



**COMMISSIONED OFFICERS' EFFECTIVENESS
REPORT (COER)**

Commissioned Corps Headquarters

**COER System
User Guide**

COER System User Guide & FAQs

Updated 8/24/2022

Commissioned Corps Headquarters
Personnel and Career Management
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Accessibility

Note: Google Chrome is the browser of choice for accessing any form within the CCMIS Forms system. This is the platform in which the system was created, and thus is the platform that will experience the fewest amount of user issues.

*For civilians: Multiple unsuccessful logins will lock your account. If you are having trouble logging in, please contact the Commissioned Corps Help Desk at CCHelpDesk@hhs.gov

Initiating a COER as an Officer:

This is the workflow of the COER:



The COER begins (in most every case) by the Officer initiating the COER.

To initiate the COER as an Officer:

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) - https://dcp.psc.gov/osa/osa_security_statement.aspx

Officer Secure Area

Security Statement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

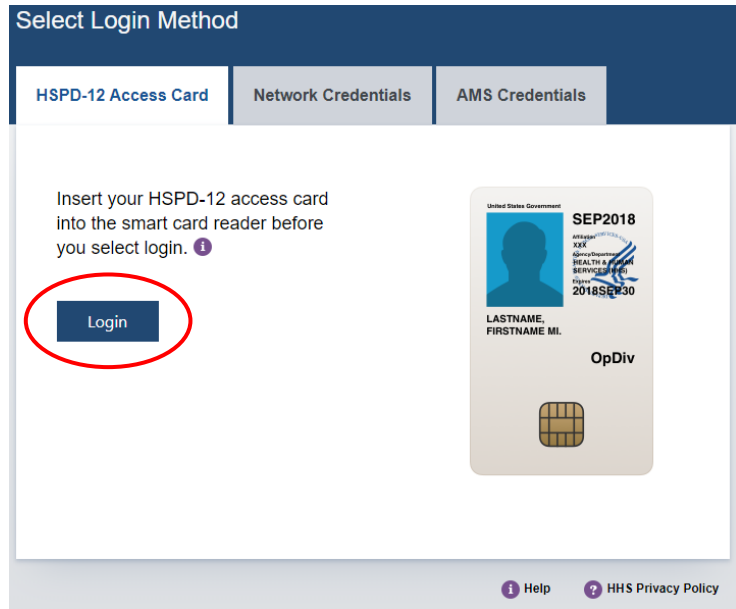
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

2. Login to CCMIS using your PIV, CAC, or ALT card



3. Once logged in, click “Forms” on the left-side menu



4. Click the large, turquoise box labeled “MY FORMS”

5. Click “Add new record”

6. Ensure “Officer COER” is selected then click the button labeled “Save”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / My Forms

Reference Number:

Form Type:

Form Description:

Search

Add new record

Form Name:

Form Type:

Form Description:

Cancel Save

Forms + Add new record

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Supplemental Forms | Activity |
|---------------------|--------------|------------------|--------------|----------------------|------|--------|----------|--------------------|----------|
| 20200826-1608617804 | Officer COER | | 2020-08-26 | Approved - Completed | | | | 1 | |

Started Approved Completed

7. Click the icon under the “Edit” column

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / My Forms

Reference Number:

Description:

Form Type:

Status:

Search

Forms + Add new record

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Supplemental Forms | Activity |
|---------------------|--------------|------------------|--------------|-------------|------|--------|----------|--------------------|----------|
| 20200827-1393428499 | Officer COER | | 2020-08-27 | Not Started | | | | 0 | |

1 Officer 2 Officer's Rater 3 Officer Concurrence 4 Officer's Reviewer 5 Liaison

8. Enter the required information throughout the page

Officer Rater Reviewing Official Liasion

Supervisors/Raters: Click "Search Officer" to initiate a COER on an officer your supervise

Search Officer

Section 1: Administrative Data

| | | |
|----------------------|-----------------------------|-------------------------|
| Full Name | Rank | SERNO |
| <input type="text"/> | LT | <input type="text"/> |
| Position Title * | Agency * | Category |
| <input type="text"/> | OS | Health Services Officer |
| Email Address * | Phone * | |
| <input type="text"/> | () - - | |
| Billet Grade * | In Current Position Since * | |
| <input type="text"/> | MM/dd/yyyy | <input type="text"/> |

- Submit the COER to your rater by clicking the "Submit" button at the bottom of the page
 After you submit the COER and your Rater completes the evaluation, you must concur or disagree with the COER to complete the officer section of the COER process. Please be sure you concur or disagree in "Forms to Review" rather than "My Forms".

*Note: If you have a Rater change of any type during the Evaluation Year, you can complete your COER immediately following the change. You may also begin this COER up to 1 month in advance of the anticipated change. This will alleviate the burden of trying to complete multiple COERs when the COER season opens (Oct. 1).

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. *

Rater Information

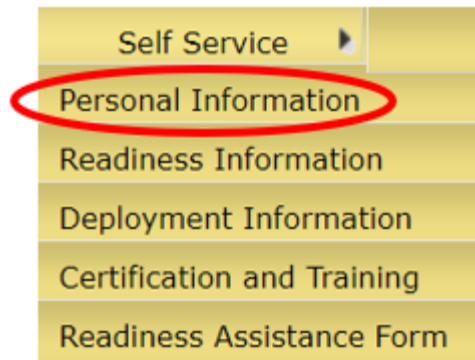
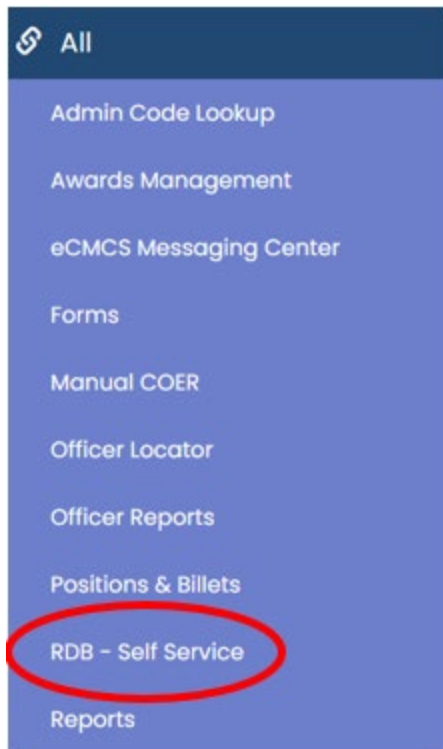
Email Address *

The Rater's email address will not populate until dates are entered in "Period Covered by Report"

CancelSubmit

The Rater's email address and name are pulled from RedDOG's system – update your supervisor information on RedDOG self-service if your Rater's email address is incorrect

To update your Rater's information on RedDOG, go to the "RDB – Self Service" tab on the left side of the Officer Secure Area Dashboard and click "Personal Information" under the "Self Service" tab at the top.



