



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 1306.2E
SECNAV (SAL)
11 SEP 2018

SECNAV INSTRUCTION 1306.2E

From: Secretary of the Navy

Subj: USE OF ENLISTED AIDES ON PERSONAL STAFFS

Ref: (a) DoD Instruction 1315.09 of 6 March 2015
(b) 10 U.S.C. §7579

Encl: (1) Responsibilities

1. Purpose. To prescribe policies and promulgate guidance concerning the establishment of officers' messes ashore and use of enlisted personnel assigned to duty in officers' messes and public quarters on the personal staffs of officers of the Navy and Marine Corps. (Enlisted personnel so assigned are hereinafter referred to as enlisted aides).

2. Cancellation. SECNAVINST 1306.2D.

3. Definitions. Definitions are contained in reference (a).

4. Applicability. This instruction applies to the Office of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the Department of the Navy (DON). This directive is applicable to the Coast Guard when operating as a service in the DON.

5. Policy

a. Use of enlisted members in a service capacity in officers' messes and public quarters, and officers' messes ashore is authorized by law per reference (b). Reference (a) establishes Department of Defense (DoD) policy governing the use of enlisted aides. Per reference (a), enlisted aides are authorized for the purpose of relieving General Officers/Flag Officers (GO/FO) of those minor tasks and details which if performed by the officer would be at the expense of his or her primary military and official duties. Authorized enlisted aide

duties are those that have a reasonable connection to the military and official responsibilities of those officers with enlisted aides assigned, including official DoD representational responsibilities that inhere in certain GO/FO positions. The propriety of such duties is governed by the official purpose served rather than the nature of the duties.

b. All enlisted personnel assigned to Enlisted Aide Duty shall be volunteers for such duty and may only be so assigned by the Commander, Navy Personnel Command (CNPC) or the CMC. To terminate voluntary status as an enlisted aide, a member must forward a request for reassignment to CNPC or CMC, as appropriate. Such requests will be honored without delay.

c. Quarters' personnel will not be assigned duties on Sundays or holidays, except when official functions as defined herein are scheduled on those days. The CNO and CMC are authorized to grant exceptions to this requirement when the needs of the service dictate. Further, sound personnel management practices suggest that quarters' personnel should be provided the same consistency in their working hours and advance notification of necessary deviations therefrom, as are other enlisted personnel. Except in unusual circumstances, normal duty hours for personnel on personal staffs serving in public quarters must not be allowed to exceed the norm for other enlisted personnel of the command. Since enlisted aides may be required to assist the senior officer during the normal off-duty hours, special liberty as compensation for significant periods of unusually extensive working hours should be provided. In this connection, the senior officer is encouraged to use those brief intervals when the officer is not in residence, such as during short periods of Temporary Additional Duty, to grant special liberty or earned leave.

d. Responsibility for the supervision, direction, and performance of duty of an enlisted aide lies solely with the officer authorized the enlisted aide services. Such responsibility shall not be delegated in any way to dependents or other persons not directly in the officer's immediate command. Enlisted personnel having questions concerning their relations with dependents or others in public quarters should seek guidance directly from their assigned officer, who will resolve any such questions within a strict interpretation of this instruction.

e. Per reference (a) and in connection with GO/FO official duties and qualifying representational events, the paragraphs below provide examples; although not exhaustive, of authorized enlisted aide duties. Additional guidance is contained in reference (a).

(1) Purchasing, preparing, and serving food and beverages.

(2) Planning, preparation, and conduct of qualifying representational events.

(3) Maintenance of military uniforms and military personal equipment.

(4) Performance of duties necessary to the upkeep and maintenance of assigned quarters.

(5) Performance of duties necessary to the security of assigned quarters during extended absences of the officer, such as deployments or extended operations in the field.

(6) Performance as point of contact in the officer's quarters, answering the telephone, maintaining telephone call records, making appointments, and receiving guests and visitors.

(7) Performance of tasks which aid the officers in performance of military and official responsibilities, such as the driving of official vehicles for official purposes; performing errands for the officer and providing administrative assistance.

(8) 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 enlisted aides in support of these events.

(9) 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.

f. Under the applicable statutes and the relevant case cited in reference (a), no officer may use an enlisted aide as a servant for duties which have no reasonable connection with the officer's official duties or which contribute solely to the personal benefit of individual officers or their families. Examples of duties in this category include but are not limited to:

(1) Any form of pet care.

(2) Any form of infant or child care.

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

(4) Operation, care, maintenance, or cleaning of any privately-owned vehicle.

(5) Maintaining of privately-owned recreational or sporting equipment, except in connection with the use of such equipment for official purposes.

(6) Any personal services solely for the benefit of or at the direction of dependents or unofficial guests including:

(a) Any driving, shopping, or private errands.

(b) Laundry services.

g. Nothing contained in this directive precludes the employment of off-duty enlisted personnel by officers on a voluntary paid basis. Additional guidance is contained in reference (a).

h. Local commanders and civilian leaders of commands or organizations with officers' messes shall promulgate regulations governing officer mess operations to include membership and utilization guidelines.

6. Responsibilities. See enclosure (1).

7. Action. Implementation of the requirements of this instruction demands discriminating judgment on the part of all officers of the Navy and Marine Corps associated with enlisted

aides. Full compliance with both the letter and spirit of the guidelines delineated herein is imperative. The CNO and CMC may issue further guidance consistent with this instruction. The Inspectors General of the Navy and Marine Corps will incorporate a specific review of compliance with the provision of this instruction in all command inspections.

8. Annual Reporting Requirements. Per reference (a), the Navy and Marine Corps, via the Assistant Secretary of the Navy (Manpower and Reserve Affairs), are required to submit annual reports to the Under Secretary of Defense (Personnel and Readiness) reflecting enlisted aide authorizations, allocations, and justifications for the authorizations based on the duties and responsibilities of the GO/FO positions. This report shall be as of September 30 from the previous fiscal year, justifying on a billet-by-billet basis; the authorization and assignment of each enlisted aide to each GO/FO position.

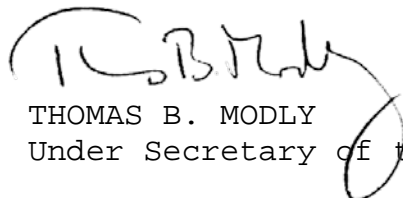
9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

10. Reports. The reporting requirement contained in paragraph 7 is exempt from information control by SECNAV M-5214.1, paragraph 7(h).



THOMAS B. MODLY
Under Secretary of the Navy

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<http://doni.documentservices.dla.mil/>.

RESPONSIBILITIES

Responsibilities: The Navy and Marine Corps will be responsible for the following.

1. Implement this instruction within their respective Service.
2. Determine the specific GO/FO positions to be authorized enlisted aides and the specific number of enlisted aides to be assigned to each GO/FO position within their respective Service's allocations.
3. Authorize an enlisted aide only if the official duties and responsibilities of the GO/FO position, including representational duties, warrant enlisted aide support. Enlisted aide authorizations will not be solely based on the grade or title of the GO/FO position.
4. Comply with enlisted aide allocations determined by the Chairman of the Joint Chiefs of Staff for GO/FO officer in joint duty assignments.