


**U.S. DEPARTMENT OF JUSTICE  
Federal Bureau of Prisons**



**PROGRAM STATEMENT  
Commissioned Officer Applicant Training Extern  
Program (COSTEP)**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	HSD
Number	6021.05
Date	February 26, 2026

**Summary of Changes**

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none"><li>6021.04 Commissioned Officer Applicant Training Extern Program (COSTEP) (8/1/2003)</li></ul>
<i>Changes:</i> <ul style="list-style-type: none"><li>Changed the term participant to applicant.</li><li>Updated processes and form references.</li><li>Added use of electronic fingerprints via the Civil Application System (CAS).</li><li>Explained applicant's obligation requirements with acceptance into COSTEP.</li></ul>

**1. PURPOSE AND SCOPE**

To provide updated instructions and procedures to field staff concerning the Commissioned Officer Applicant Training and Extern Program (COSTEP) of the U.S. Public Health Service (PHS).

The Bureau of Prisons (Bureau) encourages all institutions to actively consider COSTEP as a viable recruitment supplement.

**a. Program Objectives.**

- Eligible COSTEP applicants will be recruited for health care work in Bureau facilities.
- Some COSTEP applicants will return to careers in the Bureau after graduation.

**b. Institution Supplement.** None.

## 2. DEFINITIONS

- a. **Junior COSTEP.** A program consisting of a 31-to-120-day rotation in a Bureau institution with no further service obligation to the Bureau.
- b. **Senior COSTEP.** A program wherein the Bureau pays the applicant a salary for their final academic year and the applicant is obligated to serve the Bureau under a two-for-one payback system.
- c. **Preceptor.** A supervisor in the applicant's discipline at the institution.

## 3. JUNIOR COSTEP OVERVIEW

The Junior COSTEP provides applicants an opportunity to become acquainted with the PHS's organization and mission and other health-related career opportunities, including assignments in the Bureau. Junior COSTEP applicants are commissioned as Ensigns (pay grade 0-1) in the PHS Commissioned Corps. Assignments may range from 31 to 120 days throughout the year and are scheduled to be convenient with college enrollment.

## 4. JUNIOR COSTEP ELIGIBILITY

To be eligible for appointment to the Junior COSTEP program, an applicant must:

- a. Have completed at least one year of study in medical, dental, or veterinary school or have completed at least two years of study in a professionally accredited program in one of the following disciplines: dietetics, engineering, medical records administration, physician assistant training, nursing, pharmacy, sanitary science, computer science, occupational therapy, or physical therapy, or be enrolled in a master's or doctoral program in a health-related field.
- b. Expect to return to college or to a post-graduate training program in a commissionable profession immediately following participation in COSTEP.
- c. Be in a program of study accredited by an appropriate accrediting body.
- d. Be free of any obligation or responsibility that would conflict with extended active duty as a Commissioned Officer in the PHS (e.g., not being a member of a reserve or an active duty component of any other uniformed service).
- e. Qualify for appointment in the PHS, including being a U.S. citizen, under 44 years of age, and able to meet the PHS Corps' physical standards.

Junior COSTEP applications are accepted year-round.

## 5. JUNIOR COSTEP SERVICE OBLIGATION

Applicants in the Junior COSTEP program incur no obligation for future service in the Bureau or the PHS.

## 6. JUNIOR COSTEP POSITION DETERMINATION

a. **Determining Bureau's Need for COSTEPs.** The COSTEP Coordinator in the Central Office will collect data on agency needs, available budget, and the ceiling for positions to determine the number of COSTEP applicants to be selected.

b. **Determining Institutional Sponsors.** Prior to Junior COSTEP selection, the COSTEP Coordinator must advise institutions of the COSTEP board selection. If any institutions are interested in serving as an internship site for a Junior COSTEP applicant, the Health Services Administrator (HSA) will notify the COSTEP Coordinator. The Central Office is responsible for the cost of Junior COSTEP rotations.

To save travel costs, site assignments are based on both institutional needs and the applicant's geographic location. Once an applicant has a tentative assignment to an institution, the COSTEP Coordinator forwards a copy of the applicant's PHS-50, Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps to the HSA at the selected duty station and to the Human Resource Servicing Office at the interviewing institution.

