

## Enlisted Aides

(formerly known as Personal Quarters Culinary Specialists [PQCS])

References: DoDI 1315.09; SECNAVINST 1306.2D; OPNAVINST 1306.3B

<u>PERMISSIBLE DUTIES</u>	<u>IMPERMISSIBLE DUTIES*</u>
<ul style="list-style-type: none"><li>• Clean and maintain all rooms within assigned quarters, to include vacuuming, dusting, and minor repairs and maintenance.</li><li>• Minor grounds keeping including mowing, raking, watering and general yard policing.</li><li>• Minor tasks/errands such as picking up flag officer's dry cleaning, prescription drugs, etc. - task or errand must not be prohibited by DoD or DON regulations.</li><li>• Plan, prepare for, and conduct official or command-related social functions (e.g., change of command dinners, command parties, and receptions for official guests).</li><li>• When flag officer is present, may purchase, prepare, and serve food &amp; beverages in quarters for flag and family (three meals, snacks, and cleanup).</li><li>• Clean/press flag's uniform.</li><li>• Answer phone, take messages, keep phone records, and receive official visitors.</li><li>• Provide security for quarters.</li></ul>	<ul style="list-style-type: none"><li>• Cleaning does not include making beds, organizing personal property, or other tasks solely for personal benefit.</li><li>• Grounds keeping other than minor tasks or repairs.</li><li>• Assisting in planning or conducting personal social events (e.g., spouse's birthday party, family reunion).</li><li>• Running private errands such as chauffeuring flag's family in POV, packing for a family trip, shopping for a personal gift, or washing/refueling POV.</li><li>• Private laundry services.</li><li>• Personal calls for flag's dependents.</li><li>• Infant, child, or special needs family member care.</li><li>• Pet Care.</li></ul> <p><b>These are examples of "Do's and Don'ts". This is not an all-inclusive list.</b></p>

### Key concepts:

- 1) Enlisted Aides are authorized for the purpose of relieving flag officers of those minor tasks and details that, if performed by the officers, would be at the expense of their primary official duties.
- 2) Enlisted Aides are not to be confused with other types of Flag Aides (Mess Management Specialists, Flag writer, Flag Secretary, etc.). As a general rule, Flag Officers may utilize Enlisted Aides for duties that have a "reasonable connection" with that officers military and official duties. Duties are reasonably connected if they contribute in any way to the accomplishment of an official function of the Flag Officer.
- 3) Flag officer alone is responsible for determining whether duties assigned to enlisted aides are reasonably connected to the officer's military official duties. Flag officer is solely responsible for supervision, direction, and performance of duties of enlisted aides.

**ENCLOSURE (3)**

## Enlisted Aides (cont.)

**\*Voluntary Paid Services:** Flag officers may employ enlisted aides during their off-duty hours on a voluntary, paid basis to perform duties that are not authorized to be performed by the enlisted aides in a duty status. Pay should be "reasonable and commensurate" with services rendered. See section on Minor Voluntary Services for more details.

**Social Functions:** A flag officer may use enlisted aides to support social functions that are reasonably connected to the flag officer's military and official duties and responsibilities. The below factors may be considered in determining whether use of an Enlisted Aide is proper to support a social function. Not all the factors need be present, nor should any single factor alone be conclusive.

- The primary focus of the event is the transaction of official business.
- The event is intended to improve morale, promote esprit de corps, and develop inter-personal relationships among command members and their families.
- Dignitaries, civic/community leaders, or senior military personnel attend as official invitees.
- Personnel attend in uniform.
- Flag officer considers it part of his/her duties to host the social function.
- The event is held at the flag officer's public quarters or other government location.
- No fee is charged for attendance.

**Role of the Spouse:** While a flag officer retains sole responsibility for use, supervision, direction, and performance of enlisted aides, it is appropriate for a flag officer's spouse to collaborate closely with enlisted aides during planning and execution of official social functions authorized by flag officer, should the spouse so desire. In most cases, a flag officer must be present at a function to justify use of enlisted aides. A rare exception to this rule is when 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.

**Minor Voluntary Services:** Enlisted aides may perform gratuitous personal services for the flag officer if such services are:

- (1) Rare - provided on a one-time-only or very infrequent basis; and,
- (2) Minor - of short duration and minimal value (less than \$10.00); and,
- (3) Truly voluntary - whether a service is "truly voluntary" depends on the surrounding facts and circumstances. Factors include, but are not limited to: originator of the idea for the service (flag officer or aide), extent to which the service causes aide to modify ordinary routine or plans, whether the service is provided incidental to an activity the aide will perform regardless, and the aide's perception and description of the service and freedom to decline to perform the service.

**Permissible examples:** Flag officer's car is in the shop, and aide offers flag officer a ride home, which is on the way to, or very near, the aide's home; or, aide goes to the store for herself and offers to get an item for the flag officer.

**Caution:** While an offer may meet the criteria of rare, minor, and voluntary, often it is in the flag officer's best interest to reject the offer as the

### **Enlisted Aides (cont.)**

criteria are difficult to show after the fact and because the assistance may create the appearance of favoritism and/or fraternization.