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Personnel

MANAGEMENT OF ENLISTED AIDES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: HQ USAF/DPL
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This instruction implements AFR 36-21, *Utilization and Classification of Air Force Military Personnel* and DoD Directive 1315.9, *Utilization of Enlisted Personnel on Personal Staff of General and Flag Officers*, 21 June 1976, with Changes 1 through 3. It states procedures for assigning and using 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 8013, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943.

SUMMARY OF CHANGES

This AFI updates functional management responsibilities throughout; deletes performance report criteria; and adds requirement for medical certification.

1. Enlisted Aide Authorizations. HQ USAF/DP determines enlisted aide requirements based on current Department of Defense (DoD) manpower ceiling constraints for this function.

2. Enlisted Aide Duties. Enlisted aides may perform duties that relate directly to the general officer's military responsibilities which includes official DoD social responsibilities that arise from the general officer's official duties. The propriety of the aides' duties is governed by the official purpose for which they serve rather than the nature of the duties. Enlisted aides may not perform duties that contribute only to the personal benefit of the general officer. Appropriate duties for enlisted aides involve:

- Helping with the care, cleanliness, and order of assigned quarters, uniforms, and personal military equipment.
- Serving as point of contact in the general officer's quarters. Receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.

- Helping plan, prepare, arrange, and conduct official social functions and activities such as receptions, parties, and dinners.
- Helping purchase, prepare, and serve food and beverages in the general officer's assigned quarters.
- Doing work that helps the general officer carry out the officer's official military responsibilities, including performing errands and providing administrative assistance and security for the quarters.

3. Enlisted Aide Career Area Functional Management Responsibilities:

3.1. HQ USAF/DPL:

- Serves as functional manager for the enlisted aide special duty identifier.
- Recommends policy for management of the enlisted aide force.
- Initiates actions to ensure that enlisted aide authorizations are staffed with qualified volunteers.
- Assists major commands (MAJCOM), field operating agencies (FOA), and other special activities in meeting enlisted aide program objectives.
- Approves grade waiver requests.

3.2. HQ AFMPC/DPMRAD2:

- Provides enlisted aide initial assignment, reassignment, and assignment termination instructions on the basis of guidance from HQ USAF/DPL.

3.3. MAJCOM Director of Personnel (DP):

- Appoints a MAJCOM enlisted aide manager by letter, giving name, grade, office symbol, and duty telephone number, and Honeywell systems, CRT-number.
- Sends a copy of the letter to HQ USAF/DPL, 1040 Air Force Pentagon, Washington DC 20330-1040.

3.4. MAJCOM Enlisted Aide Manager:

- Identifies command enlisted aide requirements.
- Solicits enlisted aide volunteers from command resources to meet those requirements.

3.5. Military Personnel Flight (MPF):

- Assists individuals in preparing and submitting enlisted aide volunteer applications.
- Ensures volunteer applications include required documents before submission.
- Processes enlisted aides for assignment as directed by HQ USAF/DPL and HQ AFMPC/DPMRAD2.
- Forwards a copy of each Enlisted Performance Report (EPR) (to include attachments) on current enlisted aides to HQ USAF/DPL.

4. Selecting Enlisted Aides. Applicants must be volunteers. Airmen possessing any Air Force specialty code (AFSC) may apply. **EXCEPTION:** Airman in Selective Reenlistment Bonus (SRB) eligible

AFSCs are not eligible. Experience in military or civilian food services equivalent is desirable. Applicants must meet the following qualifications:

- Have outstanding appearance, high moral standards, and excellent military bearing and conduct.
- Have proven record of outstanding duty performance.
- Have or be able to obtain a security clearance.
- Be medically qualified for Food Handler Certification.
- Have or be able to obtain a minimum of 2 years retainability upon acceptance.
- Be a career airman.

