

The cover features a collection of Marine Corps medals and ribbons at the top left, a ceremonial sword with a brass hilt and a scabbard resting on a pair of white gloves, and a gold Chief of Staff pin in the center. The background is black.

# **Marine Corps Enlisted Aide Program**

***General Officer Guidebook***

***May 2015***



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# **PURPOSE OF THE MARINE CORPS ENLISTED AIDE PROGRAM**

The purpose of this guidebook is to provide a reference to guide Marine Corps General Officers (GO) in the proper employment of an assigned Marine Enlisted Aide. Although the enlisted aide works directly for the assigned GO, it is recommended that the GO spouse also read this guidebook and have a copy readily accessible for reference. Throughout this guidebook the terms Marine Enlisted Aide and Enlisted Aide are used interchangeably. DoD guidance uses the term “Enlisted Aides”. The Marine Corps uses this term and the term “Marine Enlisted Aide” to refer to the same.

The Marine Corps Enlisted Aide Program is established by the Commandant of the Marine Corps for the purpose of relieving GOs of those minor tasks and details, which if performed by the GO, would be at the expense of the GO’s primary military and other official duties and responsibilities. The duties of these enlisted personnel directly relates to the GO’s military and official responsibilities associated with their assigned position. Additional tasks performed by Marine Enlisted Aides are associated with accommodating GOs on daily needs pertaining to, but not limited to, uniforms, meal requirements, social functions, limited administrative duties and assigned government living quarters.

Questions regarding the contents of this guidebook or any issues related to Marine Enlisted Aides and the Marine Corps Enlisted Aide Program should be directed either to the SNCOIC of the program at 202-433-2523 or the Deputy Commandant for Installations & Logistics at 703-695-8570.

# **PROGRAM RESPONSIBILITIES**

## **UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R))**

- Establishes and publishes the DoD ceiling for enlisted aides, the number who will support joint General/Flag Officer (G/FO) positions, and the individual Military Service allocations of enlisted aides.
- Acts on requests to waive enlisted aide allocations received from the CJCS and the Military Services.

## **CHAIRMAN OF THE JOINT CHIEFS OF STAFF**

- Determines specific Joint G/FO positions authorized enlisted aides and the specific number of enlisted aides authorized to each position within joint duty assignments.
- Authorizes an enlisted aide only if the official duties and responsibilities of the G/FO position, including representational duties, warrant enlisted aide support. Ensures enlisted aide authorizations will not be based solely on the grade or title of the G/FO position.
- Provides copies of reports reflecting enlisted aide authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of the joint duty G/FO positions from the previous fiscal year, to USD (P&R) no later than January 1 of each year.

## **SECRETARY OF THE NAVY**

- Determines the specific G/FO positions to be authorized enlisted aides and the specific number of aides to be authorized to each position within the Department of Navy's allocation.
- Authorizes enlisted aides only if the official duties and responsibilities of the G/FO position, including representational duties, warrant enlisted aide support. Enlisted aide authorizations will not be solely based on the grade or title of the G/FO position.
- Ensures compliance with enlisted aide allocations determined by the CJCS for G/FO's in joint duty assignments.
- Submits reports reflecting enlisted aide authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of G/FO positions from previous fiscal years, to USD (P&R) no later than January 1 of each year.

## **COMMANDANT OF THE MARINE CORPS**

- Ensures adherence to and compliance with pertinent orders and regulations relating to the assignment of Marine Enlisted Aides and the execution of the Marine Corps Enlisted Aide Program.
- Assigns a Marine Enlisted Aide to specific GO positions upon receipt of annual allocations from the Department of Defense through the Department of the Navy.
- Provides annual guidance associated with Marine Enlisted Aide assignment and employment policy. This policy is published as changes occur within the Marine Corps Enlisted Aide Program via a CMC GREEN LETTER.

## **DEPUTY COMMANDANT FOR INSTALLATIONS AND LOGISTICS**

- Serves as the CMC's Director of the Marine Corps Enlisted Aide Program and provides oversight of program execution.
- Provides recommendations to the CMC regarding assignments of Marine Enlisted Aides to specific GO positions.
- Submits reports, as necessary, reflecting Marine Enlisted Aide authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of each GO position.

## **MARINE CORPS ENLISTED AIDE PROGRAM STAFF**

### **NONCOMMISSIONED OFFICER IN CHARGE**

- Serves as the Staff Noncommissioned Officer in Charge of the Marine Corps Enlisted Aide Program and provides recommendations to the Deputy Commandant for Installations and Logistics on selection and assignment of Marines Enlisted Aides to GOs.
- Recruits, screens and oversees training of enlisted food service military occupational specialty Marines in support of the Marine Corps Enlisted Aide Program.
- Oversees the mentorship program of all Marine Enlisted Aides.
- Is prepared to provide advice to GOs assigned Marine Enlisted Aides as necessary.
- Provides guidance to Marine Enlisted Aides in the execution of their duties and responsibilities in support of assigned GOs.

## **GENERAL OFFICERS ASSIGNED A MARINE ENLISTED AIDE**

- Complies with the requirements of MCO 1306.18, CMC Green Letter, this Guidebook and any additional implementing guidance issued by the Commandant of the Marine Corps.
- Ensures any event for which Marine Enlisted Aides provide support to is a qualifying representational event.
- Ensures official representational duties and qualifying representational events protect and conserve federal resources and do not create the appearance of violating ethical standards.
- Coordinates directly with the Deputy Commandant for Installations and Logistics on questions related to the Marine Corps Enlisted Aide Program.

