



Commandant
United States Coast Guard

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COMDTINST 5300.13C
01 DEC 2017

COMMANDANT INSTRUCTION 5300.13C

Subj: SPECIAL COMMAND AIDE MANAGEMENT

Ref: (a) Representational Facilities (REPFACs) and Flag Quarters, COMDTINST M11103.1 (series)

1. PURPOSE. This Instruction provides the Special Command Aide (SCA), the Flag Officer (FO) 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 must comply with the provisions of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. This Instruction cancels the Special Command Aide Management, COMDTINST 5300.13B.
4. DISCUSSION. This Instruction is a complete revision of the policy governing the Special Command Aide personnel assigned to Representational Facilities, the Department of Homeland Security, Coast Guard Headquarters Executive Dining Facilities, and the White House. Reference (a) guides all issues related to Representational Facilities.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Changes to this Instruction are to provide further clarification on official entertaining and official SCA duties.

DISTRIBUTION – SDL No.168

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7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.

- 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).
- 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.

8. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <http://www.dcms.uscg.mil/directives>, and also available on CGPortal: <https://cg.portal.uscg.mil/library/SitePages/Home.aspx>.

9. PROCEDURES. The Office of the Vice Commandant (CG-09) is designated the “Product Line Manager” for all Special Command Aides. The Deputy Commandant for Mission Support (DCMS) is the authority for REPFAC and Flag Quarters program policy. The Assistant Commandant for Engineering and Logistics (CG-4) is the approving authority for the annual AFC-30 and AFC-43 REPFAC and Flag Quarters spend plans. The Chief, Office of Civil Engineering (CG-43) is designated as the REPFAC and Flag Quarters Program Manager in support of DCMS.

10. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of 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., National Archives and Records Administration (NARA) requirements, and the 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.

11. PROGRAM OVERVIEW.

- a. Special Command Aides (SCAs) are authorized for the purpose of relieving the Flag Officers of those minor tasks and details which, if performed by the Flag Officers, would be at the expense of the Flag Officers’ primary military and other official duties and responsibilities. The duties of these enlisted personnel will include tasks relating to military and other official responsibilities of the Flag Officers. These tasks could include assisting the Flag Officers in discharging the U.S. Coast Guard official representational responsibilities associated with their assigned positions.

- b. There are several SCA assignments outside of REPFACs. These include the Commandant's Flag Mess, the DHS Executive Dining Facility, and the White House. Personnel serving in the above assignments can use this Instruction. However, 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).

12. 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 or DoD equivalent. The SCA Program Manager:

- a. Oversees and manages the SCA Program.
- b. Advises and provides information and guidance to Flag Officers, their spouses, and SCAs on all aspects of the SCA Program. Provide annual training at Senior Leadership Conferences or during site visits on legal/ethical use of SCAs.
- c. Monitors the SCA Program and resolves issues by developing policy, standards, and doctrine.
- d. Recruits, interviews, and nominates candidates for the SCA Program. Coordinates the selection and assignment process with key stakeholders, the Flag Officer, and his or her spouse. SCAs must be volunteers and may request reassignment through the SCA Program Manager.
- e. Conducts biennial REPFAC visits to evaluate the conditions and operations of the REPFAC. Evaluates the SCA's performance, knowledge, skills, and relationship with the Flag Officer.
- f. Mentors and provides guidance to assigned SCAs on their duties, responsibilities, professional development, and career counseling.
- g. Supervises the Culinary Specialist (CS) personnel assigned to the Flag Mess, and provides them with career counseling and training.
- h. Develops, evaluates, monitors, and prescribes formal and on-the-job training for SCA personnel to maintain the highest standards of excellence. Manages and executes the SCA Indoctrination Course. Maintains listing of approved culinary training institutions and courses.
- i. Coordinates SCA Program issues with key stakeholders (e.g. CS Assignment Officer (AO), CS Program Manager, Fort Lee Joint Culinary Center of Excellence, Training Center Petaluma, and the REPFAC Program Manager).

- j. Liaises with other military services on similar programs.
- k. Develops and maintains the SCA Handbook which provides standard operating procedures for REPFACs, Executive Dining Facilities, and further guidance regarding this Instruction.
- l. Provides semiannual briefings to the Vice Commandant on the status of the SCA program.

