

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.