

CASA Nomination and Appointment Process

1. When a CASA vacancy exists or is imminent, the Secretary of the Army sends a letter requesting nominations to the applicable state's Adjutant General, the Commanding General of the supporting Army installation, the departing CASA when appropriate and other CASAs in same state, if applicable.
2. Candidate nominations are received in the CASA office, to include the candidate's biography, letter of interest and any letters of recommendation.
3. Unsolicited nominations and endorsements will also be included for consideration.
4. The CASA office prepares a slate of all nominated candidates and presents the nominations to the CASA Recommendation Panel consisting of senior Army leaders.
5. Each panel member will review slates for the vacancy and make independent recommendations.
6. The panel recommendations are compiled by the CASA Program Office and forwarded to the Secretary of the Army for final selection.
7. After the Secretary of the Army makes a selection, the CASA Program Office contacts the nominee and requests they complete an OGE Form 450 for review by the Army Office of the General Counsel to ensure there is no conflict of interest.
8. If no conflict is found, the CASA office prepares a letter offering appointment for Secretary of the Army's signature. The offer letter is sent to the selected candidate, who must respond, in writing, to the Secretary by accepting the appointment.
9. Upon receipt of CASA acceptance letter, the CASA office will begin preparation for an investiture ceremony which must be completed within 90 days of receipt of acceptance letter.