot tea or hot chocolate also may be used if desired by wardroom members. The hot beverage service should be set up following placement of the linen on the sideboard. The following steps explain beverage service setup.

To set up this service, you should take coffee pots from the sideboard to the pantry and obtain enough coffee for the meal. You should have one coffeepot for each 10 to 12 diners. Place the pots on the sideboard coffee warmers. Select at least one coffee pitcher for each dining table and place on the linen next to the coffee warmers. Coffee servers should be filled just before serving and should not be placed on the warmers.

To setup hot tea or chocolate, you should put hot water in a coffee pot and set it on the coffee warmer. Arrange tea serving pots next to the warmer. The number of teapots is determined by the wardroom supervisor or through experience. Tea bags or hot chocolate packets should be placed next to the serving pots.

Setting Up the Cold Beverage Service

To setup the cold beverage service, you should take serving pitchers from the sideboard to the pantry to obtain the cold beverages. Water is always made available even if another beverage is served. Cold beverages are pre-chilled and placed on the table just before announcing the meal. The pitchers should be ready on the sideboard for refills.

When fruit juices are included on the breakfast menu, a galley serving pan insert should be filled with enough ice to cover half the height of the glasses. It should then be placed on the sideboard and the juice glasses then filled to the bulge with juice and placed in the ice to cool.

Setting up Extra Tableware

The required amount of extra tableware will normally be determined by the wardroom supervisor. Extra tableware should be included for occasional breakage of china during meals and the likeli-

ood of unexpected diners. If a second seating of diners is required, tableware should be placed on the sideboard to permit quick resetting of the dining table after the first seating has finished.

Obtain and neatly place the necessary items on the covered portion of the sideboard. Dishes and bowls may be stacked several high. Cups and glasses should not be stacked, especially during rough seas. Silverware should be arranged by type and napkins should be pre-folded and stacked near the silverware.

SETTING for BUFFET SERVICE

Buffet service was briefly described earlier in this chapter. However, there are unique sanitary considerations involved in the setup and operation of buffet- or cafeteria-style serving lines. Open serving pans and trays provide ideal sites for growth and spread of disease-carrying organisms. Following a few simple rules can reduce the chance of infection:

- Always keep hot foods at temperatures above 135°F, Discard the food within 4 hours of the beginning of preparation if these temperatures cannot be maintained
- Display only limited amounts of food on the serving line at any one time. This permits the balance of food to be kept in the pantry for temperature control. Refill serving pans and trays only as necessary
- Ensure sneeze shields are used.

The principal tasks involved in setting up the buffet serving line are presented next.

The serving line setup tasks should be done in the order listed and completed 5 minutes before serving time.

- Make space for the buffet serving line. A buffet table should be located to allow CSs convenient access to the pantry for filling the serving pans. This also allows the diners to use the serving line easily without crowding from furniture or other diners
- Place the linen on a special buffet table or a selected area on the sideboard. Remove all nonessential items on the sideboard area when used to setup a buffet serving area
- Set up the chafing dish stands. Setup enough stands so there is at least one for each food item. Place them in the serving area so a diner can have ready access to them without leaning over the table. After the chafing dish pans have been set in place, put 1 inch of water into those pans that are for hot food. Sterno heating units are then placed below the center of the pans containing water. Make sure there are no flammable items placed near these units as the setup continues. Do not light the heating units at this point
- Place the sneeze shield now, if one is available. Do this in a way to make sure all food items are properly protected. Diners should still have ready access to the foods
- Determine what utensils will be needed. Then place all necessary eating utensils neatly at the beginning of the serving line. Napkins and silverware are usually placed on the dining tables. However, when there are more diners than seats, additional place settings should be kept on the sideboard. They should be placed on the dining tables after diners finish and leave, making room for additional diners. There are not always enough CSs to do the resetting. On these occasions, napkins and silverware should be placed on the serving line. They should be placed next to the china and away from the chafing dishes.

- Set the decorations selected by the wardroom supervisor on the serving table. Decorations are usually artificial or real flowers arranged around the three sides of the serving area facing the diner.

SEATING ARRANGEMENTS

In the wardroom where regulations and precedence closely control seating arrangements, officers are assigned to permanent seats for daily meals. They are seated from left to right, as shown in Figure 3-5 according to rank and precedence.

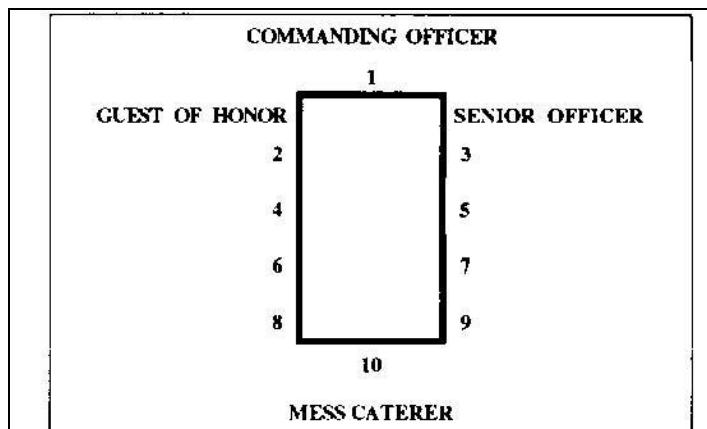


Figure 3-5, Wardroom seating.

The flag officer in command, or in succession to command, is the president. He or she sits at the head of the table or at the head of the senior table when more than one table is used. The flag officer who regularly eats in the flag mess is the president. However, when the flag officer is invited for an occasional meal, this officer is considered the guest of honor. In this case, he or she is seated to the right of the mess president.

The caterer sits opposite the president. The officer next in rank sits in the first seat to the right of the president. The officer third in rank sits in the first seat to the left of the president and so on down the table. All line officers of the same grade take precedence with each other according to his or her respective dates of rank. When they have the same date of rank, their precedence is according to their lineal numbers as given in the official Navy Register.

Staff officers with the same date of rank as running mates of the line take precedence after their running mates of the line. However, they take precedence before all line and staff officers who are junior to the running mate. When officers of more than one staff corps have the same running mate, they take precedence in the following order: Medical Corps, Supply Corps, Chaplain Corps, Civil Engineering Corps, Judge Advocate General's Corps, Dental Corps, Medical Service Corps and Nurse Corps.

When more than one table is in use, the treasurer usually sits at the head of the junior table.

When officers of other service branches have the same relative grade and the same date of rank, they have precedence according to the time each has served on active duty as a commissioned officer of the United States Armed Forces. The seating arrangement changes when a guest is present.

When several guests are to be present, the seating arrangements are normally worked out by the wardroom supervisor and approved by the caterer.

MEAL STYLE PROCEDURES

Meals should begin immediately after the president and the officers are seated. Prompt and courteous service adds much to the enjoyment of a meal. Serving personnel should be alert. They should not lean on the sideboard or lounge against the bulkhead when they are not busy. With proper training, serving personnel will know what their responsibilities are and how they should be met.

The president or the officer in front of whom the buck is placed is served first and then the service proceeds counterclockwise around the table.

INFORMAL MEAL SERVICE

All meals are served by family, cafeteria, American, buffet, ala carte service, or by a combination of these, as discussed earlier. Figure 3-6 shows a table setting for an informal meal.

Foods, including soups, are served from the left of the person being served. Beverages are served from the right.

Soup is normally ladled into the soup plates in the pantry and served rather than offered to the officer at the table.

The rule of thumb to follow during formal and informal service is to serve the foods from the left and remove from the right, except beverages.

To avoid overcrowding the table during family-style service, refill the water glasses as necessary instead of placing a water pitcher on the table. In other types of service such as cafeteria, a water pitcher maybe placed on the table for those who desire refills.

Coffee should always be available and served piping hot. Be careful when serving coffee and other hot beverages especially aboard ship when the ship is underway. An accidental spill can cause a painful burn.

When an officer has finished a course, remove the used dishes. Do not stack the dishes in front of the officer. With the right hand, remove the plate and silverware used during the course. When more than one plate is being removed, hold the first in the left hand and place the others on top of it.

When desserts are not picked up from the line, they should be served. Place a pitcher of hot coffee on the table for those desiring seconds. When guests are present, some changes to the seating and serving order are necessary. Although some of these changes were mentioned earlier, bringing them together at this point will help you to recognize what routines should be changed.

The buck is not used when guests are aboard. A guest of the ship or the guest of honor sits to the right of the president and is always served first. Other guests usually sit to the right of their host officer. When no guest of honor is present and more than one officer has guests, the guest of the senior host officer is served first. In all cases, after serving the guest of honor, the serving continues from that point counterclockwise around the table. Do not skip around in order to serve all guests first.



Figure 3-6, Dining room table setup for an informal meal.

FORMAL SERVICE

The service required for formal meals is more elaborate than for informal meals. However, the table setting is basically the same as for informal meals. Usually four or five courses are served, but as few as three or as many as seven maybe served. All food from each course is served to all diners in prompt succession. For a formal dinner everything is served; nothing is set on the table except the salt and pepper shakers. Condiments and other seasonings are served at the proper time. A table setting for a formal lunch is shown in Figure 3-7.

Service plates otherwise known as charge plates or chargers are normally used at formal dinners. These are large plates that are placed on the table at the time it is set for the meal. They are not removed until replaced by the heated dinner plate for the first hot course after the soup. They are used only because it is considered bad form for the diners not to have plates before them throughout the meal. No food is placed directly on the service plate. Instead, dishes containing the first courses of the meal are set upon the service for formal dinners in the past, they are frequently used today.

All foods are served from the left and beverages are served from the right. Dishes are removed from the right. An exception to this rule is the replacing of silverware. These pieces of silverware that are placed to the right of the place plate are replaced from the right. In this way it is not necessary to reach in front of the diner.

When the meal being served uses the table setting pictured in Figure 3-7, the following order of service would be observed.

As soon as the members and their guests are seated, the first course is served.

When all have finished the course, the plate is removed with the used silverware. The soup course is served next.



Figure 3-7, Table set for a formal Lunch.

When all have finished the soup course, the soup plate, service plate and soup spoon are removed. The heated dinner plate replaces the service plate for the main course. The food is brought in on a platter or in serving dishes. The food is presented to the guest who is seated to the right of the host. The service then proceeds counterclockwise around the table.

Upon completion of the main course, the dinner plate and used silverware are removed. The salad plate is then put in its place. To provide faster service, the salad is usually arranged on the salad plate before it is brought in.

When all have finished their salads, the salad plate and silverware are removed. At this point, the only items remaining from the original setting are the water and wine glasses. Before the dessert is served, the crumbs, if any, should be brushed off the table with a folded napkin and tray. The dessert course with appropriate silverware is then placed before the diners.

Coffee is served with the dessert course or following it. If cups are placed on the table and coffee offered to those who want it, service is from the right.

SERVING BEVERAGES

The serving of beverages was discussed earlier; however, four general guidelines and several specific procedures for serving beverages will now be explained.

Formal Beverage Service

Since the formal style of service is quite elaborate, different beverages may accompany each course and considerable guidance is needed for this to be done correctly. Guidance should be obtained from the wardroom supervisor or from the reference book entitled "Service Etiquette" and also found in the NAVSUP P486.

Informal Beverage Service

The first guideline is that beverages are to be served from the diner's right if possible. Otherwise, check with the wardroom supervisor about how to serve the beverages in a way that disturbs the least number of diners.

The second guideline is that the server should never lift the diners' glasses or cups from the dining table to refill them. Rather, he or she should pour the beverage into them while they are on the table. If the cup or glass is not conveniently placed for service, carefully move it to a better location. If it cannot be reached, politely ask the diner to move it.

The third guideline is that the order of service for beverages is the same as that for the serving of foods.

The fourth guideline is not to fill serving pitchers to the top when used for filling glasses or cups at the dining table. A full pitcher is difficult to handle and feels quite heavy after a while. Therefore, pitchers should be filled between one-half and two-thirds full.

Finally, you must remember that each flag mess may have certain rules for serving beverages. The flag mess supervisor should be asked about these rules.

AFTER the MEAL

You should immediately restore the dining room to its pre-meal condition as soon as possible after the meal. Some helpful suggestions are as follows:

- Clear the table as soon as all officers have finished eating and have left the table
- Remove all meal items from the sideboard and return all dishes, silverware to the pantry for washing
- Refill the salt and pepper shakers as needed and store them in the pantry
- Remove buffet serving line items
- Place the napkin in the laundry. Replace clean napkins in their respective napkin rings (when they are used) and store in the napkin storage area. Single-service paper napkins are being used in many private messes for regular meals and cloth napkins are used only for more formal occasions
- Brush the crumbs from the tablecloth. Be careful not to rub food particles into the fabric
- Shake the cloth out lightly and refold it along its original creases. Re-roll or refold the silence pad as appropriate and store it with the tablecloth
- Clean tables, sideboard and chairs

- Replace the table cover
- Vacuum and/or sweep the deck of the dining room.

SETTING UP for SPECIAL EVENTS

Navy commands traditionally sponsor events and ceremonies to acknowledge noteworthy accomplishments and achievements of Navy personnel. Command functions recognizing personnel promotions, reenlistments, retirements, command milestones, changes of command and other similar events are vital to morale and tradition. These events usually include a reception which provides light refreshments of some variety.

As a CS, you will probably get tasked to provide your in-rate skill to help plan and prepare for the event, regardless of the occasion. This is especially so if food is involved. For example, you may be asked to decorate a special cake for the event. You may be tasked to prepare a special menu, which includes hors d'oeuvres and refreshments.

Some planning factors you should consider are theme determined by the occasion or event being planned and the number of guests that will be present. You also should consider the season and time of day. Arrange for indoor facilities if it is expected to rain or to be cold.

You should make sure the facility chosen is available when needed and that it includes the necessary space or capacity. You should inquire into the availability of all needed supplies and needed capable personnel.

Coordinate with other activities on the base to make sure other events are not scheduled that will conflict with yours.

You can avoid last-minute confusion and delays by preparing a master plan after the event have been planned in detail. Review this plan with all personnel who will be involved with the preparation and service. During the review, give personnel specific instructions on all assigned tasks. After the review, post the master plan where involved personnel can refer to it.

Check all necessity items of equipment to make sure they are functioning properly.

The person in charge should check on chairs, tables, podiums and so on to make sure an adequate number is available on the scheduled date.

SUMMARY

In this chapter, we identified the officers' quarters afloat and the different services that are performed while caring for staterooms. We identified the different positions held by personnel and their responsibilities in an afloat flag mess. We also identified the different types of Flag Mess meal service, setting individual place settings and seating arrangements.

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CHAPTER 4

QUARTERS OPERATIONS

Learning Objectives: Upon completion of this chapter, you should be able to do the following:

- Identify cleaning and maintenance requirements for the Flag Quarters daily, weekly and quarterly cleaning schedule.
- Identify areas of responsibilities in the quarters for Enlisted Aide Staff and family members.
- Describe the care for household furnishings; including furniture, tableware and other household needs.

INTRODUCTION

The quarter's operations are very important day-to-day responsibilities. There are many tasks to be performed and time management is a must. The Enlisted Aide (EA) is required to clean and maintain the admiral's quarters while properly preparing uniforms and nutritious meals.

This is guidance taken directly from [OPNAVINST 1306.3 \(Series\)](#).

DUTIES AND RESPONSIBILITIES

PERMISSIBLE DUTIES

Per references Department of Defense Directive (DODD) Directive 1315.9 (series) and SEC-NAVINST 1306.2 (series), you may also find permissible and impermissible duties at [OPNAVINST 1306.3 \(series\)](#), and in connection with military and official functions and duties, Enlisted Aides (EAs) are permitted to assist with the care, cleanliness and order of assigned quarters, uniforms and military personal equipment. EAs may be assigned to clean and maintain **ALL** spaces in assigned flag quarters, including but not limited to **ALL** living and dining areas, kitchens, bedrooms, bathrooms, hallways, basements, attics, garages and storage areas. Cleaning is defined as those functions necessary to maintain the appearance and long-term preservation of the public residence. Acceptable duties include but are not limited to dusting, vacuuming, cleaning windows, stripping and waxing floors, steam cleaning carpets and cleaning of moldings, window sills/treatments, baseboards, railings, etc. Cleaning does not include making beds, picking up or organizing personal effects, or other duties that contribute solely to the personal benefit of the flag officer or family members. As a general rule, EAs are responsible for the maintenance and cleanliness of the public residence; quarter's residents retain responsibility for cleanliness, organization and maintenance of personal effects.

Note: Please notice the guidance given by the bold highlighted word **ALL**. This gives firm direction for family personal areas. Perform duties as a point of contact in the officer's quarters, including receiving and maintaining records of telephone calls, making appointments and receiving guests and visitors.

As part of the Aides duties they may be ask to perform duties necessary for the upkeep and maintenance of assigned quarters. They may be assigned minor grounds keeping duties (e.g., mowing, raking, watering and general yard policing) and minor maintenance tasks (e.g. unstopping drains, changing light bulbs, changing air filters) that are required to maintain a presentable and functional

quarters. EAs may perform self-help improvements on the quarters if they are qualified to perform such work, follow government safety procedures and receive authorization from the Flag Officer and Flag Housing Manager or representative.

Official Duty and Volunteer Pay Services

Flag Officers can employ their EAs during their off-duty hours on a voluntary, paid basis to perform duties. Payment of such services should be reasonable and commensurate with the service rendered. Deciding on a reasonable rate can be very complicated. Refer to the [Bureau of Labor Statistics](#) web site for further information.

Social Functions - Flag Officers may use EAs to support social functions that are reasonably connected to the officers' military and official duties and responsibilities.

Social functions, even if not official, may satisfy the lower standard of "reasonable connection" to the Flag Officer's military or official duties. The Flag Officer can augment CS's from his/her Flag Mess for events at the quarters. Same rules apply; Official function is the required place of duty, non-official is on a volunteer pay basis.

CARE AND MAINTENANCE OF PERSONAL FURNISHINGS, FIGURINES, BOOKS and KNICK-NACKS

This guidance is taken directly from [OPNAVINST 1306.3 \(series\)](#).

EAs are responsible for the maintenance and cleanliness of the public residence; quarter's residents retain responsibility for cleanliness, organization and maintenance of personal effects.

REPORTING DAMAGE

Constantly look for damaged or deteriorating surfaces and areas. Check for and report any places where loose or cracked plaster, missing roof tiles, or leaks in the basement may indicate general decay of the foundations. Be sure to scan the ceiling for stains that may indicate a leak from the floor above or other invasive water problems and report any decay or damage to maintenance personnel of quarters or authorized personnel. Track these deficiencies using the Work Order Tracking Form (refer to work order form Chapter 10).

MAINTAINING LINENS

General

Clean linens (damask napkins, table cloths and doilies) using washer set on a delicate cycle, or send them to the dry cleaners. Ensure linens are not damaged during cleaning and pressing process. Linens used for formal meals should be stored separately from those used every day. Only clean, dry linens should be stored. Keep a linen inventory on hand (locally produced).

Washing Linens

- Maintain labels and refer to manufacturer's cleaning instructions
- if linen is pre-shrunk wash in HOT water and detergent
- If you do not know whether the linen is pre-shrunk, use COLD water and cold water detergent

- Avoid chlorine bleach and enzyme products when washing linens
- Sort linens by type and size, stack them and then roll them in a lint free towel.

Pressing Linens

- Separate linens by category (napkins, tablecloths and doilies)
- Iron damp linens on the back side to keep the embroidery full, one at a time with a medium - hot iron.

Linen Storage

- Separate everyday linens from those that are used for formal meals
- Place linens in appropriate storage areas by category
- ONLY store clean, dry linens.

MAINTAINING LEAD CRYSTAL

Maintain and wash lead crystal using recommended procedure. Handle only one piece of crystal at a time. Wash in warm soapy water using a mild product, rinse in hot water. Dry with one cloth and polish with another.

Note: Never hold stemware by the stem and twist the bowl, it will likely snap the stem off.

Washing Crystal

- Prepare warm soapy water
- A rubberized pad may be placed in the bottom of the washing sink
- A capful of vinegar may be used in the wash water
- Do not use ammonia on crystal that has a decorative trim; it can fade the color
- Prepare hot rinse water
- Lift crystal by the stem, one piece at a time, to prevent breaking
- Wash each piece by holding crystal by its cup and using a lint-free cloth or sponge.

