

Quick Guide on the Proper Utilization of Enlisted Aides



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General Officer Management Office



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ENLISTED AIDE HANDBOOK

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FOREWORD

This guide implements DOD Instruction 1315.09, Utilization of Enlisted Personnel on Personal Staffs of General and Flag Officers, 2 October 2007, and AR 614-200, Enlisted Assignments and Utilization Management, 26 February 2009. This guide is intended for use by general officers, their spouses, officer and enlisted aides. The General Officer Management Office (GOMO) is the coordinating management office for enlisted aide authorizations. Enlisted aides are provided to general officers to perform tasks that, if performed by the general officers, would be at the expense of the officers' primary military and official duties. There is a need to ensure that no enlisted aide be held solely responsible for determining all requirements relating to the general officer's needs. Rather, it is necessary for the general officer to provide input to ensure the enlisted aide performs the duties specified by that general officer. With that communication in place there can be no doubt as to where the assignment of duties were initiated and the enlisted aide will be less likely to "labor or exert himself for the personal benefit of an officer." The enlisted aide's duties must be tied to the general officer's official responsibilities. There must be a direct nexus between the enlisted aide and the official responsibilities of the general officer to whom the aide is assigned.

This guide also provides a number of vignettes to help train general officers and aides in order to ensure all comply with the letter and intent of DOD policy as well as Joint Ethics Regulations.

Because the propriety of an aide's duties depends on the purpose of these duties rather than the nature of the duties, it is often difficult to determine whether a particular use is permissible given a particular set of facts. In all circumstances, it is important to avoid even the appearance of impropriety in the use of enlisted aides, including the appearance of the use of public office for private gain. The servicing Staff Judge Advocate is a valuable resource who can provide guidance regarding whether an aide may permissibly be used in a specific instance.

ENLISTED AIDE DUTIES AND RESPONSIBILITIES

Duties assigned must relate to the military and official responsibilities of the officer, and thereby, serve a necessary military purpose. The propriety of such duties is governed by the official purpose that they serve rather than the nature of the duties. The list of duties below is not all inclusive, but is provided as a guide. In connection with military and official functions and duties, enlisted aides may be used as follows:

(a.) Assisting with the care, cleanliness, and order of assigned quarter's common areas, official entertaining areas, military uniforms, and personal military equipment. Common areas are simply defined as the part of the premises that are used by all. For example, an elevator, hallway, or stairway. The official entertaining areas are the areas of the quarters where officially invited guests are entertained. Military uniforms include civilian clothing worn for official military business.

(b.) Performing as point of contact in the officer's quarters. Receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.

(c.) Helping to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners. Enlisted aides may assist with conducting official receptions and dinners. Spouses generally cannot host official events in their own capacity, but they may host official events with their general officer spouse. In these instances, the general officer is the actual host for the event even though the spouse's name may appear on the invitation. Enlisted aides are not allowed to be used for an event hosted solely by the spouse. Although an event of this type may be official in nature (e.g. a FRG meeting) if the spouse is hosting the event in her own capacity, and the general officer is not involved with hosting the event, it is inappropriate for the spouse to use the general officer's enlisted aides to support the event.

(d.) Helping to purchase, prepare, and serve food and beverages in the officer's quarters. In the course of preparing and serving meals for the general officer, the enlisted aide may prepare the same meal for the general officer's dependents and others associated with the general officer's military and official duties (including duties associated with social responsibilities) who are dining with the general officer. For example, social events may be used to develop professional relationships with civilian, military, and foreign counterparts. When there is a professional or official nexus to a meeting or event, the use of an enlisted aide may be necessary to achieve the desired professional or official outcome. However, the enlisted aide may not be used to supplement any of the social or personal benefits that may also arise out of such a situation. The general officer will use good judgment to ensure there is a nexus between these types of events and the desired enhancement of professional relationships and execution of military responsibilities.

(e.) Maintaining financial records and budgets for official functions.

(f.) Performing certain other tasks that aid the officer in accomplishing the officer's military and official responsibilities. Such tasks may include providing security

for the quarters, performing errands for the officer that are official in nature, providing administrative assistance, supervising or performing maintenance on the outside areas such as the lawn, flower gardens and shrubs, driveways, walkways, porches, and patios; when necessary to maintain the appearance of the quarters and grounds for official purposes if landscaping services are not contracted out or if contractor is unable to meet deadlines.

(g.) Duty hours will be set by the general officer to those hours that maximize the benefit to the general officer by affording the aide the best opportunity to perform enlisted aide duties. These hours will be commensurate with enlisted Soldiers throughout the Army. When there are special events, duty hours may be adjusted and if necessary, compensatory time should be provided.

(h.) Nothing in this guide precludes the voluntary outside employment of the enlisted aide by the general officer. In such a case, the general officer must pay the enlisted aide adequate and fair compensation out of his or her own funds. Also, the general officer must keep in mind that, given the disparity of rank, the rating relationship, and the close working relationship between a general officer and an enlisted aide, it may be extremely difficult to ensure that such off-duty employment is entirely voluntary and/or does not present an improper appearance to others. Therefore, the terms and conditions of all offers of employment should be carefully considered and understood by both the general officer and the enlisted aide prior to the start of any work.

