

Army Regulation 1–15

Administration

**Civilian
Aides to the
Secretary of
the Army**

**Headquarters
Department of the Army
Washington, DC
31 January 2017**

UNCLASSIFIED

SUMMARY of CHANGE

AR 1-15

Civilian Aides to the Secretary of the Army

This major revision, dated 31 January 2017—

- o Eliminates the position of Civilian Aide to the Secretary of the Army Senior.
- o Assigns specific responsibilities to the Director, Civilian Senior Leader Management Office (para 1-4b).
- o Assigns specific responsibilities to the Administrative Assistant to the Secretary of the Army (para 1-4c).
- o Assigns specific responsibilities to Civilian Aides to the Secretary of the Army Program Office (para 1-4d).
- o Assigns specific responsibilities to Civilian Aides to the Secretary of the Army (para 1-4f).
- o Establishes a 10-year term limit (para 2-1c).
- o Revises the criteria for Civilian Aides to the Secretary of the Army (para 2-1d).
- o Establishes the process for nominations (para 2-1e).
- o Establishes Civilian Aide to the Secretary of the Army Emeritus as an honorary title for a retired Civilian Aide who is no longer a special Government employee (para 2-4).
- o Establishes protocol standards for Civilian Aides to the Secretary of the Army (para 4-2).
- o Revises the process for official travel orders (paras 5-1 and 5-2).
- o Revises the process for official travel using military aircraft (para 5-3).
- o Revises the process for travel outside the continental United States (para 5-4b).
- o Revises requirements for semiannual report submissions (para 6-1).

Administration
Civilian Aides to the Secretary of the Army

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

States, and U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control

provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval of the Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington, DC 20310–0105.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington, DC 20310–0105.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

History. This publication is a major revision.

Summary. This regulation defines Department of the Army policy concerning the composition, mission, and operation of the Civilian Aides to the Secretary of the Army Program.

Applicability. This regulation applies to the Active Army, Army National Guard/Army National Guard of the United

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*This regulation supersedes AR 1-15, dated 11 April 2008.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation defines Department of the Army policy concerning the composition, mission, requirements, and operation of the Civilian Aides to the Secretary of the Army (CASAs) Program. It also outlines the procedures for the selection and appointment of CASAs.

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

a. Secretary of the Army. The Secretary will appoint or reappoint CASAs within the structure of the program. All matters involving CASAs should be directed to the Administrative Assistant to the Secretary of the Army (AASA).

b. Assistant Secretary of the Army (Manpower and Reserve Affairs). On behalf of the ASA (M&RA) the Director, Civilian Senior Leader Management Office will—

- (1) Process personnel actions for the appointment and reappointment of CASAs in a timely manner.
- (2) Provide advice on issues pertaining to personnel actions for CASAs, including awards, identification cards, and benefits.

c. Administrative Assistant to the Secretary of the Army. The AASA will provide general oversight of the program and necessary services and support to the program, including financial management and policy guidance.

d. Civilian Aides to the Secretary of the Army Program Office. On behalf of the AASA, the CASA Program Office will—

- (1) Provide travel support such as activation, maintenance, and deactivation of Defense Travel System (DTS) accounts and the preparation and authentication of CASA travel orders and vouchers.
- (2) Lead the process to fill CASA vacancies and reappointments.
- (3) Provide Army talking points, messages, and other information for CASAs to disseminate.
- (4) Compile and review CASA reports monthly for the Secretary of the Army.
- (5) Manage all CASA ethics requirements and other compliance documents.
- (6) Advocate for the CASA Program through increased program awareness.
- (7) Ensure that reasonable internal controls are in place.

e. General Counsel. The General Counsel will—

- (1) Review all completed Office of the General Counsel (OGC) Forms A450–AC (Confidential Conflict of Interest Statement for Civilian Aides to the Secretary of the Army (CASAs)) for CASAs upon their initial appointment and then yearly.

- (2) Provide ethics training for new CASAs and annually for all CASAs.

- (3) Provide ethics guidance upon request from individual CASAs or from the CASA Program Office.

f. Civilian Aides to Secretary of the Army. CASAs, other than Emeriti, will—

- (1) Establish a habitual relationship and work closely with the Total Army, including Army and installation commanders, State adjutants general, Ambassadors of the Army Reserve, Army National Guard and Army Reserve commanders, Reserve Officers Training Corps region and area commanders, Army recruiting commanders, Professors of Military Science, U.S. Army Corps of Engineers Division and district engineers, and other designated personnel within their area of responsibility.