Rinsing Crystal

- Dip crystal, one piece at a time in hot rinse water
- Place rinsed crystal upside down on a soft cloth to drain to avoid chipping.

Drying Crystal

- Use lint-free cloth to dry crystal
- Lift each piece of crystal by the stem
- Dry crystal one piece at a time by holding its cup firmly to ensure it does not slip out of your hands

- Place dried crystal on a flat surface.

Polishing Crystal

- Use clean, dry lint-free cloth to polish crystal
- Polish one piece of crystal at a time
- Place on a flat surface after polishing.

Storing Crystal

- Separate crystal according to use
- Place the crystal in its designated storage area in the upright position
- Ensure that crystal is stored in a neat, orderly manner and not touching each other.

WINDOW CLEANING

General

Use the appropriate cleaning supplies to remove all spots and dirt from panes and picture windows. Remove all dust and lint from the frames and window sills.

To clean windows

- Spray cleaner on window sills with a sponge and wipe dust and debris
- Wipe the glass clean with Windex™ & paper towels or window wipes. Newspaper can be used for outside windows
- Dry glass thoroughly.

WARNING: DO NOT mix any chemicals together; use only one in each washing solution! Ammonia solutions and solutions containing alcohol or bleach should be handled carefully because they may damage painted, lacquered and varnished surfaces and will cause severe physical impairment.

When cleaning window panes or glass DO NOT:

- Scrub glass with dirty cloth or scrub pad
- Work on windows when the sun is shining directly on them
- Do not use soap ever
- Sit on window sill with your body extended outside the window to clean exterior windows.

CEILING and WALL CLEANING

General

Dust and spider-webs present a constant cleaning requirement and inspections for them should be included in your daily walk through of the quarters. Chair rails, baseboards and window sills will stand out when regularly maintained.

Ceiling Dusting

Use a cloth-covered broom or other appropriate equipment to dust entire ceiling, especially in all corners and around light fixtures.

Using a Preservative on Chair Rails, Baseboards, Window Sills

Follow the steps below for adding a preservative to the surfaces:

- Carefully apply approved wax, lemon oil or polish
- Buff or rub wax or polish in thoroughly
- Be sure to wipe up excess wax or polish to avoid dust-catching, slippery surfaces.

Light Fixtures

Follow the steps below to dust and clean light fixtures:

- Regularly dust light fixtures
- Carefully clean light bulbs by unscrewing them and allowing them to cool and then clean with an appropriate cleaner, dry completely to get a brighter glow
- Periodically remove the parts of fixtures that can be removed for deep cleaning
- Wash in warm, soapy water
- Rinse fixture parts and dry completely
- Replace cleaned fixture parts properly.

CLEANING the BATHROOM

General

The bathroom is part of the community area used by guests. Insure you field day weekly or as needed. Wipe all surfaces daily. Replace soiled towels and washcloths with clean ones. Empty and clean wastebaskets. Remove dust from baseboards, windows and draperies. Clean and dust specified areas with the proper equipment, solutions and techniques. Remove mildew and mineral deposits from ceramic tile. Ensure toilet paper is full and well stocked, start paper roll with a triangle fold.

Bathroom Accessories

- Check for dust on doors, baseboards, windows, window sills and draperies/curtains
- Remove dust with damp cloth or other approved dusting/cleaning solution
- Check mirrors for smudges, stains and other marks
- Spray mirrors with appropriate glass cleaner

- Wipe mirrors with dry, lint-free cloth or paper
- Empty waste baskets daily and clean weekly.

Sink

- Use damp cloth or sponge with an approved commercial cleaner
- Rinse the sink thoroughly. If the sink and tub wall area have tile, use a soft scrub liquid with a soap scum remover
- Wear appropriate latex gloves
- Dry the sink with a clean (lint-free) dry cloth.

Toilet Bowl

- Use damp cloth or sponge with an approved commercial cleaner
- Clean the entire area, inside and out. When removing rings from the inside of the bowl use a calcium stain remover, do not scrub with an abrasive pad as it will remove the enamel. Check fastener bolts monthly
- Rinse item thoroughly
- Dry item with clean (lint-free) dry cloth.

Mildew

- Use chlorine bleach (1 cup to each gal of water), or another approved commercial cleaner to wash mildew areas
- Use a small stiff brush to scrub the area
- Rinse thoroughly
- Dry completely.

Floor Areas

- Use soap, detergent, or another approved commercial cleaner mixed with the proper amount of water to clean floors
- Using mop, wet the floors thoroughly with solution
- Mop in corners, around doors and around toilet bowls
- Change water solution, when necessary
- Wring out excess water from mop
- Dry mop floor completely
- Let the floor air dry.

Tissue Rollers and Dispensers

Check tissue rollers/dispensers. Fill tissue rollers/dispensers as necessary.

Mirrors

Spray dry paper towel with Windex and wipe dry.

CARPET MAINTENANCE

General

Operate the vacuum cleaner and carpet shampooer according to the manufacturer's instructions and requirements. Maintain and clean carpets using the appropriate cleaning supplies to remove any spots, stains or odors.

Note: *Oriental carpets should not be vacuumed. Sweep or shake out dirt particles. The beater brushes of a vacuum cleaner destroy the ornamental frills and pit the delicate fiber of these custom rugs.*

Vacuuming the Carpet

- Use slow forward and backward motions, vacuum entire carpet area
- Slow movements result in the most effective soil removal
- Vacuum slower and more often in "traffic lanes"
- Carpet becomes soiled at an uneven rate due to the "traffic lanes" accumulating more soil than the surrounding carpet
- **DO NOT** – apply carpet freshener powder to the high traffic areas. This will damage the fibers in the carpet. Apply it only along the edges around the room.

Immediate Action for Spilled Substances or Wet Spots

WARNING: Never pour a solvent or undiluted cleaner directly on the carpet/rug.

- Blot up any liquid with a paper towel or cloth
- Dampen a sponge or cloth in lukewarm water or approved commercial cleaner for the particular spot or stain
- Sponge the stain with the dampened sponge or cloth.

Note: *Do not scrub roughly; wipe and pat to avoid disturbing the pile. A soft, bristled brush or fingertip may be used to work the cleaning solution into the soiled carpet area*

- Use another clean, dry cloth; wipe up excess moisture
- If necessary, place another clean, dry cloth over the spot and stand on the cloth about 30 seconds
- Remove the cloth
- Repeat these steps until spot is removed from carpet or rug.

Note: *Club soda or tonic water used directly on spots and wiped dry will usually remove the spots completely.*

Carpet Cleaning - Room Preparation

Follow the steps below to prepare a room for carpet cleaning:

- Remove furniture and area rugs from room, or place to one side of the room until the other side is vacuumed, cleaned and dried
- If furniture must be left in place, protect base of furniture legs by placing small plastic bags under/around legs and secure in place with masking tape or rubber bands.

Shampooing the Carpet: (If PPV Funds are not available)

- Read and follow manufacturer's instructions carefully when using an approved commercial cleaner and shampooer to clean carpet or rug. (Maintain a file folder with manufacturer's suggestions for cleaning and maintaining carpets)
- Allow the carpet to dry completely
- Vacuum the carpet to remove any carpet fibers that may have been loosened
- Return furnishings to their original location. Place plastic strips under wood furniture to avoid staining the carpet.

Finally some Do's and Don'ts

DO:

- Place folded wax paper or plastic bags under table and chair legs to prevent stains when shampooing carpets
- Lift and remove furniture that can be moved before shampooing carpets
- Turn area rugs around every 2 weeks or so to distribute wear and tear
- Air, manageable, rugs in the sunshine occasionally
- Snip off fiber ends that may be hanging or have pulled loose.

DO NOT:

- Wet carpets excessively
- Let furniture stand on wet carpet if it can be avoided
- Walk on a dampened carpet or rug
- Shove furniture across a rug.

HARDWOOD FLOOR MAINTENANCE

Floor Dusting

Dust floors by mopping entire area with dampened mop to remove dust and other loose particles. A vacuum may be used and is especially helpful with pet hair, but it must be set to its lowest setting so it will not rise or blow dust. It is preferred to use a push broom or dry mop, to clean the floor, especially if the area is large.

Buffing a Wood Floor (If PPV Funds are not available)

It may become necessary to polish/buff the floor to bring back its luster. If you have a buffer available, read and follow manufacturer's instructions carefully. As you polish the floor, let your motions follow the grain of the wood. Remove spills promptly with a damp cloth.

Note: *Never polish wood floors with furniture polish or bottled floor wax. This creates a slip hazard and destroys the floors finish. Cleaning solvents are sold that are specially formulated to clean wood flooring and bring out the wood finish. DO NOT use floor wax on real wood floors.*

CLEANING FURNITURE

Note: *Before you touch any furniture in the house ask for a special cleaning direction walk-through of the house. Often personal furniture is mixed into the common areas and might require special handling.*

General

All quarter's residential areas must be cleaned with proper supplies, cleaning solutions and equipment. The appropriate techniques must be followed in cleaning furniture. Always maintain labels from furniture and refer to manufacturer's instructions when cleaning. Check with the flag officer/or spouse for preferences of polishes, waxes or oils to be used on furniture.

Dusting Furniture

Oiled and treated dusters should be used ONLY on furniture polished with an oil polish. Never spray polish directly on furniture. Use a clean, dry, hemmed duster to remove dust from furniture.

Polishing Wooden Furniture

- Select and use the appropriate polish, wax or oil for the particular furniture
- Apply polish, wax or oil sparingly; rub with the grain of the wood using a soft cloth
- Rub with a soft cotton flannel cloth to polish.

Note: *Too much polish (whether oil or wax) makes the polishing job difficult and leaves wet uneven residue.*

Furniture Treatment

Check with the Flag officer or spouse, on proper maintenance policies and procedures before attempting to treat furniture.

Furniture Recommended Treatment

Leather - To keep from cracking, condition with a commercial leather conditioner. Do not use waxes or mineral oil. For vinyl, clean with a solution of mild dishwashing liquid and warm water. Rinse with a damp sponge.

SUMMARY

In this chapter, we identified the officer's quarters cleaning and maintenance requirements, responsibilities, care and upkeep of household furnishing and equipment for EA Staff and family members.

CHAPTER 5

PROTOCOL

LEARNING OBJECTIVES: Upon completing of this chapter, you should be able to do the following:

- Define the following: Protocol, Etiquette, Military Customs, Courtesies of Service, Ethical Conduct.
- Identify the Customs and Courtesy's of service that are commonly used daily.
- Identify the responsibilities of Standards of Ethical Conduct with respect to being an Enlisted Aide.

INTRODUCTION

The military services have a long history. Many military customs and courtesies of service have been established as a result of this long history. It is important as an Enlisted Aide (EA) to not only be knowledgeable on these customs, but also conduct themselves to the highest standard of service.

PROTOCOL DEFINED

Practices developed among nations in the course of their contacts with one another define the essence of protocol. Protocol is the combination of good manners and common sense, which allows effective communications between heads of state and their representatives. It is not static. Rather, it is an evolving science that, over the years, has lost much of its traditional pomp and picturesque ceremony. Changes in accepted protocol, however, are best left to the highest policy-forming officers in the Department of State or command protocol officer. Errors in protocol may be mistaken as a signal of a change in the international climate. Persons using this handbook are cautioned that unauthorized innovations in protocol, however well intentioned, are improper. If you are unsure of the proper protocol & etiquette to use you should define all questions to your protocol office.

ETIQUETTE

Etiquette encompasses the body of manners and forms prescribed by custom, usage, or authority. It is accepted as correct behavior when people deal with one another. Etiquette preserves respect for the rights and dignity of others. In short, etiquette represents good manners. Today, many of the old established customs are blended with less restricted ways of life when entertaining with little or no help. The full integration of women and divergent cultures into the services has brought more changes. Service people now have a more knowledgeable way of life. Still, as in by-gone years, there are certain rules to be followed in order to reach the goal of easier, gracious living.

As with any rule of the road, a charted course will get you to a specific place at a given time for a certain occasion. Proper etiquette is not artificial. It is a practical set of rules. When learned, these rules save time that would be wasted in deciding what is proper. Etiquette helps people proceed with the more important phases of social interaction.

The intent of this Chapter is to provide you with the basics of proper protocol and etiquette. Using this information as a foundation, you should feel at ease in such matters as calling cards, introductions, invitations and responses, official dinners, seating and precedence, forms of address and arranging visits for important visitors. With practice, protocol and etiquette will not be difficult but will

be instead a natural, courteous way to properly greet and entertain civilian and military visitors and colleagues.

MILITARY CUSTOMS and COURTESIES

If there is any one fundamental rule which underlies all proper social conduct, it is this - consideration for the rights and feelings of others. While some of our social customs seem somewhat involved, all proper conduct originally springs from this fundamental understanding. The knowledgeable Sailor's conduct will, at all times, be presented in such a manner that will cause the least embarrassment, discomfort and inconvenience to those around. A Sailor, in social relations, should never forget this principle of consideration for others.

Three of the most important expressions in your entire vocabulary are "please," "thank you," and "you are welcome." If you are thinking in these terms, chances are that you are headed in the right direction, even though you may be a little rusty on the particular rules governing a situation.

There is an old military maxim in the relations between seniors and juniors, "The senior should never degrade the difference in rank; the junior will never forget it." This adage is just as true in social setting as it is in official relations. Adherence to this principle leads to ease and harmony. Violation of it often leads to unpleasantness and sometimes to outright embarrassment.

During your career, you will meet literally hundreds of people, both officially and socially. The impression that you make on all these people depends very much on your social conduct in all its aspects: politeness, proper clothing, respect for seniors, table manners, courtesy to ladies and correct correspondence. It is therefore in your best interest to become familiar with these procedures as soon as possible.

Customs and Courtesies of the Service

A custom is an established usage. Customs include positive actions - things to do and taboos - things to avoid doing. Much like itself, the customs that we observe are subject to a constant and slow process of revision. Many of those customs that were common place a generation or two ago have passed into a period of declining observance. New customs arise to replace those that have declined. Others live on and on without apparent change. To an astonishing degree, people are eager to follow established practices. The realization that they are following a course that has been successful for others in similar circumstances bolsters their confidence, thus encouraging him or her to adhere to his/her course. Whether a custom is ancient or new, its influence is profound. It follows, that, as a long established social organization, the Navy observes a number of customs that add appreciably to the interests, their pleasures and the graciousness of the Navy life. This section is intended to explain and to help perpetuate those Navy customs that have enriched many lives for many years. In knowing and practicing these customs you will be rewarded with enjoyable experiences and new friendships formed, while strengthening the purposeful service in which our mission requires.

Use of Sir or Ma'am

A Sailor, addressing a military superior, uses the word "Sir or Ma'am" as does a well bred civilian speaking to a person whom he wishes to show respect. In the military service, however, the matter of who says "Sir or Ma'am" is clearly defined: in civilian life it is largely a matter of discretion.

The proper, natural and graceful use of "Sir or Ma'am" is something that comes with training and experience in the Navy. Some fall into the habit easily; others must work at it.

It is always used when speaking either officially or socially to any senior. The word is repeated with each complete statement. "Yes" and "No" should not be used in speaking to a superior without "Sir or Ma'am."

Senior's Place of Honor

Another ancient military custom dictates that you should always walk or sit to the left of your superiors. During the life of the United States there have been firearms, but this was not always the case. For century's men fought with swords and because most men are right handed, the heaviest fighting occurred on the right. The shield was on the left arm and the left side becomes defensive. Sailors and units who preferred to carry the battle to the enemy and who were proud of their fighting ability, considered the right of a battle line to be a post of honor. Therefore, when an officer walks or sits on your right, he is symbolically filling the post of honor.

No Excuses

One of the most firmly established concepts of the military service is the practice of accepting any task assigned and of accomplishing each task. In the event that some task might not be accomplished, it is traditionally expected that the individual assigned that task should not offer excuses to justify failure.

This concept is founded upon the precept that our Navy exists to defend the Republic and that any mission or task lawfully assigned contributes directly to that defense. The application of this concept results in training Sailors to focus their efforts and ingenuity on finding solutions to challenges with which they are presented, rather than on a search for reasons why the task should not be attempted or excuses why it could not be accomplished. This focus on mission accomplishment must be accompanied by a strong sense of ethical self-discipline which insures that the actions taken are within the letter and the intent of the appropriate policies, regulations and established procedures.

Within these guidelines, the sailor must realize that there are certain circumstances under which "No Excuse, Sir or Ma'am" is not an appropriate answer. If the task in question was not accomplished for reasons which indicate that some part of "the system" is not functioning properly, then the sailor has the obligation to point out these flaws in the system, rather than to allow them to remain unnoticed in a misplaced sense of self attempt to throw up a smoke screen behind which to conceal your own shortfalls for which there truly is "No excuse, Sir or Ma'am.

Training Points for Standards of Ethical Conduct

On 3 February 1993, the Office Government Ethics published the Standards of Conduct for EAs of the Executive Branch, 5 CFR 2635. It applies to the Navy and is your primary source of guidance for ethics and standards of conduct. On 12 December 1997, DOD 5500.7-R, Change 3 (also see DTM-04-002, Change 6, 23 March 2006), was signed by the Secretary of Defense. It supplements the OGE standards and covers additional topics. This is a punitive regulation applicable to all members of Department of Defense (DOD). This is only a summary of the provisions in these regulations. If you have any questions, you should ask your Legal office.

A violation of the regulatory standards may be cause for corrective action or for disciplinary action against an EA or UCMJ actions against military personnel. There are criminal penalties for violations of criminal statutes referred to in the regulations. Enlisted Aides are encouraged to seek the advice of their Enlisted Community Manager (ECM) Disciplinary action for violations of regulatory standards will not be taken against an Enlisted Aide who relies on such advice.

Gifts from Outside Sources

An EA shall not solicit or accept a gift given because of his or her official position or from a prohibited source. A prohibited source is any person, including any organization more than half of whose members are persons: Seeking official action by DOD; doing or seeking to do business with DOD; regulated by DOD; or substantially affected by the performance of his or her duties. The term "gift" includes almost anything of monetary value. However, it does not include: Coffee, donuts and similar modest items of food and refreshments when offered other than as part of a meal; Greeting cards and most plaques, certificates and trophies; Prizes in contests open to the public; Commercial discounts available to the general public or to all Government or military personnel; Commercial loans and pensions and similar benefits; Anything paid for by the Government, secured by the Government under Government contract or accepted by the Government in accordance with a statute; Anything for which the EA pays market value. Subject to the limitations noted below, there are exceptions which will permit an EA to accept: Unsolicited gifts with a market value of \$20 or less per occasion, aggregating no more than \$50 in a calendar year from any one source (this exception does not permit gifts of cash or investment interest); Gifts when clearly motivated by a family relationship or personal friendship; Commercial discounts and similar benefits offered to groups in which membership is not related to Government employment or, if membership is related to Government employment, where the same offer is broadly available to the public through similar groups and certain benefits offered by professional associations or by persons who are not prohibited sources. Certain awards and honorary degrees; Gifts resulting from the outside business activities of EAs and their spouses; Travel and entertainment in connection with employment discussion; Certain gifts from political organizations; Free attendance provided by the sponsor of a widely-attended gathering of mutual interest to a number of parties where the necessary determination of agency interest has been made; Invitations to certain social events extended by persons who are not prohibited sources, if no one is charged a fee to attend the event; Certain gifts of food and entertainment in foreign areas; Gifts accepted by the EA under a specific statute, such as 5 USC 4111 and 7342, or pursuant to supplemental agency regulation. An EA may not use any of the exceptions noted above to solicit or coerce the offering of a gift or to accept gifts: For being influenced in the performance of official duties; in violation of any statute; so frequently as to appear to be using public office for private gain; or in violation of applicable procurement policies regarding participation in vendor promotional training. When an EA cannot accept a gift, the Enlisted Aide should pay the donor its market value. If the gift is a tangible item, the EA may instead return the gift. Subject to approval, perishable items may be donated to a charity, destroyed, or shared within the office.

