



DoD INSTRUCTION 1315.09

UTILIZATION OF ENLISTED AIDES ON PERSONAL STAFFS OF GENERAL OFFICERS/FLAG OFFICERS

Originating Component: Office of the Under Secretary of Defense for Personnel and Readiness

Effective: November 17, 2023

Releasability: Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

Reissues and Cancels: DoD Instruction 1315.09, "Utilization of Enlisted Aides (EAs) on Personal Staffs of General and Flag Officers (G/FOs)," March 6, 2015, as amended

Cancels: Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Enlisted Aide Authorizations," July 10, 2017

Approved by: Ashish S. Vazarani, Acting Under Secretary of Defense for Personnel and Readiness

Purpose: In accordance with the authority in DoD Directive 5124.02 and pursuant to Sections 981, 7239, 8779, and 9239 of Title 10, United States Code, this issuance establishes policies, assigns responsibilities, and prescribes procedures for the utilization of enlisted aides (EAs) on the personal staffs of general officers/flag officers (GO/FOs).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

1.2. POLICY.

EAs are authorized for the purpose of relieving GO/FOs of those minor tasks and details which, if performed by the GO/FOs, would be at the expense of the GO/FOs' primary military and other official duties and responsibilities. The duties of these enlisted personnel, as outlined in Paragraphs 3.2. and 3.3., will be the performance of tasks relating to the military and other official duties and responsibilities of the GO/FOs, to include assisting GO/FOs in discharging the DoD representational responsibilities associated with their assigned positions. The propriety of such duties is governed by the official purpose that they serve rather than the nature of the duties.

SECTION 2: RESPONSIBILITIES

2.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)).

The USD(P&R):

- a. Establishes and publishes the DoD EA ceiling and the EA allocation for the Joint Pool and each Military Service EA as stated in Paragraph 3.4.
- b. Acts on requests to exceed the maximum number of EA allocations received from the CJCS and the Military Services.

2.2. SECRETARIES OF THE MILITARY DEPARTMENTS.

The Secretaries of the Military Departments:

- a. Implement this issuance within their respective Military Departments.
- b. Establish internal EA policies and regulations in accordance with this issuance.
- c. Determine the specific GO/FO positions to be authorized EA(s) and the specific number of EA(s) to be assigned to each such position within their respective Military Service's allocation.
- d. Authorize an EA only if the official duties and responsibilities of the GO/FO position, including representational duties, warrant EA support. EA authorizations will not be solely based on the grade or title of the GO/FO position.
- e. Comply with EA authorizations determined by the CJCS for GO/FOs in joint duty assignments.
- f. Report EA authorizations and justifications for the authorizations based on the duties and responsibilities of the GO/FO positions from the previous fiscal year to the USD(P&R) no later than January 1 of each year or as otherwise directed by USD(P&R).

2.3. CJCS.

The CJCS:

- a. Implements this issuance for all joint duty GO/FO positions.
- b. Determines the specific Joint Pool GO/FO positions to be authorized EA(s) and the specific number of EA(s) to be assigned to each such position within the Joint Pool EA allocation.

c. Authorizes an EA only if the official duties and responsibilities of the GO/FO position, including representational duties, warrant EA support. EA authorizations will not be based solely on the grade or title of the GO/FO position.

d. Report EA authorizations and justifications for the authorizations based on the duties and responsibilities of the Joint Pool GO/FO positions from the previous fiscal year to the USD(P&R) no later than January 1 of each year or as otherwise directed.

2.4. GO/FOS.

GO/FOs assigned EAs:

a. Must comply with the requirements of this instruction and implementing guidance issued by their Military Service.

b. Ensure that any event for which EA support is to be provided is a qualifying representational event.

c. Ensure that official representational duties and qualifying representational events:

(1) Protect and conserve Federal resources.

(2) Do not create the appearance of violating any ethical standards.

d. Refer to Paragraphs 3.1.a. through 3.1.f. when a GO/FO who is not authorized an EA is representing a GO/FO who is authorized an EA at a qualifying representational event.