## 7. JUNIOR COSTEP INTERVIEW

The interview must be at least 45 days in advance of the call to active duty to allow time for processing. The COSTEP Coordinator will help set up an interview for the applicant at the nearest Bureau facility to include Regional Offices.

If a Junior COSTEP applicant refuses to provide a urine specimen, they will be dismissed from participation. The COSTEP Coordinator will ensure each applicant understands and conforms to these requirements.

a. **Determination of Interest.** The COSTEP Coordinator discusses with the applicant:

- inpatient/Outpatient preference;
- geographic preference (consideration based on travel cost);
- exact dates available;
- institution interview; and
- mode of travel (auto, airplane, etc.).

b. **Pre-Interview Preparation.** Before the interview, the Human Resource Servicing Office will complete the:

- National Crime Information Center (NCIC) check
- Disclosure and Authorization Pertaining to Consumer Reports check

c. **Interview.** On the day of the interview, the following must be completed:

- pre-employment interview;
- panel interview;
- urinalysis; and
- SF-87, Fingerprint Chart or electronic fingerprints via the Civil Application System (CAS).

Prior to a site interview, candidates for Junior COSTEP have been offered a Bureau position contingent upon successfully completing the interview, vouching, and medical clearance. Candidates must meet the Bureau's guidelines regarding its medical clearance process as detailed in the Program Statements **Physical and Medical Standards for Newly Hired Correctional Employees and Drug Free Workplace.**

## 8. JUNIOR COSTEP SELECTION

The COSTEP Coordinator and the respective discipline Chief select COSTEP applicants at the Division of Commissioned Personnel Support (DCPS) headquarters.

Junior COSTEP applications are accepted on an open and continuous basis.

a. **Selection Notification.** The PHS Commissioned Corps will select applicants for JRCOSTEP assignments based on the qualification of the applicants and anticipated staffing of the PHS Commissioned Corps. Selections and timeframes are at the discretion of the Director, Commissioned Corps Headquarters (CCHQ).

The selecting operating division (OPDIV) or program will notify the chosen applicant(s), as well as CCHQ, of their selection(s) within five workdays after selection. CCHQ will notify the applicants who were not selected or are ineligible for the JRCOSTEP program.

b. **Acceptance.** If both the Warden and the applicant agree, the Junior COSTEP applicant returns the verification letter contained in the acceptance packet. If the applicant is interested in a Junior COSTEP rotation, the COSTEP Coordinator will contact the HSA, who appoints an individual as the applicant's preceptor.

The preceptor will contact the applicant to discuss the assignment, job objectives, availability dates, procedures, etc.

c. **Declination.** If an applicant declines the Bureau's offer, the COSTEP Coordinator informs the Division of Commissioned Personnel, and the applicant's application is returned to the applicant pool for consideration by another agency.

d. **Processing.** Prior to entry on duty, the following must be completed:

- Reference vouchering. The applicant must complete an application and SF-85P, Questionnaire for Public Trust Positions prior to the interview.
- Local Law Enforcement and National Agency Check with Inquiry (NACI).

The Junior COSTEP applicant must meet the same suitability requirements as any other Bureau applicant; however, a Limited Background Investigation (LBI) is not required. If the applicant does not meet these standards, the Human Resource Servicing Office will contact the COSTEP Coordinator. Junior COSTEPs needing access to sensitive information must have a NACI initiated before having such access.

## 9. INSTITUTION CONFIRMATION OF JUNIOR COSTEP ASSIGNMENT

When the applicant accepts an offer and the Warden approves the Junior COSTEP rotation, the Human Resources Office will send written verification via Bureau e-mail, indicating approval for the applicant to do a rotation and the dates of their tour within five workdays after selection.

Upon receiving the e-mail, the COSTEP Coordinator submits a PHS-1662, Request for Personnel Action – Commissioned Officer form and a PHS-6279, Junior Commissioned Officer Applicant Training and Extern Program (JRCOSTEP) Statement of Duties form to the Division of Commissioned Personnel to initiate orders on the applicant. A PHS-1662 cannot be initiated without the written e-mail.

Once the Division of Commissioned Personnel, Transactions and Application Branch receives the PHS-1662, paperwork processing takes a minimum of 20 working days if travel is involved; 10 days if no travel is involved.

