

New COER System

Updated 9/24/2020

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



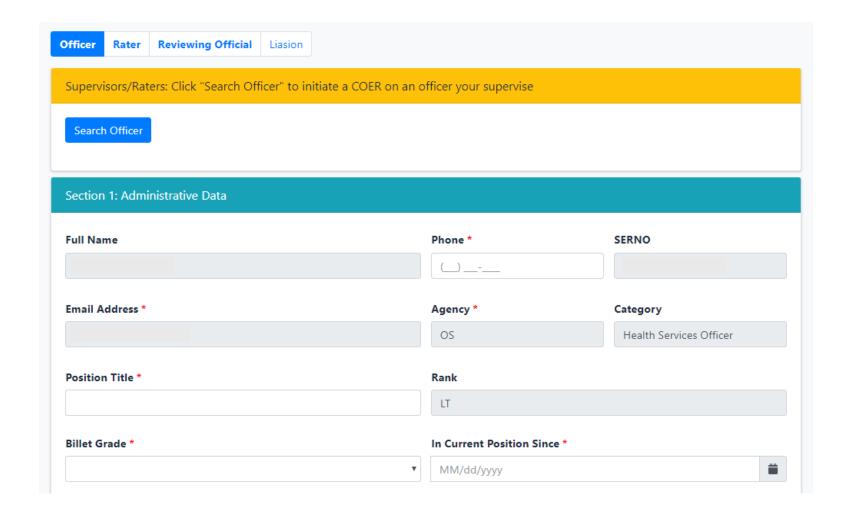
Overview

| pervisors/naters. effekt Seare | n Officer to initiate a COE | R on an officer your supervise | |
|--------------------------------|-----------------------------|--------------------------------|-------------------------|
| earch Officer | | | |
| | | | |
| ction 1: Administrative Data | | | |
| l Name | | Phone * | SERNO |
| | | (_) | |
| ail Address * | | Agency * | Category |
| | | OS | Health Services Officer |
| sition Title * | | Rank | |
| | | LT | |
| let Grade * | | In Current Position Sin | ce * |
| | | ▼ MM/dd/yyyy | |
| | | | |
| Officer is up for promotion | | | |
| | From * | То * | COER Type |
| Period Covered by Report | MM/dd/yyyy | ₩M/dd/yyyy | |
| | | | |

| ection 2: Officer Comments | | |
|--|---|------------------------|
| escription. Describe the main duties and | esponsibilities in your job during the perf | ormance period * |
| | sponsionates in your job during the period | ormanice periodi |
| | | |
| oals. List your work-related goals for the | ext performance period and long term ca | reer goals. * |
| | | |
| | | |
| complishments. List your accomplishme | ts related to the performance elements y | ou will be rated on. * |
| | | |
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| | | |
| ater Information | | |
| | | |
| nail Address * | Full Name | • |
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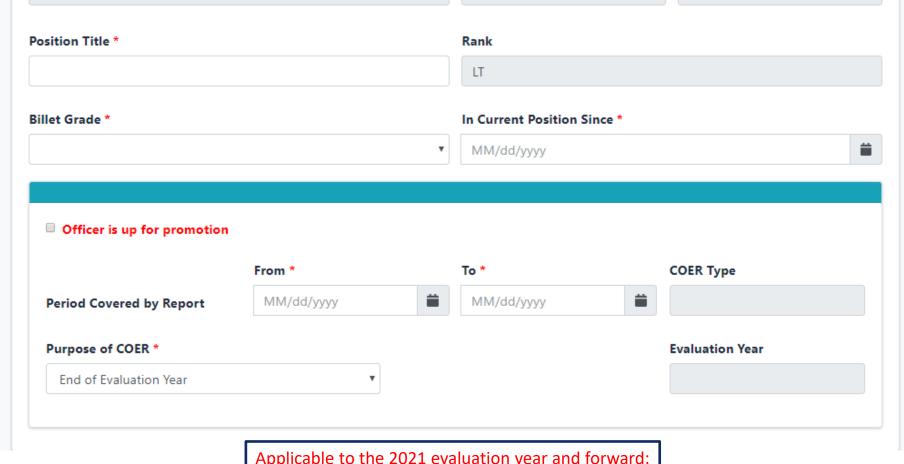












