



Program Statement

OPI: HSD
NUMBER: 6021.04
DATE: 8/1/2003
SUBJECT: Commissioned Officer
Student Training Extern
Program (COSTEP)

1. **PURPOSE AND SCOPE.** To provide updated instructions and procedures to field staff concerning the Commissioned Officer Student Training and Extern Program (COSTEP) of the U.S. Public Health Service (PHS).

The Bureau encourages all institutions to actively consider COSTEP as a viable recruitment supplement.

2. **SUMMARY OF CHANGES.** The following changes have been made to this PS:

- Junior COSTEPs will now be selected on an "open and continuous" basis instead of the February, June, and October cycles (Section 12).
- Section 20 is revised to remove the provision concerning a guarantee of a location for a COSTEP.
- In Section 22, language was added to state the Health Services Division Assistant Director will notify Wardens three months in advance of a COSTEP's graduation of their availability.
- The Public Health Service website is noted in Section 26.a. to help applicants for COSTEP positions to obtain application materials on-line.
- The Junior and Senior COSTEP Agreements, which have been attachments to this PS, are now the BP-S772 and BP-S771, respectively. They are available on BOPDOCS.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

a. Eligible COSTEP students will be recruited for health care work in Bureau facilities.

b. Some COSTEP students will return to careers in the Bureau after graduation.

4. **DIRECTIVES AFFECTED**

a. **Directive Rescinded**

PS 6021.03 Commissioned Officer Student Training Extern
Program (COSTEP) (12/6/2000)

b. **Directives Referenced**

PS 1237.11 Information Security Program (10/24/97)
PS 3000.02 Human Resource Management Manual (11/1/93)
PS 3735.04 Drug-Free Workplace (6/30/97)

Public Health Service Commissioned Corps Personnel Manual,
Chapter 25.2, Instruction 4.

5. **STANDARDS REFERENCED.** None

6. **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 participant a salary for his or her final academic year and the participant is obligated to serve the Bureau under a two-for-one payback system.

c. **Preceptor.** A supervisor in the participant's discipline at the institution.

7. **JUNIOR COSTEP OVERVIEW.** The Junior COSTEP provides students an opportunity to become acquainted with the PHS' organization and mission and other health-related career opportunities (including assignments in the Bureau). Junior COSTEP participants 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.

8. **JUNIOR COSTEP ELIGIBILITY.** To be eligible for appointment to the Junior COSTEP program, a student 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 baccalaureate 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 be 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 Corps' physical standards.

Junior COSTEP applications are accepted year-round.

9. **JUNIOR COSTEP SERVICE OBLIGATION.** Participants in the Junior COSTEP program **incur no obligation** for future service in the Bureau or the PHS.

10. **JUNIOR COSTEP POSITION DETERMINATION**

a. **Determining Agency 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 participants 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 participant, 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 assignment is based on both institutional needs and the student's geographic location. Once

a student has a tentative assignment to an institution, the COSTEP Coordinator forwards a copy of the student's Application For Appointment as a Commissioned Officer in the PHS form (PHS-50) to the HSA at the selected duty station and to the HRM at the interviewing institution.

11. **JUNIOR COSTEP INTERVIEW.** The interview must be at least 45 days in advance of call-to-active-duty to allow time for processing. The COSTEP Coordinator will help set up an interview for the student at the nearest Bureau facility (to include Regional Offices).

If a Junior COSTEP participant refuses to provide a urine specimen, he or she will be dismissed from participation. The COSTEP Coordinator will ensure that each student understands and conforms to these requirements.

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

- (1) Inpatient/Outpatient preference;
- (2) Geographic preference (consideration based on travel cost);
- (3) Exact dates available;
- (4) Institution interview; and
- (5) Mode of travel (auto, airplane, etc.).

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

- (1) National Crime Information Center (NCIC) Check and
- (2) Credit Check: having received the "Disclosure & Authorization Pertaining to Consumer Reports."

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

- (1) Pre-Employment interview;
- (2) Panel interview;
- (3) Urinalysis; and
- (4) Fingerprint chart (SF-87).

Prior to a site interview, candidates for Junior COSTEP have been offered a Bureau position contingent upon completing the interview, vouchering, and medical clearance successfully. Therefore, candidates must meet DOJ guidelines regarding Drug Free Workplace applicant drug testing policy.

12. **JUNIOR COSTEP SELECTION.** The COSTEP Coordinator and the respective discipline Chief select COSTEP participants at the Division of Commissioned Personnel (DCP), Rockville, Maryland.

