



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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