



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

MCO 1306.18B w/Admin CH-1  
I&L (L)  
13 Feb 2024

MARINE CORPS ORDER 1306.18B ADMINISTRATIVE CHANGE 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS ENLISTED AIDE PROGRAM

Ref: (a) SECNAV M-5210.1 w/CH-1  
(b) MCO 5210.11F  
(c) 5 U.S.C. § 552a  
(d) SECNAVINST 5211.5F  
(e) MCO 5215.1K w/Admin CH-1

1. Situation. The Commandant of the Marine Corps (CMC) designated Deputy Commandant for Installations and Logistics (DC I&L) as the Marine Corps Enlisted Aide Program (MCEAP) Manager.

2. Mission. To implement changes to the Order.

3. Execution. Changes to the Order are as follows:

a. Page 2, paragraph 1.c., change verbiage to reflect CMC retains oversight of MCEAP and that detailed program management is delegated to DC I&L. SNCOICs and OICs report directly to DC I&L vice CMC.

b. Page 3, paragraph 4.a.(1)(b)1.m., changed verbiage on who can waive eligibility criteria from CMC to DC I&L.

c. Page 3, paragraph 4.a.(1)(b)2.a., changed verbiage to reflect the AA Form will be forwarded to DC I&L vice CMC.

d. Page 3, paragraph 4.a.(1)(b)2.b., changed verbiage to reflect that DC I&L vice CMC will determine final eligibility for MCEAP.

e. Page 4, paragraph 4.a.(2)(a)1., changed capitalization for "on-the-job training" acronym.

f. Page 5, paragraph 4.a.(2)(b)1., changed verbiage to reflect that DC I&L will submit assignment request to Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) vice CMC.

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g. Page 5, paragraph 4.a.(2)(b)4., changed verbiage to reflect that DC I&L will retain Marines who were interviewed and not selected for assignment to a GO in the MCEAP.

h. Page 6, paragraph 4.a.(2)(c)3., changed verbiage to reflect that MEAs may request release from the duty at anytime via the chain of command to DC I&L vice CMC. Marines approved for release by DC I&L vice CMC will remain in the pool of qualified MEAs.

i. Page 6, paragraph 4.a.(2)(c)4., changed verbiage to reflect DC I&L will conduct an annual structure and manpower review of the MCEAP vice CMC.

j. Page 6, paragraph 4.a.(2)(c)5., added verbiage, "In order to determine the feasibility of support, requests shall be submitted to the SNCOIC of the MCEAP."

k. Page 7, paragraph 4.a.(2)(c)6., added verbiage, "(in certain cases within the NCR requests shall be made to the SNCO of the MCEAP)."

l. Page 8, paragraph 5.b., updated the privacy act statement.

#### 4. Administration and Logistics


a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (a), SECNAV M-5210.1 w/CH-1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (b), MCO 5210.11F, for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (c)] and implemented per reference (d).

5. Command and Signal

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

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



C. J. MAHONEY  
Assistant Commandant of  
the Marine Corps

DISTRIBUTION: PCN 10201050001



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

MCO 1306.18B  
I&L (L)  
6 Jul 2023

MARINE CORPS ORDER 1306.18B

From: Commandant of the Marine Corps  
To: Distribution List  
  
Subj: MARINE CORPS ENLISTED AIDE PROGRAM  
  
Ref: See enclosure (1)  
  
Encl: (1) References

1. Situation

a. The Marine Corps Enlisted Aide Program (MCEAP) is the overarching program responsible for the recruitment, training, and assignment for duty as a Marine Enlisted Aide (MEA) to General Officers (GOs). The MCEAP consists of those Marines who serve as MEAs; Marines in a training status to become MEAs; Marines assigned to Department of Defense (DoD) Messes as required, including the White House, Secretary of Defense (SECDEF), Chairman, Joint Chiefs of Staff (CJCS), and the Secretary of the Navy (SECNAV); Marines designated as curators at the Home of the Commandants; and the food service Marines assigned to the Commandant's flight detachment at Fleet Logistics Support Squadron One. Marines serving as MEAs to GOs in quarters are assigned the secondary Military Occupational Specialty (MOS) designator of 3372. Marines who hold the MOS 3372 designator and those assigned, are regulated by references (a) and (c). Reference (c) also establishes the number of Marine Corps MOS 3372s who can be assigned within the Joint community. This Order is in accordance with references (a) through (ae).

b. Congress has provided the authorization and limitations for the use of enlisted Marines in a service capacity in government quarters in reference (a). References (c) and (d) establish DoD and Department of the Navy (DON) policy governing the use of MEAs. Under references (c) and (d), the MEAs are authorized for the purpose of relieving GOs of those tasks and details, which would otherwise be at the expense of the GO's primary military and official duties. Authorized MEA duties are those duties that relate to the military and official responsibilities of those officers to whom the MEAs are assigned. These duties include assistance in discharging official DoD social responsibilities inherent in certain Flag Officer (FO) and GO

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positions. The propriety of such duties is governed by the official purpose served, rather than the nature of the duties.

c. Because of the unique and essential support this program provides to the senior leaders of the Marine Corps, the Commandant of the Marine Corps (CMC) retains ~~management oversight~~ responsibility ~~of~~ ~~for~~ the program, with detailed program management delegated to and exercised by the Deputy Commandant for Installations and Logistics (DC I&L). The MCEAP Staff Noncommissioned Officer in Charge (SNCOIC) and Officer In Charge (OIC) reports directly to ~~CMC~~ DC I&L.

