

ENLISTED AIDE
TRAINING PROGRAM
THE KEY TO SUCCESS



Contact Information

Senior Enlisted Aide Advisors

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Marines	(229) 639-9907
Navy	(901) 874-3871
Air Force	(703) 695-5910

Joint Culinary Center of Excellence, QMS

Director	(804) 734-3022
Dept Sergeant Major	(804) 734-3016
Executive Officer	(804) 734-3390
Training Director	(804) 734-3192
Advanced Culinary Course	(804) 734-3106
Enlisted Aide Course	(804) 734-3112

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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NON SIBI, SED ALIIS
"NOT FOR SELF, BUT FOR OTHERS"

ENLISTED AIDE
PROGRAM
QUICK
REFERENCE
GUIDE

MARCH 2015 V1.3

ENLISTED AIDE—QUICK GUIDE

Program:

The Army Enlisted Aide Program is a comprehensive program that provides guidance and outlines the roles, responsibilities, and key processes associated with enlisted aids which includes:

Policy	Training
Recruiting	Management
Selection	Utilization

Governing Policy:

DoDI 1315.09, Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers (March 6, 2015)

EAs [Enlisted Aides] are authorized for the purpose of relieving G/FOs [general/flag officers] of those minor tasks and details which, if performed by the G/FOs, would be at the expense of the G/FOs primary military and other official duties and responsibilities.

Consequently, enlisted aide duties must relate to the military and other official duties and responsibilities to include assisting in discharging the DoD representational responsibilities associated with the assigned positions, 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 substantive connection with the officer's official duties and responsibilities.



UNIFORM TRAINING



4-COURSE MEAL EVAL-

Permissibles (Do's)

Household Management

Care, cleanliness, and order of assigned military housing, uniforms, and government-issued equipment.

Administrative Procedures

Point of contact in the officer's housing; receive and maintain records of telephone calls, make appointments, and receive guests and visitors.

Official Functions

Plan, prepare, and conduct qualifying representational events, activities, and dinners. Purchase, prepare, and serve food and beverages in the officer's housing. Accomplish tasks that aid the officer in the performance of the officer's military and other official duties and responsibilities, provide security for the quarters, and provide administrative assistance.

Impermissibles (Don'ts)

The following are examples rather than an exhaustive list of duties that are not appropriate for Enlisted Aide to perform:

Maintenance of personal automobiles including care, maintenance, licensing and cleaning services; maintenance of personal property such as recreational equipment and vehicles.

Performing errands such as shopping, laundry, transport or errands for family members/unofficial guests.

Caregiving for family members or guests. Providing care for pets to include grooming, feeding, exercising, feces removal and veterinary visits.

Program Development:

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.

Key Aspects of the Program

- EA authorizations are based on official representation duties and not grade or title.
- Officer must occupy military housing to be eligible for an EA.
- The EA is assigned to and supports only an authorized officer; line of authority must remain clear and solely between the officer and the EA.

What Training do Enlisted Aides Receive?

- Course material focuses on Culinary Skills, Ethics, Leadership, Household/budget management, Security, Professionalism, 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 competitive training events

Major Stakeholders?

- **Headquarters Department of the Army (HQDA):** 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