

**Army Regulation 1-15**

**Administration**

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

**Headquarters  
Department of the Army  
Washington, DC  
11 April 2008**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1-15

Civilian Aides to the Secretary of the Army

This major revision dated, 11 April 2008--

- o Eliminates the position of Civilian Aide Area Manager.
- o Eliminates the limitation on the number of Civilian Aide Emeriti.
- o Eliminates the position of Civilian Aide-At-Large.
- o Assigns specific responsibilities to the Administrative Assistant to the Secretary of the Army (para 1-4b).
- o Revises the documentation required for Civilian Aides in-processing (para 2-1b).
- o Requires Civilian Aides to get Government Credit Cards for official travel and transportation (para 2-1c).
- o Establishes a 2-year term of office for Civilian Aides with the possibility of serving a maximum of 5 terms for a total of 10 years (para 2-2a).
- o Establishes the position of Civilian Aide Senior (para 2-2c).
- o Revises the criteria for Civilian Aide Emeritus (para 2-2d).
- o Revises the requirement for an investiture ceremony (para 2-4(3)b).
- o Revises process for issuing and funding official travel (para 5-2a and b).
- o Revises requirements for Quarterly Report submissions (para 6-1).

## Administration


### Civilian Aides to the Secretary of the Army

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**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, the Army National Guard/Army National Guard of the United

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

**Proponent and exception authority.**

The proponent of this regulation is 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 must include 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 policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions, but does not identify key

management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval of the Office of the Secretary of the Army, (OSA), 100 Army Pentagon, Washington, DC 20310-0100.

**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 Secretary of the Army, (OSA), 100 Army Pentagon, Washington, DC 20310-0100.

**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, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes Army Regulation 1-15, dated 20 September 2004.

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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 (CASA) Program. It also outlines the procedures for the selection and appointment of Civilian Aides to the Secretary of the Army.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

### **1-4. Responsibilities**

*a.* The Secretary of the Army will—

(1) Appoint or reappoint Civilian Aides within the structure of the program. All matters involving Civilian Aides should be directed to the Office of the Secretary of the Army (OSA).

(2) Be responsible for all CASA administrative and personnel actions via the CASA Program Office led by the Special Assistant to the Secretary of the Army for CASA Affairs.

*b.* The Administrative Assistant to the Secretary of the Army (AASA) will—

(1) Provide financial management support to the CASA Program Office.

(2) Provide guidance on official government travel and the Government Charge Card Program.

(3) Provide administrative support such as authentication of travel orders and activation/deactivation of travel charge cards.

(4) Ensure reasonable management controls are in place.

(5) Provide notary services for the administration of the oath of office.

(6) Provide general support regarding Department of Army administrative issues.

*c.* The Office of General Counsel will compile and review all completed OGE Form 450, Executive Branch Confidential Financial Disclosure Reports, for CASAs upon their initial appointment and then yearly.

*d.* Commanders, United States Army Installations will establish a habitual relationship with specific CASAs to provide them with localized/regional points of contact for assistance and support.

*e.* Civilian Aides to Secretary of the Army (CASAs) will—

(1) Provide individual advice to the Secretary of the Army, the Chief of Staff, Army, and commanders at all levels on public sentiments toward the Army. Civilian Aides work closely with Army and installation commanders, State Adjutants General, Ambassadors of the Army Reserve, Army National Guard Commanders, Army Reserve Commanders, Reserve Officers Training Corps regions and area commanders, Army Recruiting Commanders, Professors of Military Science, Division/District Engineers, and other designated personnel within their area of responsibility.

(2) Disseminate information about the Army's objectives, roles, requirements, and major programs to the public through public speeches, personal contact, and other means.

(3) Provide advice concerning the development of programs and methods to attain maximum understanding and cooperation between the civilian community and the Army.

## **Chapter 2 Composition of the Civilian Aides Program**

### **2-1. Special Government Employees**

*a.* Civilian Aides are Special Government Employees (SGEs) who agree to serve as representatives of the Secretary of the Army without salary, wages, or related benefits. An SGE is defined in Title 18, United States Code, Section 202(a) (18 U.S.C. 202(a)) as "an officer or employee... who is retained, designated, appointed, or employed to perform, with or without compensation, not to exceed 130 days during any period of 365 consecutive days with temporary duties either on a full-time or intermittent basis." Prior to being appointed for an initial term as a Civilian Aide, the individual will be advised verbally and in detail as to their SGE status by the Office of the Secretary of the Army. This advice will cover the Standards of Conduct and ethical responsibilities outlined in chapter 3.

