



CIVILIAN AIDES TO THE SECRETARY OF THE ARMY "THE ARMY'S LINK TO THE PEOPLE"

Who They Are:

Civilian Aides to the Secretary of the Army (CASAs) are business and community leaders selected by the Secretary to advise and support Army leaders across the country. Civilian Aides 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 and civic leadership and an ability to influence the public. The Secretary of the Army appoints Civilian Aides to serve as Aide for each of the forty-eight contiguous States and the District of Columbia. Civilian Aide positions are also located in the surrounding areas of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

What They Do:

Civilian Aides support the Army through personal contact and correspondence with their colleagues, through public statements and appearances, and through participation in Army-sponsored events, particularly in their local communities. Civilian Aides also provide important feedback on public attitudes and concerns to the Army leadership.

Civilian Aides receive monthly mailings highlighting important information on key Army issues, especially those that have particular local interest; prepared speeches and talking points on regional and local issues. Additional information is provided through national Civilian Aides Conferences, briefings, Army publications and releases.

How The Program Works:

The Secretary of the Army appoints Civilian Aides for two-year terms. The appointment as a Civilian Aide is an honorary one, and the incumbent serves without remuneration. The Secretary of the Army may appoint Civilian Aides for consecutive terms but reserves reappointment to more than three terms for clearly outstanding individuals. Some Civilian Aides, upon completion of their terms, are given an honorary designation of Civilian Aide "Emeritus."

How The Program Evolved:

Just before World War I, the Military Training Camps Association (MTCA), a private group, began a training program to train leaders for the Army. In helping the Army select and train candidates for what was to become known as the Plattsburgh Camps, 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 each Aide's own discretion. Then, as now, Aides served without pay or compensation.

In 1950, Under Secretary of the Army Frank Pace, Jr., the program was redesigned to meet the Army's growing need for contact with grass roots opinion throughout the country. Secretary Pace also changed the policy of selecting Civilian Aides solely from the ranks of the MTCA and reduced 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. Positions for Hawaii, Alaska, Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands have been added. Since 1950, more than 500 persons have served as Civilian Aides.

How Civilian Aides Serve Today:

The Civilian Aides Program rests on a foundation of volunteer service that began in the 1920s and a framework of private sector support that endures today. Each Civilian Aide is committed to informing people in their areas about the Army and advising the Army on the public's concerns and viewpoints.

Civilian Aides are a vital and individual link between the Army and their respective communities.

Civilian Aides are afforded 3 Star Protocol status.

Civilian Aide Appointment:

Civilian Aide - 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 Civilian Aides to the Secretary of the Army. When the Secretary of the Army determines the need to appoint more than one Civilian Aide in a state or territory, the position will be further broken down by geographic region, North/South and East/West.

Nominations - The Secretary sends a request for nominees to the TAG and the CG for the area having a vacant position. The following is required:

1. At least three nominations, listed in order of preference.
2. A resume and bio for each nominee.
3. A signed and dated OGE Form 450.
4. An evaluation concerning the personal qualifications and fitness of each nominee, listed in order of precedence.
5. Any solicited or unsolicited letters of recommendation.

Civilian Aide Selection Criteria:

The Aide Candidate—

1. Is a United States citizen of outstanding character, integrity, and patriotism.
2. Has a deep interest in military affairs.
3. Is a leader in community affairs.
4. Is in a position to disseminate information about the Army to a broad cross section of the public and to other prominent citizens in his or her area.
5. Is able to interpret and affect public attitude toward the Army.
6. Is able and willing to devote a reasonable amount of time to the activities of a Civilian Aide.
7. Will not have held a previous appointment as Civilian Aide, as defined in 2AR1-15 (20 September 2004).
8. Will not be an employee of the Federal Government as defined in 5 USC 2105.
9. Is able to submit and be favorably considered for a security classification of at least "SECRET."
10. Is not an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
11. Is not a paid employee of any political party.
12. Does not hold financial interests that conflict with the performance of their duties as a Civilian Aide. For the purposes of analyzing whether a nominee holds an interest, the interest of the nominee's spouse and dependent children are imputed to the nominee.