

SOLICITATION FOR NOMINEES FOR MARINE CORPS ENLISTED AIDE PROGRAM

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SUBJ/SOLICITATION FOR NOMINEES FOR MARINE CORPS ENLISTED AIDE
PROGRAM//

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AMPN/REF A IS THE MARINE CORPS ORDER: MARINE CORPS ENLISTED AIDE
PROGRAM//

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GENTEXT/REMARKS/1. Purpose. This message solicits nominees for
selection to the Marine Corps Enlisted Aide Program (MCEAP).

2. Marine Corps Enlisted Aides are assigned to work for General
Officers to relieve them of those tasks and details which, if
performed by the officer, would be at the expense of the
General's primary military and official duties. Marine Corps
Enlisted Aide duties include tasks that relate exclusively to the
military and official responsibilities of those officers to which
the aide is assigned. These duties include assistance in
discharging official Department of War (DOW) social responsibilities
inherent in certain Flag and General Officer positions.

3. MCEAP leadership is responsible for recruiting, selection,

training, assignment, and management of Marines assigned duty in government quarters and DOW Messes as required, including Presidential Food Service, Chairman's Dining Room, and Navy Executive Dining Facility.

4. Marines will have the opportunity to attend prestigious schools and courses to further develop their skill sets and enhance their ability to assist general officers. These programs will provide advanced training in various fields, including culinary arts, professional bartending, cake decorating, and protocol, ensuring that Marines are fully equipped to support senior leadership with excellence.

5. Nominees must be volunteers and demonstrate an exemplary level of maturity, leadership, self-accountability, and a willingness to perform consistently at an executive level as Marine Corps Food Service Specialists.

6. Nominees will undergo a two-week trial and orientation period in the National Capital Region (NCR) for evaluation and screening prior to selection for MCEAP. Travel and lodging expenses for this period will be covered by MCEAP, provided that a complete submission package has been received by MCEAP personnel. MCEAP Ops Chief will reach out to nominees with coordinating dates and instructions.

7. Base, Station, and Operating Force Commanders shall use the following prerequisites to solicit volunteers and nominees:

- 7.a. Applicant must be a food service specialist PMOS 3381.
- 7.b. Applicant must be active duty Corporal through Staff Sergeant.
- 7.c. Applicant must be within height/weight standards.
- 7.d. Applicant must be have a 1st class PFT/CFT.
- 7.e. Applicant must be eligible for reenlistment.
- 7.f. Applicant must be eligible to PCS.
- 7.g. Applicant must be eligible for a Secret Clearance.
- 7.h. Applicant must be PME complete in grade.
- 7.i. Applicant must have a valid driver's license.
- 7.j. Applicant must possess US citizenship and/or willing to relinquish dual citizenship, if applicable.
- 7.k. Applicant must have no legal matters pending, adverse fitness reports or derogatory paperwork in grade.

8. Command Nominations. All nominations will be forwarded and endorsed by the first O-7 level or above in the Marines' chain of command.

9. Commanders shall submit nomination packages via email to the MCEAP Program Manager, CIV Brian K. Brazil, at brian.brazil@usmc.mil and MCEAP SNCOIC Gunnery Sergeant

Blanquivett Cuz at blanquivett.cuz@usmc.mil.

Packages must be received at DC I&L within 90 days of the nominees initial submission. Subsequent submission timelines will be promulgated via separate correspondence based on MCEAP recruitment requirements. Nomination packages will consist of and be submitted in of the following order:

9.a. Administrative Action Form NAVMC 10274 and Command Endorsements

9.b. Professional Biography.

9.c. Statement of purpose explaining why you are an ideal candidate for MCEAP. Typed, double spaced, 12pt font and no longer than one page. Include future career plans, and any culinary experience.

9.d. Letter of Recommendation from G-4 Food Technician

9.e. Current Promotion Photo in Service Charlies.

9.f. Current BIR/BTR.

9.g. Service Pages 3,11,12, if applicable.

9.h. Security Clearance Letter.

9.i. Independent Duty Screening Checklist.

9.j. Commanding Officer's Financial Worksheet.

9.k. PME Certificates and Culinary Certifications, if applicable

10. Templates of required documents are provided on the MCEAP website <https://www.barracks.marines.mil/Units/Marine-Corps-Enlisted-Aide-Program/>

11. All packages will include the nominating unit's address, point of contact, and phone number (COMM or DSN).

12. Food Service Officers and Food Technicians throughout all bases, stations, and in the operating forces will educate food service Marines on the importance and elements of the Marine Corps Enlisted Aide Program and aggressively assist in recruiting the highest quality Marines for the program accordingly.

13. Release authorized by LtGen Stephen D. Sklenka,
Deputy Commandant for Installations and Logistics.//