

# Commissioned Corps Officers

## - Career opportunities await you at CDC!

November 2017

There are a number of ways for Commissioned Corps officers to apply for CDC jobs, but the two main ways are: (1) as a courtesy referral for officers who wish to remain in the Commissioned Corps, and (2) through competitive certification for officers who wish to leave the Commissioned Corps to continue their career in the competitive Civil Service.

## COURTESY REFERRAL

If you wish to remain in the Commissioned Corps while working at CDC:

- Apply for positions open to CDC employees or current and former federal employees on [USAJOBS](#).
- Identify yourself as a Public Health Service Commissioned Corps Officer in the online application by selecting “PHS Commissioned Officer.” (This includes active duty and inactive reserve officers, and applicants approved for commissioning in the USPHS Commissioned Corps).
- As a courtesy, the HR specialist will forward your resume packet to the selecting official for 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.

## COMPETITIVE CERTIFICATION

If you wish to leave the Commissioned Corps and continue your career as a CDC employee in the competitive Civil Service:

- Apply for jobs open to the public on [USAJOBS](#).
- The HR specialist will review your resume to determine your qualifications.
- The HR specialist will refer the most highly qualified candidates to the selecting official for further consideration.



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

**Questions:** Contact CDC’s HR Customer Service Help Desk [hrcs@cdc.gov](mailto:hrcs@cdc.gov) or (770) 488-1725.



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