Gifts between Enlisted Aides

An EA shall not: Give or solicit for a gift to an official superior; or accept a gift from a lower-paid EA, unless the donor and recipient are personal friends who are not in a superior-subordinate relationship. The term "gift" has the same meaning as above. However, carpooling and similar arrangements are excluded where there is a proportionate sharing of the cost and effort involved.

The term "official superior" includes anyone whose official responsibilities involve directing or evaluating the performance of the EAs official duties. The term is not limited to immediate supervisors but applies to officials up the supervisory chain. Subject to a limitation on using any exception to coerce a gift from a subordinate, exceptions to the ban on gifts include: On an occasional basis, including birthdays and other occasions when gifts are traditionally exchanged, items other than cash aggregating \$10 or less per occasion; food and refreshments shared in the office; personal hospitality at a residence; appropriate hostess gifts; and leave sharing under Office of Personnel Management regulations may be given or accepted. On infrequent occasions of personal significance, such as marriage and on occasions that terminate the superior-subordinate relationship, such as retirement, permit giving and accepting gifts appropriate to the occasion; and permit voluntary contributions of no-

rninal amounts to be made or solicited for gifts of food and refreshments to be shared in the office or for group gifts on occasions such as marriage or retirement. Gifts may not exceed \$300 per occasion or \$10 donation per individual.

Conflicting Financial Interests

Under the criminal conflict of interest statute, 18 USC 208, an EA is prohibited from participating in an official capacity in any particular matter in which to his or her knowledge, he or she or certain other persons have a financial interest, if the particular matter will have a direct and predictable effect on his or her own or that person's financial interests. In addition to matters that affect his or her own financial interests, this prohibition applies to particular matters that affect the financial interests of: The EAs spouse, minor child, or general partner; or any person the EA serves as officer, director, trustee, general partner, or EA. The prohibition also applies to particular matters that affect the financial interest of a person with whom the EA is negotiating for or has an arrangement concerning future employment. Disqualification can be accomplished simply by not participating in the matter. An EA should notify the person responsible for his or her assignment of the need to disqualify. A written disqualification statement is necessary only if required by an ethics agreement or requested by the ECM or the person responsible for the EAs assignment. Disqualification is not required if the financial interest is the subject of a statutory waiver or if the EA has sold or otherwise divested the conflicting interest. EAs may acquire and hold financial interests subject only to the disqualification requirement imposed by 18 USC 208. DOD may prohibit an individual EA from holding financial interests where disqualification would impair the EAs ability to perform the duties of this position or adversely affect DOD's mission.

Impartiality in Performing Duties

Even though his or her disqualification may not be required, an EA should not participate in an official capacity in certain matters without first obtaining specific authorization if, in his or her judgment, persons with knowledge of the relevant facts would question his or her impartiality in those matters. The matters covered include a particular matter involving specific parties if the EA knows that it is likely to affect the financial interest of a member of his or her household or that one of the following persons is a party or represents a party in the matter: A person with whom the EA has or seeks a business or other financial relationship; A member of the EAs household or relative with whom the EA has a close relationship; A person the EAs spouse, parent, or child serves or seeks to serve as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or EA; A person the EA has, in the past year, served as officer, director, trustee, general partner, agent, attorney, consultant, contractor, or EA; or An organization, other than a political party, in which the EA is an active participant. Notwithstanding the EAs determination that his or her impartiality would be questioned, the agency designee can authorize the EA to participate in the matter based on a determination that the Government's interest in the EAs participation outweighs the concern that a reasonable person would question the integrity of agency programs and operations. The authorization permitted by this paragraph cannot be given, however, if the EAs disqualification is also required as indicated above.

EAs are urged to use the process set forth in this paragraph to decide whether they should or should not participate in other matters in which their impartiality is likely to be questioned.

An EA is disqualified for 2 years from participating in any matter in which his or her former employer is a party or represents a party if, prior to entering Federal service, that employer gave him or her extraordinary payment in excess of \$10,000. A routine severance and other payment made under an established EA benefits plan would not be an extraordinary payment. There is authority to waive all or part of this disqualification requirement.

Seeking Other Employment

An EA is prohibited from participating in an official capacity in any particular matter that, to his or her knowledge, has a direct and predictable effect on the financial interests of a person with whom he or she is seeking employment. For this purpose, "employment" means any form of non-Federal employment or business relationship involving the provision of personal services.

The term "seeking employment" includes bilateral negotiations with another, mutually conducted with view to reaching an agreement regarding possible employment. It also includes conduct short of negotiations, such as sending an unsolicited resume or other employment proposal. It can include employment contacts by or through an agent or intermediary. It does not include simply: Rejecting an unsolicited employment overture; requesting a job application; or sending an unsolicited resume or other employment proposal to a person affected by performance of the EA duties only as a member of an industry or other discrete class.

Having once begun, an EA generally continues to be seeking employment until he or she or the prospective employer rejects the possibility of employment and all discussions end. However, an EA is no longer seeking employment with the recipient of his or her unsolicited resume or other employment proposal after 2 months with no indication of interest in employment discussions from the prospective employer.

Disqualification can be accomplished in the same manner as listed in disqualifying financial interests.

If the EAs conduct in seeking employment amounts to negotiations, the EA can participate in the matter affecting his or her prospective employer only if granted an individual waiver described. If his or her conduct falls short of negotiations, the EA may be authorized to participate using the procedures set forth in impartially in performing duties.

An EA may not participate in a particular matter that, to his or her knowledge, has a direct and predictable effect on the financial interests of anyone with whom he or she has an arrangement concerning future employment. In this case, an EA may be able to participate in a particular matter affecting a prospective employer only if he or she has received an individual waiver described in Conflicting financial interest.

Misuse of position

An EA shall not use his or her public office for his or her own private gain or for private gain of friends, relatives, or persons with whom he or she is affiliated in a non government capacity, or for the endorsement of any product, service, or enterprise. In particular, an EA shall not use his or her Government position, title, or authority:

- In a manner intended to induce another to provide any benefit to himself or herself or to friends, relatives, or affiliated persons
- In a manner that could be construed to imply that DOD or the Government sanctions or endorses his or her personal activities or those of another
- To endorse any product, service, or enterprise except in furtherance of statutory authority to do so.

An EA shall not engage in a financial transaction using non-public information, or allow the improper use of non-public information to further his or her own private interest or those of another. Information that is "non-public" includes information the EA knows or reasonably should know:

- Is routinely exempt from disclosure under the Freedom of information Act (FOIA) or protected from disclosure by statute
- Is designated as confidential by an agency.

An EA has a duty to protect and conserve Government property. He or she may use Government property only for authorized purposes. Authorized purposes are those for which Government property is made available to the public or those purposes authorized in accordance with law or regulation.

Unless authorized in accordance with law or regulation to use such time for other purposes, an EA shall use official time in an honest effort to perform official duties. An EA shall not encourage, direct, coerce or request a subordinate to use official time to perform activities other than those required in the performance of official duties or those authorized in accordance with law or regulation.

Outside Activities

In addition, an EAs outside employment and other activities must comply with all ethical requirements set forth in this chapter including the requirement to avoid even the appearance of using public office for private gain. For example, the prohibition against use of Government property for unauthorized purposes would prohibit an EA from using the agency photocopier to reproduce documents for his or her outside organization.

An EAs outside employment and other activities must comply with applicable laws other than the Standards of Ethical Conduct. Outside activities frequently raise questions about the following:

- The restrictions in 18 USC 203 and 205 on EAs engaging in representational activities before the United States
- The constitutional prohibition against accepting any office, title, or compensation from a foreign government
- The Hatch Act, which prohibits most EAs participation in certain partisan political activities.

An EA shall not engage in outside employment or activities prohibited by statute or by Navy regulation, or that would materially impair the ability to perform his or her official duties.

In the absence of specific authorization, an EA shall not represent anyone other than the United States as an expert witness in any proceeding before a court or agency of the United States if the United States is a party or has a direct and substantial interest. The restriction applies even though no compensation is received.

An EA shall not receive compensation for teaching, speaking, or writing that is related to his or her official duties. Teaching, speaking, or writing is "related to an EAs official duties" if:

- The activity is undertaken as part of his or her official duties
- The invitation to engage in the activity was extended primarily because of his or her official position

- The invitation or the offer of compensation was extended by a person whose interests may be affected by the EA's official duties
- The information draws substantially on nonpublic information.

Conclusion

EAs shall apply the general principles of ethical conduct in weighing conduct not otherwise addressed in regulations. EAs shall judge whether circumstances will violate the appearance principle, from the perspective of a reasonable person with knowledge of the relevant facts.

SUMMARY

In this chapter, we defined protocol, etiquette, military customs and courtesies of service and ethical conduct. We also identified the customs and courtesies of service that are commonly used daily. We also discussed the responsibilities of standards of ethical conduct for the EA community.

CHAPTER 6

Entertaining and Planning

Learning Objectives: Upon completing this chapter, you should be able to do the following:

- Describe the basic Planning and Preparation for official events.
 - Identify the duties and responsibilities of Protocol.
 - Describe the use of maintaining official records and receipts of expenditures for official events and functions related to the Flag Officer's Official duties.
 - Describe the customs of different foreign countries.
 - Describe the different types of table settings and tableware.
 - Distinguish between the different types of wine and food pairing.
-

INTRODUCTION

Completely formal entertaining has practically disappeared from the American social scene because it requires a well trained staff and expensive table furnishings. For these reasons, informal dinners have now become the norm. Details of strictly correct service, elaborate table settings and formal menus can all be studied in general etiquette books. There may be times when the traditional formality of the past may need to be observed on some occasions, such as White House state dinners, senior flag officers quarters or when abroad.

Through calendar meetings, protocol requirements and input from the host/hostess, a great many social events will appear on the official command protocol calendar. Planning and preparing menu items, performing as chef, maître d', waiter and sommelier, preparing final disposition of goods, receipts & moneys are all vital steps in the grand process that we call "Executive Dining."

PREPARING FOR AN EVENT

PLANNING

Once there is a clear indication that an event is being planned there are many questions the Enlisted Aide will need to ask to determine the direction to be taken:

- What type of function is it going to be? (e.g. Black Tie, Civilian Informal or Private Dinner, Breakfast, Luncheon, Tea, Cocktail Reception, Barbecue)
- What is the relationship of the guests to the Principal? (e.g. Relatives & family, office personnel, subordinate commanders, U.S. officials, foreign dignitaries)
- What dietary restrictions are there? (e.g. Vegetarian, kosher, known allergies)
- Is there is funding in place and if so, what percentage is covered?

PREPARATION

As the host & protocol answers the above questions the EA will be able to determine what tone the party will take on. The EA with guidance from the spouse can begin to make determinations as to the level of grandeur, what type of table setting, which set of china, stem ware, flatware and linens, are required.

Menu development should also begin to take form. Some of the requirements to consider are:

- What time of day this function is taking place and how much time is allotted
- How much time can realistically be dedicated to food preparation without taking away from house cleaning, uniform maintenance and military requirements
- What are the local specialties of the area and what foods are in season? Visiting guests usually enjoy a sampling of the local fare
- Make a detailed shopping list. Don't forget to consider every aspect from flowers to cleaning supplies. Shop as early as possible to ensure availability of goods-- shop as late as possible to ensure freshness of perishables.

Note: A simple, well-balanced and well-prepared meal is preferable to one that is elaborate but poorly prepared.

PROTOCOL

Your Protocol Office will be very helpful in determining official protocol requirements. They will provide official gifts when needed as well as all the normal printed items. Usually one person from the protocol office is assigned a specific event and they will coordinate all aspects with you. Some of the items provided by protocol are:

- Menu cards
- A Seating Chart
- Place cards (first name printed on the back)
- Guest book card
- Points of contact for entertainment.

MENU PLANNING

The Principal and Protocol should give you specific requirements and instructions on the type of menu required. The type of function will dictate the menu. The important factors are:

- Number of guests attending
- Known or perceived dietary restrictions
- Cost constraints / funding parameters
- Time, Season, Weather.

Guidelines

- Select recipes from reliable sources
- Compare recipes with similar recipes from different sources
- Determine availability of ingredients
- Determine if the recipe can be prepared with existing kitchen facilities
- Convert the recipes to the amount of portions that will best be suited to the operation or occasion
- Test the recipes
- Prepare and cook the food items according to the recipe directions
- Evaluate the preparation capability of the equipment, cooking methods used and experience of the staff
- During the evaluation, make notes and corrections in procedures and methods used
- Determine if the recipe is cost effective in terms of preparation and cooking time
- Evaluate the prepared food item for desired quality and appearance to determine whether the item can be prepared and served within constraints.

Note: Acquire alternate or supplemental equipment and facilities when existing kitchen facilities are not adequate. It is a common practice to bring in a folding table for plate up counter space.

Inventory

Conduct an on-hand inventory of food items and other required items:

- Record and make note of items that are "below" stock levels for planned menus
- Record these items on your shopping list
- Purchase quality items through post or local commissary as is practical before seeking outside retail purchases
- Shop as early as possible to ensure availability of goods. Shop as late as possible to ensure freshness of perishables
- Keep an inventory of Official Representation Funds (ORF) items & use them in conjunction w/ official functions only.

Compile a Purchase List

- Prepare a complete shopping list of items to be purchased
- Determine and select place to purchase items
- Maintain an index card listing of particular retailers as a reminder for any future purchases including items purchased, quality and timeliness of delivery
- When shopping, compare labels for content, freshness and quality
- Always check with Principal and Protocol for recommendations.

ARRANGE SEATING

- Review the seating arrangements
- Select appropriate seating arrangements for the particular occasion
- Arrange seating for the occasion. Note: Check with Principal and Protocol for preferences, Protocol can assist with seating arrangements.

SET TABLE

- Select the appropriate table setting
- Review the table settings
- Select the appropriate table setting for the particular occasion
- Select and place appropriate (matching) table linen, place mats and napkins on the table
- Arrange the table setting correctly for the particular occasion
- Place utensils in the order of precedence for the meal courses they are to be used. Working from the outside toward the plate. For instance, if you are serving soup as the first course, the soup spoon will be placed in the outer most utensil position on the right side.

Note: *It is common practice to set the table the night before the event, this allows the Principal and Protocol to check the table and service area set ups with enough advance time to make any changes.*

PREPARE DECORATIONS

- Ensure that centerpieces conform to the theme of the occasion
- Ensure that the colors in the centerpiece or arrangement harmonize with the colors of the table service, tablecloth and napkins
- Ensure the centerpiece container is as much a part of the picture in quality, texture and color as the chinaware, crystal and silverware
- Place the centerpiece where it contributes to the interest and charm of the complete setting. The size of the centerpiece depends on the size and shape of the table, but it should not be so tall or large that guest cannot see over it
- Make the arrangement in proportion to the length and size of the table:
 - Buffet Table: Use any height arrangement
 - Sit-Down Affair: Recommend low arrangement
 - Coffee/Tea: Recommend tall arrangement

SERVE MEAL

Follow the correct procedures for service. Always serve from left, remove from right and serve beverages from the right side. Never reach across or present your fore arm towards the seated guests face.

Serving Tips for Plated Service:

Always consult with the Principal and Protocol for any service preferences or variations:

- There are many methods for serving but the preferred method is for the waiter to remove the place settings from the table, two diners at a time, until the table is cleared and then begin serving, carrying two plates at one time
- When using more than one server, one server starts meal service with the person to the right of the host and the other server starts with the person to the right of the hostess
- When using two or more waiters as a team, practice “mirror service- the identical serving style for each waiter”
- Serve food from the left
- Never reach in front of the guest
- Plan strategy in advance so service will run smoothly
- Glasses should be filled or removed from the right to avoid reaching across or in front of the guests
- Use of a Charger – The EA should discuss this with the Principal and Protocol prior to an event to establish a standard for the house. Normally the place setting should not be left empty while the rest of the table is being cleared unless it is the dessert course, so the base plate remains through the main course. Then the entire table is cleared to include salt and pepper shakers
- Remove plates after each course, when all guests have finished eating, with approval of the host or hostess.

One Server

For up to eight guests - Serve guest to the right of the host. Continue to serve counter clockwise around the table, serving the host last.

Two Servers

For eight or more guests – Generally the first server will serve the Guest at the right of the Principal; second server will start with the guest of honor employing “mirror service.” Continue to serve counterclockwise around the table serving the host last. Verify with the Principal and Protocol.

CLEAN and RESTORE KITCHEN and SERVING AREA

After the services are complete and the guests are finished, the area must be cleaned prior to departure:

- Remove all tableware to the appropriate area for washing, drying and storing

- Remove linens and napkins to the appropriate location to be laundered and stored
- Store and label leftover foods in proper containers in appropriate storage areas
- Wash, dry and store tableware, serving dishes, pots, pans and other equipment
- Ensure that kitchen, dining and serving areas are restored to a clean and orderly manner
- Reposition furniture to its original location.

TYPES of OCCASIONS

Brunch

A brunch is similar to any formal luncheon or dinner. It is usually served between 1000 and 1200 and consists of a combination of breakfast and lunch. Items typically found on a brunch menu consist of; ham, quiche, fruit compote, muffins or scones, sweet rolls or pastries, fruit juice, coffee or tea.

Coffee

Quarters coffee service is an informal entertainment that is popular for spouses of a unit and held on a weekday. It provides an opportunity for spouses to get acquainted informally. A coffee is usually held between 1000 and 1130 and the menu is similar to breakfast. Items typically found at a coffee consist of Coffee, Tea, Punch, Pastries, a variety of finger foods, fresh fruit platter, or a special dessert.

Executive Mess/ Flag Mess coffee Service is a service of coffee and water set up for the office and for meetings hosted by the principal.

Luncheon

Most luncheons are official occasions frequently held in honor of a visiting dignitary at your base, post, or station:

- Luncheon usually starts between the hours of 1100 through 1300
- Formal luncheons have three or four courses
- Informal luncheons can only have two courses
- Refreshments are offered approximately 30 minutes before the meal is served
- One wine is customarily served at the luncheon table if that is the desire of the host. Light wines are usually served at luncheons
- Menus are simple, such as; quiche with a salad, salads and sandwiches, fruit, or a special dessert may be served.

Tea

A tea is a "get together" given to meet a house guest or a special Occasion:

- Teas for a few or many guest usually start at 1400. They may also be held at a time designated by the host; any time between the hours of noon and 1600 may be appropriate
- The tea table is always covered with a lace or an elaborate cloth

- The food served at a tea varies could consist of; tea, punch, dainty finger foods, sandwiches and small cakes, small rolls or biscuits filled with hot creamed chicken, small tarts, pastries, cake, nuts and mints.

Formal Dinner

Follow all procedures for formal dining:

- Review a formal place setting as described in chapter 3 of this handbook (use Service Etiquette book if applicable).
- Designate dinner partners and tables by seating charts or escort cards
- Put place cards on the tables
- Serve several courses by, waiters, waitresses or aides
- Serve hors d'oeuvres 1 hour prior to dinner or when guest arrives
- Serve dinner between the hours of 1800 through 2000.

Menu for Formal Dinner - Menus for formal dinners vary. The following example provides courses with the wines that may accompany each course and may be changed to three, four, or five course menus by omitting certain courses.

Sequence of Courses and Course Wine

First Course

- Soup (usually clear) — Sherry
- Fish, hot or cold — White wine
- Main course of meat and vegetables — Cabernet
- Main course of game and vegetables — Burgundy
- Salad — No new wine
- Dessert — Champagne
- Fresh fruit — Champagne.

Formal Dinner Examples:

- A five-course dinner could be soup, fish, main course, salad and dessert
- A four-course dinner could be soup, main course, salad and dessert
- A three-course dinner could be soup or salad, main course and dessert

Note: Red, white and pale wine is appropriate, depending on main meat entrée and on the principal preference.

- Serve coffee and Tea after dinner
- Serve mints after the final course (optional)
- Serve liqueurs, but not at the dining table

- Serve bread to the bread plate after you have served the first course so that the bread is hot and fresh.

