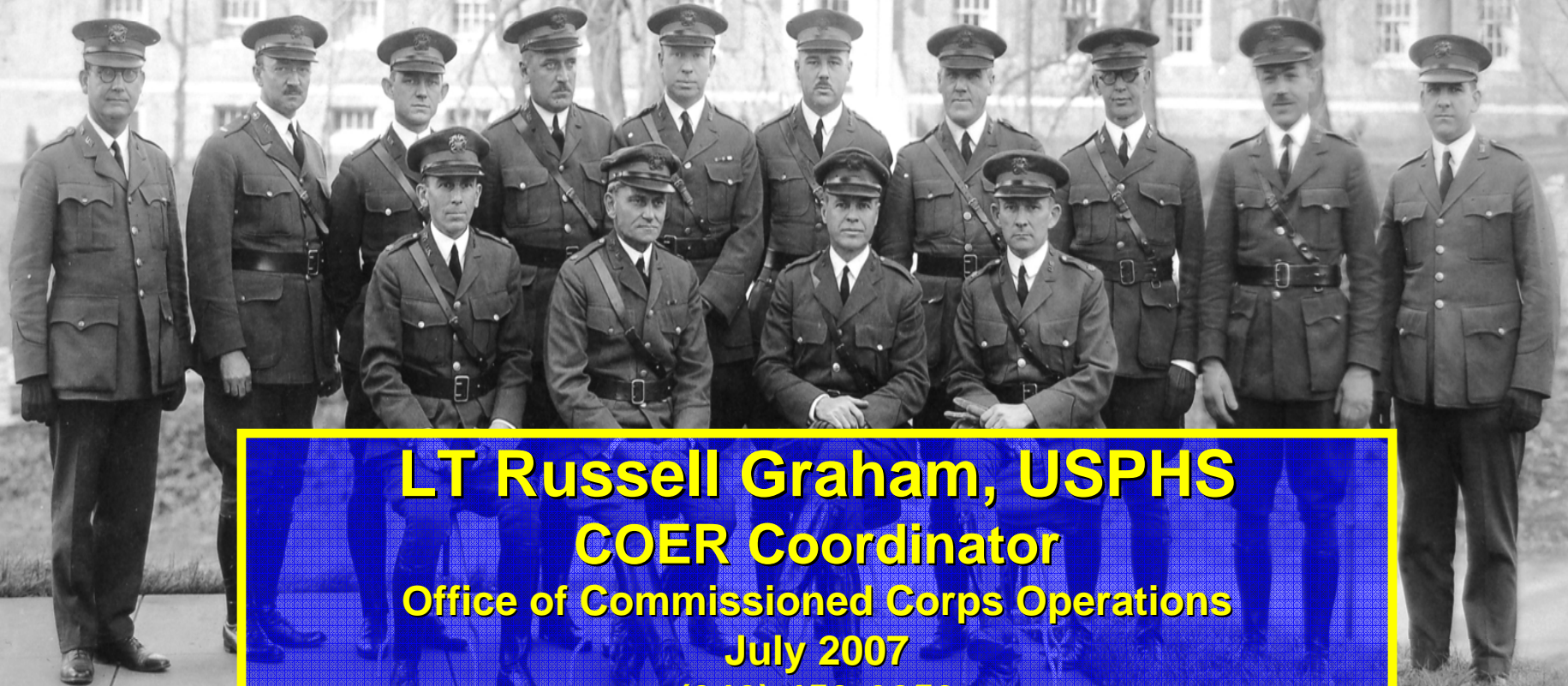


COER

Commissioned Officers' Effectiveness Report



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Common COER Terms

- Rater
- Reviewing Official (R.O.)
- Attachment 1
- Attachment 2
- Narrative Evaluation
- Detailed Evaluation
- Rebuttal
- Commissioned Corps Liaison
- COER Types: Annual, Transfer, Interim, Other

Rater & Reviewing Official

- **Rater**
 - **Officer's Direct Supervisor**
 - Establishes Performance Expectations
 - Annual: Supervisor on 1st Wednesday of October
 - **May vary with MOU/MOA (Outside HHS)**
 - Federal Supervisor Named in MOU/MOA
- **Reviewing Official (RO)**
 - **Rater's Supervisor (Line Authority)**
 - **Should have unique operational knowledge and understanding of officer's assignment**
 - **May Vary with MOU/MOA (Outside HHS)**
 - Rare cases, Commissioned Corps Liaison may act

COER TYPES



- Annual
- Transfer
- Interim
- Other

2 EVALUATION TYPES

Used on all 4 COER Types

- **DETAILED EVALUATION**

- 18 Performance Elements of form PHS-838 or electronic equivalent
- Rater typically has supervised officer for 6 months or longer

- **NARRATIVE EVALUATION**

- Only Performance element 18, “Overall Job Performance”
 - Scores only answer “A” Unsatisfactory or “C” Satisfactory
- Rater typically supervised officer for less than 6 months.