## 10. SENIOR COSTEP OVERVIEW

The Senior COSTEP program was established to attract qualified applicants in accredited health care programs into the Commissioned Corps Ready Reserve Corps. Effective the first day formal studies begin for the last academic year, the selectee will be called to active duty for training. The applicant will be paid the salary of an Ensign (0-1) during the last academic year.

## 11. SENIOR COSTEP ELIGIBILITY

To be eligible for appointment to the Senior COSTEP program, an interested applicant must:

- a. Be a United States citizen under the age of 44;
- b. Meet the medical fitness standards prescribed for appointment and active duty as a career officer;
- c. Be enrolled in good standing in an accredited school of medicine, osteopathy, nursing, physician assistant training, medical records administration, pharmacy, sanitary science, computer science, dietetics, occupational therapy, physical therapy, dentistry, or engineering; be eligible to enroll in the senior or final year of that school; and begin formal studies required as part of the curriculum for the senior or final year on the date of entry on active duty;
- d. Agree in writing to serve on active duty as a Commissioned Officer with PHS for twice the PHS-sponsored training period, as stated in the Public Health Service Commissioned Corps Personnel Manual;
- e. Be free of any obligation or commitment that would conflict with extended active duty as a Commissioned Officer (e.g., not being a member of a reserve or active duty component of any other uniformed service); and
- f. Agree to waive any entitlement to financial assistance, which would incur any obligation (stipend or scholarship) in the final year of study, other than assistance from the Senior COSTEP.

## 12. SENIOR COSTEP SERVICE OBLIGATION

The Senior COSTEP applicant incurs a two-for-one commitment by signing the forms PHS-6373, Extramural Training Agreement; BP-A0771, Conditional Senior COSTEP Agreement; and PHS-1122-1, Application for Training for PHS Commissioned Personnel. For every month the Bureau funds the applicant during the last academic year, a two-month obligation for service in the Bureau is incurred. Assignments are based on Bureau needs.

Applicants participating in the Senior COSTEP must be able to spend at least eight months in formal training and 16 months in a non-payback obligation to meet the 24-month minimum tour. This enables the applicant to receive full entitlement upon separation after fulfilling the service obligation.

## 13. SENIOR COSTEP POSITION DETERMINATION

- a. **Determining Bureau Need for COSTEPs.** The COSTEP Coordinator collects data on

agency needs, available budget, and the ceiling for positions to determine the number of COSTEPs to be selected.

b. **Determining Institutional Sponsors.** The COSTEP Coordinator is to advise institutions of the Senior COSTEP board selection. If any institutions want to obligate positions for Senior COSTEP applicants, the HSA is to notify the COSTEP Coordinator.

#### 14. INSTITUTION INTERVIEW

Prior to a Senior COSTEP applicant being placed on orders for assignment to the Bureau, the applicant must visit the nearest Bureau facility for a pre-employment interview, along with the Disclosure and Authorization Pertaining to Consumer Reports check. The COSTEP Coordinator is to provide the interviewing Human Resource Servicing Office with a copy of the applicant's PHS-50.

The pre-employment interview is to determine whether the applicant is suitable to work in the Bureau. The Senior COSTEP applicant must have the interview and meet Bureau guidelines to be funded during their last academic year.

The interview must be set up within 60 days after the Senior COSTEP selection boards. If a Senior COSTEP applicant refuses to provide a urine specimen, they will be dismissed from program participation. The COSTEP Coordinator is to ensure each Senior COSTEP applicant understands and conforms to these requirements.

a. **Determination of Interest.** The COSTEP Coordinator is to discuss with the applicant:

- obligation;
- geographic preference;
- exact dates of school year (beginning date and graduation date);
- Bureau of Prisons rotation, if desired; and
- institution interview.

If, after talking with the COSTEP Coordinator, an applicant is interested in Senior COSTEP, the Coordinator will contact the HSA, who provides the name of a designated preceptor at the institution. The preceptor will contact the Senior COSTEP applicant to discuss assignment possibilities, job objectives, availability dates, obligations, procedures, structure of the Health Services Division, etc.

b. **Pre-Interview Preparation.** Before the interview, the Human Resource Servicing Office is to complete:

- National Crime Information Center (NCIC) check

- Credit Check after receiving the Disclosure and Authorization Pertaining to Consumer Reports form.

c. **Interview.** The day of the interview:

- pre-employment interview;
- panel interview; and
- SF-87, Fingerprint Chart or electronic fingerprints via the Civil Application System (CAS).