Buffet

A buffet meal is a favorite form of serving many guests with or without help. Guests serve themselves from a buffet table and eat at designated locations throughout the house. The Principal and Protocol may choose to pass the foods again or ask the guests to return for seconds:

- The time of the buffet varies depending on the desire of the host or hostess
- Buffet menus varies, but may include meat, starch, vegetable, salad and dessert and they are placed on the serving line in that order. Set the proper serving utensil; in each chafer and or serving dish
- Cold beverages are pre-poured and set at each table setting
- Set the plates for guest to use for the buffet at the head of the serving line
- Set desserts at the end of the serving line with their own plates and napkins
- Coffee and tea is passed or served in the dining area.

Cocktail Receptions

This is a type of party to say hail and farewell, to entertain special guests, or just to visit socially. Cocktail receptions vary in size from a handful to many people. These receptions are customarily held during or near the close of daylight hours as desired by the Principal. A choice of drinks should be made available. Finger foods and heavy or light hors d'oeuvres may also be served:

- Ensure that within the first few minutes after the host greets them that the guests are offered a drink
- Drinks may be served from a bar or passed around on a tray
- At small cocktail Receptions, the host may act as a bartender
- Small one bite finger foods will be served with napkin. If serving items with tooth picks make a return sweep so that guests are not left holding used tooth picks for an extended amount of time
- Serve half glasses of red wine or any beverages that stain
- Appoint one of the staff members to maintain constant service contact with the host for proper service and tempo points
- Music should never be louder than normal conversation volume. Guest should never have to shout to those standing next to them.

Reception

Formal and informal receptions are large parties held to honor individuals, couples, or groups. At formal receptions, such as the ones held by the Principal I, guests go through a receiving line:

- Receptions are held at various hours, according to their nature, with less formal affairs frequently held from 1800 to 2000

- Foods served at receptions are as simple or as elaborate as the Principal desires and the occasion requires
- One room is usually set aside for food, but more rooms may be needed at large receptions.

TABLE SETTINGS

The basic rule in setting any table, formal or informal, is to avoid crowding:

- There should be at least 24 inches of table space for each person (24 inches is from plate center to plate center). Flatware utensil 1 inch from the edge of the table
- Place the centerpiece in the middle of the table and balance the other decorations around it
- Everything on the table must balance and be aligned with its matching pieces
- When silverware is required and guests are already seated, these should be placed in a serving tray over a napkin
- Knives should be set on the right side of the plate with blade facing left, next to soup spoon
- When plates are monogrammed, emblem should be centered on upper side of plate. If on center of plate. It should be placed upright
- Replenishing or removing plates from table should always be done to the left side of guest
- Beverages should be served to the right of guest and handled by the base of the glass.

Table Linens and Coverings

- The traditional formal dinner table is covered with a white or ivory damask tablecloth. The modern white or pastel colored cloth of damask, lace or linen may be used. Place mats of the same materials may also be used
- The tablecloth should not hang over the table more than 18 inches, nor less than 12 inches. A silence pad should fit the top of the table, flush to the edges, with the table cloth placed over the pad. If there is no custom fitted silence pad, a thick felt cloth can be used underneath the table cloth in place of the silence pad. Ensure the tablecloth hangs evenly on all sides
- Matching napkins should be placed for each guest. Lace, linen tablecloth or placemats may be used for the formal luncheon table. Cocktail napkins are used before the luncheon or dinner and may be cloth or paper.

Candles

If candles are chilled for several days before use, they will drip less and burn longer.

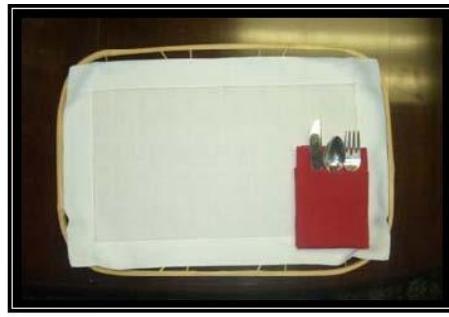
Place Settings

The place settings are as important, if not more important than the table settings. The diagrams will show the preferred method for the place settings for most occasions. As always, check with the Principal and Protocol for their preferences. Listed below are the most preferred linens and coverings. Always check with host for preferences and recommendations.

<u>Occasion</u>	<u>Linens and Coverings</u>
Breakfast	Silence pad under tablecloth linen Tablecloth Colored placemats
Luncheon/Dinner	Silence pad under tablecloth linen
(Informal)	Linen or lace placemats Damask tablecloth (always over silence pad) Sheer tablecloths lay directly over the table top Placemats with matching napkins Attractive table runners suitable for the occasion Formal Dinner White damask tablecloth over a silence pad Linen tablecloth over a silence pad Lace placemats with matching napkins Buffet Tablecloth over a silence pad Placemats with matching napkins Floor length tea cloth on a small round tea table (This presents a graceful appearance for formal teas.) Tablecloth with matching napkins, matching or harmonizing with the tea cloth



Full service table setting



Tray Service Setting

1 –Photo (above, left) on the left is complete for full service.

2 – Photo (above, right) on the right is set for stacking for large groups.

FORMAL MEAL SERVICE

The formal meal service is the most important of all the table arrangements. The diagram below depicts the correct place setting for each course at a formal dinner.



Table Settings and utensils

Teaspoons are perfect for coffee, tea, desserts, cereal and soups. You can never have too many of these spoons. They are considered part of the standard 5-piece place setting.



Teaspoon

(5-6" in length)

Place spoons are the most versatile piece of silver available. They can be used as serving pieces or as individual spoons. Many people call these tablespoons. These pieces are great for soups, desserts, entrees and cereals.



Place Spoon

(6 ½ -7 ½" in length)

Bouillon spoons are great for eating soups that are made from thin broth. They are smaller than both the gumbo and cream soup spoons. Like cream and gumbo spoons, these pieces generally have round shallow bowls.



Bouillon Spoon

(5-6" in length)

Luncheon knives are slightly smaller than the dinner knife and are used for meals and gatherings before dinner. Also, the luncheon knife can double as a youth or children's knife and can be used with the luncheon fork and five o'clock teaspoon.



Luncheon Knife

(7-8" in length)

Dinner knives are among the most versatile pieces in a silver service. Although it is called the "dinner" knife, it's also great for serving butter and/or spreading condiments.



Dinner Knife (8-9" in length)

Iced tea spoons are generally used to stir iced beverages that are served in tall glasses. They can also be used as dessert spoons for parfaits, sherbets, or ice cream.



Iced Tea Spoon

(7 ½-8 ½" in length)

Demitasse spoons are used to stir strong coffees that are served in small quantities, like espresso or Turkish coffee. Generally, these spoons look like smaller versions of the teaspoon.



Demitasse Spoon

(4-5" in length)

Luncheon forks are slightly smaller than the dinner fork, generally feature straight tines and are used for meals and gatherings before dinner. Also, the luncheon fork can double as a youth or children's fork and can be used with the luncheon knife and five o'clock teaspoon.



Luncheon Fork

(7-7 3/8" in length)

Dinner forks are part of the typical 5-piece place setting. Dinner forks are used for the entrée course at dinner.



Dinner Fork

(7-8" in length)

Salad forks are used for the salad course served before dinner and are part of the typical 5-piece place setting. The salad fork can also be used for eating hors d'oeuvres, desserts and other bite size foods.



Salad Fork

(6-7" in length)

Dessert forks are designed to look a lot like the salad fork. This piece is placed directly above the dinner plate or charger and is used for eating cakes, pies and pastries that follow dinner.



Dessert Fork

(5-6" in length)

Steak knives are often added to the typical 5-piece place setting. This piece can be made with a serrated or non-serrated edge and is characterized by its pointed blade.



Steak Knife

(8-9 ½" in length)

Tablespoons are used for serving vegetables. Although tablespoons have a shape similar to teaspoons or place spoons, they are larger and are reserved for the serving bowls in the center of the table or buffet.



Tablespoon

(8-10" in length)

Flat handle butter spreaders are used for spreading butter. Generally, these are used in addition to the typical 5-piece place setting. The butter spreader is placed on each individual bread and butter plate at the table.



Butter Spreader - Flat Handle

(5-6" in length)

Cake knives are large serving pieces that are used for cutting cake.



Cake knife

(8-10" in length)

Cake servers are used to serve slices of cake. They can double as pie servers and are used to cut and lift the piece that is being served.



(10-12" in length)

Carving forks are used with carving knives. Carving forks are used to serve pieces of meat while carving knives are used to cut them.



Carving Fork

(8-10" in length)

Carving knives are used with carving forks. While carving forks are used to hold the meat in place, carving knives are used to cut the meat.



Carving Knife

(9-11" in length)

Fish forks resemble salad forks and are used for the eating of fish. Generally, this piece is used with the 5-piece place setting and/or the fish knife.



Fish Fork

(7-8" in length) setting

Gravy ladles are the most common ladle size. Generally, this piece is 6-8 inches in length and can be used to serve gravies or cream sauces.



Ladle - Gravy

(6-8" in length)

GLASSWARE and HANDLING

Crystal Glassware Handling

Become familiar with the fine quality of glass products, as well as their handling for further safety and economy. Improving one's handling of crystal ware means less breakage. There are two causes for glass breakage: physical impact and thermo shock.

Note: Never pour cold water or ice into a hot glass. The thicker the glass is, the more time it will need to reach room temperature. Pour out ice and let glass stand five minutes prior to washing.

Wine Glassware and Wine Service Tips

The size and shape of the wine glass can contribute to the enjoyment of drinking wine. Generally speaking, a glass with a long stem allows wine to be swirled easily (swirling helps bring out the smells of the wine, which is very important to the tasting process). The long stem also keeps the heat of your hand away from the wine.

In order to capture the scents, it's nice to have a glass that is narrower at the top than the area below. In this way there is a larger surface area of wine in the bottom and the bouquet of the wine can get trapped by the narrowing of the glass.

Never pour wine to the top rim of the wine glass. Use a napkin wrapped around the bottle to keep the hand from warming the contents of a chilled bottle of wine and to prevent moisture from chilled bottles to drip.

Every glass is designed to maximize taste and aroma by delivering the wine to the right part of the mouth, as well as being shaped properly to catch and concentrate the scents of the wine.

TABLE DECORATIONS

Table decorations should complement the meal service. The following chart provides a guide in selecting appropriate decorations:

<u>Occasion</u>	<u>Considerations for Centerpieces and Table Decorations</u>
Breakfast	Simple arrangements of fresh cut or artificial flowers, fruits, vegetables A combination of these in attractive containers Figurines suited for the occasion Small live potted plant
Lunch or Dinner	All of the items above may be considered for centerpieces Balloons to fit the Occasion A small bowl or cup of artificially arranged plants
Formal Dinner	Candelabra with candles (15 to 18 inches high) Ornaments that blend with the table settings

	Centerpiece of a china, silver, or porcelain bowl or pot filled with flowers: flanked by silver candelabra placed midway down each side of the table. Both sides must look the same
Tea	One candelabrum is sufficient
	Arranged flowers in bowl or vase. The height of the flower arrangement may be at the discretion of the host or hostess.
Buffet	Flowers, fruits or vegetables in bowls, vases, or baskets
	Attractive ornaments
	Candelabra with lighted candles for evening activities

NOTE: If candles are chilled for several days before use, they will drip less and burn longer.

STOCKING and SETTING the BAR

For the purpose of official entertainment, it may be necessary to stock and set up the bar. If required to stock the bar, the EA will always check with the host or hostess to determine preferences. It is prudent for the EA to establish an official inventory of necessary items and those items can be procured through use of ORF funds. The following checklists are useful in determining specific bar needs.

Glasses

Since every drink requires a special glass, there are a variety of glasses used. A minimum of eight glasses by type should be stocked. The glasses should be of a style that matches the host's taste or is in keeping with the bar theme or surroundings.

Glass Description

Pilsners	Tall and have a round pedestal for a base and used solely for beer
Wine Glass	Usually tall and stemmed, the larger glasses are usually for red wine
Highball	Tall, cylindrical, non-stemmed glass, for basic drinks (rum & coke, gin & tonic)
Rock Glass	Short with a wide rim and used for single order drinks on the rocks
Snifter	Stemmed bowl used for drinks served "neat"

Beverages

These items consist of, but are not limited to, liquor, wine, beer and after dinner liqueurs. There are some basic items used at a bar. Check with the Principal and Protocol for preferences but it is always prudent to plan to serve:

Basic Liquor stock

- Whiskey, Rye or Canadian such as Crown Royal™

- Scotch, single malt or blended such as Glen Fiddich or Chivas Regal™
- Bourbon, such as Makers Mark™ or Jack Daniels™
- Rum, light or dark such as Bacardi Superior™ or Myers Dark Rum™
- Gin has many variety's, such as Tangueray™, Bombay Sapphire™ or Beefeaters™
- Vodka, a standard, such as Smirnoff™, Stolichnaya™, Skyy™ or Absolute™.

Wines

- Red wine should be stored at 55 degrees Fahrenheit.
- Red wine should be served at room temperature.
- White and Blush wine should be served chilled.
- Champagne should be chilled quickly in an ice bath; 30 minutes before service.
- Open red wines 30 min. prior to service. this allows the wine to breath.

After Dinner Liquors

- Cognac such as Courvoisier™ or Remy Martin™
- Cordials such as Grand Marnier™, B&B (Bourbon & Benedictine) and Drambuie™
- Kahlua™, Bailey's Irish Cream™, Crème de Menthe™ and Frangelico™
- Port wine, Tawny port is stronger in flavor profile then regular.

Beer

Beer should be placed in an ice chest and iced down at least 4 hours prior to the start of the function. A selection of Light and Full Bodied Brews should be considered.

Non-Alcoholic Beverages

Non-alcoholic beverages consist of:

- Sodas- Coke, Diet Coke, Sprite, etc
- Juices- Orange, grapefruit, cranberry, pineapple and tomato
- Club soda
- Tonic water
- Sparkling mineral water.

Garnishes

Garnishes are vital to flavor and eye appeal of the drink. Generally the kinds of garnishes used are lemon and lime wedges, cocktail onions and olives for martinis and mar chinos cherries. Cut the lemon or lime in half lengthwise. Cut into $\frac{1}{4}$ -inch slices and then cut those slices in half. Make sure you remove excessive seeds and labels from lemons and limes.

Maintenance and Service Items

You should have the following items when maintaining your bar and serving your guests:

- Bar towels
- Trash cans
- Trash bags
- Beverage napkins
- Bar spoon
- Measuring devices
- Ice scoop
- Bottle opener, corkscrew and can opener
- Cocktail napkins
- Good supply of glasses
- Large cooler

Placement of Items

The trick to running a smooth bar operation is the placement of the items being used. The table below lists the items and placement for a smooth operation. The location of the bar must be taken into consideration; it should be accessible to the guests but away from the food table. It should not be so large for the room that it dominates the area.

Item	Placement
Bar	Centered, but out of the congested area
Tables	Directly behind the bar, but leave enough walking space
Glasses	Wine glasses – On the top shelf inside the bar
Highball	On the second shelf inside the bar
Rock glasses	Next to the highball glasses inside the bar
Pilsners	On the third shelf, inside the bar
Liquors	Place on top of the bar, to the left or right
Wine	Decant into carafes, on top of the bar opposite the liquors
Beer	Place in ice chest with ice, set on table behind the bar
Sodas	Place on table behind the bar and place one can of each soda on the top of the bar to allow guest to see the selection

Juices, sodas	Place one of each on top of the bar and then place the extra supplies on the table behind the bar
Garnishes	Place on top the bar next to the liquors
Service Items	Place on top the bar, in an area where they are accessible
Trash cans	Place on both sides of the bar, with a tablecloth wrapped around it
Scoop	Place with ice

Bar Equipment - The checklist below is only a guide; items may be added or deleted to suite your needs:

Cocktail shaker with top	Lemon-lime squeezer
Bottle opener	Stainless-steel knife
Corkscrew	Ice bucket
Set of ice tongs	Long handled mixing spoon
Bar strainer	Cutting board
Large mixing picture	Coasters
Jigger (1 ½ ounces)	Stirrers
Muddler (stir sticks)	Napkins

Bar Stemware



1.5 oz Shot glass



4 oz



5.5 oz



6 oz

Cognac

Champagne

Brandy Snifter



10 oz Pilsner



10 oz Rock Glass



Pilsner



12 oz Beer Mug



11 oz Wine



**14 oz
Specialty
Glass**



Cocktail/Martini Glass



8oz Highball

RECORDING RECEIPTS and EXPENDITURES

You must maintain official records and receipts of expenditures for official events or functions, related to the Principal's official duties. Record entries accurately in a ledger and annotate required forms to show proper use of funds. Spending funds from an official account must be approved by your local Protocol Office and reconciled by their designee immediately following (or at least by the next day) any event using those funds. Receipts must accompany the Official Entertainment Balance Sheet (sample provided in Chapter 10). If official liquor inventories are used, the Liquor Inventory Control Sheet must accompany the package.

Receipts - Submit official expense records to designated office for accountability. Organize the official expenditure documents, party expense sheet, store receipts and/or store purchase itemized list:

- Add each subtotal on the party expense sheet to gain an overall total
- Attach all originals, copies and receipts of purchases.

Recheck all figures to ensure the receipt totals equal the total amount actually spent so that the balance to be turned in is accounted for. Assemble completed documents in logical order and annotate for clarification and justification as necessary. Forward documents to designated office or individual as required.

Official Records

- Maintain duplicate copies of all official expenditures and receipts
- Establish files according to directives received from your local Protocol Office, Budget Analyst
- Copies of all paperwork submitted are not required but are recommended.

SUMMARY

In this chapter, we identified the basic planning and preparation for official events; the duties and responsibilities of protocol; proper maintaining of official records and receipts of expenditures for official events; customs in foreign countries and different types of table settings and tableware.

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CHAPTER 7

UNIFORMS AND COMPONENTS

Learning Objective: Upon completing this chapter, you should be able to do the following:

- Prepare Flag Officer Uniforms.
 - Describe the proper placement of Ribbons, Decorations and Rank Insignia.
 - Describe the uniform for wear.
 - Describe instructions for trip preparations and staging of uniform.
-

INTRODUCTION

One of the most important tasks performed as an enlisted aide is preparing the flag officer's uniform. This section will cover some of the regulations pertaining to the flag officer's uniform.

Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment [OPNAVINST 1306.3 \(series\)](#).

In guidance, this covers uniforms and military personal equipment. The term uniforms include all uniform components from shirts and jackets, to under garments and ties. Military personal equipment is classified as swords, medals, helmet, body armor, weapon and civilian clothing used for official functions and P.T. gear. Simply stated, at the flag officer's discretion, Enlisted Aides (EAs) are responsible for the care and cleanliness of the flag officer's personal civilian clothing.

PREPARATION OF FLAG OFFICER UNIFORMS

SHOES and BOOTS

Perform the following steps when caring for the flag officer's shoes/boots:

- Remove sand, dirt and grit from shoes after each wear
- Clean shoes with a clean cloth if necessary, use warm soapy water
- Select and use a good brand of shoe polish for shining shoes. In addition, a very soft cotton cloth is necessary for this step
- Place shoe trees in the shoes to retain their shape and absorb moisture
- Position shoes neatly in appropriate storage area.
- One of your primary functions will be to prepare the flag officer uniform to include appropriate cover and shoes.

RIBBONS, DECORATIONS and RANK INSIGNIA

- Place ribbons, and rank insignia per uniform regulations
- Inspect items for torn, worn, or soiled areas

- With the flag officer's approval, repair or if necessary, replace torn/worn, items with new ones
- With flag officer's approval clean/buff silver and brass accoutrements and awards.

Note: It will not be necessary to break down a uniform and send it to the cleaners each time it has been worn. Most times you will be able to steam or press the uniform and perform a spot check of the ribbons and accoutrements. Always check with the flag officer before removing items. As a back-up plan, check with the Flag Aide to ensure there are no scheduling conflicts before breaking down a uniform.

DRESS UNIFORMS

Because of less frequent wear and cost of replacement, use particular care when cleaning or storing dress uniforms.

- Clean uniforms according to manufacturer's label instructions
- Gold lacing on dress uniforms may deteriorate if improperly handled; special care must be taken to ensure these surfaces do not endure rough treatment
- High humidity or sharp temperature changes will also cause tarnishing of gold lacing and shoulder boards if the uniform is not adequately protected
- With a packet of desiccant drying agent. This will give the greatest protection; use the dry cleaners plastic sleeve at a minimum
- Place the uniform carefully on a substantial hanger and store in a dry, cool, well-ventilated closet.

