

## **CASA Nomination and Selection Process**

1. The Secretary of the Army 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. The Secretary of the Army may determine the need to appoint more than one Civilian Aide in a state or territory, based on Army areas of interest, Army population density (Active, Reserve, and National Guard strengths), and civilian population.
2. When a CASA vacancy exists or is imminent, the CASA Program Office typically sends a Request for Nominees (RFN) email to the state Adjutant General; the Commanding General, United States Army Recruiting Command; the Director, Soldier for Life Program; the Commanding General, United States Army Cadet Command; the Commanding General of the supporting Army installation; the departing CASA, current CASAs and all CASA Emeritus.
3. Nominations are to be submitted to the CASA Program Office; however, all documents will be addressed to the Secretary of the Army. Nomination packages must include a Biography, a Letter of Interest and any Endorsement Letters. Although Endorsement Letters are optional, they are highly recommended.
4. Unsolicited nominations and endorsements will also be included for consideration.
5. The CASA office prepares a slate of all nominated candidates and presents the nominations to the CASA Recommendation Panel consisting of Army Senior Leaders, as specified in the CASA Recommendation Panel Charter.
6. Panelist will rank each nominee based on the expected effectiveness as a CASA.
7. The panel recommendations are compiled by the CASA Program Office and forwarded to the Secretary of the Army within five days of receipt for final selection.
8. After the Secretary of the Army selects a nominee, the CASA Program Office notifies the nominee of the preliminary selection for the nominee to complete an OGE Form 450 for review by the Army Office of the General Counsel to ensure there are no conflicts of interest.
9. If either no conflict is found or if a conflict can be resolved, the CASA office prepares an appointment letter for Secretary of the Army's signature and begins preparations to include the new CASA at the next Quarterly investiture ceremony.
10. After the nominee is appointed, all other nominees are notified that they were not selected. Notification emails will be sent to those who received a Request for Nominees and to all endorsers. Other notifications and introductory emails will be sent as appropriate. The Recommendation Panel is provided routine notifications of selections and status of actions by the CASA Program Office Director, typically during the CASA monthly update or at the Director's discretion.