



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

IN REPLY REFER TO

OPNAVINST 1306.3B

N1

14 Sep 07

OPNAV INSTRUCTION 1306.3B

From: Chief of Naval Operations

Subj: GUIDANCE FOR USE OF ENLISTED AIDES

Ref: (a) 10 U.S.C., Section 7579(a)
(b) DOD Directive 1315.9
(c) SECNAVINST 1306.2D
(d) SECNAVINST 7042.7K
(e) DOD 5500.7-R (JER)

Encl: (1) Enlisted Aide NAVPERS 1070/613 Acceptance Form
(2) Enlisted Aide Career Path

1. Purpose. To amplify guidance promulgated in references (a) through (c) for designated Flag Officers regarding the use of Enlisted Aides (formerly referred to as Personal Quarters Culinary Specialists). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1306.3A.

3. Applicability. This directive applies only to the use of Enlisted Aides appropriately assigned to Flag Officers per references (a) through (d). Enlisted Aides are detailed from the Navy Personnel Command with specific delineation of their status in individual Permanent Change of Station orders. The guidance contained within this instruction is limited to the issue of use of Enlisted Aides assigned to public quarters and should not be used as authority supporting use of military personnel or government resources in any other context.

4. Discussion. Use of Enlisted Aides in a service capacity in public quarters is authorized in law by reference (a). Flag Officers assigned Enlisted Aides must exercise good judgment when implementing the requirements of this instruction. Full compliance with both the letter and spirit of the guidelines is required. This instruction amplifies guidance contained in the references concerning two issues:

a. Determining when Enlisted Aides may assist in the planning, preparation, and conduct of social functions.

b. Determining the involvement and interaction of Flag Officers' spouses with Enlisted Aides.

5. Standards. Per references (b) and (c), entry into the Enlisted Aide Program is voluntary. Once accepted into the Program, Enlisted Aides are required to sign a NAVPERS 1070/613 as provided in enclosure (1) and they are eligible to be detailed to any type duty within the Enlisted Aide community and to any Flag Officer staff, Flag Mess ashore, or Flag Mess afloat. Enlisted Aides may be involuntarily removed from the program if they do not meet Physical Readiness Standards or for any misconduct or behavior that brings discredit to the U.S. Navy. Enlisted Aides are authorized for the purpose of relieving Flag Officers of those tasks and details that, if performed by the officer, would be at the expense of their primary military and official duties. Authorized Enlisted Aide duties are those that relate to the officer's military and official responsibilities, including assistance in discharging official Department of Defense (DoD) social responsibilities. The propriety of such duties is governed by the official purpose served rather than the nature of the duties. As a general rule, Flag Officers may utilize Enlisted Aides for duties that have "reasonable connection" with that officer's military and official duties. Duties are reasonably connected to an officer's military and official duties if they contribute in any way to the accomplishment of an official function of the Flag Officer. Enlisted Aides shall not be used for duties that contribute solely to the personal benefit of the Flag Officer or their family.

a. The Flag Officer alone is responsible for determining whether duties assigned to Enlisted Aides are reasonably connected to the officer's military and official responsibilities. This responsibility may not be delegated.

b. Responsibility for the supervision, direction, and performance of duty of Enlisted Aides lies solely with the Flag Officer. Such responsibilities shall not be delegated to family members or other persons not directly in the officer's immediate command. Delegation will normally be limited to only those officers on the Flag Officer's personal staff.

c. Enlisted Aides shall endeavor to respect and maintain the confidentiality, trust and privacy of the Flag Officer. Incumbent upon the performance of their official duties, Enlisted Aides may overhear or read personal and/or private information on behalf of the Flag Officer or his/her family, friends, or colleagues. It is imperative that such information be kept private and is not discussed, published, or disseminated outside the work place or within hearing of other people who do not have a need to know about the information. A violation of this confidentiality will be considered unprofessional conduct and will result, at a minimum, in termination from the program.

