

U.S. ARMY ENLISTED AIDE PROGRAM



BECOME AN **ARMY** ENLISTED AIDE

QUALIFICATIONS

- Open to all Soldiers from all MOSs; SGT (P) to MSG
- Second term or career Soldiers
- Be physically, mentally and ethically fit
- Must pass a background security check and selection process
- Must be able to obtain a Secret Security Clearance
- 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:

https://quartermaster.army.mil/jccoe/Special_Programs_Directorate/Enlisted_Aide_Web_documents/enlisted_aide_program_main.html

Contact the Senior Enlisted Aide Advisor for additional information:

Email: usarmy.gregg-adams.tradoc.mbx.cascom-army-enlisted-aide-advisor@army.mil



U.S.ARMY

Assignment Information

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 the ASI Z5 (Enlisted Aide), Permanently.

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; U.S, Europe, Japan, Belgium and many more.

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

Governing Policy

DoDI 1315.09, Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers (November 17, 2023)

EAs (Enlisted Aides) are authorized for the purpose of relieving GO/Fos (general/flag officers) of those minor tasks and details which, if performed by the GO/Fos, would be at the expense of the GO/Fos primary military and other official duties and responsibilities. Consequently, EA 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.

Contact Information

U.S. Army Quartermaster General

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(804)-734-3458

Joint Culinary Center of Excellence

Director (804) 734-3022
Sergeant Major (804) 734-3016
Training Director (804) 734-3192
Senior EA Advisor (804) 734-4619

Human Resources Command Professional Development NCO

(503) 613-5882 OPT 4/5