

## ENLISTED AIDE FAQ's

### **Once I'm selected for the program, am I "locked" in forever?**

Most Enlisted Aides will stay in the program because of job satisfaction and for other personal/professional reasons. You can request at anytime to be released back into general detailing.

### **Do EA's get extra points toward advancement scores?**

Enlisted Aides will compete with their peer's fleet wide and do not get extra points towards the advancement because of their duties and responsibilities as an Enlisted Aide.

### **Do I live in the private quarters with the family, what are my working hours?**

When assigned to a General/Flag officer you will typically have an office in the quarters to work out of. You do not live in the quarters. Working hours vary based on the General/Flag Officer's requirements, but typically you will work a normal shift (0800-1700).

### **Do I cook and clean up after the family?**

Enlisted Aides are authorized for the purpose of relieving General/Flag officers of those tasks and details that, if performed by the officer, would be at the expense of their primary military and official duties. Enlisted Aides *shall not* be used for duties that contribute solely to the personal benefit of the General/Flag Officer or their family. *Reference: OPNAVINST 1306.3B*

### **Will I always work for the same General/Flag Officer?**

An Enlisted Aide may volunteer to extend services with a General/Flag officer if his or her services are requested by that General/Flag Officer however; it is not mandatory to continue serving for that officer.

### **What are my expectations as far as travel, do I travel with the General/Flag Officer?**

As one of your duties as an Enlisted Aide you are required to travel with the General/Flag Officer if your support or assistance is requested by that officer. Be prepared to travel at any given time.

### **Do I work for the spouse or family members of the General/Flag Officer?**

Enlisted Aides do not report to the Flag Officer's spouse for duty; however, a collaborative or consultative relationship may exist between them, as desired by the spouse, to ensure the standards and requirements detailed by the General/Flag Officer are satisfied. *Reference OPNAVINST 1306.3B*

### **What type of formal training if any can I expect as an Enlisted Aide?**

General/Flag Officers are highly encouraged to send their Enlisted Aide through the Advanced Culinary Skills Training Course and the Enlisted Aide Training Course located at Fort Lee, VA. But most of your training will be OJT with qualified/experienced Enlisted Aides.

### **Will I be able to pursue off duty education?**

Enlisted Aides are required and expected to continue their personal and professional development while assigned to the personal staff of a General/Flag Officer. Yes you are highly encouraged to pursue your off duty education and to meet all other military requirements as well.

### **Is the General/Flag Officer the only one in my Chain of Command?**

Enlisted Aides will utilize the appropriate Chain of Command when assigned to a General/Flag Officer. Typically your C.O.C will be the Flag Aide, Aide-de-Camp, XO and then General/Flag Officer.

**How do I become an Enlisted Aide?**

Entry into the Enlisted Aide Program is voluntary. Volunteers will coordinate with their Command Career Counselor and the Enlisted Aide/Flag Mess Detailer for detailed instructions and requirements to apply for the program.

**Do I get a special clothing allowance?**

Enlisted Aides will receive an initial, one time only special clothing allowance in their PCS orders when detailed by the Enlisted Aide program manager.

**What is my daily working uniform as an Enlisted Aide?**

The Flag Officer will prescribe the work clothing for the Enlisted Aides. The work attire may be the appropriate military uniform. Black pants, white uniform shirt or polo shirt.

**If I volunteer to provide personal services to the General/Flag Officer do I get paid?**

General/Flag Officers may employ Enlisted Aides during their off-duty hours on a voluntary, paid basis. The best source to develop a reasonable and commensurate pay is the "jobs prevailing wage" for that region as listed in the Bureau of Labor Statistics web site at [www.bls.gov](http://www.bls.gov)

**What is the policy on social functions?**

Enlisted Aides may be used to support an event, even when the event is not otherwise eligible to be supported with appropriated funds or use of government resources.

**If the General/Flag Officers spouse is hosting an event does the Enlisted Aide support it?**

In most cases, the General/ Flag Officer must be present at a function in order to justify the use of Enlisted Aides. An exception arises when, at the request of the G/FO, the General/Flag Officer's spouse hosts a function in the absence of the General/Flag Officer and the G/FO determines that the spouse's role in executing the function has a reasonable connection to the General/Flag Officer's official duties and responsibilities.