## 15. SENIOR COSTEP SELECTION

The interview results and all forms are to be sent directly to the COSTEP Coordinator. The COSTEP Coordinator completes:

- vouchering (employment and personal references);
- Local Law Enforcement Check; and
- financial agreement and commitment letter to meet just debts, if required.

Candidates must meet the Bureau's guidelines regarding its medical clearance process as detailed in the Program Statements **Physical and Medical Standards for Newly Hired Correctional Employees and Drug Free Workplace**. Upon satisfactorily completing the vouchering and law enforcement checks, the COSTEP Coordinator will contact the applicant to schedule a pre-employment medical assessment and urinalysis. The COSTEP Coordinator will contact the Drug Free Workplace Coordinator for a contract facility to do the urinalysis for all vouchered Senior COSTEPs.

After favorably completing the medical clearance and voucher, as well as providing a negative urine drug test, the COSTEP Coordinator is to send to the applicant an SF-85P to be completed and returned to the COSTEP Coordinator.

The COSTEP coordinator then forwards the complete pre-employment file to the Security and Background Investigation Section (SBIS) in which initiates the LBI.

Upon completing the background investigation, SBIS must resolve any issues with the COSTEP applicant and process the investigation for clearance.

The COSTEP Coordinator is to be notified once the background investigation has been cleared. When a Senior COSTEP is placed at an institution, the local HRM may contact the SBIS to verify the investigation's status and obtain documentation for the Official Personnel File.

The COSTEP Coordinator then sends a written acceptance along with an orientation packet to make the applicant familiar with the program, pay, travel, the institution interview, and all required paperwork.

## **16. SENIOR COSTEP VERIFICATION OF ACCEPTANCE WITH BUREAU**

Emphasis is to be placed on explaining to the individual an obligation is incurred with acceptance into the Senior COSTEP. In exchange for the Bureau providing pay and allowances during the last academic year, the applicant will serve on active duty for twice the amount of time they received pay and allowance. For example, if the Bureau pays the Senior COSTEP for one year, then the COSTEP applicant will owe two years of services upon graduation to the Bureau. The COSTEP Coordinator stresses to the applicant that, although the Bureau will attempt to accommodate the applicant's needs, geographic locations cannot be guaranteed. Based on Bureau needs, applicants are matched to assignment sites. Commitments are needed before graduation to have time to process the paperwork from Senior COSTEP to payback status.

Once the applicant verifies they would like to serve in the Bureau, the COSTEP Coordinator mails the PHS-1122-1, Application for Training for PHS Commissioned Personnel form to the applicant and directs the applicant to:

- complete Sections I and II of the PHS-1122-1 form;
- sign and date BP-A0771, Conditional Senior COSTEP Agreement and PHS-6373, Extramural Training Agreement; and
- complete an application, SF-85P, Questionnaire for Public Trust Positions form, and the Disclosure and Authorization Pertaining to Consumer Reports form before the interview at the nearest institution.

## **17. COSTEP COORDINATOR PROCESSING RESPONSIBILITIES**

For Senior COSTEP applicants, the COSTEP Coordinator is to:

- a. Complete Section III of the PHS-1122-1 form and ensure the appropriate agency officials sign subsequent sections.
- b. Submit a completed Statement of Training Purposes and Objectives on each applicant.
- c. Set up an interview at the nearest institution and inform the applicant that they must complete an application and an SF-85P prior to the interview.
- d. Ensure the applicant has completed the financial agreement if it applies and is fully aware of penalties if they do not follow the financial plan that was arranged with the financial institution(s).

e. Submit a form PHS-1662 to initiate orders for each applicant. The COSTEP Coordinator forwards this packet of forms to the Division of Commissioned Personnel, Officers' Development Branch headquarters once the applicant, the discipline Chief, the Staff Management Administrator in the Health Services Division, and the Medical Director have signed the forms.

