

ENLISTED AIDE  
TRAINING PROGRAM  
*THE KEY TO SUCCESS*



**Contact Information**

**Proponent**  
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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.

**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



ENTRÉE PREPARED BY AN  
ENLISTED AIDE STUDENT



CHICKEN AND WAFFLE  
APPETIZER

Army Enlisted Aide



NON SIBI SED ALIIS  
NOT FOR SELF, BUT FOR OTHERS

UNITED STATES ARMY  
QUARTERMASTER SCHOOL

SUPPORTING VICTORY

BECOME  
AN  
ARMY  
ENLISTED  
AIDE



2221 ADAMS AVENUE  
FORT LEE, VIRGINIA 23801-2102

# BECOME AN ARMY ENLISTED AIDE

## 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.*

## Main duties involve:

- Maintaining quarters, uniforms, and military personal equipment
- Serve as the quarters point of contact
- Conducting official social functions
- Officer daily meals
- Additional tasks that aid the officer



UNIFORM TRAINING

## Benefits of being an Enlisted Aide

### Broadening Assignment

Similar to broadening assignments such as Recruiter or Drill Sergeant.

### Enhanced Knowledge, Skills, and Attributes

Attend the Advanced Culinary and Enlisted Aide courses to prepare you for this assignment. Upon successful completion of both courses you will be awarded ASI Z5 Enlisted Aide.

### Work on the personal staff of a General/Flag Officer

This assignment places you on the personal staff of a general/flag officer with the potential to interact with high ranking dignitaries and VIPs and world-wide travel.

### 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. Conduct 5-star level entertaining.

### Professional Growth and Networking

Work daily with senior military officials in support of the mission; network with both military and civilian chefs to expand repertoire.

### Various Duty Assignments

Numerous Army and Joint assignments throughout the world: US, Europe, Japan, Belgium, Hawaii, and many more.

## Requirements to become an Enlisted Aide:

- Open to all Soldiers from all MOSs
- SSG thru SFC (SGT and SGT(P) on a case-by-case basis)
- Second term or career Soldier
- Be physically, mentally and ethically fit
- Must pass a background security check and selection process
- Self motivated; ability to manage self with limited guidance

## How to apply to the program?

- Visit the QMS Enlisted Aide website for the sample application packet:  
<http://www.quartermaster.army.mil>

- Contact the Senior Enlisted Aide Advisor for additional information:

Email: [usarmy.lee.tradoc.mbx.qm-senior-enlisted-aide-advisor@mail.mil](mailto:usarmy.lee.tradoc.mbx.qm-senior-enlisted-aide-advisor@mail.mil)



MEAL PREPARATION