- (2) Provide individual advice to the Secretary of the Army; commanders and senior leaders on public sentiments towards the Army, when requested.

- (3) Disseminate information about the Army's objectives, the Secretary of the Army's priorities, and major programs to the public through public speeches, personal contact, and other means.

- (4) Bridge the gap between the Army and civilian communities by sharing the Army message and assisting with matters affecting the Army.

- (5) Provide support to Department of the Army Civilians, Soldiers, and their Families. This includes Soldiers who are transitioning out of the Army.

(6) Engage with local, regional, and State officials; Federal agency leaders; and Members of Congress or staff members regarding Army matters through interactions, meetings, and communications.

Chapter 2

Selection and Appointment of Civilian Aides to the Secretary of the Army

2-1. Selection of Civilian Aides

a. Special Government employees. CASAs, other than Emeriti, are employed as consultants pursuant to Section 3109, Title 5, United States Code (5 USC 3109) and serve as special Government employees (SGEs) for ethics purposes. CASAs agree to serve as representatives of the Secretary of the Army without salary, wages, or related benefits. An SGE is defined in 18 USC 202(a) as “an officer or employee... who is retained, designated, appointed, or employed to perform, with or without compensation, for not to exceed 130 days during any period of 365 consecutive days, temporary duties either on a full-time or intermittent basis.”

b. Locations. 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 CASA. When the Secretary of the Army determines the need to appoint more than one CASA in a State or Territory, the position may be further broken down by geographic region (for example, Texas North and South or Pennsylvania East and West). The following will be considered when determining the need for multiple CASAs within a State or Territory:

- (1) Army areas of interest.
- (2) Army population density (Active, Reserve, and National Guard strengths).
- (3) Civilian population.

c. Terms. The term of office for CASAs, except Emeriti, is 2 years with the possibility of serving a maximum of five terms for a total of 10 years. CASAs may be reappointed to successive terms at the discretion of the Secretary of the Army. The Secretary may waive the 10-year limit and continue to reappoint a CASA based on effectiveness and need. While the term of office is 2 years, statute requires SGEs be renewed annually, subject to the CASA’s compliance with applicable law and regulation.

d. Criteria.

- (1) To be eligible to be a CASA, nominees will—
 - (a) Be a United States citizen of outstanding character, integrity, and patriotism.
 - (b) Have a deep interest in military affairs.
 - (c) Be a leader in community affairs.
 - (d) Be in a position to disseminate information about the Army to a broad cross section of the public and to prominent citizens in their area.
 - (e) Be able to interpret and affect public attitude toward the Army.
 - (f) Be able and willing to devote a reasonable amount of time to the activities of a CASA.
 - (g) 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. CASAs will notify the Program Office of extended absences to ensure sufficient coverage.
 - (h) Not be an employee of the Federal Government as defined in 5 USC 2105.
 - (i) Not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
 - (j) Not be a paid employee of any political party.
 - (k) Not be a Federal, State, or local elected or appointed official or employee, if such position would present a conflict of interest.
 - (l) Not hold financial interests or positions that pose an unresolvable conflict with the performance of his or her duties as a CASA. For the purposes of analyzing whether a nominee holds an interest, the interests of the nominee’s spouse and dependent children are attributed to the nominee.

(2) The Secretary of the Army reserves the right to waive any criterion permitted by law as deemed appropriate when appointing a CASA.

e. Nominations. When a CASA vacancy exists or is imminent, the Secretary of the Army solicits nominations from a variety of sources, typically including local commanders and current CASAs. The CASA Program Office will strive to ensure that nominees are diverse and representative of the Army and community population. The CASA Program Office will—

(1) Collect all nomination packages, which typically include the candidate's biography, letter of interest, and any letters of recommendation. The office will accept unsolicited nominations and endorsements for consideration.

(2) Prepare a slate of all nominated candidates and present the nominations to the CASA Recommendation Panel, which consists of senior Army leaders. Each panel member reviews the slate for the vacancy and makes an independent recommendation.

(3) Compile the panel recommendations and forward them to the Secretary of the Army for final selection.

2-2. Initial appointment

a. When the Secretary of the Army selects a CASA for an initial term, the CASA Program Office will—

(1) Notify the selected individual to confirm his or her willingness to accept the appointment.

(2) Work with the nominee and the Office of General Counsel to clear the individual of any possible ethical conflicts and explain the SGE requirements.