## **18. INSTITUTION CONFIRMATION OF SENIOR COSTEP ASSIGNMENT**

Several months prior to the Senior COSTEPS' graduation, a memorandum will be sent out from the Assistant Director, Health Services Division, to all Wardens informing them of each applicants' availability. The memorandum will state the applicant's name, discipline, school, and graduation date.

Responses from the Wardens are required for that institution to be considered for receiving an applicant upon graduation. Placement of the applicant will be based on Bureau need, Warden responses, restructuring guidelines, and applicant requests.

Once an institution has agreed verbally to accept an applicant for employment, a written verification from the Warden is required to initiate a PHS-1662, Request for Personnel Action – Commissioned Officer form. The institution at which the applicant is to be assigned for payback status may meet informally with the applicant and discuss future duties, Bureau policies, etc., before the payback status begins.

The written statement is to indicate the Warden understands their site is responsible for providing a position for the named applicant. While the Central Office sponsors the applicant throughout the school year financially, the institution provides a position upon graduation.

## **19. CALL TO ACTIVE DUTY TRANSITION**

Prior to the applicant's graduation, the COSTEP Coordinator must receive an e-mail message from the Warden indicating the institution has a position for the individual.

Once written verification is received, the COSTEP Coordinator initiates a PHS-1662 to the Division of Commissioned Personnel headquarters, prior to graduation, requesting a transfer out of training for the applicant into a payback assignment.

## **20. FORMS REQUIRED FOR JUNIOR COSTEP APPLICANTS**

a. Junior COSTEP applicants are to complete the following and mail to the Division of Commissioned Personnel, Officer Development Branch:

- PHS-50, Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps form (two copies);
- SF-85, Office of Personnel Management Questionnaire for Non-Sensitive Positions (single copy);
- SF-87, Fingerprint Chart (single copy) or electronic fingerprints via the Civil Application System (CAS);
- PHS-1813, Reference Request for Applicants to the U.S. Public Health Service Commissioned Corps form and letter-size envelopes, pre-addressed to Division of Commissioned Personnel for two references;
- SF-93, Report of Medical History; and,
- PHS-5141-1, Oath of Office – U.S. Public Health Service Commissioned Corps (single copy).

b. The Junior COSTEP applicant must complete the following prior to the institution interview:

- SF-85, Office of Personnel Management Questionnaire for Public Trust Positions;
- OF-306, Declaration for Federal Employment;
- OF-612, Optional Application for Federal Employment; and
- Disclosure and Authorization Pertaining to Consumer Reports form.

## 21. FORMS REQUIRED FOR SENIOR COSTEP APPLICANTS

a. Senior COSTEP applicants are to complete the following and mail to the Division of Commissioned Personnel, Officer Development Branch:

- PHS-50, Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps form (two copies);
- SF-85, Office of Personnel Management Questionnaire for Non-Sensitive Positions (single copy);
- SF-87, Fingerprint Chart (single copy) or electronic fingerprints via the Civil Application System (CAS);
- PHS-1813, Reference Request for Applicants to the U.S. Public Health Service Commissioned Corps form and letter-size envelopes, pre-addressed to Division of Commissioned Personnel Commissioned Officer (four references);
- SF-88, Report of Medical Examination; and
- SF-93, Report of Medical History.

b. The following forms must be returned to the COSTEP Coordinator in the Central Office for signature by agency officials:

- Sections I and II of the PHS-1122-1, Application for Training for PHS Commissioned Personnel form

- BP-A0771, Conditional Senior COSTEP Agreement form, which the applicant must sign and date.

c. The Senior COSTEP applicant must complete the following prior to the institution interview:

- SF-85P, Questionnaire for Public Trust Positions;
- OF-306, Declaration for Federal Employment;
- OF-612, Optional Application for Federal Employment; and
- Disclosure and Authorization Pertaining to Consumer Reports form.

## **22. JUNIOR COSTEP APPLICANT RESPONSIBILITIES**

The applicant must:

- a. Obtain an application packet from the PHS Recruitment Branch headquarters, and submit it completed to the Division of Commissioned Personnel, Transactions and Application Branch;
- b. Fill out application materials the Bureau provides in the acceptance packet;
- c. Have an interview at the nearest Bureau site at least 45 days prior to assignment;
- d. Send written verification accepting the Junior COSTEP position, location, and dates of the tour by signing the PHS-4772, Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) Status Report; and
- e. Complete and submit the COSTEP Evaluation Questionnaire to the Division of Commissioned Personnel, Transactions and Applications Branch.

