



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Health
Office of Public Health and Science
Washington D.C. 20201

APR 26 2005

TO: The Surgeon General

FROM: Acting Assistant Secretary for Health

SUBJECT: Commissioned Corps Personnel Policy Memorandum (PPM) 05-010
Change in Rating Period for Commissioned Officers' Effectiveness Report

Since 1992 (Manual Circular PHS No. 344), the annual Commissioned Officers' Effectiveness Report (COER) rating period has been 1 June to 31 May of the following year. However, there is a need to change this rating period.

The Department of Health and Human Services (Department) has introduced the concept of annual performance contracts into its system for evaluating the performances of senior departmental officials including commissioned corps officers in flag grade billets. In subsequent years all Department employees may be included. The system for evaluating these annual performances is based on the fiscal year.

To ensure consistency with the Department's approach for evaluating employee performance on a fiscal year basis, effective immediately, the new rating period for the COER shall be 1 October to 30 September of the following year.

For rating period 2005 only, the rating period shall be from 1 June 2004 to 30 September 2005. Thereafter, the rating period will resume on a fiscal year basis.

This PPM shall remain in effect until rescinded.

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