



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1306.18A
DMCS
21 Oct 2010

MARINE CORPS ORDER 1306.18A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE AIDE PROGRAM

Ref: (a) 10 U.S.C. 981, 3639, 7579, and 8639
(b) DOD Instruction 1315.09, "Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers," October 2, 2007
(c) SECNAVINST 1306.2D
(d) Handbook for Marine Aides
(e) SECNAV M-5210.1

1. Situation

a. Use of enlisted Marines 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 policy governing the use of enlisted aides (EA). Per references (b) and (c), EAs are authorized for the purpose of relieving general officers of those tasks and details which, if performed by the officer, would be at the expense of the general officer's primary military and official duties. Authorized EA duties are those duties that relate to the military and official responsibilities of those officers to whom the EAs are assigned. These duties include assistance in discharging official DoD social responsibilities inherent 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.

b. The Enlisted Marine Aide Program (MAP) is the overarching program responsible for the recruitment, training, and assignment of Marines for duty as Enlisted Marine Aides (MAs) to general officers. The MAP consists of those Marines who are serving as MAs, Marines in a training status to become MAs, Marines assigned to the Secretary of the Navy Mess, Marines designated as curators at the Home of the Commandants, and the food service Marines assigned to the Commandant's flight

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detachment at Fleet Logistics Support Squadron 1. Marines serving as MAs to general officers in public quarters are assigned the secondary military occupational specialty (MOS) designator of 3372. The total number of MOS 3372 Marines that may be assigned within the Marine Corps is mandated in references (a) and (b). Reference (b) also establishes the number of Marine Corps MOS 3372s that can be assigned within the Joint community.

c. Because of the unique and essential support this program provides to the senior-most leaders of the Marine Corps, the Commandant of the Marine Corps retains management responsibility of the program. The MAP staff noncommissioned officer in charge (SNCOIC) reports to the Commandant. The Military Secretary to the Commandant serves as the Reporting Senior for the MAP SNCOIC, and the Commandant is the Reviewing Officer.

2. Cancellation. MCO 1306.18.

3. Mission. To establish policy for the MAP.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Criteria for initial eligibility and recruitment into the MAP Training Program

1. Personnel

a. Must possess the primary MOS of 3381.

b. Must have no less than 36 months remaining on the current enlistment and be a corporal or above.

c. Must be a volunteer. Note that Marines assigned to the MAP must be a volunteer to serve in the program, but that, once in the program, they may be assigned as required to meet the needs of the Marine Corps.

d. Must have completed the appropriate level leadership course (resident).

e. Must have completed the appropriate level MOS course (resident).

f. Must have a current annual physical completed, including certification to be a qualified food handler.

g. Must be recommended by the chain of command.

h. Must be screened and meet the requirements of the independent duty checklist.

i. Flight crew candidates must also meet the standard for flight crews in accordance with applicable Navy regulations.

j. Eligibility criteria may be waived on a case-by-case basis by the Commandant.

(b) Screening and Selection

1. Volunteers for the MAP must submit an Administrative Action (AA) Form request to the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). DC M&RA will screen the volunteer for compliance with the requirements established in paragraph 4a(1)(a), evaluate the suitability of the Marine for assignment to the MAP at that time, and forward the request to the Commandant. The Commandant will review each request and direct orders be issued for Marines into the MAP when candidates are found to be eligible and suitable for the program.

2. Once selected to the MAP, Marines will be issued Temporary Additional Duty (TAD) orders for a period of two weeks for initial orientation, training, and evaluation by the MAP SNCOIC. At the end of this two week evaluation and orientation period, the Commandant will determine final eligibility for the program based on the recommendation and evaluation of the MAP SNCOIC.

3. If a Marine is approved for the MAP by the Commandant, DC M&RA will issue orders to the Marine into the MAP.

(2) Concept of Operations

(a) Training

1. Marines assigned to the MAP will receive initial training at the MAP Training Facility (MAPTF). Initial training will consist of 30-, 60-, and 90-day training evaluations, on-the-job training (OJT) in-quarters with senior MAs, and a combination of military and civilian courses. Those courses may include, but are not limited to the following.

- Culinary Institute of America Professional Chef Level I
- Advance Culinary Skills Training Course (ACSTC) Ft. Lee
- Household Management Course
- International Food Service Executive Association Certification Program
- American Culinary Federation Certification

2. The initial training phase for MAs will be up to one year in duration. Monthly and quarterly counseling will be conducted to review the progress of each trainee. The MAP SNCOIC will make the final determination as to when a Marine is prepared to assume the duties of an MA.

3. Intermediate level training will be provided for all MAs who work in-quarters. This training will be designed to improve and enhance the skills used in-quarters, and will consist of, but not be limited to, the following.

- Culinary Institute of America Professional Chef Level II
- Culinary Institute of America Continuing Education
- Household Management Course
- American Culinary Federation Training
- Annual Marine Aide Symposium
- International Food Service Executive Association Certification
- Annual Training and Assist Visits

4. Advanced training will be provided to senior MAs who work in high profile quarters or those MAs being considered for high profile quarters. This training will consist of, but not be limited to, the following.