# KEYS TO SUCCESS

## COMMUNICATIONS

*“An enlisted aide is assigned to and works for an authorized General Officer (GO), not a spouse, other family member, or staff of the GO. Due diligence must be exercised to ensure the line of authority remains clear and solely between the GO and the enlisted aide.”*

Department of Defense Instruction 1315.09

### *MARINE ENLISTED AIDE TO GENERAL OFFICER*

Frequent and effective lines of communication should be established to develop an everyday working relationship between the GO and the Marine Enlisted Aide. The Marine Enlisted Aide will utilize these dialogue sessions to ensure that he/she is able to achieve daily tasks for the supported GO related to uniforms, meal requirements, event planning, etc.

### *MARINE ENLISTED AIDE TO GENERAL OFFICER’S SPOUSE*

Whereas the Marine Enlisted Aide works directly for and reports to the designated GO, the establishment of a positive and effective relationship with the GO’s spouse may be an important element of the GO’s and Marine Enlisted Aide’s success. Face to face communication is necessary to establish a professional work environment. Occasionally, email or notes are necessary, but should not be the only means of communication. The Marine Enlisted Aide will often work side by side with the spouse on planning efforts associated with official representational events or daily household operations and duties. Communication with the spouse will assist the Marine Enlisted Aide in the performance of his/her assigned duties.

### *MARINE ENLISTED AIDE TO AIDE DE CAMP*

The Aide de Camp and Marine Enlisted Aide relationship is an important element in support of GO scheduling, uniform requirements, travel demands and daily meal requirements. Marine Enlisted Aides should have the flexibility to contact the Aide de Camp freely in order to obtain clarification on requirements or receive notification when changes are required. The Aide de Camp is often the best source of information for the Marine Enlisted Aide during the course of a normal work day.



## RELATIONSHIP BUILDING

A positive working relationship between the General Officer, General Officer's spouse (if applicable), Aide de Camp, Marine Enlisted Aide and other members of the GO's staff is essential to the successful execution of the GO's and Marine Enlisted Aides duties.

## CLEAR ESTABLISHMENT OF ROLES AND RESPONSIBILITIES

The Marine Enlisted Aide must receive clear guidance from the assigned General Officer on the responsibilities that will be expected within the GO's quarters. Established roles and responsibilities facilitate open communication and aid in the determination of personal space in the GO's quarters. Once assigned to Quarters, the assigned GO will brief the Marine Enlisted Aide directly on his/her duties. The Marine Enlisted Aide will use sample documents from the Marine Corps Enlisted Aide Handbook as an initial starting point to assist in the identification of daily responsibilities. As preferences for each GO are different, there is no set list of duties of Marine Enlisted Aides which reinforces the importance of daily communications between the GO and the Marine Enlisted Aide. Once responsibilities are determined, the Marine Enlisted Aides daily schedule will be generated, typically starting at 0800 and ending at 1600 daily, Monday through Friday.

### *TYPICAL TASKS ACCOMPLISHED BY MARINE ENLISTED AIDES*

| <u>Daily</u>  | <u>Weekly</u>  | <u>Monthly</u>   |
|---|--|--|
| <ul style="list-style-type: none"><li>• Physical Training</li><li>• Police the Grounds</li><li>• Quarters Inspection</li><li>• Meal Preparation</li><li>• Update Log Books</li><li>• Check Household Supplies</li><li>• Uniform Preparation</li></ul> | <ul style="list-style-type: none"><li>• Dry-Clean Uniforms</li><li>• Dust</li><li>• Bathrooms</li><li>• Clean Kitchen</li><li>• Commissary</li><li>• Grounds Keeping</li><li>• Wash/Sanitize Lights/Cameras</li><li>• Clean Floors in High-Use Areas</li><li>• Uniform Maintenance</li></ul> | <ul style="list-style-type: none"><li>• Clean Lampshades</li><li>• Clean Book Shelves</li><li>• Fireplace</li><li>• Clean Mini-Blinds, Shades, etc.</li><li>• Clean Base Boards</li><li>• Clean Light Fixtures</li><li>• Uniform Inspections</li><li>• Quarters Maintenance</li><li>• Household Report</li><li>• Test Alarms</li><li>• Conduct Inventories</li></ul> |

*Note: The above generic task list is to be used as a starting point in determining daily/weekly/monthly requirements and will change based on preferences of assigned general officers and general officer billet requirements.*

## **UNDER-UTILIZED MARINE ENLISTED AIDES**

The Marine Enlisted Aide will support the assigned GO in many areas while in quarters. Every effort should be made to validate the requirement of a Marine Enlisted Aide. The assigned Marine Enlisted Aide should not have external requirements, such as office job or collateral duties, which take him/her away from their primary responsibilities of supporting the GO. However, opportunities of the Marine Enlisted Aide to conduct physical training, PME, or other Marine Corps type training with the GO's front office should normally be exploited.

A consideration to reallocate the Marine Enlisted Aide to another location may be appropriate as outlined in the current CMC Green Letter.

In addition to the duties addressed in the 'Marine Enlisted Aide Operations' Section of this guidebook, the following should be considered to ensure appropriate utilization of the assigned enlisted aide:

- Daily physical training (personal or organized with unit Marines).
- Appropriate Professional Military Education (PME).
- Marine Corps Enlisted Aide Program intermediate/advanced training opportunities.
- Interaction with other Food Service SME's to remain current with MOS trends and developments.
- Hosting of VIPs in support of the GO in his office.
- Assisting/Training other Marine Enlisted Aides.

## **FAMILIARIZATION WITH APPLICABLE POLICIES AND ORDERS**

The Marine Corps Enlisted Aide Program is governed by multiple documents to ensure compliance with standing executive orders, DoD regulations and current legislation. Each of these documents is referenced in the glossary of this guidebook.