6. Permissible Duties. Per references (b) and (c), and in connection with military and official functions and duties, Enlisted Aides are permitted to:

a. Assist with the care, cleanliness, and order of assigned quarters, uniforms, and military-personal equipment. They may be assigned to clean and maintain all spaces in assigned government quarters, including but not limited to all living and dining areas, kitchens, bedrooms, bathrooms, hallways, basements, attics, garages, and storage areas. Cleaning is defined as those functions necessary to maintain the appearance and long-term preservation of the public quarters. Acceptable duties include, but are not limited to dusting, vacuuming, cleaning windows, stripping and waxing floors, steam-cleaning carpets, and cleaning of moldings, window sills/treatments, baseboards, railings, etc. Cleaning does not include making beds, picking up or organizing personal effects, or other duties that contribute solely to the personal benefit of the Flag Officer or family members.

(1) The senior Enlisted Aide is responsible for preparing and maintaining a detailed daily, weekly, and monthly schedule of specific cleaning and maintenance activities with quality standards, requirements, and expectations set by the Flag Officer. It is appropriate for a Flag Officer's spouse, if so desired by the spouse, to closely collaborate with the Enlisted Aides to ensure the standards and schedules are satisfied for the care, cleanliness, and maintenance of the public residence. The Enlisted Aides do not report to the Flag Officer's spouse; however, a collaborative or consultative relationship may exist between them, as desired by the spouse,

to ensure the standards and requirements detailed by the Flag Officer are satisfied.

(2) Enlisted Aides having questions concerning their relations with the Flag Officer's spouse should seek guidance directly from their assigned Flag Officer or designated staff representative.

b. Perform duties as a point of contact in the officer's quarters, including receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.

c. Perform duties necessary to the upkeep and maintenance of assigned quarters. They may be assigned minor grounds keeping duties (e.g., mowing, raking, watering, and general yard policing) and minor repair and maintenance tasks (e.g., unstopping drains, changing light bulbs, changing air filters, etc.) that are required to maintain a presentable and functional quarters. Enlisted Aides may perform self-help improvements on the quarters if they are qualified to perform such work, follow government safety procedures, and receive authorization from the Flag Officer and Flag Housing Manager or representative.

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

e. Purchase, prepare, and serve food and beverages in the officer's assigned quarters.

f. Accomplish tasks that aid the Flag Officer in the performance of his/her military and official responsibilities, including performing official errands for the officer, maintenance and preparation of civilian attire, providing security for the quarters (including during times of extended absences of the Flag Officer such as deployments), and providing administrative assistance.

g. Perform various duties in and around the quarters and may be called upon to perform duties at various other locations such as barge cruises, receptions, etc.

7. Impermissible Duties. No Flag Officer may utilize an Enlisted Aide for duties that have no reasonable connection with the officer's military or official duties or that contribute solely to the personal benefit of individual officers or their families. The following are examples (not all inclusive) of duties that have no reasonable connection to an officer's military or official duties and therefore are not appropriate duties for Enlisted Aides:

- a. Any form of pet care, including feeding.
- b. Any form of infant or childcare.
- c. Groundskeeping duties other than tasks such as mowing, raking, watering, and general yard policing.
- d. Operation, care, maintenance, licensing, inspection, or cleaning of any privately owned vehicle.
- e. Maintenance of privately-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes.
- f. Any personal services solely for the benefit of family members or unofficial guests including any driving, shopping, private errands, or laundry services.
- g. Duties for which they are not qualified including landscaping, pruning, or repair duties (particularly electrical, major plumbing, or repair of furnishings). Such tasks shall be performed per local procedures established for Flag Officer housing as coordinated through the housing authority.

8. Uniforms. The Flag Officer will prescribe the work clothing for the Enlisted Aides.

- a. The work attire may be the appropriate military uniform or Navy uniform black pants (Navy white uniform shirt, Enlisted Aide polo shirt, or aloha shirt). Shoes will be Navy uniform black shoes. Jackets will be Navy Uniform Black Jackets without rank devices. Jewelry shall be worn per Navy Uniform Regulations. Navy coveralls will be worn for upkeep and maintenance duties. Clothing will be standardized if more than one Enlisted Aide is assigned to the quarters.

b. Formal clothing may be prescribed for certain events. Formal clothing may include a jacket or a vest with a bowtie or a necktie.

c. If civilian attire is authorized for entering or leaving the quarters, such clothing will be clean and neat such that it does not bring discredit to the Flag Officer. Casual attire does not include shorts, jeans, or tee shirts.