Ensure your Supervisor information is up to date. There can be no gaps in supervision and your current Supervisor must have a blank "To Date."

5. Supervisor Information

| # | Supervisor SERNO | First Name | Last Name | Work Phone | Cell Phone | Email | Agency | From Date | To Date | | |
|----|------------------|------------|-----------|------------|------------|-------|--------|------------|------------|------|--------|
| 1. | | | | | | | | 09/20/2021 | | Edit | Delete |
| 2. | | | | | | | | 03/22/2019 | 09/19/2021 | Edit | Delete |

Add Supervisor Info

You might need to delete all entries and start from scratch. Only the last few supervisors are necessary. When entering Supervisors from scratch, start from the least recent. If you have performed this action after beginning your COER, complete this action and then delete and re-enter the dates in your COER, this prompts the system to re-pull the information.

COER Components

Section 1: Administrative Data

Full Name Phone * SERNO

Email Address * Agency * Category

Position Title * Rank

Billet Grade * In Current Position Since *

Officer is up for promotion

Period Covered by Report From * To * COER Type

Purpose of COER * Evaluation Year

Input any administrative data that is not auto-populated

Period Covered by Report should cover the entire evaluation year (1 October to 30 September) unless you had a rater change during the evaluation year – transfer, separation, or retirement of the officer or rater

Evaluation Year will auto-populate based on the dates you enter.

Most officers should select “End of Evaluation Year” unless you had a rater change – transfer, separation, or retirement of the officer or rater. See page 60 (FAQ’s) for further clarification.

Clicking this button will indicate to your rater, RO, and liaison that you are “Up for promotion”. It will also require your RO to submit a ROS in order to complete their part of the COER.

COER type (annual or interim) will auto-populate based on the dates you enter. If the period covered is ≥ 6 months, it is an annual COER. If the period covered is < 6 months, it is an interim COER. If you have had 3 or more Raters in a given year, you might have an Annual COER with a period < 6 months. If this is the case, contact the COER Specialist (phscoers@hhs.gov) after you have submitted your COER to your Rater.

OFFICER INSTRUCTIONS: Describe your duties, goals, and accomplishments during the performance period. Use the space provided. [COER Information](#)

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. *

Accomplishments. List your accomplishments related to the performance elements you will be rated on. *

Officers are encouraged to save text in an external application then copy-and-paste the data into the provided textboxes.

Description and Goals textboxes have a 400 character limit.

Each textbox has a different line limit – please limit the amount of line returns

Accomplishments textbox has a 1680 character limit.

See page 66 for character limits for all textboxes.

Reviewing a COER and Concurring or Disagreeing as an Officer:

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) - https://dcp.psc.gov/osa/osa_security_statement.aspx

Officer Secure Area

Security Statement

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- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

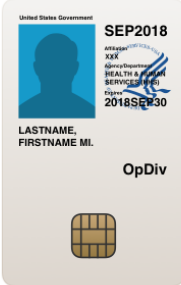
2. Login to CCMIS using your PIV, CAC, or ALT card

Select Login Method

| | | |
|----------------------------|---------------------|-----------------|
| HSPD-12 Access Card | Network Credentials | AMS Credentials |
|----------------------------|---------------------|-----------------|

Insert your HSPD-12 access card into the smart card reader before you select login. [i](#)

[Login](#)



The image shows a HSPD-12 Access Card. It is a white card with a blue header that says "United States Government". Below the header is a blue silhouette of a person's head and shoulders. To the right of the silhouette, it says "SEP2018" and "2018SEP30". Below the silhouette, it says "LASTNAME, FIRSTNAME MI." and "OpDiv". At the bottom of the card is a gold-colored smart card chip.

[i](#) Help [?](#) HHS Privacy Policy

3. Once logged in, click “Forms” on the left-side menu

Commissioned Corps of the U.S. Public Health Service
Management Information System

Dashboard

Home / Dashboard

LT Lance Cody Pittman - 74846
lance.pittman@hhs.gov

| Officer Details | |
|-----------------|-------------------------|
| Category | Health Services Officer |
| Agency | DS |

| License and Certification Details | |
|-----------------------------------|---------------|
| Licensure Status | Valid license |
| License Expiration Date | 08/31/2021 |

| Retention Weight Standards | |
|----------------------------|-----------|
| Status per last BMI | COMPLIANT |

Officers identified as "Non Compliant" will maintain "Qualified" readiness status if required documentation is submitted timely and reflects progress as outlined in policy. Information is available on the website. Retention Weight Standards requirements and due dates are established by policy (CO 2410) and duty requirements, POM 821.75 "Readiness Compliance", and POM 821.66, "Retention Weight Standards".

| On Call Status | |
|-------------------|--|
| Last On Call Date | Next On Call Date |
| 11/1/2019 | Public Health Emergency (effective 03/25/20 - present) |

| Periodic Health Update (PHU) Details | |
|--------------------------------------|------------|
| Report Date for Initial PHU | 11/30/2020 |
| Next Report Date for PHU | 11/30/2021 |

| Projected Readiness | | | |
|---------------------|-----------------------|--------|-------------|
| Readiness Status | Readiness Description | Date | Last Update |
| Basic | Qualified | 202009 | 8/27/2020 |

