

ENLISTED AIDE
TRAINING PROGRAM
THE KEY TO SUCCESS

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. The subsequent awarding of the Z5 (Enlisted Aide) Additional Skill Identifier will be awarded after the successful completion of the course.

Coordination is accomplished directly with the Senior Enlisted Aide Advisor.

ATRRS Course Information

Advanced Culinary Skills

Course number: 8E-F5/800-F17
Length: 6 weeks
Topics: Meal Planning, Nutrition, Table Service, Buffet, Chef Certification

Enlisted Aide Training

Course number: 800-ASIZ5
Length: 4 weeks
Topics: Permissible/Impermissible Duties; Official Functions; Uniforms; Household Management; Administrative Procedures



ENTRÉE PREPARED BY AN
ENLISTED AIDE STUDENT



Contact Information

Proponent
US Army Quartermaster General
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Joint Culinary Center of Excellence
Director (804) 734-3022
Sergeant Major (804) 734-3016
Training Director (804) 734-3192
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Human Resources Command
Professional Development NCO (502) 613-5882 OPT 4/5



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 (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.

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 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: US, Europe, Japan, Belgium, Hawaii, and many more.

Requirements to become an Enlisted Aide:

- Open to all Soldiers from all MOSs
- SGT(P) thru MSG
- Second term or career Soldier
- 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.lee.tradoc.mbx.qm-senior-enlisted-aide-advisor@mail.mil



MEAL PREPARATION