



U.S. Public Health Service Nursing -TIP OF THE MONTH October 2019



Commissioned Officers' Effectiveness Report & TRICARE Open Enrollment

The Commissioned Officers' Effectiveness Report (COER) is the uniform appraisal form used for documenting the performance of an officer's assignments, duties and proficiencies. The information provided in this report reflects evaluation of the officer's performance only during the current rating period, October 1, 2018 to September 30, 2019. The following are a few tips and resources to prepare for your COER.

Review the Commissioned Corps Instruction (CCI) [CC351.01](#) for the policy and responsibilities associated with the COER. Generally, all extended active duty officers require an annual COER. A list of exceptions from the annual COER can be found on CCI CC351.01. The Rater (supervisor) will evaluate the officer on the following 8 performance elements in relation to needs of the position: 1) Leadership 2) Initiative and Growth 3) Communication Skills 4) Interpersonal Skills 5) Planning and Organization 6) Professional Competencies 7) Analysis, Judgement and Decision Making 8) Overall Effectiveness. The officer is scored on a 7-point scale: 1 to 1.99 Unsatisfactory, 2 to 3.99 Marginal, 4 to 7 Satisfactory.

Prepare for your COER by maintaining a working file throughout the year of all your duties and accomplishments. Communicate frequently with your supervisor so there are no surprises when you are evaluated. Ensure your Rater and Reviewing Official (supervisor's supervisor) are familiar with the evaluation, educate them if necessary.

Know important deadlines for the COER Cycle: Officers should check official communications in case the dates are updated again.

Due to	Deadline
Rater	Nov. 1, 2019
Reviewing Official	Nov. 15, 2019
Commissioned Corps Agency Liaison	Dec 13, 2019
CCHQ (Promotion Year 2020)	Dec 31, 2019
Online COER Closes	Jan. 4, 2020

NOTICE: The ROS is now included in the annual online Commissioned Officer Effectiveness Report (COER). **ONLY** submit a separate ROS if you are not completing the [online COER](#).

Completing the COER. Access your COER through the Officer Secure Area (OSA) of the Commissioned Corps Management Information System (CCMIS) website. Type directly into the COER box using plain text or draft the COER sections in a word document (ensuring the line and character limits are met) and then copy and paste into the box. Make sure not to use bullets in the word document because it will not transfer to the COER box. Save your work often. The system times out after 20 minutes. Do not include classified information. Do not make any false or misleading statements. Information included can only be from time as a USPHS officer.



Useful resources: [COER frequently asked questions](#), [CCMIS COER information](#), [N-PAC Career Development Resources](#)

Extra Bonus Tip: Tricare Open Season

TRICARE Open Season is the annual period when you can enroll in or change your health plan for the next year. The 2019 TRICARE Open Season begins on Monday, November 11th and ends Monday, December 9th. During the TRICARE Open Season, you can:

- **Do nothing.** If you want to stay in your current TRICARE health care plan, you don't need to take any action. You will continue in your current health plan through 2020 as long as you are eligible.
- **Enroll in a plan.** If you are eligible for a TRICARE Prime option or TRICARE Select but not enrolled, you can enroll in a plan now.
- **Change plans.** If you are already enrolled in a TRICARE Prime option, or TRICARE Select, you can switch plans and switch between individual and family enrollment.

For more TRICARE Open Season enrollment details, click: [TRICARE Open Season](#)

Point of contact: CDR Jonathan Paulsel, CDR Dave Norberg,

LCDR Sarah Benzo and LCDR Alina Schmidt

PHS-NURSE LIST SERV

TO REQUEST A MENTOR