



# Department of Defense DIRECTIVE

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Incorporating Through Change 3, September 2, 1983

ASD(M&RA)

SUBJECT: Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers

References: (a) 10 U.S.C. 3012, 3639, 7579, 8012 and 8639  
(b) United States v. Robinson, 6 USCMA 347, 20 CMR 63  
(c) Section 820, Public Law 94-106, October 7, 1975  
(d) DoD Directive 1315.9, subject as above, February 26, 1975 (hereby canceled)

## 1. REISSUANCE AND PURPOSE

This Directive reissues reference (d) to update and amend policies governing the utilization of enlisted personnel who are assigned to duty in public quarters and on the personal staff of general and flag officers to assist such officers in the discharge of their official duties and responsibilities. (These enlisted personnel are hereinafter referred to as "enlisted aides.") Reference (d) is hereby superseded and canceled.

## 2. APPLICABILITY

The provisions of this Directive apply to the Military Departments on a continuing basis. The term "Military Services" includes the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard (when operating as a Military Service of the Navy).

### 3. POLICY

3.1. Enlisted aides are authorized for the purpose of relieving general and flag 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 and flag officers in discharging their official DoD social responsibilities in their assigned positions. The propriety of such duties is governed by the official purpose which they serve rather than the nature of the duties. (10 U.S.C. 3012, et al and 6 USCMA 347, references (a) and (b).)

3.2. Under the applicable statutes and the relevant case in references (a) and (b), above, no officer may use an enlisted member as a servant for duties that contribute only to the officer's personal benefit and that have no reasonable connection with the officer's official responsibilities.

3.3. Under regulations prescribed by the Secretaries of the Military Departments, in connection with military and official functions and duties, enlisted aides may be utilized to:

3.3.1. Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military personal equipment.

3.3.2. Perform as point of contact in the officer's quarters. Receive and maintain records of telephone calls, make appointments, and receive guests and visitors.

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

3.3.4. Assist in purchasing, preparing, and serving food and beverages in the general and flag officer's assigned quarters.

3.3.5. Accomplish tasks that aid the officer in the performance of his military and official responsibilities, including performing errands for the officer, providing security for the quarters, and providing administrative assistance.

3.4. Only volunteers will be assigned as enlisted aides.

3.5. Nothing contained in this Directive precludes the employment of enlisted personnel by officers on a voluntary paid off-duty basis.

#### 4. METHOD FOR COMPUTING DoD ENLISTED AIDE CEILING AND SERVICE ALLOCATIONS

4.1. Sec. 820(a) of P.L. 94-106 (reference (c)) specifies:

"(a) Notwithstanding any other provision of law, the total number of enlisted members of the Armed Forces of the United States that may be assigned or otherwise detailed to duty as enlisted aides on the personal staffs of officers of the Army, Navy, Marine Corps, Air Force, and Coast Guard (when operating as a Service of the Navy) during any fiscal year shall be a number determined by (1) multiplying 4 times the number of officers serving on full-time active duty at the end of the fiscal year in the pay grade of O-10, (2) multiplying 2 times the number of officers serving on full-time active duty at the end of the fiscal year in the pay grade of O-9, and (3) adding the products obtained under clauses (1) and (2)."

4.2. Sec. 820(c) of reference (c) specifies:

"(c) This section shall not apply with respect to the number of aides assigned to generals of the Army or admirals of the Fleet."

4.3. The DoD enlisted aide ceiling and Service allocations will be computed for any fiscal year by application of the above statutory formula to the number of general and flag officers in the pay grades of O-10 and O-9 budgeted for each individual Service for that fiscal year.

4.3.1. The DoD enlisted aide ceiling and Service allocations will be established annually by revision of enclosure 1. In those cases where the actual numbers of O-10s and O-9s serving on full-time active duty at any time during the fiscal year are less than the budgeted numbers, the Service allocations will be computed by the Departmental Secretaries using the statutory formula applied to the actual numbers.

4.3.2. Requests to increase Military Service allocations prescribed in enclosure 1 for any fiscal year will be considered only in those cases where appointments are approved that result in an increase over the budgeted number of officers in pay grades O-10 and O-9 for that fiscal year.

## 5. CRITERIA FOR ASSIGNING ENLISTED AIDES TO THE PERSONAL STAFF OF GENERAL AND FLAG OFFICERS

5.1. Sec. 820(b) of reference (c) specifies:

"(b) The Secretary of Defense shall allocate the aides authorized by subsection (a) of this section among officers on the Armed Forces, in such numbers as he determines appropriate, on the basis of the duties of such officers."

