

MILPERSMAN 1306-937

CULINARY SPECIALIST EXECUTIVE SERVICES PROGRAM

Responsible Office	NAVPERSCOM (PERS-44ES)	Phone: COM	(901) 874-3871
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References	(a) SECNAVINST 1306.2E (b) OPNAVINST 1306.3C (c) DoD Instruction 1315.09 of 17 November 2023
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1. **Purpose.** This article addresses the distribution and assignment 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 strong recommendations from their commanding officers (CO).

c. Tour lengths are normally 36 months or per Department of Defense area tour length: overseas assignment, 24 months unaccompanied and 36 months accompanied. Projected rotation dates (PRD) for personnel in public quarters are determined by the tour length of the flag or general officer. Tour-length extension waivers must be submitted to Navy Personnel Command (NAVPERSCOM) Administration, Deck, Security, and Supply Distribution Branch (PERS-405) and Culinary Specialist Executive Services Program Manager (PERS-44ES2) for processing.

d. Consecutive tours are limited to afford all culinary specialists opportunity, have a more distributable inventory, and better manage the health of the culinary specialist rating. No more than 2 consecutive shore tours or no more than 60 consecutive months in the Culinary Specialist Executive Services Program (to include PRD adjustments) are permitted at the same command. Service members will be released back to their rating detailer upon request or if there are no available billets within the program 8-months prior to their PRD to ensure maximum detail opportunity.

3. **Assignment.** To request assignment to the Culinary Specialist Executive Services Program contact PERS-44ES for availability before contacting applicable rating detailer for release to the program. 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. If billets are not available within Culinary Specialist Executive Services Program, members will be released to PERS-405 for further detailing in MyNavy Assignment (MNA).

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 NEC S15A upon completion of the Advanced Culinary Skills Training Course and Enlisted Aide Training Course.

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

(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, they will interview with the prospective flag or general officer for their first EA assignment. Once the member is selected, the flag or general officer will sign and submit a flag hold letter to PERS-44ES2 for the member. To release the member from flag-hold, the flag or general officer will sign a flag release letter, exhibit 1.

(4) A Service member who is requested by-name to serve as an EA follows the same screening process as other candidates. By-name requests are only approved for flag or general officers, see exhibit 2. Service members applying for EA positions must understand that those positions must be filled within 60 days of member's approval.

(5) EAs serving 2 conservative tours within the same command will not be recommended for a follow-on EA position at the same or lower level. EAs must communicate their intentions regarding their way-forward 12 months prior to their PRDs or when their principal is scheduled to depart.

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. For flag messes afloat members must convey their follow-on tour intentions 15 months prior to their PRDs to ensure the best shore opportunities.

c. **Presidential Food Service, Vice-President's Residence, or Camp David.** Service members must meet additional eligibility requirements provided by PERS-44ES2 for, assignment as an executive support duty-culinary specialist assigned to Presidential Food Service, Vice-President's Residence, or Camp David. Members selected for these unique assignments will be limited to no more than 48 months on station.

d. **Assigned to Fleet Logistics Support Squadron 1 (VR-1) and Executive Transport Detachment Pacific.** 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) for assignment as an executive transport duty-culinary specialist assigned to Fleet Logistics Support Squadron 1 (VR-1) and Executive Transport Detachment Pacific.

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

a. Service members must be released by PERS-405 or PERS-403 detailer to apply for the Culinary Specialist Executive Services Program.

b. Service members requesting assignment to a special program must understand these programs coincide with normal sea and shore flow. 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. Individuals must possess the following qualifications for nomination. Waivers of these qualifications will be considered on a case-by-case basis:

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

(2) Have a clear record, free from conviction by court-martial, civil court (except minor traffic offenses), and non-judicial punishment within the past 3 years;

(3) Be able to meet security clearance requirements;

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

(5) Have not failed a physical fitness assessment (PFA) within 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. Must obligate 36 months service for this program;

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 members' PRDs to allow sufficient time for review of nominees, personal interviews (if required), and final selection. Nomination packages must include the following documents:

a. Completed [NAVPERS 1306/7](#);

b. Completed [NAVPERS 1306/92](#);

c. Copies of past 3 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 [NAVPERS 1070/613](#) Administrative Remarks citing the following 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 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 the Culinary Specialist Executive Services Program 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. I understand that I may be released from the program 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-month obligation, provided I complete the tour to which I am assigned at that time.

MEMBER: _____ WITNESS: _____

h. Members are highly advised to update their contact information in MNA to ensure maximum communication with the detailer.

Exhibit 1
Flag Release Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)
Subj: FLAG RELEASE IN THE CASE OF 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) remains in the program so that the Navy may continue to benefit from (his or her) exceptional skills and character. Assign CS1(SW/AW) Sailor to the most challenging assignments and watch (his or her) excel.

3. My point of contact is CAPT John Smith, chief of staff, who may be contacted via e-mail at johnsmith@navy.mil.

Exhibit 2
By-Name-Request Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)
Subj: FLAG HOLD IN THE CASE OF 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 e-mail at john.smith@navy.mil.