2. Cancellation. MCO 1306.18A and Policy Letter 1-17A.

3. Mission. To establish policy for the MCEAP.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Working in Direct Support of the Commandant of the Marine Corps (CMC), the Mission of the Marine Corps Enlisted Aide Program (MCEAP) is to:

1. Assist with the screening and recruiting of Food Service Marines for duty as Enlisted Aides (EAs).

2. Develop and conduct initial training for MEAs.

3. Recommend qualified MEAs for billets throughout the MCEAP.

4. Coordinate intermediate and advanced training.

5. Conduct an annual MEA conference.

6. Provide training and assist visits when needed.

(b) Criteria for Initial Eligibility and Recruitment into the Marine Corps Enlisted Aide Program (MCEAP) Training Program

1. Personnel

a. Must possess the primary MOS of 3381.

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

c. Must have no less than 36 months remaining on the current enlistment

- d. Must be a corporal or above.
- e. Must be within height and weight standards.
- f. Must be on the Subsequent Term Alignment Program (STAP) or beyond.
- g. Must be eligible for a Secret Clearance.
- h. Must be recommended by the chain of command.
- i. Must have a current annual physical completed, including certification to be a qualified food handler.
- j. Must have completed the appropriate level MOS course (resident) or be slated to attend within 12 months of package submission.
- k. Flight crew candidates must meet the standard for flight crews in accordance with applicable Navy regulations.
- l. Must be a volunteer.
- m. In certain cases, eligibility criteria may be waived on a case-by-case basis by ~~CMC~~ DC I&L.

## 2. Screening and Selection

- a. Volunteers for the MCEAP must submit an Administrative Action (AA) Form request to the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA). The 3381 Primary Military Occupational Specialty (PMOS) monitor will verify the Marine is eligible to move, valid structure exists in the MCEAP, and career timing supports an assignment into MCEAP. Once the 3381 PMOS monitor determines eligibility, the AA Form will be forwarded to ~~CMC~~ DC I&L. The ~~CMC~~ DC I&L will review each candidate and request orders be issued into the MCEAP when candidates are determined suitable for the program.
- b. After selection, Marines will be issued Temporary Additional Duty (TAD) orders for a period of two weeks for initial orientation, training, and evaluation by the MCEAP SNCOIC. At the end of the two-week period, the ~~CMC~~ DC I&L will determine final eligibility for the program based on the recommendation and evaluation of the MCEAP SNCOIC.
- c. Candidates who are determined ineligible by the PMOS monitor due to career progression or competitiveness for promotion (passed over, etc.) will not be considered for the MCEAP.

(2) Concept of Operations

(a) Training

1. Initial Training. Marines assigned to the MCEAP will receive initial training that will consist of 30, 60, and 90-day training evaluations, ~~On-the-Job Training~~ on-the-job training (OJT) in-quarters with senior MEAs, and a combination of military and civilian courses. Those courses may include, but are not limited to the following:

a. Advance Culinary Skills Training Course (ACSTC) Ft. Gregg-Adams, Virginia.

b. Enlisted Aide Training Course (EATC) Ft. Gregg-Adams, Virginia.

c. American Culinary Federation Certification, location TBD.

d. Bartending, location TBD.

2. The initial training phase for MEAs will be up to one year in duration. Monthly and quarterly counseling will be conducted to review the progress of each trainee.

3. Intermediate Training. Intermediate level training will be provided for all MEAs who work in-quarters. This training is designed to improve and enhance the skills used in-quarters. MEAs will be afforded the opportunity to attend all resident and non-resident Professional Military Education for grade and MOS. Additional training specifically designed to enhance MEA's skills in the MCEAP will consist of, but not be limited to the following:

a. Approved Intermediate Professional Chef Course.

b. Continuing Culinary Education.

c. Household Management Course.

d. American Culinary Federation Training.

e. Annual MEA Symposium.

f. Annual Training and Assist Visits.

g. Bartending, location TBD.

4. Advanced Training. Advanced training will be provided to senior MEAs who work in high profile quarters or those

MEAs selected for high profile quarters. This training will consist of, but not be limited to the following:

- a. Household Management or other advanced estate management course.
- b. Approved Advanced Professional Chef Course.
- c. Baking/Pastry Program and Cake Decorating Master Program.
- d. American Culinary Federation Training.
- e. Annual MEA Symposium.
- f. Annual Training and Assist Visits.
- g. Protocol School of Washington Protocol Officer Training, Public Speaking, Emotional Intelligence Course.
- h. Approved Basic/Advanced Flower Decorating Course.

(b) Assignment

1. MEAs' assignments will be released annually via CMC Slate Letter. ~~CMC~~ DC I&L will submit the assignments request to DC M&RA. MEAs will be selected for duty in-quarters through an interview process. An interview package, including but not limited to biography, basic training record, etc. and any additional supporting documentation will be provided to the MCEAP SNCOIC and selecting GO for review prior to the interview. When possible, the in-person interviews will be conducted with the GO. In situations where in-person interviews cannot be facilitated, video teleconference or telephonic interviews may suffice.

2. DC M&RA, via the 3381 PMOS monitor, will assign approved Marines to the MCEAP with the issuance of Permanent Change of Station/Permanent Change of Assignment (PCS/PCA) Orders. Security clearances must be approved prior to MEA assignment to quarters.

3. The MOS 3372 designation will only be assigned to Marines while working in-quarters directly for a GO.

4. Marines assigned to the MCEAP will be given every opportunity to interview for assignment to a GO as a MEA. Marines who interview, but are not selected for assignment to a GO, will be retained in the MCEAP at the discretion of the ~~CMC~~ DC I&L as staffing goals permit or overstaffing is approved by M&RA.



