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PERSONNEL

MANAGEMENT OF ENLISTED AIDES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ USAF/DPG

Certified by: HQ USAF/DPG
(Colonel Samuel D. Cox)

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Pages: 10

This instruction implements DoD Instruction 1315.09, Utilization of Enlisted personnel on Personal Staffs of General and Flag officers, 2 October 2007, and AFPD 36-21, Utilization and Classification of Air Force Military Personnel. It states procedures for assigning and utilizing enlisted aides allocated to the staff of designated general officers. It applies to active duty Air Force enlisted aides and enlisted aide applicants. Air National Guard and Reserves are not eligible. The authorities to collect and maintain the data prescribed in this instruction are Title 10, United States Code, Section 981, 3639, 7579, and 8639. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, Recommendation for Change of Publication; route AF IMT 847s from the field through the appropriate functional's change of command.

SUMMARY OF CHANGES

Recent changes to AFI 36-2123; amend guidance for allocations of enlisted aide authorizations, update enlisted aide duties and responsibilities; add enlisted aide training and proficiency; update office symbol changes and titles; remove military personnel flight from special duty functional management responsibilities; update enlisted aide application and terminating enlisted aide duty; clarify enlisted aide clothing entitlements; and add additional guidance and action. This document is substantially revised and must be completely reviewed.

1. Enlisted Aide Authorizations. Enlisted aide allocations are determined by the Secretary of the Air Force based on the Public Law and Department of Defense (DoD) allocation ceiling constraints.

Requests for allocations must be submitted in writing through HQ USAF/DPG with final approval of the Secretary of the Air Force.

2. Enlisted Aide Duties. Enlisted aides are authorized for the purpose of relieving general officers of those minor tasks and details which, if performed by the officers, would be at the expense of the officers' primary military and official duties. The duties of these enlisted personnel shall be concerned with tasks relating to the military and official responsibilities of the officers, to include assisting general officers in discharging their official DoD social responsibilities of their assigned positions. The propriety of such duties is governed by the official purpose which they serve rather than the nature of the duties. No officer may use an enlisted member for duties that contribute only to the officer's personal benefit and that have no reasonable connection with the officer's official responsibilities.

2.1. Examples of Enlisted Aide duties and responsibilities. In accordance with DoD Instruction 1315.09 and in connection with military and official functions and duties, enlisted aides are utilized to undertake duties similar to the following:

2.1.1. Ensuring professional military equipment, uniforms and associated items are prepared at all times.

2.1.2. Ensuring care, cleanliness, and order of assigned quarters are maintained.

2.1.3. Serving as point of contact in the general officer's quarters. Receive and maintain records of telephone calls, making appointments, and receiving guests and visitors.

2.1.4. Assist in the planning, preparation, arrangement, and conduct of official social functions and activities, such as receptions, parties, and dinners.

2.1.5. Assist in purchasing, preparing, and serving food and beverages in the general officer's assigned quarters. In the course of preparing and serving a meal for the general officer, the enlisted aide may prepare the same meal for the general officer's dependents and others associated with the general officer's military and official duties (including duties associated with social responsibilities) who are dining with the general officer.

2.1.5.1. For example, social events may be used to develop professional relationships with civilian, military and foreign counterparts. While the specific event may appear informal, the general officer may use these informal events to serve a more direct purpose of building or enhancing a relationship that ultimately results in the general officer being more effective in the execution of his/her military duties and responsibilities. The general officer will use good judgment to ensure there is a nexus between these types of events and the desired enhancement of professional relationships and execution of military responsibilities.

2.1.6. Performing tasks that aid the general officer in the performance of military and official responsibilities, including performing errands for the general, providing security for the quarters, and providing administrative assistance.

2.1.7. Duty hours will be set by the general officer to those hours that maximize the benefit to the general officer by affording the aide the best opportunity to perform enlisted aide duties IAW paragraph 2. These hours will be commensurate with enlisted members throughout the Air Force.