SECTION 3: PROCEDURES

3.1. ELIGIBILITY CRITERIA AND OVERALL RULES FOR MANAGING EAS.

a. GO/FOs must occupy military housing or, outside the continental United States, off-base quarters arranged for the GO/FO to be eligible for the assignment of EAs to their personal staffs.

b. Only a GO/FO who is authorized an EA may use an EA, unless a GO/FO who is not authorized an EA is representing the GO/FO who is authorized an EA at a qualifying representational event. The GO/FO who is authorized the EA must designate the GO/FO who is not authorized an EA as their representative. Before the qualifying representational event, the GO/FO who is authorized an EA must make written notification to the Secretary of their Military Department and identify their designated representative and the location of the hosted event.

c. Sharing or loaning of EAs to another GO/FO who is serving in a position authorized the use of an EA to support a qualifying representational event is permitted. An EA's duty hours may be adjusted to support the qualifying representational event.

d. The EA may support qualifying representational events in the GO/FO's absence when:

(1) Authorized in writing by the GO/FO to whom they are assigned and communicated to the EA(s) before the event.

(2) The assigned GO/FO determines the role of the designated substitute (e.g., another GO/FO or the assigned GO/FO's spouse) and ensures that it has a direct connection to the GO/FO's official duties and responsibilities and that EA support for the event furthers the interest of the DoD, the Military Service, or the command. This includes qualifying representational events attended by spouses of community leaders (or other government officials, foreign dignitaries, or foreign military officers) with whom the GO/FO is meeting separately in their official capacity.

(3) When sharing or loaning EAs, the assigned GO/FO has the responsibility to determine that it is a qualifying representational event.

e. No GO/FO may use an EA for duties that contribute only to the GO/FO's personal benefit or have no substantive connection with the GO/FO's official duties and responsibilities.

f. An EA is assigned to and supports only an authorized GO/FO, not a spouse, other family member, or staff of the GO/FO, except as outlined in Paragraph 3.1.d.(2). Due diligence must be exercised to ensure the line of authority remains clear and solely between the GO/FO and the EA.

g. EAs must be volunteers in the program and may request to be reassigned from the program in accordance with their Service policy.

h. EAs may be employed by the GO/FO on a voluntary and paid basis during off duty hours.

(1) The GO/FO must pay the EA when working events that do not qualify for permissive use pursuant to this issuance.

(2) The GO/FO must pay the EA(s) with personal funds at a rate commensurate with, or above, the local fair market value of the work performed in accordance with the Bureau of Labor and Statistics, as published at <https://www.bls.gov/oes/current/oesrcst.htm>. If stationed outside of the United States, the GO/FO must pay the EA(s) with personal funds at a rate commensurate with, or above, the United States national mean wage for the work performed in accordance with the Bureau of Labor and Statistics, as published at https://www.bls.gov/oes/current/oes_nat.htm.

i. Due to the unique duty requirements and working environments among the Military Services, EAs may be authorized to wear distinctive uniforms and civilian clothes. Funding will be in accordance with Chapter 29 of Volume 7A of DoD 7000.14-R and determined by each Military Service and joint activity.

j. For EAs assigned to a GO/FO filling a joint duty position, the controlling guidance will be this instruction, and implementing guidance will be issued by the respective Military Department of the GO/FO.

3.2. EXAMPLES OF AUTHORIZED EA DUTIES.

Under regulations prescribed by the Secretaries of the Military Departments and in connection with qualifying representational events and duties, this paragraph and Section 4, although not exhaustive, provide examples of authorized EA duties:

a. Maintaining the care, cleanliness, and order of those areas of assigned military housing used for qualifying representational events, to include common areas that provide access to these spaces (such as stairways and hallways) or areas of the assigned housing that are used by EAs in support of these events.

b. Maintaining the care of military uniforms, civilian attire worn for official representational events, and government-issued equipment of the assigned GO/FO.

c. Receiving guests and visitors during qualifying representational events at the GO/FO's assigned military housing and acting as a point of contact in the GO/FO's assigned military housing on issues related to any official duties or responsibilities.

d. Planning, preparation, arrangement, and conduct of qualifying representational events, such as receptions, parties, and dinners.

e. Purchasing, preparing, and serving food and beverages in the GO/FO's assigned military housing for a qualifying representational event.

f. Purchasing and preparing meals for the GO/FO, and those immediate family members eating with the GO/FO, during the EA's normal duty work schedule. Normal duty work schedules may not be extended solely to accommodate preparing three meals each day.

g. Assisting with permanent change of station moves, which may include packing and unpacking of official books, military uniforms, and government-issued equipment. The assistance does not include packing and unpacking the GO/FO's personal items.

h. Performing general yard maintenance, to include lawn care, policing debris and litter, unless there is an existing lawn care contract. If there is an existing lawn care contract, minor general yard maintenance in preparation of qualifying representational events is authorized.

i. Accomplishing tasks that aid the GO/FO in the performance of their military and other official duties and responsibilities, including performing errands for the GO/FO, that have a substantive connection to the GO/FO's official responsibilities and/or assist with the physical security of the GO/FO's military housing.

