



Civilian Aides to the Secretary of the Army Program Overview (cont.)

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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 acumen; 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 are Centers of Influence who 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 emphasizing the value of the Army and connecting recruiters to the community.

CASAs provide individual advice to the Secretary of the Army on public sentiments towards 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 Department of Army Civilians, Soldiers, and their Families, including those Soldiers transitioning from the Army.

Where They Serve:

The Secretary of the Army appoints at least one CASA in each state, the District of Columbia, Puerto Rico, American Samoa, the Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands. When the Secretary of the Army determines the need to appoint more than one CASA in a state or territory, the position is further broken down by geographic region, North/South, and East/West. The criteria for multiple CASAs in a state is based on many factors to include Army areas of interest and the Army's population density (Active, Guard & Reserve).



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How The Program Works:

The Secretary of the Army appoints CASAs to serve an initial 1-year term, with the potential of up to 9 reappointments, allowing for a maximum tenure of 10 years.

How The Program Evolved:

Just before World War I, a private group known as the Military Training Camp Association (MTCA), began a program to train leaders to help the Army select and train candidates for what was to become known as the Plattsburgh Camp. 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 the discretion of each Aide. 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 grassroot opinions around the country. Secretary Pace also changed the policy of selecting Civilian Aides solely from the ranks of the MTCA and set 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 business and civic leaders who can be trusted advisors within their area of responsibility. To seek nominees, the CASA Program Office sends a *Request for Nominees* (RFN) email to: The Commanding General for US Army Recruiting Command; The state Adjutant General; The installation Commanding General; the Director of the Soldier for Life Program, and others as deemed necessary. Current and Emeritus CASAs are also encouraged to nominate individuals. Unsolicited nominations and endorsements will be included for consideration.

Candidate nominations are received in the CASA office. Nomination packages must include the candidate's biography, a letter of interest, and at least one letter of recommendation. The CASA office prepares a slate of all nominated candidates and presents the nominations to the CASA Recommendation Panel to rank and review for the Secretary's consideration. The Secretary of the Army makes the final selection.



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

- Be a United States citizen.
- 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.
- Successfully clear a Tier 1 investigation through Headquarters, Department of the Army and remain in good standing.
- Not be either an employee of the Federal Government as defined in 5 USC 2105 or a State, or local elected or appointed official if such position would present a conflict of interest.
- Not be a paid employee of any political party.
- Not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
- Not hold financial interests or positions that pose an unresolvable conflict with the performance of their duties as a CASA in accordance with applicable ethics rules.
- The SECARMY reserves the right to directly select and appoint a CASA and waive any regulatory criterion when appointing a CASA.

CASA Program Office:

For more information about the CASA Program, please email the team at:

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