

**JUNIOR OFFICER ADVISORY GROUP  
PROFESSIONAL DEVELOPMENT COMMITTEE  
US PUBLIC HEALTH SERVICE**

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DATE: 14 February 2006

FROM: LCDR Claudine Samanic  
Junior Officer Advisory Group  
Chair, JOAG

TO: Prospective COSTEPs preceptors

On behalf of the Junior Officer Advisory Group (JOAG), we would like to offer you, the COSTEP preceptor, an opportunity to quickly and efficiently acknowledge the accomplishments and endeavors of your recent COSTEP. We understand the importance of professional development for Junior Officers and we would like for COSTEP preceptors to have a straightforward and standard way to recognize their COSTEPS upon completion of their assigned tour.

Attached please find a standardized Thank You letter you may use to draft your personal Thank You letter to your COSTEP, if you feel they merit a letter. We are hopeful this letter will be used as a future letter of reference when COSTEPs apply for either future COSTEP assignments or full-time active duty status with the United States Public Health Service. We ask that you provide your COSTEP a Thank You letter upon completion of a satisfactory tour of duty.

Thank you again for consideration of this template for your COSTEP,

*Claudine Samanic*

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LCDR Claudine Samanic  
Chair, JOAG

**PLEASE INSERT YOUR AGENCY INFO HERE...**  
**US PUBLIC HEALTH SERVICE**

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DATE

FROM:

TO:

On behalf of the *(list appropriate Agency)*, I would like to express sincere appreciation for your service to the United States Public Health Service (USPHS) *(add specific information about activities, date, location, etc.)*. Your involvement with *(activity)* accomplished *(list specific accomplishments/impacts)* *(or other similar sentence detailing activity and accomplishments/impacts)*.

As a COSTEP you represent the future of the USPHS Commissioned Corps. *(List Agency)* appreciates your passion for the Commissioned Corps and your dedication to the USPHS mission. Your *(include statement about COSTEPS work ethic, communication skills, officership, etc.)*

Please retain this letter for use as a reference document when applying for future COSTEP assignments and or full time active duty status with the USPHS.

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Officer Name  
Rank, USPHS