DoDI 1315.09 (*Utilization of Enlisted Aide Personnel on Personal Staffs of General and Flag Officer*) establishes policy and assigns responsibilities for the utilization of enlisted aides on personal staffs of General/Flag Officers (G/FOs).

SECNAVINST 1306.2 (*Utilization of Enlisted Personnel on Personal Staffs*) prescribes policies and promulgates guidance concerning the utilization of enlisted personnel assigned to duty in public quarters and on personal staffs of officers of the Navy and Marine Corps.

MCO 1306.18 (*Marine Corps Enlisted Aide Program*) establishes policies and procedures for the Marine Corps Enlisted Aide Program to ensure GOs are fully supported in their official tasks and enlisted aides are developed to their full potential.

CMC GREEN LETTER (*Marine Corps General Officer Enlisted Aide Assignment Policy*) publishes current Marine Enlisted Aide allocations within the Marine Corps.

MARINE CORPS ENLISTED AIDE HANDBOOK is issued to all Marine Enlisted Aides during initial training prior to assignment to Quarters. This handbook is intended to be a single point of reference used by the Enlisted Aides in the performance of his/her duties.

# PROGRAM INFORMATION

## OVERVIEW

All enlisted personnel assigned to the Marine Corps Enlisted Aide Program are volunteers and assigned at the discretion of the Commandant of the Marine Corps (CMC). Due to the high levels of visibility associated with this program, only Marines who demonstrate exceptional levels of professionalism and maturity will be considered for assignment.

## *PREREQUISITES FOR SELECTION AS A MARINE ENLISTED AIDE*

- Possess a primary MOS 3381, Food Service Specialist.
- Possess a GT score of 90 or higher.
- Must have completed the Food Service NCO Course.
- Does not possess a record of NJP offenses, indebtedness, or domestic problems.
- Must at a minimum hold the rank of Corporal.
- Second-term (must have reenlisted) and career Marines only.
- Consistent record of solid performance and recommended by Commanding Officer, Senior Enlisted Advisor, and Staff Non-Commissioned Officer in Charge.
- Must be a volunteer.

## *APPLICATION PROCESS*

All applicants are required to submit a Marine Enlisted Aide Candidate Package consisting of:

- Marine Enlisted Aide Questionnaire
- Special Duty Assignment checklist
- A copy of all culinary certificates (if applicable)
- BIR/BTR MOL Format
- Civilian Style Resume
- Personal Biography
- Height & Weight Certification
- 8" x 10" Official Photo in Service "C" Uniform

*Note: MCO 1306.18 provides detailed application submission requirements.*

## *SELECTION PROCESS*

- The Marine Corps Enlisted Aide Program SNCOIC will review all applicant packages to ensure pre-requisites are satisfied and the Marine has demonstrated the potential to serve in the Marine Corps Enlisted Aide Program. Review of applications will focus on certifications, physical appearance in uniform, communication skills, financial responsibility, previous performance and overall professionalism.
- A panel consisting of a senior officer and enlisted food service experts will review all applications and endorsements and forward recommendations to the Deputy Commandant, Installations and Logistics for consideration and decision.
- Marine Corps Enlisted Aide applicants are usually invited to a two-week orientation at Marine Barracks Washington prior to final decision on their application.

## *PROGRAM BENEFITS FOR ENLISTED MARINES*

- Unique and challenging duty opportunity with potential for career growth.
- Hours worked can be transferred to internship through the Military Apprenticeship Program.
- Formal Advanced Culinary training.
- Eligibility to earn multiple apprenticeships.
- Professional schools, certifications, and degree programs.
- Marine Corps and DoD functional recognition awards.

## **TRAINING AND EDUCATION**

Marines assigned to the Marine Corps Enlisted Aide Program are expected to complete all annual training requirements and appropriate level PME Courses. Additionally, education and professional development programs, listed below, offer certifications that build on the skill level of the individual equal to industry standards. As an example, local American Culinary Federation (ACF) chapters can provide mentoring, hospitality, culinary and educational development. Many of the certifications that are available may require fees; these should be command funded and obtained via submission of a SF182.

## ***MOS 3381 INITIAL TRAINING***

Basic Food Service Specialist training consists of the following:

- Basic Food Service Course (Fort Lee, VA)
- Food Service NCO Course (Fort Lee, VA)
- Food Service SNCO Course (Fort Lee, VA)

## ***INITIAL MARINE ENLISTED AIDE TRAINING***

Prior to assignment to a GO, Marine Enlisted Aides should have successfully completed the following training:

- Marine Corps Enlisted Aide Candidate Training – Approximately 6 Months (Marine Barracks Washington, D.C.) – On-the-job training for the future Marine Enlisted Aide that introduces him/her to the program and provides basic familiarization with the demands and intricacies of basic requirements of the program such as uniform preparation, table setting/serving, basic culinary support and other miscellaneous support requirements. This period likely includes attendance at Advanced Culinary Skills Training Course and Enlisted Aide Training Course.
- Advance Culinary Skills Training Course – 6 Weeks (Fort Lee, VA): An intense hands-on course designed to improve the overall skills of an experienced cook. The course is not designed to learn basic cooking skills; rather the course focuses on knife skills, menu development, advanced baking techniques, buffet platter production and presentation, production of course meals, (three, five, and seven course), effective purchasing techniques, advanced dessert preparation, table service, nutrition, and much more.
- Enlisted Aide Training Course – 4 Weeks (Fort Lee, VA): Designed to familiarize selected enlisted personnel with the policy, selection, personal attributes, and duties and responsibilities of individuals assigned to the personal staff of General / Flag officers. The training course consists of the general policy governing enlisted aide duties and responsibilities to include: purchasing of subsistence, supplies, government and personal equipment, financial and management administration, table service, china, silver, glassware, bar service, menu planning, seating arrangements, interior and grounds maintenance, crime prevention, counter terrorism and safety, ethics, integrity and family relations.

