



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO 1306.18  
MMEA  
10 Apr 01

MARINE CORPS ORDER 1306.18

From: Commandant of the Marine Corps  
To: Distribution List

Subj: STANDARDS FOR MARINES ASSIGNED TO DUTY AS AN ENLISTED AIDE

Ref: (a) 10 U.S.C 7579  
(b) DOD Directive 1315.9 of 21 June 1976  
(c) SECNAV Instruction 1306.2C  
(d) Handbook for Enlisted Aides

1. Situation. Utilization of enlisted members in a service capacity in public quarters is authorized in law by reference (a). References (b) and (c) establish Department of Defense (DOD) and Department of the Navy (DON) policy governing the utilization of enlisted aides (EA). Per references (b) and (c), EA's are authorized for the purpose of relieving flag and general officers of those minor tasks and details, which if performed by the officer would be at the expense of his primary military and official duties. Authorized enlisted aide duties are those that relate to the military and official responsibilities of those officers whom they are assigned to. These duties include assistance in discharging official DOD social responsibilities that inhere in certain flag and general officer positions. The propriety of such duties is governed by the official purpose served rather than the nature of the duties.

2. Mission. To promulgate guidance for eligibility, assignment, and training of Marines for duty as an EA to general and flag officers.

3. Execution

a. Criteria for Eligibility

(1) Personnel

- (a) Possess primary MOS of 3381.
- (b) Career Marine on second or later enlistment.
- (c) Rank of sergeant or above.
- (d) Volunteer for duty.
- (e) Completed appropriate level leadership course (resident).
- (f) Completed appropriate level MOS course (resident).
- (g) Current annual physical completed, including certification by Navy Medical as qualified food handler.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(h) Maintained an outstanding record book.

(2) Screening

(a) Candidates may submit Administrative Action Request to CMC (MMEA) requesting consideration for the EA program.

(b) Candidates must be recommended by a Command Food Technician/SNCOIC to CMC (MMEA).

(c) Candidates must be recommended by the SNCOIC of the General Officers Mess (GOM) and the Senior Enlisted Aide.

(3) Selection

(a) CMC (MMEA) screens candidates to ensure all criteria for eligibility are met.

(b) CMC (MMEA) submits candidate names to CMC's Office.

(c) Candidates meeting all aforementioned requirements will be temporarily assigned to the GOM for a period of two weeks. During this time, the candidate will be familiarized with the type of duties involved with being an EA. Experienced EA's will observe the candidate and assess future assignment potential.

b. Training

(1) Immediately upon being identified as being qualified for training and future assignment in the EA field, all selected EA's will be issued a copy of reference (d), the Enlisted Aide Handbook. Regardless of current assignment, selected EA's will thoroughly familiarize themselves with this handbook.

(2) After selection as an EA, personnel may be assigned to 60 days temporary additional duty (TAD) in the GOM. During this period, personnel should participate in all official functions supporting general officers in the Washington, DC area.

(3) Certain EA's may be selected to attend the Advanced Culinary Skills Training Course (ACSTC) located at Marine Corps Schools, US Army Quartermaster Center and School, Fort Lee, Virginia prior to assignment in a flag or general officer's quarters.

(4) All EA's are eligible to attend advanced culinary training courses approved by the Senior EA while assigned to duty as an EA. Attendance at one advanced course per year should be planned for in each EA's yearly calendar. Additional training, as appropriate, will be scheduled.

(1) School seats, advanced training courses, and OJT will be coordinated through the SNCOIC of the GOM. Funding for training and TAD will be provided by the CG, MCCDC (TECOM) and evaluated on a yearly basis.

c. Assignment

(1) Upon successful completion of temporary duty in the General Officer's Mess, and with CMC approval, selected EA's will be assigned the additional MOS of 3372.

(2) As designated by and with CMC approval, a board consisting of the Commandant's Senior Enlisted Aide, the SNCOIC of the GOM, the 33xx Enlisted Assignment Monitor, and the Food Service Occupational Field Sponsor will have final authority on the selection and assignment potential of all EA's. EA interviews with general officers and assignments will then be coordinated by the SNCOIC of the GOM and MMEA.

(3) If no assignment vacancies exist for immediate staffing, the EA will return to their original duty station and will be designated by MMEA as part of a pool of 6-8 qualified EA's pending future assignment. MMEA will ensure that a pool of at least six qualified EA's will be maintained at all times.

d. Vacation of Billet

(1) Voluntary

(a) Service as an Enlisted Aide is voluntary.

(b) Marines serving as Enlisted Aides may request release from the duty at any time, via their chain of command, to CMC (MMEA).

(c) Marines vacating a billet voluntarily, and without prejudice, will retain the additional MOS of 3372 and will remain in the pool of qualified EAS's maintained by CMC (MMEA).

(d) Marines will be reassigned based on the needs of the Corps.

(2) Involuntary

(a) Good of the Service Relief

1. Are non-prejudicial in nature.
2. Marines may retain AMOS 3372.
3. Marines will be reassigned based on the needs of the Corps.

(b) Relief for Cause

1. Are derogatory in nature and are a result of documented misconduct or unsatisfactory performance.
2. CMC (MMEA) will void AMOS 3372.
3. Marines will be reassigned based on the needs of the Corps.

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4. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Reserve.
- b. Signal. Effective upon date of signature.



T. P. MURRAY  
By direction

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