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

a. **Selection Notification.** The COSTEP Coordinator sends the Junior COSTEP an acceptance letter along with an orientation packet informing the student of pay, travel, ID forms, and other program benefits. Also included in the orientation packet is an SF-85 and the "Disclosure and Authorization Pertaining to Consumer Reports" (to be completed before the institution interview along with the application).

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

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

c. **Declination.** If a student declines the Bureau's offer, the COSTEP Coordinator informs the Division of Commissioned Personnel, and the student'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:

- (1) Vouchering (the student must complete an application and SF-85 prior to the interview); and
- (2) Local Law Enforcement and National Agency Check with Inquiry (NACI).

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

13. **INSTITUTION CONFIRMATION OF JUNIOR COSTEP ASSIGNMENT.** When the student accepts an offer and the institution approves the Junior COSTEP rotation, the Warden will send written verification

via BOPNet GroupWise or fax to the COSTEP Coordinator, indicating approval for the student to do a rotation and the dates of his or her tour.

Upon receiving the E-mail or fax verification, the COSTEP Coordinator submits a Request for Personnel Action form (PHS-1662) and a COSTEP Statement of Duties form (PHS-6279) to the Division of Commissioned Personnel to initiate orders on the student. A PHS-1662 cannot be initiated without the written E-Mail or fax verification.

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).

14. SENIOR COSTEP OVERVIEW. The Senior COSTEP program was established to attract qualified students in accredited health care programs into the Commissioned Corps. Effective the first day formal studies begin for the last academic year, the selectee will be called to "active duty for training." The student will be paid the salary of an Ensign (O-1) during the last academic year.

15. SENIOR COSTEP ELIGIBILITY. To be eligible for appointment to the Senior COSTEP program, an interested student must:

- a. Be a United States citizen under age 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 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 be 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.

16. SENIOR COSTEP SERVICE OBLIGATION. The Senior COSTEP participant incurs a two-for-one commitment. For every month that the Bureau funds the student during the last academic year, a two-month obligation for service in the Bureau is incurred. Assignments are based on agency needs.

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

17. 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 participants, the HSA is to notify the COSTEP Coordinator.

18. INSTITUTION INTERVIEW. Prior to a Senior COSTEP participant being placed on orders for assignment to the Bureau, the student **must** visit the nearest Bureau facility for a pre-employment interview (along with the "Disclosure and Authorization Pertaining to Consumer Reports"). The COSTEP Coordinator is to provide the interviewing HRM a copy of the student's PHS-50.

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

Because PHS policy requires the student to have a physical prior to being commissioned into the PHS, a physical is not required during the interview process.

The interview must be set up within 60 days after the Senior COSTEP selection boards. If a Senior COSTEP participant refuses to provide a urine specimen, he or she will be dismissed from

program participation. The COSTEP Coordinator is to ensure that each Senior COSTEP participant understands and conforms to these requirements.

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

- (1) Obligation;
- (2) Geographic preference;
- (3) Exact dates of school year (beginning date and graduation date);
- (4) Bureau of Prisons rotation, if desired; and
- (5) Institution interview.

If, after talking with the COSTEP Coordinator, a student 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 participant to discuss assignment possibilities, job objectives, availability dates, obligation, procedures, structure of the Health Services Division, etc.

b. **Pre-Interview Preparation.** Prior to the interview, the Human Resources Manager is to complete:

- (1) National Crime Information Center (NCIC) Check and
- (2) Credit Check: having received the "Disclosure and Authorization Pertaining to Consumer Reports" form.

c. **Interview.** The day of the interview the following is to be completed:

- (1) Pre-Employment interview;
- (2) Panel interview; and
- (3) Fingerprint chart (SF-87).

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

- a. Vouchering (employment and personal references);
- b. Local Law Enforcement Check; and
- c. Financial agreement and commitment letter to meet just debts, if required.

Upon completing the vouchering and law enforcement checks satisfactorily, the COSTEP Coordinator will contact the student with instructions with a time for the urinalysis to be done. The

COSTEP Coordinator will contact the Drug Free Workplace Coordinator for a contract facility to do the urinalysis for all vouchered Senior COSTEPs.

After the urinalysis and upon completing the vouchering favorably, the COSTEP Coordinator is to send to the student an 85P-S 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 Dallas, which initiates the LBI.

Upon completing the background investigation, SBIS must resolve any issues with the COSTEP student 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 student familiar with the program, pay, travel, the institution interview, and all required paperwork.

20. SENIOR COSTEP VERIFICATION OF ACCEPTANCE WITH BUREAU.

Emphasis is to be placed on explaining to the individual that 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 student incurs a two-for-one payback.

