8 Steps to Become a U.S. Public Health Service Commissioned Corps Public Health Service Officer

The USPHS Commissioned Corps is currently recruiting dedicated clinicians and public health professionals. If you are interested in being part of our service, follow the 8 steps below:

1. **Visit USPHS.GOV**
   Before applying, review the Guiding Medical Accession Standards. Select Apply Now to register as a New User for the Applicant Enrollment System (AES).

2. **Initiate Your Application**
   Create a new AES account by registering as a new user at Applicant Login – Applicant Enrollment System.

3. **Complete Your Pre-Screen**
   Complete the pre-screen to determine if you meet the eligibility requirements.

4. **Submit Required Materials**
   You will receive an email from aes-notifications@hhs.gov with next steps and requirements. If a waiver is needed, submit the required supporting documents within the requested timeline.

5. **Review Process and Board Interview**
   The Call to Active-Duty team will review documentation and may follow up with additional requests. You will be scheduled for an appointment board interview with senior ranking Public Health Service officers.

6. **Remaining Commissioning Requirements**
   The remaining requirements include medical, security, and nomination clearances. Please ensure you make completing all clearance steps a priority.

7. **Seek Employment**
   Seek opportunities with federal agencies once board recommended. For opportunities you can visit usajobs.gov, obtain a list from USPHS Liaisons, or review DoD vacancies. This must be completed within one year of your boarding.

8. **Call to Active Duty**
   Once you secure a position, the hiring agency will submit a PHS 1662 for commissioning in the USPHS Commissioned Corps. Once final requirements are completed and verified, the USPHS Commissioned Corps will extend an offer of commission to you. Once you accept the offer, official orders are issued to call you to active duty.

For additional questions, contact phsos-cadquestions@hhs.gov.
For more information refer to the FAQs by visiting usphs.gov.
For additional questions for PHERST contact phspherst@hhs.gov, Ready Reserve contact usphsreserveaffairs@hhs.gov, COSTEP contact phscostep@hhs.gov.

Updated June 2022 For IT support with the Applicant Enrollment System (AES), please contact 1-888-225-3302.
8 Steps to Become a U.S. Public Health Service Commissioned Corps JRCOSTEP Officer

JRCOSTEP is a highly competitive short-term program for students obtaining their qualifying degrees. Participants serve on active duty for 31-120 days during school breaks. If you are interested in being part of our service, follow the 8 steps below.

1. Visit USPHS.GOV
   Select the “Apply Now” to register as a New User for the Applicant Enrollment System (AES).

2. Create and Activate Your Account
   Activate your AES account by clicking on the link you will receive from aes@hhs.gov.

3. Start Your Pre-Screen
   Complete the pre-screen to determine if you meet the eligibility requirements for JRCOSTEP.

4. Submit Required Materials
   Check your email for a detailed application checklist and submit application materials through AES. If a waiver is needed, submit the required supporting documents.

5. Agency Selection Process
   A hiring agency reviews your application and makes its selections. After selections are made at the end of the year, an email notification will be sent regarding selection status.

6. Prepare to Interview with the Professional Category Board
   The Call to Active Duty team will schedule a professional appointment board interview with senior ranking Public Health Service officers. After you have successfully cleared the professional board, your name will be submitted for Presidential nomination.

7. Complete Remaining Commissioning Requirements
   The remaining requirements include medical and security clearances. Stand ready to receive an email to initiate the medical and security clearance process. Please ensure you make completing all steps with clearances a priority.

8. Call to Active Duty
   Once all clearances are completed, you will receive an email with on-boarding instructions and documents. These documents must be notarized. Once on-boarding documents are received, you should receive orders from your hiring agency. Travel, if necessary, will be arranged through the hiring agency.

For additional question or assistance, please contact PHSCOSTEP@hhs.gov.

For more information or to start an application visit usphs.gov.
8 Steps to Become a U.S. Public Health Service Commissioned Corps SRCOSTEP Officer

SRCOSTEP is a highly competitive short-term program for students obtaining their qualifying degrees. Participants serve on active duty while attending their final year of academic study with a service obligation equal to twice the time sponsored upon graduation. If you are interested in becoming part of our service, please follow the 8 steps below.

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| 1. | Visit USPHS.GOV
Select "Apply Now" to register as a New User in the Applicant Enrollment System (AES). |
| 2. | Create and Activate Your Account
Activate your AES account by clicking on the link you will receive in an email from AES@HHS.gov. |
| 3. | Start Your Pre-Screen
Complete the pre-screen within AES to determine if you meet the eligibility requirements for the SRCOSTEP program. |
| 4. | Submit Required Materials
Check your email for a detailed application checklist and submit application materials through AES. If a waiver is needed, submit the supporting documents. |
| 5. | Agency Selection Process
A hiring agency reviews your application and makes its selections. After selections are made at the end of the year an email notification will be sent regarding selection status. |
| 6. | Stand Ready to Interview with the Professional Category Board
The Call to Active Duty team will schedule a professional appointment board interview with senior ranking Public Health Service officers. After you have successfully cleared the professional board, your name will be submitted for Presidential nomination. |
| 7. | Complete Remaining Commissioning Requirements
The remaining requirements include medical and security clearances. Stand ready to receive an email to initiate the medical and security clearance processes. Please ensure you make completing all steps with clearances a priority. |
| 8. | Call to Active Duty
Once all clearances are completed, you will receive an email with on-boarding instructions and documents. These documents must be notarized. Once on-boarding documents are received, you should receive orders from your hiring agency. |

For more information or to start your application visit usphs.gov. Updated 6/24/2022

If you have any questions or require assistance, please contact PHSCOSTEP@hhs.gov.