13. FLAG OFFICERS ASSIGNED SCAs.

- a. All Flag Officers assigned an SCA must:
 - (1) Occupy a Coast Guard REPFAC.
 - (2) Comply with the requirements of this Instruction and any implementing guidance issued.
 - (3) Ensure that any event for which SCA support is to be provided is a qualifying representational event.
 - (4) Ensure that official representational duties and qualifying representation events protect and conserve federal resources, and do not appear to violate ethical standards.
- b. Only Flag Officers authorized an SCA are allowed to use an SCA, unless an unauthorized Flag Officer is representing the authorized Flag Officer at a qualifying representational event. Before the event, the authorized Flag Officer must designate the unauthorized Flag Officer representative, by standard memorandum, as his or her representative. The memorandum should identify the location of the hosted event, be signed by all parties, and kept on file locally.
- c. All other requests for SCA support for official events must be routed through the SCA Program Manager for approval by the Vice Commandant. Requests must clearly describe the full details of the event and must include an ethics/legal opinion via Commandant (CG-LGL) prior to being routed to the Vice Commandant.
- d. When supporting qualifying representational events, Flag Officers serving in positions authorized an SCA have permission to share or temporarily assign an SCA. Duty hours may be adjusted to support the qualifying representational event.
- e. For Flag Officers filling a joint duty position, the controlling guidance will be Title 14, DODI 1315.09 and this Instruction.
- f. SCAs can support qualifying representational events without the Flag Officer when:
 - (1) Authorized in writing by the Flag Officer to whom they are assigned and communicated to the SCA(s) before the event.
 - (2) The assigned Flag Officer determines the role of the designated substitute (e.g., another Flag Officer or the assigned Flag Officer's spouse). The Flag Officer must ensure it directly

supports his or her official duties and responsibilities, and the SCA's support furthers the interest of the Coast Guard or the command.

(3) When sharing or temporarily assigning SCAs, the assigned Flag Officer must ensure it is a qualifying representational event.

- g. Flag Officers must not use an SCA for duties that only contribute to his or her personal benefit, or have no substantive connection with the Flag Officer's official duties and responsibilities.
- h. SCAs only support an authorized Flag Officer. They never support the Flag Officer's spouse, other family member, or staff, unless permitted by this Instruction. Flag Officers must ensure the line of authority remains clear and solely between the Flag Officer and the SCA.

14. **SCA RESPONSIBILITIES**. SCAs support the REPFAC, execute official events, and relieve the Flag Officer of minor tasks and details, which would interfere with the Flag Officer's primary military and official duties. SCA duties are to the Flag Officer's military and official responsibilities. This includes assisting the Flag Officer in discharging the official Coast Guard representational responsibilities related to their assigned positions. SCAs :

- a. Assist with the care, cleanliness, and order of those areas used for qualifying representational events. This includes common areas that provide access to these spaces (such as stairways and hallways), or areas of the assigned REPFAC used by SCAs to support these events.
- b. Assist with the care, cleanliness and presentation of the Flag Officer's uniforms and personal military equipment, and maintaining a working knowledge of routine care, laundry, and repair techniques to keep uniforms looking their sharpest.
- c. Perform general yard maintenance including lawn care, policing debris, and litter. If there is an existing lawn care contract, SCAs can conduct minor general yard maintenance to prepare for qualifying representational events.
- d. Serve as the property custodian for government-provided furnishings and equipment.
- e. Serve as the liaison between the REPFAC and the Flag Officer's staff.
- f. Receive and maintain records of telephone calls; make appointments relating to the REPFAC/official duties, and receive guests and visitors.
- g. Per Reference (a), support the Area Housing Office (AHO) and Facility Engineer (FE) with site inspections, inventory reports, property reports, IT, and security policy, etc.
- h. Assist with developing the annual REPFAC budget, and follow the approved spend plan as the designated government credit card purchaser. This includes generating Procurement Requests (PRs) to support the AHO, FE, and Base Comptroller, and maintaining daily procurement log and accounting ledgers for funds drawn from the Flag Officer and spouse's personal accounts.

