



Typical Duties of a Civilian Aide to the Secretary of the Army

Civilian Aides to the Secretary of the Army (CASA) are essential to the Army's ability to connect with America by helping to build partnerships and strengthening relationships in their communities. The role of a CASA varies greatly based on geographic location; proximity to Army installations or activities; personal interests/experience; and comfort level. However, some of the common roles the CASAs play are below:

a. Support to Army Recruiting.

Assisting with Army recruiting is a key responsibility of CASAs. CASAs must facilitate meaningful interactions between Army recruiters, key influencers, and youth with a propensity to serve. Each state/region has different challenges with recruiting, so CASAs must get to know their local recruiters to understand where they can assist. Many CASAs are involved in grass-roots initiatives that have been tremendously successful, such as gaining authentic access to schools. The goal is to have CASAs open doors for recruiters to increase the number of possible recruits.

b. Serve as Liaisons to the US Army Reserve & National Guard.

Each component faces unique challenges, and as leaders in their states or territories, CASAs play a unique role by being the Secretary's link to the Reserve and Guard. In particular, CASAs in states with little to no Active-Duty presence are almost exclusively involved with Army Reserve and National Guard Soldiers. CASAs typically develop strong relationships with their state Adjutant General (TAG), Army Reserve Ambassadors (ARAs), and their local Reserve Units.

c. Support Soldiers for Life.

CASAs support our Soldiers and their Families as they transition out of uniform by partnering with the many established Army programs such as Soldier for Life, Partnership for Your Success (PaYS), and U.S. Army Reserve Command (USARC) Private Public Partnership (P3) program. Support includes taking care of the Soldier's Family while in uniform and assisting with job opportunities for transitioning Soldiers, veterans, and their spouses.

d. Embrace Diversity, Equity, and Inclusion.

The Army must embrace a more diverse U.S. population in the future and establish plans to acquire, develop, employ, and retain Soldiers and Civilians from all populations and communities. At the same time, it is essential to communicate to the total force and stakeholders that all personnel are essential to the Army's mission; and that differing attributes, experiences, cultures, characteristics, backgrounds, and talents are force multipliers.

e. Attend official functions.

As a Center of Influence (COI), CASAs are highly regarded professionals in their circles and the community. They are often asked to attend official events, such as swearing in ceremonies, Army Birthday, Welcome Home/Deployment Activities, Veterans Day events and other observances. It is acceptable and encouraged that CASAs accept these invitations. Other examples to include attending funerals/memorials (more on this in the Casualty section below), promotion or retirement ceremonies and other special commemorations. Often, state governments and local municipalities will extend invitations to events.

f. Speak at Community Events.

CASAs are often asked to speak at similar events listed above, as well as military and veteran services organization events. These events provide an opportunity to disseminate information about the Army and its priorities. The CASA Program Office regularly distributes Army talking points, top line messages, the Secretary's priorities, and other pertinent information. However, most information can easily be found online or through your local Army contacts.

g. Be a voice of Soldiers and Army Families.

Soldiers and Families may reach out to CASAs for assistance on a specific issue, such as concern about a new Army policy. This is a great time for CASAs to make use of their extensive outreach network. CASAs may also seek out answers or support for Soldiers and Army families, while learning firsthand of current issues to share with Army leaders.

h. Participate in Installation Activities.

CASAs located near an Army installation, depot or other facility have a unique opportunity to immerse themselves in that location. If you don't already know your Garrison Commander, it is encouraged to reach out to them, introduce yourself and offer your services and support. The Installation Command home page is a great start to get this contact information.

i. Endorse Nominations:

- a. West Point: Members of Congress are each allocated a certain number of nominations to the U.S. Military Academy at West Point. The procedures for application are located at:

<http://www.usma.edu/admissions/SitePages/Steps.aspx> and an explanation of nominations is at:

http://www.usma.edu/admissions/sitepages/apply_nominations.aspx

A CASA's involvement may include helping their local Members of Congress screen nominations, panel potential students, etc. Reach out to your local government officials to offer your services if you are interested in this process. Other CASAs may offer guidance on their participation in this process.

- b. Army War College National Security Seminar (NSS): The Army War College holds a National Security Seminar each June. It is a unique academic opportunity for candid exchange between Army War College students, faculty and invited guests representing a cross-section of American. For the National Security Seminar, The War College will invite approximately 160 Americans who do not have an association with the military. CASAs have the opportunity to nominate guests for this seminar. The CASA Program Office will send information from the Army War College when nominations are requested. Submissions are collected electronically at: <https://www.csl.army.mil/nss>.
- c. Minuteman Scholarships: The United States Army Cadet Command (USACC) Minuteman Scholarship program enhances the U.S. Army Reserve and Army National Guard's ability to recruit highly qualified Cadets every year. To expand opportunities to qualified Soldiers, USACC authorizes CASAs to nominate applicants for ROTC Minuteman Scholarships. After graduation and commissioning, scholarship recipients will serve an 8-year commitment in either the ARNG or USAR. This is a great opportunity for CASAs to engage with students and potential recruits and their families and provide educational benefits to future Soldiers.

j. Assist with Army Casualties.

CASAs will be notified by the CASA Program Office when an Army casualty occurs with some connection to your state. Your state may be the hometown of the Soldier, his/her Family, or the unit of the casualty. You will receive an email from the CASA Office with all known relevant information. Working closely under the guidance of the assigned Casualty Assistance Officer (CAO), CASAs may be asked to attend the funeral or visitation or simply write a note to the family. Each circumstance differs, so CASAs should take their cue from the CAO.

For questions or clarification, please contact the CASA Program Office:

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