



OFFICE OF THE ASSISTANT SECRETARY FOR HEALTH

New COER Policy

Commissioned Corp Instruction (CCI) 351.01

Personnel and Career Management Branch (PCMB)
Commissioned Corps Headquarters
U.S. Public Health Service



COER Policy Modernization

	Policy	New Policy
COER Types	<ul style="list-style-type: none"> COERs include annual, officer transfer, supervisor transfer, interim, retirement and “other” 	<ul style="list-style-type: none"> COERs include annual and interim All COER types from the previous system - except annual COERs - are consolidated into interim COERs
Evaluation period and COER Type	<ul style="list-style-type: none"> If an officer’s rater changes during the evaluation year (through transfer, separation, retirement, etc.), the period of evaluation which ends on or after July 1st will be the annual COER 	<ul style="list-style-type: none"> If an officer’s rater changes during the evaluation year (through transfer, separation, retirement, etc.), the period of evaluation covering ≥6 months will be the annual COER
COER Initiation	<ul style="list-style-type: none"> Only an officer may initiate his/her COER online 	<ul style="list-style-type: none"> An officer or his/her rater may initiate the COER online If the rater initiates a COER, it is mandatory for the officer to complete
Rater’s Comments	<ul style="list-style-type: none"> One textbox – all comments and/or examples for the eight performance attributes are combined into one textbox 	<ul style="list-style-type: none"> Eight textboxes – each of the eight performance attributes has a corresponding textbox for raters to enter comments and/or examples
Example: (Scenarios next slide)	<p>If an officer transfers on 1 June:</p> <ul style="list-style-type: none"> The period from 1 October to 31 May (8 months) is evaluated by a transfer COER (optional) The period from 1 June to 30 September (4 months) is evaluated by an annual COER (mandatory) 	<p>If an officer transfers on 1 June:</p> <ul style="list-style-type: none"> The period from 1 October to 31 May (8 months) is evaluated by a annual COER (mandatory) The period from 1 June to 30 September (4 months) is evaluated by an interim COER (optional)



COER Scenarios*

***Applicable to the 2021 Evaluation Year and Forward**

Please note: Interim COERs labeled “optional” are mandatory if an officer’s rater initiates the COER



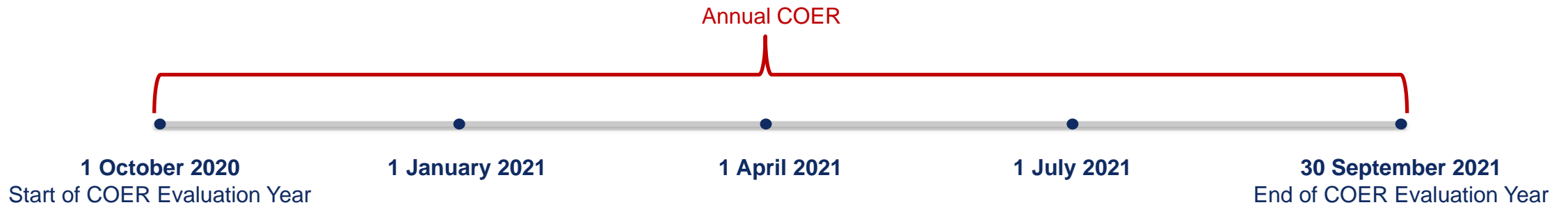
OFFICE OF THE
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Scenario 1: An officer or the officer's rater did not transfer, separate, or retire during the 2021 COER evaluation year

Annual COER: October 1st 2020 – September 30th 2021 (mandatory)

Interim COER(s): None



Scenario 2: An officer transfers on 1 June 2021

Annual COER: 1 October 2020 – 31 May 2021 (mandatory)

Interim COER(s): 1 June 2021 – 30 September 2021 (optional)



Scenario 3: An officer transfers on 1 February 2021

Annual COER: 1 February 2021 – 30 September 2021 (mandatory)

Interim COER(s): 1 October 2020 – 31 January 2021 (optional)