(3) Send the formal letter from the Secretary of the Army officially offering the appointment and request that the appointee accept the position in writing.

b. The CASA will accept the appointment by responding in writing to the Secretary of the Army's appointment offer. The 2-year term begins upon acceptance.

c. Once the Secretary of the Army has received the acceptance letter, the CASA Program Office will arrange a formal investiture ceremony to be conducted at the Pentagon or within the community or State the CASA was appointed to serve. The Secretary of the Army or designee will swear in all CASAs. Investiture ceremonies will be conducted within 90 days of acceptance as a CASA appointment, unless the Secretary of the Army approves otherwise.

d. Upon appointment as a CASA, the CASA Program Office will take appropriate actions to bring the CASA on-board, including the completion of DA Form 5412-R (Waiver of Compensation Statement); Optional Form (OF) 306 (Declaration for Federal Employment); USCIS Form I-9 (Employment Eligibility Verification); Standard Form (SF) 181 (Ethnicity and Race Identification); SF 256 (Self-Identification of Handicap), and OGC Form A450-AC. At times, an individual CASA may be asked to provide an OGC Form 450.

e. At the successful completion of all required forms, CASAs are authorized to receive a common access card (CAC) from their regional CAC facility for identification purposes.

f. Before appointment for an initial term as a CASA, the candidate must complete OGC Form A450-AC and be cleared by the Office of General Counsel for conflicts of interest. Further, the CASA Program Office will give the candidate written guidance concerning CASA duties, jurisdiction, and ethics restrictions as they apply to SGEs and provide detailed verbal advice about his or her status as a CASA and an SGE.

2-3. Successive reappointment

a. CASAs selected for reappointment will be notified in writing no later than 15 days before their term ends. CASAs will accept or reject the reappointment by replying in writing. The expiration date of the new term is 2 years from the last day of the current term. For example, a CASA whose current term ends 1 January 2017 and accepts reappointment will be reappointed for 2 years effective 2 January 2017.

b. CASAs may resign their appointment at any time in writing to the Secretary of the Army. CASAs who do not wish to be reappointed should notify the Secretary in writing before their appointment expires.

c. As a condition for annual renewal of their appointment, CASAs must comply with all ethical and personnel requirements, such as:

(1) Execute and submit an annual confidential financial disclosure statement;

(2) Complete annual CASA Ethics training;

(3) Complete and submit a semiannual report describing significant activities, and

(4) Submit DD Form 2525 (Certification of Hours Worked in Service Year for Expert or Consultant).

2-4. Civilian Aide Emeritus

a. The Secretary of the Army may confer the honorary title of "CASA Emeritus" to a CASA upon his or her retirement from the program to recognize a distinguished career as a CASA.

b. A CASA may be deemed eligible for the Emeritus title if the individual has—

(1) Served honorably in the CASA Program generally for at least 10 years.

(2) Contributed significantly to the priorities of the Army.

(3) Built a demonstrated record of achievement as a CASA in the community he or she served.

c. The Secretary of the Army may waive any of these criteria.

d. CASA Emeriti are no longer considered active CASAs, but are authorized to continue to use the honorary title. Because CASA Emeriti are no longer active, they—

(1) Are no longer SGEs and thus no longer officially represent the Secretary of the Army.

(2) Are not subject to reporting, disclosure, and similar ethics and personnel requirements that apply to active CASAs.

- (3) Are not authorized official travel. However, the CASA Program Office may invite them to attend ceremonial and social events, as well as regional conferences, at personal expense when deemed appropriate.
- (4) Are encouraged to mentor and provide guidance to fellow CASAs.
- (5) Will be included in routine communications from the CASA Program Office.

Chapter 3

Standards of Conduct and Disqualifying Conditions

3–1. Ethics regulations

As Department of Defense employees, CASAs must comply with DOD 5500.07–R and Part 2635, Title 5, Code of Federal Regulations (5 CFR 2635). Failure to comply with these requirements may result in removal from the CASA position.

3–2. Ethics training

CASAs must receive initial ethics training before undertaking the duties of the position and annual refresher ethics training each subsequent year they occupy the position. This training will be conducted annually during the National CASA Conference and then provided, as required, if unable to attend.

3–3. Confidential conflict of interest statement

CASAs must avoid conflicts of interest between their financial interests, employment positions, and other positions and arrangements (such as with non-Federal entities, associations, boards, and so forth) and the interests of the Government. To assess whether any conflicts of interest exist, CASAs are required to file a new confidential conflict of interest statement before they undertake the duties of the position and must file a subsequent confidential conflict of interest statement each year they occupy the position. Filing is a mandatory requirement under the provisions of the Joint Ethics Regulation, Sections 7–300 through 310. The Office of Government Ethics approved OGC Form A450–AC for CASAs must be filed with and reviewed by the Army Office of General Counsel upon initial appointment and then yearly.