## ***FOLLOW-ON MARINE ENLISTED AIDE TRAINING***

This training is encouraged, though not required, for Marine Corps Enlisted Aides as they gain experience and seniority. It also provides the Marine with additional knowledge and enhances their professional development.

- Bartending School – 1 Week (local training course) – Provides basic instruction on bartending techniques, equipment/bar set-up, mixology, customer service, alcohol awareness, health/safety, legal concerns, etc.
- American Culinary Federation Certification – Continued Education Training (local Chapter) – Provides certification through mentoring, training and culinary development that is designed to enhance professional growth for all current and future chefs and pastry chefs.
- Culinary Institute of America Professional Chef Level I – 6 Weeks (Hyde Park, NY) – Provides the student a basic foundation on culinary applications and food safety, responsibility for individual work, and basic knowledge of food cost. Specific culinary skills focused on are fundamental culinary techniques; stock, soup and sauce preparation; basic vegetable and starch accompaniments; sensible plate accompaniments and menu progression; basic cold food preparations; and food safety and sanitation principles.
- Cardiopulmonary Resuscitation – 1 Day (Local BAS) – Provides basic instruction on how to preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest.
- Basic First Aid – 3 Days (Local BAS) – Provides basic instruction in First Aid such as minor burns, shock, incision wounds, etc.



## ***INTERMEDIATE / ADVANCED LEVEL TRAINING***

This training may be available to Marine Enlisted Aides to enhance professional development. Marine Enlisted Aides can coordinate with the Marine Corps Enlisted Aide Program SNCOIC to attend these courses based on availability and assigned GO approval.

- Advanced Estate Management Course – 4 Weeks (Starkey International Institute) – Developed for the executive estate level. This course is intended to prepare the student for the demands associated with supporting CMC or Chairman Level entertaining, in which multiple events per day, week, or month are required.
- Culinary Institute of America Professional Chef Level II – 6 Weeks (Hyde Park, NY) – Reinforces basic skills and ensures competency in basic food science, baking, and nutrition; ensures comprehension of basic management and supervisory skills; and ensures the understanding of basic concepts of financial controls of a food operation. Specific culinary skills focused on are nutrition concepts as applied to menus and recipes; fundamental baking techniques; basic food science terminology, and Garde manager and Mediterranean cooking principles.
- Culinary Institute of America Professional Chef Level III – 6 Weeks (Hyde Park, NY) – Ensures the chef is well versed in multiple culinary disciplines, able to apply advanced personnel management skills, and capable of effectively planning, managing, and forecasting the financial aspects of a complex food operation. Specific culinary skills focused on are Asian, Latin American, and Caribbean cuisine concepts, ingredients and recipes; world cuisine culinary techniques, food science applications; and wine and food pairing fundamentals.



## **ASSIGNMENT OF MARINE ENLISTED AIDES**

Careful consideration is made when assigning a Marine Enlisted Aide to a GO. More senior Enlisted Aides (based on rank and time in program) are assigned to GOs whose positions include more representational events. These assignments are typically associated with the Commandant, Assistant Commandant, and some Marine Forces Commanders, while more junior Enlisted Aides are assigned to GOs whose billets don't call for as many representational events. These assignments are examined annually by the Deputy Commandant for Installations and Logistics and the Marine Corps Enlisted Aide Program SNCOIC based on known requirements, current authorizations, capabilities of aides and other pertinent factors. Due to the limited number of Enlisted Aides authorized by the DoD, the Marine Corps is committed to ensuring Marine Enlisted Aides are assigned to GOs that would benefit most from this program.

## **ANNUAL LEAVE FOR MARINE ENLISTED AIDES**

Marines are authorized and expected to take annual leave in accordance with applicable Marine Corps orders and regulations. Leave for enlisted aides is requested to and approved by the assigned General Officer. When possible, this leave should be planned when the assigned GO is also on annual leave or when he/she is on travel. If this is not possible, every effort should be made to deconflict leave with GO calendar events that require enlisted aide support. GOs will ensure their assigned Marine Enlisted Aide schedules and takes necessary leave just as he would a member of his primary staff.

## **FITNESS REPORTS**

Marine Enlisted Aide fitness reports will be the responsibility of the assigned general officer – he will serve as both the Reporting Senior and Reviewing Officer. Fitness report responsibilities will not be delegated to a member of the GOs staff including his Officer Aide or Chief of Staff.

The Marine Corps Enlisted Aide Program SNCOIC can provide guidance/assistance to the General Officer preparing the report in the development of Billet Descriptions and recommendations for follow-on assignments.

# UNIFORMS

## *GENERAL INFORMATION*

Clothing will be standardized for all Marine Enlisted Aides assigned to quarters. Uniform requirements for initial issue to Marines accepted into the program will be furnished by the Marine Corps Enlisted Aide Program office at Marine Barracks Washington. Once assigned to quarters, local commands are responsible for purchasing the organizational clothing required by the Marine Enlisted Aide using Operational and Maintenance Funds.

- A civilian clothing allowance can be authorized for Marine Enlisted Aides on a case-by-case basis when justified by the command.
- Marine Enlisted Aides are cautioned not to purchase uniform items from their personal funds in anticipation of government reimbursement.
- Jewelry shall be worn per Marine Corps Uniform Regulations.

## *BASIC UNIFORM REQUIREMENTS*

The uniform of the day consists of black polo shirt w/ Marine Corps Enlisted Aide Program seal, white t-shirt, black trousers, black leather belt, and black shoes.