5. Application Procedures. A volunteer for enlisted aide duty submits an application folder from their servicing MPF to HQ USAF/DPL. The servicing MPF must ensure that the volunteer is aware that he or she is applying for enlisted aide duty, not for a specific position or location. The application folder must contain:

- Legible copies of the last five EPRs. Include copy of all performance reports if applicant previously performed duties as an enlisted aide.
- Completed Enlisted Aide Resume Cover Brief (attachment 1).
- "Worldwide Volunteer" must indicate **YES**. (If the individual wants to be considered for a specific geographical location, include that information.)
- The applicant certifies that he or she is a volunteer and understands the contents of AFI 36-2123, when he or she signs the application.
- Resume completed by the individual.
- Two, full-length 8- by 10-inch photographs of the individual in service dress uniform, front view, without headgear.
- The immediate commander's written recommendation.
- The senior enlisted advisor's (base, wing, or FOA) written recommendation.

5.1. Notification Procedures. HQ USAF/DPL notifies HQ AFMPC/DPMRAD2 when the individual is accepted for enlisted aide duty. HQ AFMPC/DPMRAD2 then provides assignment instructions to MPF, MAJCOM, and HQ USAF/DPL. The gaining MPF changes the control Air Force specialty code and duty Air Force specialty code to reporting identifier 9G000 to coincide with the date the individual is assigned to 9G000 duties.

6. Assigning Enlisted Aides. The parent MAJCOM, FOA, or special activity must request approval from HQ USAF/DPL for enlisted aide assignment in any of the following categories:

- Initial assignment to enlisted aide duty.
- Intracommand reassignment (includes permanent change of assignment [PCA] without permanent change of station [PCS]).
- Intercommand reassignment.
- Termination of assignment from enlisted aide duty.

6.1. Format. Use the following format, containing all the specific information listed, to request an assignment as an enlisted aide:

- The enlisted aide's name, grade, and Social Security account number.
- The name and position of the general officer to whom the enlisted aide is currently assigned (unless initial assignment).
- The type action requested (intracommand reassignment, PCA without PCS).
- The effective date of the requested action.
- The name and position of the general officer to whom the enlisted aide will be assigned, if applicable.
- A statement certifying that the individual is a volunteer for the assignment unless the individual is being terminated; then describe the circumstances which caused the termination.

7. Terminating Enlisted Aide Duty. Voluntary Release occurs when an enlisted aide, upon completion of a minimum of 2 years of duty (at least 1 year must have been served under present general officer to whom assigned), requests release from aide duty. If the general officer to whom he or she is assigned concurs, the enlisted aide may be reassigned concurrently with the identification and reporting of an acceptable replacement. The individual released for this reason may not continue concurrently in duties as an enlisted aide. Return to enlisted aide duties after an intervening tour may be considered on an individual basis.

7.1. Nonvoluntary Release. This occurs when the general officer to whom the enlisted aide is assigned releases the aide at any time, without prejudice, for any reason other than those listed in paragraph 7.2. The individual released under this subparagraph is eligible to continue in or to apply for further duties as an enlisted aide.

7.2. Release for Cause. This occurs when the general officer to whom the enlisted aide is assigned releases the aide at any time because of substandard duty performance, failure to maintain qualitative standards, or other conduct which could be considered unbecoming to the grade and status of an enlisted aide. The general officer may recommend administrative action along with the release of the enlisted aide. An enlisted aide released for cause may not continue in or to apply for further duties as an enlisted aide.

8. Enlisted Aide Clothing Entitlement. An individual assigned duty as an enlisted aide is authorized issue and wear of specific items of clothing. Contact the local base supply customer support branch for basis of entitlement as outlined in Table of Allowance 016 (Part H). Local purchase of clothing items is authorized and encouraged.

BILLY J. BOLES, Lt General, USAF
DCS/Personnel

Attachment 1

ENLISTED AIDE RESUME COVER BRIEF

Name (Last, First, Middle Initial):

Grade:

SSN:

CAFSC:

Unit/Installation Assigned:

Duty Phone:

Fax Phone:

Home Phone:

COMM:

COMM:

DSN:

DSN:

Worldwide Volunteer:

YES

Specify (Base and/or area):

CONUS

OVERSEAS

Arrests by Civil Authorities:
(If YES, Explain)

YES NO

Convictions by Courts Martial:
(If YES, give Type and date)

YES NO

I have read and understand the contents of AFM 36-21.23 pertaining to this application and hereby volunteer for enlisted aide duty.

(SIGNATURE OF APPLICANT)

(DATE)