



Recruitment and Assignment Branch
Division of Commissioned Personnel
5600 Fishers Lane, Room 4A-15
Rockville, MD 20857-0001

To Applicants for Appointment in the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) of the Public Health Service:

We are pleased to forward the enclosed instructions and materials necessary for you to apply for an appointment in the Commissioned Corps of the United States Public Health Service.

Read and follow carefully the "Instructions for Submitting an Application for Appointment in the Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) of the United States Public Health Service" enclosed with the material. You will need to take specific actions that will impact on the receipt, review, and evaluation of your application.

Please note that if you are confirmed for a JRCOSTEP appointment, only the staff of the Recruitment and Assignment Branch, Division of Commissioned Personnel (DCP), can issue official personnel orders. IMPORTANT: Preceptors, supervisors, facility directors, and Agency, Operating Division, or Program officials are **not authorized** to direct you to travel or report to your JRCOSTEP assignment without official personnel orders. If you travel or report to your JRCOSTEP assignment prior to DCP issuing official personnel orders, you will be jeopardizing your travel and transportation entitlements, your pay and benefits, and perhaps your JRCOSTEP assignment entirely.

Your interest in the Public Health Service is appreciated.

Sincerely yours,

Janet Dumont

CAPT Janet Dumont, USPHS
Acting Chief, Recruitment and Assignment Branch
Division of Commissioned Personnel

Enclosures

IMPORTANT MESSAGE

In order to maximize your chances for selection, applications for JRCOSTEP assignments should be received in DCP within the acceptance window specified for the assignment period desired. All additional materials required for completion of the application process, except current transcripts, should be received no later than the last date of the appropriate acceptance window. Transcripts should be received no later than one (1) month after the window closing date. An application will normally be considered for one specific assignment opportunity. For subsequent assignment opportunities, the applicant must submit a new request for consideration with new dates of availability. Specific acceptance windows for the submission of applications are:

<u>For Assignment Opportunities from:</u>	<u>Application Acceptance Window:</u>	<u>Application Deadline:</u>
January 1 – April 30	June 1 – September 30	September 30
May 1 – August 31	September 1 – December 31	December 31
September 1 – December 31	January 1 – April 30	April 30

If you have specific questions regarding these deadlines, please phone 301-594-3453 or toll-free at 1-800-279-1605.