



**U.S. Public Health Service Commissioned Corps
Associate Recruiter Program**

Associate Recruiter Enrollment Form

This form should be submitted to your category's Associate Recruiter Program contact.

Recruiter Name and Rank: _____

Category: _____

E-mail address: _____

Work or Home Address: _____

Phone #: _____ Fax #: _____

PHS status: _____ Active Duty Commissioned Officer (PHS No. _____)

_____ Active Civil Service

_____ Retired Commissioned Officer (PHS No. _____)

_____ Retired Civil Service

_____ Inactive Reserve Commissioned Officer (PHS No. _____)

_____ COSTEP (PHS No. _____)

Agency affiliation (if federal employee):

IHS _____ HRSA _____ HRSA/DIHS _____ BOP _____ AHRQ _____ OS _____

NIH _____ CDC _____ ATSDR _____ FDA _____ USCG _____ NPS _____

EPA _____ USMS _____ HCFA _____ SAMHSA _____ Other (specify) _____

School/University from which Commissioned Corps qualifying degree was obtained:

I certify that I own at least one complete set of the PHS uniform (initial here) _____
(Although not a requirement of the Associate Recruiter Program, Dress Blues and Summer Whites are recommended for wear by Corps officers during attendance at recruitment functions and other functions to promote the Commissioned Corps.)

I certify that I meet current PHS grooming standards (attached) – CCPM 26.3, Instruction 1 (initial here)

Have you attended the new basic officer-training course? c Yes c No

Statement of Intent to serve in the Associate Recruiter Program: (Describe below your goals, motivations, and/ or purpose for joining the ARP)

Officer's Signature: _____ Date: _____

Supervisor concurrence (for federal employees):

Expected Volunteer Duties of Associate recruiters

Associate Recruiters inform colleagues and students in healthcare, engineering and IT professions about professional opportunities available in the Commissioned Corps. Drawing on their career experiences in the Corps, Associate Recruiters make recruitment presentations augmented by printed and/or video materials on professional opportunities in the Commissioned Corps. Associate recruiters should make every effort to be preceptors in the Commissioned Officer Student Training and Extern Program (COSTEP), internships and rotations. Associate recruiters should also pursue opportunities to attend national or regional student/professional conferences and local schools/universities to provide information on career opportunities as a Commissioned Corps officer to eligible candidates. Associate recruiters recruit whenever and wherever the opportunity presents itself. Formal and informal meetings with colleagues at work; professional associations; residency programs; school and business visits (i.e. Lions Club, Rotary Club, Kiwanis, etc.) and social gatherings. The associate recruiters' alma mater, alumni association, or local colleges are some of the best places to start. If a recruiting opportunity presents itself at a college/university, the associate recruiters are responsible for coordinating activities with the faculty.

Associate Recruiters are encouraged and expected to recruit for not only the Corps but also the Agencies they work for. Although these recruitment activities help grow the Corps, they also augment the Agencies' recruitment efforts and help the Agencies meet their staffing needs through volunteer recruiters in this program.

I concur with this application and understand that any associate recruiter activities that occur during normal duty hours must be approved by me according to my organization's applicable policies.

Supervisor's Name: _____

Supervisor's Signature: _____ Date: _____

Attachment

Officers' Appearance – CCPM 26.3, Instruction 1

1. *Smartness and Image.* Uniforms and associated equipment shall be made of high quality materials and to a high standard of workmanship. Clothing items shall be of reasonable fit. Uniforms shall be kept scrupulously clean and all lace, devices, and insignia shall be bright and free from tarnish. Hats and caps shall be worn squarely on the head with the bottom edge horizontal. Shoes shall be shined and in good repair.

2. *Miscellaneous Articles.* Articles such as pencils, pens, watch chains, pins, jewelry, handkerchiefs, combs, cigarette or cigar packs, pipes, etc., shall not protrude from nor be visible upon the uniform. Necklaces, crosses, pendants, etc. shall not be visible when in uniform. One wrist watch, one wrist bracelet, and finger rings are permitted, but must not be of faddish or outlandish design (one ring per hand in addition to a wedding ring is authorized). Hair ribbons are not authorized, but inconspicuous pins or fastening devices for women's hair are permitted. Ankle bracelets are not authorized. Tie clasps and tacks, shirt studs, cuff links and earrings shall be worn as prescribed in this Subchapter. Earrings are not authorized for men.