Federal law specifically prohibits Army officers from using enlisted members as servants. The following are examples of duties that are not appropriate for enlisted aides to be assigned or perform:

- (a.) Maintenance of personal automobiles, including all types of repair, preventive maintenance, and cleaning services.
- (b.) Performing errands and doing laundry for family members and guests.
- (c.) Baby-sitting, providing supervision for minors, and caring for invalids.
- (d.) Providing care for pets, to include walking, grooming, cleaning after them and feeding.
- (e.) Transporting family members and guests unless the general officer is present and it is related to official duties of the officer.
- (f.) Preparing food for a family only meal, for an unofficial organization gathering, or for spouse gatherings. The aide is specifically tied to the general officer's position -- the test is whether the provision of the food/meal service by the aide (1) frees that general officer from the time spent in otherwise preparing it, (2) is connected to the general officer's official duties, or (3) is for a military/official social event. For example, if the general officer's typical duties prevent him/her from eating dinner until 2100, though his/her family dines at 1830, the aide can routinely prepare food/meal service for the

general officer to consume later. In such situations, however, it would generally be inappropriate for the aide to prepare sufficient portions for the family to eat as well.

(g.) Maintenance of personal property such as recreational equipment and vehicles, outdoor grills, or electronic equipment, and supplies and projects involving a hobby or personal avocation of the officer or family member.

(h.) Any duties that contribute only to the personal benefit of the officer and have no reasonable connection with official responsibilities.

TRAINING VIGNETTES

Q1. General Smith, spouse and children are planning a cookout this weekend. Through email, GEN Smith has informally invited a few friends who happen to be 2 colonels, 3 general officers and their families. The total number of people invited is 20. Is the enlisted aide authorized to shop, prepare, cook, serve and clean for this event?

A1. With the information provided the answer would be no. This appears to be entirely personal in nature. Although there may be some portion of the cookout that relates to the military and the official responsibilities of the general officer, the overall context of the event is personal and would not allow use of the enlisted aide to shop, prepare, cook, serve or clean for this event. However, the enlisted aide may be employed on a voluntary, paid and off-duty basis.

Q2. General Smith is having a Saturday lunch meeting at his quarters with an old boss and mentor. His former boss is now running a private foundation that may be able to help provide support for wounded Soldiers. Is the enlisted aide authorized to prepare and serve the luncheon?

A2. It depends on the nature of the event. If the purpose of the luncheon is to discuss the support the foundation can provide to the Army then it may well be yes. However, the general officer should ensure that there is a military and official nexus to the event in order to use the enlisted aide. The answer would be no if in any situation the event only benefits the general officer personally. Any duties that contribute only to the personal benefit of the officer and have no reasonable connection with official responsibilities would be considered unethical. Again, perception is a critical component about the use of an enlisted aide for this type of function.

Q3. SSG Smith is an enlisted aide working for a Division Commanding General (CG). She arrived at the CG's house at 0530 to conduct PT. SSG Smith went to the gym to take a shower. She arrived back at the CG's quarters in time to prepare a small breakfast for the CG and his wife. While they were eating breakfast SSG Smith prepared a packed lunch for the CG to take to work. SSG Smith spent most of the day cleaning the CG's quarters, to include the spouse's restroom and other enlisted aide duties. Is SSG Smith authorized to clean the spouse's private restroom? Should SSG Smith be expected to prepare dinner every day? Should SSG Smith be expected to wait until the CG arrives home and serve the CG, his spouse and 17 year old son dinner?

A3. Duty hours will be set by the general officer to those hours that maximize the benefit to the general officer's official duties by affording the aide the best opportunity to perform enlisted aide duties. The enlisted aide may not prepare breakfast for family members. The enlisted aide should not prepare additional servings. Additionally, the enlisted aide may not serve the general officer's spouse or family members. Enlisted aides may only clean the common areas of the house that are used for entertaining official guests. It is permissible for the enlisted aide to cook and serve the general officer dinner on a routine basis provided this frees the general officer from the time

spent preparing it or it is otherwise connected to the general officer's other official duties. Meals can be pre-prepared, properly saved in refrigerator or kept warm in the oven.

Q4. General Smith's spouse is hosting the monthly "GO Spouse Group" meeting at the assigned quarters. The spouse is expecting approximately 15 local general officer spouses. This is a pot-luck event so no food is prepared at the quarters. The enlisted aide is on duty and working in the quarters. Is the enlisted aide authorized to assist?

A4. No, enlisted aides are not allowed to be used for an event hosted solely by the spouse. Although an event of this type may be official in nature (e.g. an FRG meeting) if the spouse is hosting the event in her own capacity, and the general officer is not involved with hosting the event, it is inappropriate for the spouse to use the general officer's enlisted aide to support the event.

Enlisted aides help to plan, prepare, arrange, and conduct official social functions and activities, such as receptions, parties, and dinners. Enlisted aides may assist with conducting official receptions and dinners hosted by the general officer.

Q5. General Smith is an avid barbecue chef and has a number of grills and cookers on his patio. Since there is a prohibition on the use of enlisted aides maintaining or cleaning personal property such as outdoor grills and supplies and projects involving a hobby or personal avocation of the officer or family member is it ever ok for the enlisted aide to clean this personal property?

A5. Yes. If any personal property is used for an official event or made use of in an official capacity, the enlisted aide is authorized to perform maintenance, repair and clean the equipment to prepare for the official event.