Additional Service attire consists of:

- Chef Coat w/ Rank Insignia
- Black Trousers/Short Sleeve White Shirt/Long Black Tie
- Long Sleeve White Shirt/Black Tuxedo Vest/Bow Tie
- Black Jacket (suitable for inclement weather)

***Note: If civilian attire is authorized for entering or leaving the quarters, such clothing will be clean and neat such that it does not bring discredit to the GO. Casual attire does not include shorts, jeans, or tee shirts.***



*Uniform of the Day*



*Service Attire (1)*



*Service Attire (2)*



*Service Attire (3)*

## AWARDS AND RECOGNITION

There are two Enlisted Aide specific events that occur annually in the Washington D.C./National Capitol Region. General Officers assigned Marine Enlisted Aides are notified by the Deputy Commandant for Installations and Logistics each year with requirements in order to consider nomination of their Marine Enlisted Aide for recognition. If the GO determines the assigned Marine Enlisted Aide meets the identified pre-requisites for consideration of one of the advertised awards, the GO will ensure the award package is endorsed prior to forwarding for review by the selection board.

**USO SALUTE TO MILITARY CHEFS:** Since 1997, Military Service men and women have been invited to the USO of Metropolitan Washington as part of the Salute to Military Chefs. This annual intimate dinner showcases the culinary talents of today's military chefs. One from each of the services and executive branches gather to combine their creative talents to prepare a six-course meal for upwards of 180 guests using the resources and expertise of the Ritz-Carlton executive chef. The Marine Corps typically sends its runner-up from the Enlisted Aide of the Year as our Service representative. Although this is not an award, this prestigious experience is unique and memorable.



**ENLISTED AIDE OF THE YEAR AWARD:** This program recognizes one enlisted aide from each Service who has performed their military duties in an outstanding manner, provided service to their community and demonstrated a commitment to self-improvement during the most recent fiscal year. This OSD administered award is open to all branches of military service and is designed to recognize outstanding Enlisted Aides who have shown exemplary service management skills, community leadership, and superior technical knowledge. Requirements are laid out each year through administrative instructions that specify eligibility criteria, as well as submission and selection procedures for Enlisted Aides who are nominated for recognition via the Inter-Service EA of the Year Recognition Program. The Marine Corps holds a review panel to select the Services Marine Enlisted Aide of the Year. This award is presented by senior leadership at the Salute to Military Chefs event.

MCO 1306.18 provides additional information on the above listed awards as well as a listing of what should be forwarded when submitting your Enlisted Aide for these awards.



# ELIGIBILITY CRITERIA AND OVERALL RULES FOR MANAGING ENLISTED AIDES

1. GOs must occupy military housing (as defined in DoD 4165.63-M), or OCONUS off-base quarters arranged for the GO, to be eligible for the assignment of enlisted aides to their personal staffs.
2. Only a GO who is authorized an enlisted aide may use an enlisted aide, unless a GO who is not authorized an enlisted aide is representing the GO authorized an aide at a qualifying representational event. The GO who is authorized the enlisted aide must designate the GO as his or her representative and identify the location of the hosted event, in writing, prior to the event.
3. Sharing or loaning of enlisted aides to another GO who is serving in a position authorized the use of an enlisted aide is permitted in order to support a qualifying representational event. Enlisted Aide duty hours may be adjusted to support the qualifying representational event.
4. The enlisted aide may support qualifying representational events in the absence of the GO when:
  - a. Authorized in writing by the assigned GO highlighting the specific requirements, including times and dates of the supported event. These requirements must be communicated to the enlisted aide(s) prior to the event.
  - b. The assigned GO determines the role of the designated substitute (e.g., another GO or the assigned GO spouse) and has a direct connection to the GO's official duties and responsibilities and that enlisted aide support for the event furthers the interest of the DoD, the Military Service or the command. This includes qualifying representational events attended by the spouses of community leaders (or other government officials, foreign dignitaries, or foreign military officers) with whom the GO is meeting separately in his or her official capacity.
  - c. When sharing or loaning enlisted aides, the assigning GO has the responsibility to determine that it is a qualifying representational event.

5. No GO may use an enlisted aide for duties that contribute only to the GO's personal benefit or have no substantive connection with the GO's official duties and responsibilities.

6. An enlisted aide is assigned to and supports only an authorized GO, not a spouse, other family member, or staff of the GO. Due diligence must be exercised to ensure the line of authority remains clear and solely between the GO and the enlisted aide.

7. Enlisted aides must be volunteers in the program and may request to be reassigned from the program in accordance with the enlisted aides' Service guidance found in Marine Corps Order 1306.18.

8. Due to the unique duty requirements and working environments among the Services, enlisted aides may be authorized to wear distinct uniforms and civilian clothes. Funding will be pursuant to chapter 29 of DoD 7000.14-R, Volume 7A (Reference (i)) and determined by each Military Service and Joint Activity.

9. For enlisted aides assigned to a GO filling a joint duty position, the controlling guidance will be DoDI 1315.09 and any implementing guidance issued by the General Officer's parent Service.

# MARINE ENLISTED AIDE PROGRAM OPERATIONS

## ENTERTAINING AND PLANNING

Marine Enlisted Aides provide subject matter expertise to their assigned General Officer in support of planning for events and other social functions that are associated with the assigned General Officers hosting and representational duties. Working in conjunction with the assigned General Officer/Spouse and Protocol Officer, details of the event should be planned and coordinated as far in advance as possible to help ensure success.