2.1.7.1. When there are special events, duty hours may be adjusted and if necessary, compensatory time should be provided.

2.1.8. Nothing contained in this Instruction precludes the employment of enlisted personnel by the general officer on a voluntary, paid, and off-duty basis.

2.2. Enlisted Aide Training and Proficiency.

2.2.1. Dependent on the background and experience of an enlisted aide, specific culinary and serving training may be required. The general officer, in coordination with DPG, will ensure adequate training is obtained. For some general officers, the ability to prepare and serve meals for a large event is required. For others this may not be the case; however, given the wide range of requirements, it is incumbent on the general officer to outline expectations and establish a training plan commensurate with the needs of the general officer's responsibilities. As such the general officer may direct the preparation of specific meal plans and establish some form of training that encompasses the full range of requirements (small and large events). Training events must be reasonably and logically related to the overall military and official functions and duties of the general officer. In order to avoid any appearance of impropriety, the number and scope of training events must be limited to the minimum required to ensure competency of the enlisted aide.

3. Enlisted Aide Special Duty Functional Management Responsibilities.

3.1. HQ USAF/DPG (Program Manager).

3.1.1. Has overall functional responsibility for the Enlisted Aide Special Duty Program.

3.1.2. Develops and implements policy for management of the enlisted aide force.

3.1.3. Ensures enlisted aide allocations are staffed with qualified volunteers by actively recruiting and nominating qualified candidates.

3.1.4. Establishes, oversees and schedules training requirements for enlisted aide field to include the annual utilization and training workshop.

3.1.5. Assists Joint Staff, Air Staff, major commands, direct reporting units and field operating agencies with enlisted aide requirements.

3.1.6. Manages the Air Force Enlisted Aide of the Year Awards Program.

3.1.7. Oversees deployment readiness requirements and forecasts enlisted aide deployments.

3.2. AFPC/DPAA.

3.2.1. Takes action to load initial assignments, reassignments, and provides assignment advice as necessary.

3.3. MAJCOM A1.

3.3.1. Appoints an enlisted aide MAJCOM functional manager on an official memorandum to AF/DPG, Attention: Enlisted Aide Program Manager, 1040 Air Force Pentagon, Washington DC, 20330-1040.

3.3.2. Manages and appoints board members (if necessary) for the MAJCOM's Enlisted Aide of the Year Award IAW AFI 36-2810, *Enlisted Aide of the Year Awards Program*.

3.4. MAJCOM Enlisted Aide Functional Manager.

3.4.1. Serves as MAJCOM's point-of-contact on enlisted aide matters as they pertain to training, development and mentoring.

- 3.4.2. Determines enlisted aide training needs and schedules through the Enlisted Aide Program Manager.
- 3.4.3. Represents MAJCOM's enlisted aide force at annual utilization and training workshop.
- 3.4.4. Holds annual MAJCOM enlisted aide training symposium as necessary.
- 3.4.5. Provides input to AF/DPG on enlisted aide policy and implements policy requirements throughout MAJCOM.

4. Enlisted Aide Application. The enlisted aide career field is a special duty assignment and only volunteers are considered for the program.

4.1. Qualifications.

- 4.1.1. Must not have SRB.
- 4.1.2. Meet time on station requirements IAW AFI 36-2110, *Assignments*.
- 4.1.3. Be a second term or career airman.
- 4.1.4. Must have 24 months retainability upon being hired as an enlisted aide.
- 4.1.5. Member cannot have pending assignment or retraining action.
- 4.1.6. Current security clearance (minimum SECRET).
- 4.1.7. Worldwide qualified with ability to obtain official government passport.

4.2. Application Package.

- 4.2.1. Legible copies of the last five EPRs (must be 5's).
- 4.2.2. Resume IAW Tongue and Quill.
- 4.2.3. One full length 8 by 10-inch photographs of the individual in service dress uniform, front view, without headgear.
- 4.2.4. Letter of recommendation from commander
- 4.2.5. Letter of recommendation from command chief master sergeant.
- 4.2.6. Letter from first sergeant indicating member has an updated security clearance; is not on a control roster and does not have a UIF or other derogatory actions pending.
- 4.2.7. Member must email electronic copy of package to AF/DPG workflow.