(1) Errands will not be of a personal nature for the GO/FO or their dependents.

(2) Local transportation costs for duties performed at the expense of the EA will be reimbursed pursuant to Chapter 11 of Volume 10 of DoD 7000.14-R, or Chapter 2 of the Joint Travel Regulations.

(3) Physical security includes, but is not limited to, securing the GO/FO's military housing, adhering to basic antiterrorism and force protection measures as the environment dictates, and maintaining situational awareness.

3.3. EXAMPLES OF UNAUTHORIZED EA DUTIES.

GO/FOs may not use an EA for duties that do not have a substantive connection with the GO/FO's military or other official duties and responsibilities or that contribute solely to the personal benefit of individual GO/FOs or their family members. This paragraph and Paragraph 4.b., although not exhaustive, provide examples of unauthorized EA duties:

a. Any form of pet care, including grooming, feeding, exercising, feces removal, and veterinary visits.

b. Any form of caregiving for family members or personal guests of the GO/FO.

c. Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.

d. Maintenance of privately owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes.

e. Personal services performed solely for the benefit of family members or unofficial guests, including driving, shopping, running private errands, or laundry services.

f. Landscaping or grounds keeping (e.g., trimming trees or bushes, laying mulch, and planting flowers) in areas not commonly used for qualifying representational events.

g. Skilled trade services, such as electrical, plumbing, personal computer, or furnishing repairs, other than routine upkeep and maintenance.

h. Care or cleaning duties in military housing that contribute solely to the personal benefit of the GO/FO or their dependents, such as: making beds, cleaning private areas, or organizing personal effects. This includes care and cleaning of any area after it has been used for a personal or unofficial event or spaces used exclusively by dependents.

3.4. METHOD FOR COMPUTING DOD EA CEILING AND SERVICE ALLOCATIONS.

a. The DoD EA ceiling will be determined in accordance with Section 981 of Title 10, United States Code, or set at a lower number as determined by the USD(P&R). The maximum number of EAs assigned to the Joint Pool and each Military Service will be as follows:

(1) Joint Pool: 56.

(2) Army: 67.

(3) Navy: 48.

(4) Air Force: 57.

(5) Marine Corps: 21.

(6) Space Force: 6.

b. EAs will be allocated to the Military Services after consideration is given to Joint Pool requirements.

c. Requests to increase the Joint Pool allocation or a Service allocation for any fiscal year will be considered by the USD(P&R) on a case-by-case basis.

SECTION 4: QUALIFYING REPRESENTATIONAL EVENT

4.1. QUALIFYING REPRESENTATIONAL EVENT.

a. An event hosted by a GO/FO that primarily serves to further the mission of the agency is a qualifying representational event. The event must be substantively related to the official performance of the GO/FO's military and other official duties and responsibilities, including representational duties associated with the GO/FO's assigned position. This includes events that provide opportunities for personal interactions beyond routine day-to-day work interactions that typically occur outside of normal working hours and, other than the use of EAs, may not involve expenditure of U.S. Government funds.

b. An event that is not substantively related to the GO/FO's assigned duties or responsibilities or that contributes primarily to the personal benefit of the GO/FO or their family is not a qualifying representational event.

4.2. QUALIFYING REPRESENTATIONAL EVENT DECISION FACTORS.

The following factors may be considered in determining whether an event is a qualifying representational event. Not all factors need to be present, nor should any single factor alone be conclusive:

a. The event is intended to improve morale, promote *esprit de corps*, and develop interpersonal relationships among command members and their families.

b. The event is attended by dignitaries, civic or community leaders, or senior military personnel as invitees.

c. The event is one that GO/FOs customarily or traditionally host as part of their GO/FO duties.

d. The event is held at the GO/FO's military housing or other U.S. Government location.