3–4. Disqualifying conditions

When a CASA becomes aware of a potential disqualifying condition (for example, being elected or appointed to a local, State, or Federal position; moving outside the area or State they are appointed for; or being confronted with a conflict of interest), he or she must immediately inform the CASA Program Office. If the disqualifying condition or conflict of interest cannot be resolved, the CASA will be asked to resign his or her appointment in writing to the Secretary of the Army or to resign from the position which is in conflict. Any questions about the existence of a disqualifying condition should be discussed with the Office of the General Counsel for a determination.

3–5. Background Investigation

- a.* Headquarters, Department of the Army security will initiate a National Agency Check background investigation on all CASAs prior to their appointment.
- b.* CASAs do not need a security clearance to perform their duties. They will not be issued a security clearance through Headquarters, Department of the Army.

Chapter 4

Civilian Aides Interaction

4–1. Communication and coordination

- a.* Actions that affect individual CASAs or the administration of the CASA Program will be coordinated with the CASA Program Office.
- b.* The CASA Program Office will regularly email talking points and other materials as they are made available and periodically mail information packets to the CASAs. Information will also be posted to the internal CASA Web site.
- c.* Other Army officials who want to send material to CASAs will coordinate with the CASA Program Office.
- d.* In no case will a CASA's name be placed on a mailing list without the CASA's permission or the authorization of the CASA Program Office.
- e.* CASAs will coordinate with the CASA Program Office before making statements in an official capacity. This includes using the CASA title to sign opinion or editorial pieces. Judgment will be used when presenting remarks as a CASA. If in doubt, CASAs should contact the CASA Program Office, who will coordinate with the Office of the Chief of Public Affairs, Office of the Chief of Legislative Liaison, and other relevant organizations. CASAs will follow Army

public affairs policy and include a disclaimer all on public statements that the views expressed are not necessary the official views of the U.S. Army.

f. The CASA Program Office will provide CASAs with appropriate letterhead stationery and other administrative tools and templates for official correspondence.

4–2. Protocol

a. CASAs are afforded a three-star protocol status in accordance with the Department of the Army Protocol Precedence List. This status is for the purpose of properly addressing, inviting, and seating CASAs at Army events.

b. As SGEs, CASAs are Department of Defense personnel and therefore are not considered “authorized guests” for the use of official representation funds for official Army events.

c. The CASA flag may be displayed at functions where the CASA is speaking or serving in an official capacity, as the host protocol staff deems appropriate.

Chapter 5 Travel by Civilian Aides

5–1. Official travel

CASAs will be reimbursed for travel and transportation expenses for official travel and receive per diem during periods of temporary duty in accordance with the Joint Travel Regulations. Official travel typically includes the annual national CASA conference, regional conferences, investiture ceremonies, and other events as directed by the Secretary of the Army or AASA. All conferences will be approved in accordance with current Army conference policy before obligating any Army appropriated funds. Use of commercial transportation will be in accordance with the Joint Travel Regulations.

5–2. Issuance and funding of travel orders

a. The CASA Program Office will establish and maintain accounts in DTS for each CASA. The CASA Program Office will prepare and approve official travel authorizations and vouchers in DTS for official travel as described in paragraph 5–1. CASAs must act in a timely manner when submitting requests and/or signing official documents. Failure to return documents as requested may result in the prohibition of future travel.

b. Commanders and designated representatives may invite CASAs to participate in official events. The inviting official may issue and fund travel orders through DTS. Such actions should be coordinated in advance with the CASA Program Office.

c. In accordance with paragraph 040402 of the Department of Defense Government Charge Card Regulations (as authorized by DODI 5154.31, Volume 4), CASAs are exempt from mandatory use of the Government travel charge card because they are designated as infrequent travelers. However, CASAs are subject to and adhere to the Joint Travel Regulation and other pertinent travel policies.

5–3. Travel using military aircraft

CASA travel using military aircraft within the continental United States will be by invitation and at the discretion of local commanders. In general, CASAs should minimize the use of military aircraft so they do not appear to be using their position for their own benefit.

5–4. Travel outside covered area

a. CASAs will inform the CASA Program Office and the respective CASA of any official travel to another CASA’s area of coverage.

b. CASA travel outside the continental United States (with the exception of CASAs located outside the United States) by military or commercial aircraft will be considered on a case-by-case basis but is generally discouraged. The travel will—

- (1) Be by invitation of the local commander and/or commander of the area to visit.
- (2) Require proper risk assessment.
- (3) Require Secretary of the Army approval.

