

Functional Title: Recruitment Specialist
Unit: Commissioned Corps Headquarters, Call to Active Duty and Recruitment Branch
Grade: O-4/O-5
Supervisory (Y/N): No
Category: Multidisciplinary
Number of Positions: 2
Duty Location: Rockville, MD
Date Updated: 5 October 2026

The Commissioned Corps Headquarters (CCHQ) is located within the Office of the Surgeon General under the direction of the Office of the Assistant Secretary for Health in the Department of Health and Human Services (HHS). CCHQ serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the U.S. Public Health Service (USPHS) Commissioned Corps. CCHQ is responsible for all functions regarding personnel, administration, operations, readiness, recruitment, deployment, and policy for the USPHS Commissioned Corps.

Introduction:

The Recruitment Specialist position resides within the Call to Active Duty and Recruitment (CADRe) Branch at CCHQ in Rockville, Maryland. The CADRe Branch is responsible for recruitment, the commissioning process, and student program management for the U.S. Public Health Service (USPHS) Commissioned Corps. Serving at the forefront of workforce sustainment and future readiness, the Recruitment Specialist manages the call to active duty process and supports the recruitment and commission of candidates into the USPHS Commissioned Corps and its student programs. The Recruitment Specialist also provides recruitment, outreach, processing, and accession support to public health professionals across HHS and federal partners, ensuring a strong pipeline of officers prepared to advance the USPHS mission and meet the Nation's evolving public health needs.

Duties:

- Coordinate, process, and manage recruitment and accessioning of applicants to general duty, Ready Reserve and various USPHS Commissioned Corps student and training programs (COSTEP) (e.g., Indian Health Service Pharmacy Residency, Senior and Junior COSTEP, and Uniformed Services University of the Health Sciences).
- Utilize and manage the Application Enrollment System (AES), Applicant Tracking System (ATS) and Integrated Personnel and Pay System functions and reports for applicant processing.
- Track, monitor, and maintain applicant data in approved databases and related systems to effectively manage workload and produce regular reports to CCHQ leadership and other stakeholders.
- Attend recruitment and engagement events to represent and promote USPHS Commissioned Corps.
- Communicate with, and screen, applicants to determine eligibility for various programs.
- Evaluate, manage, and track candidate applications according to established guidelines and internal standard operating processes.
- Calculate various service dates such as training and experience, creditable service, retirement, and base pay.
- Communicate with internal and external stakeholders about requirements, appointment standards, timelines, issues pertaining to student and training programs and general call to duty.
- Process various personnel orders for newly appointed Public Health Service officers.

- Adhere to laws, policies and procedures governing the handling of sensitive information.
- Resolve problems by clarifying issues, researching and exploring answers, implementing solutions, and escalating unresolved problems utilizing appropriate chain of command.
- Facilitate the timely resolution of customer needs and complaints.
- Develop and update Standard Operating Procedures.
- Perform other duties as assigned by branch leadership.

Minimum Qualifications (Education, Experience, and Skills):

- Current active-duty officer in the USPHS Commissioned Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- Expertise in group facilitation and presentation to represent HHS and the USPHS Commissioned Corps in a high-visibility role with national-level impact.
- Ability to foster positive and effective working relationships through clear communication.
- Experience delivering excellent customer service and timely services to internal and external clients, customer groups, and other stakeholders.
- Proven capability to handle urgent tasks and deadlines with efficacy and resilience under conditions of pressure and uncertainty.
- Ability to negotiate and build consensus within immediate staff and among customer groups.
- Strong analytical and problem-solving skills.
- Exceptional written and oral communication skills.
- Proficiency in Microsoft 365 applications, such as PowerPoint, Excel and Word.

Desired Qualifications

- Knowledge of the laws, regulations, and policies of the USPHS Commissioned Corps.
- Demonstrated ability to plan and direct the completion of complex projects and assignments.
- Experience working with high level stakeholders internal and external to the USPHS Commissioned Corps, including but not limited to agency heads, agency liaisons, Chief Professional Officers, congressional staffers, etc.
- Advanced proficiency in Microsoft Excel, Power BI, Access and/or other data systems, utilized to analyze and produce high level reports.

Reports To:

The Recruitment Specialist reports directly to the Branch Chief, Call to Active Duty and Recruitment Branch with the Deputy Director, Division of Business Operations and Management as the Reviewing Official.

How To Apply:

Interested Public Health Service officers should submit the following in **one PDF document**:

1. Detailed cover letter not exceeding one page (Times New Roman, 12-point font) explaining your interest and how you meet the requirements and qualifications of the position.
2. CV in current required format.
3. Last three COERs.
4. Contact information for two references (one must be your supervisor) who can attest to your professionalism, dedication, officership, skills, and abilities.

Submit application materials as one PDF document to CDR Annemarie Galie at Annemarie.Galie@hhs.gov and cc: RDML Elizabeth Helm at Elizabeth.Helm@hhs.gov with the email subject line: "CCHQ Recruitment Specialist Application."

For questions related to this announcement, contact to CDR Galie at Annemarie.Galie@hhs.gov.

Applications will be accepted on a rolling basis until the positions are filled.