



Headquarters
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***Army Regulation 1–15**

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Administration
Civilian Aides to the Secretary of the Army

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision. The portions affected by this revision are listed in the summary of change.

Authorities. This regulation implements 5 USC 3109, 5 CFR Part 304, 5 CFR Part 2634, 5 CFR Part 2635, DoDI 5154.31, Volume 4; DoD 5500.07–R, and the Joint Travel Regulations, 5 CFR Part 2634 and 18 USC 202.

Applicability. This regulation applies to the Regular Army, Army National Guard/Army National Guard of the United 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 a justification that includes a full analysis of the expected benefits and a 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 requirements.

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).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-ooa.mbx.casa@army.mil. Additionally, AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate, (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. The established “group” identified within this regulation, the CASA Recommendation Panel, takes on the characteristics of a committee, as found in AR 15–39, and has been established and continued as a committee pursuant to all AR 15–39 requirements.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 1-15, dated 31 January 2017.

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Summary of Change

Chapter 1 Introduction

1–1. Purpose

This regulation provides policies and responsibilities for the Civilian Aides to the Secretary of the Army (CASA) Program.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at <https://armypubs.army.mil/abca/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. Secretary of the Army. The SECARMY will—

(1) Appoint 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 a CASA.

(2) Reserve the right to directly select and appoint a CASA who meets the criteria as outlined in paragraph 2–1.

(3) Appoint senior Army leaders to serve on the CASA Recommendation Panel as outlined in paragraph 2–1. Panel members work independently to rank nominees to ensure that only the most qualified candidates are chosen by the SECARMY.

(4) At any point, waive the 10 appointment limit and continue to reappoint a CASA based on effectiveness and need as outlined in paragraph 2–1.

(5) Confer the honorary title of “CASA Emeritus” on an individual who served as a CASA to recognize distinguished service as a CASA.

(6) Lawfully waive any of the CASA Emeritus criteria as outlined in paragraph 2–5.

b. Deputy Under Secretary of the Army. On behalf of the DUSA, the Director, Civilian Senior Leader Management Office will—

(1) Process personnel actions for the appointment and reappointment of CASAs.

(2) Provide advice on issues pertaining to personnel actions for CASAs, including awards and common access cards.

c. General Counsel. The GC will—

(1) Review and maintain all completed Army Forms A450–AC (Confidential Conflict of Interest Statement for Civilian Aides to the Secretary of the Army (CASAs)) as required by System of Records Notice “OGE/GOVT–2, Executive Branch Confidential Financial Disclosure Reports” (Title 84 Fed. Reg. 47301) for CASAs upon their initial appointment and then annually”.

(2) Provide ethics training for new CASAs and annually in accordance with Army guidance.

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

d. Administrative Assistant to the Secretary of the Army. The AASA will—

(1) Provide administrative and management services in support of the Civilian Aides to the Secretary of the Army Program.

(2) On behalf of the AASA, the Director, Civilian Aides to the Secretary of the Army Program Office will—

(a) Lead the process to fill vacancies. When the Director, CASA Program Office, determines that the services of a CASA is required, the director will solicit nominees who are diverse and representative of the Army and community population.

(b) 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.

(c) Establish and maintain a system of controls and oversight necessary to assure compliance with 5 USC 3109(d); 5 CFR 304.108(a) and Part 304, Title 5, Code of Federal Regulations (5 CFR Part 304).

- (d) Provide appropriate training and information procedures to ensure that Army personnel using this authority understand the statutory and regulatory requirements.
- (e) Appropriate provisions for review of CASA appointments.
- (f) Reserve the right to disseminate a CASAs semiannual report of significant activities to Army entities mentioned or involved in the report.
- (g) Embrace diversity, equity, and inclusion in keeping with the Army People Strategy.
 - e. *Civilian Aides to the Secretary of the Army*. The CASAs will—
 - (1) Agree in writing to offer their services to the U.S. Government without compensation by signing DA Form 5412 (Waiver of Compensation Statement).
 - (2) Comply with Part 2634, Title 5, Code of Federal Regulations (5 CFR Part 2634), 5 CFR Part 2635, and the DoD Joint Ethics Regulation (DoD 5500.07–R).
 - (3) Execute and submit a confidential financial disclosure statement, and complete initial ethics training before beginning work.
 - (4) Notify the Director, CASA Program Office of extended absences to ensure sufficient coverage.
 - (5) Inform the Director, CASA Program Office, of a potentially disqualifying condition or being confronted with a conflict of interest immediately.
 - (6) Establish a rapport and work closely with the Total Army, to include: Commanding General, U.S. Army Training and Doctrine Command; Commanding General, U.S. Army Recruiting Command; U.S. Army Recruiting Brigade and Battalion Commanders; Reserve Component commanders through the Chief, National Guard Bureau and the Chief, Army Reserve; Reserve Officers' Training Corps; Professors of Military Science; U.S. Army Corps of Engineers Division and District Engineers; Soldiers for Life, and other designated personnel within their state and region.
 - (7) Advise the SECARMY, commanders, and senior leaders on public sentiments towards the Army.
 - (8) Promote relations between the Army and civilian communities by sharing the Army message and assisting with matters affecting the Army.
 - (9) Provide support to Department of the Army Civilians, Soldiers, Families, and others as needed. This includes Soldiers who are transitioning out of the Army.
 - (10) Submit a semiannual report of significant activities. Periods covered by this report are determined by the CASA's initial appointment date.