WORKING UNIFORMS

Working uniforms use the same care required for dress uniforms. However, due to more constant use, some additional measures may benefit. As heat, friction and pressure have a deteriorating effect on materials, working uniforms generally show more wear at creased areas. This may be partially offset by investing in a steamer which can rid the article of wrinkles and not press the crease needlessly. Sleeve cuffs and trousers/slacks/skirt hems should be periodically examined for loose buttons and torn hems. Dry-cleaning preserves the original appearance and finish of wool, polyester and polyester/wool garments and is recommended over laundering.

Note: Follow manufacturer's label for proper laundering.

Undergarments follow manufacturer's label for proper laundering.

- Accessories and rank insignia must be placed in the **appropriate places** as per uniform regulations.

Preparing the uniform for wear

- Take a picture to digitally document the placement of the accoutrements
- Attach rank, medals and/or ribbons to the uniform paying close attention to detail. Use a ruler to ensure the greatest accuracy for spacing and placement

- Double-check the retaining clasps, ribbons, medals, badges, name tag, collar devices and or shoulder boards to ensure proper placement and solid attachment to the uniform. Final inspection should include the use of a lint brush, stray strings and hair.

UNIFORM TRIP PREPARATION PROCEDURES

Verify the flag officer's itinerary and determine what uniforms, accessories and clothing items are required for the travel. Prepare a packing list of clothing and present the list to the flag officer for approval. If time permits, pack the day prior and leave the list out for inspection. An example of a packing list is shown in chapter 10. Make requested changes received from the flag aide and or flag officer.

- Pack electrical adapters/transformers if possible when traveling to a foreign country
- Check availability and quality of comfort items to include towels, pillows and bathroom tissue
- Select the luggage needed and pack in such a manner as to prevent wrinkling but insure as little movement within the bag as possible.

SUGGESTIONS for STAGING CLOTHING

Organize clothing in categories (i.e., shirts, undergarments, trousers, shoes, socks):

- Count items to ensure the appropriate quantities for the number of days traveling
- Check for tears, missing buttons, and worn socks. Replace items as necessary
- Suggestions for packing clothing
- Fold or roll clothing neatly to keep wrinkle free
- Place uniform sets separately and use tags to easily identify them without having to open garment bags. Use a rubber band or twist tie to secure all hangers in the garment bag together to prevent them from falling to the bottom of the bag
- Place shoes in shoe bags with shoe trees in them
- Pack a lint roller, iron, sewing kit, shoe polish, brushes, and extra buttons
- Label the luggage with the flag officers' name and office information.

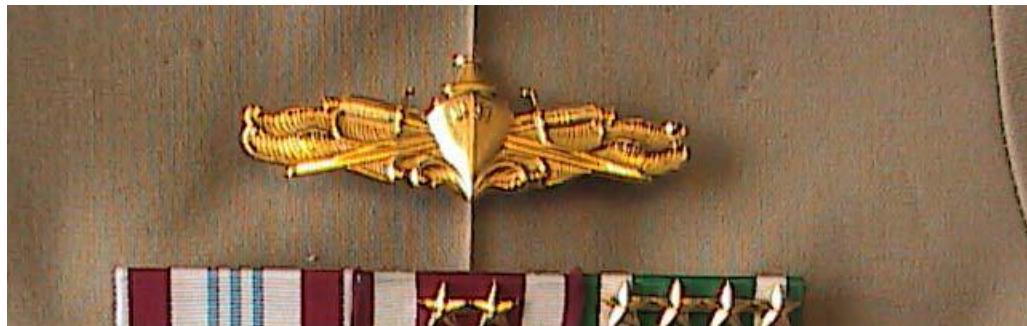
Note: DO NOT pack glass bottles that contain fluids with clothing. If you must carry breakable items, wrap them very carefully and place them in a separate plastic bags. Follow airport security requirements.

Note: Figure 7-1 delineates a comparison of equivalent uniforms across the services.

TABLE OF SERVICE EQUIVALENT UNIFORMS

Figure 7-1, Table of Service Equivalent Uniforms.

WORKING UNIFORM GUIDELINES



Rigging Warfare pins will be set $\frac{1}{4}$ inch above the three ribbon bar



The above picture is the proper placing for the command badge. For the working khaki uniform the small command badge is used. For males, the badge is centered on the left pocket 1 inch from the lower seam of the left pocket. For females, the badge is placed above the Warfare pin centered 1 inch above.



For one and two star placement collar tip can be folded over and should measure 1 inch.

NOTE: This will not work for three and four star placement.



For three and four star placement it is impossible to position the stars 1 inch centered. In this case they should be triangular centered with the top seam of the collar .

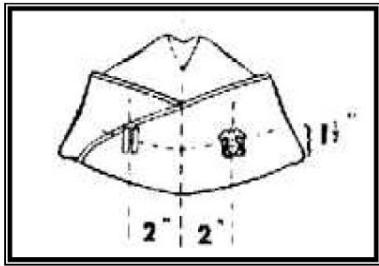
At Sea Long Sleeve Khaki Uniform



Star placement for the long sleeve khaki uniform is centered between top and lower seam of collar, 1 inch in from the front seam of the collar.

NOTE: No Ribbons are worn with this uniform. Warfare pin will be placed $\frac{1}{4}$ inch centered above the left pocket.

Cover and shoe sample rigging.



White dress shoes: Wear w/ summer white and Service dress whites.

Hard Shoulder Board Placement



The surface is covered with gold lace showing a 1/8 inch blue cloth margin on each of the long sides. The end of the anchor chain must point up on both shoulder boards.

Large Medal Placement



Large medals are worn on the left breast of the service coat or jumper of Full Dress Blues and Full Dress White. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Place the holding bar of the lowest row of medals in the same position as the lowest ribbon bar. The bars measure 4-1/8 inches wide, and each row of medals is 3-1/4 inches long from the top of the suspension ribbons to bottom of medals, so that bottom of medals dress in a horizontal line. Multiple rows of medals should be grouped with the same number of medals in each row, with the lesser number in the top row if necessary. A maximum of three medals may be worn side by side in a single row with no overlap. Arrange four or more medals (maximum of five in a single row) overlapping shall be proportional and the inboard medal shall show in full. Mount the medals so they cover the suspension ribbons of the medals below.

Miniature Medal Placement



Wear miniature medals with all formal dress uniforms and dinner dress uniforms. Each row of miniatures is 2-1/4 inches long, from top of the suspension ribbons to bottom of medals, so the bottom of medals dress in a horizontal line. Position medals so they cover the suspension ribbons of the medals in the rows below: on dinner dress jackets, place the holding bar of the lowest row of miniature medals 3 inches below the notch, centered on the lapel, parallel to the deck. On blue and white service coats, center the holding bar 1/4 inches above the left breast pocket parallel to the deck. Wear up to five miniature medals in a row with no overlap. Arrange six or more miniature medals following the layout.

Formal Dinner Dress Jacket



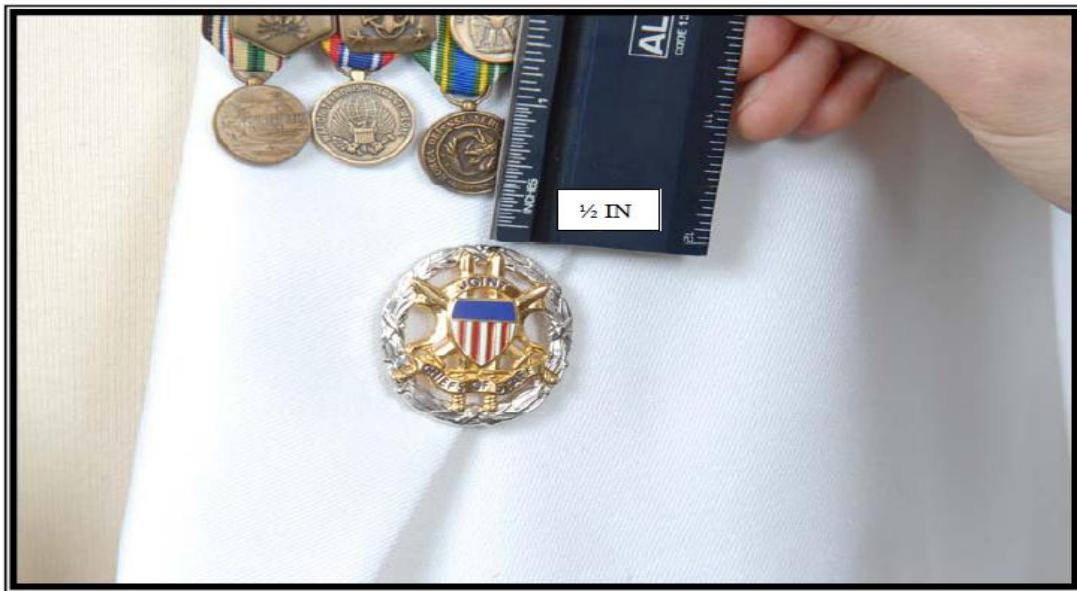
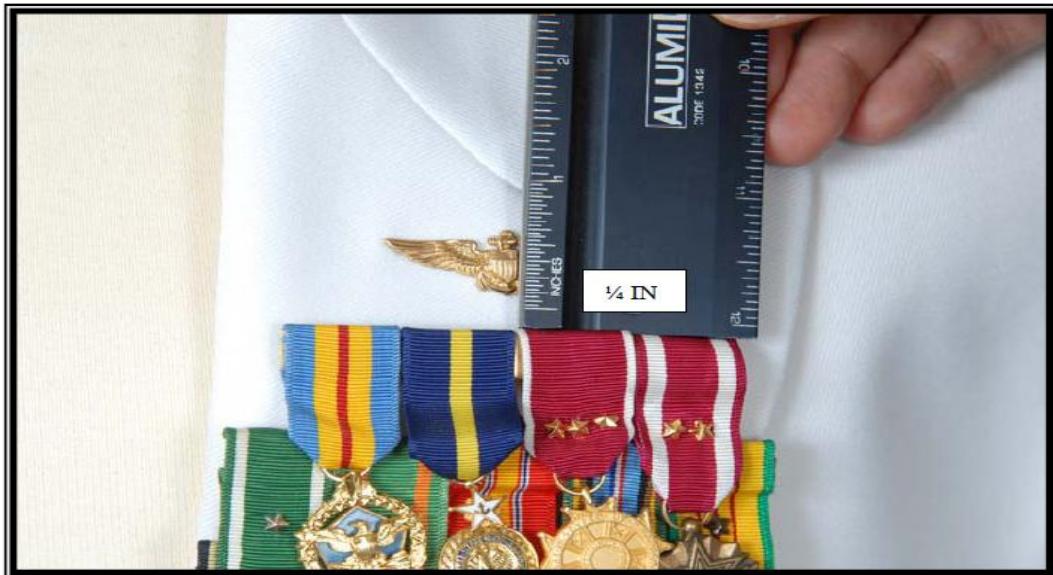
Wear miniature medals with all formal dress uniforms and dinner dress uniforms. Each row of miniatures is 2-1/4 inches long, from top of the suspension ribbons to bottom of medals, so the bottom of medals dress in a horizontal line. Position medals so they cover the suspension ribbons of the medals in the rows below. On formal and dinner dress jackets, place the holding bar of the lowest row of miniature medals 3 inches below the notch, centered on the lapel, parallel to the deck. On blue and white service coats, center the holding bar 1/4 inch above the left breast pocket parallel to the deck. Wear up to five miniature medals in a row with no overlap.

Formal Dress Shirt



The formal dress shirt requires gold shirt studs and gold cuff links.

Distance Between Medals and Warfare Pin



Proper Hangar Presentation



Plain, pleated or rear fastening cummerbunds are gold for officers. Wear a wraparound style with Tropical Dinner Dress Blue uniform. An adjustable cummerbund is authorized with Formal Dress and Dinner Dress Jacket uniforms. Correct Wear. Wear with pleats up, around the waist overlapping the skirt/trouser top at least 1 Inch.

SUMMARY

In this chapter, we identified the variety of uniforms worn by Flag Officers. We explained in detail how to prepare the uniforms, the proper procedures of Ribbons, Decoration and Rank Insignia placement on those Uniforms and the proper care and we discussed the instructions for trip preparation and staging requirements.

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Chapter 8

Special Household Equipment

Learning Objectives: Upon completing this chapter, you should be able to do the following:

- Describe the provision of household equipment.
- Describe the procedures for the up-keep and maintenance of resident-owned equipment.
- Describe the special furnishings in your residence.

INTRODUCTION

The purpose of this chapter is to familiarize you with the provision of household equipment, procedures for the upkeep and maintenance of resident owned equipment and describe the importance of special furnishings within your residence. For further information refer to [The Management of General and Flag Officer Quarters](#).

SPECIAL COMMAND POSITION

A position designated by the Director of Administration and Management, Office of the Secretary of Defense, if filled by an Admiral or flag officer, or civilian or comparable grade, with public entertainment responsibilities requiring the incumbent to represent the interests of the United States in official and social entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank and outstanding members of the business, industrial, labor, scientific and academic communities.

PUBLIC ENTERTAINMENT AREA

Enclosed porches, dens, libraries and family rooms (unless integrated) (See figure 8-1) are not normally considered as part of the public entertainment area. Upstairs hallways (unless there is no bathroom available for guests to use on the first floor) and other areas of the Distinguished Visitors (DV) are not considered as a part of the public entertainment area. Guest bedrooms in DVs of special command positions may be included if overnight accommodation of official visitors will be required.



Figure 8-1, Example of Public Entertainment Area.

NATIONAL FLAGS for FAMILY

Family housing residents will be issued national flags to be displayed. Flags will be affixed to houses and displayed per installation directives.

Installation housing offices will establish procedures for issue and accountability of flags and requests for replacements.

PROVISION of HOUSEHOLD EQUIPMENT

Ranges and Refrigerators

- Government-procured ranges and refrigerators will be provided in Navy-controlled family housing and in private rental housing in foreign areas occupied by eligible personnel
- Ranges not conforming to sizes authorized may be procured only when space is inappropriate for the specified sizes
- Refrigerators will be free standing
- Clothes washers and dryers will not be provided in Continental United States (CONUS) family housing except for CONUS housing occupied by foreign personnel who are in this country on an exchange basis and for special command positions
- In overseas areas, clothes washers and dryers are authorized for Navy-controlled housing and private rental housing occupied by eligible personnel when determined by economic analysis to be more cost effective than shipment of personally-owned washers and dryers. Commercial-type washers and dryers will be procured for use in structures having common laundry rooms. Stacked washer/dryers or dryers may be procured and installed in those laundry rooms where space is restricted
- Portable dishwashers. Portable dishwashers may be provided in housing instead of installed dishwashers where it is considered impractical to provide permanently installed dishwashers

- Items of household equipment currently in use but not authorized under the above criteria may be retained until no longer serviceable but will not be replaced
- Ancillary items for utility support in foreign areas
- When not provided by the landlord, issue and installation of necessary light fixtures and other components of utility systems are authorized for leased housing (government or privately-leased) occupied by eligible personnel. Costs associated with the procurement, installation, removal and maintenance and repair are chargeable to Armed Forces Housing maintenance or leasing funds, as appropriate. These costs include expenses for installing and removing light fixtures provided by eligible personnel
- Portable electrical transformers necessary to allow the operation of personal appliances on foreign electrical power systems will not normally be provided by the government. However, they may authorize their provision in hardship cases subject to the availability of funds.

Draw curtains

- Draw curtains, with or without valance, may be provided for windows as an alternate to window shades or Venetian blinds and may be used on sliding glass doors. If, when providing draw curtains for a sliding door, there are one or more adjacent windows, matching curtains may be provided for the windows
- Draw curtains will be unlined and made of fire retardant synthetic cloth. They will be washable, shrink-safe and designed to control radiant heat, light and glare. Material should be heavy enough to provide privacy when closed, day or night
- Draw curtains may be cleaned at government expense every 12 months or upon change of occupancy. Draw curtains may be replaced when they become unserviceable
- Cost of material, fabrication and installation of draw curtains should be comparable to that normally expended for Venetian blinds or shades
- Draw curtains when installed to replace existing window coverings which are beyond economical repair are chargeable to maintenance funds. In cases where there is no existing window covering, installation of draw curtains is categorized as an improvement to the dwelling unit and the cost of installing draw curtains may be charged as incidental improvements or construction improvement.

Wall-to-Wall Carpeting

- Carpeting installed as a prime floor finish is classified as installed real property. As such, initial procurement and installation may be done with construction funds. Replacement may be done with construction improvements or maintenance funds
- Carpeting will be suitable for the level of traffic expected. It will be of a neutral shade. Bright colors, prominent patterns, white, off-white, pile and shag carpeting will be avoided
- Carpeting placed over another prime floor in good condition is classified as Equipment in Place (EIP). Its use in this manner is reserved for the public entertainment areas of Flag quarters
- Carpeting may be placed over another unserviceable prime floor when an economic analysis justifies this use.

Resident-Owned Equipment

- Residents will not replace government ranges and refrigerators with personal equipment without specific approval of the installation commander
- Where government equipment is provided Outside Continental United States (OCONUS), the overseas shipment of similar personal items of household equipment is prohibited
- Requests for installation of resident-owned equipment must contain information on the type of equipment, make, model and characteristics pertinent to installation. Requests will be submitted in writing to the housing office
- Resident-owned items will be installed, maintained and removed and the premises restored to their original condition at the expense of the resident and subject to inspection by the housing office
- The installation of resident-owned equipment will not be used as justification for improvements to the utilities distribution systems
- All work necessary for the installation of resident-owned items will be approved by the installation commander.

The following items will not be installed by or for residents:

- Air conditioning units which require duct work or fixed water or drain connections
- Attic or wall-type fans requiring permanent attachment to the building and structural modifications
- Evaporative coolers requiring duct work
- Domestic water heaters
- Electric or gas wall heaters
- Water beds - Permission must be obtained from the housing office before a resident may install a water bed. Normally, water beds will be installed only on slab-on-grade floors
- Hot tubs - Permission must be obtained from the housing office before a resident may install a hot tub inside or outside. Hot tubs may be installed at resident expense when installation would not create a significant increase in utility costs to the government. The Department of Public Works will ensure installation of the hot tub meets all building and safety codes.

SUMMARY

In this chapter, we identified the provision maintenance and care of government owned, resident owned household equipment and special furnishings in your residence.

CHAPTER 9

Security Crime Prevention, Counter-Terrorism

Learning Objectives: Upon completing this chapter, you should be able to do the following:

- Describe the proper telephone etiquette procedures.
 - Describe the proper handling of a bomb threat.
 - Describe security measures for Flag Quarters.
 - Describe the procedures for obtaining a security clearance and official Passport.
-

INTRODUCTION

Security, Crime prevention and counter terrorism is everyone's business and everyone should be able to identify risks and use common prevention techniques to secure the Flag mess and Flag quarters to which you are assigned.

TELEPHONE ETIQUETTE, MESSAGES and THREATS

As an Enlisted Aide (EA) you will be the primary point of contact for the Flag Officer's quarters and flag mess. While it is important to be polite and professional is equally important to safeguard the privacy of the admiral, his/her family and command. By the same token, just as important is the documentation and delivery of messages. It is recommended to establish a Standard Operation Procedures (SOP) for these actions. We have been trained to answer the telephone with a greeting that leaves little doubt as to whom the call has come. In some instances, this could be viewed as a security breach:

"Good morning, Admiral Smith's quarters, Petty Officer Jones speaking, may I help you sir or ma'am? -- I'm sorry; the admiral went to do some Christmas shopping, but he should be back before noon. May I take a message?"

How much information was just put out? To start, a good greeting would be something like, "Good morning, Petty Officer Jones, this is a non-secured line, may I help you sir or ma'am?"

