



**United States Public Health Service (USPHS)**  
**Newly Boarded Environmental Health Officer (EHO) Applicants**  
**Frequently Asked Questions and Answers**

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The **Environmental Health Officer Professional Advisory Committee (EHOPAC) Applicant Assistance and Placement (AAP) Workgroup** serves as a link between boarded EHOs, agency representatives, and the EHO category. AAP is available to answer questions that applicants may have about finding a job.

**1. Does the USPHS find a job for me?**

No, the USPHS will not search for or secure a job assignment for you. Once you are professionally boarded, it will be your responsibility to search for and apply to open federal positions in order to secure an assignment. This document includes resources to assist you with identifying potential job opportunities as well as tips on how to apply for open positions.

**2. What does it mean to be professionally boarded?**

EHO applicants are “professionally boarded” when they have successfully met all EHO Appointment Standards of the USPHS and have been recommended for appointment by a group of senior EHOs who serve as the professional appointment board. Though you are professionally boarded, you must still also complete a medical evaluation and be medically cleared (approved) before you can secure an assignment. This simply means that you still look for a job once boarded and while waiting for medical clearance.

**3. How long will my application remain active after I have been boarded?**

Applications will be open or active for one year.

**4. What is the best way to find a job?**

- a. Begin by reviewing the resources on the EHOPAC website, Marketing and Recruitment section (<https://dcp.psc.gov/osg/eho/resources.aspx#marketingAndRecruitment>):
  - (1) **Securing Your First Assignment** - The brochure describes agencies that employ USPHS Officers and includes agency point of contacts.
  - (2) **USAJOBS Introduction for Newly Boarded EHOs** – USAJOBS (<https://www.usajobs.gov>) is the United States Government's official website for listing job opportunities with federal agencies. Boarded applicants should apply for positions through this website. This document provides an introduction to USAJOBS, searching for and understanding job postings, and an overview of the application process.
- b. Join the EHOPAC listserv by clicking here: <https://dcp.psc.gov/osg/eho/ehopaclistserv.aspx>, then follow the instructions on the page. Also, follow the EHOPAC Facebook page ([https://www.facebook.com/US-Public-Health-Service-Environmental-Health-Officers-180811921960576/info/?tab=page\\_info](https://www.facebook.com/US-Public-Health-Service-Environmental-Health-Officers-180811921960576/info/?tab=page_info)) for job announcements. Be flexible and willing to serve wherever there is an opportunity or need! At times, job vacancies can be scarce so be

adventurous and seriously consider vacancies in agencies or geographic locations that you had not considered before.

**5. How do I find a position that matches my skill set?**

Contact the agency leads on the Securing Your First Assignment Brochure as well as the [Commissioned Corps Liaisons](#) found in the agencies you are interested in working for. Ask what types of credentials or training are required (as well as what is recommended) for positions of interest. For example, some managers may not hire entry level EHOs unless you have your Registered Environmental Health Specialist (REHS) credential.

**6. What should I anticipate after I secure a position?**

A Form PHS-1662 (Request for Personnel Action) will be processed by the respective agency. The PHS-1662 form is needed for the USPHS to issue your official personnel orders for call to active duty (CAD). The hiring official and agency liaison will direct further steps related to your job duties. Please note a Security Clearance, as well as a medical clearance as stated above, is required before you can be commissioned. USPHS doesn't initiate the security clearance until your PHS-1662 form has been received.

**Please contact the following AAP Workgroup members if you have questions:**

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