5. The MCEAP SNCOIC and the 3381 PMOS monitor will maintain a list of MCEAP Marines assigned to valid 3381 staffing goals with at least 24 months' time on station.

(c) Special Conditions

1. The CMC's flight detachment consists of enlisted food service Marines personnel who will further be designated as a Transport Safety Specialist (TSS) and a qualified Aircrewman. Tasks include but are not limited to: providing in-flight meals; hospitality; and safe and efficient transportation for the SECNAV, CMC, Chief of Naval Operations, Assistant Commandant of the Marine Corps (ACMC), and senior leaders of the DoD and the DON to domestic and international destinations. 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. Marines will only be considered for assignment to the flight detachment if they have a proven record of service through high proficiency, conduct and fitness reports markings, and a positive command endorsement. Marines must have a minimum of an Intermediate Swim Qualification.

2. MCEAP Marines must maintain Marine Corps training standards, to include height and weight standards, and pass the annual Physical Fitness Test and Combat Fitness Test. In order to maintain proficiency and stay competitive with peers, Marines are required to qualify annually with the service rifle and pistol where ranges and quotas are made available.

3. Service as a MEA is voluntary. MEAs may request release from the duty at any time via the chain of command to the ~~CMC~~ DC I&L. Marines approved for release by ~~CMC~~ DC I&L will remain in the pool of qualified MEAs maintained by the MCEAP SNCOIC and the 3381 PMOS monitor and will further be reassigned within the 3381 PMOS according to valid staffing goals. 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 MEAs and will be reassigned based on the needs of the Marine Corps. Relief for cause is derogatory in nature, normally as a result of documented misconduct, unsatisfactory performance, or failing the USMC physical and body composition standards. In cases of relief for cause, the Marine, in coordination with MMEA, will be reassigned or accordingly processed based on the needs of the Marine Corps.

4. The ~~CMC~~ DC I&L will conduct an annual structure and manpower review of the MCEAP to balance the needs of the operating forces with the requirements of the GOs supported by the MCEAP.

5. In the National Capital Region (NCR), MEAs will provide food service support to the CMC, ACMC, and approved GOs and FOs. In order to determine the feasibility of support, requests shall be submitted to the SNCOIC of the MCEAP.

6. Loaning and sharing of MEAs is only authorized for GOs who are authorized a MEA and required to support official Marine Corps Qualifying Representational Events (QREs) as part of their official duties. To assist in supporting official QREs, GOs (not assigned a MEA) may obtain the service of a MEA who is assigned to another GO. In this circumstance, the GO seeking MEA support may request MEA support from another GO who is authorized and is currently assigned a MEA- (in certain cases within the NCR requests shall be made to the SNCO of the MCEAP). To support these requests, the GO (who is currently assigned a MEA) must first review the requested event and determine whether it is a QRE and subsequently the support of his Aide. If the event is determined to be a QRE, the supporting GO will be required to designate the supported GO (who is seeking support) as his or her representative. See Appendix B for guidance on loan and sharing requests.

7. In order to gauge interest in applying for the MCEAP, 3381 Food Service Specialists may, while on duty, volunteer to observe and assist a MEA performing their duties. The observation period will consist of observing and assisting a MEA during QREs. This observation period is only authorized when (1) the General Officer being supported approves; (2) the Marine has the intent to submit a package for the MCEAP; and (3) the Marine volunteers to observe and assist through his or her chain of command. Food Service Specialists invited to observe and assist during a normal workday or a QRE must participate voluntarily. The MEA evaluating the Marine during the observation period will submit a written report to the MCEAP SNCOIC within ten (10) working days.

8. Nothing contained in this Order precludes the employment of off-duty enlisted personnel by officers on a voluntary paid basis. Payment of such services should be reasonable and commensurate with the service rendered. Deciding on a reasonable rate can be complicated, but there are a few items that can help define a fair value "prevailing wage" agreement. The pay is not based on the EAs pay grade, but on the job to be performed. Jobs have various payment rates. For example, meal preparations and serving will have different rates because of the skill level required. The prevailing wage is also set by the region in which the work is being performed. 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 <http://www.bls.gov>. This is the median pay and is therefore only a guide. The pay rate should be mutually acceptable and commensurate with the local prevailing wage standard. An agreement or memorandum for the record, written and signed by all parties, is recommended.

b. Subordinate Element Tasks. MCEAP will provide an annual budget, via Marines Barracks Washington to I&L, Marine Corps Installation Command (MCICOM), G-4, Food Service and Subsistence Branch. MCEAP requirements will be incorporated into MCICOM's annual

Program Objective Memorandum (POM) submissions. Requirements will be funded based on availability of funds.

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (h), SECNAV M-5210.1, to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (i), MCO 5210.11F, for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with ~~reference (b)~~, the Privacy Act of 1974 ~~(5 U.S.C. § 552a)~~, as amended, ~~[reference (b)]~~ and implemented ~~in~~ per reference (g) ~~SECNAVINST 5211.5F~~.