This greeting would not give the caller any more information than to whom he is speaking. So far the caller does not know if he reached an office or a private residence. From here you will need to use your best judgment to answer the caller's questions without giving away personal or sensitive information. Taking a message is always an appropriate course of action. In a message you should capture: who called; when (time and date); the message; and what action is requested -- no action, please call back or they will call again. It is also necessary to extract as much information as possible, sometimes a caller may not want to be a bother, but you need to document each call with all pertinent information. Never assume the admiral has the caller's number, writing it down puts the number right where they can find it. Establish a specific place for posting messages so they can be easily seen.

If a caller needs to speak to the admiral and they are unavailable, you will need to know where to refer the caller. In some instances it may be best for the caller to call the admiral's office, while other callers may need to be referred to call the Public Affairs Office (PAO). Always be on guard for relinquishing too much information. A caller may claim to be a relative, be polite and professional. Take their message and do not relay any personal information. Deliver the message promptly and once that person is correctly identified you may provide any information deemed appropriate by the admiral or spouse.

Handling a Telephone Threat

You must be aware of types of threats that may come into quarters by telephone. Respond calmly and attempt to record all information concerning the individual that is calling. Use the format provided to assist you. Check with local/base military police, crime prevention section and local security manager to ensure that you adhere to the correct procedures, or for more information regarding additional procedures available.

Make a Record - Attempt to keep verbatim records of the conversation.

- Stay calm, be courteous and listen
- Do not interrupt the caller
- Make a written record of the conversation using figure 9-1.

Recording the Information

Listen for and determine any code words used, if appropriate. Figure 9-1 can be duplicated and placed under or near your telephones for use, if necessary.

Bomb Threat Sheet

Note: PLACE THIS SHEET UNDER YOUR TELEPHONE

Questions to ask:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

WHY?

What is your Address?

What is your name?

EXACT WORDING OF THE THREAT:

Gender of Caller _____ Race _____ Age _____ Length of call _____ Number at which call is received _____

Time _____ Date _____ / _____ / _____

BOMB THREAT

CALLERS VOICE

Calm Nasal Angry Stutter Excited Lisp Slow
 Rasp Rapid Deep Soft Ragged Loud Deep
 Crying Rasp Normal Disguised Distinct Accent
 Slurred Familiar Whispered Muffled

If the voice sounds familiar, whom did it sound like?

BACKGROUND SOUNDS

Street Noise Factory machinery Crockery Animal noises
 Voices Clear P.A. System Static Music Local
 House Noise Long distance Motor Office machinery Other

THREAT LANGUAGE

Well spoken Incoherent Foul Taped Irrational
 Message read by threat maker

REMARKS:

Report call immediately to:

PHONE NUMBER:

DATE: _____ RANK: _____

PHONE NUMBER: _____

DEPARTMENT OF THE NAVY		IF BOMB THREAT, ASK THE CALLER	
TELEPHONIC THREAT COMPLAINT		<ul style="list-style-type: none"> ● WHEN IS THE BOMB TO GO OFF? ● WHERE IS THE BOMB TO GO OFF? ● WHAT KIND OF BOMB IS IT? ● WHAT DOES THE BOMB LOOK LIKE? ● WHERE ARE YOU CALLING FROM? 	
1. COMMAND			
a. Name & Address		b. Phone No.	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number <i>(Work)</i>	<i>(Home)</i>
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number <i>(Include area code)</i>		b. Location	
c. Phone number listed in <i>("X" all that apply)</i>		<input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory <input type="checkbox"/> Unlisted <input type="checkbox"/> Other <i>(List)</i>	
5. DETAILS OF CALL			
a. Date		b. Day of Week	c. Time
6. CONTEXT OF CONVERSATION			
a. Recipient "			
b. Caller "			
c. Recipient "			
d. Caller "			
e. Recipient "			
f. Caller "			
7. BACKGROUND NOISES <i>(Describe street sounds, voices, music, etc. If more space needed, continue on reverse.)</i>			
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude <i>(Calm, Nervous, Serious)</i>	
g. Other			
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No		10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No	
<input type="checkbox"/> Yes <i>(List Name)</i>		<input type="checkbox"/> Yes <i>(List Name)</i>	
11. NOTIFICATION OF AUTHORITY <i>("X" all notified)</i>			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Co. <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept.			

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Page 1 of 2 Pages

Fig 9-1, Telephonic Threat Complaint.

RECOGNIZING CRIME INDICATORS

Today's Operating Tempo (OPTEMPO) requires that we are all cognizant of the current threat level. It is important to know the precautions to be taken and the procedures that are in place to deal with the potential for becoming a terrorist target. Most of the security procedures mentioned in this chapter are concentrated to the EA of the flag quarters since you are the first line defense. As for the flag mess, security procedures will be dictated by the command security protocol.

Develop a Code Word in Flag Quarters

You and the admiral, spouse and family members should use a code word known only to the family and the EA. In situations of threat or intrusion you should never have to divulge one of the family members names by calling out to them by name. Use of words like; what time is it, big tree, foul weather can be replied to with "I'm O.K".

Nothing is more important to us than the security of our family and home. As an EA you are the first line of defense in the security of the admiral's home. It is imperative that you have a working relationship with the Physical Security Manager and the Military Police at your duty station. These are the people who can assist with enhancing the level of security at the admiral's quarters and who you will need to coordinate safety procedures through. There will undoubtedly be a combination of property managers and owners within the admiral's quarters. Securing that property and maintaining accurate record of its disposition will prove to be a beneficial exercise, most importantly in the maintenance and repair or replacement of government property.

Possible Indicators

Identify and be cautious of possible intrusion of government quarters or facilities. The information included in this section will identify likely intrusion or crime indicators to be aware of in and around public quarters. You must become thoroughly familiar with established local policy covering threat and crime prevention:

- Location of unknown/unauthorized automobiles around the quarters
- Alarm system - Become thoroughly familiar with instructions and follow operating procedures. Read manufacturer's guide and seek assistance from your Security Manager on operating instructions
- Grounds around quarters - Scan the area for obvious signs of intrusion (disturbed mulch, trampled bushes, shrubs, footprints in flower beds or loose or disturbed crawl space doors)
- Report actual or suspected incidents to proper authority.

Prevention Measures

You should be knowledgeable of crime prevention measures and consciously demonstrate an anticipation, recognition and appraisal of a crime risk. Take necessary action that would tend to remove or reduce that risk:

- Collect and turn in keys, papers and tools found on grounds
- Keep windows and doors locked
- Remove mail and newspapers promptly from their boxes or yard/porch. Never leave these items in their boxes overnight. Check address for correctness or suspect of tampering

- Keep storage sheds, garages and outbuildings locked and check areas daily/weekly to ensure items have not been disturbed
- Ensure shrubs covering windows are trimmed regularly
- Avoid discussing VIP functions with unauthorized personnel
- Do not violate the right to privacy of VIP functions by admitting to or discussing household matters or your job position with anyone
- Inspect refuse (trash) before discarding for sensitive information
- Dispose of sensitive information according to regulation and local SOPs
- Ensure backup lighting meets the needs of the quarters
- Maintain interior safe room, if applicable and stock with emergency supplies and communications.

Screen Contractors:

- Ensure workers have appointments in the particular quarters
- Check the person's identification card or badge before admitting
- Do not allow the person to wander around the quarters unescorted
- Remain with the person until the work is completed
- Do not admit the person into the quarters, should a situation arise casting doubt
- When in doubt, notify facility engineer or military police
- Always follow local established crime prevention procedures.

OBTAINING a SECURITY CLEARANCE & OFFICIAL PASSPORT

Personal Information

Where and when was your mother born? What is the address of your residence five years ago and who can you identify as a reference now that knew you well then? On the SF 86, Questionnaire for National Security Positions, these are the easy questions. As an EA you may be exposed to items, equipment and information that is sensitive in nature and therefore may be required to obtain a security clearance.

Necessity of a Passport

Additionally, it may become necessary for you to travel in support of the operations the Admiral Officer is participating in. For OCONUS travel it may be necessary for you to obtain an Official Government Issued Passport. For travel into some countries you may need additional clearance in the form of a Visa and need to be cleared medically, necessitating updated vaccinations.

SUMMARY

In this chapter we discussed the proper telephone etiquette procedures, the proper handling of a bomb threat the proper Security measures for Flag Quarters and the procedures for obtaining a security clearance and official Passport.

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CHAPTER 10

OFFICIAL FORMS

Learning Objectives: Upon completion of this chapter, you should be able to do the following:

- Identify the guidelines for completing the Decentralized Mess Financial Statement.
 - Identify the different forms used by the Enlisted Aide to perform tasks in shopping, work schedules, inventories and packing lists.
 - Identify monthly household cost reports and entertainment balance sheets.
 - Identify the request for outside employment form.
-

INTRODUCTION

These guidelines are intended to establish uniform procedures for ashore flag messes necessary for the completion and submission of the Decentralized Mess Financial Statement (NAVPERS FORM 1746/14) by all activities maintaining a Decentralized Mess but not reporting financial data under Recreational and Mess Central Accounting System (RAMCAS), BUPERSINST 1710.11 (series). These procedures represent a single-entry cash basis system of accounting and will enable each activity to reflect its financial transaction during a specified period, as well as accurately representing its current financial condition.

GUIDELINES for Completing the DECENTRALIZED MESS FINANCIAL STATEMENT (NAVPERS FORM 1746/14)

Decentralized Mess Financial Statement must reflect ALL income and expenses incurred by the mess during the reporting period. All entries shall be recorded in U. S. dollars. Do not include income, which is due but not received, or expenses, which are owed but not paid at the end of the period.

Line titles/descriptions must be adhered to whenever possible. Those items of income and expenses, which are not listed on the financial statement, will be shown under the sections Other Income (Line 3) and Other Expenses (Line 11), with a breakdown included as an addendum to the financial statement.

Preparation of the Ashore Flag Messes Decentralized Mess Financial Statement

The headings on the financial statement will be filled out as follows:

Reporting Activity: Decentralized Mess-Identify by command designation and geographic location (mailing address, e. g. Commander Operational test and Evaluation Force, Norfolk, VA 23511-6388). Include the appropriate Unit Identification Code (UIC) in the space provided.

Period Ending: Enter 30 September 20__ or date of disestablishment of the mess, as appropriate. (For interim statements, reflect the appropriate statement preparation date).

The Income and Expense Statement will be completed as follows:

Line 1: Net Worth (Cash) brought forward beginning of period. Enter the net worth (cash) figure brought forward from the end of the period financial statement (Net worth figure would not change between the end of one fiscal year and the beginning of another). Activities reporting for the first time will fill in a "zero" on this line.

Line 2: Resale Operation Income. Enter revenue derived from food and beverage sales.

Line 3: Other Income. Enter the income received in the mess which is not included in the resale operation income account. A breakdown description and dollar amount of all items reflected in this category must be included as an addendum to the Decentralized Mess Financial Statement.

Line 4: Total cash Receipts: Show the total of lines 2 and 3. The total must represent the total income received from all sources during the period.

Line 5: Resale Merchandise Purchased. Enter the total dollar value, at cost, of all merchandise purchased for resale.

Line 6: Salaries and Wages expenditures. Enter total of all salaries and wages (Direct, General and Administrative and Maintenance), employee benefit costs, employer FICA, other contributions, other payroll taxes, employee incentive awards actually paid during the period.

Line 7: Repair and Maintenance Expenditures. Enter the total disbursements in the maintenance; repair and servicing off all Decentralized Mess equipment and vehicles during the period.

Line 8: Laundry. Enter the total amount disbursed for laundry expenses in the Decentralized Mess.

Line 9: Expendable Property/supplies Expenses. All property and supplies with a unit cost of less than \$300 which were purchased during the period will be reflected in this line. Do not include resale items (which are reported on line 5).

Line 10: Non Expendable Property Expenses. Enter the total disbursements for property purchased during the period with an acquisition value of \$300 or more. Expenses related to transportation/shipping/freight charges associated with such property purchases should be included on this line. Transportation charges incident to "no cost" equipment/property (i.e., Property acquired where no acquisition cost was incurred by the Decentralized Mess) should be reflected on the line 11, Other Expenses.

Line 11: Other Expenses. Enter all expenses paid during the period, which are not included in other expense liens. A breakdown by description and dollar amount of all items reflected in this category must be included as an addendum to the Decentralized Mess Financial Statement.

Line12: Total Cash Expenditures. This line reflects the sum of lines 5 through 11 and includes all cash expenditures by the decentralized mess during the period.

Line13: Net Worth (Cash) at end of Period. The amount reflected on this line is derived by subtracting line 12 from the sum of lines 1 and 4. This total must represent the actual cash position of the decentralized mess at the end of the period and will be shown on line 1 of the succeeding period statement (If this total does not agree with the end of period cash position of the decentralized mess

(line 18), either a computation error exists on the statement or erroneous records were maintained during the period).

Line 14: General Checking Account. Report the amount of non-appropriated funds of the decentralized Mess on deposit in a regular bank checking account or a special bank checking account as of the day of the period.

Line 15: Saving Account. Report the amount of non-appropriate funds of the decentralized Mess on deposit in bank savings account (s) and/or other interest-bearing account.

Line 16: Petty Cash Fund. Report the amount of cash on hand in the petty cash fund as of the last day of the period. This fund will be maintained per paragraph C050502 of DOD 7000.14-R (DOD Financial Management Regulation – Volume 13).

Line 17: Undeposited Checks/Cash on Hand. This line will reflect the amount of cash on hand by actual count on the last day of reporting period.

Line 18: Total Net Worth (Cash) Carried Forward. The amount reflected under this caption must accurately represent the total cash position of the Decentralized Mess at the end of the period and is derived by adding the totals of lines 14 through 17. The total in this line must equal the figure shown on both lines 13 and 22, NET WORTH (CASH) AT END OF PERIOD.

Line 19: Net Worth (Cash) Brought Forward Beginning of Period. Enter the net worth (cash) figure, which appears, on line1.

Line 20: Total Cash Receipts from line 4. Enter that number which equates to the sum of lines 2 and 3.

Line 21: Total Cash Expenditures. (From line 12) Enter that number which equates to the sum of lines 5 through 11.

Line 22: Total Net Worth (Cash) at end of Period (Line 19 plus line 20, minus line 21). This total represents the actual cash position of the decentralized mess at the end of the period. This total verifies the amount calculated for line 13 and will also provide a check on the accuracy of the amount calculated for line 18, Total Net Worth (Cash) Carried Forward.

Line 23: Military Paid from Non-appropriated Funds. Reflect the total number of part-time military (off-duty) personnel receiving remuneration from the decentralized mess as of the last day of the period.

Line 24: Civilians Paid from Non-appropriated Funds. Reflects the total number of civilian personnel (full-time/part-time) employed by the decentralized mess as of the last day of the period.

Line 25: Total Nonexpendable Property. Reflect the total dollar acquisition cost of all nonexpendable property (property acquired with a unit cost of \$300 or more) procured from non-appropriated funds of the decentralized mess in both the current and prior fiscal year which is held at the end of the period. This amount must equal the total value of property on hand as shown on the property/Equipment Inventory Record prescribed in "Financial Management policies and Procedures for Moral, Welfare and Recreation Programs".

Line 26: Total Operating Target (OPTAR) Funds Disbursed for the Decentralized Mess during current fiscal year. Reflect the total dollar amount of OPTAR (Appropriation Fund) funds the command has disbursed in the current fiscal year for the decentralized mess.

Completion of the certification requirements on the Decentralized Mess Financial Statement must be met before the statement can be accepted or retained as an official document. Undated or unsigned statements will be returned to the originator for appropriate corrective action.

Guidance contained herein is not all-inclusive. In the event assistance is required, questions may be addressed to Commander Naval Installations Command (CNIC)

Below is a sample of the Decentralized Mess Financial Statement (Figure 10-1).

DECENTRALIZED MESS FINANCIAL STATEMENT SAMPLE FORMAT		FOR FISCAL YEAR ENDING			
REPORTING ACTIVITY		ANNUAL REPORT	MO	DAY	YR
UIC NUMBER		INTERIM REPORT	MO	DAY	YR
INCOME AND EXPENSE STATEMENT			TOTALS		LINE
1	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD			\$	1
	CASH RECEIPTS				
2	RESALE OPERATION INCOME (FOOD & BEVERAGE)			\$	2
3	OTHER INCOME (ATTACH ADDENDUM)			\$	3
4	TOTAL CASH RECEIPTS (Line 2 + Line 3)			\$	4
	CASH EXPENDITURES				
5	RESALE MERCHANDISE PURCHASED (FOOD & BEVERAGE)			\$	5
6	SALARIES AND WAGES			\$	6
7	REPAIRS AND MAINTENANCE			\$	7
8	LAUNDRY			\$	8
9	EXPENDABLE PROPERTY/SUPPLIES EXPENSE			\$	9
10	NON EXPENDABLE PROPERTY EXPENSE			\$	10
11	OTHER EXPENSE (ATTACH ADDENDUM)			\$	11
12	TOTAL CASH EXPENDITURES (Lines 5 through 11)			\$	12
13	NET WORTH (CASH) AT END OF PERIOD (Lines 1+4 minus 12)			\$	13

Figure 10-1, Decentralized Mess Financial Statement.

DECENTRALIZED MESS FINANCIAL STATEMENT SAMPLE FORMAT			
LINE	RECAPITULATION OF NET WORTH (CASH)	TOTAL	LINE
14	GENERAL CHECKING ACCOUNT	\$	14
15	SAVINGS ACCOUNT	\$	15
16	PETTY CASH FUND	\$	16
17	UNDEPOSITED CHECKS/CASH ON HAND	\$	17
18	TOTAL NET WORTH (CASH) CARRIED FORWARD (Must equal the figures on Lines 13 & 22)	\$	18
	RECONCILIATION OF CASH TRANSACTIONS		
19	NET WORTH (CASH) BROUGHT FORWARD BEGINNING OF PERIOD (Line 1 amount)	\$	19
20	TOTAL CASH RECEIPTS (Total Lines 2 and 3)	\$	20
21	TOTAL CASH EXPENDITURES (Total Lines 5 through 11)	\$	21
22	TOTAL NET WORTH (CASH) AT END OF PERIOD (Lines 19 & 20 minus line 21)	\$	22
	STATISTICAL DATA		
		FULL TIME	PART TIME
23	MILITARY PAID FROM NONAPPROPRIATED FUNDS		23
24	CIVILIANS PAID FROM NONAPPROPRIATED FUNDS		24
25	TOTAL NONEXPENDABLE PROPERTY (Must equal total of property/equipment inventory record)	\$	25
26	TOTAL OPTAR FUNDS DISBURSED FOR THE DECENTRALIZED MESS DURING CURRENT FISCAL YEAR	\$	26
	CERTIFICATION		
I Certify that the Decentralized Mess Financial Statement (NAVPERS 1746/14) is correct and that there are no unreported receipts or expenditures.			
CUSTODIAN OR MEMBER OF AUDIT BOARD _____ (Signature) _____ (Date)			
I, duly detailed, have audited the Decentralized Mess Financial Statement. I certify that it accurately represents the condition of the Fund and that all disbursements are in accord with the existing regulations. Conditions are satisfactory except where noted.			
SENIOR MEMBER OF AUDIT BOARD _____ (Signature) _____ (Date)			
APPROVED _____ (Commanding Officer Signature) _____ (Date)			

Figure 10-1, Decentralized Mess Financial Statement (Cont'd).

