

ENLISTED AIDE
TRAINING PROGRAM
THE KEY TO SUCCESS



Contact Information

Training is a key element for the success of any individual or program. Enlisted Aide's are required to successfully complete the Advanced Culinary Skills Training and Enlisted Aide Training courses prior to being assigned as an Enlisted Aide and the subsequent awarding of the Z5 Enlisted Aide Additional Skill Identifier.

Coordination is accomplished directly with the HRC Enlisted Aide Manager if your Enlisted Aide requires either course.

ATRRS Course Information

Advanced Culinary Skills

Course number: 8E-F5/800-F17

Length: 5 weeks

Topics: Meal Planning, Nutrition, Table Service, Buffet, Chef Certification

Enlisted Aide Training

Course number: 800-ASIZ5

Length: 3 weeks

Topics: Permissible/Impermissible Duties; Official Functions; Uniforms; Household Management; Administrative Procedures, Ethics, EA as a profession, EA as a professional



ENTRÉE PREPARED BY AN
ENLISTED AIDE STUDENT

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ENLISTED
AIDE PROGRAM
QUICK
GUIDE

MARCH 2014 VER 1.1

ENLISTED AIDE—QUICK GUIDE

Background:

The Quartermaster School, Joint Culinary Center of Excellence, utilizes a three-pronged approach (talent management, training and education, and policy updates) to ensure the success of the Enlisted Aide Program through the execution of a four-phase management cycle: recruit, select, train, assign and quality assurance.

Governing Policy:

DoDI 1315.09, Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers (October 2, 2007)

Enlisted aides are authorized for the purpose of relieving general officers of those minor tasks and details that, if performed by the officers, would be at the expense of the officers' primary military and official duties.

Consequently, enlisted aide duties must relate to the military and official duties of the general officer and, thereby, serve a necessary military purpose.

No officer may use an enlisted member as a servant to perform duties that contribute only to the officer's personal benefit and that have no reasonable connection with the officer's official responsibilities.



UNIFORM TRAINING



4-COURSE MEAL

Permissibles (Do's)

Household Management

Assisting with the care, cleanliness, and order of assigned quarters, uniforms, and personal military equipment.

Administrative Procedures

Point of contact in the officer's quarters, receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.

Official Functions

Plan, prepare, arrange, and conduct official social functions, activities, and dinners. Purchase, prepare, and serve food and beverages in the officer's quarters. Accomplishing tasks that aid the officer in the performance of the officer's military and official responsibilities, providing security for the quarters, and providing administrative assistance.

Impermissibles (Don'ts)

The following are merely examples rather than an exhaustive list -- of duties that are not appropriate for Enlisted Aides to be assigned to perform:

Maintenance of personal automobiles, including repair, preventive maintenance, and cleaning services. Performing errands and doing laundry for family members and unofficial guests. Baby-sitting, providing supervision for minors. Providing care for pets, to include walking, grooming, and feeding. Maintenance of personal property such as recreational equipment and vehicles. Transporting family members with no official-related duty.

Program Developments:

Major expectation

To foster a culture of values-based decision making, ethics, and stewardship while maintaining the integrity of military professionalism, and preserving the public's trust.

Is There an Education Process for the GO/Spouse Team?

- Yes! Educational material is available for the GO/Spouse team as well as one-on-one sessions with various stakeholders and the Senior Enlisted Aide Advisor

Key Aspects of the Program

- Open to all Soldiers—No experience needed. Training will be provided
- Candidates must be physically and mentally fit; must pass a background security check and selection process
- Additional Skills Identifier (ASI Z5) earned upon successful completion of program requirements
- EA authorizations for GOs are based on official representation duties and not rank or title
- Defined tour lengths for EA duty and return to operational force and vice-versa (Exceptions to policy may apply)

What are the Training Requirements?

- Course material focuses but not limited on EA skills, Ethics, Leadership, Household/budget management, Security, EA as a profession, and as a professional, Quality Assurance/Control and others

How is the Program Communicated?

- Via official Army media formats, Social media, QMS/JCCoE Website, Senior Enlisted Aide Advisor recruiting efforts and annual culinary training events

Who are the Major Stakeholders?

- **Director of Army Staff (DAS):** Policy and Program Oversight
- **Human Resources Command (HRC):** Screening, selecting and manning
- **Training and Doctrine Command (TRADOC):** Recruiting, training and education

Why is this program important?

- Leader development is paramount to the overall success of the Soldier, the GO/Spouse team and the Army