



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).