4.3. EXAMPLES OF QUALIFYING REPRESENTATIONAL EVENTS.

Illustrative examples of events that are and are not considered to be qualifying representational events are provided in Section 5.

SECTION 5: ILLUSTRATIVE EXAMPLES

The examples in this section are illustrative in nature and not exhaustive. The fact that the use of EAs is permitted does not necessarily mean that the use of appropriated funds is authorized. The fact that the use of EAs is not permitted does not preclude the GO/FO from employing their EA on a voluntary and paid basis during off duty hours for the activity or event.

a. Use of EAs Permitted.

(1) The GO/FO hosts a dinner at the officer's military housing to be attended by the mayor and a representative of the local police department to discuss coordinating efforts to stem sexual assaults involving Service members in the local community.

(2) The GO/FO invites a local member of Congress to the officer's military housing for dinner following the member of Congress' visit to the installation.

(3) The GO/FO hosts a Service member wounded warrior recognition luncheon not associated with any charity or non-Federal entity at their military housing to be attended by local dignitaries. The GO/FO is unavailable to attend at the last minute, and the GO/FO's spouse stands in for the GO/FO at the event.

(4) The GO/FO hosts a command breakfast at the officer's military housing for subordinate commanders. An official briefing is conducted during the breakfast.

(5) The GO/FO hosts a New Year's Day reception at the officer's military housing for their subordinate officers, senior non-commissioned officers, and spouses. It is an annual event attended by Service personnel and considered to be a custom or tradition of the Military Service.

(6) The GO/FO hosts an event at the officer's military housing for the purpose of honoring arriving or departing members of the organization (e.g., hail and farewell). It is a regular event attended by Service personnel and considered to be a custom or tradition of the Military Service.

(7) The GO/FO hosts a dinner at the officer's military housing for senior officials from different Military Services who are assigned to their installation and in the immediate area to get to know each other and to informally discuss common military issues.

(8) The GO/FO hosts an "ice-breaker" reception at the officer's military housing for subordinate commanders and their spouses attending a commander conference.

(9) The GO/FO hosts a Family Readiness Group meeting at the officer's military housing for the purpose of distributing information about an upcoming deployment, ongoing deployment, or post-deployment and reintegration operation.

(10) The GO/FO's spouse hosts a luncheon for the spouses of domestic or foreign dignitaries or other prominent officials who are meeting separately with the GO/FO as part of a qualifying representational event.

b. Use of EAs Not Permitted.

(1) All of the circumstances outlined in Paragraph 3.3. pertaining to pet care, personal services for family members (or guests) of the GO/FO, maintenance and upkeep of privately owned vehicles, recreational vehicles, or sporting equipment, and personal services performed solely for the benefit of family members or unofficial guests.

(2) The GO/FO hosts a birthday party for one of their children at the officer's military housing.

(3) The GO/FO's spouse arranges a bridge card game in the officer's military housing to be attended by unit spouses.

(4) The GO/FO hosts a barbeque at the officer's military housing for their *alma mater* classmates, friends, or other personal guests.

(5) The GO/FO hosts a football tailgate party at the officer's military housing that is attended by their peers.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
CJCS	Chairman of the Joint Chiefs of Staff
EA	enlisted aide
GO/FO	general officer/flag officer
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
military housing	Defined in DoD Manual 4165.63.
off duty	Any period when an EA is not regularly scheduled to perform authorized duties.
official representational duties	Those assigned duties and responsibilities that serve to uphold the standing and prestige of the United States and the DoD through the extension of official courtesies to authorized officials and dignitaries of the United States and foreign countries as described in DoD Instruction 7250.13.

REFERENCES

- DoD 7000.14-R, “Department of Defense Financial Management Regulations (DoD FMR),”
date varies by volume
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness
(USD(P&R)),” June 23, 2008
- DoD Instruction 7250.13, “Use of Appropriated Funds for Official Representation Purposes,”
June 30, 2009, as amended
- DoD Manual 4165.63, “DoD Housing Management,” October 28, 2010, as amended
- Joint Travel Regulations, “Uniformed Service Members and DoD Civilian Employees,”
current edition
- United States Code, Title 10