

HOW TO SUBMIT AN SCA APPLICATION



COAST GUARD CULINARY PROGRAM



We have been receiving many requests and questions on Special Command Aide Application submissions. **Please contact the SCA Program Manager or the Detailer listed to the right.** In the mean time here is quick user guide to help you with your packet. SCAs are experts at serving those few who serve so many. They utilize their skills as household managers, procurement officers, and chefs to allow Admirals to lead the Coast Guard more proficiently than they would be able to on their own. The visibility of their work is far reaching and has an effect on the highest levels of government worldwide. This visibility is why the program accepts only the best. If you feel like you fit this description please start with below!

STEP 1

STEP 1

Read ALCGGENL 167/22

LINK: [SUBJ: AY23 SPECIAL COMMAND AIDE](#)

STEP 2

Read Pages 1-1 thru 1-8 of the SCA Handbook

LINK: [SPECIAL COMMAND AIDE \(SCA\) HAND-](#)

STEP 3

Write a Cover Letter:

LINK: [SCA APPLICATION COVER LETTER](#)

STEP 4

Write a Command Endorsement:

LINK: [SCA APPLICATION COMMAND EN-](#)

STEP 5

Write a Resume:

LINK: [SCA APPLICATION RESUME TEMPLATE](#)

STEP 6

Create two photo pages of your culinary works.

STEP 7

LINK: [DIRECT ACCESS](#)

Ask your Yeoman or XPO how to get these three items done:

- 1: Copy of your Enlisted Employee Review (EER) Summary
- 2: Copy of most recent EER performance evaluation
- 3: Submit your desired billets

STEP 8

Contact the SCA Program Manager and the Detailer.

Ask the SCA Program Manager questions and to review your Cover Letter.

CSCS Jason Rohrs
Phone: (202) 372-4412

Email: Jason.T.Rohrs@uscg.mil

Ask the Detailer for career counseling after submitting your desired billets in direct access.

CWO2 Nicholas Wernicke
Phone: (202) 795-6570

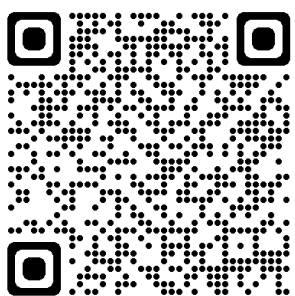
Email: [Nicho-las.J.Wernicke@uscg.mil](mailto:Nicholas.J.Wernicke@uscg.mil)

STEP 9

After your Command signs your application, scan and email it to Nicholas.J.Wernicke@uscg.mil

and copy the SCA Program Manager at Jason.T.Rohrs@uscg.mil

3 days after you send your email follow up with both the Detailer and SCA Program Manger to ensure they received it.



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