4. Click the large, red box labeled “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

| MY FORMS | FORMS TO REVIEW |
|----------------------|---|
| Total 11 | Total 1 |
| Not Started | Officer COER |
| In Process | Officer Rebuttal (COER) |
| Approved - Completed | PHS-7047 (Practice Hours) |
| Rejected - Closed | Respirator Medical Evaluation Questionnaire |
| | ROS (COER) |

5. Click the icon in the column labeled “Edit Form”

The screenshot shows the 'Management Information System' interface for the 'Commissioned Corps of U.S. Public Health Service'. It features a search filter section with fields for 'Reference Number', 'Description', 'Form Type', and 'Status', along with a 'Search' button. Below this is a table with the following columns: Reference Number, Form Owner, Form Type, Form Description, Stage, Status, and Edit Form. The table contains one row with the following data: Reference Number: 20200902-93550276, Form Owner: [redacted], Form Type: Officer COER, Form Description: [redacted], Stage: Officer Concurrence, Status: In Process. The 'Edit Form' column contains a pencil icon, which is circled in red. At the bottom of the table, there are navigation controls including 'Go to page: 1', 'Row count: 10', and 'Showing 1-1 of 1'.

6. Click “Review Rater’s Comments”

The screenshot displays a 'Performance Evaluation Summary' form. It is organized into a grid of eight categories, each with a numerical score in a text box: 1. Leadership (7), 2. Initiative and Growth (7), 3. Communication Skills (6), 4. Interpersonal Skills (4), 5. Planning and Organization (5), 6. Professional Competencies (4), 7. Analysis, Judgement, and Decision-Making (7), and 8. Overall Effectiveness (7). Below the grid, the 'Overall Performance' is listed as 'Satisfactory'. At the bottom of the form, a blue button labeled 'Review Rater's Comments' is highlighted with a red rectangular border.

7. If you choose to concur, select “I concur with this evaluation,” choose the date, then click “Submit”; after submitting your concurrence/non-concurrence, the officer section of the COER process is complete

| | | | |
|--|-------------------------------------|--|-------------------------------|
| 1. Leadership 7 | 2. Initiate and Growth 6 | 3. Communication Skills 7 | 4. Interpersonal Skills 7 |
| 5. Planning and Organization 6 | 6. Professional Competencies 7 | 7. Analysis, Judgement, and Decision-Making 7 | 8. Overall Effectiveness 7 |
| Overall Performance Satisfactory | | | |
| I have read this review and have had the opportunity to discuss it. | | | |
| Concurrence * I concur with this evaluation. | | Date * 09/02/2020 | |
| Rater Information | | | |
| Email Address * | | Full Name | |
| <input type="text"/> | | <input type="text"/> | |
| <input type="button" value="Cancel"/> | <input type="button" value="Next"/> | <input type="button" value="Submit"/> | |

*If you wish to submit a Rebuttal, choose “I disagree with this evaluation.” You may disagree without submitting a Rebuttal.

Submitting a Rebuttal

1. Officers who wish to submit a rebuttal should go to “MY FORMS” in CCMIS (see page 4 for step-by-step instructions)

Note: Officers have 90 days from the archive date of the COER to submit their Rebuttal.

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

| MY FORMS | FORMS TO REVIEW |
|-------------------------------|--|
| Total 11 | Total 1 |
| Not Started 2 | Officer COER 1 |
| In Process 1 | Officer Rebuttal (COER) 0 |
| Approved - Completed 8 | PHS-7047 (Practice Hours) 0 |
| Rejected - Closed 0 | Respirator Medical Evaluation Questionnaire 0 |
| | ROS (COER) 0 |

- Click the “Supplemental Forms” icon after verifying you are submitting a rebuttal to the correct COER

| | | | | | | | | |
|---------------------|--------------|------------|----------------------|--|--|--|---|--|
| 20200826-1608617804 | Officer COER | 2020-08-26 | Approved - Completed | | | | 1 | |
| 20200825-1233423731 | Officer COER | 2020-08-25 | Approved - Completed | | | | 1 | |
| 20200817-1868184205 | Officer COER | 2020-08-17 | Approved - Completed | | | | 1 | |

- Click “Add new record”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / / Supplemental Forms

Supplemental Forms + Add new record

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Activity |
|--------------------|-----------|------------------|--------------|--------|------|--------|----------|----------|
| No data available! | | | | | | | | |

Row count: 10

4. Ensure “Officer Rebuttal (COER)” is selected in the Form Name dropdown menu and click “Save”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / / Supplemental Forms

Supplemental Forms + Add new record

| Reference Number | Form Type | Status | Edit | Delete | Download | Activity |
|--------------------|-----------|--------|------|--------|----------|----------|
| No data available! | | | | | | |

Row count: 10

Add new record ✕

Form Name

Form Description

5. Click the icon in the “Edit” column

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / / Supplemental Forms

Supplemental Forms [+ Add new record](#)

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Activity |
|--------------------|-------------------------|------------------|--------------|-------------|------|--------|----------|----------|
| 20200914-165928458 | Officer Rebuttal (COER) | | 2020-09-14 | Not Started | | | | |

Progress bar: 1 Officer, 2 Liaison

Go to page: 1 Row count: 10 Showing 1-1 of 1

- Enter data in the rebuttal textbox, select the date, enter your liaison’s email address, and click “Submit”; after liaison approval, the rebuttal will be indexed in your eOPF with your COER

Rebuttal

Full Name * Rank * SERNO *

Rebuttal *

Officer Signed Date *
MM/dd/yyyy

Liaison Information

Email Address *

Cancel Submit

Rebuttal textbox is limited to 15,000 characters (5 pages)

Enter your liaison's email address

Submitting a Reviewing Official's Statement (ROS)

The ROS is a section of the annual COER and should be completed whenever the annual COER is completed. It is required for officers who are up for promotion and optional for those who are not up for promotion. The ROS is typically completed by the RO during the initial completion of the COER. If an officer needs to submit their ROS because they completed their annual COER without the ROS, please see the steps below:

