

Personal Quarters Culinary Specialists (PQCS)

UTILIZATION GUIDELINES

(**These are illustrative "DO's & DON'Ts examples - These are not exhaustive lists**)

Key References: DODD 1315.9; SECNAVINST 1306.2C; OPNAVINST 1306.3

Key Concepts:

- The primary purpose of PQCS is to relieve flag officers of "minor tasks" which would otherwise detract from their ability to perform their official duties. There are limitations, however, on what "minor tasks" can be performed.
- PQCS have unique guidelines that DO NOT apply to other enlisted personnel (i.e., Culinary Specialists, flag aides, etc.).
- Taskings must have "**reasonable connection**" to officer's military/official duties.
- Flag officer is **SOLELY** responsible for deciding on appropriate use, within the constraints imposed by DoD and Navy instructions.¹ It is appropriate, however, for flag officer spouses to closely collaborate and work with enlisted aides during the planning and execution of official social functions authorized by the flag officer, should the spouse so desire.

Permissible Duties

- Clean and maintain ALL rooms within assigned quarters (includes vacuuming, dusting, etc. and minor repairs and maintenance)
- Minor grounds keeping (e.g., mow, rake, water, and police grounds)
- Minor tasks/errands (e.g., picking up flag officer's dry cleaning or prescription drugs) not otherwise prohibited by DoD or Navy instructions
- Plan, prepare for, and conduct official or command-related social functions (e.g., receptions for official guests, change of command dinner, command parties)³
- Purchase, prepare, and serve food & beverages in quarters for flag and family regular meals when the flag officer is present (breakfast, lunch, dinner, and snacks). Includes post-event cleanup
- Clean/press flag officer's uniforms
- Answer the phone, take messages, keep phone records, and receive official visitors
- Provide security for quarters

Impermissible Duties²

- "Cleaning" does not include making beds or other tasks solely for personal benefit (e.g., organizing personal property on/in dressers)
- Grounds keeping does not include major landscaping or repairs
- Assist in planning or conducting personal social events (e.g., decorating for child's birthday, cooking for family reunion)⁴
- Running private errands (e.g., chauffeuring flag's family in POV, washing/refueling POV, packing for a family trip, shopping for a personal gift)
- Private laundry services for the flag's family
- Make personal calls for the flag's dependents (e.g., confirm child's hair appointment)
- Infant, child, or pet care

¹ Consult your staff judge advocate or ethics counselor with any questions/concerns regarding PQCS use.

² Flag officers may employ PQCS during off-duty hours to perform duties not authorized in a duty status. Such employment must be VOLUNTARY. Payment should be "reasonable and commensurate" with the services rendered and CANNOT take the form of special liberty. Since "paid employment" may raise appearance concerns, it should be used as an exception rather than regular practice.

³ "Hail & Farewell" events - OPNAVINST 1306.3 generally permits utilizing PQCSs for social events that improve morale, or promote esprit de corps and lists relevant criteria for consideration.

⁴ In rare circumstances, where the flag is not present, support to a spouse's social event may be appropriate if it is an official event and serves a legitimate official purpose (e.g., flag spouse hosting a training luncheon for the Navy Ombudsman volunteer spouses).