*b.* Upon appointment as a Civilian Aide, the employee will complete the following documentation: DA Form 5412-R, Waiver of Compensation Statement; OF Form 306, Declaration of Federal Employment; Form I-9, Employment Eligibility Verification; SF 181, Race and National Origin Identification; and SF 256, Self-Identification of

Handicap. At the successful completion of all forms, Civilian Aides are authorized to receive a Common Access Card (CAC) from their regional CAC facility for identification purposes.

c. The CASAs will apply for a government charge card to be used solely for official travel and transportation expenses. With prior approval from the Office of the Secretary of the Army, CASAs will be reimbursed for travel and transportation expenses for official travel and receive per diem during periods of temporary duty (TDY) in accordance with the Joint Travel Regulation. Cases affecting a Civilian Aide's entitlements under the Federal Employees Compensation Act in the event of injury or death while in the performance of duty as an Aide will be reviewed on a case-by-case basis.

## **2-2. Civilian Aide appointments**

a. *Civilian Aide.* The Secretary of the Army (SA) 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 CASAs. 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. For example, North/South or East/West. The term of office for Civilian Aides is 2 years with the possibility of serving a maximum of five terms at the discretion of the Secretary of the Army for a total of 10 years.

b. *Criteria for multiple designations.* The following will be considered when determining the need for multiple designations within a state/territory:

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

c. *Civilian Aide Senior.*

(1) As deemed appropriate, the Secretary of the Army may recognize a Civilian Aide who served in the program for no less than 5 terms or 10 years as a Civilian Aide Senior.

(2) Civilian Aides appointed as a CASA Senior may retain their appointment for 6 years.

d. *Civilian Aide Emeritus.*

(1) The Secretary of the Army may recognize a distinguished Civilian Aide who has served in the program for no less than 16 years as an Emeritus. The CASAs appointed as Emeriti will retain their appointment for life.

(2) Civilian Aides Emeritus are encouraged to provide mentorship and guidance to fellow Civilian Aides without regard to geographic region.

## **2-3. Criteria for selection of Civilian Aides**

The Aide candidate—

- a. Is a United States citizen of outstanding character, integrity, and patriotism.
- b. Has a deep interest in military affairs.
- c. Is a leader in community affairs.
- d. Is in a position to disseminate information about the Army to a broad cross section of the public and to other prominent citizens in their area.
- e. Is able to interpret and affect public attitude toward the Army.
- f. Is able and willing to devote a reasonable amount of time to the activities of a Civilian Aide.
- g. Will not have held a previous appointment as Civilian Aide.
- h. Will not be an employee of the Federal Government as defined in Title 5, United States Code, Section 2105 (5 U.S.C. 2105).
- i. Will not be a Federal, state, or local elected or appointed official.
- j. Will not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.
- k. Will not be a paid employee of any political party.
- l. Will not hold financial interest that conflicts 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 attributed to the nominee.
- m. The Secretary of the Army reserves the right to waive any criterion as deemed appropriate in the appointment of a CASA.

## **2-4. Initial appointment**

a. When the Secretary of the Army selects a Civilian Aide for an initial term, the OSA will—

- (1) Notify the individual selected to confirm the willingness to accept the appointment.
  - (2) Inform the selectee that a letter formally offering appointment will be sent by the Secretary of the Army and that the appointee must accept the position in writing.
- b. The CASA will—

(1) Write a letter of acceptance to the Secretary of the Army accepting the appointment. Upon acceptance, the 2-year term will begin.

(2) Upon notification that they have been appointed or reappointed, provide to OSA, ATTN: OSA-CASA, 101 Army Pentagon, Washington, DC 20310 an updated copy of their photograph and biography. The biography will include a photograph not smaller than 2 by 3 inches.

(3) Once the acceptance letter has been received by the Secretary of the Army, the CASA Affairs Office within OSA will—

(a) Inform the Under Secretary of the Army, the Chief of Staff, the Vice Chief of Staff, the Administrative Assistant to the Secretary, and the Director of the Army Staff of the decision.

(b) Arrange a formal investiture ceremony to be conducted within the community or state from which the Civilian Aide was appointed or at the Pentagon. All CASAs will be sworn in by the Secretary of the Army. Investiture ceremonies will be conducted within 90 days of acceptance as a Civilian Aide, unless otherwise approved by the Secretary of the Army. The Certificate of Appointment, Civilian Aide flag, and Civilian Aide lapel pin will be presented to the CASA at their investiture ceremony.