9. Voluntary Paid Services. Nothing in this instruction should be construed to prevent Flag Officers from employing Enlisted Aides during their off-duty hours on a voluntary, paid basis to perform duties, such as those outlined in paragraph 7(a) through (f) above. Enlisted Aides should not be given preferential treatment with regards to leave or liberty in order to perform off-duty voluntary employment. Payment of such services should be reasonable and commensurate with the service rendered. Deciding on a reasonable rate can be very complicated, but there are few items that can help define a fair value "prevailing wage" agreement. The pay is not based on the Enlisted Aide's pay grade, but on the job to be performed. Jobs have various payment rates. For example, meal preparations, serving, gardening, and pet care will have different rates because of the skill level required. The prevailing wage is also set by the region in which the work is being performed. The best source to develop a reasonable and commensurate pay is the "jobs prevailing wage" for that region as listed in the Bureau of Labor Statistics web site at www.bls.gov. It should be pointed out that this is the median pay and is therefore only a guide. The bottom line is that the pay rate should be mutually acceptable and commensurate with the local prevailing wage standard. It is recommended that an agreement or Memorandum For The Record is made in writing and signed by all parties.

10. Social Functions. Flag Officers may use Enlisted Aides to support social functions that are reasonably connected to the officers' military and official duties and responsibilities. Social functions, even if not official, may satisfy the lower standard of "reasonable connection" to the Flag Officer's military or official duties. In such a case, Enlisted Aides may be used to support an event, even when the event is not otherwise eligible to be supported with appropriated funds or use of government resources. The following guidance is provided to assist Flag Officers in determining when Enlisted Aides may

be used to support a social function. This guidance is applicable only to the question of whether or not a function may be supported with Enlisted Aides and should not be used in making any other determinations with respect to use of government resources or military personnel.

a. Factors to Consider. The below factors may be considered in determining whether use of Enlisted Aides is proper to support a social function. Not all of the factors need be present, nor should any single factor alone be conclusive.

(1) The primary focus of the event is conducting official business (e.g., disseminating information, presenting awards) or hosting a foreign dignitary or prominent National, State, or local official.

(2) The event is intended to improve morale, promote esprit-de-corps, and develop interpersonal relationships among command members and their families.

(3) Dignitaries, civic/community leaders, or senior military personnel attend as official invitees.

(4) Personnel attend in uniform.

(5) The event is held at the Flag Officer's public quarters or other government location.

(6) The Flag Officer considers it part of their duties to host the social function.

(7) No fee is charged for attendance.

(8) The Flag Officer would be entitled to a "business entertainment expense" tax deduction for personal expenses incurred in hosting or participating in the event. Flag Officers should carefully consult with their legal advisor before applying this factor.

b. Below are examples of functions where use of Enlisted Aides would be proper in support of social functions. This list is not designed to be all-inclusive.

(1) Social functions held in conjunction with standard military ceremonies including ship christening, commissioning and decommissioning, cornerstone ceremonies and building dedications, memorial services, changes of command, military reviews, and military school graduations.

(2) Social functions held in conjunction with retirement ceremonies when coincident with a change of command or when approved by the Flag Officer.

(3) Luncheons, dinners, receptions, or other functions where heads of activities entertain in the interests of the Department of the Navy.

(4) An event funded by Official Representation Funds as outlined in reference (d).

(5) Social functions hosted by Flag Officers for the purpose of honoring, arriving, or departing senior members of their organization, similar to the traditional hail and farewell. Also included are officer commissioning or reenlistment ceremonies that the Flag Officer presides over and award ceremonies, including some recognition awards for Navy personnel, such as the Stockdale Leadership Award.

