

## Air Force Enlisted Aide Packet

- Legible copies of the last five EPRs (must be 5's).
- Resume IAW Tongue and Quill.
- One full length 8 by 10-inch photograph of the individual in service dress uniform, front view, without headgear.
- Letter of recommendation from commander
- Letter of recommendation from command chief master sergeant.
- 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.
- Member must email electronic copy of package to AF/DPG workflow.
- 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.

Must not have SRB.

Meet time on station requirements IAW AFI 36-2110, *Assignments*.

Be a second term or career airman.

Must have 24 months retain ability upon being hired as an enlisted aide.

Member cannot have pending assignment or retraining action.

Current security clearance (minimum SECRET).

Worldwide qualified with ability to obtain official government passport.