(c) Coordinate a press release announcing the CASA appointment through the Office of the Chief of Public Affairs (OCPA).

## **2-5. Reappointment to successive terms**

Civilian Aides selected for reappointment will be notified in writing no later than 30 days before their term ends. Civilian Aides accept or reject the reappointment by replying in writing. The term expiration date of the new term is 2 years from the last day of the current term. For example, a Civilian Aide whose current term ends 1 January 2007 and accepts reappointment will be reappointed for 2 years effective 2 January 2007.

## **Chapter 3 Standards of Conduct and Disqualifying Conditions**

### **3-1. Ethics regulations**

As DOD employees, Civilian Aides must comply with DOD 5500.7-R and 5 CFR Part 2635.

### **3-2. Ethics training**

Civilian Aides must receive initial ethics training prior to undertaking the duties of the position and receive annual ethics training each subsequent year they occupy the position. This training will be conducted annually during the Annual CASA Conference. The CASA Program Office will provide civilian aides a copy of Executive Order 12731 upon appointment.

### **3-3. Confidential financial disclosure reports**

Civilian Aides must avoid conflicts of interest between their financial interests and the interests of the Government. To assess whether any such conflicts of interest exist, Aides are required to file a new entrant confidential financial disclosure report before they undertake the duties of the position and must file a subsequent confidential financial disclosure report each year they occupy the position. Filing is a mandatory requirement under the provision of the Joint Ethics Regulation, section 7-300 through 310. The confidential disclosure report is an Office of Government Ethics form. The completed OGE Form 450 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 Civilian Aide becomes aware of a disqualifying condition (for example, being elected or appointed to a local, state, or Federal position, moving outside the area or State for which appointed, or of being confronted with a conflict of interest), he or she must immediately inform the OSA. If the disqualifying condition or conflict of interest cannot be resolved, the Civilian Aide must immediately submit their resignation to the Secretary of the Army. If there is a question whether a conflict exists, the issue should be discussed with the Office of the Secretary of the Army for determination.

### **3-5. Background investigation**

A National Agency Check (NAC) background investigation will be initiated on all Civilian Aides prior to appointment by HQDA Security.

## **Chapter 4 Interaction with Civilian Aides**

### **4-1. Communication**

- a.* The Secretary of the Army communicates directly with Civilian Aides.
- b.* The OSA will mail periodic information packets to Civilian Aides.
- c.* Other Army officials desiring to send material to Civilian Aides will coordinate with the CASA Program Office.
- d.* Installation commanders will maintain close contact with Civilian Aides living in their areas. Copies of correspondence that affect the Civilian Aides Program will be provided to the CASA Program Office.
- e.* In no case will a Civilian Aide's name be placed on a mailing list without the Civilian Aide's permission or without the authorization of the OSA.

### **4-2. Coordination**

- a.* Coordination with OSA is required on actions pertaining to the Civilian Aides Program.
- b.* Headquarters, Department of Army (HQDA) actions with an impact on individual Civilian Aides or on the administration of the Civilian Aides Program will be coordinated with OSA.
- c.* Installation commanders will establish coordination procedures for interacting with the activities of the Civilian Aides within their areas.
- d.* The CASAs will coordinate all community activity support through OSA.

### **4-3. Correspondence**

The Office of the Secretary of the Army will provide Civilian Aides with appropriate letterhead stationery.

## **Chapter 5 Travel by Civilian Aides**

### **5-1. Official travel**

The standard CASA events scheduled throughout the year include semi-annual conferences, quarterly roundtable discussions, and semi-annual staff rides. Civilian Aides will use Blanket Travel Orders (BTO) for travel performed in the discharge of their duties only when directed by the Secretary of the Army. Commercial carriers will be used when Government conveyances are not available or when their use would delay or interfere with the official duties of the Civilian Aides. Use of commercial transportation will be in accordance with Joint Travel Regulation, Volume 2, chapter 6.

### **5-2. Issuance and funding of travel orders**

- a.* The Office of the Secretary of the Army will issue and fund BTO's for the national conference, the annual Association of the United States Army (AUSA) meeting, investiture ceremonies and for specific meetings and projects assigned by the Secretary of the Army.
- b.* Commanders and designated representatives may invite Civilian Aides to participate in official projects. Unless other arrangements are made, the inviting official may issue and fund a DD Form 1610, Request and Authorization of TDY of DOD Personnel, as required. Such action should be coordinated with the Office of the Secretary of the Army.

