



U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS

8 Steps to Becoming an Officer in the U.S. Public Health Service (USPHS) Commissioned Corps

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](https://www.usphs.gov)

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](#). Seek opportunities with federal agencies where Public Health Service officers serve. Failure to obtain a position within 1 year post-appointment board will lead to application closure.

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 with next steps and requirements from aes-notifications@hhs.gov. If a waiver is needed, submit the required supporting documents within the requested timeline for review and processing.

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. Failure to obtain a position within 1 year post-appointment board will lead to application closure.

6 Remaining Commissioning Requirements

Once board cleared, the remaining clearances include medical, security, and the presidential nomination. Please prioritize completing all required clearance steps and finding a position. Both processes occur simultaneously during the 6 to 9 months commissioning timeline.

7 Seek Employment

Candidates will be force managed into these agencies: Department of Homeland Security, Indian Health Service, Bureau of Prisons, Veterans Affairs, and Defense Health Agency. Security will be initiated once a position is secured within one of the agencies we serve.

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, please visit [USPHS.GOV](https://www.usphs.gov) or contact:

* Active-Duty Application Process: phsos-cadquestions@hhs.gov

* Ready Reserve: usphsreserveaffairs@hhs.gov

* Student Opportunities: phscostep@hhs.gov

* PHERST: [PHERST Program Manager](#)



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](https://www.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](https://www.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.

- 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.

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

For more information or to start your application visit [usphs.gov](https://www.usphs.gov).

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