- i. Assist the Flag Officer in performing his or her military and official duties and responsibilities. This includes performing official errands that have a substantive connection to the Flag Officer's official responsibilities, providing security for the REPFAC, and providing administrative assistance where needed.
 - (1) Errands should not be of a personal nature for the Flag Officer or his/her dependants.
 - (2) Reimbursement of local transportation costs for duties performed at the SCA's expense must be consistent with Part L of chapter 2 of Joint Travel Regulations.
 - (3) Physical security includes, but-not limited to, securing the Flag Officer's military housing, adhering to basic antiterrorism and force protection measures as the environment dictates, and maintaining situational awareness.
- j. Assisting with permanent change of station moves, including packing/unpacking of official books, military uniforms, and government-issued equipment. The assistance does not include packing/unpacking the Flag Officer's personal items.
- k. Plan, prepare for, arrange, and execute official representational functions and activities. This includes receptions and dinners, food preparation, menu development, table arrangements, table settings, greeting guests, arranging entertainment, bartending, and formal service.
- l. Purchasing and preparing meals for the Flag Officer, and those immediate family members eating with the Flag Officer, during the SCA's normal duty work schedule. Normal duty work schedules may not be extended solely to accommodate preparing three meals each day.
- m. Respect and maintain the Flag Officer's confidentiality, trust, and privacy. SCAs might overhear or read personal and/or private information from the Flag Officer to his/her family, friends, or colleagues. SCAs must keep this information private and never discuss, publish, or disseminate outside the work place or within hearing of other people who do not have a need to know. SCAs must not publicize or disclose confidential or private information obtained during their SCA duties. 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.
- n. Respect and maintain the privacy of the Flag Officer's home (the REPFAC). The Flag Officer must approve all visitors to the REPFAC, including the SCA's friends and family.

15. RESTRICTIONS ON THE USE OF SCAs. Flag Officers must not use an SCA for duties that do not have a substantive connection with his or her military or other official duties and responsibilities, or that contribute solely to the personal benefit of individual Flag Officers or their family members. SCAs must expend an honest effort and reasonable portion of their time to perform official duties. Flag Officers must not encourage, direct, coerce, or request subordinates to use official time for activities other than those required for official duties, or authorized per law or regulation. To determine whether an event is considered official or unofficial, Flag Officers or staff shall consult with their servicing legal office prior to hosting an event at the REPFAC or other authorized location. Examples of improper SCA tasks include (guidelines only, not an all-inclusive list):
- a. Any form of caregiving for family members or personal guest of the Flag Officer.
 - b. Any form of pet care, including grooming, feeding, exercising, feces removal, and veterinary visits.
 - c. Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.
 - d. Maintenance of privately owned recreational or sporting equipment.
 - e. Personal services performed solely for the benefit of family members or unofficial guests, including driving, shopping, running private errands, or laundry service.
 - f. Landscaping or grounds keeping (such as trimming trees or bushes, laying mulch and planting flowers) in areas not commonly used for qualifying representational events.
 - g. Skilled trade services such as electrical, plumbing, personal computer or furnishing repairs, other than routine upkeep and maintenance.
 - h. Care or cleaning duties in the REPFAC that solely benefit the Flag Officer or his/her dependents (e.g., making beds, cleaning private areas, or organizing personal effects). This includes care and cleaning of any area after use for a personal or unofficial event, or spaces used exclusively by dependents.
 - i. Other than cooking for official functions, the SCA should not use government time to prepare food for persons other than the qualified residents that dwell within the REPFAC. While the SCA might prepare meals for the Flag Officer on an inconsistent basis, the SCA should not make separate, individual meals for the immediate family living in the REPFAC. However, if the SCA prepares a dish (e.g., a casserole) for the Flag Officer, the immediate family can eat the same meal with the Flag Officer.
 - j. Flag Officers can only use their SCAs for non-official duties during their off-duty hours on a voluntary, paid basis. The Flag Officer must pay the SCA when working events that do not qualify for permissive use under this instruction. The Flag Officer must pay the SCA with personal funds at a rate commensurate with, or above, the fair market value of the work performed in accordance with the Bureau of Labor and Statistics web site at

www.bls.gov/oes/current/oesrest.htm. Flag Officers are encouraged to hire an SCA not normally assigned to the requesting Flag Officer's REPFAC when possible to prevent any perception of coercion towards subordinates.