1. Go to “MY FORMS” in CCMIS (see page 4 for step-by-step instructions)



The screenshot shows the CCMIS dashboard for the Commissioned Corps of U.S. Public Health Service. The header includes the organization's name and logo. Below the header, there is a navigation bar with a 'Forms' dropdown menu. The main content area is titled 'Dashboard' and shows a breadcrumb trail 'Home / Dashboard'. Two main sections are visible: 'MY FORMS' (Total 11) and 'FORMS TO REVIEW' (Total 1). The 'MY FORMS' section is highlighted with a red circle. Below it, there is a table with the following data:

| Category | Count |
|----------------------|-------|
| Not Started | 2 |
| In Process | 1 |
| Approved - Completed | 8 |
| Rejected - Closed | 0 |

The 'FORMS TO REVIEW' section contains a table with the following data:

| Form Name | Count |
|---|-------|
| Officer COER | 1 |
| Officer Rebuttal (COER) | 0 |
| PHS-7047 (Practice Hours) | 0 |
| Respirator Medical Evaluation Questionnaire | 0 |
| ROS (COER) | 0 |

2. Click the “Supplemental Forms” icon after verifying the correct COER is selected

| | | | | | | | | | |
|---------------------|--------------|--|------------|----------------------|--|--|--|--|--|
| 20200826-1608617804 | Officer COER | | 2020-08-26 | Approved - Completed | | | | | |
| | | | | | | | | | |
| 20200825-1233423731 | Officer COER | | 2020-08-25 | Approved - Completed | | | | | |
| | | | | | | | | | |
| 20200817-1868184205 | Officer COER | | 2020-08-17 | Approved - Completed | | | | | |
| | | | | | | | | | |

3. Click “Add new record”

4. Click “Save” after confirming “ROS(COER)” is selected

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / / Supplemental Forms

Supplemental Forms + Add new record

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Activity |
|--------------------|-------------------------|------------------|--------------|-----------|------|--------|----------|----------|
| 20200914-165928458 | Officer Rebuttal (COER) | | | Completed | | | | |

Add new record ✕

Form Name
ROS (COER) ▼

Form Description

Showing 1-1 of 1

- Click the icon in the “Edit” column

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

My Forms

User Forms / / Supplemental Forms

Supplemental Forms + Add new record

| Reference Number | Form Type | Form Description | Created Date | Status | Edit | Delete | Download | Activity |
|---------------------|------------|------------------|--------------|-------------|------|--------|----------|----------|
| 20200914-2031992389 | ROS (COER) | | 2020-09-14 | Not Started | | | | |

1 Reviewer 2 Liaison

- Enter your reviewing official’s email address and click “Submit”; your reviewing official will receive an email notification to complete your ROS

U.S. PUBLIC HEALTH SERVICE
1798

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Edit Form

My Forms / / Edit Form

Instructions & Privacy Notices

SECTION I -- Officer Information

Full Name *

Category *

Reviewing Official Email Address

Cancel

7. Your reviewing official will receive the form below; once all fields are completed, they will click “Submit” and the form will be sent to your liaison for approval

SECTION I -- Officer Information

Full Name *

Category *

Reviewing Official Email Address

SECTION II -- Reviewing Officials Assessment must address the following three points in the space provided.

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

SECTION III -- Reviewing Officials Signature

Reviewing Official Name *

Signed Date: *

SECTION IV -- Commissioned Corps Liaison Verification

Email Address *

Cancel

Reject

Approve

Rating an Officer as a PHS Officer

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) - https://dcp.psc.gov/osa/osa_security_statement.aspx

Officer Secure Area

Security Statement

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- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

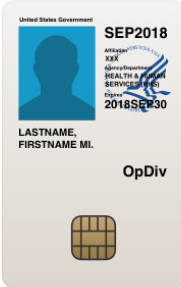
2. Login to CCMIS using your PIV, CAC, or ALT card

Select Login Method

| | | |
|----------------------------|---------------------|-----------------|
| HSPD-12 Access Card | Network Credentials | AMS Credentials |
|----------------------------|---------------------|-----------------|

Insert your HSPD-12 access card into the smart card reader before you select login. [i](#)

[Login](#)



The image shows a HSPD-12 Access Card with the following details: United States Government, SEP2018, 2018SEP30, OpDiv, and fields for LASTNAME and FIRSTNAME MI. There is a gold chip at the bottom.

[i](#) Help [?](#) HHS Privacy Policy

3. Once logged in, click “Forms” on the left-side menu

Commissioned Corps of the U.S. Public Health Service
Management Information System

Dashboard

Home / Dashboard

Officer Details

| | |
|----------|-------------------------|
| Category | Health Services Officer |
| Agency | DS |

License and Certification Details

| | |
|-------------------------|---------------|
| Licensure Status | Valid license |
| License Expiration Date | 08/31/2021 |

Retention Weight Standards

| | |
|---------------------|-----------|
| Status per last BMI | COMPLIANT |
|---------------------|-----------|

On Call Status

| Last On Call Date | Next On Call Date |
|-------------------|--|
| 11/1/2019 | Public Health Emergency (effective 03/25/20 – present) |

Periodic Health Update (PHU) Details

| | |
|-----------------------------|------------|
| Report Date for Initial PHU | 11/30/2020 |
| Next Report Date for PHU | 11/30/2021 |

Projected Readiness

| Readiness Status | Readiness Description | Date | Last Update |
|------------------|-----------------------|--------|-------------|
| Basic | Qualified | 202009 | 8/27/2020 |

4. Click the large, red box labeled “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

MY FORMS
Total 11

FORMS TO REVIEW
Total 1

| | | | |
|----------------------|---|---|---|
| Not Started | 2 | Officer COER | 1 |
| In Process | 1 | Officer Rebuttal (COER) | 0 |
| Approved - Completed | 8 | PHS-7047 (Practice Hours) | 0 |
| Rejected - Closed | 0 | Respirator Medical Evaluation Questionnaire | 0 |
| | | ROS (COER) | 0 |

- Click the icon in the column labeled “Edit Form”
If no forms appear, the officer has not yet submitted the COER; you’ll receive an automated email when the officer submits the COER

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Review Forms

User Forms / Review Forms

Reference Number: Description:

Form Type: Status:

| Reference Number | Form Owner | Form Type | Form Description | Stage | Status | Edit Form |
|--------------------|------------|--------------|------------------|-----------------|------------|--|
| 20200902-121679572 | | Officer COER | | Officer's Rater | In Process |  |