6. Command and Signal

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

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



DAVID H. BERGER

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References

- (a) 10 U.S.C. § 981 and 8779
- (b) 5 U.S.C. § 552a
- (c) DoDI 1315.09 w/CH-1, "Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (GO/FOs)," December 1, 2017
- (d) SECNAVINST 1306.2E
- (e) OPNAVINST 1306.3C
- (f) DoD 7000.14-R, "Financial Management Regulation," December 2021
- (g) SECNAVINST 5211.5F
- (h) SECNAV M-5210.1
- (i) MCO 5210.11F
- (j) DoD 5500.7-R w/CH-7, "Joint Ethics Regulation (JER)," November 17, 2011
- (k) DoDI 7250.13, "Use of Appropriated Funds for Official Representation Purposes," May 22, 2023
- (l) DoDM 4165.63 w/CH-2, "DoD Housing Management," August 31, 2018
- (m) Handbook for Marine Enlisted Aides, June 2015
- (n) DoDI 1338.21, "Special Command Positions (SCPs)," July 19, 2016
- (o) MCO 11000.22 w/CH-1
- (p) MCO 1300.8 w/CH-1
- (q) 10 U.S.C. § 7579
- (r) SECNAVINST 7042.7L
- (s) MCO 1020.34H
- (t) MCO 1500.61
- (u) Joint Federal Travel Regulations Volume I
- (v) MCO 1326.6 w/CH-1
- (w) NAVMED P-5010
- (x) NAVSUP P-486
- (y) OPNAVINST 3710.7V
- (z) MILSPERSMAN 1220-010
- (aa) SECNAVINST 5510.30C
- (ab) MCO 1500.52D
- (ac) MCO 10110.14N
- (ad) DoDM 1338.10, "DoD Food Service Program," August 26, 2022
- (ae) Federal Acquisition Regulation

APPENDIX A

Glossary of Acronyms and Abbreviations

AA	Administrative Action
AC	Aircrew
ACMC	Assistant Commandant of the Marine Corps
ACSTC	Advance Culinary Skills Training Course
ACT	American College Test
AFADBD	Armed Forces Active Duty Base Date
CJCS	Chairman, Joint Chiefs of Staff
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
Cpl	Corporal
CUI	Controlled Unclassified Information
DC I&L	Deputy Commandant for Installations and Logistics
DC M&RA	Deputy Commandant for Manpower and Reserve Affairs
DFSP	Department of Defense Food Service Program
DoD	Department of Defense
DON	Department of the Navy
DON/AA	Department of the Navy/Assistant for Administration
DRMD	Directives and Records Management Division
EA	Enlisted Aides
EATC	Enlisted Aide Training Course
FAR	Federal Acquisition Regulation
FO	Flag Officer
FW	Fixed Wing
GO	General Officer
JER	Joint Ethics Regulation
LCpl	Lance Corporal
M&RA	Manpower and Reserve Affairs
MCEAP	Marine Corps Enlisted Aide Program
MCICOM	Marine Corps Installation Command
MCWSTP	Marine Corps Water Survival Training Program
MEA	Marine Enlisted Aide
MOS	Military Occupational Specialty
NACCS	Naval Air Crew Candidate School
NARA	National Archives and Records Administration
NCR	National Capital Region
OIC	Officer In Charge
OJT	On-the-job Training
ORF	Organizational Representation Funds
PCA	Permanent Change of Assignment
PCS	Permanent Change of Station
PFC	Private First Class
PII	Personally Identifiable Information
PME	Professional Military Education
PMOS	Primary Military Occupational Specialty
POM	Program Objective Memorandum
PSP	Personnel Security Program

QRE	Qualifying Representational Event
SAT	Scholastic Aptitude Test
SCPs	Special Command Positions
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SNCOIC	Staff Noncommissioned Officer in Charge
STAP	Second Term Alignment Program
T&R	Training and Readiness
TAD	Temporary Additional Duty
TSS	Transport Safety Specialist

APPENDIX B

AUTHORIZED ENLISTED AIDE (EA) DUTIES

1. Under regulations prescribed by the Secretaries of the Military Departments, and in connection with military and other official functions and duties, EAs are authorized to perform the following duties:

a. Plan, prepare, arrange, and support QREs such as receptions, parties, and dinners.

b. Ensure adherence to military and diplomatic protocols in the development of agendas, seating charts, menu cards, and name cards.

c. Purchase, prepare, and serve food and beverages in the GO assigned military quarters for QREs.

d. Plan, coordinate, and execute QREs at official sites other than the GO's military quarters (office, field environment, etc.).

e. Identify religious, dietary, cultural, nutritional, and allergic requirements for menu planning, development, and execution in support of QRE and/or GO daily meal requirements.

f. Assist in the planning, preparation, arrangement, and conduct of official social functions and activities.

g. Maintain sanitation standards in accordance with applicable regulations.

h. Maintain military uniforms, civilian attire worn for QREs, and government-issued equipment of the assigned GO.

i. Assemble all GO uniforms for daily use and special events (i.e., speaking engagements, media interviews/photos, and official functions).

j. Perform laundry and dry-cleaning service for GO official military uniforms and clothing utilized in support of QRE and official duties that may also include travel requirements.

k. Purchase and prepare meals for the GO, and those immediate family members eating with the GO, during the normal duty work schedule.

l. Coordinate logistics for official social events to include formal menus for all quarter's related events.

m. Provide food and beverage procurement and preservation in all environments.

n. Maintain accountability of, and ensure care for, all government owned furnishings, antiques, and memorabilia.

o. Supervise maintenance personnel at the residence, to include landscaping and pesticide schedules, and ensure all housing codes are being met.

p. Assist in the security, crime prevention, counterterrorism, and communications security initiatives in support of the assigned GO.

q. Serve as a point of contact in the GO's quarters to include receiving and maintaining records of telephones calls, appointment scheduling, and receiving guests and visitors.

r. Develop and execute a schedule for daily, weekly, or monthly cleaning and generate a work schedule to ensure all requirements are satisfied.

s. Maintain the care, cleanliness, and order of those areas of assigned military housing used for QREs, to include common areas that provide access to these spaces or areas of the assigned housing used in support of these events.

t. Perform general yard maintenance on areas commonly used for QREs, to include lawn care, policing debris, and litter, when an existing lawn care contract is not in place to satisfy requirements.

u. Assist with miscellaneous duties associated with permanent change of station moves, such as packing/unpacking of official books, military uniforms, and government-issued equipment.

v. Perform errands for the GO that have a substantive connection to the GO's official responsibilities and/or assists with the physical security of the GO's military housing.

w. Maintain Organizational Representation Funds (ORF) and personal funds accounting records.

x. Manage a petty cash fund used in support of miscellaneous tasks.