### **5-3. Travel outside covered area**

- a.* Civilian Aides will inform OSA concerning official travel outside of the specific area of their coverage.
- b.* Travel outside CONUS will be authorized only for the most unusual circumstances and will require the approval of the Secretary of the Army with the exception of CASAs located outside CONUS. DOD supported travel is generally discouraged and will only be considered in the most unusual circumstances. This applies particularly in areas where the political climate is unpredictable and the mission of the unit is dangerous and critical to the interest of national security. All requests will be forwarded to the Secretary of the Army for a decision.

## **Chapter 6 Quarterly Report of Significant Activities**

### **6-1. Report submissions**

Civilian Aides, including those serving as Senior and Emeriti, must submit a quarterly report of significant activities. Periods covered by this report are 1 January through 31 March, 1 April through 30 June, 1 July through 30 September, and 1 October through 31 December. Civilian Aides will forward reports to the Office of the Secretary of the Army,



ATTN: CASA, 101 Army Pentagon, Washington, DC 20310-0101, not later than the last working day of the month following the close of the reporting period.

**6-2. Report format**

Reports may be in narrative form, but will include the following information:

- a.* Community concerns and perception.
- b.* Previous quarter contributions.
- c.* Army Initiative feedback.
- d.* Next quarter goals.

## **Appendix A References**

### **Section I Required Publications**

#### **5 CFR Part 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>)

#### **DOD 5500.7–R**

Joint Ethics Regulation (Cited in paras 3–1, 3–3.) (Available at <http://www.dtic.mil/whs/directives/>)

#### **E.O. 12731**

Principles of Ethical Conduct for Government Officers and Employees (Cited in para 3–2.) (Available at [http://www.archives.gov/federal\\_register/executive\\_orders/1990.html](http://www.archives.gov/federal_register/executive_orders/1990.html))

#### **JTR, Volume 2**

Joint Travel Regulations, Volume 2 (Cited in para 5–1.) (Available at <http://secureapp2.hqda.pentagon.mil/perdiem/trvelregs.html>)

#### **5 USC 2105**

Government Organization and Employees (Cited in para 2–3.) (Available <http://www.gpoaccess.gov/uscode/index.html>)

#### **18 USC 202(a)**

Crimes and Criminal Procedure, definition of a Special Government Employee (Cited in para 2–1.) (Available <http://www.gpoaccess.gov/uscode/index.html>)

### **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 37–47**

Representation Funds of the Secretary of the Army

#### **AR 340–21**

The Army Privacy Program

#### **5 USC 8101 et seq.**

Federal Employees Compensation Act (Available at <http://www.gpoaccess.gov/uscode/index.html>)

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

Except where otherwise indicated below, the following forms are available on the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)).

#### **DA Form 5412–R**

Waiver of Compensation Statement

#### **DD Form 1610**

Request and Authorization of TDY of DOD Personnel

#### **OF Form 306**

Declaration of Federal Employment. (Available at <http://www.gsa.gov/form>)

**Form I-9**

Employment Eligibility Verification. (Available at <http://www.uscis.gov/files/form/i-9.pdf>)

**OGE Form 450**

Executive Branch Confidential Financial Disclosure Report

**SF 181**

Ethnicity and Race Identification. (Available at <http://www.gsa.gov/form>)

**SF 256**

Self-Identification of Handicap. (Available at <http://www.gsa.gov/form>)

## **Glossary**

### **Section I Abbreviations**

**AASA**

Administrative Assistant to the Secretary of the Army

**ATTN**

attention

**AUSA**

Association of the United States Army

**BTO**

blanket travel orders

**CAC**

common access card

**CASA**

Civilian Aide to the Secretary of the Army

**CFR**

Code of Federal Regulations

**CONUS**

continental United States

**DOD**

Department of Defense

**HQDA**

Headquarters, Department of the Army

**ITO**

invitation travel orders

**NAC**

national agency check

**OCPA**

Office of the Chief of Public Affairs

**OGE**

Office of Government Ethics

**OSA**

Office of the Secretary of the Army

**SGE**

Special government employee

**TDY**

temporary duty

**USC**  
United States Code

**Section II**  
**Terms**

This section contains no entries.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.

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