

Observations and Suggestions To Assist Officers in Completing the 2006 COER

Developed by the Chief Professional Officers

As part of the annual review process, Officers are instructed to complete Attachment 1 to the COER. Within Attachment 1, Officers are asked to address the following items:

- The duties, accomplishments and goals as related to his/her billet description.
- Activities and accomplishments evidencing officership, leadership, and force readiness in the context of a transformed Corps.

New for 2006, Officers must also answer:

- Whether they were under a 2006 Performance Management Plan.

Attachment 1 is a one-page document completed by the Officer and utilized by the Rater (immediate or first-line supervisor) during the review and rating process. Promotion boards often refer to this Attachment to give them a better understanding and appreciation of what an Officer does. A more expanded version of this information should be placed in the curriculum vitae for review by various boards and hiring authorities.

Please remember that the primary purpose of Attachment 1 is to provide the Rater with information about the Officer's duties, accomplishments and goals.

The following should provide guidance as Officers complete Attachment 1.

Duties, Accomplishments, and Goals:

The Officer's duties, accomplishments, and goals should be written so that the Rater can easily use them as reference in scoring and commenting on the COER. Officers are urged to be clear and succinct and to use bulleted lists. Remember to list your duties and accomplishments, not those of your department, office or work unit. We recommend that you do not copy and paste from your billet. Officers may wish to match accomplishments with duties and should try and quantify accomplishments where possible. Goals should reflect both personal career goals and goals that address the Agency's mission.

An example of a duty/accomplishment is:

- Conduct twelve health education classes. During this rating period, trained 350 people on topics ranging from maternal and child health to diabetes management. Sixty percent of women attending prenatal classes chose to breastfeed after attending the classes.

An example of a goal statement is:

- Increase knowledge of health literacy by attending seminars and through professional reading. (personal career goal)

- Develop patient education material for diabetes education that is accurate and reflects cultural diversity. (goal to address Agency mission)

Officership:

Officership should focus on the contributions the Officer has made to the Commissioned Corps and the professionalism of being a Commissioned Corps officer in the U.S. Public Health Service. Activities should be quantified and qualified to the extent possible. Some examples include:

- Recruiting activities – Associate Recruiter or informal recruiting. Indicate number of school visits or recruiting booths staffed. Show number of individuals you spoke with or if possible, number of applicants to the Corps as a result of recruiting activities
 - Example: “Completed requirements for the Associate Recruiter Program and staffed two recruiting booths at professional conferences and personally spoke with over 30 health professionals. Made a presentation to over 100 students at one school of public health.”
- Mentoring – Mentoring Program or informal mentoring. Designate number of Officers mentored. Indicate whether Officer participates in a formal mentoring program or serves informally as a mentor.
 - Example: “Informally mentor three junior officers in my office. Assisted them in proper wearing of the uniform, and in developing presentations for professional conferences.”
 - Example: “Formal mentor to LT Jane Doe, PHS #12345.”
- Participation – on PACs, JOAG, COA branches, professional organizations, community service organizations. Indicate the nature of the participation.
 - Example: “Served as Social Committee Chair for the Local COA branch.”
 - Example: “Assisted the PAC in updating the category directory.”
- Teaching – precepting students, fellows, and JRCOSTEPs; adjunct professor; BLS instructor; local brown bag lectures, guest lecturer, etc
 - Example: “Organized and led the journal club for the category.”
- Uniform wear – Indicate how often the uniform is worn.
 - Example: “Wear the uniform daily with pride.”
 - Example: “Always wear uniform when representing the PHS or Agency at professional conferences or meetings and when making presentations.”

Leadership:

Officers should list the leadership positions they hold, whether the positions are formal or informal. Quantify and qualify to the extent possible. For example, an Officer may be a designated supervisor (formal) or a leader of a project (informal). Examples include:

- Formal or informal leadership positions you hold in your job assignments.
 - Example: “Chief of the Information Branch and supervise 12 professionals and 3 administrative staff.”
 - Example: “Led a team of 2 medical officers and 3 epidemiologists on an investigation of a food-borne illness outbreak.”
- Formal or informal leadership roles on committees, PACs, or professional organizations.

- Example: “PAC Chair for 2006.”
- Example: “Led the ad-hoc committee to redesign the PAC website.”
- Leadership training that you have completed.
 - Example: “Completed the agency-sponsored Leadership Institute.”
- Leadership roles you have been assigned during deployments or TDY assignments.
 - Example: “Served as Executive Officer at Camp Phoenix during Hurricane Katrina deployment, 6/1/2006 to 6/15/2006. Supervised 10 Officers and directed the activities of 100 volunteers.”
 - Example: “While serving on a TDY assignment in the Office of the Director, led the development of a white paper on recruitment and retention issues, 6/1/2006 to 6/15/2006.”

Force Readiness:

In addressing Force Readiness, Officers should include the following items as applicable:

- Your current readiness status
 - Example: “Have met Basic Ready Standards since [date].”
- Special skills or training you have related to readiness
 - Example: “Member of KY-DMAT-1 since 2001.”
 - Example: “Certified Food Safety Inspector through the FDA since [date].”
- Recognition for Readiness
 - Example: “Earned the FMRB in 2002”

Performance Management Plan:

(Background information on Performance Management Plans can be found in Manual Circular 383 – Instructions for the 2006 Annual COER. In addition, there will be a link from Attachments 1 and 2 to FAQs that give further information on performance plans.)

Answer the question honestly. There will be no extra credit or penalty for checking either “yes” or “no”. Officers are not expected to be under a performance plan, but may be depending on their particular situation.

Important tips for completing the Attachment 1 to the COER:

- The main purpose of the COER attachment is to communicate with your rater and reviewer about your work accomplishments during the rating period. Remember to focus on Agency mission and public health impact.
- Be clear and explicit and honest. Do not try and take credit for work you did not do or accomplishments that are not yours.
- Use short, bulleted sentences.
- Check your grammar, spelling, and punctuation.
- Remember that Attachment 1 must be 1 page or less. Use the *Preview OPF Att 1* option to make sure that the format is correct and that all the information is included.