## 2. Illustrative Examples of Authorized Use of Enlisted Aides (EAs)

a. The GO hosts a dinner at his or her military quarters to be attended by the Mayor and a representative of the local police department to discuss coordinating efforts to encourage involving service members more in local community volunteer programs.

b. The GO invites a local Congressman to his or her military quarters for dinner following the Congressman's visit to the installation.



c. The GO hosts a Service member Wounded Warrior recognition luncheon not associated with any charity or non-federal entity at his or her military housing to be attended by local dignitaries. If the GO is unavailable to attend at the last minute, the GO's spouse stands in for the GO at the event.

d. The GO hosts a command breakfast at his or her military housing for subordinate commanders. An official briefing is conducted during the breakfast.

e. The GO hosts a New Year's Day reception at his or her military housing for his or her subordinate officers, senior non-commissioned officers, and spouses. It is an annual event attended by Service personnel and considered to be a custom or tradition of the Service or unit.

f. The GO hosts an event at his or her military housing for the purpose of honoring arriving or departing members of the organization (e.g., hail and farewell). It is a regular event attended by Service personnel and considered to be a custom or tradition of the Service or unit.

g. The GO hosts a dinner at his or her military quarters for senior officials from different Services who are assigned to his or her installation and in the immediate area as a way to get to know each other and to informally discuss common military issues.

h. The GO hosts an "ice-breaker" reception at his or her military housing for subordinate commanders and their spouses attending a commander's conference.

i. The GO hosts a Family Readiness Group meeting at his or her military housing for the purpose of distributing information about an upcoming deployment, ongoing deployment, or post-deployment/reintegration operation.

j. The GO's spouse hosts a luncheon for the spouses of domestic or foreign dignitaries (or other prominent officials) who are meeting separately with the GO as part of a QRE.

*NOTE: The examples depicted above are illustrative in nature. The fact that the use of EAs is permitted does not necessarily mean that the use of appropriated funds is authorized.*

APPENDIX C

UNAUTHORIZED ENLISTED AIDE (EA) DUTIES

1. GOs may not use a MEA for duties that do not have a direct connection with the officer's military or official duties or that contribute solely to the personal benefit of individual officers or their families. The following examples, although not inclusive, provide examples of unauthorized MEA duties:

a. Personal services performed solely for the benefit of family members or unofficial guests, including driving, shopping, running private errands, or laundry services.

b. Any form of caregiving for family members or personal guests of the GO.

c. Preparation of uniform(s) in support of unofficial events (e.g., trips, weddings, funerals of a personal nature).

d. Any form of pet care, including grooming, feeding, exercising feces removal, and veterinary visits.

e. Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.

f. Maintenance of privately owned recreational or sporting equipment, except in direct connection with the use of such equipment for official purposes.

g. Landscaping or grounds keeping (such as trimming trees and/or bushes, laying mulch, and planting flowers) in areas not commonly used for QRE.

h. Skilled trade services such as electrical, plumbing, personal computer, or furnishings repairs, other than routine upkeep and maintenance.

i. Care or cleaning duties in military quarters that contribute solely to the personal benefit of the GO and/or dependents, such as making beds, cleaning private areas, or organizing personal effects. This includes care and cleaning of any area after it has been used for personal or unofficial events and/or spaces used exclusively by dependents.

j. Maintenance or packing of golf equipment or other recreational equipment.

k. Chauffeuring of dependent(s) and others for personal benefit.

l. Signing documents in support of GO's housing repairs, etc.

m. An errand of a personal nature that contributes solely to the personal benefit for the GO or his or her dependents.

2. Illustrative Examples of Unauthorized Use of Enlisted Aides (EAs)

a. The GO hosts a birthday party for one of his or her children at the GO's military quarters.

b. The GO's spouse arranges a bridge card game (or other social event) in his or her military quarters to be attended by unit spouses.

c. The GO hosts a barbeque (or other social event) at his or her military housing for his or her alma mater classmates, friends, or other personal guests.

d. The GO hosts a football tailgate party at his or her military quarters that is attended by the GO's peers.

e. The GO's spouse hosts a cocktail party at his or her military quarters attended by prominent members of the installation and local community, which benefits a Wounded Warrior charity or other non-federal entity.

