



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 strengthen relationships in their community. The role of a CASA varies considerably based on geographic location, proximity to Army installations or activities, personal interests/experience, and comfort level. Typical roles of a CASAs are:

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 recruiting challenges, so CASAs must get to know their local Brigade and Battalion Recruiting Commanders 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 obtain Service Contracts.

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

Each component faces unique challenges, and as Centers of Influence (COI) within their state or territory, CASAs play a unique role by being the Secretary's link to the Reserve and Guard. 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 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 (SFL), Partnership for Your Success (PaYS), and the Army Reserve's 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. Be a voice of Soldiers and Army Families.

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



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e. Attend official functions.

As a Center of Influence (COI), CASAs are highly regarded professionals in their community. They are often asked to attend official events, such as swearing-in ceremonies, Army Birthday Events, Welcome Home/Deployment Activities, Veterans Day events, and other observances. It is acceptable and encouraged that CASAs accept these invitations. Other examples include 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. Most information can be found online or through your local Army contacts.

g. 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 know your Garrison Commander, you are encouraged to reach out and introduce yourself, and offer your services and support. The Installation Command home page is a great start to get this contact information.

h. 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 completing an 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

CASAs 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.



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- 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 guests representing a cross-section of America. For the National Security Seminar, The War College will invite approximately 160 Americans who do not have an association with the military. CASAs can 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.

CASA Program Office:

For more information about the CASA Program, please email the team at: usarmy.pentagon.hqda-oaa.mbx.casa@army.mil

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