4.3. Notification Procedures. Upon notification of being hired, HQ USAF/DPG notifies HQ AFPC/DPAA of the individual's acceptance into the enlisted aide special duty. HQ AFPC/DPAA then provides assignment instructions to the member's MPF and HQ USAF/DPG; the losing MPF (outbound assignments element) processes the member's orders. The gaining MPF changes the members control Air Force specialty code (CAFSC) to special duty identifier 8A200 to coincide with the date arrived station.

5. Terminating Enlisted Aide Duty. The enlisted aide's tour length will typically coincide with the general officer's tour (exception: enlisted aide may request early release to primary AFSC from special duty

identifier 8A200 after 12 months; enlisted aide is permitted to apply for advertised enlisted aide position with increased responsibility after 24 months).

5.1. Upon general officer's completion of tour, the enlisted aide may request to continue as the officer's enlisted aide at gaining assignment; apply for posted enlisted aide openings; or return to primary air force specialty code (PAFSC) in accordance with Air Force needs.

5.2. The general officer may release an enlisted aide for cause at any time due to substandard duty performance, failure to maintain qualitative standards, or other conduct which could be considered substandard.

5.3. Enlisted aides applying from within the special duty identifier may apply for advertised openings. Additionally, they may potentially be required to fill unfilled enlisted aide openings or opt to return to primary AFSC.

6. Enlisted Aide Clothing Entitlements. Enlisted aides are entitled to an initial and annual clothing allowance for specific clothing items unique to the enlisted aide special duty.

7. Additional Guidance and Action. This instruction is not all encompassing, and does not provide an exhaustive list of all permissible activities for enlisted aides. General officers assigned one or more enlisted aides shall adhere to the guidelines in this instruction and should consult with their servicing staff judge advocate for advice when applying these guidelines.

8. Information Collection, Records, and Forms.

8.1. Information Collections. No information collections are accomplished by this publication.

8.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

8.3. Forms (Adopted and Prescribed).

8.3.1. Adopted Forms. AF Form 673, *Air Force Publication/Form Action Request*, and AF Form 847, *Recommendation for Change of Publication*.

8.3.2. Prescribed Forms. No forms are prescribed by this publication.

RICHARD Y. NEWTON III, Lt Gen, USAF
Deputy Chief of Staff, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Instruction 1315.09, *Utilization of Enlisted personnel on Personal Staffs of General and Flag officers*, 2 October 2007

AFI 36-2810, *Enlisted Aide of the Year Awards Program*, 16 March 2005

AFI 36-2110, *Assignments*, 20 April 2005

AFMAN 33-363, *Management of Records*, 1 March 2008

AFRIMS RDS, <https://www.my.af.mil/gcss-af61a/afrims/afrims>

Abbreviations and Acronyms

AFI—Air Force Instruction

MAJCOM—Major Command

OPR—Office of Primary Responsibility

SES—Senior Executive Service

SDI—Special Duty Identifier

Attachment 2**GENERAL INFORMATION SHEET FOR AIR FORCE ENLISTED AIDE OF THE YEAR PROGRAM**

NOMINATED FOR:	ENLISTED AIDE OF THE YEAR
CATEGORY:	MULTIPLE AIDE QUARTERS
NOMINATING MAJCOM/ AGENCY:	USAFE
INCLUSIVE DATES OF ACHIEVEMENT:	1 OCT - 30 SEP 03
NOMINEE:	JOHN E. DOE
GRADE:	MASTER SERGEANT (E-7)
SSAN:	123-45-6789
PRESENT ORGANIZATION: AND LOCATION/MAILING: ADDRESS & PHONE:	HQ DLA 8725 John J. Kingman Road Fort Belvoir, Virginia 22060-6221 Comm. (703) 767-3682 DSN 427-3682
E-MAIL ADDRESS:	john_doe@hq.dla.mil
PROJECTED ASSIGNMENT AND REPORTING DATE:	NONE
DATE OF SEPARATION:	30 DEC 2008
DATE ARRIVED CURRENT DUTY STATION:	1 JAN 2000
# OF YEARS EXPERIENCE AS ENLISTED AIDE:	3 yrs 6 mo