*NOTE: The examples depicted above are illustrative in nature. The fact that the use of Marine MEA is not permitted does not preclude the GO from employing his or her MEA on a voluntary and paid basis during off-duty hours for the particular activity or event.*

APPENDIX D

ANNUAL REPORT - ENLISTED AIDE (EA) JUSTIFICATION

Service	GO Position (Duty Title)	Grade	# of QREs Per Year	# of Enlisted Aides (EAs) Authorized	# of Enlisted Aides (EAs) Assigned	<b>Justification for Authorization of an Enlisted Aide (EA) (Narrative)</b>  <i>Provide detailed narrative to support authorization of Enlisted Aide(s) (EA(s)) to this position. Note: Address why a position might be authorized an Enlisted Aide (EA) but is not assigned (GO/FO resides outside government quarters, not enough Enlisted Aides (EAs) to assign, etc.).</i>
USMC	Commandant of the Marine Corps	O-10	65	4	4	<p>The Commandant of the Marine Corps is the senior most military official in the Service. He/she hosts over 65 qualifying representation events (QREs) per year ranging from foreign military and political dignitaries, service members (joint, sister service, and from own service), and senior civilians throughout the government. Due to the numerous events, speaking engagements, travelling, and extended work hours the EA(s) provide intricate support to the mission and the Service. The Aides provide the much-needed support in planning and preparing all food requirements for QREs and assists with errands,</p>

						cleanliness, and maintenance of areas used for and/or in support of QREs, as authorized by regulation, to ensure all QREs meet the expectations of military protocol. The EAs provide support to the Service Chief in the care of military uniforms and of civilian attire worn for QREs.
USMC	Deputy Commandant for Installations and Logistics	O-9	18	1	0	The Deputy Commandant for Installations and Logistics (DC I&L) is the senior military logistician on the Marine Corps Staff. DC I&L hosts 18 qualifying representation events (WREs) per year ranging from foreign military and political dignitaries, other GOs and FOs (joint, sister service, and from own service), and senior civilians throughout the government and industry. The EA provides intricate support to the DC I&L in the execution of his or her position. The EA provides support in planning and preparing all food requirements for QREs and assists with errands, cleanliness, and maintenance of areas used for and/or in support of QREs, as authorized by regulation, to ensure all QREs meet the expectations of military protocol. The EAs provide support to the DC I&L in the care of

						military uniforms and of civilian attire worn for QREs.
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APPENDIX E

QUARTERLY REPORT - SUPPORTED EVENTS

QUARTERLY REPORT - SUPPORTED EVENTS

<u>QRE Date</u>	<u>Host</u>	<u>Attendees</u>	<u>Location</u>	<u>Purpose of QRE</u>
XX XXX XX	LtGen Faulkner	16	Marine Barracks Washington, Crawford Hall	Congressional Engagement (Military Construction)

APPENDIX F

SAMPLE SHARING / LOANING LETTER

Organizational Letterhead

SSIC  
Code/Serial #  
Date

From: General Officer Assigned Marine Enlisted Aide

To: General Officer Requesting Support

Subj: ENLISTED AIDE SUPPORT

Ref: (a) DoDI 1315.09 w/CH-1  
(b) SECNAVINST 1306.2E

1. The (**identified type of event**) that you are hosting is meant to (**purpose of the event**) and has a direct connection with your official duties and responsibilities.

2. Based on the above event description, and in accordance with the references, I have determined that this event meets the requirements of a qualifying representational event (QRE).

3. It is my belief that Enlisted Aide support for this event furthers the interest of the (Department of Defense, the Military Service and/or the command). The Marine Enlisted Aide currently assigned to me, (**EA's Rank/Name**) will be available to support this event on (**date**) at (**location**). I will work with you to ensure the duty hours of (**EA's Rank/Name**) are adjusted to support this QRE.

4. Point of contact on this matter is (**Rank/Name**) at (**telephone #**) or (**e-mail address**).

I. M. GENERAL

Copy to:  
MCEAP SNCOIC  
Files



APPENDIX G

SAMPLE PACKAGE FOR MARINE CORPS ENLISTED AIDE PROGRAM (MCEAP)

SSIC  
Date

From: Sergeant John J. Doe, Jr. 000 00 0000/0000 USMC  
To: Commandant of the Marine Corps  
Via: (1) Immediate Commanding Officer  
(2) Endorsing Chain of Command  
(3) Deputy Commandant of the Marine Corps (I&L)  
701 S. Courthouse Rd, Bldg 12, Rm 2J155  
Arlington, VA 22204

Subj: REQUEST FOR SELECTION TO THE MARINE ENLISTED AIDE PROGRAM

Ref: (a) 10 U.S.C. § 981 and 8779  
(b) DoDI 1315.09 w/CH-1  
(c) SECNAVINST 1306.2E  
(d) Handbook for Marine Enlisted Aides, June 2015  
(e) MCO 1020.34H  
(f) MCO 1326.6 w/CH-1

Encl: (1) Data Sheet  
(2) SRB, page 12  
(3) SRB, page 11  
(4) SRB, page 3  
(5) BIR/BTR  
(6) EDU  
(7) Biography  
(8) List any other enclosures

1. I am eligible (except for {type of waiver}) and apply for the assignment to Enlisted Aide per references (a) through (e). Enclosures (1) through (xx) are attached as requested. The following information is submitted:

a. Date of Birth: (YYMMDD)

b. Permanent Pay Grade and Date of Rank: (E-?, YYMMDD)

c. Off-duty courses completed or currently enrolled in that are not shown in MCTFS or on the college transcripts to include any certifications:

d. Military schools and correspondence courses completed or currently enrolled in that are not shown in the MCTFS education screens.

e. Total amount of active naval service: (years, months, days).  
(If other than naval service is included in the Armed Forces Active

Duty Base Date (AFADBD) on the BIR, show branch of service, periods of service, and highest grade held. Show all dates and times in year, month, and day format. Compute all dates and times as of 1 February the years of the appointment.)

f. ASVAB/AFCT EL test scores and test dates: xxx (YYMMDD) (If using the Scholastic Aptitude Test (SAT) or American College Test (ACT) to qualify, include the SAT/ACT test report as an enclosure.)

