

U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES

PERSONNEL OPERATIONS MEMORANDUM



POM 14-005
EFFECTIVE DATE: 5 September 2014

By Order of the Acting Surgeon General of the U.S. Public Health Service:

RADM Boris D. Lushniak, Acting Surgeon General

TO: All OPDIV, STAFFDIV and Non-HHS Agency Heads and Liaisons

SUBJECT: Clarification of the current policy on Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP)

1. This POM clarifies the [CC25.2.4](#) "Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP), "Section E(8)-Criteria for Student Participation."
 - a. Minimum Grade Point Average: The minimum acceptable cumulative grade point average (GPA) shall be no less than 2.8 on a 4.0 grading scale in his/her qualifying degree (without rounding). The SG or his/her designee is authorized to make a determination for other grading scales.
 - b. Medical Review: A "Report of Medical History" ([DD-2807](#)) must be completed by a licensed Physician or licensed mid-level provider (i.e. Nurse Practitioner or Physician Assistant) along with the "[Instructions for Completion](#)" of DD Form 2807" with each tour of duty. Any additional information needed for medical review may be requested at the direction of the Medical Review Officer.
 - c. Security Check: Minimum investigation check includes, but is not limited to, a favorable Office of Personnel Management (OPM) Central Verification System (CVS) check, a Federal Bureau of Investigation fingerprint check using an OPM Special Agreement Check, and a favorable review of the candidate's Declaration for Federal Employment Form (OF 306) is required in order to participate in JRCOSTEP. Any additional information needed for security review may be requested by the Director, DCCPR or his/her designee.

-signed-

Boris D. Lushniak, M.D., M.P.H.
RADM, USPHS
Acting Surgeon General