- k. The Flag Officer must determine whether SCA duties are reasonably connected to the officer's military and official responsibilities. The Flag Officer must not delegate this responsibility.

16. IMPLICATIONS: RESTRICTED USE OF SCAS. Per IRS Publication 15-B, when Flag Officers use the SCA to assist with official business, the SCA is not providing a non-cash benefit that they must report as income. Alternatively, Flag Officers must pay SCAs for personal services, which SCAs must claim. Contact the Staff Judge Advocate for assistance in determining personal services.

17. RATING CHAIN.

- a. The Flag Officer must supervise his or her assigned SCA and ensure successful completion of Individual Development Plans and enlisted employee reviews. Flag Officers must not delegate these responsibilities to family members or other persons not directly in the officer's immediate command.
- b. Flag Officers have authority to assign a military aide or other key military staff members to serve as the SCA supervisor and manage expectations on their behalf. If the REPFAC has more than one assigned SCA, the Flag Officer (or designee) supervises the senior SCA, who supervises the junior SCA(s).

18. SELECTION PROCEDURES.

- a. SCA positions are reserved for only the most outstanding Culinary Specialists. These candidates must be volunteers, exemplify the finest culinary and service abilities, demonstrate superb work ethic, independence, financial management, administrative, and culinary skills. He or she must 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 security clearance.
- b. SCAs are assigned to a REPFAC, not an individual Flag Officer. Given the position of special trust involving SCA duties, Flag Officer coordination is important. Commandant (CG-PSC-EPM-2) and the SCA Program Manager coordinate with the Vice Commandant when making final assignment decisions.

- c. SCA assignments to the White House, DHS Executive Dining Facility, Flag Mess, and REPFACs are standard four-year tours. SCAs with less than three years sea time will be assigned for a standard three-year tour. Deviations from the standard tour length are on a case by case basis, and only authorized by the Vice Commandant, with input from the SCA Program Manager.
- d. SCA orders require a minimum two years obligated service.
- e. Consecutive and multiple tours in any individual REPFAC are on a case by case basis, and only authorized by the Vice Commandant, with input from the SCA Program Manager.
- f. Eligible members must submit an application via their chain of command to Commandant (CG-PSC-EPM-2), sent via commercial electronic communication. Applicants should scan and email a copy of the application to the SCA Program Manager and the Assignment Officer. Contact Commandant (CG-PSC-EPM-2) to arrange delivery by mail courier. 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 a SCA (not to exceed two pages).
 - (2) Commander/Commanding Officer endorsements which certify the candidate's full qualifications for SCA duty. The endorsements must specifically address eligibility, summary of character, personal appearance, military bearing, professionalism, ability to interact with senior officials, financial accountability, culinary proficiency, and other professional qualifications.
 - (3) A resumé 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) Although not required, applicants may submit a maximum of two pages with photos of their culinary works.
- g. Applicants must use the e-resume to indicate preference order of desired assignments including both SCA and non-SCA positions. All applicants will be considered and screened for all open positions within the SCA program.

- h. Commander, CG Personnel Services Command (PSC) and the SCA Program Manager screen application packages to ensure applicant eligibility. The SCA Program Manager coordinates with Commandant (CG-PSC-EPM-2) to develop a list of candidates for each billet after closure of the assignment window.
 - i. Each Flag Officer assigned a SCA receives a list of candidates interested in serving at their REPFAC/prospective REPFAC. The SCA Program Manager will prioritize the list based on the candidates' strengths in household management, enlisted aide duties, financial management, and culinary arts. Flag Officers review candidate packages, determine their preferred and acceptable candidates from the pool, and notify the SCA Program Manager.
 - j. The SCA Program Manager works with the Flag Officer or his/her staff to coordinate interviews. Because the SCA selection process delays other assignments, each Flag Officer will have no more than two weeks to complete their selection process.
 - k. If an E-6 in an E-6 SCA billet advances to E-7 during their assignment, they must complete a normal four-year tour. Extensions are not normally authorized. Only the Vice Commandant, with SCA Program Manager input, approves extensions.
 - l. If the Flag Officer departs before the SCA completes his or her tour, the SCA fulfills his or her obligated tour of duty at the currently assigned billet.
19. SCA TRAINING. Once selected for an SCA position, newly assigned SCAs receive initial training to establish the baseline skills necessary for a successful assignment. The Education and Training Quota Management Command (ETQC) provides two required courses to newly assigned SCAs, who must attend both courses before reporting for their first SCA tour. The SCA Program Manager can waive course completion on a case by case basis, with concurrence from the Vice Commandant. SCAs need to successfully complete both courses to be eligible for the SCA Competency Code. SCAs serving at messes must only complete the Advanced Culinary Skills Training Course and submit to the SCA Program Manager a letter of recommendation signed by their command to receive the 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 SCA's overall culinary skills. This jointly trained course, with instruction from all five Services, teaches new enlisted aides/SCAs how to incorporate the new trends in food service, and convert to restaurant style service instead of dining facility or mess service.
 - b. The SCA Indoctrination Course - Hosted at Coast Guard Headquarters and the Joint Culinary Center of Excellence at Fort Lee, Virginia. This four-week training course is for 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 Training Course (EATC), Fort Lee. The EATC provides personnel with in-depth knowledge on the fundamentals of household management. The course enhances their management skills through formal lecture, and hands-on