<< < > >> Go to page: Row count: Showing 1 of 1

- Review information the officer entered, scroll to the bottom of the page, and click “Next”

Section 2: Officer Comments

Description. Describe the main duties and responsibilities in your job during the performance period. *

Example

Goals. List your work-related goals for the next performance period and long term career goals. *

Example

Accomplishments. List your accomplishments related to the performance elements you will be rated on. *

Example

Rater Information

Email Address *

Full Name

7. Complete the information about yourself and add comments about the officer's strengths and areas of improvement

Rater Information

| | |
|--|--|
| Last Name, First Name, MI * <input style="width: 95%;" type="text"/> | Phone Number * <input style="width: 95%;" type="text"/> |
| Position Title * <input style="width: 95%;" type="text"/> | Overall Performance <small>(Auto-calculated from the performance evaluation - unless the COER is narrative)</small> * |
| Email Address <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |
| Time Supervised | |
| Years * <input style="width: 40%;" type="text"/> | Months <input style="width: 40%;" type="text"/> |

Strengths: List the areas in which the officer displays strong qualities and superior skills. *

Areas of improvement: List the areas needed for continued growth and development. *

Narrative

8. Select a score (1 to 7 with 1 being the worst and 7 being the best) for each performance attribute and add a comment to describe the action upon which you based your rating
 If you have supervised the officer for <6 months, this section is optional. If desired, you can complete a Narrative assessment by clicking the button indicated above.

1. Leadership - Demonstrates and communicates vision and sense of purpose; nurtures an environment conducive to accomplishing the organizations mission.

- 1
- 2 - Demonstrates behavior that maintains the status quo, often seeking direction in accomplishing the teams goals. *
- Has minimal influence on others.
- 3
- 4 - Demonstrates behavior that facilitates collaboration, fairness, and inclusiveness.
- Influences others through actions, accomplishments, and team work.
- 5
- 6 - Consistently demonstrates behavior that contributes to the organizations success by fostering effective relationships, inspiring the trust of others, and nurturing group effectiveness and cohesion.
- Influences others by exhibiting vision, innovation, resilience, inclusiveness, and by teaching and coaching others.
- 7

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.

- 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

9. Enter the email address of the Reviewing Official (your supervisor)

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

Overall Performance
Satisfactory

Reviewing Official Information

Email Address *

10. Type your name into the Signature textbox, choose the date, and click “Approve”
After clicking “Approve”, the Rater section is complete; see page 31 to reset/reject a COER

Reviewing Official Information

Email Address *

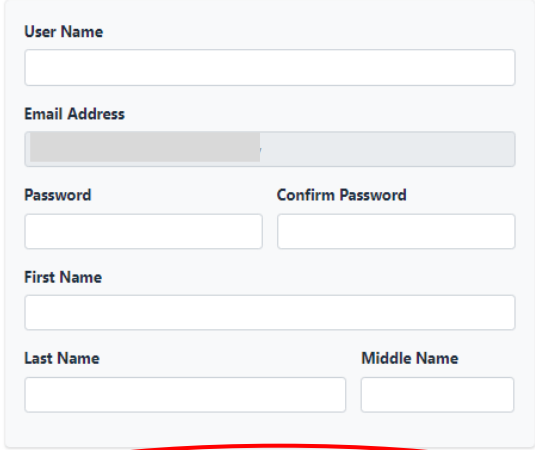
Signature *

Signed Date *

[Previous](#) [Cancel](#) [Reject](#) [Approve](#)

Rating an Officer as a Civilian

1. Once an officer under your supervision submits a COER, you will receive an email with a link to create an account; click the link, enter information requested, and click “Submit”



User Name

Email Address

Password Confirm Password

First Name

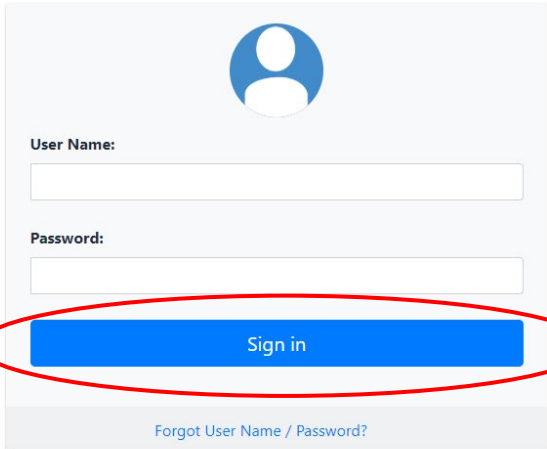
Last Name Middle Name


Submit

2. Once your account is created, go to the COER System guest user login (<https://dcp.psc.gov/Forms/Account/Login>)



Guest User Login





User Name:

Password:

Sign in

[Forgot User Name / Password?](#)

3. Verify your identity using the validation token sent to your email address

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Verify Token

An email from forms-donotreply@hhs.gov has been sent to your registered email with a validation token. Please use the token from the email to validate your identity.

Submit

4. Click the large, red box labeled “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

| | |
|-----------------------------|---|
| MY FORMS Total 11 | FORMS TO REVIEW Total 1 |
| Not Started | Officer COER |
| In Process | Officer Rebuttal (COER) |
| Approved - Completed | PHS-7047 (Practice Hours) |
| Rejected - Closed | Respirator Medical Evaluation Questionnaire |
| | ROS (COER) |

- Click the icon in the column labeled “Edit Form”
If no forms appear, the officer has not yet submitted the COER; you’ll receive an automated email when the officer submits the COER to you

The screenshot shows the 'Management Information System' interface for the 'Commissioned Corps of U.S. Public Health Service'. It features a search section with fields for 'Reference Number', 'Description', 'Form Type', and 'Status', along with a 'Search' button. Below this is a table with the following columns: Reference Number, Form Owner, Form Type, Form Description, Stage, Status, and Edit Form. The table contains one row with the following data: Reference Number: 20200902-121679572, Form Owner: [redacted], Form Type: Officer COER, Form Description: [redacted], Stage: Officer's Rater, Status: In Process. The 'Edit Form' column contains a document icon circled in red. At the bottom of the table, there are navigation controls including 'Go to page: 1', 'Row count: 10', and 'Showing 1 of 1'.