5.2. Within the Military Service allocations prescribed in enclosure 1, the Secretaries of the Military Departments will determine the specific general and flag officer positions to be authorized enlisted aides and the specific number of aides to be authorized each such position.

5.2.1. The number of such aides authorized to a given general and flag officer position will be based on the duties and the incumbent responsibilities of the officer assigned to that position.

5.2.2. In addition, general and flag officers must occupy public quarters to be eligible for the assignment of enlisted aides to his or her personal staff.

## 6. ADMINISTRATION AND RESPONSIBILITIES

6.1. The number of enlisted aides assigned in accordance with this Directive shall not exceed the DoD ceiling and the Military Service allocations prescribed in enclosure 1, nor will they exceed a lower number computed under paragraph 4.3. The DoD ceiling and individual Military Service allocations will be recomputed and published annually as a revision to enclosure 1 to accommodate changes in the number of O-10s and O-9s budgeted by fiscal year.

6.2. The Secretaries of the Military Departments are responsible for the administration of the policies announced in this Directive.

## 7. REPORTS

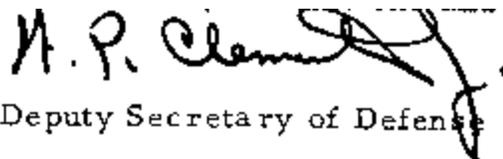
7.1. The Secretaries of the Military Departments shall submit biannual report to the Assistant Secretary of Defense (Manpower and Reserve Affairs) of the enlisted aide authorizations by Military Service, and by general and flag officer position broken out by State/foreign country, in the format prescribed in enclosure 2.

7.2. Reports will be as of March 31 and September 30 each year and shall be forwarded to the ASD(M&RA) not later than April 20 and October 20, respectively.

7.3. Report Control Symbol DD-M(SA)1415 is assigned to this reporting requirement.

#### 8. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 90 days.

  
Deputy Secretary of Defense

Enclosures - 2

- E1. DoD Enlisted Aide Ceiling and Military Service Allocations
- E2. Format for Enlisted Aide Report

E1. ENCLOSURE 1

DoD ENLISTED AIDE CEILING AND MILITARY SERVICE ALLOCATIONS

	<u>FY 1984</u> <i>(Effective 30 September 1983)</i>
<i>DoD Ceiling</i>	300
<i>Military Service Allocations:</i>	
<i>Army</i>	114
<i>Navy</i>	74
<i>Air Force</i>	95
<i>Marine Corps</i>	17

E2. ENCLOSURE 2

ENLISTED AIDE AUTHORIZATIONS BY GENERAL/FLAG OFFICER POSITION  
BROKEN OUT BY STATE/FOREIGN COUNTRY  
APPLICABLE MILITARY SERVICE  
(Applicable Military Service Authorization - )

<u>STATE/ FOREIGN COUNTRY</u>	<u>GRADE OF OFFICER</u>	<u>NAME/POSITION OF OFFICER</u>	<u>NUMBER OF ENLISTED AIDES</u>	
			<u>(as of _____)</u>	
			<u>Authorized</u>	<u>Assigned</u>
ALABAMA	O-9	DOE, John C. Commanding General Tenth U.S. Army Fort Soldier		
	O-8	DOE, John C. Commanding General 95th Infantry Division Fort Gunner		
ALASKA				
WYOMING				
AUSTRALIA				

(single space information pertaining to each officer; double space between officers)

NOTE: Applicable Military Service - e.g., UNITED STATES \_\_\_\_\_  
(U.S. Authorization - \_\_\_\_\_)

State/Foreign Country - list information for all officers assigned to the same State (alphabetical); e.g., Alabama, Alaska,..... Washington, Washington DC, etc.; then by foreign country (alphabetical); e.g., Australia, Belgium, Germany, etc.

Grade of Officer - use pay grade and list in following order: O-10s, O-9s, O-8s, and O-7s.

Name of Officer - use last name, first name, middle initial; DOE, John C.

Position - include duty title, organization, and geographic location to provide clarity of position. Intent is to provide understandable descriptive duty title; therefore, acronyms and abbreviations should be avoided.

Number of Copies - original and one (1) hard copy.