

Army Enlisted Aide Packet

Selection Panel

- Resume
 - STP
 - Last five copies of NCOERs
 - Personal Statement
 - Letter of recommendation from Company Commander
 - Letter of recommendation from Food Service MSG/SGM (preferred) and/or Food Service Warrant
 - DA Form 705
 - DA5500/01 (if needed)
 - IPSSA PAR (See attached instructions)
 - EA Volunteer Statement
-
- Member cannot have pending assignment or retraining action in IPPSA.
 - Current security clearance (minimum SECRET)
 - Attach all documents in the Page Thumbnails for easier viewing
 - Documents with digital signatures frequently convert and exclude signature. Ensure it is present; add document to attachments if signature removes



United States Army

Insert
ASU/AGSU Photo
Here

to insert photo click:
1-Tools
2-Edit PDF
3-Add Image

Since:

EDUCATIONAL DEGREES/CERTIFICATIONS

MILITARY SCHOOLS ATTENDED

PROMOTIONS

DATE OF PROMOTION

PROMOTIONS

DATE OF PROMOTION

FROM TO

ASSIGNMENT

DECORATIONS AND BADGES

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

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. I understand that if selected I will be interviewed by available GO/FO's for the needs of the program. Selection into the program does not guarantee an Enlisted Aide position with a GO/FO.

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: _____