2. "I have a (type of security investigation) completed on (date)," or "I do not have an investigation completed but it was initiated on (date)."

3. "I, (Full Name), understand that this is a voluntary duty, and if selected for the Marine Corps Enlisted Aide Program, and upon acceptance, agree to remain on active duty for a period, not less than three years, unless sooner separated for cause. I understand that this obligation will run concurrently with any other legal obligations in force and will not serve to decrease any such obligation."

4. Show unit telephone and point of contact. Indicate your administrative office's DSN and commercial numbers. List e-mail address if you can be reached online to complete or correct your application.

I. M. APPLICANT

SAMPLE FIRST ENDORSEMENT FOR MARINE CORPS ENLISTED AIDE PROGRAM  
(MCEAP)

SSIC  
Date

FIRST ENDORSEMENT on Sergeant John J. Doe 000 00 0000/0000 USMC  
application (originating code and date)

From: Commanding Officer  
To: Commandant of the Marine Corps  
Via: (1) Endorsing Chain of Command  
(2) Deputy Commandant of the Marine Corps (I&L)  
701 S. Courthouse Rd, Bldg12 Rm 2J155  
Arlington, VA 22204

Subj: REQUEST FOR SELECTION TO THE MARINE ENLISTED AIDE PROGRAM

Encl: (XX) Transmittal of Service Records/Pay Documents

1. The information contained in the basic application and the enclosures has been verified with the records on file at this command and are correct. The application meets the basic eligibility requirements (except for {type of waiver}) for selection to the Marine Corps Enlisted Aide Program.

2. The height and weight of the applicant is \_\_\_ inches and \_\_\_ pounds. The applicant last took the PFT on (date) and obtained the following score:

Pull ups	20 (100)
Plank	3:45 (100)
Run time	18:00 (100)
Total	(300)

3. Enclosure (XX) is the completed Transmittal of service Record.

4. "I have viewed the applicant's tattoos of brands (photos and/or description) attached as enclosure (XX) and they are within the Marine Corps standards per the Marine Corps Uniform regulation." (Omit this paragraph if it does not apply.)

5. Any recommendation must be fully justified by the commanding officer and must include one of the following recommendation categories:

- a. Recommended with enthusiasm.
- b. Recommended with confidence.
- c. Recommended with reservation.

d. Not recommended.

6. Commander's comments in the supporting justification will specifically address the technical proficiency of the, and where possible, cite the accomplishment of the Marine.

7. In addition to the recommendation, any waiver request must be fully justified by the commanding officer. (Omit this paragraph if it does not apply.)

8. If the endorsement is "Not recommended" or is otherwise derogatory or unfavorable, this paragraph must read: "The applicant has been counseled as to the nature and content of the endorsement per reference (d). The applicant has been given an opportunity to make a statement." Reference (d) provides further guidance. (Omit this paragraph if it does not apply.)

#### I. M. COMMANDING

DATA SHEET FOR MARINE CORPS ENLISTED AIDE PROGRAM

COLUMN 1

COLUMN 2

- A. LAST NAME
- B. FIRST NAME
- C. MIDDLE INITIAL
- D. EDIPI (NO SSN)
- E. PRESENT DAY GRADE
- F. PRESENT MOS
- G. TIME ON STATION (AS OF 1 FEB XX)
- H. RACE/ETHNIC CODE (PER BIR)
- I. AGE (AS OF 1 FEB XX)
- J. ACTIVE NAVAL SERVICE (AS OF 1 FEB XX)
- K. EL/SAT/ACT TEST SCORE:

=====HQMC=====ACTION=====ONLY=====

CHECKLIST

WAIVERS REQUIRED

\_\_\_ TATTOO PHOTOS  
\_\_\_ SRB PAGES (12, 11, 9, 3)  
\_\_\_ ROS (SGTS ONLY)  
\_\_\_ EDU  
\_\_\_ BIR/BTR

ENDORSEMENTS

\_\_\_ US CITIZEN  
\_\_\_ ANS 8-20  
\_\_\_ NAC

\_\_\_ RECOMMENDED  
\_\_\_ NOT RECOMMENDED  
MCC \_\_\_ RUC \_\_\_

EXAMPLE BIOGRAPHY FOR MARINE CORPS ENLISTED AIDE PROGRAM (MCEAP)

Current as of 1 March 2020

Biography of:

Master Sergeant Ibeen A. Marine 3381/3372

Food Service Specialist/ Enlisted Aide

Master Sergeant (MSgt) Marine was born in Chicago, Florida. He graduated from McArthur Senior High School in Chicago, Florida in 2014. He entered recruit training at Parris Island, South Carolina in July of 2014, followed by Marine Combat Training at Camp Geiger, North Carolina. He then proceeded to Camp Johnson, North Carolina for Basic Food Service School. While there, he was promoted to Private First Class (PFC).

Upon completion of Food Service School in 2015, PFC Marine was assigned to 8th Communications Battalion where he was meritoriously promoted to Lance Corporal (LCpl) and served as Food Service Specialist/Storeroom operations. LCpl Marine was responsible for over 3 million dollars of inventory during Operation Desert Shield/Desert Storm.

In November 2016, he was assigned to the USS Nassau LHA-4 as the Chief Cook for the Officers Dining Room in support of cold weather operations.

Upon returning in February 2018, he was assigned to 3rd Marine Division, Okinawa, Japan. While in Japan, he was promoted to Corporal (Cpl) and was the Assistant Subsistence Chief responsible for millions of dollars' worth of purchased and consumed food in the dining facility as well as a Chief Cook.