Applicable to the 2021 evaluation year and forward:

≥6 months period covered is an annual COER

<6 months period covered is an interim COER





| Section 2: Officer Comments |
|--|
| Description. Describe the main duties and responsibilities in your job during the performance period. * |
| |
| |
| Goals. List your work-related goals for the next performance period and long term career goals. * |
| Goals. List your work-related goals for the next performance period and long term career goals. |
| |
| |
| Accomplishments. List your accomplishments related to the performance elements you will be rated on. * |
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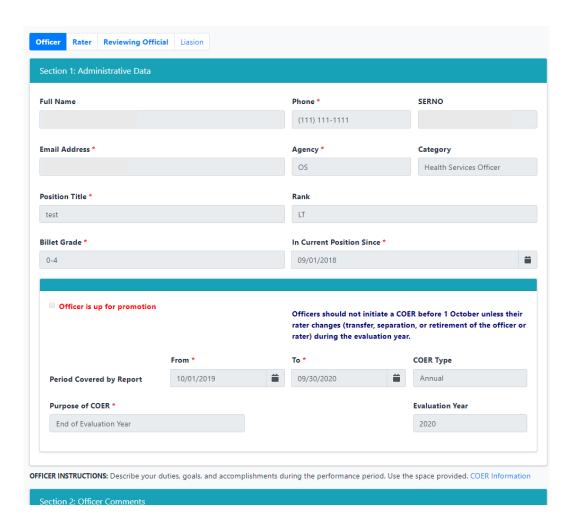


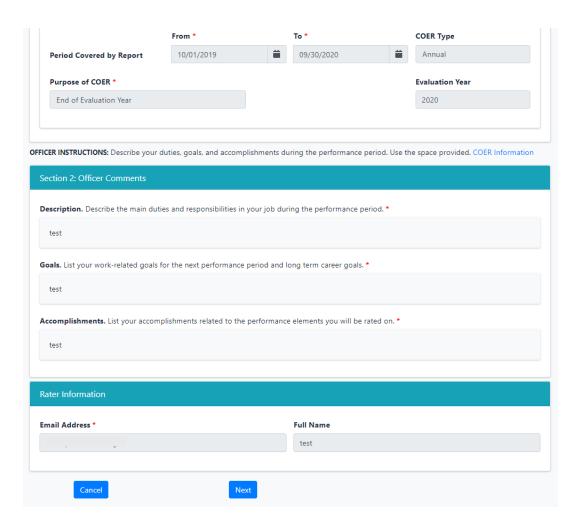
| omplishments. List your accomplishments related | I to the performance elemer | ts you will be rated on. * | |
|---|-----------------------------|----------------------------|--|
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| er Information | | | |





Rater Review









Rater Tab

| Officer Rater Reviewing Official Liasion | |
|--|--|
| Rater Information | |
| Last Name, First Name, MI * | Phone Number* |
| test | (111) 111-1111 |
| Position Title * test | Overall Performance (Auto-calculated from the performance evaluation - unless the COER is narrative) |
| Email Address | |
| Time Supervised Years * Months 7 | v |
| Strengths: List the areas in which the officer displays strong qualities and s | uperior skills. * |
| Areas of improvement: List the areas needed for continued growth and de | 236 characters remaining. |
| test | |
| | 236 characters remaining. |





Rater Tab

Section 3: Performance Evaluation. This section is mandatory for periods of evaluation >= 6 months and optional for periods of evaluation < 6 months.

RATER INSTRUCTIONS: Rate the officer in relation to the needs of the position as follows: 1 = Unsatisfactory range; 2 to 3 = Marginal range; 4 to 7 = Satisfactory range. Fill in only one circle per element. To assist you, guidance for marginal, satisfactory and exceptional performance is presented. Number ratings without narrative guidance are to be used when an Officer is performing either above or below the level specified by numbered comments, as judged by the Rater.Describe the action(s) upon which you based your rating. Be specific so that there is a clear connection between the officers actions and your rating. Use the space provided at the end of each performance attribute to comment.