1–5. Records Management (Recordkeeping) Requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2

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

2–1. Selection of Civilian Aides

a. *Temporary consultants*. The SECARMY procures by contract the temporary or intermittent services of CASAs as consultants pursuant to Section 3109, Title 5, United States Code (5 USC 3109) and Part 304, Title 5, Code of Federal Regulations (5 CFR Part 304). CASAs agree in writing to waive any claim for compensation for the services they provide. The Army appoints CASAs to perform temporary duties either on a full-time or intermittent basis not to exceed 130 days during any period of 365 consecutive days. The Army has determined that the duties and responsibilities of a CASA require a CASA to file a confidential financial disclosure report to avoid involvement in a real or apparent conflict of interest (see DoD 5500.07–R and 5 CFR Part 2634).

b. *Locations*. The SECARMY will appoint 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 a CASA. When the SECARMY 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).

c. *Partnering*. The Director, CASA Program Office, will coordinate with the Commanding General, U.S. Army Recruiting Command, to ensure CASA positions are appropriately located in states and cities

necessary to assist with recruiting. 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 (Regular, Reserve, and National Guard strengths).
- (3) Civilian population.
- (4) Army recruiting needs.

d. Terms. The SECARMY may procure the intermittent services of CASAs not to exceed 1 year with the possibility of up to 9 re-appointments. The SECARMY may waive the 10-appointment limit and continue to reappoint a CASA based on effectiveness and need (see 5 USC 3109 and 5 CFR Part 304).

e. Criteria. To be eligible, CASA nominees will—

- (1) Be a United States citizen of outstanding character, integrity, and patriotism.
- (2) Have a deep interest in military affairs.
- (3) Be a leader in community affairs.
- (4) 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.
- (5) Be able to interpret and affect public attitude toward the Army.
- (6) Be able and willing to devote a reasonable amount of time to the activities of a CASA.
- (7) 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.
- (8) Not be an employee of the Federal Government as defined in 5 USC 2105.
- (9) Not be a Federal, State, or local elected or appointed official or employee.
- (10) Not be a paid employee of any political party.
- (11) Not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
- (12) Not hold financial interests or positions that pose an unresolvable conflict with the performance of their 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.
- (13) The SECARMY reserves the right to waive any regulatory criterion when appointing a CASA.

f. Civilian Aides to the Secretary of the Army Recommendation Panel. The CASA Recommendation Panel is a committee established under the authority of AR 15–39. The panel will review and assess each CASA nomination package to ensure that only the most qualified candidates are chosen. This panel is comprised of senior Secretariat and Headquarters, Department of the Army officials appointed by the SECARMY, and meets at the request of the Director, CASA Program Office.

2–2. Initial appointment

a. The SECARMY reserves the right to directly select and appoint a CASA who meets the criteria as outlined in paragraph 2–1. When the SECARMY selects a CASA for an initial term, the Director, CASA Program Office, will—

- (1) Notify the selected individual to confirm their willingness to accept the appointment.
- (2) Work with the nominee to assist with submission of all required paperwork, including the Army Form A450–AC and the DA Form 5412. Work with the OGC Ethics Program Manager to obtain certification of this report. Once all steps are completed, the SECARMY can offer the candidate a 1-year CASA appointment.

b. Before appointment of an initial term as a CASA, the Director, CASA Program Office will provide the candidate written guidance concerning CASA duties, jurisdiction, and ethics restrictions as they apply to CASAs, and provide detailed verbal advice about their status as a temporary consultant.

c. Once the CASA is appointed, the Director, CASA Program Office, will arrange a formal investiture ceremony. The SECARMY or designee will swear in all CASAs. Investiture ceremonies will be conducted virtually or in-person.

2–3. Successive reappointment

a. Reappointment for CASAs is not automatic. The Director, CASA Program Office will assess the following:

- (1) Whether the position is still required.
- (2) If the position is appropriately located.

- (3) If the current CASA has been effective, and
- (4) If the CASA has complied with all requirements.
- b. As a condition for reappointment CASAs must comply with all ethical and personnel requirements, such as:
 - (1) Execute and submit an annual confidential financial disclosure statement;
 - (2) Complete all mandatory training;
 - (3) Complete and submit a semiannual report describing significant activities.