instruction. After graduation, the enlisted aide/SCA will have the necessary basic tools to be successful in the enlisted aide community.

20. SCA WORK HOURS.

- a. Flag Officers have a dynamic schedule that often involves official representational activities on evenings, weekends, and holidays. This can make the SCA's work schedule equally dynamic. The Flag Officer and the SCA must communicate expectations on balancing professional responsibilities with personal health and well-being, and family commitments and priorities.
- b. The SCA maintains the REPFAC, executes official events, and performs minor tasks and details which would interfere with the Flag Officer's primary military and official duties. This does not prohibit the SCA from assisting the Flag Officer in other tasks if the schedule allows. This can include 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 assigning an SCA to a REPFAC.

21. SCA TRAVEL REIMBURSEMENT. When performing official errands for the Flag Officer or supporting the REPFAC using their personally owned vehicle, the SCA is authorized local travel entitlements per Joint Travel Regulations. The preferred mode of transportation when conducting official business is a government vehicle. However, REPFACs are not always near a motor pool. Thus, using a personally owned vehicle is often more advantageous to both the government and the SCA. In these situations, the following apply:

- a. Funding is the responsibility of the command to which the SCA is assigned.
- b. The SCA must verify funding availability before using a personal vehicle to complete official errands. The Flag Officer's staff can authorize, via memorandum, use of personally owned vehicles, if applicable, each fiscal year. The memorandum must state that the use of personally owned vehicle is more advantageous to the government.
- c. The SCA must complete all required travel reimbursement forms, and submit them to their designated approving official in accordance with Coast Guard policy.
- d. For further support, contact the local authorizing official.

22. ILLUSTRATIVE EXAMPLES. The examples in subparagraphs a and b are illustrative in nature and not exhaustive. A Flag Officer has discretion to use his or her SCA on a voluntary paid basis during off duty hours for a particular activity or event.

a. Authorized Use of SCAs:

- (1) The Flag Officer hosts a dinner at his or her REPFAC for the mayor and a representative of the local police department to discuss coordinating efforts to stem sexual assaults involving Service members in the local community.
- (2) The Flag Officer invites a local congressman to his or her REPFAC for dinner following the congressman's visit to the installation.
- (3) The Flag Officer hosts a Service member Wounded Warrior recognition luncheon not associated with any charity or non-federal entity at his or her REPFAC with local dignitary attendance. At the last minute, the Flag Officer is unavailable to attend, and the Flag Officer's spouse stands in for the Flag Officer at the event.
- (4) The Flag Officer hosts a command breakfast at his or her REPFAC for subordinate commanders, with an official briefing during the breakfast.
- (5) The Flag Officer hosts a New Year's Day reception at his or her REPFAC for his or her subordinate officers, senior enlisted members, and spouses. It is an annual, customary, and traditional event attended by Coast Guard personnel.
- (6) The Flag Officer hosts an event at his or her REPFAC to honor 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.
- (7) The Flag Officer hosts a dinner at his or her REPFAC for nearby senior officials from different Services, or assigned to his or her installation, with a goal of establishing rapport and to informally discuss common military issues.
- (8) The Flag Officer hosts an "ice-breaker" reception at his or her REPFAC for subordinate commanders and their spouses attending a commander conference.
- (9) The Flag Officer hosts a Family Readiness Group meeting at his or her REPFAC to distribute information about an upcoming deployment, ongoing deployment, or post-deployment/reintegration operation.
- (10) The Flag Officer is returning from official travel, and will not get home before his or her normal meal time. The SCA may provide a meal for the Flag Officer as long as it does not extend the normal duty hours.

b. Use of SCAs Not Permitted.