2. Initiative and Growth - Recognizes and acts on programmatic and personal developmental needs, resulting in advancement of programmatic goals and growth in professional skills.

0 1

2 - Needs assistance in identifying opportunities to improve work performance.

- Work performance improves with regular supervisory input and detailed instructions about assignments,
- Needs guidance to understand how personal decisions and actions contribute to mistakes or impedes success of individual and group projects.

3

- 4 Recognizes opportunities for growth and seeks experiences to improve work performance.
 - Willingly incorporates new approaches and responsibilities to advance program goals. Requires minimal supervision and seeks guidance with solutions only for unexpected barriers.
 - Accepts responsibility for personal decisions or mistakes and learns from errors.

o 5

- 6 Independently seeks out and completes challenging opportunities that broaden expertise, maximize job performance, and
 enhance value to the program.
 - Anticipates program needs including potential barriers. Proactively and decisively implements innovative solutions to improve work processes with impact beyond scope of assigned responsibilities.
- Actively identifies personal role in a problem and contributes to the solution, enhancing the successful outcome of individual and group projects.

O 7

3. Communication Skills - Conveys clear and succinct written and verbal messages that are appropriate to the audience. Listens to and understands information from others.

0 1

- 2 Needs assistance in expressing main thoughts clearly, both orally and in writing, and clarifying the meaning and intent of others'
 communication.
- Uses correct spelling, grammar, and punctuation to create simple documents.

3

- 4 Tailors communication (verbal and written) to the level and experience of the audience, ensuring that messages are organized, useful and accurate.
 - Utilizes strong listening skills to formulate direct, responsive answers to questions.





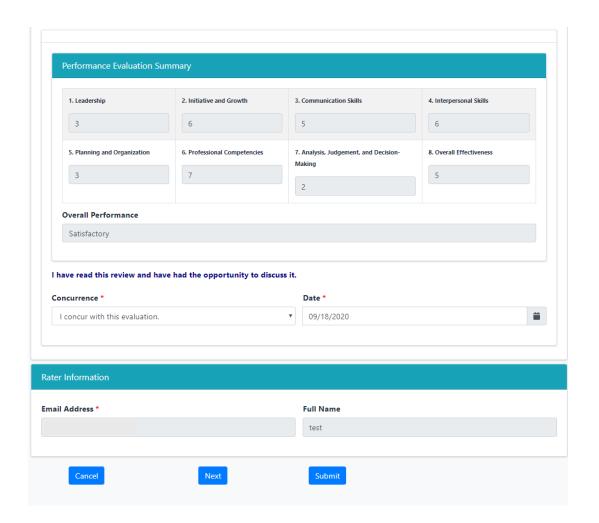
Rater Tab

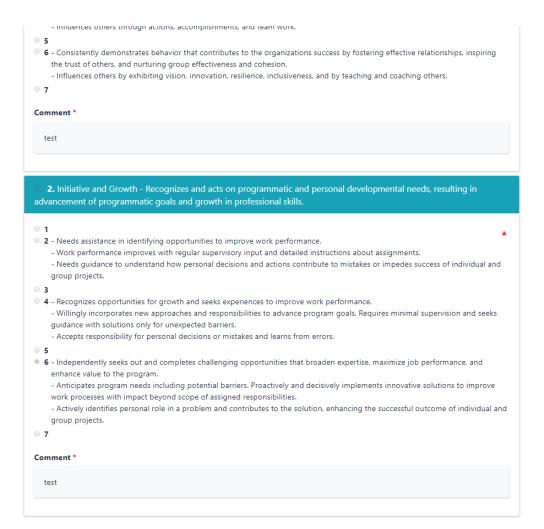
| 2 - An adequately perform | ing Officer with some notential t | o accept increased responsibilities and | for professional growth |
|--|------------------------------------|---|--|
| 3 | ing officer war some potential t | o accept mercasea responsibilities and | Tot professional growth. |
| _ | | ns that enhance the assigned position, | respected by peers; good potenti |
| 5 | | | |
| - | , recognized for expertise with im | pact extending beyond assigned posit | ion; serves as a role model for |
| 7 | | | |
| | | | |
| omment * | | | |
| test | | | |
| ummary | 2 Initiative and Counth | 2 Communication Stills | 236 characters remainin |
| | 2. Initiative and Growth | 3. Communication Skills | 236 characters remainin 4. Interpersonal Skills |
| ummary | 2. Initiative and Growth | 3. Communication Skills | |
| ummary 1. Leadership 3 5. Planning and Organization | 6 6. Professional Competencies | | 4. Interpersonal Skills 6 8. Overall Effectiveness |
| ummary 1. Leadership | 6 | 7. Analysis, Judgement, and Decision- | 4. Interpersonal Skills |