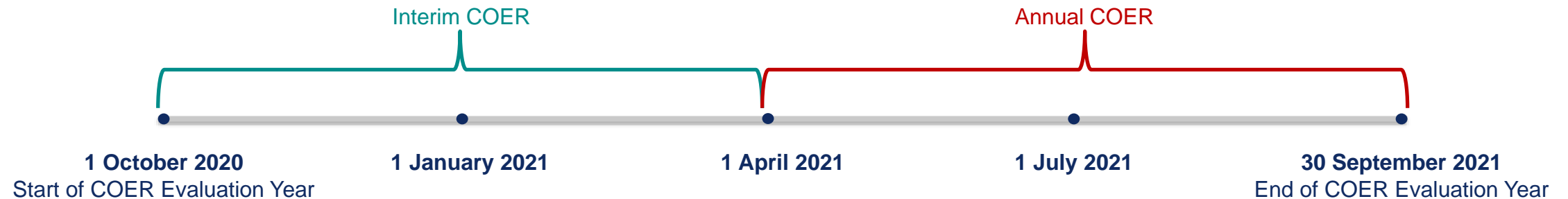


Scenario 4: An officer transfers on 1 April 2021

Annual COER: 1 April 2021 – 30 September 2021 (mandatory) (183 days)*

Interim COER(s): 1 October 2020 – 31 March 2020 (optional) (182 days)

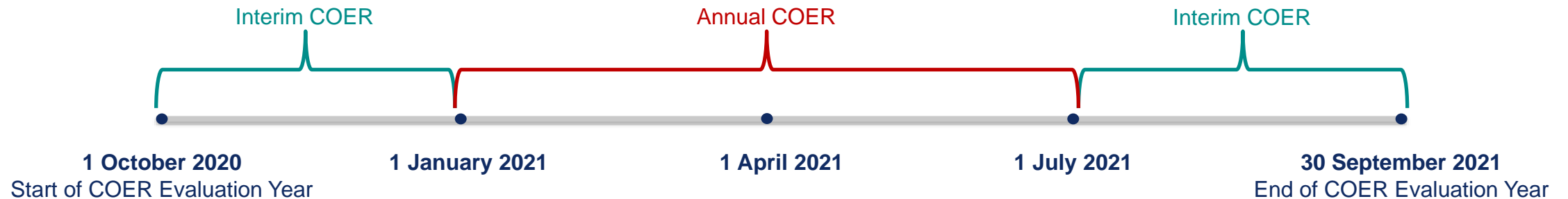
*The longest period will be the annual COER, even if it is the longest by one day



Scenario 5: An officer transfers on 1 January 2021, and the officer's rater transfers on 1 July 2021

Annual COER: 1 January 2021 – 30 June 2021 (mandatory)

Interim COER(s): 1 October 2020 – 31 December 2020 (optional)
1 July 2021 – 30 September 2021 (optional)

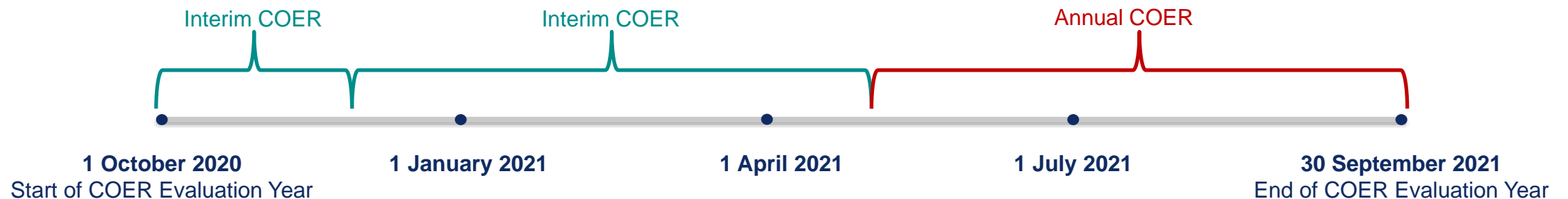


Scenario 6: An officer transfers on 1 December 2020, and the officer's rater transfers on 2 May 2021

