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United States Coast Guard

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COMDTINST 5300.13
18 OCTOBER 2012

COMMANDANT INSTRUCTION 5300.13

Subj: SPECIAL COMMAND AIDE MANAGEMENT

Ref: (a) Representational Facilities (REPFACs) and Flag Quarters, COMDTINST M11103.1(series)
(b) Food Service Sanitation Manual, COMDTINST M6240.4(series)

1. PURPOSE. This Instruction provides the Special Command Aide, the Flag Officer and his/her spouse an understanding of Special Command Aide duties.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Flag Quarters Managers, COMDTINST 5300.9(series) and Special Command and Flag Quarters Management Manual, COMDTINST M5300.11(series), are cancelled. This Instruction incorporates References (a) and (b) where applicable.
4. DISCUSSION. This Instruction is a complete revision of the policy governing the Special Command Aide personnel assigned to Representational Facilities, the DHS and Coast Guard Headquarters Executive Dining Facilities and the personnel assigned to the White House. There will be no paper distribution of this Instruction. Official distribution will be made via the Coast Guard Directives System Websites and DVD-Rom. All issues related to Representational Facilities will be guided by Reference (a).

Distribution - SDL Distribution No.162

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NON-STANDARD DISTRIBUTION: CG-00 (2), CG-09 (1), ALL other Flags (1)

5. PROCEDURES. The Office of The Vice Commandant (CG-09) is designated the “Product Line Manager” for all Special Command Aides. The Representational Facilities Program Manager, Shore Infrastructure Logistic Center (SILC) is the Product Line Manager for all Representational Facilities.

6. PROGRAM OVERVIEW.

- a. Special Command Aides (SCAs) serve in a variety of assignments, including in a Flag Officer’s representational facility (REPFAC) in order to create and maintain an environment suitable for that Flag Officer to conduct official business. The SCA’s service provides the appropriate atmosphere for entertaining foreign dignitaries, government officials and other key stakeholders in order to further the goals of the Coast Guard.
- b. It is important to note that there are several SCA assignments outside of REPFACs including the Commandant’s Flag Mess, the Department of Homeland Security Executive Dining Facility, and the White House. Though this Instruction may be used as a reference by persons serving in those assignments, its primary focus is on SCAs serving in REPFACs.
- c. For additional information regarding policies, procedures, and standards for maintaining and supporting Representational Facilities (REPFACs) and Flag Quarters see Reference (a).

7. SCA PROGRAM MANAGER.

- a. The SCA Program Manager, assigned to Commandant (CG-09), manages all aspects of the SCA Program. This individual should have had at least one successful tour as an SCA and should be a graduate of the Chief Petty Officer Academy. The SCA Program Manager shall:
 - (1) Provide oversight and management of the SCA Program.
 - (2) Advise, and provide information and guidance to Flag Officers, their spouses, and SCAs on all aspects of the SCA Program.
 - (3) Monitor the SCA Program and resolve issues through the development of policy, standards, and doctrine.
 - (4) Recruit, interview and nominate candidates for the SCA Program. Coordinate the selection and assignment process with key stakeholders as well as the Flag Officer and their spouse.

- (5) Conduct biennial REPFAC visits with the goal of evaluating the condition and operations of the REPFAC. Evaluate the performance, knowledge and skills of the SCA, and relationship with the Flag Officer and their spouse.
- (6) Mentor and provide guidance to assigned SCAs on their duties and responsibilities, professional development and career counseling.
- (7) Develop, evaluate, monitor, and prescribe formal and on-the-job training for SCA personnel with the goal of maintaining the highest standards of excellence. Manage and execute the SCA Indoctrination Course. Maintain listing of approved culinary training institutions and courses.
- (8) Coordinate SCA Program issues with key stakeholder's e.g. Food Service Specialist (FS) Assignment Officer (AO), FS Program Manager, Fort Lee Joint Culinary Center of Excellence, Training Center Petaluma, and the REPFAC Program.
- (9) Liaison with other military services on similar programs.
- (10) Develop and maintain the SCA Handbook providing standard operating procedures for REPFACs, Executive Dining Facilities and further guidance regarding this Instruction.
- (11) Provide semiannual briefings to the Vice Commandant on the status of the SCA program.

