



Associate Recruiter Program (ARP)

Overview

- The Associate Recruiter Program is managed by the Office of Commissioned Corps Operations (OCCO), Division of Commissioned Corps Recruitment (DCCR). Associate Recruiters educate health professionals about career opportunities in the Commissioned Corps and recruit students in health professions, graduate health professionals, and federal civil service employees.
- Associate Recruiters give presentations, provide information, and answer questions at college career fairs and professional conferences. Associate Recruiters also meet individually with potential applicants.
- Scientist officers primarily seek to recruit new scientist officers, but also assist in recruiting to meet the staffing needs of the agencies in which they work. Participation in the Associate Recruiter Program is one of several ways Scientist Officers can be actively involved in serving the needs of the category and the Commissioned Corps.

Explanation of the ARP and How to Participate

- CC23.1 Instruction 6: http://dcp.psc.gov/PDF_docs/2316ARP.pdf

Requirements of an Associate Recruiter

- Maintain currency in annual AR refresher training http://dcp.psc.gov/ARP_Materials.asp.
- Maintain active involvement in at least TWO recruiting activities:
 - Contact at least five separate potential applicants or conduct a presentation to a group of five or more individuals to talk about Corps programs;
 - Spend a minimum of 4 hours staffing a recruiting booth at a national or regional meeting of the recruiter's professional category association;
 - Precept and/or mentor a Junior Commissioned Officer Student Training and Extern Program (COSTEP) participant, Senior COSTEP participant, resident, or extern for a minimum of 1 month;

- Visit a professional category school or local high school for a career day, class lecture, or local student chapter meeting to speak to students about opportunities in the Corps (wearing your uniform);
 - Visit a professional category school or commissioning ceremony (wearing your uniform); and
 - Other presentations or events approved by ARC.
- Document those activities by completing the Associate Recruiter Activity Report, form PHS-7052 (http://dcp.psc.gov/PDF_docs%5CFillablePHS-7052.pdf) and follow the “Directive on Activity Event Forms” at http://dcp.psc.gov/ARP_Materials.asp . Note that in addition to sending the activity event form to DCCR, you must also submit it to the Scientist Lead Associate Recruiter, CDR Nelson Adekoya, nba7@cdc.gov, for approval.