## **23. SENIOR COSTEP APPLICANT RESPONSIBILITIES**

The applicant must:

- a. Obtain an application packet from the U.S. Public Health Service Recruitment Branch headquarters, and submit it to the Division of Commissioned Personnel, Transactions and Applications Branch;
- b. Complete Sections I and II of the PHS-1122-1, Application for Training for PHS Commissioned Personnel form;
- c. Sign and date the BP-A0771, Conditional Senior COSTEP Agreement form;

- d. Be able to spend at least eight months on formal training and 16 months in payback obligation to meet the 24-month minimum tour. In doing this, the applicant is to receive full entitlement upon separation after fulfilling the service obligation;
- e. Complete an application, SF-85P, and Disclosure and Authorization Pertaining to Consumer Reports form prior to the interview at the nearest institution;
- f. Have an interview at the nearest Bureau site prior to being placed on orders;
- g. Sign, if applicable, a financial agreement if their credit rating does not comply with Bureau policy;
- h. Send written verification accepting the Senior COSTEP position, location, and dates of the tour by signing the BP-A0771, Conditional Senior COSTEP Agreement;
- i. Provide a final transcript to the Division of Commissioned Personnel upon graduation; and
- j. Attend, as assigned by the institution, as in the case of all Bureau staff, the Introduction to Correctional Techniques training course at the Federal Law Enforcement Training Center. Failure to complete this training will result in dismissal.

#### **24. COSTEP COORDINATOR RESPONSIBILITIES**

The COSTEP Coordinator must:

- a. Collect data on agency needs, available budget, and the ceiling for positions to determine the number of COSTEP applicants to be selected;
- b. Inform the Division of Commissioned Personnel of the projected number of applicants the agency will select;
- c. Assist the discipline Chiefs during the selection process;
- d. Oversee Senior COSTEP selection each year. Junior COSTEP selection is an open and continuous announcement;
- e. Send an orientation packet containing information concerning pay, travel reimbursement, etc., to interested applicants;
- f. Send a written notification of initial selection to applicants;

- g. Contact applicants to discuss inpatient or outpatient preference, geographic preference, and dates available;
- h. Emphasize to applicants that, in exchange for the Bureau providing pay and allowance during the last academic year, the applicant incurs a two-for-one payback;
- i. Explain to Senior COSTEP applicants that they must be able to spend at least eight months on formal training and 16 months in payback obligation to meet the 24-month minimum tour to receive full entitlement after fulfilling their service obligation;
- j. Emphasize to applicants that the Bureau will attempt to accommodate geographic preference, but there is no guarantee;
- k. Inform the Division of Commissioned Personnel and have the applicant's file returned to the applicant pool when an applicant refuses a Bureau offer;
- l. Assign both Junior and Senior applicants to a preceptor;
- m. Provide a list of all confirmed Senior COSTEP selectees to the Division of Commissioned Personnel, Officers' Development Branch Training Technician;
- n. Obtain written verifications of acceptance from both Junior and Senior applicants;
- o. Set up institution interviews for Junior and Senior applicants prior to their being placed on orders;
- p. Ensure that Senior COSTEP applicant complete the PHS Financial Disclosure form, if applicable;
- q. Request an e-mail from the Warden for Junior COSTEP applicants stating the Warden is aware the named applicant will serve a tour on specified dates;
- r. Submit a PHS-1662, Request for Personnel Action – Commissioned Officer form to the Division of Commissioned Personnel for processing. For Junior applicants, processing of the PHS-1662 cannot be initiated without written verification from the Warden indicating awareness of the applicant's arrival;
- s. Request either an e-mail or memorandum from the Warden indicating acceptance of a Senior COSTEP applicant upon graduation. Emphasize to the institution they must provide a position for the individual;