Annual COER: 2 May 2021 – 30 September 2021 (mandatory) (152 days)*

Interim COER(s): 1 October 2020 – 31 November 2020 (optional)
1 December 2020 – 1 May 2021 (optional) (152 days)

*If the longest periods are the same length, the most recent will be the annual COER

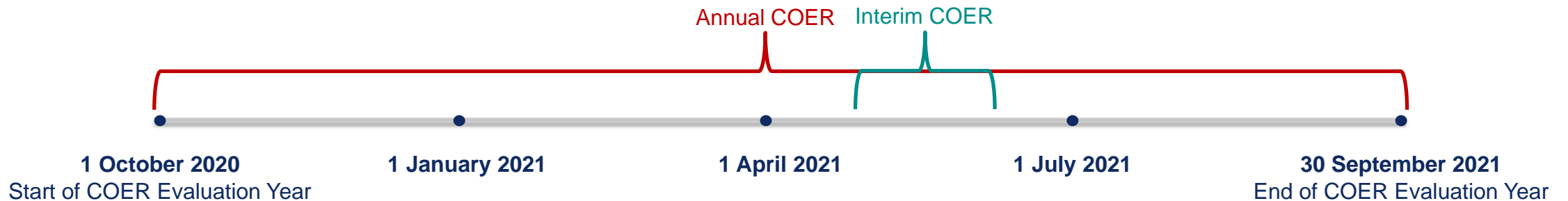


Scenario 7: An officer or the officer's rater did not transfer, separate, or retire during the 2021 COER evaluation year but TDYs for all of May 2021

Annual COER: 1 October 2020 – 30 September 2021 (mandatory)

Interim COER(s): 1 May 2021 – 31 May 2021

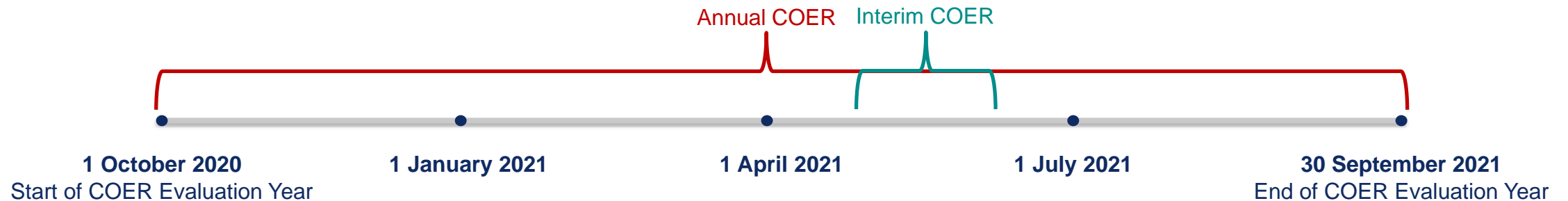
(optional – dates **will** overlap with dates covered by the annual COER)



Scenario 8: An officer or the officer's rater did not transfer, separate, or retire during the 2021 COER evaluation year, but the officer's rater chooses to complete a COER for the purposes of performance issues for all of May 2021

Annual COER: 1 October 2020 – 30 September 2021 (mandatory)

Interim COER(s): 1 May 2021 – 31 May 2021
(mandatory – dates **will** overlap with dates covered by the annual COER)



COER Year 2021 Deadlines

For the evaluation year that covers 1 October 2020 to 30 September 2021:

- Annual COER goes to the Rater by 28 October 2021.
- Annual COER goes to the RO by 24 November 2021.
- Annual COER goes to the agency liaison by 20 December 2021.
- Annual COER goes to the CCHQ by 15 January 2022.
- Interim COER(s) with an end date of 30 September must abide by the same deadlines.





Questions?

Please send your questions to phscoers@hhs.gov.

Thank you!

