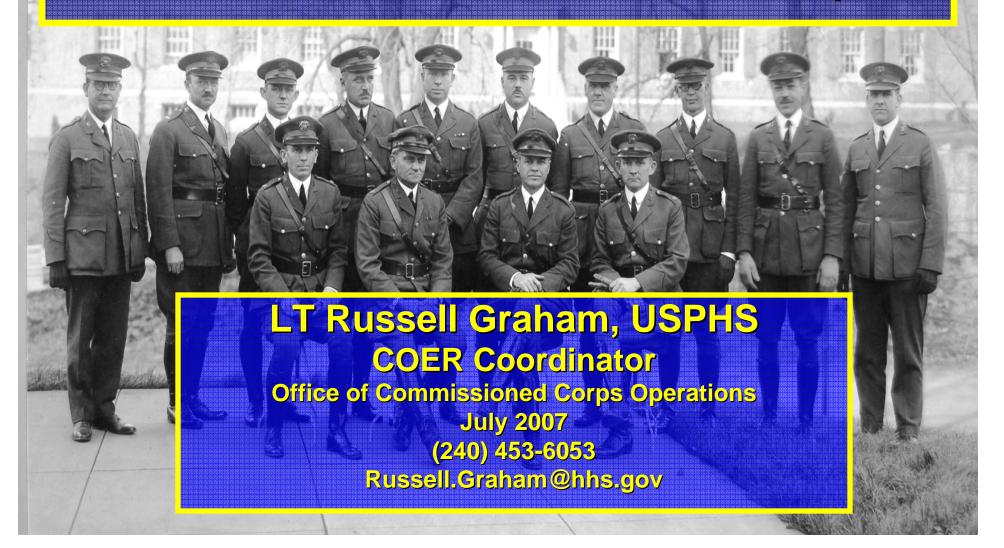
COER

Commissioned Officers' Effectiveness Report



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



2 EVALUATION TYPES

Used on all 4 COER Types

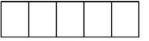
- DETAILED EVALUATION
 - 13 Performance Elements of form PHS-833 or electronic equivalent
 - Rater typically has supervised officer for 5 months or longer
- NARRATIVE EVALUATION
 - Only Performance element 18, "Overall Job Performance"
 - Scores only answer "A" Unsatisfactory or "C" Satisfactory
 - Rater 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.

Department of Health and Human Services Public Health Service



PHS Serial Number

COMMISSIONED OFFICERS' EFFECTIVENESS REPORT

(download instructions at http://dcp.psc.gov/coerinstructions.pdf)

SECTION I – RATED OFFICER INFORMATION									
Officer	Officer's Name					Present Posit	tion/Billet Title		
OPDIV	·:								
F	Rated Offic	er must des	cribe duties,	accomplish	ments, and	goals on an a	attached page (only <i>one page</i> permitted - additional pages will be discarded).		
SECT	TION II –	COMPLET	ED BY SUP	ERVISOR	- scale: E is	highest/A is	lowest rating (attach <i>single</i> page for all comments-additional pages discarded)		
	O A	ОВ	ОС	O D	O E		1. QUANTITY OF WORK		
	O A	\bigcirc B	\bigcirc C	OD	O E		2. QUALITY OF WORK		
	O A	O B	\circ c	O D	O E		3. PUNCTUALITY OF WORK		
	\bigcirc A	\bigcirc B	\bigcirc c	\bigcirc D	O E		4. INITIATIVE, CREATIVITY, AND JUDGEMENT		
	O A	O B	\circ c	O D	O E		5. PLANNING AND ORGANIZING		
	\bigcirc A	\bigcirc B	\bigcirc C	\bigcirc D	\bigcirc E		6. ABILITY TO ANALYZE PROBLEMS		
	O A	O B	O C	O D	O E	O F	7. SUPERVISORY SKILLS		
	\bigcirc Λ	\bigcirc B	\circ c	OD	O E		8. ABILITY TO WORK WITH OTHERS		
	O A	O B	\bigcirc C	O D	O E		9. ABILITY TO EXPRESS SELF VERBALLY AND IN WRITING		
	\bigcirc A	\bigcirc B	\bigcirc C	O D	O E		10. PROFESSIONAL SKILLS IN PRESENT ACTIVITY		
	O A	O B	\bigcirc C	O D	O E		11. RESPONSIVENESS TO SUPERVISION		
	\bigcirc A	\bigcirc B	\bigcirc C	\bigcirc D	\bigcirc E	\bigcirc F	12. RESPONSE TO CRISES		
	O A	O B	O C	O D	O E	\bigcirc F	13. GROWTH IN SKILLS DURING RATING PERIOD		
	\bigcirc A	\bigcirc B	\bigcirc C	\bigcirc D	\bigcirc E		14. COMMITMENT TO PROGRAM GOALS		
	O A	O B	O C	O D	O E	\bigcirc F	15. MANAGERIAL RESPONSIBILITY		
	\bigcirc A	\bigcirc B	\bigcirc C	\bigcirc D	\bigcirc E		16. WEARING OF THE PHS UNIFORM		
	O A	O B	\bigcirc C	O D	O E	\bigcirc F	17. EQUAL OPPORTUNITY		
	\bigcirc A	\bigcirc B	\bigcirc C	\bigcirc D	\bigcirc E		18. OVERALL JOB PERFORMANCE		

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
- PerformanceManagement 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:

Duties, Accomplishments, and Goals:		COER Date:	
	Duties, Accomplish	ments, and Goals:	

Attachment 2

- Freeform TextboxLimitations 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)

Rater's Comments:

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

Annual COER

- Required for ALL Officers on Extended
 Active Duty
 - Exceptions in Policy (PPM)
 - Accessed and completed via CCMIS Web site: http://dco.osc.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 <u>due to Officer's Rater</u> by 17 October 2007
- COER is <u>due to the Officer's</u>
 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 <u>due to Officer's Rater</u> by the THIRD WEDNESDAY OF OCTOBER
- COER is <u>due to the Officer's</u>

 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
 Nanual COER forms.
- The Rater will complete Attachment
 2 and form PHS-88.
- 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
 - reienst
 - Officer or Rater Transfers/Retires
 - Interim 📙 🌡
 - noitomorf •
 - 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)



