

# Enlisted Aide Packet Check List

**Step 1:** Complete EA packet; ensure ERB is updated.

<https://www.hrc.army.mil/site/protect/Active/epqm/enlistedaideprogram.htm>

- Biographical Information Data Sheet
- Resume
- Current ERB
- Two Letters of recommendation. Good sources are: Dining Facility Managers, Company Commanders, Battalion Commanders, Food Service Officers, and/or any General Officer.
- DA Form 4187 (for an example select the HRC link)
- Copy of most recent APFT scorecard (DA Form 705) and body fat worksheet (DA Form 5500-R and DA Form 5501-R) if applicable.
- Other:
  - DA Photo (for E-5 and those who do not have their DA Photo in the system)
  - Last NCOER (if its not updated on the ERB and OMPF)

**Step 2:** Email packet to the Senior Enlisted Aide Advisor / Enlisted Aide Instructor for review.

NCOIC

COM: (804) 734-5692/3106

DSN: 687-5692

Administration

COM: (804) 734-3112/3106

DSN: 687-3112

**Step 3:** Once the EA packet is reviewed, email packet to the Enlisted Aide Manager at HRC.

HRC POC

COM: (703) 325-0276

DSN: (312) 221-0276

**Step 4:** Verify HRC received the packet.

**Step 5:** Ensure your Enlisted Aide packet is always updated.