

MILPERSMAN 1306-937

CULINARY SPECIALIST EXECUTIVE SERVICES PROGRAM

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References	(a) SECNAVINST 1306.2E (b) OPNAVINST 1306.3B (c) DoD Instruction 1315.09
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1. **Purpose.** This article addresses the assignment and distribution of culinary specialists to the Culinary Specialist Executive Services Program.

2. **Background**

a. The Culinary Specialist Executive Services Program provides food service and executive level support to flag and general officers, flag messes, and presidential or vice-presidential support activities.

b. Culinary specialists selected for executive services must possess superior performance records, advanced culinary skills often gained through specialized education or experience, impeccable appearance and demeanor, and a strong recommendation from their commanding officer (CO).

c. Tour lengths are normally 36 months or Department of Defense area tour length for overseas assignment. Projected rotation date (PRD) for personnel in public quarters are determined by the tour length of the flag officer. Tour-length extension waivers must be submitted to Navy Personnel Command (NAVPERSCOM), Admin/Deck/Security/Supply Distribution Branch (PERS-405) and NAVPERSCOM, Culinary Specialist Executive Services Program Manager (PERS-44ES2) for processing.

d. In order to allow all culinary specialists an opportunity, have a more distributable inventory, and better manage the health of the culinary specialist rating, consecutive tours are limited. No more than two consecutive shore tours or no more than 72 consecutive months within the Culinary Specialist Executive Services Program (to include PRD adjustments) are permitted. Service members will be released back to rating detailer upon request or when 72 consecutive months have been completed in the Culinary Specialist Executive Services Program.

3. **Assignment.** To request assignment to the Culinary Specialist Executive Services Program, contact applicable rating detailer for release to the program and submit [NAVPERS 1306/7](#), Electronic Personnel Action Request to PERS-405 or NAVPERSCOM, Nuclear Power/Submarine Distribution Branch (PERS-403) approximately 14-16 months prior to Service member's PRD.

a. **Enlisted Aide (EA) Duty (Navy Enlisted Classification Code (NEC) S15A).** Culinary specialists nominated and assigned to flag and general officers, per references (a) through (c) and [MILPERSMAN 1306-900](#), are assigned upon completion of the Advanced Culinary Skills Training Course and Enlisted Aide Training Course.

(1) PRDs for personnel are determined by the tour length of the flag or general officer.

(2) Service members serving as EAs must volunteer in writing prior to execution of orders and may choose to terminate EA duty at any time.

(3) Once Service members are accepted into the Culinary Specialist Executive Services Program, the member will interview with the prospective flag/general officer for their first EA assignment. Once the member is selected, the flag/general officer signs and submits a flag hold letter for the member to PERS-44ES2. To release the member from flag-hold, the flag/general officer signs a flag release letter, exhibit 1.

(4) By-Name-Request (BNR). A Service member requested by-name to serve as an EA follows the same screening process as other candidates. BNRs are only approved for flag or general officers, exhibit 2.

(5) When personnel holding NEC S15A do not perform EA duties for 5 consecutive years or three consecutive non-NEC tours, their NEC S15A is flagged and they are required to re-qualify for NEC S15A.

b. **Flag Mess Duty-Culinary Specialists Assigned to Flag, General, or Executive Messes Afloat or Ashore.** Flag mess personnel have the option to volunteer for assignment as an EA upon successful completion of initial flag mess duty.

c. **Executive Support Duty-Culinary Specialists Assigned to Presidential Food Service, Vice-President's Residence, or Camp David.** Service members must meet additional eligibility requirements provided by PERS-44ES2.

d. **Executive Transport Duty-Culinary Specialists Assigned to Fleet Logistics Support Squadron 1 (VR-1), Executive Transport Detachment Pacific, or Executive Transport Detachment Sigonella.** Service members must meet additional eligibility requirements such as completing a class II swim qualification, a flight physical, and aircrew indoctrination training (Naval Aviation Survival Training Program for class IV aircraft).