Basic Parts of COER Forms

- **Form PHS 838 or electronic equivalent**
 - **Score sheet**
- **Attachment 1**
 - **Officer's Responsibility**
- **Attachment 2**
 - **Rater's Responsibility**

12 This dark blue style of uniform was in use for several years beginning about 1905. This photograph was made in 1910.

Attachment 1

- **Freeform Textbox**
 - Limitations on size
- **Officer Responsible to complete**
- **Should Include Duties, accomplishments, goals, Officership, Deployment Readiness**
- **Rater May require Officer to change**
- **Performance Management Plan**

Commissioned Officers' Effectiveness Report
Attachment 1 (to Section I)
TO BE FILLED OUT BY OFFICER BEING EVALUATED

Name of Officer: _____
Officer's PHS Number: _____
COER Date: _____

Duties, Accomplishments, and Goals:

Attachment 2

- **Freeform Textbox**
 - Limitations on size
- **Rater Responsible to complete**
- **Overall Officer's job performance**
- **Comments should reflect rating on score sheet**
- **Comments should also address Leadership, Performance Management Plan**

Commissioned Officers' Effectiveness Report
Attachment 2 (to Section III)
TO BE FILLED OUT BY OFFICER'S SUPERVISOR (RATER)

Name of Officer:	_____
Officer's PHS Number:	_____
COER Date:	_____

Rater's Comments:

Annual COER

- **Required for ALL Officers on Extended Active Duty**
 - Exceptions in Policy (PPM)
 - Accessed and completed via CCMIS Web site: <http://dcp.psc.gov>
 - **Officers are Responsible to Initiate COER**
 - Available to Officers on first Wednesday of October (unless otherwise specified on CCMIS Page)
- Rater is the officer's supervisor on the first Wednesday of September, regardless of time supervised.

Annual COER Continued

- **Rating Period**
 - Extends from 1 October of the previous Calendar Year through 30 September of the Current Calendar Year
- **Officer on extended sick leave**
 - Rater may **ONLY** rate the officer's performance for the period the officer was present.

Annual COER Deadlines

- COER is available to officers on 3 October 2007 (CHECK CCMIS)
- COER is due to Officer's Rater by 17 October 2007
- COER is due to the Officer's Reviewing Official by 7 November 2007
- COER is due to OCCO by 21 November 2007

Annual COER Deadlines

- COER is available to officers on the **FIRST WEDNESDAY OF OCTOBER**
- COER is due to Officer's Rater by the **THIRD WEDNESDAY OF OCTOBER**
- COER is due to the Officer's Reviewing Official by the **FIRST WEDNESDAY OF NOVEMBER**
- COER is due to OCCO by the **THIRD WEDNESDAY OF NOVEMBER**

Officer Failure to Initiate COER

- *Rater is required to complete a hardcopy COER on the prescribed Manual COER forms.*
- The Rater will complete Attachment 2 and form PHS-838.
- The Rater will provide the COER to the officer to review and sign. The Forward to OCCO through Commissioned Corps Liaison

Special Annual COER Situation

- **Officer/Rater Transfers/Retires between 1 July to first Wednesday of October, Officer may complete Transfer COER, which will take the place of the Annual COER.**
 - **Completed on Prescribed Manual COER Forms**
 - **Original Rater & Reviewing Official Must complete**
 - **Submit to OCCO through Last Agency's Commissioned Corps Liaison**

Other COER Types

- **All Other COER Types use Manual COER Forms and submitted through Liaison**
 - **Transfer**
 - **Officer or Rater Transfers/Retires**
 - **Interim**
 - **Promotion**
 - **Rater Specific**
 - **Document Performance Issues between Annual COER**
 - **May Initiate without Officer's Consent**
 - **Other**
 - **Detailed/Deployed/Special Situation**

Performance Management Plans

- Officers are Specifically **EXEMPTED** from completed the HHS Performance Management Appraisal Program (PMAP)
 - Officers Maybe Required to have a Performance Plan or Contract

Rebuttals and other Rights of Due Process

- **Rebuttal**

- **Paper Process**

- **No Action by OCCO, other than to include into Officer's File**

- **Officer may rebut rating or comments from Rater or Reviewing Official**

- **Rater has opportunity to respond to Rebuttal**

- **Time Limits**

- **Grievance**

- **Established in Policy**

- **Time Limits**

- **Equal Opportunity (EEO)**

Questions?