The following pages contain forms or examples of forms used by EAs to perform many of the tasks described in this handbook:

Sample Work Schedule

WEEK OF:	MON	TUE	WED	THUR	FRI
CLEAN COMMON AREAS					
FOOD PREPARATION (Breakfast/Lunch Dinner)					
UNIFORMS:					
LAUNDRY					
IRONING					
DRY CLEANING					
SHINE/CLEAN SHOES/BRASS					
ERRANDS:					
COMMISSARY					
SHOPPETTE/PACKAGE STORE					
EXCHANGE					
SERVICE STATION					
POST OFFICE					
MILITARY CLOTHING SALES					
LAWN CARE:					
WATER PLANTS					
MOW/EDGE					
PRUNE HEDGES					
WEED/MULCH FLOWER BEDS					
MISCELLANEOUS OUTDOOR DUTIES:					
WASH WINDOWS					
SWEEP GARAGE/WALKS					
SWEEP/WASH PATIO					
CLEAN FIREPLACE					
OTHER:					
OIL WOOD FURNITURE					
POLISH SILVER					

Work Order Tracking Form

Shopping List

	BREAD	FROZEN	SNACKS, CEREAL
	Rolls	OJ	Cookies
	Hot Dog Buns	Corn	
	Bagels	Peas	
	Hamburger Buns	Green Beans	Crackers
	Italian Bread	Broccoli	
	White Bread	Mixed Vegetables Ff	
	Whole Wheat	Stir Fry Vegetables	Chips
		Waffles Frozen	
	CLEANING SUPPLIES	Pie Crust	
	Aluminum Foil	Puff pastry	Cold Cereals
	Plastic Wrap	Phyllo	
	Wax Paper	Ice Cream	
	Zip Lock Bags 1 Gal, 1 Qt.		Oatmeal
	Paper Towels, Bounty		Snack Cakes
	Dishwasher Soap	SPICES	
	Liquid Dish Soap	Thyme	Popcorn
	Kitchen Bags, 13 Gal.	Dill	Mints
	Kleenex cube box	Caraway Seed	Nuts
	Napkins	Fennel Seed	
	Light Bulbs	Ground Cumin	
	Toilet Paper	Garlic Powder, Salt	
	Lysol Bathroom Cleaner	Chili Powder	
	Pledge	Italian Seasoning	
	Furniture Polish	Lawry's Seasoning Salt	
	Fabric Softener	Pepper	
	Dryer Sheets	Salt	
	Bleach	Other Spices	
	Cheer Laundry Detergent		
	Starch		
	Sponges		
	BAKING PRODUCTS	SOUPS	PERSONAL CARE
	Flour	Beef Bouillon cubes	
	Sugar	Chicken Bouillon cubes	
	Brown Sugar	Chicken Broth FF	
	Com Starch	Chicken Noodle	
	Baking Powder	Cream of Celery	
	Baking Soda	Cream of Chicken	
	Bisquick	Cream of Mushroom	
	Brownie Mix	Tomato Soup	
	Cake Mix		
	Chocolate Chips		
	Bakers Choc. Semi-Sweet		
	Sweetened Condensed Milk		

Packing List

Trip Dates: _____ to _____

Admirals Measurement Sizes

- | | |
|--|--|
| <input type="checkbox"/> Pants (____ inseam) | <input type="checkbox"/> Uniform Shirt |
| <input type="checkbox"/> Jacket Dress | <input type="checkbox"/> Coat |
| <input type="checkbox"/> Under pants | <input type="checkbox"/> T- Shirt |
| <input type="checkbox"/> Shoes | <input type="checkbox"/> Belt |
| <input type="checkbox"/> Hat size | <input type="checkbox"/> Neck size |

Additional Female Flag Officer Uniform Requirements

- | | |
|--------------------------------|--|
| <input type="checkbox"/> Skirt | <input type="checkbox"/> Stockings/ Hose |
| <input type="checkbox"/> Bra | <input type="checkbox"/> Girdle |

Service Khaki's

- | | |
|---|---|
| <input type="checkbox"/> Khaki Shirt | <input type="checkbox"/> Khaki Trousers |
| <input type="checkbox"/> Khaki Belt w/ Gold Tip | <input type="checkbox"/> Khaki Garrison cover |
| <input type="checkbox"/> Gold Belt Buckle | <input type="checkbox"/> Black/Brown Leather Shoes |
| <input type="checkbox"/> Top 3 Ribbons | <input type="checkbox"/> Warfare Designator's |
| <input type="checkbox"/> Name Tag | <input type="checkbox"/> Command Pin & Sm. Cookies |
| <input type="checkbox"/> Collar Stars | <input type="checkbox"/> Garrison Cover Stars & Crest |
| <input type="checkbox"/> Black Socks | |

Additional Female Flag Officer Uniform Requirements

- | | |
|--------------------------------|---|
| <input type="checkbox"/> Skirt | <input type="checkbox"/> Earrings |
| <input type="checkbox"/> Pumps | <input type="checkbox"/> Hair Accessories |
| <input type="checkbox"/> Hose | |

Dress Blue Uniform

- | | |
|--|--|
| <input type="checkbox"/> Dress Blue Suit Jacket | <input type="checkbox"/> Dress Blue Trousers |
| <input type="checkbox"/> Black Trouser Belt w/Gold Tip | <input type="checkbox"/> Gold Belt Buckle |
| <input type="checkbox"/> White Dress Shirt w/ Epilates | <input type="checkbox"/> Set of Soft Shoulder Boards |
| <input type="checkbox"/> Black Tie | <input type="checkbox"/> Tie Clip |
| <input type="checkbox"/> Cuff Links | <input type="checkbox"/> Combination Cover |
| <input type="checkbox"/> Full Ribbon Rack | <input type="checkbox"/> Warfare Designator Pins |
| <input type="checkbox"/> Name Tag | <input type="checkbox"/> Command Pin & Lg. Cookies |
| <input type="checkbox"/> Extra Combination Cloth Cover | <input type="checkbox"/> Black Shoes |
| <input type="checkbox"/> Sword w/ Tassel & Sheath | <input type="checkbox"/> Sword Belt |
| <input type="checkbox"/> Black Dress Socks | |

Additional Female Flag Officer Uniform Requirements

Skirt Hose Brushed Gold Earrings
 Pumps Hair Accessories

Navy Working Uniform (NWU)

Blouse Trousers Khaki Belt and Buckle
 Boots Blue T-Shirt NWU Cover Black Socks

Civilian Attire

CIVILIAN CASUAL: _____

<input type="checkbox"/> Dress Shirt Long Sleeve	<input type="checkbox"/> Shirt Short Sleeve
<input type="checkbox"/> Polo Shirt	<input type="checkbox"/> Shirt Aloha
<input type="checkbox"/> Belt	<input type="checkbox"/> Shoes
<input type="checkbox"/> Casual Suit Coat	<input type="checkbox"/> Socks
<input type="checkbox"/> T- Shirts	<input type="checkbox"/> Underwear
<input type="checkbox"/> Hat	<input type="checkbox"/> White T-Shirts
<input type="checkbox"/> Gloves	<input type="checkbox"/> Shorts
<input type="checkbox"/> Golf Attire	<input type="checkbox"/> Sweater
<input type="checkbox"/> Sweat Shirt	<input type="checkbox"/> Batik Shirt (for travel in Asia)

Additional Female Flag Officer Uniform Requirements

<input type="checkbox"/> Light Weight Jacket	<input type="checkbox"/> Skirts
<input type="checkbox"/> Dress Slacks	<input type="checkbox"/> Pants Suit
<input type="checkbox"/> Dress Jacket	<input type="checkbox"/> Sweaters
<input type="checkbox"/> Sandals	<input type="checkbox"/> Collard Shirts
<input type="checkbox"/> Jewelry	

CIVILIAN FORMAL

<input type="checkbox"/> Dress Suit Coat	<input type="checkbox"/> Dress Suit Pants
<input type="checkbox"/> Long Sleeve Dress Shirts	<input type="checkbox"/> Dress Tie
<input type="checkbox"/> Tie Clip	<input type="checkbox"/> Cuff Links
<input type="checkbox"/> White Handkerchief	<input type="checkbox"/> Dress Socks
<input type="checkbox"/> Dress Shoes	<input type="checkbox"/> Dress Belt
<input type="checkbox"/> Suspenders	

Additional Female Flag Officer Uniform Requirements

<input type="checkbox"/> Dress Slacks	<input type="checkbox"/> Pants Suit
<input type="checkbox"/> Dress (Depending on Event)	<input type="checkbox"/> Dress Shirt
<input type="checkbox"/> Jacket (Blazer)	<input type="checkbox"/> Bras
<input type="checkbox"/> Jewelry	

PHYSICAL TRAINING GEAR

P.T. Shirt

P.T. Shorts

White Socks

Running Shoes

Jock

Towel

Gym Bag

Weight Gloves

Time Piece/ stop watch

Additional Female Flag Officer Uniform Requirements

Sports Bra

Hair Ties / Burettes

TOILETRIES

HEARING AID

HEARING AID BATTERIES

COMB

SPARE GLASSES

TOOTH BRUSH

TOOTH PASTE

DENTAL FLOSS

MOUTH WASH

DEODORANT

RAZOR

SHAVING CREAM

AFTER SHAVE LOTION

MEDICATION _____

Additional Female Flag Officer Uniform Requirements

Curling Iron / Straightener

Brush

Make Up and Accessories

Tampons

Hairspray

Nail Polish / Remover

Lotion

Nail Clippers

Emory Boards

Hair Dryer

Perfume

LUGGAGED CHECKED BY: _____

Official Entertainment Sheet

ADMIRAL DORIGHT
Official Entertainment Balance Sheet

EVENT: Dinner	DATE: 1 April 2006	
IN HONOR OF: HON Slater		
FOOD VENDOR	COST	RECEIPT #
Fort Myer Commissary	\$ 152.79	1
Fort Myer Commissary	\$ 74.36	2
Sutton Place Gourmet	\$ 64.23	3
TOTAL FOOD COST	\$ 291.38	
TABLE ARRANGEMENTS		
Royal Floral Designs	\$ 50.00	4
BEVERAGES		
Fort Myer Class 6	\$ 63.20	5
ADDITIONAL HELP	\$ 100.00	6
TIPS	\$ 4.00	7
TOTAL COST OF GOODS	\$ 508.58	
NUMBER OF GUESTS SERVED	12	
TOTAL COST PER GUEST	\$ 42.38	
<i>FOOD COST PER GUEST</i>	<i>\$ 24.28</i>	

Liquor Inventory Control

Contingency Fund		Liquor Inventory						
Brand Name	QTY START	QTY ADDED	COST (per bottle)	USED (in tenths)	AMOUNT ON HAND	TOTAL COST	C	
Smirnoff Vodka	1	0	\$ 8.90	0	1			
Beefeater Gin	0.6	0	\$ 20.15	0.1	0.5	\$ 2.02		
Glen Fiddich	0.9	0	\$ 28.00	0.1	0.8	\$ 2.80		
Chivas Regal	1.3	0	\$ 24.50	0	1.3			
Bacardi White Rum	0.3	0	\$ 8.80	0	0.3			
Jack Daniels	1.2	0	\$ 13.99	0.1	1.1	\$ 1.40		
Drambuie	0.8	0	\$ 29.50	0	0.8			
Grand Marnier	0.9	0	\$ 30.50	0.1	0.8	\$ 3.05		
Courvoisier VSOP	0.4	0	\$ 37.00	0	0.4			
Remy Martin	1	0	\$ 33.95	0.1	0.9	\$ 3.40		
DOM B & B	0.5	0	\$ 26.50	0	0.5			
Myers Dark Rum	0.2	0	\$ 18.00	0	0.2			
Amaretto Di Saronno	1	0	\$ 19.00	0	1			
Baileys Irish Cream	0.5	0	\$ 18.05	0.1	0.4	\$ 1.81		
Noilly Pratt	0.4	0	\$ 6.70	0	0.4			
Pernod	0.9	0	\$ 19.90	0	0.9			
Black Forest Brandy	0.8	0	\$ 30.80	0	0.8			
Schonauer Apfel Schnapps	0.8	0	\$ 13.00	0	0.8			
Chambord	0.7	0	\$ 22.45	0	0.7			
Sandeman Madeira	0.4	0	\$ 11.45	0	0.4			
Sandeman Founders Reserve Porto	1.1	0	\$ 10.75	0	1.1			
Savory & James "Fino" Dry Sherry	0.4	0	\$ 7.65	0.1	0.3	\$ 0.77		
Cuvee de Bord Languedoc	2	0	\$ 7.35	0	2			
Robert Mondavi Cabernet Sauvignon	3	3	\$ 6.70	4	2	\$ 26.80		
Beringer Merlot	2	0	\$ 8.95	0	2			
Georges DuBoeuf Chardonnay	2	3	\$ 4.75	2	3	\$ 9.50		
Beaulieu Vineyards Merlot	2	3	\$ 7.95	3	2	\$ 23.85		
Beaulieu Vineyards Chardonnay	1	0	\$ 7.95	0	1			
Beaulieu Vineyards Sauvignon Blanc	1	3	\$ 7.95	3	1	\$ 23.85		
Korbel Brut	0	3	\$ 10.35	2	1	\$ 20.70		
Heineken	3	12	\$ 1.00	3	12	\$ 2.99		
TOTALS						\$122.92	\$	

Sample Furniture inventory

Description	Inventory #
Chair, wing	5551212
Sofa, white	5551213
Table, dining	5551214

Sample Silverware inventory

Description	on hand	Authorized
Dinner Fork	6	36
Salad Fork	4	36
Breakfast Fork	4	36

Sample Glassware inventory

Description	on hand	Authorized
Water glass	6	36
White wine	4	36
Red wine	4	36

Below is sample of the Request for Permission to Engage in Off-Duty Employment.

REQUEST FOR PERMISSION TO ENGAGE IN OFF-DUTY EMPLOYMENT			
<ul style="list-style-type: none"> Soldiers may require prior approval of outside employment or activities, and may prohibit such activities if they will detract from readiness or pose a security risk. This authority is derived from Secretary of Defense's Title 10 authority to maintain military readiness and must be tied to a legitimate military mission requirement. Soldiers may not engage in outside activities that conflict with their official duties if such activities are prohibited by statute or regulation, or would require their disqualification from matters critical to their office. 			
Last Name – First Name – Middle Name	Grade	SSN	
Unit	Duty Position		
Employer Data			
Name of Proposed Employer	Nature of Business	Product or Services Sold, Manufactured, or Provided	
Place of Employment (list all sites where work will be performed)		Anticipated Hours	
		Day	Start Time
		Sun	
		Mon	
		Tue	
		Wed	
		Thu	
		Fri	
		Sat	
		Total Hours	
<p>I understand that permission to engage in this outside employment may be revoked by the approval authority or higher authority upon determination that the employment is prohibited by statute or regulation. Permission may also be revoked if my duty performance falls below acceptable standards or for other reasons in the best interest of the U.S. Navy. I understand that my official duty requirements are to be my first focus and that I can be disciplined if I fail in my official duty requirements. I understand that I may be ordered to cease outside employment if my official duty requirements are not maintained and that I am required to schedule a minimum 6-hour rest period. I understand that I must seek advance approval using the directed chain of command and that I agree to cooperate fully and willfully with my chain of command.</p>			
SIGNATURE OF INDIVIDUAL SEEKING OUTSIDE EMPLOYMENT		Date	
<p>COMMENTS OF SUPERVISOR: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>			
SIGNATURE OF SUPERVISOR		Date	
<p>I have personally reviewed this report. I do not believe that this individual's outside employment will detract from unit readiness or pose a security or a safety risk. Accordingly, I see no reason to prohibit this individual from performing the proposed outside employment.</p>			
TYPED NAME, GRADE AND SIGNATURE OF APPROVING OFFICIAL		Date	

Figure 10-2, Request for Permission to Engage in Off-Duty Employment.

SUMMARY:

In this chapter, we identified the duties and responsibilities of the records keeper in completing the Decentralized Mess Financial Statement. We also discussed the different forms used by the EA Performing tasks for shopping, work schedules, inventories and packing lists. Identified monthly household cost reports and entertainment balance sheet also provided is a sample request for outside employment form

APPENDIX I

ACRONYMS USED IN THIS TRAMAN

ACOS	<i>Assistant Chief of Staff</i>
COMNAVSUPSYSCOM	<i>Commander, Naval Supply Systems Command</i>
COS	<i>Chief of Staff</i>
DOD	<i>Department of Defense</i>
DV	<i>Distinguished Visitor</i>
ECM	<i>Enlisted Community Manager</i>
FSO	<i>Food Service Officer</i>
ORF	<i>Official Representation Funds</i>
POC	<i>Point of Contact</i>
PPV	<i>Protocol Office and public/private venture housing</i>
ACOS	<i>Assistant Chief Of Staff</i>
BUPERS	<i>Bureau of Naval Personnel</i>
CNIC	<i>Commander Naval Installations Command</i>
COMNAVSUPSYSCOM	<i>Commander Naval Supply Systems Command</i>
CONUS	<i>Continental United States</i>
COS	<i>Chief Of Staff</i>
CS	<i>Culinary Specialist</i>
DCUs	<i>Desert Camouflage Uniform</i>
DOD	<i>Department Of Defense</i>
DV	<i>Distinguished Visitors</i>
EA	<i>Enlisted Aide</i>
ECM	<i>Enlisted Community Manager</i>
EIP	<i>Equipment in Place</i>
FSO	<i>Food Service Officer</i>
HAACP	<i>Hazard Analysis Critical Control Points</i>
IAW	<i>In Accordance With</i>
IFSEA	<i>International Food Service Executives Association</i>
JAG	<i>Judge Advocate General</i>
NPC	<i>Navy Personnel Command</i>

<i>NWUs</i>	<i>Navy Working Uniform</i>
<i>OCONUS</i>	<i>Outside Continental United States</i>
<i>OPTAR</i>	<i>Operating Target</i>
<i>OPTEMPO</i>	<i>Operating Tempo</i>
<i>ORF</i>	<i>Official Representation Funds</i>
<i>PAO</i>	<i>Public Affairs Officer</i>
<i>POC</i>	<i>Point of Contact</i>
<i>POV</i>	<i>Privately Owned Vehicle</i>
<i>PPV</i>	<i>Public/Private Venture</i>
<i>RAMCAS</i>	<i>Recreational and Mess Central Accounting</i>
<i>SOP</i>	<i>Standard Operating Procedures</i>
<i>TDY</i>	<i>Temporary Duty</i>
<i>UCMJ</i>	<i>Uniform Code of Military Justice</i>
<i>UIC</i>	<i>Unit Identification Code</i>
<i>VIP</i>	<i>Very Important Person</i>
<i>RAMCAS</i>	<i>Recreational and Mess Central Accounting System</i>

APPENDIX II

REFERENCES USED TO DEVELOP THE TRAMAN

<i>BUPERSINST1710.11 (series)</i>	<i>Recreational and Mess Central Accounting System (RAMCAS)</i>
<i>Department of Defense DOD 5500.7 (series)</i>	<i>Joint Ethics Regulations</i>
<i>DOD Directive 1315.9 (series)</i>	<i>Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers</i>
<i>NAVMED P5010</i>	<i>Bureau of Medicine and Surgery's Manual Of Naval Preventive Medicine</i>
<i>NAVPERS 15665I</i>	<i>Navy Uniform Regulations</i>
<i>NAVSUP P486</i>	<i>Food Service Management</i>
<i>OPNAV INSTRUCTION 1306.3 (series)</i>	<i>General Messes</i>
<i>SECNAVINST 1306.2 (series)</i>	<i>Guidance for use of Enlisted Aides</i>
	<i>Utilization of Enlisted Aides on Personal Staffs</i>

“Service Etiquette“Fifth edition, Author: Conetsco / Hart, ISBN:
9781591143574.

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Assignment Questions

Information: The text pages that you are to study are provided at the beginning of the assignment questions.

ASSIGNMENT 1

Textbook Assignment: “Enlisted Aide Overview”, Chapter 1; “Duties and Responsibilities”, Chapter 2.

1-1. What is the first requirement needed to be assigned as an Enlisted Aide?

1. 5.0 on my last 3 evaluations
2. Letter of recommendation from your CO
3. Have a chef certification
4. Have a Special Programs Screening

1-2. What is my primary job while working as an Enlisted Aide.

1. Provide support and assistance to assigned Flag Officer
2. Cook Meals
3. Wash clothes and iron
4. Travel before the Flag Officer to correctly set up his meetings

1-3. What is the minimum type of security clearance required to be an Enlisted Aide?

1. Confidential
2. Secret
3. Top Secret
4. No Clearance

1-4. All are duties of the Enlisted Aide except:

1. Maintain Flag Officer Uniforms
2. Care and Feeding of Flag Officer's pets
3. Daily Food Service Operations
4. Preparation of Official Events

1-5. Who would you contact to find out who is the Senior Enlisted Aide Advisor in my area of operation?