(6) Some of the organizations whose events may meet the criteria outlined in paragraph 10 include Navy and Marine Corps Relief Society, Combined Federal Campaign, United Service Organization, Navy League, Surface Navy Association, and the Tailhook Association. Any limited logistical support provided to events sponsored by non-Federal entities, like those above, must strictly comply with the provisions of reference (e). Regardless, Enlisted Aides should not be used to directly support events sponsored by non-Federal entities, but merely to support the Flag Officer's official participation, if appropriate.

c. Any large official events requiring the support of additional Enlisted Aides will be coordinated by the Flag Officer hosting the event. The Flag Officer providing the additional Enlisted Aide will authorize compensatory time if warranted. Any other form of compensation is not authorized for official functions.

d. Social functions reasonably connected to the Flag Officer's military or official duties that are not otherwise eligible to be supported with appropriated funds or the use of other government resources must be managed to ensure that guest attendance remains within the capability of the assigned Enlisted Aides. For large events, Enlisted Aides should be augmented per paragraph 10c above. While any Enlisted Aide may be directed to support one of these events as part of their official duties, other support personnel who have not been detailed by the Navy Personnel Command into an Enlisted Aide billet may only be used to support these social functions with compensation provided per paragraph 9 above. The hiring of off-duty, non-Enlisted Aides to augment Enlisted Aides who are supporting the event as part of their assigned duties should be the rare exception.

11. Events Involving the Flag Officer's Spouse and Immediate Family

a. Per paragraph 5 above, the responsibility for the supervision, direction, and performance of duty of Enlisted Aides rests solely with the Flag Officer, although it may be delegated to persons on their immediate staff. Day-to-day direction for care and maintenance of the quarters, event planning, and dining may be communicated through the flag spouse to the Enlisted Aide. This interface between the spouse and Enlisted Aide should not be misconstrued as supervision but rather as a highly effective coordinating effort to best meet the needs of the Flag Officer.

(1) While it is understood that the Flag Officer will supervise and direct the Enlisted Aides in their duties, it should be noted that it is highly beneficial to the quarters' operations if the Enlisted Aides frequently interface (at least weekly if not more regularly) with the Flag Officer's spouse concerning quarters care and maintenance issues, upcoming events, and dining specifics. The spouse is under no obligation to participate in management of the quarters if he or she does not desire.

(2) Enlisted Aides having questions concerning their interactions with the Flag Officer's family members should direct those questions to the Flag Officer. It is imperative that the Flag Officer be made aware of quarters management

issues that may not be within the intent of this and other applicable instructions.

b. In most cases, a Flag Officer must be present at a function in order to justify the use of Enlisted Aides. An exception arises when, at the request of the Flag Officer, the Flag Officer's spouse hosts a function in the absence of the Flag Officer and the Flag Officer determines that the spouse's role in executing the function has a reasonable connection to the Flag Officer's official duties and responsibilities. For example, a Flag Officer may determine that a spouse event is reasonably connected to the Flag Officer's official duties if it is designed to improve morale, promote esprit-de-corps, and develop interpersonal relationships that lead to greater unit cohesiveness and an understanding of the command's mission. The types of functions that will normally meet these criteria are outlined in paragraph 10. In such cases, Enlisted Aides may be used to support the function.

12. Community Management. The Navy Personnel Command, Executive Services Branch (PERS-44ES) is the Enlisted Aide Community Manager. As such, they are responsible for their recruitment, training, management, and career path progression. The approved career path provided in enclosure (2) promotes timely community movement, promotion, and rate progression with the average two-year sea to three-year shore rotation. After a shore tour Enlisted Aides must rotate to sea duty, either as an Enlisted Aide or to a Culinary Specialist billet. Any deviation from this career path requires direct approval by the Vice Chief of Naval Operations via the Chief of Naval Personnel. Any Enlisted Aide high year tenure request must be approved by the Chief of Naval Personnel. Enlisted Aides that have entered the Enlisted Aide program are eligible to be detailed to any billet within the Flag Officer community and will be detailed as such to meet the needs of the Navy. Any issues not specifically addressed within this instruction, or needing further clarification, should be resolved by this branch. They are also responsible for staffing any items through the Office of the Judge Advocate General that may require further legal determination/clarification.

13. Additional Guidance. This instruction is not all encompassing, and does not provide an exhaustive list of all permissible activities for Enlisted Aides. Reference (b)

provides additional guidance on allowable assignments. Flag Officers should consult their ethics counselor for advice when applying these guidelines.

14. Action. Flag Officers authorized assignment of Enlisted Aides shall adhere to the guidelines in this instruction and references (a) through (e).