## *PREPARATION*

Items for consideration when planning an event (not all-inclusive):

- What type of function will be held (formal setting, private dinner, cocktail reception, luncheon, breakfast, barbecue, etc.)?
- Where will the event be held (GO Quarters, Base Club, off site)?
- What dietary restrictions do guests have (Vegetarian, Kosher, Known Allergies)?
- What type of funding will be used (ORF<sup>1</sup>, Personal Funds, NAF)?
- What type of items should be planned for the menu?
- Is this a season, plated or buffet set up?
- Are the available recipes reliable?
- What time of day will the function occur?
- How much time is allotted for service?
- How much time is required for food preparation and duties of house cleaning, uniform maintenance and military requirements?
- What is the event budget (food, beverage, decorations, rental costs)?
- What additional labor requirements may be necessary (SSEC, Driver, Aide de Camp)?
- Is the necessary gear (i.e. plates, stemware, etc.) required to support the event available?

## *AUTHORIZED DUTIES*

- Planning, preparation, arrangement, and conduct of qualifying representational events, such as receptions, parties, and dinners.
- Purchasing, preparing, and serving food and beverages in the GO's assigned military housing for a qualifying representational event.
- Assist in planning, preparation, arrangement, and conduct of official social functions and activities.

## *UNAUTHORIZED DUTIES*

- Personal services performed solely for the benefit of family members or unofficial guests, including driving, shopping, running private errands, or laundry services.
- Any form of caregiving for family members or personal guests of the GO.

*Note (1): The Protocol and Legal offices determine eligibility of ORF, not the Marine Enlisted Aide.*

## GENERAL OFFICER UNIFORM MANAGEMENT

One of the most important tasks a Marine Enlisted Aide performs is the care and preparation of the General Officer's uniform. Meticulous attention to detail is of paramount importance in this responsibility and there is no margin for error.

Some valuable tips for consideration:

- A useful recommendation is a listing of the clothing sizes and preferences of the general.
- Documenting the placement of the GO's awards on his uniform will assist in developing the continuity book and serve as a useful training tool.
- Prepare all GO's uniforms based on a regular schedule as it pertains to official duties.
- The GO and his/her Marine Enlisted Aide should have periodic discussions concerning uniform care and maintenance. The GO should clearly convey his/her expectations related to requirements associated with uniforms including frequency of dry cleaning, alterations, shoe-care, etc.

### *AUTHORIZED DUTIES*

- Maintaining the care of military uniforms and government issued equipment of the assigned GO.

### *UNAUTHORIZED DUTIES*

- Preparation of uniform(s) in support of unofficial events (trips, weddings, funerals of a personal nature).



## **MEAL SUPPORT**

While it is understood that the Marine Enlisted Aide will provide meals required by the GO, it may be beneficial to prepare different courses or meals to gain an appreciation of the Marine's ability to support meal preparation during official settings. This duty is a highly effective way to keep the Marine Enlisted Aide's skills sharp as it relates to food preparation responsibilities. Whereas the specific meal support expectations of a Marine Enlisted Aide will differ based on the assigned GO's requirements, this is a vital piece to the development of the Marine Enlisted Aide.

### *AUTHORIZED DUTIES*

- Prepare meals as needed in direct support of the General Officer, and immediate family members eating with the General Officer, during the Marine Enlisted Aides normal duty work schedule.
- Create list of GO's likes/dislikes, allergic reaction to certain foods, and dietary requirements.
- Coordinate logistics for official social events to include formal menus for all quarter's events.
- Provide food and beverage procurement and preservation in all environments.

### *UNAUTHORIZED DUTIES*

- Prepare meals for extended family members and/or guests of the assigned GO unless it is an official representational event.





## QUARTERS MANAGEMENT

While it is understood that the GO will supervise and direct the Marine Enlisted Aides in their duties, it may be beneficial to the quarter's operations if the Marine Enlisted Aide has frequent communication with the GO's spouse, if applicable, concerning quarters care and maintenance issues, upcoming events, and dining specifics. This will assist the Marine Enlisted Aide in the performance of duties associated with the day to day direction for care and maintenance of the quarters. Some of the duties that are performed by the Marine Enlisted Aide are listed below:

- Maintains accountability of and ensures care of all personal and government owned furnishings, antiques and memorabilia.
- Supervises maintenance personnel at the residence to include landscaping, pesticide schedules and ensures all codes are being met.
- Assists in security, crime prevention, counter-terrorism and communications security initiatives.
- Serve as a point of contact in the GO's quarters, including receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.
- Cleaning Zone Breakdown of Quarters: Marine Enlisted Aides will identify areas and/or rooms in the quarters for cleaning. This zoning of quarters should be determined in close coordination with the GO and his/her spouse.

## *AUTHORIZED DUTIES*

- Maintain the care, cleanliness, and order of those areas of assigned military housing used for qualifying representational events, to include common areas that provide access to these spaces (such as stairways and hallways) or areas of the assigned housing used by Marine Enlisted Aides in support of these events.
- Receive guests and visitors during qualifying representational events at the GO's assigned military housing and serve as a point of contact in the GO's assigned military housing on issues related to any official duties or responsibilities.
- Perform general yard maintenance, to include lawn care, policing debris and litter, unless there is an existing lawn care contract. If there is an existing lawn care contract, minor general yard maintenance in preparation of qualifying representational events is authorized.

## *UNAUTHORIZED DUTIES*

- Any form of pet care, including grooming, feeding, exercising, feces removal and veterinary visits.
- Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.
- Maintenance of privately owned recreational or sporting equipment, except with the use of such equipment for official purposes.
- Landscaping or grounds keeping (such as trimming trees and/or bushes, laying mulch, and planting flowers) in areas not commonly used for qualifying representational events.
- Skilled trade services such as electrical, plumbing, personal computer or furnishing repairs, other than routine upkeep and maintenance.
- Care or cleaning duties in military housing that contribute solely to the personal benefit of the GO and/or dependents; such as making beds, cleaning private areas, or organizing personal effects. This includes care and cleaning of any area after it has been used for a personal or unofficial event and/or spaces used exclusively by dependents.