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943
PURPOSE : Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the nomination.
ROUTINE USES: None
RATIONALE: This information will not be disclosed outside DoD channels.
DISCLOSURE: Disclosure is mandatory; SSN is used for positive identification

Attachment 3

GENERAL OFFICER’S/COMMAND CHIEF NOMINATION COVER LETTER

APPROPRIATE LETTER HEAD

AFSLMO

MEMORANDUM FOR (Service Program Manager)

SUBJECT: NOMINATION FOR ENLISTED AIDE OF THE YEAR

I am proud to nominate(Commander’s may add their support, overall recommendation and emphasis of significant accomplishments limited to one to two short paragraphs).

Member has not had an open unfavorable information file (UIF) during the award period.

GENERAL/FLAG OFFICER
SIGNATURE

COMMAND CHIEF MASTER SERGEANT (or equiv)
SIGNATURE

Attachment 4**SAMPLE – BIOGRAPHY**

SENIOR AIRMAN JOHN Q. DOE

123-45-6789

AFSC: 3M031, Services Apprentice

Senior Airman John Q. Doe is a Services Apprentice assigned to the Ford's Dining Facility as a shift leader, Jones Air Force Base, Texas. He is 27 years old. Airman Doe was born in Lexington, Kentucky, on 1 August 1966. He attended Central High School, graduating as class salutatorian in May 1984. He lettered each year in football, basketball, and baseball. He served as student body president and was a member of the math and science club. After graduating from high school, Airman Doe was locally employed. He served as a church council officer for the Good Shepherd Church in Covington, Kentucky. He subsequently enlisted in the Air Force in 1990 and arrived at Lackland AFB, Texas, in October 1990 for basic training. Upon graduation, he received a direct-duty assignment to the First Services Squadron, Jones AFB, Texas, arriving in December 1990. Since arriving at Jones AFB, he has served in a variety of positions, including storeroom clerk and his current assignment. Airman Doe is an active member of the Big Brothers Association and assisted in his unit's Thanksgiving dinner to feed the homeless this past year. His military awards include the National Defense Service Medal and the Air Force Training Ribbon. He attends Lucas College in Smith, Texas, and is working toward a Bachelor's Degree in Business Administration.

NOTE:

Single-space the narrative portion of the biography. Double-space between name, SSN, and AFSC.

PRIVACY ACT STATEMENT

AUTHORITY: Title 10, United States Code, Section 8013 and Executive Order 9397, 22 November 1943

PURPOSE : Information is needed for verification of the individual's name and Social Security Number (SSN) as captured on the form at the time of the nomination.

ROUTINE USES: None

RATIONALE: This information will not be disclosed outside DoD channels.

DISCLOSURE: Disclosure is mandatory; SSN is used for positive identificatio

Attachment 5**CITATION FORMAT FOR SPECIAL TROPHIES AND AWARDS**

CITATION TO ACCOMPANY THE AWARD OF

THE ENLISTED AIDE OF THE YEAR AWARD FOR 20__

TO

JOHN J. JONES

Sergeant John J. Jones distinguished himself as Enlisted Aide to the Commander, Air Education and Training Command, Randolph Air Force Base, Texas, from 1 July 1997 to 30 June 1998. Sergeant Jones provided world-class support to the Commander... The distinctive accomplishments of Sergeant Jones reflect great credit upon himself and the United States Air Force.

NOTE:

Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 50 key words that properly describe the nominee's accomplishments or achievements.