In June 2018, Cpl Marine was assigned to 8th Engineer Support Battalion CLNC as a Chief Cook. In January 2019, he attended the Food Service NCO School at Camp Johnson, North Carolina and was promoted to the rank of Sergeant (Sgt). While at Camp Lejeune, Sgt Marine assisted with several functions held at the Commanding Generals quarters.

In June 2019, Sgt Marine led his Marines to a 1st place victory in annual Ney Hill Award for Field Mess Feeding. In 2019, he also won 1st place in 2nd FSSG's Chef of the Quarter award.

Sgt Marine received orders to what is formerly known as the General Officers (GOs) Mess in June of 2019. Sgt Marine was responsible for bookkeeping and was placed in charge of the accounts of the members of the mess. While there, he assisted in the planning and execution of promotions, retirements, dinners, and evening parades held at Marine Barracks 8th and I hosted by the Commandant of the Marine Corps General Charles Krulak, the Sergeant Major of the Marine Corps, and other local and visiting GOs.

Sgt Marine decorations include the Navy Marine Corps Achievement Medal with 1 Gold Star and Marine Corps Good Conduct Medal and 1 bronze star.

MSgt Marine is married to the former Marine Spouse; they have 2 daughters August and June.

\*This document will include "Controlled Unclassified Information" (CUI)

APPENDIX H

MARINE ENLISTED AIDE (MEA) UNIFORM LIST

<u>Item</u>	<u>Quantity</u>
Belt, leather, black, with silver buckle (a)	2
Necktie, black	2
Cross Tie, (female) black	2
Jacket, chef, cotton, long sleeve, white (b)	2
Jacket, chef, cotton, short sleeve, white (c)	2
Shirt, dress, poly/cotton, short sleeve, white	2
Shirt, dress, poly/cotton, long sleeve, white	2
Shirt, dress, (Female) long sleeve, white	2
Shirt, dress (Female) short sleeve, white	2
Shirt, polo style, approved emblem, black (d)	5
Trousers/slacks, dress, polyester/cotton, black (e)	5
Vest, polyester, black	2
Necktie clasp, gold	2
Dress shoes, black (f)	1pair
Jacket, black	1
Apron, black	2
Fleece, black	1
Watch cap, black	1
Gloves, black	1set

1. The following uniform guidance is provided for Marine Corps Enlisted Aides.

a. Silver buckle will be open and not closed, will not be greater than 1½ inches in width, name brand logos will not be visible.

b. The chef coat will have the Marine Corps emblem centered on the upper left side. The Marines first and last name will be centered on the upper right side, even with the Marine Corps emblem, in black 1/2 of an inch sized script. Black insignia of grade will be place 1/8 inch above the name and centered.

c. Short sleeve chef coat sleeves will not be worn as 3/4 lengths. No chef coat will be worn that is not listed on the official MCEAP uniform list.

d. Rank Insignia will not be worn on this item and only the approved logo will be applied. White undershirt will be worn at all times. Two buttons will be secured and utilized while in use.

e. Trousers will not be tailored to be form fitted but will follow in accordance with military uniform regulations.

f. Dress shoes will have black laces, shoes without laces of any kind will not be worn, and no clog shoes or sneakers of any kind will be worn.



## APPENDIX I

### DEFINITIONS

These terms, as used in this Order, are as defined in reference (c).

Military Housing: DoD housing and privatized housing (in accordance with the definition in reference (1)). Military housing is also referred to as "quarters".

Off Duty: Any period of time when an EA is not regularly scheduled to perform authorized duties.

Official Representational Duties: Those assigned duties and responsibilities that serve to uphold the standing and prestige of the United States and the DoD through the extension of official courtesies to authorized officials and dignitaries of the United States and foreign countries as set forth in DoD Instruction 7250.13.

Qualifying Representational Event: An event hosted by a GO that primarily serves to further the mission of the organization. The event must be substantively related to the official performance of the GO's military and official assigned duties and responsibilities, including representational duties associated with the GOs assigned position. This includes events that provide opportunities for personal interactions beyond routine day-to-day work interactions, which typically occur outside of normal working hours; and, other than the use of EAs, may not normally involve expenditure of government funds.

APPENDIX J

1. Requirements. Eligibility for assignment to the CMC Flight Detachment is as follows:

- a. Rank of Sergeant or above, with demonstrated time management skills and the ability to work independently in small spaces.
- b. Minimum of an Intermediate swim qualification.
- c. Possess a current first class PFT/CFT and meet the requirements of the USMC Body Composition Program.
- d. Meet standards for flight crews in accordance with applicable Navy regulations.
- e. Must be eligible for, adjudicated, and maintain a Secret level security clearance.
- f. Must have successfully completed the Naval Air Crew Candidate School (NACCS) in Pensacola, Florida.
- g. It is recommended that he/she have the skill set equivalent to a 3372 MOS Marine, or have successfully completed a previous tour as an EA.

2. Naval Air Crew Candidate School (NACCS) Prerequisites

- a. All candidates must have a current flight physical and Class 2 Aircrew (AC)/Fixed Wing (FW) Aero-Medical Clearance Notice (NAVMED Form 6410/2). Each of these must be obtained by local unit prior to acceptance for school seat.
- b. All candidates must possess an intermediate class swim qualification or better.
- c. All candidates must pass the standard PFT within 30 days prior to reporting.
- d. No prior alcohol related incidents unless ALL treatment has been completed and ALL conditions fulfilled.
- e. Must volunteer to fly (service record entry executed at NACCS).
- f. This is a physical training intensive school; top physical conditioning is required.