## **TRAVEL**

The Marine Enlisted Aide may be required to travel with the assigned GO in support of official duties. When required, the Marine Enlisted Aide should work with the scheduler to ensure all arrangements are coordinated. Regardless of whether the Marine Enlisted Aide is traveling with the GO, the Marine Enlisted Aide should assist the GO in preparation of travel by reviewing the GO's official itinerary to determine uniforms, accessories, and clothing items required for the travel period.

Always check with the General officer for specific instructions.

### *AUTHORIZED DUTIES*

- Select Appropriate Uniforms and clothing required (consider weather and climate).
- Pack electrical adapters when traveling to a foreign country.
- Check availability and quality of comfort items to include towels, pillows, and bathroom items.

### *UNAUTHORIZED DUTIES*

- Maintenance or packing of golf equipment.
- Chauffeuring of dependent(s) and others for their personal benefit.

## **ADMINISTRATIVE DUTIES**

The Marine Enlisted Aide, as required, is responsible for upkeep of maintenance records, phone logs, guest logs, security logs, developing and maintaining menu support requirements, tracking use of ORF/NAF/OWN-petty cash, and filing dry-cleaning records as necessary. These administrative duties assist in the development of GO and Marine Enlisted Aide continuity and information assurance.

It is important to remember that Marine Enlisted Aides are subject to the same rules, regulations and obligations as other Marines. Some applicable items of concern are:

- A specific duty phone and designated workspace should be established to enable the Marine Enlisted Aide to receive notices, messages, etc. It is necessary for the Marine Enlisted Aide to have access to a computer and his/her military email account, Marine On-Line, etc.
- Marine Enlisted Aides must meet military formations and appointment requirements, but should normally be exempt from unit details, duty rosters, etc. Primary focus must always be on the assigned GO's schedule and professional responsibilities.
- Marine Enlisted Aides must be afforded time to maintain their physical fitness and readiness.
- The Marine Enlisted Aide works a standard work week consistent with other military members at that location. However, due to the nature of the duties, the Marine Enlisted Aide's duty hours must be flexible as determined by the supported GO.

## ***AUTHORIZED DUTIES***

- Accomplish tasks that aid the GO in the performance of his/her military and other official duties and responsibilities to include performing errands for the GO that have a substantive connection to the GO's official responsibilities and/or assist with physical security of the GO's military housing.
- Assist with PCS moves, which may include packing/unpacking of official books, military uniforms, and government-issued equipment. The assistance does not include packing/unpacking the GO's personal items.

## *UNAUTHORIZED DUTIES*

- Signing documents in support of the General Officer's housing repairs, etc.
- An errand of a personal nature that contributes solely to the personal benefit for the GO or his/her dependents is not authorized.

## **MANAGEMENT OF FUNDS**

The Marine Enlisted Aide, at the discretion of the assigned GO, will manage a petty cash fund that will be used in support of miscellaneous tasks. These requirements vary, based on the GO and duty location, but will be used for items such as uniform replacement, small purchases in support of daily operations, etc. This petty cash fund will allow the Marine Enlisted Aide to execute short-fused tasks in support of the GO without having to disrupt the GO to do so.

## **VOLUNTEERING AND PAID SERVICE**

Marine Enlisted Aides may be employed by the GO on a voluntary and paid basis during their off-duty hours. Prior to the event, the GO is required to discuss the event details, as well as compensation, with the Marine Enlisted Aide to ensure expectations are set. This coordination is essential to ensure there is no confusion on expectations and protects both the GO hosting the event and the Enlisted Aide providing support.

- The GO must pay the enlisted aide when working events that do not qualify as representational events (see questions and definitions).
- The GO must pay the enlisted aide(s) with personal funds at the rate commensurate with, or above, the fair market value of the work performed in accordance with the Bureau of Labor and Statistics. Review the web site at [www.bls.gov/oes/current/oessrcst.htm](http://www.bls.gov/oes/current/oessrcst.htm) to determine appropriate wages based on duties performed and the geographical area where the duties are performed.
- If additional Enlisted Aides are hired to support non-representational events on a voluntary basis, each Enlisted Aide should be compensated individually.

# **ILLUSTRATIVE EXAMPLES OF AUTHORIZED/ UNAUTHORIZED USE OF ENLISTED AIDES**

## **ILLUSTRATIVE EXAMPLES OF AUTHORIZED USE OF ENLISTED AIDES**

1. The GO hosts a dinner at his or her military housing to be attended by the mayor and a representative of the local police department to discuss coordinating efforts to stem sexual assaults involving service members in the local community.
2. The GO invites a local Congressman to his or her military house for dinner following the Congressman's visit to the installation.
3. The GO hosts a Service member wounded warrior recognition luncheon not associated with any charity or non-federal entity at his or her military housing to be attended by local dignitaries. The GO is unavailable to attend at the last minute, and the GO's spouse stands in for the GO at the event.
4. The GO hosts a command breakfast at his or her military housing for subordinate commanders. An official briefing is conducted during the breakfast.
5. The GO hosts a New Year's Day reception at his or her military housing for his or her subordinate officers, senior non-commissioned officers, and spouses. It is an annual event attended by Service personnel and considered to be a custom or tradition of the Service.
6. The GO hosts an event at his or her military housing for the purpose of honoring arriving or departing members of the organization (e.g., hail and farewell). It is a regular event attended by Service personnel and considered to be a custom or tradition of the Service.
7. The GO hosts a dinner at his or her military housing for senior officials from different Services who are assigned to his or her installation and in the immediate area as a way to get to know each other and to informally discuss common military issues.
8. The GO hosts an "ice-breaker" reception at his or her military housing for subordinate commanders and their spouses attending a commander conference.

