



Commissioned Officers' Effectiveness Report (COER)

Overview

The Commissioned Officers' Effectiveness Report (COER) is the performance evaluation for Corps officers that is used as a major source of information concerning each officer's service performance and work record. It provides a continuing documented record of an officer's assignments, duties, and proficiencies. It is used extensively in the evaluation of officers for various personnel actions. There are three types of COERS: annual, transfer, and interim (http://dcp.psc.gov/ccmis/COER/COER_Types_m.aspx). The annual rating period is one year, which extends from October 1st to September 30th of every year. All officers on extended active duty prior to July 1st are required to complete the annual COER. This is completed using the online COER system. Transfer and interim COERs are completed using paper forms.

COER Resource Materials

[Overview of the COER](http://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_Index_m.aspx)

[Policy Implementing the Commissioned Officers' Effectiveness Report](http://dcp.psc.gov/ccmis/COER/COER_Policy_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_Policy_m.aspx)

[COER Personnel Operations Memorandum](http://dcp.psc.gov/ccmis/COER/COER_POM_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_POM_m.aspx)

[COER Forms](http://dcp.psc.gov/ccmis/COER/COER_forms_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_forms_m.aspx)

[Important Dates for the COER Cycle](http://dcp.psc.gov/ccmis/COER/COER_dates_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_dates_m.aspx)

[COER Step-by-Step Process \(Workflow\)](http://dcp.psc.gov/ccmis/COER/COER_workflow_m.aspx)

(http://dcp.psc.gov/ccmis/COER/COER_workflow_m.aspx)

COER Scoring Information

Performance Elements

The Rater will evaluate the officer on the following 8 performance elements in relation to the needs of the position. The elements are as follows:

1. Leadership
2. Initiative and Growth
3. Communication Skills
4. Interpersonal Skills
5. Planning and Organization
6. Professional Competencies
7. Analysis, Judgment and Decision-Making
8. Overall Effectiveness

Scoring

The Rater will score the officer on a 7-point scale for each performance element. The scoring is as follows:

- 1 = Unsatisfactory range
- 2 to 3 = Adequate range
- 4 to 5 = Effective range
- 6 to 7 = Exceptional range

Tips for Using the Online System

(http://dcp.psc.gov/ccmis/COER/COER_tips_m.aspx)

- Type directly into the text boxes using plain text
- Avoid the use of bullets and the % sign in text boxes
- Save your work often
- The system times out after 20 minutes
- The evaluation must not reflect any periods of sick leave
- Do not include any classified information
- Do not make any false or misleading statements
- Information included can only be from time as a USPHS officer
- Pay close attention to any emails that come from phscoers@hhs.gov
- Follow up to assure that your COER reaches your eOPF