Chapter 6

Reporting Significant Activities

6–1. Report submissions

CASAs, except Emeriti, must submit a semiannual report of significant activities. Periods covered by this report are determined by the CASA's initial appointment date. For example, if the initial appointment date is 5 January, the reports would cover February through July and August through January. CASAs will address their reports to the Secretary of the Army and forward reports to the CASA Program Office within the prescribed timeline.

6–2. Report format

CASAs must use the format the CASA Program Office prescribes.

6–3. Report coordination

The CASA Program Office reserves the right to disseminate the CASAs' submissions to other Army entities mentioned or involved in the report, as well as to senior leaders for background for trips, office calls, and so forth. Reports may also be provided to other CASAs to share information and best practices.

Appendix A

References

Section I

Required Publications

DOD 5500.07–R

Joint Ethics Regulation (JER) (Cited in para 3–1.) (Available at <http://www.dtic.mil/whs/directives/index.html>.)

Joint Travel Regulations

Uniformed Service Members and DOD Civilian Employees (Cited in para 5–1.) (Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

5 CFR 2635

Standards of Ethical Conduct for Employees of the Executive Branch (Cited in para 3–1.) (Available at <https://www.gpoaccess.gov/cfr/index.html>.)

5 USC 2105

Employee (Cited in para 2–1*d*(1)(*h*)). (Available at <http://uscode.house.gov/>.)

5 USC 3109

Employment of experts or consultants; temporary or intermittent (Cited in para 2–1*a*.) (Available at <http://uscode.house.gov/>.)

18 USC 202(a)

Definitions (Cited in para 2–1*a*.) (Available at <http://uscode.house.gov/>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read the related publication to understand this publication.

AR 11–2

Managers' Internal Control Program

AR 25–30

Army Publishing Program

AR 37–47

Official Representation Funds of the Secretary of the Army

AR 340–21

The Army Privacy Program

DODI 5154.31, Volume 4

Commercial Travel Management: DOD Government Travel Charge Card (GTCC) Program (Available at <http://www.dtic.mil/whs/directives/index.html>.)

5 USC Chapter 81

Compensation for Work Injuries (Available at <http://uscode.house.gov/>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, the DA forms are available on the Army Publishing Directorate Web site (<http://armypubs.army.mil/>).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 5412-R

Waiver of Compensation Statement

DD Form 2525

Certification of Hours Worked in Service Year for Expert or Consultant (Available at <http://www.dtic.mil/whs/directives/forms/index.htm>.)

OF 306

Declaration for Federal Employment (Available at <https://www.gsa.gov/portal/category/21219>.)

SF 181

Ethnicity and Race Identification (Available at <https://www.gsa.gov/portal/category/21219>.)

SF 256

Self-Identification of Handicap (Available at <https://www.gsa.gov/portal/category/21219>.)

USCIS Form I-9

Employment Eligibility Verification (Available at <http://www.uscis.gov/>.)

OGC Form A450-AC

Confidential Conflict-of-Interest Statement for Civilian Aides to the Secretary of the Army (CASAs) (Available at <http://ogc.hqda.pentagon.mil/documentation/eandf/guidance/alternative%20450%20casa%20fillable%202009.pdf>.)

Appendix B

Internal Control Evaluation

B–1. Function

The functions covered by this evaluation are the administration of the CASA Program Office, including review and reporting requirements.

B–2. Purpose

The purpose of this evaluation is to assist the CASA Program Office in evaluating the key internal controls outlined in paragraph B–4. It is intended as a guide and does not cover all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

- a.* Were OGC Forms A450–AC completed and reviewed by the Office of General Counsel annually?
- b.* Before reappointment, did the CASA Program Office ensure that each CASA met all requirements?
- c.* Did all CASAs submit a semiannual report during the specific time period?
- d.* Did all CASAs complete an annual CASA ethics training module?
- e.* Were days worked as an SGE monitored and tracked to ensure compliance with regulations?
- f.* Did CASA official travel adhere to the Joint Travel Regulations?

B–5. Supersession

Not applicable.

B–6. Comments

Help to make this a better tool for evaluating internal controls. Submit comments to usarmy.pentagon.hqda-oaa.mbx.casa@mail.mil.

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

CAC

common access card

CASA

Civilian Aide to the Secretary of the Army

CFR

Code of Federal Regulations

DD

Department of Defense (form)

DOD

Department of Defense

DODI

Department of Defense instruction

DTS

Defense Travel System

OF

optional form

OGC

Office of the General Counsel (form)

SF

standard form

SGE

special government employee

USC

United States Code

USCIS

U.S. Citizenship and Immigration Services (form)

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

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