3. *Eyeglasses.* Prescription eyeglasses must not be of eccentric or faddish design. Sunglasses and light-reactive glasses of conservative design are permitted, but excessively dark lenses are not permitted indoors. Highly reflective "aviator" lenses are authorized only for officers engaged in flight activities or who need such lenses because of unusual work conditions.

4. Men's Grooming.

a. *General.* Hair shall be neat and clean and present a groomed appearance. Hair above the ears and around the neck shall be tapered from the lower hairline upwards and outwards so as to blend smoothly with the hairstyle. (Tapering refers to a cut, which results in the hair being very short and thinned at the lower edge and getting gradually longer and fuller as it proceeds from the lower hairline upwards onto the sides or back of the head.) Tapering is not required for haircuts, which are extremely short. The objective is to avoid a cut in which the full bulk of the hair ends abruptly at the lower hairline. Hair on the back of the neck may not touch the collar. Individual hair shall be no longer than four inches; however, hair, which lies close to the head, may be longer than four inches, if necessary, in order to cover thin or bald areas. Hair shall be groomed so that it does not touch the ears or the collar, nor extend below the eyebrows when headgear is removed. The bulk of the hair shall not exceed two inches. (Bulk is the distance that the mass of the hair protrudes from the scalp.)

The above are maximum dimensions; the particular hairstyle worn by an individual should incorporate a length and bulk, within these maximums, which give a neatly groomed appearance. In no instance shall the hair interfere with the proper wearing of uniform headgear.

b. *Styles.* Various hairstyles, including the Afro, are permitted as long as these styles meet the criteria for maximum length and bulk and maintain the tapered appearance on the neck and sides. Hair may not be plaited or braided while in uniform.

c. *Sideburns.* If sideburns are worn, they shall be neatly trimmed and tapered in the same manner as the haircut. They shall not extend below the earlobe and must be of even width (i.e., not flared). Sideburns shall end in a clean-cut horizontal line.

d. *Facial Hair.* If a beard and/or mustache is worn, it shall be neatly trimmed and groomed at all times, so as to avoid a ragged appearance. A beard may be either full or partial; however, patches or spots of facial hair are not considered a beard and are not authorized. The bulk of a beard (the distance that the mass of the facial hair protrudes from the skin) shall not exceed one-half inch, and the length of individual facial hair shall not exceed one inch. When a mustache is worn with a beard it shall blend smoothly into the beard. When worn without a beard, the mustache's ends shall not extend downward beyond the corners of the mouth nor outward more than one-quarter inch beyond the corners of the mouth. No portion of a mustache may extend below the lip line of the upper lip. The LUA may restrict the wearing of facial hair by certain persons when sanitation and safety considerations weigh against the wearing of such hair.

e. *Hairpieces.* Wigs or hairpieces may be worn by active-duty personnel while in uniform only for cosmetic reasons to cover baldness or physical disfigurement. Wigs may be worn by inactive reserve personnel while serving on short

tours of active duty. When a wig or hairpiece is worn, it shall be of good quality and fit and its appearance shall conform to the specifications contained herein.

5. Women's Grooming.

a. *General.* The hair shall be neatly arranged and shaped to present a conservative appearance. Hair on the back of the neck may touch but may not fall below the collar. No hair shall show under the front brim of the hat. Afro, natural, bouffant and similar hairstyles are permitted; but exaggerated styles and styles with excessive fullness or extreme height are not authorized. In no instance shall the hair interfere with proper wearing of the uniform headgear. Ponytails and plaited hair is not permitted while in uniform. Hair may be braided provided that the braids are held close to the head and do not interfere with the correct fit of the headgear. Hair coloring must have a natural appearance, be of a color which would occur normally (e.g., orange hair would be prohibited), and be applied in a fashion so as to complement the individual.

b. *Hairpieces.* When a wig or hairpiece is worn, it shall be of good quality and fit and its appearance shall conform to the specifications contained herein.

c. *Cosmetics.* Cosmetics shall be conservative and in good taste. The colors selected for cosmetics should blend with the natural skin color and enhance natural features. Exaggerated use of cosmetics and faddish styles are prohibited.

d. *Fingernails.* Nails may not extend more than one-quarter inch beyond the fingertips. If used, nail polish must be of a shade that complements the skin color.