Officer Concurrence

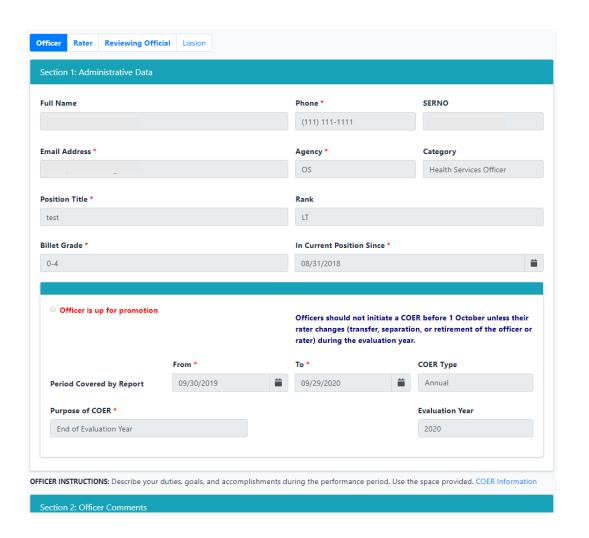








Reviewing Official Review

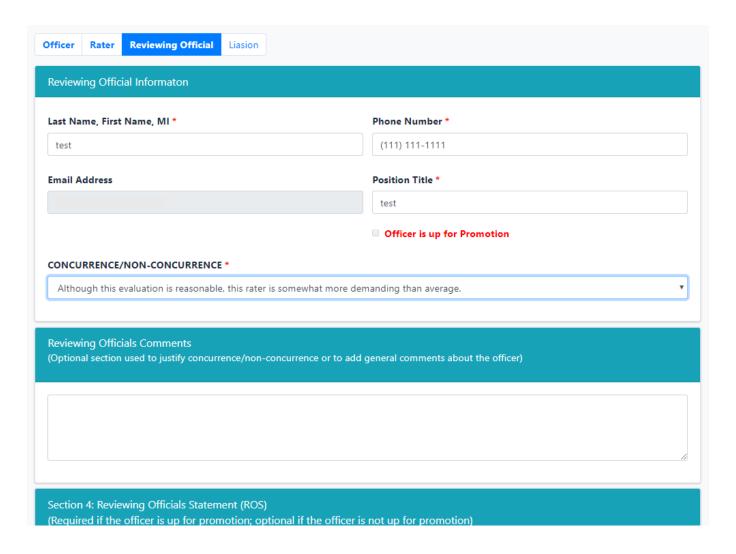


| Officer | Rater | Reviewing Official | Liasion | |
|------------------------|--------------|-----------------------|--|--|
| Rater Ir | nformatio | on | | |
| Last Na | ıme, First | Name, MI * | | Phone Number* |
| test | | | | (111) 111-1111 |
| Positio test | n Title * | | | Overall Performance (Auto-calculated from the performance evaluation - unless the COER is narrative) * |
| Email A | Address | | | Satisfactory |
| Time S | upervised | ı | | |
| Years * | | | Months | |
| 7 | | | 6 | |
| Strengt | ths: List th | ne areas in which the | officer displays strong qualities and su | perior skills. * |
| test | | | | |
| Areas o | of improv | ement: List the areas | needed for continued growth and dev | elopment. * |
| test | | | | |
| | n 3: Perfo | | nis section is mandatory for periods o | of evaluation >= 6 months and optional for periods of |





