Fact Sheet

For Current Commissioned Corps Officers When Applying for a Job at CDC

If you are currently a Commissioned Corps officer you may apply for a specific CDC job announcement through one of two procedures:

1. COURTESY REFERRAL

If you prefer to remain in the Commissioned Corps:

- Apply for a position open to CDC employees or current and former federal employees on USAJOBS (www.usajobs.gov).
- Identify yourself as a Public Health Service Commissioned Corps Officer on question 8 of the online application by selecting response 11 – PHS Commissioned Officer (This includes active duty officers, inactive reserve officers, and applicants who have been approved for commissioning in the USPHS Commissioned Corps).
- Your resume and qualifications will be referred to the selecting official for selection consideration as a Commissioned Corps officer.

Note: A courtesy referral is not a competitive civil service process and does not provide civil service status for the selected employee.

2. COMPETITIVE CERTIFICATION

If you prefer to leave the Commissioned Corps and continue your career in the competitive Civil Service:

- Apply for jobs open to the general public on USAJOBS (www.usajobs.gov).
- Your resume and qualifications will be rated and ranked. The most highly qualified candidates will be provided to the selecting official for further consideration.

Note: Competitive certification is part of the competitive civil service process and the person selected will acquire civil service status upon completion of the required probationary period.