The COSTEP Coordinator stresses to the student that, although the Bureau will attempt to accommodate the student's needs, geographic locations cannot be guaranteed. Based on Bureau needs, students are matched to assignment sites. Commitments are needed prior to graduation to have time to process the paperwork from Senior COSTEP to payback status.

Once the student verifies that he/she would like to serve in the Bureau, the COSTEP Coordinator mails the Application for Training for PHS Commissioned Personnel form (PHS-1122-1) to the student and directs the student to:

- a. Complete Sections I and II of the PHS-1122-1 form;
- b. Sign and date the Senior COSTEP Training Agreement Payback Obligation form; and

c. Complete an application, Questionnaire for Public Trust Positions form (SF-85P) and the "Disclosure and Authorization Pertaining to Consumer Reports" form prior to the interview at the nearest institution.

21. COSTEP COORDINATOR PROCESSING RESPONSIBILITIES. For Senior COSTEP participants, the COSTEP Coordinator is to:

a. Complete the PHS 1122-1 form (Section III, Items 22-26) and ensure that the appropriate agency officials sign subsequent sections.

b. Submit a completed "Statement of Training Purposes and Objectives" on each participant.

c. Set up an interview at the nearest institution and inform the student that he or she must complete an application and an SF-85P prior to the interview.

d. Ensure that the student has completed the financial agreement if it applies and is fully aware of penalties if he/she does not follow the financial plan that was arranged with the financial institution(s).

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

22. INSTITUTION CONFIRMATION OF SENIOR COSTEP ASSIGNMENT.

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

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

Once an institution has agreed verbally to accept a participant for employment, a written verification from the Warden is required to initiate a Request for Personnel Action form (PHS-1662). The institution at which the student is to be assigned

for payback status may meet informally with the student and discuss future duties, Bureau policies, etc., before the payback status begins.

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

23. CALL TO ACTIVE DUTY TRANSITION. Prior to the student's graduation, the COSTEP Coordinator must receive a BOPNet GroupWise message from the Warden indicating that 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, Rockville, Maryland, prior to graduation, requesting a transfer out of training for the participant into a payback assignment.

24. FORMS REQUIRED FOR JUNIOR COSTEP PARTICIPANTS

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

(1) Application for Appointment as a Commissioned Officer in the United States Public Health Service form PHS-50 (two copies);

(2) Questionnaire for Non-Sensitive Positions (SF-85) (single copy);

(3) U.S. Office of Personnel Management Fingerprint Chart (SF-87) (single copy);

(4) Reference Request form (PHS-1813) and letter-size envelopes, pre-addressed to Division of Commissioned Personnel (two references);

(5) Report of Medical History (SF-93); and,

(6) PHS Commissioned Corps Appointment Affidavit - Oath of Office form (PHS-5141) (single copy).

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

(1) Questionnaire for Public Trust Positions (SF-85);

(2) Declaration of Federal Employment (OF-306);

(3) OF-612; and

(4) Disclosure and Authorization Pertaining to Consumer

Reports form.

25. FORMS REQUIRED FOR SENIOR COSTEP PARTICIPANTS

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

(1) Application for Appointment as a Commissioned Officer in the United States Public Health Service form (PHS-50) (two copies);

(2) Questionnaire for Non-Sensitive Positions (SF-85) (single copy);

(3) Office of Personnel Management Fingerprint Chart (SF-87) (single copy);

(4) Reference Request form (PHS-1813) and letter-size envelopes, pre-addressed to Division of Commissioned Personnel (four references);

(5) Report of Medical Examination (SF-88); and

(6) Report of Medical History (SF-93).

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

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

(2) Senior COSTEP Training Agreement Payback Obligation form (participant must sign and date).

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

(1) Questionnaire for Public Trust Positions form (SF-85P);

(2) Declaration for Federal Employment (OF-306);

(3) OF-612; and

(4) Disclosure and Authorization Pertaining to Consumer Reports form.

26. JUNIOR COSTEP PARTICIPANT RESPONSIBILITIES. The student must:

a. Obtain an application packet from the PHS Recruitment Branch, Rockville, Maryland, or on-line at <http://dcp.psc.gov>, 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 Junior COSTEP Agreement (BP-S772); and

e. Complete and submit the COSTEP Evaluation Questionnaire to the Division of Commissioned Personnel, Transactions and Applications Branch.