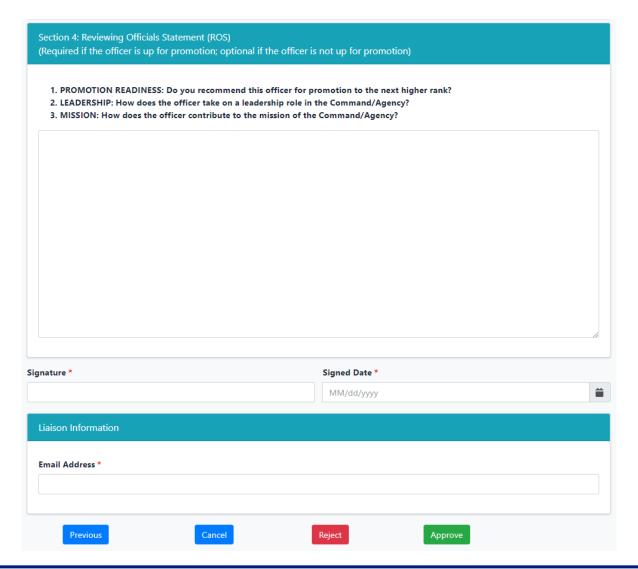
Reviewing Official Tab







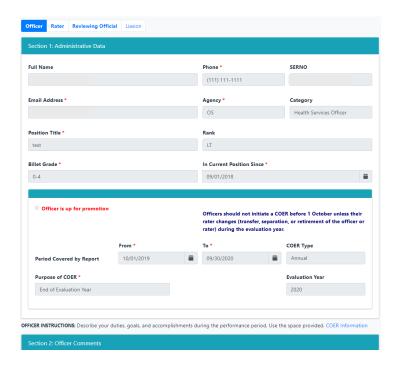
Reviewing Official Tab



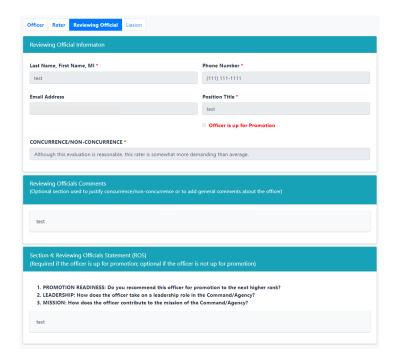




Liaison Review



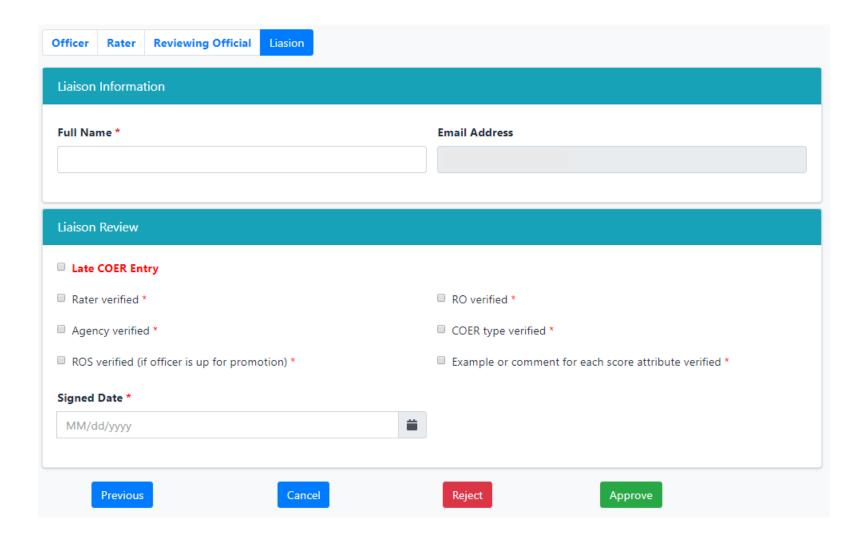
| ast Name, First Name, MI * | | Phone Number * |
|-----------------------------------|--------|--|
| test | | (111) 111-1111 |
| Position Title * | | Overall Performance (Auto-calculated from the performance evaluation - unless the COER is narrative) |
| mail Address | | Satisfactory |
| ime Supervised | | |
| ears * | Months | |
| | Wonths | |
| 7 | 6 | |
| trengths: List the areas in which | | |