- Review information the officer entered, scroll to the bottom of the page, and click “Next”

The screenshot displays the 'Section 2: Officer Comments' form. It includes three text input areas with labels: '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. *', and 'Accomplishments. List your accomplishments related to the performance elements you will be rated on. *'. Each input area contains the word 'Example'. Below these is the 'Rater Information' section, which has two input fields: 'Email Address *' and 'Full Name'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next', with the 'Next' button circled in red.

7. Complete the information about yourself and add comments about the officer's strengths and areas of improvement

Rater Information

| | |
|------------------------------------|---|
| Last Name, First Name, MI * | Phone Number * |
| <input type="text"/> | <input type="text"/> |
| Position Title * | Overall Performance <small>(Auto-calculated from the performance evaluation - unless the COER is narrative)</small> |
| <input type="text"/> | <input type="text"/> |
| Email Address | <input type="text"/> |
| <input type="text"/> | <input type="button" value="Narrative"/> |
| Time Supervised | |
| Years * | Months |
| <input type="text"/> | <input type="text"/> |

Strengths: List the areas in which the officer displays strong qualities and superior skills. *

Areas of improvement: List the areas needed for continued growth and development. *

8. Select a score (1 to 7 with 1 being the worst and 7 being the best) for each performance attribute and add a comment to describe the action upon which you based your rating
 If you have supervised the officer for <6 months, this section is optional. If desired, you can complete a Narrative assessment by clicking the button indicated above.

1. Leadership - Demonstrates and communicates vision and sense of purpose; nurtures an environment conducive to accomplishing the organizations mission.

- 1
- 2 - Demonstrates behavior that maintains the status quo, often seeking direction in accomplishing the teams goals. *
- Has minimal influence on others.
- 3
- 4 - Demonstrates behavior that facilitates collaboration, fairness, and inclusiveness.
- Influences others through actions, accomplishments, and team work.
- 5
- 6 - Consistently demonstrates behavior that contributes to the organizations success by fostering effective relationships, inspiring the trust of others, and nurturing group effectiveness and cohesion.
- Influences others by exhibiting vision, innovation, resilience, inclusiveness, and by teaching and coaching others.
- 7

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.

- 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

9. Enter the email address of the Reviewing Official (your supervisor)

Summary

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

Overall Performance
Satisfactory

Reviewing Official Information

Email Address *

10. Type your name into the Signature textbox, choose the date, and click “Approve”
After clicking “Approve”, the Rater section is complete; see page 31 to reset/reject a COER

Summary

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

Overall Performance
Satisfactory

Reviewing Official Information

Email Address *

Signature *

Signed Date *

Previous Cancel Reject Approve

Resetting or Closing a COER (Rater)

1. Review information entered by the officer
 - For raters who are PHS officers, see page 25 for step-by-step instructions on arriving at this stage in the COER process
 - For raters who are civilians, see page 30 for step-by-step instructions on arriving at this stage in the COER process
2. If the officer entered incorrect information, you may send the COER back to the officer for modifications or close the COER completely by clicking the “Reject” button

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

Overall Performance
Satisfactory

Reviewing Official Information

Email Address *

Signature * **Signed Date ***

3. Choose “Assign To – Officer” or “Reject and Close” from the dropdown menu then click save; the “Comments” textbox is used to explain why you rejected the COER

The image shows a 'Reject Form' dialog box overlaid on a software interface. The dialog box has a title bar with a close button (X). Below the title bar is a 'Select Option:' label followed by a dropdown menu showing 'Assign To - Officer'. A red circle highlights the dropdown arrow. Below the dropdown is a 'Comments:' label followed by a large text input area. At the bottom right of the dialog are 'Close' and 'Save' buttons, with a red circle around the 'Save' button. The background shows a blurred interface with fields for 'Overall Per', 'Reviewing Officer', 'Email Address *', 'Signature *', and 'Signed Date *'.

Please note:

“Assign To – Officer” – Selecting this option will send the COER back to the officer. Data entered by the officer will be retained; **Data entered by you (the rater) should also be saved, but it’s a good idea to save this data on an external Word processor just in case the system loses it.**

“Reject and Close” – If the COER is rejected and closed, **all data entered will be lost and the COER will be closed completely.**

Initiating a COER on an Officer as a Rater

1. Click “Search Officer” within CCMIS; Officers please see page 4 and follow steps 1 – 7 to arrive at this stage. Civilians please see page 30 and follow steps 1-3 and click “My Forms” then follow steps 5-7 starting on page 6.

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Edit Form

My Forms / / Edit Form

Instructions & Privacy Notices

Officer Rater Reviewing Official Liasion

Supervisors/Raters: Click "Search Officer" to initiate a COER on an officer you supervise

Search Officer

Section 1: Administrative Data

Full Name Phone * SERNO

Email Address * Agency * Category

OS Health Services Officer

2. Search for any officers you supervise using their SERNO or name
The COER system will only show officers you supervise

SERNO Name

Agency Category

--- ALL ---

Search

- Click the checkbox that corresponds to the officers you wish to initiate a COER on and click “Add Selected”

The screenshot shows a search results window with the following fields: SERNO, Name, Agency, and Category. Below these is a table with columns: SERNO, Name, Category, Agency, Bureau, and Is Officer. The first row in the table has a checkbox in the SERNO column that is checked and circled in red. At the bottom right of the table, there is a blue button labeled "Add Selected", also circled in red. The background shows a sidebar with "Forms" and "Edit Form" options, and a main area with a "Search Officer" button and a message: "Supervisors/Raters: Click 'Search Officer' to initiate a COER on an officer your supervise".

- Enter the required data and click “Submit” to initiate the COER
Officers are required to complete any COER their rater initiates, including Interim COERs

The screenshot shows a form for initiating a COER. At the top, there are tabs for "Officer", "Rater", "Reviewing Official", and "Liasion". The form is divided into sections: "Section 1: Administrative Data" and "Rater Information".