- (1) All of the circumstances outlined in section 15 of this Instruction pertaining to pet care, personal services for the Flag Officer's family members (or guests), maintenance/upkeep of POVs/recreational vehicles or sporting equipment, and

personal services performed solely for the benefit of family members or unofficial guests.

- (2) The Flag Officer hosts a birthday party for one of his or her children at his or her REPFAC.
- (3) The Flag Officer's spouse arranges a bridge card game (or other social event) in his or her REPFAC for unit spouses.
- (4) The Flag Officer hosts a barbeque (or other social event) at his or her REPFAC for his/her alma mater classmates, friends, neighbors, or other personal guests.
- (5) The Flag Officer hosts a football tailgate party at his or her REPFAC for his or her peers.
- (6) The Flag Officer has a late meeting, and requests the SCA to provide a meal for dinner AND requests the SCA to stay late and serve the meal.
- (7) A spouse club event has been scheduled at the REPFAC, which is not substantively connected to the Flag Officer's duties, and the Flag Officer will not be present.

23. DEFINITIONS. These terms and their definitions pertain to this Instruction.

- a. Non-qualifying representational event. Events **not substantively related** to the Flag Officer's assigned duties or responsibilities or that contributes primarily to the personal benefit of the Flag Officer or his or her family. SCAs cannot support in their official capacity.
- b. Off duty. Any period of time when an SCA is not regularly scheduled to perform authorized duties.
- c. Official representational duties. Duties and responsibilities that uphold the standing and prestige of the United States, Department of Homeland Security, and the Coast Guard by extending official courtesies to authorized officials and dignitaries of the United States and foreign countries.
- d. Qualifying representational event. An event hosted by a Flag Officer that furthers the mission of the Coast Guard. The event must be **substantively related** to performance of the Flag Officer's official military and other duties and responsibilities, including representational duties associated with the assigned position. This includes events that provide opportunities for personal interactions beyond routine day-to-day work interactions that typically occur outside of normal working hours.
- e. Consideration. Consider the following factors when determining if an event is a qualifying representational event. Not all factors need to be present; nor should any single factor alone be conclusive.

- (1) The event is to improve morale, promote esprit de corps, and develop inter-personal relationships among command members and their families.
- (2) The event is attended by dignitaries, civic or community leaders, or senior military personnel as invitees.
- (3) The event is held at the Flag Officer's REPFAC or other government location.

f. To construct an official event:

- (1) Begin with a purpose or an objective (Interagency Budget Talks, All Staff Hail and Farewell, Navy Staff Talks). You should be able to answer what is the desired outcome and how does it further the Coast Guard's strategy.
- (2) Build an event around the objective (is a sit-down style meal whether luncheon or dinner more appropriate, or is a reception style meal whether a buffet or cocktail hour more fitting for the occasion?).
- (3) Create the guest list.
- (4) Determine Funding Source.

g. REPFAC. Residences for Flag Officers in Special Command Positions (SCPs) as designated by the Secretary of the Department of Homeland Security. REPFACs enable those Flag Officers to conduct public relations and social entertaining responsibilities to represent the United States and the Coast Guard. REPFACs are authorized Special Command Aides and Government provided furnishings, equipment, and amenities not afforded other housing units.

24. FORMS/REPORTS. None.

25. REQUEST FOR CHANGES. Request for changes can be submitted to the Special Command Aide Program Manager on the standard memo format.

Mailing Address:

U.S. Coast Guard Stop 7000
ATTN: Special Command Aide Program Manager
2703 Martin Luther King Jr. Ave SE
Washington, DC 20593-7000

CHARLES D. MICHEL /s/
Admiral, U. S. Coast Guard
Vice Commandant