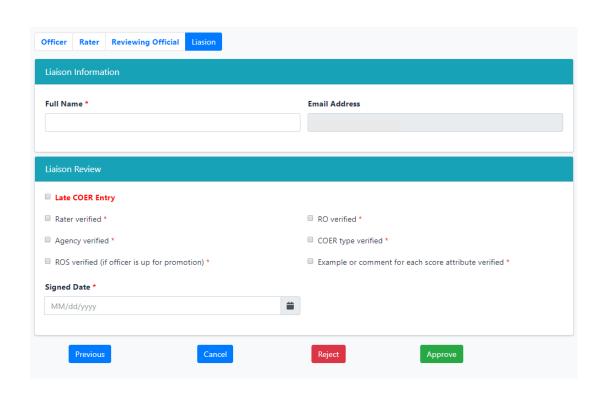
Liaison Tab

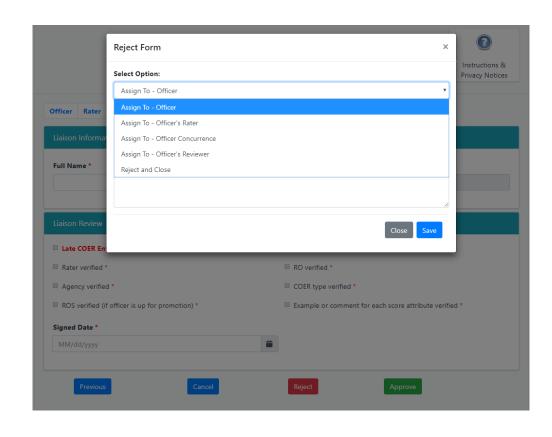






Rejecting/closing a COER

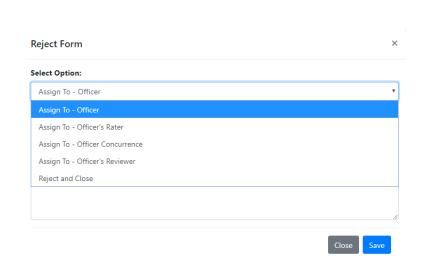








Rejecting/closing a COER (raters, reviewing officials, and liaisons)



"Assign To – Officer": The COER will be sent back to the officer. Data entered by the officer will be retained. Data entered after this stage will be lost.

"Assign To – Officer's Rater": The COER will be sent back to the rater. Data entered by the officer and rater will be retained. Data entered after this stage will be lost.

"Assign To – Officer Concurrence": The COER will be sent back to the officer concurrence page. Data entered by the officer and rater will be retained. Data entered after this stage will be lost.

"Assign To – Officer's Reviewer": The COER will be sent back to the reviewing official. Data entered by the officer, rater, and reviewing official will be retained. Data entered after this stage will be lost.

"Reject and Close": If the COER is rejected and closed, all data entered will be lost and the COER will be closed completely.







Tips and Suggestions

- All users (officers, raters and reviewing officials) should save text in an external word processer (Microsoft Word, Notepad, etc.) then copy-and-paste the text into the COER system
- After the COER is complete, officers should ensure their COER scores are reflected in their PIR, the COER is uploaded into the eOPF, and each page of the COER is without errors
- Raters and reviewing officials should be aware that closing a COER will delete all entered information





Contact Information

COER Specialist: PHSCOERs@hhs.gov

Personnel and Career Management Branch

Commissioned Corps Headquarters