27. SENIOR COSTEP PARTICIPANT RESPONSIBILITIES. The student must:

a. Obtain an application packet from the U.S. Public Health Service Recruitment Branch in Rockville, Maryland, and submit it to the Division of Commissioned Personnel, Transactions and Applications Branch;

b. Complete Sections I and II of the Application for Training for PHS Commissioned Personnel form (PHS-1122-1);

c. Sign and date the Senior COSTEP Training Agreement payback obligation form;

d. Be able to spend at least eight months in formal training and 16 months in payback obligation to meet the 24-month minimum tour. In doing this, the participant 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 his/her 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 Senior COSTEP Agreement (BP-S771);

i. Provide a final transcript to the Division of Commissioned Personnel upon graduation; and

j. Attend, as assigned by institution, as in the case of all Bureau employees, the basic three-week "Introduction to Correctional Techniques" training course at the Federal Law Enforcement Training Center in Glynco, Georgia.

Failure to complete this training will result in dismissal.

28. **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 participants to be selected;

b. Inform the Division of Commissioned Personnel of the projected number of participants 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 students;

f. Send a written notification of initial selection to students;

g. Contact students to discuss inpatient or outpatient preference, geographic preference, and dates available;

h. Emphasize to participants that, in exchange for the Bureau providing pay and allowance during the last academic year, the student incurs a two-for-one payback;

i. Explain to Senior COSTEP participants that they must be able to spend at least eight months in 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 students that the Bureau will attempt to accommodate geographic preference, but there is no guarantee;

k. Inform the Division of Commissioned Personnel and have the student's file returned to the applicant pool when a student refuses a Bureau offer;

1. Assign both Junior and Senior participants 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 participants;
- o. Set up institution interviews for Junior and Senior participants prior to their being placed on orders;
- p. Ensure that Senior COSTEP participants complete the financial form, if applicable;
- q. Request an E-mail from the Warden for Junior COSTEP participants stating that the Warden is aware that the named participant will serve a tour on specified dates;
- r. Submit a Request for Personnel Action - Commissioned Officers form (PHS-1662) to the Division of Commissioned Personnel for processing. For Junior participants, processing of the Form 1662 cannot be initiated without written verification from the Warden indicating awareness of the participant's arrival;
- s. Request either an E-mail or memorandum from the Warden indicating acceptance of a Senior COSTEP participant upon graduation. Emphasize to the institution that they must provide a position for the individual;
- t. Submit the Statement of Duties Form to the Division of Commissioned Personnel for processing for both Junior and Senior participants;
- u. Send out an Application for Training for PHS Commissioned Personnel form (PHS-122-1) to Senior participants. Complete Section III, Items 22 through 25, on the 1122-1 and ensure that the appropriate officials sign the subsequent sections;

v. Process the Senior COSTEP Training Agreement delineating payback responsibilities. The student must sign the agreement before orders can be processed;

w. Complete the Statement of Training Purposes and Objectives for Senior participants. The student, the discipline Chief, the Health Services Staff Management Administrator, the Senior Deputy Assistant Director, and the Medical Director need to sign these forms;

x. Mail the PHS-1122-1, the Training 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 the employment and personal reference vouchering and law enforcement checks and forward the complete pre-employment file to the SBIS in Dallas. Three months prior to graduation, notify the discipline Chief that the Senior participant will be graduating in approximately 90 days; and

z. Notify SBIS of Senior COSTEP institution assignment so that the investigation results can be forwarded to the appropriate facility's Human Resource Office.

29. **DISCIPLINE CHIEF'S RESPONSIBILITIES.** The discipline Chief must:

- a. Select Junior and Senior COSTEP participants and
- b. Contact institutions to find placement for Senior COSTEP participants upon graduation.

30. **PRECEPTOR'S RESPONSIBILITIES**

- a. **Senior COSTEP.** The Preceptor must:
 - (1) Contact the participant once assigned to an institution;
 - (2) Provide student orientation;
 - (3) Set up a site visit or clinical rotation;
 - (4) Supervise and coordinate all travel to and from the site if a site visit is requested;
 - (5) Coordinate assignment, report date, etc., with the COSTEP Coordinator and the discipline Chief;
 - (6) Contact the participant at least once a month to obtain a progress report, and send a copy to the COSTEP Coordinator; and

(7) Maintain appropriate leave records on Senior COSTEP participants.

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

(1) Contact the participant before arrival at the institution;

(2) Provide information about the locality where the student will be residing;

(3) Provide student orientation;

(4) Advise the participant on appropriate attire to wear to work. The Bureau does not require a student to wear a uniform during the Junior COSTEP rotation. If a student purchases a uniform, the Bureau will **not** reimburse the student;

(5) Provide on-site supervision and coordinating all travel to and from the site;

(6) Submit the Junior COSTEP Evaluation Form (PHS 4469-1) to the Division of Commissioned Personnel, Officer Development Branch; and

(7) Provide feedback on COSTEP projects and objectives.

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

/s/
Harley G. Lappin
Director