



Department of Defense

INSTRUCTION

NUMBER 1315.09
October 2, 2007

USD(P&R)

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

- References:
- (a) DoD Directive 1315.9, subject as above, June 21, 1976 (hereby canceled)
 - (b) Acting Deputy Secretary of Defense Memorandum, "DoD Directives Review – Phase II," July 13, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
 - (d) Sections 981, 3639, 7579, 8639 of title 10, United States Code
 - (e) DoD 8910.1-M, "Department of Defense Procedures for Management of Information Requirements," June 30, 1998

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c).

1.2. Continues to govern the utilization of enlisted personnel assigned to duty in public quarters and on the personal staffs of general and flag officers in accordance with sections 3639, 7579, and 8639 of Reference (d).

2. APPLICABILITY

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

3. POLICY

It is DoD policy that:

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.

3.2. The number of enlisted aides assigned in accordance with this Instruction will not exceed the statutory ceiling as provided in section 981 of Reference (d) or other DoD ceiling and the Military Service allocations prescribed, nor will such number exceed a lower number computed under paragraph 6.3.

4. RESPONSIBILITIES

4.1. The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the Under Secretary of Defense for Personnel and Readiness USD(P&R), shall revise and publish the DoD ceiling and individual Military Service allocations as required to accommodate changes in the number of O-10s and O-9s budgeted by fiscal year.

4.2. The Secretaries of the Military Departments shall be responsible for the administration of the policies in this Instruction.

5. PROCEDURES

5.1. 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.

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

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

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

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

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

5.2.5. 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.

5.3. Only volunteers will be assigned as enlisted aides.

5.4. Nothing contained in this Instruction precludes the employment of enlisted personnel by officers on a voluntary, paid, and off-duty basis.

6. METHOD FOR COMPUTING DoD ENLISTED AIDE CEILING AND SERVICE ALLOCATIONS

6.1. The DoD ceiling will be determined in accordance with section 981 of Reference (d).

6.2. 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.

6.2.1. The DoD enlisted aide ceiling and Service allocations will be revised 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. Allocations within the Services will be computed by the Secretaries of the Military Departments concerned, using the statutory formula applied to the budgeted numbers.

6.2.2. Requests to increase Military Service allocations 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.

7. CRITERIA FOR ASSIGNING ENLISTED AIDES TO THE PERSONAL STAFFS OF GENERAL AND FLAG OFFICERS

7.1. The USD(P&R) or PDUSD(P&R) shall allocate the aides authorized by paragraph 6.1 and 6.2, among the Armed Forces, in such numbers as he determines appropriate, on the basis of the duties of such officers.

7.2. Within the Military Service allocations, 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.

7.2.1. 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.

7.2.2. General and flag officers must occupy public quarters to be eligible for the assignment of enlisted aides to their personal staffs.

8. REPORTS

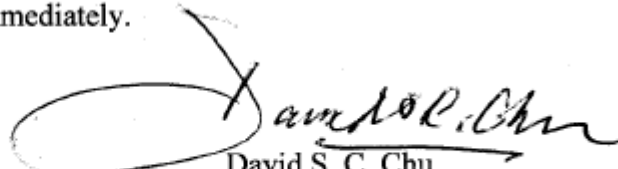
8.1. The Secretaries of the Military Departments shall submit biannual reports to the PDUSD(P&R) of the enlisted aide authorizations by Military Service, and by general and flag officer position broken out by State/foreign country, in the format prescribed in Enclosure 1.

8.2. Reports will be closed out as of March 31 and September 30 each year and shall be forwarded to the PDUSD(P&R) not later than April 20 and October 20, respectively.

8.3. Report Control Symbol, according to DoD 8910.1-M (Reference (e)), DD-P&R(SA)1415 is assigned to this reporting requirement.

9. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu
Under Secretary of Defense for
Personnel and Readiness

Enclosures – 1

E1. Format for Enlisted Aide Report

E1. ENCLOSURE 1

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>Authorized</u>	<u>NAME/POSITION OF OFFICER</u> <u>Assigned</u>	<u>NUMBER OF ENLISTED AIDES</u> <u>(as of _____)</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; then by foreign country (alphabetical); e.g., Australia, Belgium, Germany.

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.

Submission of Report - provide original and one (1) hard copy.