

**U.S. Public Health Service (USPHS) Junior Commissioned Officer Student Training and Externship Program (JRCOSTEP) Application Process
Environmental Health Officer (EHO) Category**

Step 1	<p><u>Contact the call center at 1-800-279-1605</u> Prospective applicants will undergo a prescreening interview to determine eligibility for the JRCOSTEP. Access http://www.usphs.gov/apply/jrcostep.aspx to confirm call in dates.</p> <p>Eligibility:</p> <ol style="list-style-type: none"> Must have completed at least 2 years in an accredited Baccalaureate program or 1 year in an accredited masters or doctoral program <ul style="list-style-type: none"> National Environmental Health Science and Protection Accreditation Council – Bachelors, Masters or PhD – Env. Health Accreditation Board for Engineering and Technology – Bachelor’s, Masters or PhD – Industrial Hygiene or Safety Council on Education for Public Health – Masters or PhD – Env. Health, Occupational Health, Industrial Hygiene Return to college, including to graduate, or to a post-graduate training program in a commissionable profession immediately following participation in JRCOSTEP. Be enrolled full-time in a commissionable degree program, accredited to specific professional discipline. Be free of any obligation or responsibility that would conflict with their ability to serve in the Corps, such as membership in another uniformed service with or without a service obligation. In addition, applicants for JRCOSTEP must meet certain physical, medical, and background requirements.
Step 2	<p><u>If you are determined eligible during telephone pre-screen, additional steps are required.</u> Successful applicants will be sent a link with a password allowing them to complete the electronic application process. If the applicants meet the application criteria after this process, they will be asked to submit required documentation to the Division of Commissioned Corps Personnel and Readiness (DCCPR).</p>
Step 3	<p><u>Submit all application materials to DCCPR by 31 December.</u> DCCPR will contact the applicants to let them know exactly which forms are required. Typically, these forms will include a medical evaluation/history, background check, and fingerprint forms. These will most likely arrive via email and should be processed as soon as you get them.</p>
Step 4	<p><u>Tentative Selections are made by agency officials in January.</u> Upon submittal of a complete application and determined eligible for assignment, you will be placed in an applicant pool from which agencies may consider you for assignments. This process varies by agency, but often involves an agency-specific interview.</p>
Step 5	<p><u>Interview for an assignment with an agency official in February - March.</u> Once a final selection is made by the agency official, DCCPR must finalize medical and security clearances. This process may take 60-90 days.</p>
Step 6	<p><u>Notification of selection from your duty station supervisor (preceptor) in February - March.</u> You will be contacted by your duty station preceptor with details about your assignment location and duties. From here on out, your preceptor will be your primary point of contact. Upon successful medical and security clearances, actions are taken to process personnel orders.</p>
Step 7	<p><u>Personnel Orders are received in April - May.</u> This is the formal notification of selection for assignment. No actions should be made by the JRCOSTEP (e.g., commitment for housing, moving expenses) <i>until orders are received</i>. Contact your preceptor once you have received your orders to ask any questions or receive guidance before you travel.</p>
Step 8	<p><u>Report for Duty in May or June.</u> Personnel orders will indicate the date and time students are required to report to their duty station.</p>
Step 9	<p><u>Perform Duty.</u> Assignments can range between 30-120 days with 60-90 days being the most common. In addition to the duties you have already discussed with your preceptor, most COSTEPs are assigned a special project. At the end of your assignment, you will be expected to submit a written summary of your COSTEP experience. Depending on your degree requirements, you also may have additional tasks you need to perform.</p>
Step 10	<p><u>Relieved from Duty.</u> It is recommended that you provide your preceptor with up to date contact information so they can keep in touch about future possibilities with the USPHS. Check the www.usphs.gov website about when you can apply for general active duty.</p>

Additional information on the JRCOSTEP and how to apply can be found at:
http://hps.org/students/documents/phs_jrcostep.pdf

Updated: 09/17/2015