



Civilian Aides to the Secretary of the Army Program Overview

“The Army's Link to the People”

Who They Are:

Civilian Aides to the Secretary of the Army (CASAs) are business and community leaders appointed by the Secretary to advise and support Army leaders across the country. CASAs come from many professions including business, education, finance, industry, law, the media, medicine and public service. Each is proactively involved in the community and brings to the position an interest in the Army, a high degree of business and civic leadership and an ability to influence the public. CASAs are Special Government Employees who agree to serve as representatives of the Secretary of the Army without salary, wages or related benefits, and are afforded a 3-star protocol status.

What They Do:

CASAs bridge the gap between the Army and civilian community by disseminating information about the Army's objectives and major programs to the public through speeches, personal contact and participation in Army and community events. CASAs assist with recruiting by increasing the positive image of the Army and connecting Army recruiters to key influencers in the community.

CASAs provide individual advice to the Secretary of the Army on public sentiments toward the Army. CASAs work closely with Army leaders and installation commanders and serve as the Secretary's liaison for Army National Guard and Army Reserve matters. They also engage with local, regional, and state officials, Federal Agencies, Members of Congress and their staff.

Each CASA is committed to supporting all Department of Army Civilians, Soldiers and their Families. In particular, CASAs partner with the Soldier for Life program to assist Soldiers as they transition from the Army.

How The Program Works:

The Secretary of the Army appoints CASAs for an initial two-year term and may reappoint CASAs for a total of five consecutive terms or ten years.

Where They Serve:

The Secretary of the Army typically appoints at least one individual in each state, the District of Columbia, Puerto Rico, American Samoa, the Virgin Islands, Guam and the Commonwealth of the Northern Mariana Islands to serve as CASAs. When the Secretary of the Army determines the need to appoint more than one CASA in a state or territory, the position is typically further broken down by geographic region, North/South and East/West. Criteria for multiple designations is based on Army areas of interest, Army population density (Active, Guard and Reserve) and civilian population. There are currently over 100 active CASA positions.

How The Program Evolved:

Just before World War I, the Military Training Camps Association (MTCA), a private group, began a training program to train leaders for the Army. In helping the Army select and train candidates for what was to become known as the Plattsburgh Camps, the MTCA suggested that an inner group of "Civilian Aides to the Secretary of War" could benefit both the Army and the Association.

In 1922, the Army formally recognized the training program and the Civilian Aide concept. Interaction with the Army was broad; with specific duties left to each Aide's own discretion. Then, as now, Aides served without pay or compensation.

In 1950, Secretary of the Army Frank Pace, Jr. redesigned the program to meet the Army's growing need for contact with grass roots opinion throughout the country. Secretary Pace also changed the policy of selecting Civilian Aides solely from the ranks of the MTCA and reduced their terms to two years. The Aides' primary mission has become promoting good relations between the Army and the public by acting as spokespersons and advisors. Since its reorganization in the early 1950s, the program has undergone few changes.

How They Are Selected:

The Secretary of the Army seeks individuals with a variety of attributes, experiences, and backgrounds who can contribute to an adaptive, culturally astute Army. To seek nominees, the Secretary sends a request for nominees to various senior leaders and key centers of influence, typically The Adjutant General and any Commanding Generals for the area having a vacant position, the Commanding General for US Army Recruiting Command, the Director of the Soldier for Life Program, and others as deemed appropriate. Current and former CASAs are also encouraged to nominate individuals. Unsolicited nominations and endorsements will also be included for consideration.

Candidate nominations are received in the CASA office. Nominations typically include the candidate's biography, a letter of interest, and any letters of recommendation. The CASA office prepares a slate of all nominated candidates and

presents the nominations to the CASA Recommendation Panel for review. The Secretary of the Army makes the final selection to fill a CASA position.

To serve as a Civilian Aide to the Secretary of the Army, the appointee:

- Be a United States citizen of outstanding character, integrity, and patriotism.
- Have a deep interest in military affairs.
- Be a leader in community affairs.
- Be in a position to disseminate information about the Army to a broad cross-section of the public and to prominent citizens in their area.
- Be able to interpret and affect public attitude toward the Army.
- Be able and willing to devote a reasonable amount of time to the activities of a CASA.
- Legally reside in the State or Territory the CASA is appointed to represent and be present in the State or Territory a minimum of 9 months a year.
- Not be an employee of the Federal Government as defined in 5 USC 2105.
- Not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
- Not be a paid employee of any political party.
- Not be a Federal, State, or local elected or appointed official or employee, if such position would present a conflict of interest.
- Not hold financial interests or positions that pose an unresolvable conflict with the performance of his or her duties as a CASA. For the purposes of analyzing whether a nominee holds an interest, the interests of the nominee's spouse and dependent children are attributed to the nominee.

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