M. G. MULLEN
Admiral, U.S. Navy

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ADMINISTRATIVE REMARKS
NAVPERS 1070/613
S/N 0106-LF-010-6991

E-32

SHIP OR STATION

OPNAV

STATEMENT:

I hereby volunteer to be considered for the Enlisted Aide Program. I understand that by volunteering I am eligible to be detailed to any type of duty within the Enlisted Aide Community and to any Flag Officer Staff, Flag Mess Ashore, or Flag Mess Afloat. Additionally, if selected, I understand that I will be detailed in conjunction with the needs of the Navy within the Enlisted Aide Community.

I certify that I have read and understand OPNAVINST 1306.3B, including the requirements for confidentiality.

Typed Name:
Signature:
Dated:

Witnessed:

[Nothing in this agreement prevents you from reporting to proper military authorities inappropriate conduct including but not limited to violations of the Joint Ethics Regulation or abuses of authority.]

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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ENLISTED AIDE CAREER PATH

	E-4 ENTRY POINT	E-5 FIRST TOUR	E-6 SECOND TOUR	E-7 LEADING CHIEF	E-8 SUBJECT MATTER EXPERT	E-9 REGIONAL MENTOR
Requirements	E-4 ENTRY POINT	E-5 FIRST TOUR	E-6 SECOND TOUR	E-7 LEADING CHIEF	E-8 SUBJECT MATTER EXPERT	E-9 REGIONAL MENTOR
Time-in-Grade	12 months as E-4	36 months as E-5	36 months as E-6	36 months as E-7	36 months as E-8	36 months as E-9
School	OJT UNDER INSTRUCTION	FT. LEE 4 WEEK ADVANCED CULINARY	FT. LEE 2 WEEK ENLISTED AIDE TRAINING (NEC 3530)	NEC 3529 WARDROOM GALLEY SUPERVISOR	SENIOR ENLISTED ACADEMY	SENIOR ENLISTED ACADEMY
BILLETS (SEA)	LARGE FLAG MESS AFLOAT	LARGE FLAG MESS AFLOAT	(LPO) LARGE FLAG MESS AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT	(LCPO) LARGE FLAG MESS AFLOAT
	REGULAR CS BILLET AFLOAT	REGULAR CS BILLET AFLOAT	REGULAR CS BILLET AFLOAT	REGULAR CS BILLET AFLOAT	REGULAR CS BILLET AFLOAT	REGULAR CS BILLET AFLOAT
	LARGE FLAG MESS ASHORE	LARGE FLAG MESS ASHORE	(LPO) LARGE FLAG MESS ASHORE	(LCPO) LARGE FLAG MESS ASHORE	(LCPO) LARGE FLAG MESS ASHORE	
BILLETS (SHORE)	MULTIPLE EA PUBLIC QUARTERS (UI)	MULTIPLE EA PUBLIC QUARTERS	SINGLE EA PUBLIC QUARTERS	(LCPO) MULTIPLE EA PUBLIC QUARTERS	(LCPO) MULTIPLE EA PUBLIC QUARTERS (MAJOR COMMANDS)	
		WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) WHITE HOUSE CAMP DAVID VICE PRESIDENT'S QUARTERS SECDEF JCS SECNAV	(LCPO) WHITE HOUSE CAMP DAVID ADVANCED CULINARY INSTRUCTOR (LCPO) VICE PRESIDENT'S QUARTERS COMMUNITY MANAGER/DETAILER	
Sea/Shore Rotation	Public Quarters Enlisted Aides are detailed with the average two year sea to three year shore rotation. After a shore tour Enlisted Aides must rotate to a sea billet. Any waiver from this sea/shore career path must be approved by the Chief of Naval Operations.					
Leadership Training	Petty Officer Indoctrination Course	P02 Leadership Training Course	P01 Leadership Training Course	CPO Indoctrination Course	Senior Enlisted Academy	
Examinations	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades	Navy-Wide Advancement Exams are required for all Petty Officer Paygrades.	Promotion to E-7 requires Navy-Wide Advancement Exam and selection by the Navy-Wide CPO Selection Board. Promotion to E-8 and E-9 is accomplished by Navy- Wide Promotion Selection Board, only.		