



# **ENLISTED AIDE PACKET FOR MSG WILLIAMSON, C. 1775**

**BASEBALL  
CARD**

**PERSONAL  
STATEMENT**

**SRB  
(REDACTED)**

**2 LORs  
CO CDR/BN CSM**

**LAST FIVE  
NCOERS**

**APFT/ACFT  
(DA5500/01)**

**DA FORM 4187**

**EA VOLUNTEER  
STATEMENT**

# MSG Williamson, Candice 92G50Z5

## Senior Enlisted Aide Advisor

Arrived May 21      Arrived Position 10 May 21      Months in Position 1      Total Months Key Development 48MOS

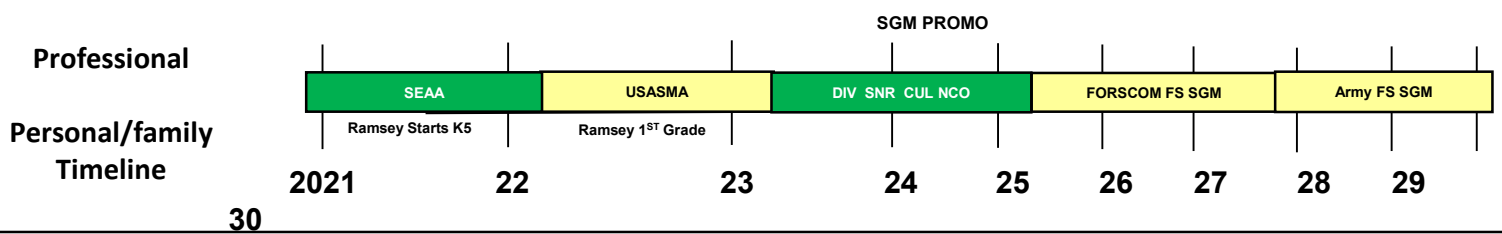
PROFESSIONAL  
CANDID  
PHOTO  
HERE

### Short term goals:

- Continue developing the Enlisted Aide Program
- Recruit Top Quality Soldiers to the Enlisted Aides program
- Selected for USASMA
- DIV Senior Culinary NCO

### Long term goals:

- Continue to be Broadened in all levels of leadership
- FORSCOM Food Service SGM
- Army Food Service SGM
- Retire



### Previous Positions:

- 16<sup>th</sup> CAB SNR Cul MGMT NCO
- AFSB NCO Food Program MNGR
- ENG BDE SNR Cul MGMT NCO

### Future Jobs :

- Jobs of interest (PLAN)
- DIV Senior Culinary NCO
  - Corps Senior Culinary NCO
  - BN CSM
  - FORSCOM Food Service Adv
  - Army Food Service SGM

### Family Goals/Notes:

- Maintain opportunities to spend time with family and travel
- Reunite family under one roof
- Stabilization for children

### FAMILY TIMELINE

School Yr	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Ramsey	K5	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	8 <sup>th</sup>
Ryker	2YRS	PRE K	PRE K	K5	1 <sup>st</sup>	5 <sup>th</sup>



# PERSONAL STATEMENT

## PERSONAL STATEMENT

Dear Sir or Ma'am,

During my tenure in the US Army, I have served in many different capacities and assumed a variety of roles. As a result of my vast experiences, I am confident that I can fulfil the role of Enlisted Aide with loyalty, professionalism, and competency.

For the past year, I have utilized my Army training to Manage and direct daily executive food service operations; for the Secretary and Under Secretary of the Army, Chief of Staff and Vice Chief of Staff of the Army and Sergeant Major of the Army. In my capacity as an Operations NCO, Platoon SGT, Drill SGT and Enlisted Aide, I have been performing these duties and responsibilities in a highly visible and no fail environment. Time management, intricate planning, attention to detail and the ability to adapt to change are significant traits required for the Position. I believe I possess these characteristics intrinsically and have honed these skills throughout my years of service.

