



Commandant
United States Coast Guard

2100 2nd St SW, Stop 7000
Washington, DC 20593-7000
Staff Symbol: CG-09
Phone: (202) 372-4412
Fax: (202) 372-4960

COMDTINST 5300.13B
17 SEPTEMBER 2013

COMMANDANT INSTRUCTION 5300.13B

Subj: SPECIAL COMMAND AIDE MANAGEMENT

Ref: (a) Maintaining and Supporting Representational Facilities (REPFACs), COMDTINST M11103.1(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. Special Command Aide Management, COMDTINST 5300.13A, is cancelled.
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. All issues related to Representational Facilities will be guided by Reference (a).
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.

Distribution - SDL Distribution No.162

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B	x	x	x		x												x									
C								x			x															
D																										
E																										
F																										
G																										
H																										

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

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. 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:

- a. Provide oversight and management of the SCA Program.
- b. Advise, and provide information and guidance to Flag Officers, their spouses, and SCAs on all aspects of the SCA Program.
- c. Monitor the SCA Program and resolve issues through the development of policy, standards, and doctrine.
- d. 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.
- e. 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.
- f. Mentor and provide guidance to assigned SCAs on their duties and responsibilities, professional development and career counseling.
- g. 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.

- h. 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.
 - i. Liaison with other military services on similar programs.
 - j. Develop and maintain the SCA Handbook providing standard operating procedures for REPFACs, Executive Dining Facilities and further guidance regarding this Instruction.
 - k. Provide semiannual briefings to the Vice Commandant on the status of the SCA program.
8. SCA RESPONSIBILITIES. 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:
- a. Assist with the care, cleanliness, and order of interior and immediate exterior official entertaining areas within the REPFAC in accordance with Reference (a).
 - b. Serve as the property custodian for government-provided furnishings and equipment.
 - c. Serve as the liaison between the REPFAC and the Flag Officer's staff.
 - d. Receive and maintain records of telephone calls; make appointments relating to the REPFAC/official duties and receive guests and visitors.
 - e. In accordance with Reference (a), support the Area Housing Office (AHO) and Facility Engineer (FE) with site inspections, inventory reports, property reports, etc.
 - f. Assist with the development of the annual REPFAC budget and follow the approved spend plan as the designated government credit card purchaser. This includes generating Procurement Requests (PRs) as required in support of the AHO, FE, and Base Comptroller, maintaining daily procurement log and accounting ledgers for funds drawn from the Flag Officer and spouse's personal accounts.
 - g. 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.
 - h. Assist with the care, cleanliness and presentation of the Flag Officer's uniforms, and personal military equipment, maintaining a working knowledge of routine care, laundry and repair techniques to keep uniforms looking their sharpest.

- i. 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.
- j. 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. SCAs shall assist with determination of meal requirements and production of shopping lists for events and individual meals. Shopping for food, beverages and household supplies, and coordinating with the Flag Officer and spouse for their preferred payment methods.
- k. 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.
- l. 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. SELECTION PROCEDURES.

- a. SCA positions are reserved for those truly outstanding Food Service Specialist who exemplify the finest culinary and service abilities, have demonstrated superb work ethic, independence, financial management, administrative, and culinary skills, possess effective oral, written communication skills and exemplify a sharp military appearance. To be eligible, the individual must meet the following qualifications and criteria:
 - (1) Be within two years of completing their present tour.

- (2) Be at or above pay grade E5.
 - (3) Meet career sea time requirement for advancement to the next higher pay grade.
 - (4) Have a current secret clearance.
- b. SCAs are assigned to a REPFAC not to an individual Flag Officer. Given the position of special trust involving SCA duties, coordination with the Flag Officer is important. However, CGPSC-EPM-2 and the SCA Program Manager make final assignment decisions in coordination with the Vice Commandant.
 - c. SCAs assigned to the White House, DHS Executive Dining Facility, Flag Mess and REPFACs will be assigned for a standard tour length of four years. SCAs with less than three years sea time will be assigned for a standard tour length of three years. Deviations from the standard tour length will be handled on a case by case basis and only authorized by the Vice Commandant, with input from the SCA Program Manager.
 - d. There is a minimum of two years of obligated service to receive orders as an SCA.
 - e. Consecutive and multiple tours in a REPFAC will also be handled on a case by case basis and only authorized by the Vice Commandant, with input from the SCA Program Manager.
 - f. Eligible members may submit an application package using traceable means to CGPSC-EPM-2, via their chain of command. Applicants must clearly indicate why they desire assignment as an SCA. Application packages must contain:
 - (1) A memo requesting assignment and specifically addressing why the member is interested in becoming an SCA (not to exceed one page). The member must include a statement agreeing to remain on active duty for a full tour.
 - (2) Commander/Commanding Officer endorsements must certify the candidate fully qualified to assume the duties of a SCA specifically addressing eligibility, summary of character, personal appearance and military bearing, professionalism, ability to interact with senior officials, financial accountability, culinary proficiency and other professional qualifications.
 - (3) A resume including assignment history (i.e. dates, unit, rank, and duties), education and training, personal awards, and any culinary presentation experience (not to exceed two pages).
 - (4) Most recent Enlisted Performance Evaluation Counseling Report from Direct Access.
 - (5) Copy of current Enlisted Employee Review (EER) summary.