8. SCA RESPONSIBILITIES.

- a. SCAs are authorized for the purpose of maintaining the REPFAC, executing official events and relieving the Flag Officer of those minor tasks and details, which, if performed by the Flag Officer, would be at the expense of their primary military and official duties. The duties of the SCA shall be concerned with tasks relating to the military and official responsibilities of the Flag Officer, to include assisting in discharging their official Coast Guard social responsibilities related to their assigned positions. SCAs shall:
 - (1) Assist with the care, cleanliness, and order of interior and immediate exterior official entertaining areas within the REPFAC in accordance with Reference (a). Serve as the property custodian for government-provided furnishings and equipment.

- (2) Serve as the liaison between the REPFAC and the Flag Officer's staff. Receive and maintain records of telephone calls; make appointments relating to the REPFAC/official duties and receive guests and visitors.
- (3) In accordance with Reference (a), support the Area Housing Office (AHO) and Facility Engineer (FE) with site inspections, inventory reports, property reports, etc.
- (4) Assist with the development of the annual REPFAC budget and follow the approved spend plan as the designated government credit card purchaser. Generate Procurement Requests (PRs) as required in support of the AHO, FE, and Base Comptroller. Maintain daily procurement log and accounting ledgers for funds drawn from the Flag Officer and spouse's personal accounts.
- (5) Accomplish tasks that aid the Flag Officer in the performance of their military and official responsibilities, including; performing official errands, providing security for the REPFAC, and providing administrative assistance where needed.
- (6) Assist with the care, cleanliness and presentation of the Flag Officer's uniforms, and personal military equipment. Maintain a working knowledge of routine care, laundry and repair techniques to keep uniforms looking their sharpest.
- (7) Plan, prepare, arrange, and execute official social functions and activities, such as receptions and dinners. Assist with food preparation, menu development, table arrangements, table settings, greeting guests, arranging entertainment, bartending, and formal service.
- (8) Prepare individual meals to the Flag Officer to maintain or improve SCA culinary skills. Meals should be based on the Flag Officer's dietary constraints and personal preferences. Assist with determination of meal requirements and production of shopping lists for events and individual meals. Shop for food, beverages and household supplies, and coordinate with the Flag Officer and spouse for their preferred payment methods. Employ sanitation, handling and storage techniques in accordance with Reference (b).

- (9) SCAs are expected to respect and maintain the confidentiality, trust and privacy of the Flag Officer. Incumbent upon the performance of their official duties, SCAs may overhear or read personal and/or private information on behalf of the Flag Officer or his/her family, friends, or colleagues. It is imperative that such information be kept private and is not discussed, published, or disseminated outside the work place or within hearing of other people who do not have a need to know about the information. Publicizing or otherwise disclosing confidential or private information obtained while carrying out SCA duties is breach of trust and potentially a violation of the Uniform Code of Military Justice (UCMJ). The disclosure of private or confidential information may result in termination from the SCA program or other adverse administrative or disciplinary action depending on the circumstances.
- (10) SCA's are also expected to respect and maintain the privacy of the Flag Officer's home (the REPFAC). All visitors to the REPFAC, including the SCA's friends and family, must be approved by the Flag Officer.

9. RESTRICTIONS ON THE USE OF SCAS.

- a. Duties that contribute solely to the personal benefit of the Flag Officer or their family, or have no reasonable connection with the officer's official duties are inappropriate. Examples of tasks considered improper for an SCA to perform are:
 - (1) Baby sitting, infant care, care of sick and elderly, care of pets.
 - (2) Repair of private furnishings.
 - (3) Repair of private motor vehicles or boats.
 - (4) Washing and ironing of dependents' personal clothing.
 - (5) Chauffeuring of dependent(s) and others for their personal benefit.
 - (6) Accomplishing errands solely for the benefit of dependents.
- b. These examples are guideline examples only, not an all-inclusive list. Notwithstanding, SCAs have an obligation to expend an honest effort and reasonable proportion of their time in the performance of official duties. Conversely, a Flag Officer shall not encourage, direct, coerce or request a subordinate to use official time to perform activities other than those required in the performance of official duties or authorized in accordance with the law or regulation. In all instances, a legal review is prudent prior to scheduling any non-official event.