2-4. Termination of appointment

- a. CASAs may resign their appointment at any time in writing to the SECARMY.
- b. When a CASA moves from the state/region that they were selected to serve, they are required to resign from the position, unless the SECARMY chooses to make an exception.
- c. CASAs serve at the SECARMY's discretion and may be terminated for any reason at any time.

2-5. Civilian Aide Emeritus

- a. The SECARMY may confer the honorary title of "CASA Emeritus" on an individual who served as a CASA to recognize distinguished service 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 for at least one initial appointment and 9 consecutive intermittent reappointments.
 - (2) Contributed significantly to the priorities of the Army.
 - (3) Built a demonstrated record of achievement in the community which they served.
- c. The SECARMY may lawfully waive any of the CASA Emeritus criteria.
- d. CASA Emeriti are not CASAs, but are authorized to use the honorary title. Because CASA Emeriti are no longer CASAs, they—
 - (1) Are no longer Army consultants and no longer officially represent the SECARMY.
 - (2) 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.
 - (3) Are encouraged to mentor and provide CASAs guidance.
 - (4) May be included in routine, publicly-available communications from the CASA Program Office.

Chapter 3

Standards of Conduct and Disqualifying Conditions

3-1. Ethics regulations

Individuals appointed as 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. Required training

CASAs must receive all required training including initial ethics training before undertaking the duties of the position and annual refresher ethics training each subsequent year prior to reappointment.

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, and boards), and the interests of the Government. To assess whether any conflicts of interest exist, CASAs are required to file a 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 5 CFR Part 2634 and the Joint Ethics Regulation, Sections 7-300 through 310. The OGC-approved Army Form A450-AC for CASAs must be filed with and reviewed by the Ethics Program Manager upon initial appointment and then yearly.

3-4. Background investigation

CASAs are temporary consultants and not required to obtain and maintain a security clearance; however, before being appointed, they must receive a Tier 1 investigation through Headquarters, Department of the Army.

3-5. Protocol status

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. CASAs are not considered “authorized guests” for the use of official representation funds for official Army events.

Chapter 4 Official Travel

4-1. Travel by Civilian Aides

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

4-2. Travel Invitations

a. Commanders and their designated representatives may invite CASAs to participate in official events. Because CASAs are appointed on a temporary or intermittent basis and are infrequent travelers, the Director, CASA Program Office has determined that CASAs are exempt from mandatory use of the Government travel charge card (see the DoD Government Travel Charge Card Regulations). However, CASAs must comply with the Joint Travel Regulations and other pertinent travel policies.

b. CASA travel using military aircraft within the continental United States will be by invitation and at the discretion of local commanders. In general, CASAs will minimize the use of military aircraft to avoid the appearance of using their CASA position for their own benefit.

Appendix A

References

Section I

Required Publications

DoD 5500.07–R

Joint Ethics Regulation (JER) (Cited in the title page.) (Available at <https://www.esd.whs.mil/dd/>.)

Joint Travel Regulations

Uniformed Service Members and DoD Civilian Employees (Cited in the title page.) (Available at <https://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 the title page.) (Available at <https://uscode.house.gov/>.)

5 USC 3109

Employment of experts or consultants; temporary or intermittent (Cited in the title page.) (Available at <https://uscode.house.gov/>.)

18 USC 202(a)

Definitions (Cited in title page.) (Available at <https://uscode.house.gov/>.)

Section II

Prescribed Forms

This section contains no entries.

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 Army Forms A450–AC completed and CASAs reappointed annually?
- b. Did the Director, CASA Program Office, solicit nominees who are diverse and representative of the Army and community population?
- c. Before reappointment, did the CASA Program Office ensure that each CASA has met all requirements?
- d. Did all CASAs submit a semiannual report during the specific time period?
- e. Did all CASAs complete their required training?
- f. Did CASAs monitor and track days worked to ensure compliance?
- g. Did CASA official travel adhere to the Joint Travel Regulations?

B–5. Supersession

This evaluation replaces the previous evaluation, dated 31 January 2017.

B–6. Comments

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

Glossary of Terms

This section contains no entries.

SUMMARY of CHANGE

AR 1–15

Civilian Aides to the Secretary of the Army

This major revision, dated 16 February 2023—

- Establishes intent for diversity in the Civilian Aides to the Secretary of the Army Program (para 1–4d(2)(g)).
- Adds consideration of recruiting needs to the Civilian Aides to the Secretary of the Army selection process (*para 2–1c*).
- Adds that Civilian Aides to the Secretary of the Army cannot be paid by any political party (para 2–1e(10)).
- Revises the appointment and successive appointment process (para 2–3).
- Revises background investigation to a Tier 1 investigation (para 3–4).
- Updates internal control evaluation (para B–4).

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