- (6) Two, digital full length photos in tropical blue long, uncovered, one front view and one side view.
 - (7) Applicants are allowed a maximum of two pages for photos of their culinary works (Optional).
- g. Applicants shall utilize the e-resume for indicating preference order of assignments to include non SCA positions desired. All applicants will be considered and screened for all open positions.
 - h. Commander, CG Personnel Services Command (PSC) and the SCA Program Manager will screen application packages to ensure applicant eligibility. The SCA Program Manager will coordinate with CGPSC-EPM-2 to develop a list of candidates for each billet once the assignment window has closed.
 - i. Each flag officer assigned an SCA will receive a list of candidates interested in serving at their REPFAC/prospective REPFAC. The list will be prioritized by the SCA Program Manager and CGPSC-EPM-2 based on the candidates strengths in household management, enlisted aide duties, financial management and culinary arts. Flag officers will review candidate packages, determine their preferred and acceptable candidates from the pool, and notify the SCA Program Manager.
 - j. The SCA Program Manager will work with the flag officer or their staff to coordinate interviews.
 - k. If an E-6 in an E-6 SCA billet advances to E-7 during their assignment, they will complete a normal four-year tour. Extensions are not normally authorized and can only be approved by the Vice Commandant with the input of the SCA Program Manager.
 - l. If the flag officer departs prior to the SCA completing their tour, the SCA will fulfill their obligated tour of duty at the currently assigned billet.
13. **SCA TRAINING.** Once selected for a SCA position, prospective SCAs will receive initial training to establish those baseline skills necessary for success in their assignment. There are two courses that will be provided via the Training Quota Management Center (TQC) to newly selected SCAs. These are required courses that new SCAs must attend before or within six months of reporting to their new unit. SCAs need to successfully complete both courses to be eligible for the SCA Competency Code. The two courses are outlined below:
- a. The Advanced Culinary Skills Training Course (ACSTC) – Held at the Joint Culinary Center of Excellence at Fort Lee, Virginia, the ACSTC is a very intense hands-on course designed to improve the overall culinary skills of an SCA. This is a jointly trained course with instruction provided by all five services to teach new enlisted aides/SCAs how to incorporate the new trends in food service and convert to restaurant style service instead of dining facility service.

- b. The SCA Indoctrination Course - The SCA Indoctrination Course, hosted at Coast Guard Headquarters and the Joint Culinary Center of Excellence at Fort Lee, Virginia, is a four week training course provided to all newly selected SCAs. The first week starts at Coast Guard Headquarters and covers all service specific instruction. The last three weeks are spent at the Enlisted Aide Program Course (EATC), Fort Lee. The EATC provides personnel with in-depth knowledge on the fundamentals of household management to enhance their management skills through formal, lecture, and hands-on instruction. Upon graduating the enlisted aide/SCA will have the necessary basic tools to be successful in the enlisted aide community.

14. 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 and support of other local SCAs and Dining Facilities. However, these other duties should not detract from maintaining the REPFAC which is the primary reason for assignment of an SCA to a REPFAC.

15. SCA TRAVEL REIMBURSEMENT. 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:

- a. Funding is the responsibility of the command to which the SCA is assigned.
- b. 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.
- c. 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.
- d. For further support, speak to your local authorizing official.

16. 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.
17. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) websites: Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal.uscg.mil/delivery/Satellite/CG611/FORMS> and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
18. 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.
19. 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.
20. FORMS/REPORTS. None.

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