1. Commander of Naval Personnel Command
2. Culinary Specialist Detailer
3. Special Programs Detailer
4. EA/Flag Mess Detailer

1-6. Which billet assignment is not available for Enlisted Aides?

1. Flag House
2. Flag Mess
3. Flag afloat
4. Field Mess

1-7. While in Quarters, what household maintenance is assisted by Enlisted Aides?

1. Provide care of government furnishings
2. Does lawn care
3. Walks pets
4. Repair personal furnishings

1-8. Which duty is not a requirement for the Enlisted Aide Community Manager?

1. Recruits candidates for the EA program
2. Orders new items for Quarters
3. Briefs Flag Officers and their spouses
4. Takes care of all official social events

1-9. Payment must be provided by the Flag Officer to the EA for personal services to comply with all ethical rules found in what publication?

1. DOD.5500.7
2. NAVPERS 5500.7
3. DOD 1315.9
4. OPNAVIST 1306.3

1-10. What is the SEA/SHORE Flow for EA's?

1. 4 years sea / 3 years shore
2. 3 years sea / 3 years shore
3. 2 years sea / 3 years shore
4. 5 years sea / 2 years shore

1-11. Which of the following references provide guidance for EA's?

1. OPNAVINST 1306.3 (series)
2. SECNAVINST 1306.3 (series)
3. DOD Directive 1315.9
4. NAVPERS 1306/7

1-12. Which of the following can be authorized to compensate for working extra hours?

1. Overtime pay
2. Special Liberty
3. Uncharged Leave
4. Special Duty Assignment Pay

1-13. Which of the following tasks are authorized to be performed by EA's?

1. Receiving and maintaining records of telephone calls
2. Acting as a chauffeur for dependents and others for personal benefit
3. Purchase food for pets
4. Planting a large tree

1-14. Which form is the enlisted personnel action request?

1. NAVPERS 1306/92
2. NAVPERS 1306/7
3. NAVPERS 1315.9
4. NAVPERS 1070/613

1-15. How many hours make up a standard work day?

1. 8
2. 12
3. 10
4. 9

1-16. In the Washington DC area, which facility is available to provide informal "hands-on" training to EAs?

1. The White House
2. The SECNAV Executive Dining Room
3. Camp David
4. Chairman Joint Chief of Staff

1-17. What is the policy regarding restrictions on the use of EAs?

1. NAVPERS 1070/613
2. OPNAVINST 1306.3
3. DOD Directive 1315.9
4. NAVPERS 1306/92

1-18. Which is the Enlisted Aide Acceptance Form?

1. DOD Directive 5124.02
2. SECNAVINST 7042.7
3. NAVPERS 1070/613
4. NAVPERS 1306/7

1-19. The EA/Flag Mess CS will employ sanitation handling and storage techniques based on what publication?

1. NAVSUP 335
2. NAVMED P5010
3. NAVMED 1090
4. NAVSUP 1059

1-21. During official social events, the flag mess will assist the scheduling of events by coordinating with which of the following?

1. Flag Officer and his spouse
2. Protocol Officer and the Flag Aide
3. Flag Secretary and the Protocol Officer
4. Enlisted Aide and the Officer Aide

1-20. The Consolidated Afloat Requisitioning Guide Overseas (CARGO), NAVSUP P-4998, is issued annually through what office or organization?

1. Defense Logistics Agency
2. Defense Personnel Support Center
3. Fleet Material Support Office
4. NAVSUP

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ASSIGNMENT 2

Textbook Assignment: “Executive Mess/Flag Mess Operations”, Chapter 3; “Quarters Operations”, Chapter 4; “Protocol”, Chapter 5.

2-1. What person is responsible for service, care and maintenance of quarters afloat?

1. Leading Culinary Petty Officer
2. Stateroom Supervisor
3. Mess Caterer
4. Chief of Staff

2-2. What person oversees the daily flag mess operations?

1. Mess Caterer
2. Mess Treasurer
3. Chief of Staff
4. Leading Culinary Petty Officer

2-3. What paygrade requires making beds and change of linen?

1. O-4 and above
2. O-5 and above
3. Flag Officer only
4. All Flag Staff Officers

2-4. Which service is often used in the Flag Mess when there are no guests available?

1. Formal Service
2. Semi-Formal Service
3. Family Style Service
4. Cafeteria Style Service

2-5. Which Semi-Formal Service is usually provided for breakfast?

1. Buffet Style
2. A la Carte Style
3. American Style
4. Family Style

2-6. What is the ideal spacing from center plate to center plate on a family style seating?

1. 24 inches
2. 36 inches
3. 12 inches
4. 15 inches

2-7 How far from the edge of the table is silverware placed in a setting?

1. 0.5 inch
2. 1.0 inch
3. 1.5 inches
4. 2 inches

2-8. Which piece of silverware is placed on the left of the plate in a setting?

1. Folk
2. Knife
3. Tea Spoon
4. Table Spoon

2-9. Where is the Oyster Folk Placed in a setting?

1. Left side next to the folk
2. Top side of the plate below the salt and pepper shakers
3. Right side next to the spoon
4. Right side next to the knife

2-10. Where is the bread and butter plate w/butter knife placed in a setting?

1. Left of the dinner plate
2. Right of the dinner plate
3. Left of the folks
4. Top of the dinner plate

2-11. What is the purpose of a place card?

1. To count how many settings
2. Used as part of a centerpiece
3. To eliminate confusion in seating arrangements
4. To tell the guest who they are

2-12. What temperature should hot foods be in Buffet Service?

1. 160 degrees and above
2. 135 degrees and above
3. 150 degrees and above
4. 110 degrees and above

2-13. Where does the Guest of Honor be seated?

1. To the left of the Host
2. To the right of the Host
3. To the right of the Mess Caterer
4. Across from the Mess Caterer

2-14. When serving guests, what is served from the right?

1. Soup
2. Salad
3. Main Course
4. Beverages

2-15. What item is served from the left?

1. Dessert
2. Water
3. Tea
4. Coffee

2-16. Which side of the guest do you pick up dishes?

1. Left
2. Right
3. Across the table
4. Wait until guest leave the seating area

2-17. What space in the Flag House is EAs prohibited from cleaning?

1. Dining Room
2. Common Bathroom
3. Children's Bathroom
4. Sitting Room

2-18. What duty is the responsibility of the EA?

1. Cleaning and maintaining quarters
2. Cleaning attics/basements
3. Cleaning Spouse/Children's Bathrooms
4. Cleaning Garages

2-19. Which of the following is not a permissible task for an EA to perform?

1. Steam clean carpets
2. Clean Chandeliers
3. Stripping and waxing floors
4. Washing the Flag Officer's private vehicle

2-20. Which should be used to dry crystal when polishing?

1. A sham wow
2. Paper towels
3. Cotton towels
4. A lint free cloth

2-21. When polishing wooden furniture what is the proper buffing method?

1. With the grain of the wood
2. Against the grain of the furniture
3. In a circular motion
4. Against the grain of the wood

2-22. What is the first thing an EA should do before cleaning and caring for furniture in quarters owned by the residents?

1. Read the manufacturer's instructions for care on antique pieces.
2. Google furniture care on your laptop
3. Clean with cleaning supplies already on hand
4. Ask the residents for guidance

2-23. What is the best way to coordinate cleaning?

1. Wait for the residents to complain
2. Create a weekly cleaning bill
3. Call your regional coordinator daily for guidance
4. Ask the residents what needs to be done

2-24. Protocol is a combination of what of the following?

1. Customs and Traditions
2. Safety and Security
3. Good Manners and Common Sense
4. Order and Discipline

2-25. Etiquette represents which of the following?

1. Stability
2. Education
3. Status
4. Good Manners

2-26. Which of the following is not the most important expression when in a social environment?

1. What's up?
2. Please
3. Thank you
4. You are welcome

2-27. What is traditionally expected from military personnel when assigned a task?

1. Complete task at their own pace and timeline
2. Should not offer excuses to justify failure
3. Pick the only task they want
4. Pass the task to subordinates

2-28. Who established the Standard of Conduct for the Enlisted Aide of the Executive Branch?

1. Office of the Department of Labor
2. Office of Government Ethics
3. Secretary of the Navy
4. Chairman Joint Chiefs of Staff

2-29. Which is a true statement for an EA?

1. Shall not solicit or except a gift given because of his/her official position or from a prohibited source
2. Accept monetary gifts from contractor dealing with DOD
3. Accept gifts for a lower paid EA
4. Give or solicit a gift for an Official Superior

2-30. When terminating a superior-subordinate relationship, what is the maximum total value of a gift that can be given?

1. \$500.00
2. \$300.00
3. \$200.00
4. No limit

2-31. Which one of the following statements is not a violation of the Criminal Conflict of Interest Statute?

1. An Enlisted Aide can use his/her position to obtain future employment
2. An Enlisted Aide can use his/her position for financial gain
3. An Enlisted Aide is prohibited in using his/her position for the financial gain of his/her spouse, child, or general partner
4. An Enlisted Aide is exempted from the stature due to his/her military service

2-32. An EAs outside employment and other activities must comply with which of the following regulations?

1. 5 USC 4111
2. 18 USC 203 and 205
3. 5 USC 7342
4. NAVSUP 486

ASSIGNMENT 3

Textbook Assignment: “*Entertaining and Planning*”, Chapter 6.

3-1. What person is responsible for menu cards, seating charts and place cards for Official Events?

1. Flag Secretary
2. Executive Assistant
3. Protocol
4. Flag Writer

3-2. When producing a menu for an Official Event which factor does not apply?

1. Number of Guests
2. Known of perceived Dietary Restrictions
3. Time, Season, and Weather
4. Color of Linens

3-3. When using more than one server during a plated service, one server starts meal service with the person to the right of the host, where does the second server start their service from?

1. Left of the Hostess or Guest of Honor
2. Right of the Hostess or Guest of Honor
3. Right of the next senior person at the table
4. Left of the next senior person at the table

3-4. When should you remove dishes from the table after each course?

1. After a discussed time limit
2. When all guests have finished
3. When the Host has finished
4. When the Guest of Honor has finished

3-5. How many courses are usually served during a formal meal?

1. 2-3
2. 3-4
3. 4-5
4. 6-7

3-6. What is the normal time a Tea Service would be served?

1. 1200-1600
2. 1600-2000
3. 0600-1000
4. 1000-1400

3-7. Cocktails are often offered how long before Luncheons and or Dinners?

1. 15 minutes
2. 30 minutes
3. 45 minutes
4. 60 minutes

3-8. For a formal dinner, where are the place cards placed in the setting?

1. Above the salt and pepper shakers
2. Above the salad folk
3. Above the dinner knife
4. In front of the salt and pepper shakers above the charger

3-9. What wine would be recommended for a seafood course with a cream sauce?

1. Sherry
2. Merlot
3. Semillon
4. Pinot Noir

3-10. What wine would be recommended for a beef course?

1. Pinot Gris
2. Merlot
3. Sauvignon Blanc
4. Viognier

3-11. What would be the best wine to serve with a dessert course?

1. Syrah
2. Merlot
3. Late Harvest Riesling
4. Chardonnay

3-12. What is the demitasse spoon used for?

1. Serve sugar
2. Stir espresso/Turkish coffee
3. Stir Iced Tea
4. Serve Soup

3-13. What are dinner folks used for during a formal service?

1. Hold meat while carving
2. Entrée course during dinner
3. A secondary salad folk
4. A secondary desert folk

3-14. What is the cocktail fork used for?

1. Making tartar sauce
2. Making cocktail sauce
3. Appetizers and shrimp
4. Stir Cocktails

3-15. A description of a sugar spoon includes which of the following?

1. Resembles a teaspoon or cream soup spoon
2. Made of sugar
3. Resembles a tablespoon
4. Resembles an iced tea spoon

3-16. What are the two causes of glass breakage?

1. Clumsy servers and dishwashers
2. Poor quality glass and untrained glass makers
3. Physical impact and thermo shock
4. Receiving and Stowage

3-17. Which is a suitable table arrangement for breakfast?

1. An ice craving
2. Simple arrangement of flowers
3. A plate with parley and tomatoes
4. A fountain

3-18. At a minimum, how many glasses, by type, should be stacked at a standard bar?

1. 6
2. 8
3. 10
4. 12

3-19. Red Wine should be stored at what temperature?

1. Storeroom temperature
2. 72 degrees F
3. 55 degrees F
4. 90 degrees F

3-20. How should beer be stored prior to service?

1. Put in garage
2. Placed in ice chest four hours prior
3. Stack behind bar
4. Stacked under bar

3-21. How long after the host greets the guest should they be offered a drink?

1. Never, they can walk to the bar
2. Within 2 minutes
3. Within 5 minutes
4. Within 7 minutes

3-22. What can be done to candles to make them drip less and burn longer?

1. Microwave 15 minutes prior to use
2. Dip wick in vinegar prior to lighting
3. Chill several days prior to event
4. Chill for 1 hour prior to use

3-23. What should be the maximum height of a center piece?

1. 10 inches
2. 8 inches
3. 6 inches
4. 4 inches

3-24. How many inches of table space should there be for each guest at a dining table?

1. 14 inches
2. 12 inches
3. 24 inches
4. 26 inches

3-25. When setting a table what is placed on the table before applying the tablecloth?

1. Lace placements
2. Silence pads
3. Pledge
4. Place mats

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ASSIGNMENT 4

Textbook Assignment: “Uniforms”, Chapter 7; “Special Furnishings”, Chapter 8.

4-1. How many inches is full dress medals mounted from the left side pocket?

1. 1/8 inch
2. 1/4 inch
3. 1/2 inch
4. 1 inch

4-2. What devices, if any, should be worn on the ride side in full dress uniform?

1. Large medals
2. Warfare device
3. Ribbon Bar
4. None

4-3. Where is the command badge placed on a female uniform?

1. Left center pocket
2. Left side 1 inch above warfare device
3. Right side above name tag
4. Right center pocket

4-4. What is the maximum amount of large medals in an overlapping row?

1. 3
2. 4
3. 5
4. 6

4-5. What is the maximum amount of miniature medals that can be worn without overlapping?

1. 3
2. 4
3. 5
4. 6

4-6. If wearing warfare devices, how far above should they be placed above the full dress medals?

1. 1/4 inch
2. 1/16 inch
3. 1/2 inch
4. 1/8 inch

4-7. What medals can be worn on both formal dress and dinner dress?

1. Large medals
2. No medals
3. Miniature medals
4. Either Large or Miniature medals

4-8. How far from the bottom of the left pocket center seam are command badges worn?

1. 1/4 inch
2. 1/2 inch
3. 3/4 inch
4. 1 inch

4-9. How far is the command badge from the bottom of miniature medals on a dinner dress jacket?

1. 1/4 inch
2. 1/2 inch
3. 3/4 inch
4. 1 inch

4-10. When placing the officer's shoulder boards, the end of the anchor chain is in what position?

1. Pointing up on both shoulder boards
2. Pointing down on both shoulder boards
3. Pointing left on both shoulder boards
4. Pointing right on both shoulder boards

4-11. National Flags will be issued to the residents by whom?

1. The installations Commanding Officer
2. The Housing Office
3. The Chaplain's Office
4. Purchased by residents from an authorized vendor

4-12. How often may draw curtains be cleaned at government expense?

1. Every 12 months or at change of occupancy of quarters
2. Semi-annually
3. Replaced never cleaned
4. Monthly

4-13. How is wall to wall carpeting, when installed as a primary floor finish, classified?

1. Real property and paid with construction funds
2. Official property and purchased with ORF funding
3. Personal property and billed to the resident
4. Command property and billed to the installation

4-14. When residents want to replace government owned ranges and refrigerators with personal equipment, who is the approving official?

1. The Housing Liaison
2. The installation Commander or a person that has been delegated
3. The Maintenance Supervisor
4. The Enlisted Aide Regional Coordinator

4-15. When are waterbeds authorized for residents use?

1. Special permission from the Housing Office
2. Frame is constructed of Oak or Cherry wood
3. Mattress is made of organic recycled plastic
4. Medical documentation requiring the use

4-16. Hot tubs are for use in quarters only if:

1. The base pool does not have one in operation
2. There is a heavy amount of official entertaining at those particular quarters
3. Authorization is received from the Housing Office
4. There is documented medical necessity

4-17. When may carpeting be placed over another unserviceable prime floor?

1. In warmer temperature seasons
2. Wool carpet is available at any home improvement store
3. Justification from economic analysis
4. Red and rolled out for dignitaries

4-18. Public entertainment areas include the following except:

1. Formal Dining Room
2. Downstairs Parlors
3. Guests Bathrooms
4. Family Rooms

4-19. Who are Special Command Positions designated by?

1. President of the United States
2. Secretary of Defense
3. Chairman of the Joint Chiefs of Staff
4. Director of Administration and Management Office of the Secretary of Defense

4-20. Which of the following carpets should be avoided when purchasing or replacing?

1. Gray
2. Brown
3. Blue
4. White or off white

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ASSIGNMENT 5

Textbook Assignment: “*Security Crime Prevention and Counterterrorism*”, Chapter 9; “*Official Forms*”, Chapter 10.

5-1. Security crime prevention and counter terrorism falls under whose responsibility?

1. Security Force
2. Enlisted Aide
3. Flag Officer
4. Everyone

5-2. An Enlisted Aide is the primary point of contact for which of the following?

1. Admirals quarters
2. Admirals Aide
3. Flag Secretary
4. Security

5-3. If you receive a phone call for a Flag Officer, and he/she is not available what are the proper procedures?

1. Take a message
2. Tell the caller where the Flag Officer is located
3. Give any information they are requesting
4. Tell the caller to call back another time

5-4. When handling a telephone threat you should do all of the following except?

1. Be courteous
2. Interrupt the caller
3. Take a written message
4. Keep a verbatim record of the conversation

5-5. What question should be asked to the caller if there was a telephone bomb threat?

1. When is the bomb going to explode?
2. What time is it?
3. Why are you calling me?
4. Is this a prank call?

5-6. What communication from the Enlisted Aide, to the Flag Officer, his spouse, and family members should be used in case of a threatening situation?

1. Listening Device
2. Code word
3. Hand shake
4. Cell phone

5-7. When it comes to security in quarters, what things should you be familiar with?

1. Alarm systems
2. Light are turned off
3. Cleanliness
4. Pool Repair

5-8. If a contractor arrives at quarters, which of the following should be done?

1. Ensure they have an appointment
2. Let them in
3. Make sure they have coffee
4. Let them go and repair what they came for.

5-9. What form is used for ashore flag messes for accounting and will enable each activity to reflect transactions during a specific period?

1. NAVSUP Form 1359
2. NAVSUP Form 1746/14
3. NAVSUP Form 338
4. NAVSUP Form 1336

5-10. What is the noun name for the NAVSUP Form 1746/14?

1. Decentralized Mess Financial Statement
2. General Mess Summary Document
3. Flag Mess Ashore Summary Document
4. General Mess Control Record

5-11. What will not be included on the Decentralized Mess Financial Statement?

1. Cash brought forward
2. Laundry expenses
3. Income which is due but not received
4. Total cash expenditures

5-12. When is the last day of the fiscal year?

1. December 31st
2. October 31st
3. January 1st
4. September 30th

5-13. What is money used for from the Operating Target Funds (OPTAR)?

1. Food supplies
2. Office supplies
3. Computer repairs
4. Parts for Aircraft

5-14. How many line entries are on the Decentralized Mess Financial Statement?

1. 22
2. 24
3. 26
4. 28

5-15. Who is the final approval signature on the Decentralized Mess Financial Statement?

1. Commanding Officer
2. Food Service Officer
3. Leading Culinary Specialist
4. Flag Aide

5-16. Who certifies that there are no unreported receipts or expenditure on the NAVSUP Form 1746/14?

1. Food Service Officer
2. Leading Culinary Specialist
3. Records Keeper
4. Senior member of the audit board

5-17. What is the last line on the Decentralized Mess Financial Statement by?

1. Total Cash Receipts
2. Total Un-deposited Checks
3. Total Petty Cash Fund
4. Total OPTAR funds during current fiscal year

**5-18. What will not be shown on the NAVSUP
Form 1746/14?**

1. Cash Receipts
2. Income due/not received
3. Cash Expenditures
4. Repairs and Maintenance

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