- c. Flag Officers can employ their SCAs during their off-duty hours on a voluntary, paid basis to perform non-official duties. Payment of such services should be reasonable and commensurate with the service rendered. Deciding on a reasonable rate can be very complicated. Refer to the Bureau of Labor Statistics web site for further information.

10. IMPLICATIONS: RESTRICTED USE OF SCAS. It is important to remember that per IRS Publication 15-B, as long as a Flag Officer is using their SCA to assist them in their official business, the SCA is not providing a non-cash benefit that needs to be recorded as income. Put simply, payment must be provided by the Flag Officer to the SCA for personal services. Refer questions to Staff Judge Advocate for assistance in determining personal services.

11. RATING CHAIN.

- a. The Flag Officer is responsible for supervising their assigned SCA and ensuring Individual Developments Plans and enlisted employee reviews are successfully completed. Such responsibilities shall not be delegated to family members or other persons not directly in the officer's immediate command. This does not preclude the Flag Officer from assigning a military aide or other key military staff member to serve as the SCA supervisor and manage expectations on their behalf. In cases where more than one SCA is assigned to the REPFAC, the Flag Officer (or designee) will serve as the supervisor to the senior SCA. The senior SCA will serve as the supervisor to the junior SCAs. The rating chain shall be fully understood by the SCA and written into the command's organizational manual.
- b. The Flag Officer alone is responsible for determining whether duties assigned to SCA are reasonably connected to the officer's military and official responsibilities. This responsibility may not be delegated.

12. SCA WORK HOURS.

- a. Flag Officers have a dynamic schedule that often involves official entertaining on evenings, weekends, and holidays, which can in turn make the work schedule of the SCA equally dynamic. It is the responsibility of the Flag Officer and the SCA to communicate expectations on balancing professional responsibilities with personal health and well-being, and family commitments and priorities.

- b. The SCA's main responsibilities revolve around maintaining the REPFAC, executing official events the Flag Officer or spouse may be hosting, and those minor tasks and details, which, if performed by the officers, would be at the expense of their primary military and official duties. This does not prohibit the SCA from assisting the Flag Officer in other tasks if the schedule allows, such as driving to and from official events, office support, support of other local SCAs and Dining Facilities, ect.. However, these other duties should not detract from maintaining the REPFAC which is the primary reason for assignment of an SCA to a REPFAC.

13. SCA TRAVEL REIMBURSEMENT.

- a. The SCA shall be authorized local travel entitlements, in accordance with Joint Federal Travel Regulations, when performing official errands for the Flag Officer or in support of the REPFAC and using their personally owned vehicle. The preferred mode of transportation when conducting official business is a government vehicle. Typically, however REPFAC's are not collocated or within a reasonable distance to a motor pool. Utilization of a personally owned vehicle is often more advantageous to the government. In these situations, the following apply:
 - b. Funding is the responsibility of the command to which the SCA is assigned.
 - c. The SCA shall verify funding availability prior to using a personal vehicle to complete official errands. The Flag Officer's staff may authorize the use of a personally owned vehicle each fiscal year via memorandum, as well as state that the use of a personally owned vehicle is more advantageous to the government if applicable.
 - (1) The SCA shall complete all required travel reimbursement forms and submit them to their designated approving official for review in accordance with Coast Guard policy.
 - (2) For further support, speak to your local authorizing official.

14. DISCLAIMER. This document is intended to provide operational requirements for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

15. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

16. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

- a. The development of this Instruction and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Instruction contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.
- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Instruction must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Instruction, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Instruction.

17. FORMS/REPORTS. None.

J. P. Currier /s/
Vice Admiral, U. S. Coast Guard
Vice Commandant