Realizing that I will be representing you and your family I will ensure the importance of maintaining my military bearing at all times. I am currently enrolled in college pursuing my Bachelor's Degree in Hospitality Management. My wife, Joanna, understands my willingness to do what is necessary to accomplish the mission, and to enhance my career. She has never falter as my greatest support network. My family and I are ready for this assignment.

I have found that serving as a Non-Commissioned Officer and Soldier in the United States Army within the 16 years of military service has enabled me to grow professionally and I am eager to continue to serve. Lastly, I am humbled to be considered for this position.

//Signed//

JANE C. DOE

SFC, USA

Culinary Management NCO



SRB

# LETTER OF RECOMMENDATION



DEPARTMENT OF THE ARMY

APVG-AVC-ECO

10 October 2019

MEMORANDUM FOR: President of the Board, U.S. Army Enlisted Aide Program

SUBJECT: Letter of Recommendation for SFC Luciano, Alaniz

1. It is with great pleasure that I recommend SFC Alaniz for the Army Enlisted Aide Program. I have been his XXXX for the past year and can personally attest to his intelligence, fortitude, and professionalism. His Soldiers, peers and senior leadership, confirm his exceptional qualities as a leader, trainer, mentor and motivator. He has assumed duties for over a year as the XXXXX for his battalion with exceptional results. His ability to coordinate with echelons two levels above his was truly remarkable as I witnessed at XXXXXX.

2. SFC Alaniz has performed his duties in an exceptional manner. He possesses a vast depth of doctrinal knowledge seldom seen in a NCO of his rank and time in service. He has the natural ability to express complicated and technical information clearly and precisely. His patience, knowledge and expertise will serve him well as an Army Enlisted Aide.

3. I am truly convinced that SFC Alaniz will be successful in any endeavor he attempts and will be beneficial to any General Officer that he may work for.

4. If I may be of further assistance, please contact me at (XXX) XXX-XXXX or at [.mil@mail.mil](mailto:XXX@mail.mil).

XXXXXX



# LETTER OF RECOMMENDATION



# NCOER



# NCOER





# NCOER



# NCOER



# NCOER



# DA FORM 705



DA FORM  
5500/01

# DA FORM 4187

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
<b>AUTHORITY:</b>	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
<b>PRINCIPAL PURPOSE:</b>	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
<b>ROUTINE USES:</b>	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
<b>DISCLOSURE:</b>	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code)	3. FROM (Include ZIP Code)
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI)	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE (YYYYMMDD)

## Enlisted Aide Volunteer / Confidentiality Statement

I \_\_\_\_\_, hereby volunteer to be considered for the  
(Print Rank, Last , First Name, MI)

US Army Enlisted Aide Program. I understand that by volunteering for this duty, my General Officer/Flag Officer (GO/FO) or my supervisor (Aide-de-Camp or Senior Enlisted Aide) will entrust me with certain detailed duties granting me access to GO/FO official quarters and possible sensitive information. Additionally, if selected, I understand that I will be detailed in conjunction with the needs of the Army within the enlisted aide community.

Under no circumstances will I violate, diminish, or tarnish the trust, honor, and respect bestowed upon me by my superiors or fellow aides. I will always uphold the highest standards of my profession at all times. I shall endeavor to respect and maintain the confidentiality and privacy of the GO/FO. Incumbent upon the performance of my official duties, I understand that I may overhear or read personal and/or private information directly related to the GO/FO or his/her family, friends, or colleagues. I will ensure such information is kept private and is not discussed, published, or disseminated outside the workplace or within hearing of other people who do not have a need to know about the information.

Under no circumstances will I make derogatory comments about the inner or personal dealings of the GO/FO or his/her family.

I acknowledge that any substantiated violation of this confidentiality statement may be grounds for dismissal from the Enlisted Aide Program, adverse administrative action and/or punitive action under the Uniform Code of Military Justice (UCMJ).

Nothing in this agreement prevents me from reporting to proper military authorities inappropriate or unlawful conduct, including but not limited to, violations of the Joint Ethics Regulation (JER) or abuses of authority.

I certify that I have read and understand this confidentiality statement, and that I am volunteering for Enlisted Aide duty.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_