Section 1: Administrative Data

- Full Name: [Text Input]
- SERNO: [Text Input]
- Email Address *: [Text Input]
- Agency *: [Dropdown Menu, value: OS]
- Category: [Text Input]
- Rank: [Text Input, value: CDR]
- Period Covered by Report: [From: MM/dd/yyyy, To: MM/dd/yyyy]
- COER Type: [Text Input]
- Purpose of COER *: [Dropdown Menu, value: End of Evaluation Year]
- Evaluation Year: [Text Input]

Rater Information

- Email Address *: [Text Input]
- Full Name: [Text Input]

At the bottom of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.

Rebuttal/Rebuttal Response Process as a Rater

If an Officer chooses to submit a Rebuttal. The Rater and RO have the opportunity to submit a Rebuttal Response. Once the Officer's Rebuttal has been signed by the Liaison, the Liaison will send a copy of the Rebuttal to the Rater and the RO. The Rater and RO may choose one of the three following actions:

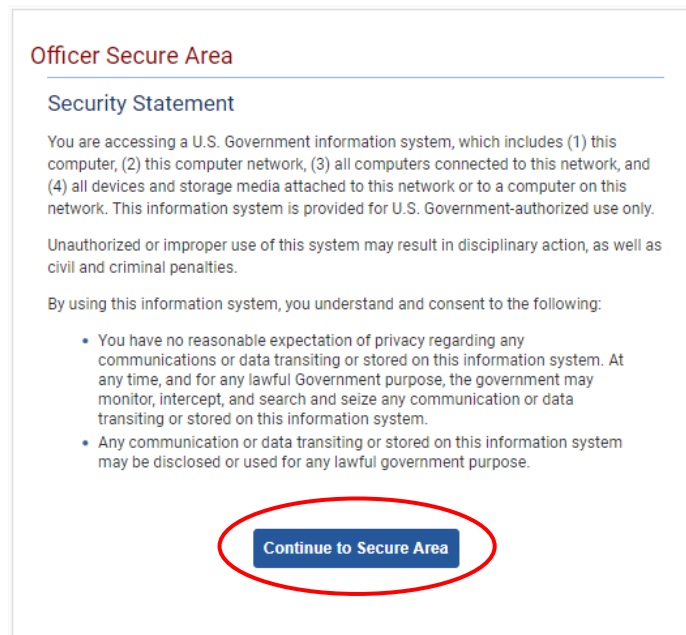
1. Rater-Only Response
2. Rater and RO Combined Response
3. No Response

The Rater will notify the Liaison of their course of action and the Liaison will initiate the form (if applicable). The Rater should follow the prompts and see that this form is signed by the Liaison after all sections are completed. Once signed by the Liaison, the Rebuttal Response will automatically be uploaded into the Officer's file.

Note: The Rater/RO have 60 days from the archive date of the Rebuttal to complete a Rebuttal Response.

Reviewing a COER as a PHS Officer

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) - https://dcp.psc.gov/osa/osa_security_statement.aspx



Officer Secure Area

Security Statement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

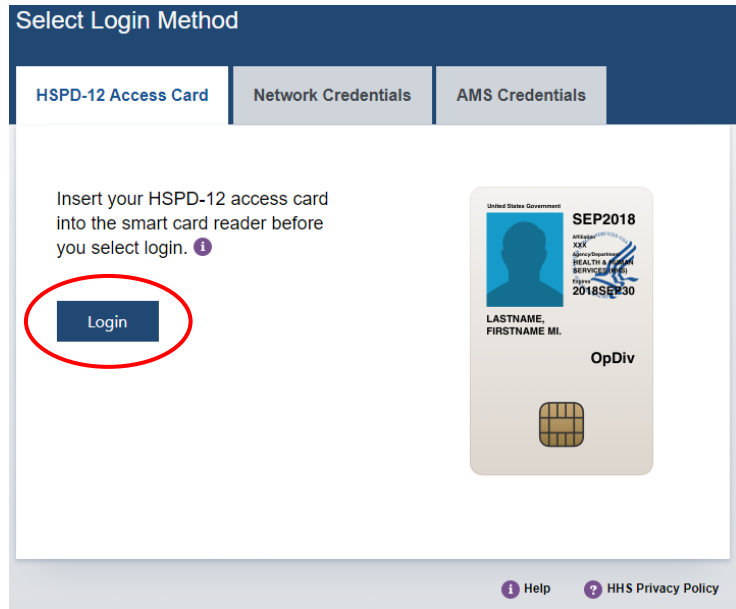
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

2. Login to CCMIS using your PIV, CAC, or ALT card



- Once logged in, click “Forms” on the left-side menu



- Click the large, red box labeled “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

MY FORMS
Total 11

| | |
|----------------------|---|
| Not Started | 4 |
| In Process | 1 |
| Approved - Completed | 8 |
| Rejected - Closed | 0 |

FORMS TO REVIEW
Total 1

| | |
|---|---|
| Officer COER | 1 |
| Officer Rebuttal (COER) | 0 |
| PHS-7047 (Practice Hours) | 0 |
| Respirator Medical Evaluation Questionnaire | 0 |
| ROS (COER) | 0 |

5. Click the icon in the column labeled “Edit Form”

If no forms appear, the officer has not yet concurred or disagreed with the COER; you’ll receive an automated email when the officer submits concurrence

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Review Forms

User Forms / Review Forms

Reference Number: Description:

Form Type: Status:

[Search](#)

| Reference Number | Form Owner | Form Type | Form Description | Stage | Status | Edit Form |
|--------------------|------------|--------------|------------------|-----------------|------------|-----------|
| 20200902-121679572 | | Officer COER | | Officer's Rater | In Process | |

Go to page: 1 Row count: 10 Showing 1 of 1

6. Review the information entered in the “Officer” tab then click “Next”

Section 2: Officer Comments

Description. Describe the main duties and responsibilities in your job during the performance period. *

asdf

Goals. List your work-related goals for the next performance period and long term career goals. *

asdf

Accomplishments. List your accomplishments related to the performance elements you will be rated on. *

asdf

I have read this review and have had the opportunity to discuss it.