- Household Management or other advanced estate management course
- Culinary Institute of America Professional Chef Level III
- International Food Service Executive Association Certification
- Additional advanced training as directed by the MAP SNCOIC
- Cross Service OJT in high profile quarters

(b) Assignment

1. Because of the high visibility nature of MA duties and the rank of the general officers supported, the Commandant will approve the assignment of MAs.

2. MAs will be selected for duty in-quarters through an interview process. The MAP SNCOIC will coordinate all interviews with the general officers eligible for the support of an MA. A biography and any additional supporting documentation will be provided to the general officer for review prior to the interview. When possible, the interview will be conducted face-to-face with the general officer. In situations where face-to-face interviews cannot be facilitated, video teleconference or telephonic interviews may suffice. Once the general officer makes a selection, the Marine and the MAP SNCOIC will be notified. The MAP SNCOIC will notify the Commandant for final approval. Once approved by the Commandant, DC M&RA will issue orders.

3. Once a Marine has been selected for assignment to a general officer, and is assigned to that general officer for a period of six months, a secondary MOS designator of 3372 will be assigned. The MOS 3372 designation will only be assigned to Marines while working in-quarters directly for a general officer.

4. Marines serving their first assignment in the MAP generally will remain in the program for a period up to 5 years, after which time they will be issued orders to return to the operating forces. Given the unique requirements of the MAP and the limited number of MAs, the Commandant may waive this requirement to ensure support to the general officers who require an MA for the execution of their duties.

5. Following completion of an initial tour as an MA and a subsequent tour in the operating forces, former MAs

may request via AA Form to the Commandant to return to the Marine Aide Program. Upon return of an MA to the MAP, Marines may remain in the MAP indefinitely unless the Commandant determines that management of the program requires reassigning that Marine to the operating forces.

6. Marines assigned to the MAP that have been initially trained and certified as fully prepared for assignment to a general officer will be given every opportunity to interview for duty as an MA. Marines who have interviewed multiple times but are not selected for assignment to a general officer will be retained in the MAP at the discretion of the Commandant.

(c) Special Conditions

1. The Commandant's flight detachment consists of enlisted food service Marines specifically trained for the protection and safety of the Commandant and other Very Important Persons who travel on the Commandant's plane. These Marines have the additional responsibility of providing hospitality and in-flight meals. Marines will only be considered for assignment to the flight detachment if they possess a proven record of successful service as an MA. This position will only be filled by Marines possessing the highest professional qualities, with excellent culinary skills and the ability to work independently under stressful conditions.

2. MAP Marines must remain within height and weight standards, and pass the annual Physical Fitness Test and Combat Fitness Test. MAP Marines are not required to qualify annually with the service rifle or service pistol. Although exempt from annual rifle and pistol qualifications, MAs are encouraged to maintain their proficiency in these disciplines to stay competitive with their peers.

3. Service as an MA is voluntary. MAs may request release from the duty at any time via the chain of command to the Commandant. Marines approved by the Commandant to vacate a billet voluntarily and without prejudice will remain in the pool of qualified MAs maintained by the MAP SNCOIC and reassigned based on the needs of the Marine Corps. Involuntary vacation of the billet for the "Good of the Service" is non-prejudicial in nature and the Marine may be allowed to remain in the pool of qualified MAs and will be reassigned based on the needs of the Marine Corps. Relief for cause is derogatory in

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nature, normally as a result of documented misconduct or unsatisfactory performance. In cases of relief for cause, the Marine will be voided of the 3372 MOS designator and reassigned based on the needs of the Marine Corps.

4. In conjunction with the DC M&RA and the DC for Combat Development and Integration, the Commandant will conduct an annual structure and manpower review of the MAP to

balance the needs of the operating forces with the requirements of the general officers supported by the MAP.

5. Working in direct support of the Commandant, the mission of the MAPTF is to:

a. Assist with the screening and recruiting of Food Service Marines for duty as MAs.

b. Develop and conduct initial training for MAs.

c. Recommend qualified MAs for billets throughout the MAP.

d. Coordinate intermediate and advanced training.

e. Conduct an annual MA conference.

f. Provide training and assist visits when needed.

g. Provide food service support to the Commandant, Assistant Commandant, and other general officers in the National Capital Region.

6. Uniforms for Marines in the MAP are in accordance with MCO P1020.34G, Marine Corps Uniform Regulations.

b. Subordinate Element Missions

(1) Headquarters and Service Battalion, Headquarters Marine Corps, will provide an annual budget to the MAP to support training and supply requirements.

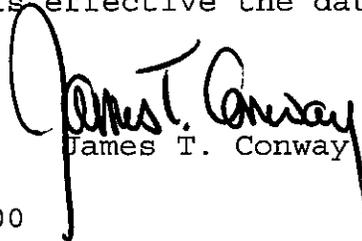
(2) The office of the Commandant will provide TAD funds, as required, to support the MAP.

5. Administration and Logistics. Records created as a result of this Order shall include records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (e).

6. Command and Signal

a. Command. This Order is applicable to the Total Force Marine Corps.

b. Signal. This Order is effective the date signed.



James T. Conway

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