9. The GO hosts a Family Readiness Group meeting at his or her military housing for the purpose of distributing information about an upcoming deployment, ongoing deployment, or post-deployment/reintegration operation.

10. The GO's spouse hosts a luncheon for the spouses of domestic or foreign dignitaries (or other prominent officials) who are meeting separately with the G/FO as part of a qualifying representational event.

### **ILLUSTRATIVE EXAMPLES OF UNAUTHORIZED USE OF ENLISTED AIDES**

1. Pet care, personal services for family members (or guests) of the GO, maintenance/upkeep of POVs/recreational vehicles and/or sporting equipment, and personal services performed solely for the benefit of family members or unofficial guests.

2. The GO hosts a birthday party for one of his or her children at his or her military housing.

3. The GO's spouse arranges a bridge card game (or other social event) in his or her military housing to be attended by unit spouses.

4. The GO hosts a barbeque (or other social event) at his or her military housing for his/her alma mater classmates, friends, or other personal guests.

5. The GO hosts a football tailgate party at his or her military housing that is attended by his or her peers.

6. The GO's spouse hosts a cocktail party at his or her military housing attended by prominent members of the installation and local community, which benefits a wounded warrior charity or other non-federal entity.

## COMMON QUESTIONS

### ***Does your Marine Enlisted Aide live at your quarters?***

Marine Enlisted Aides do not live at the GO's quarters; they will reside either in government quarters or receive Basic Allowance for Housing and live on the economy.

### ***Does my Marine Enlisted Aide require a Security Clearance?***

Yes, every Marine Enlisted Aide position requires a minimum security clearance of Secret.

### ***If I have an issue with my Marine Enlisted Aide who can I contact for assistance?***

Contact either the Marine Corps Enlisted Aide Program SNCOIC or the Deputy Commandant for Installations and Logistics for any and all questions/concerns regarding your Marine Enlisted Aide or the program in general.

### ***How do I keep my Marine Enlisted Aide busy in quarters because I do not think I have enough work for him/her?***

Your Marine Enlisted Aide is trained to become an asset in any Quarters. A government Quarters has many demands aside from official entertaining and cleaning duties. Provision maintenance, care of government owned property and special furnishings in the residence are important to upkeep in all government quarters.

The Marine Enlisted Aide is assigned only to the authorized GO, not other members of the staff and therefore should not be working in the GO's office for any prolonged periods of time, aside from checking emails or scheduling meetings.

Initial, intermediate and advanced training has been designed to improve and enhance the skills used in quarters by the Marine Enlisted Aide. This training is identified in this guidebook and is consistent with the 36 to 60 month assignment expected of Marine Enlisted Aides.

***Can a GO or his/her spouse offer a Marine Enlisted Aide a recipe or suggest a specific meal for him/her to cook?***

Absolutely. Interacting with your Marine Enlisted Aide with fun recipes or new ideas encourages them to be creative and will increase their level of service. This is highly recommended and will provide your Marine Enlisted Aide insights as to your “likes and dislikes”.

***What type of event is considered a qualifying representational event?***

In accordance with DoDI 1315.09, the following factors may be considered in determining whether an event is a qualifying representational event. Not all factors need to be present; nor should any single factor alone be conclusive.

1. The event is intended to improve morale, promote esprit de corps, and develop inter-personal relationships among command members and their families.
2. The event is attended by dignitaries, civic or community leaders, or senior military personnel as invitees.
3. The event is one that GOs customarily or traditionally host as part of their duties.
4. The event is held at the GO's military housing or other government location.



# GLOSSARY

## DEFINITIONS

These terms and associated definitions are used in this guidebook. These terms are defined in DoDI 1315.09.

### *Military Housing*

DoD housing and privatized housing (in accordance with the definition in DoD 4165.63-M).

### *Off Duty*

Any period of time when an enlisted aide is not regularly scheduled to perform authorized duties.

### *Official Representational Duties*

Those assigned duties and responsibilities that serve to uphold the standing and prestige of the United States and the Department of Defense through the extension of official courtesies to authorized officials and dignitaries of the United States and foreign countries as set forth in DoD Instruction 7250.13.

### *Qualifying Representational Event*

An event hosted by a GO that primarily serves to further the mission of the organization. The event must be substantively related to the official performance of the GOs military and official assigned duties and responsibilities, including representational duties associated with the GOs assigned position. This includes events that provide opportunities for personal interactions beyond routine day-to-day work interactions which typically occur outside of normal working hours; and, other than the use of enlisted aides, may not normally involve expenditure of government funds.

## REFERENCES

**DOD Instruction 1315.09 (series)\***

*Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers*

**DOD Directive 5500.7 (series)**

*Joint Ethics Regulations*

**DOD Instruction 7250.13**

*Use of Appropriated Funds for Official Representation Purposes*

**DOD Manual 4165.63**

*DoD Housing Management*

**SECNAVINST 1306.2 (series)\***

*Utilization of Enlisted Aides on Personal Staffs*

**SECNAVINST 7042.7K**

*Guidelines for Use of Official Representation Funds (ORF)*

**OPNAV INSTRUCTION 1306.3 (series)\***

*Guidance for use of Enlisted Aides*

**MCO 1306.18A\***

*Marine Corps Enlisted Aide Program*

**MCO P1020.34G\***

*Marine Corps Uniform Regulations*

**CMC Green Letter\***

*Marine Corps General Officer Enlisted Aide Assignments*

**NAVMED P5010**

*Bureau of Medicine and Surgery's Manual of Naval Preventive Medicine*

**NAVSUP P 486**

*Food Service Management*

*\* It is recommend that an assigned Marine Enlisted Aide maintain the latest copies of these orders/regulations.*











Produced by Headquarters Marine Corps Combat Camera



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Enlisted Aide Program