

## Coast Guard Enlisted Aide Packet

- A cover letter specifically addressing why the member is interested in becoming an SCA (not to exceed one page).
- Command endorsement - command endorsements are critical to the selection process. The endorsement shall provide specific comments on the member to include:
  - 1) Eligibility
  - 2) Summary of character
  - 3) Personal appearance and military bearing
  - 4) Professionalism, comfot, and ability to interact with senior officials
  - 5) Financial accountability
  - 6) Culinary and other professional qualifications
- Resume - the resume shall include assignment history (to include dates, unit, rank, and duties), education and training, personal awards, and any culinary presentation experience.
- Copy of current enlisted employee review (EER) summary.
- Copy of most recent EER performance evaluation.
- Two, digital full length photos in tropical blue long, uncovered; one front view and one side view.
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Special Command Aide: Eligibility requirements: food service specialists who are tour complete in ay 2012, have consistently demonstrated a superb work ethic, presently serve in pay grades E5-E7, meet career sea time requirement for advancement to the next higher pay grade, have a current secret clearance or are eligible for secret clearance, and exemplify a sharp military appearance. Applicants for SCA duty shall submit billets they desire via direct access. However, all applicants will be considered and screened for all open positions in ay12. Assignment to specific billets will be based on service needs. Please refer to FS assignment officer web page <http://www.uscg.mil/psc/epm/ao/fs.asp>

POC: for additional information regarding specific SCA duties and responsibilities contact the SCA program manager, FSC James Swenson, at (202)372-4412.