- t. Submit the PHS-6279, Junior Commissioned Officer Applicant Training and Extern Program (JRCOSTEP) Statement of Duties form to the Division of Commissioned Personnel for processing for both Junior and Senior applicants;
- u. Send out a PHS-1122-1, Application for Training for PHS Commissioned Personnel form to Senior applicants. Complete Section III , on PHS-1122-1 and ensure the appropriate officials sign the subsequent sections;
- v. Process BP-A0771, Conditional Senior COSTEP Agreement delineating payback responsibilities. The applicant must sign the agreement before orders can be processed;
- w. Complete the Statement of Training Purposes and Objectives for Senior applicant. The applicant, the discipline Chief, the National Health Services Administrator, the Senior Deputy Assistant Director, and the Medical Director need to sign these forms;
- x. Mail the PHS-1122-1, BP-A0771, Conditional Senior COSTEP Agreement and the Statement of Training Purposes and Objectives, upon the packet's completion, to the Division of Commissioned Personnel, Officers' Development Branch;
- y. Complete employment and personal reference vouchering and law enforcement checks and forward the complete pre-employment file to the SBIS. Three months prior to graduation, notify the discipline Chief the Senior applicant will be graduating in approximately 90 days; and
- z. Notify SBIS of Senior COSTEP institution assignment so the investigation results can be forwarded to the appropriate facility's Human Resource Servicing Office.

## 25. DISCIPLINE CHIEF'S RESPONSIBILITIES

The discipline Chief must:

- select Junior and Senior COSTEP applicants.
- contact institutions to find placement for Senior COSTEP applicants upon graduation.

## 26. PRECEPTOR'S RESPONSIBILITIES

a. **Senior COSTEP.** The preceptor must:

- contact the applicant once assigned to an institution;
- provide applicant orientation;
- set up a site visit or clinical rotation;
- supervise and coordinate all travel to and from the site if a site visit is requested;

- coordinate assignment, report date, etc., with the COSTEP Coordinator and the discipline Chief;
- contact the applicant at least once a month to obtain a progress report, and send a copy to the COSTEP Coordinator; and
- maintain appropriate leave records on Senior COSTEP applicants.

b. **Junior COSTEP.** The preceptor must:

- contact the applicant before arrival at the institution;
- provide information about the location where the applicant will be residing;
- provide applicant orientation;
- advise the applicant on appropriate attire to wear to work. The Bureau does not require an applicant to wear a uniform during the Junior COSTEP rotation. If an applicant purchases a uniform, the Bureau will not reimburse the applicant;
- provide on-site supervision and coordinate all travel to and from the site;
- submit the PHS-4469-1, Junior Commissioned Officer Applicant Training and Extern Program (JRCOSTEP) Evaluation Questionnaire to the Division of Commissioned Personnel, Officer Development Branch; and
- provide feedback on COSTEP projects and objectives.

## 27. ASSISTANCE

Questions regarding procedures, protocols, or participation in the COSTEP must be referred to the COSTEP Coordinator, Health Services Division, Central Office.

## REFERENCES

### *Program Statements*

None referenced

### *Bureau Forms*

BP-A0771 Conditional Senior COSTEP Agreement  
BP-S772 Junior COSTEP Agreement

### *Other References*

Public Health Service Commissioned Corps Personnel Manual.

### *Other Forms*

OF-306 Declaration for Federal Employment  
OF-612 Optional Application for Federal Employment  
PHS-50 Application for Appointment as a Commissioned Officer in the U.S. Public Health Service Commissioned Corps  
PHS-1122-1 Application for Training for PHS Commissioned Personnel  
PHS-1662 Request for Personnel Action – Commissioned Officer  
PHS-1813 Reference Request for Applicants to the U.S. Public Health Service Commissioned Corps  
PHS-4469-1 Junior Commissioned Officer Applicant Training and Extern Program (JRCOSTEP) Evaluation Questionnaire  
PHS-4772 Junior Commissioned Officer Student Training and Extern Program (JRCOSTEP) Status Report  
PHS-5141-1 Oath of Office – U.S. Public Health Service Commissioned Corps  
PHS-6279 Junior Commissioned Officer Applicant Training and Extern Program (JRCOSTEP) Statement of Duties  
PHS-6373 Extramural Training Agreement  
SF-85 Office of Personnel Management Questionnaire for Non-Sensitive Positions  
SF-85P Questionnaire for Public Trust Positions  
SF-87 Fingerprint Chart  
SF-88 Report of Medical Examination  
SF-93 Report of Medical History

### *ACA Standards*

None referenced

### *Records Retention Requirements*

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.