4. **Requirements and Qualifications.** Commands must ensure the following requirements are met prior to transfer:

a. Service members must be released by the PERS-405 or PERS-403 detailer to apply for this program.

b. Service member requesting assignment to a special program must understand that these programs coincide with normal sea/shore rotation. If bound for sea duty, the Service member may only negotiate for sea duty billets. If bound for shore duty, the Service member will be offered a shore duty billet.

c. An individual must possess the following qualifications for nomination. Waivers of these qualifications will be considered on a case-by-case basis:

(1) highly motivated for assignment and strongly recommended by the CO

(2) a clear record, free from conviction by court-martial, civil court (except minor traffic offenses), and nonjudicial punishment in the past 3 years

(3) able to meet security clearance requirements

(4) no evaluation marks below 3.0 for past 3 years and

(5) not failed any physical fitness assessments (PFA) in the last 3 years. If a Service member fails a PFA while in the program, member will be disqualified to return within the program.

d. Complete sections A, B, D2, and D3 on [NAVPERS 1306/92](#), Special Program Screening and exhibit 1 of [MILPERSMAN 1306-900](#).

e. Required obligated service for this program is 36 months.

5. **Application.** Submit requests for initial and subsequent assignment to PERS-44ES via the administrative chain of command using [NAVPERS 1306/7](#). Nomination packages must be submitted 14-16 months prior to Service member's PRD to allow sufficient time for review of nominees, personal interviews (if required), and final selection. Nomination packages must include:

a. completed [NAVPERS 1306/7](#),

b. completed [NAVPERS 1306/92](#),

c. copies of past three observed evaluations,

d. CO or assigned flag officer letter of recommendation,

e. personal biography,

f. full front and side view color photographs in service dress uniform and

g. signed Culinary Specialist Executive Services Program on [NAVPERS 1070/613](#), Administrative Remarks. The member must sign the following [NAVPERS 1070/613](#) entry:

I hereby volunteer to be considered for the Culinary Specialist Executive Services Program. I understand that by volunteering, I am eligible to be detailed to any component within the Culinary Specialist Executive Services Program.

PHYSICAL READINESS

Per [MILPERSMAN 1306-913](#), I understand that I must maintain physical readiness standards per OPNAVINST 6110.1J. I also understand that if I am unable to maintain physical readiness standards, I will be released from the program and returned to the normal rating detailee for follow-on needs of the Navy assignment.

PERSONAL CONDUCT

I understand that my personal conduct, both on- and off-duty, must always be of the highest caliber. If I am unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), or if I am deemed unsuitable for Culinary Specialist Executive Services Program duty by the flag officer, this will serve as grounds for release from the program, and I will be returned to the normal rating detailee for follow-on needs of the Navy assignment.

PROGRAM ENTRY REQUIREMENT

I understand that I have entered the Culinary Specialist Executive Services Program for a minimum period of 36 months. The 36 months will start on the report date of my first assignment. I understand that I may be released from the community at any time for any of the above reasons and returned to my normal rating detailee. I may request to return to my normal rating detailee upon completion of the 36 months, provided I complete the tour to which I am assigned at that time.

MEMBER: _____ WITNESS: _____

Exhibit 1

Flag Release Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)
Subj: FLAG RELEASE ICO CS1(SW/AW) IMA G. SAILOR, USN

1. CS1(SW/AW) Sailor is released from "flag hold" as my enlisted aide. I understand and accept there may be a billet gap.
2. CS1(SW/AW) Sailor is an outstanding enlisted aide and a trusted advisor. I recommend that (he or she) remain in the program so the Navy continues to benefit from (his or her) exceptional skills and character. Assign CS1(SW/AW) Sailor to the most challenging assignments and watch (him or her) excel.
3. My point of contact is CAPT John Smith, Chief of Staff, who may be contacted via email at johnsmith@navy.mil.

Exhibit 2

By-Name-Request Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)
Subj: FLAG HOLD ICO CS1(SW/AW) IMA G. SAILOR, USN

1. I have selected CS1(SW/AW) Sailor as my enlisted aide and request that (he or she) be placed on "flag hold" effective immediately.
2. My point of contact is CAPT John Smith, Chief of Staff, who may be contacted via email at john.smith@navy.mil.