

**FACT SHEET**

SUBJECT: Use of Enlisted Aides

1. PURPOSE. To establish guidance on the use of enlisted aides.

2. FACTS.

a. The use of all DoD resources is limited to official DoD requirements.

(1) The duties assigned to enlisted aides must relate to the military and official responsibilities of the officer to whom the aide is assigned.

(2) While the scope of the permissible functions is broad, care should be exercised to preclude assignment of duties that contribute only to the personal benefit of the officer without any reasonable connection to the official responsibilities.

(a) For example, helping to purchase, prepare and serve food in the officer's quarters is permissible.

(b) Serving as a caddy for a weekend golf game is not an authorized use of enlisted aides.

b. All personnel, to include family members, should avoid the creation of any actual or perceived conflict of interest in the use of enlisted aides.

3. POC is the Administrative Law Division, 4-7414/4668.

VINCENT C. NEALEY  
Chief, Administrative Law Division