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

<table>
<thead>
<tr>
<th>Policy</th>
<th>New Policy</th>
</tr>
</thead>
</table>
| **COER Types** | ▪ COERs include annual, officer transfer, supervisor transfer, interim, retirement and “other”  
▪ All COER types from the previous system - except annual COERs - are consolidated into interim COERs |
| **Evaluation period and COER Type** | ▪ 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  
▪ 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** | ▪ Only an officer may initiate his/her COER online  
▪ 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** | ▪ One textbox – all comments and/or examples for the eight performance attributes are combined into one textbox  
▪ Eight textboxes – each of the eight performance attributes has a corresponding textbox for raters to enter comments and/or examples |
| **Example: (Scenarios next slide)** | ▪ If an officer transfers on 1 June:  
▪ 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)  
▪ If an officer transfers on 1 June:  
▪ 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) |
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
**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
(optimal – 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!