

Enlisted Aide Frequently Asked Questions - FAQs

Question: What do I need to do to apply to be an enlisted aide?

You will need to contact the EA PDNCO at HRC. You need to provide a DA Form 4187 signed by your commander, mark the "Other" box, and in the remarks section add the statement, "I hereby volunteer to serve as an enlisted aide on the personal staff of a general officer. I have read and understand the provisions of AR 614-200, chapter 8-12." You will need to provide the EA PDNCO with the following: letters of recommendation, 1-2 page resume and POC information.

Question: Do you have an EA application packet or resume? I am thinking of applying for an EA position and I want my packet to be the best it can be.

We have a standard resume that we use in a packet for General Officers to use for a "first look." Send an email to the EA PDNCO at HRC and he will send you the format.

Question: How do I get the Z5 ASI on my ERB? How does a Soldier apply for the Z5 identifier? What are the requirements for awarding the Z5 identifier? Is there a minimum length of time that a Soldier must serve in the position?

Your EA PDNCO is solely responsible for your assignments within the Enlisted Aide program. That includes assignment to all schools and the assignment of the Z5 ASI. Per DA PAM 611-21 • 31 March 1999, PERSCOM (HRC) is the only authority authorized to assign the Z5 ASI and that is only after 120 days in an authorized slot. To explore this further, we are adding the requirement of the Advanced Culinary Skills Training Course (ACSTC) and the Enlisted Aide Training Course (EATC.)

Question: Per MTOE, our Corps is authorized 11 92Gs with the Z5 ASI. However, GOMO states that only 3 positions are authorized to serve as Enlisted Aides. Are Soldiers who serve in the other "office/protocol" positions still able to earn the Z5?

DA PAM 611-21 • 31 March 1999 states under "Qualifications" that a prospective candidate must, "serve successfully in an authorized Enlisted Aide position to a general officer." Protocol and VIP quarters positions are not recognized in the Standards of Grade breakdown in DA PAM 611-21. Based on the authorizations provided by GOMO, there are no enlisted aide positions that do not coincide with one of the 78 General Officer billets.

Question: AR 614-200 states that no formal training is required for the Enlisted Aide Program. If that is the case, then is the Enlisted Aide Training Course (EATC) mentioned on your website an optional "nice to have" course? How long is the course and where is it conducted?

The Enlisted Aide Training Course (ATRRS 800-F22) is a two week course held in conjunction with the Advanced Culinary Skills Training Course (ATRRS 8E-F5/800-F17)

at the Quartermaster Center and School, Fort Lee, VA. While EATC is not currently a requirement, procedures are in place to make both aforementioned courses a requirement for assignment of the Z5 ASI, making it a very “nice to have” course.

Question: My unit does is not offering any method to provide uniforms for use in my position as an Enlisted Aide. Do you have any suggestions?

A clothing allowance is not authorized for purchase of these items. Clothing authorization for enlisted personnel assigned IAW AR 614-200 to personal staff of a General Officer is covered in HQDA CTA 50-900. If the supporting CIF is not capable of supplying these items then unit funds must be used to procure them through a local purchase. Listed below are the items currently authorized for issue to Enlisted Aides by the HQDA CTA 50-900.

ITEM #.	ITEM	ALLOWANCE
81790N	CUMMERBUND	2
84122N	JACKET MESS WHITE	6
87209N	SHIRT WHITE	6
88234N	TROUSERS BLACK	4

Looking over the list there are a couple of alibis. First, a cummerbund normally comes with a bow tie, which is why the bow tie is not listed. Second, a Jacket, Mess White is supposed to be a formal serving jacket and six of those could break the bank but one or two jackets could do the job and then a substitution of chef coats for the remainder of the authorization would be more realistic. Procedures are in place to correct or update these issues.