



# **ENLISTED AIDE PACKET FOR SSG DOE, J. Last 4 SS# military email & Contact #**

**BASEBALL  
CARD**

**PERSONAL  
STATEMENT**

**STP**

**2 LORs  
CO CDR/BN CSM**

**LAST FIVE  
NCOERS**

**ACFT  
(DA5500/01)**

**IPSSA PAR**

**EA VOLUNTEER  
STATEMENT**

SSG DOE, JANE 92G30

JOB TITLE

CONTACT INFO NAME/EMAIL

Arrived  
May 21

Arrived Position  
10 May 21

Months in Position  
1

Total Months Key Development  
48MOS

PROFESSIONAL  
CANDID  
PHOTO  
HERE

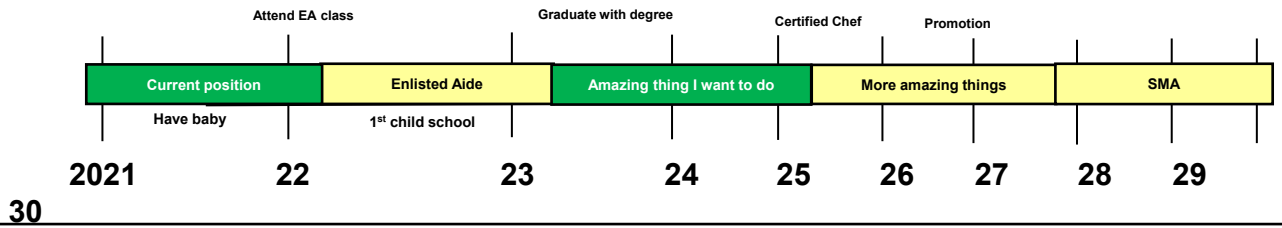
**Short term goals:**

- Become an Enlisted Aide
- Bullet goal 2
- Bullet goal 3

**Long term goals:**

- Continue to be Broadened in all levels
- Promotion
- Change the world
- Retire

Professional  
Personal/family  
Timeline



**Previous Positions:**

- Last job held
- Job before last
- Job before that

**Future Jobs :**

- Jobs of interest (PLAN)
- Enlisted Aide
  - Amazing Job
  - Amazing Job
  - SMA

**Family Goals/Notes:**

- Travel the World
- Go to the Beach
- Buy my own Island

**FAMILY TIMELINE**

School Yr	2023-24	2024-25	2025-26	2026-27	2027-28	2027-29
Kid 1	Age/school					
Kid 2	Age/school					

# 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

# Soldier Talent Profile

# 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@mil.mil).

XXXXXX

# LETTER OF RECOMMENDATION

NCOER

NCOER



NCOER

NCOER

NCOER

ACFT

DA FORM  
5500/01

IPSSA PAR

PLEASE SEE ATTACHED 4187  
FOR EXAMPLE PAR CONTEXT

## **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: \_\_\_\_\_