Concurrence * **Date ***

Rater Information

Email Address * **Full Name**

7. Review the information entered in the “Rater” tab then click “Next”

Summary

| | | | |
|--|--|---|--|
| 1. Leadership <input type="text" value="7"/> | 2. Initiate and Growth <input type="text" value="6"/> | 3. Communication Skills <input type="text" value="6"/> | 4. Interpersonal Skills <input type="text" value="6"/> |
| 5. Planning and Organization <input type="text" value="6"/> | 6. Professional Competencies <input type="text" value="6"/> | 7. Analysis, Judgement, and Decision-Making <input type="text" value="7"/> | 8. Overall Effectiveness <input type="text" value="7"/> |

Overall Performance

Reviewing Official Information

Email Address *

Signature * **Signed Date ***

- Enter administrative data on yourself, choose concurrence, enter comments, and enter the Reviewing Official Statement (required if the officer is up for promotion, optional if not)

Officer Rater **Reviewing Official** Liaison

Reviewing Official Information

Last Name, First Name, MI * Phone Number *

Email Address Position Title *

Officer is up for Promotion

CONCURRENCE/NON-CONCURRENCE *

Reviewing Officials Comments
(Optional section used to justify concurrence/non-concurrence or to add general comments about the officer)

Section 4: Reviewing Officials Statement (ROS)
(Required if the officer is up for promotion; optional if the officer is not up for promotion)

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

- Type in your name in the “Signature” textbox, select the date, and enter the email address of the agency liaison

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

Signature * Signed Date *

Liaison Information

Email Address *

Previous Cancel Reject Approve

10. Click “Approve” to submit the COER to the liaison and complete your part of the COER process; you may also click “Reject” to reset the COER to a previous stage or close the COER completely

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

Signature * Signed Date *

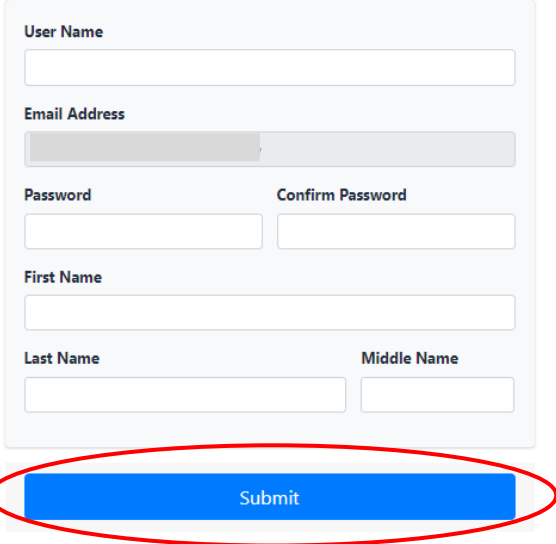
Liaison Information

Email Address *

PreviousCancelRejectApprove

Reviewing a COER as a Civilian

1. Once an officer under your supervision submits a COER, you will receive an email with a link to create an account; click the link, enter information requested, and click “Submit”

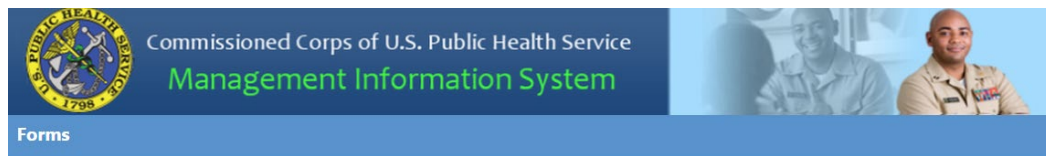


The form contains the following fields:

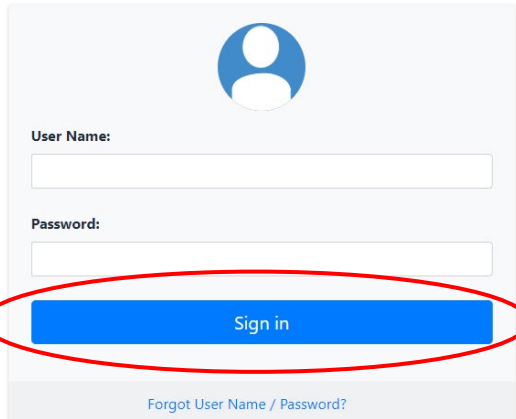
- User Name
- Email Address
- Password
- Confirm Password
- First Name
- Last Name
- Middle Name

A red oval highlights the blue "Submit" button at the bottom of the form.

2. Once your account is created, go to the COER System guest user login (<https://dcp.psc.gov/Forms/Account/Login>)



Guest User Login



The form includes a user icon placeholder, a "User Name:" label, a text input field, a "Password:" label, another text input field, and a blue "Sign in" button. A red oval highlights the "Sign in" button. Below the form is a link that says "Forgot User Name / Password?"

3. Verify your identity using the validation token sent to your email address



Verify Token

An email from forms-donotreply@hhs.gov has been sent to your registered email with a validation token. Please use the token from the email to validate your identity.

Submit

4. Click the large, red box labeled “FORMS TO REVIEW”

| MY FORMS | FORMS TO REVIEW |
|------------------------|---|
| Total 11 | Total 1 |
| Not Started 2 | Officer COER 1 |
| In Process 1 | Officer Rebuttal (COER) 0 |
| Approved - Completed 8 | PHS-7047 (Practice Hours) 0 |
| Rejected - Closed 0 | Respirator Medical Evaluation Questionnaire 0 |
| | ROS (COER) 0 |

5. Click the icon in the column labeled “Edit Form”

If no forms appear, the officer has not yet concurred or disagreed with the COER; you'll receive an automated email when the officer submits concurrence

The screenshot shows the 'Management Information System' interface for the 'Commissioned Corps of U.S. Public Health Service'. It features a search section with fields for 'Reference Number', 'Description', 'Form Type', and 'Status', along with a 'Search' button. Below the search section is a table with the following columns: Reference Number, Form Owner, Form Type, Form Description, Stage, Status, and Edit Form. The table contains one row with the following data: Reference Number: 20200902-121679572, Form Owner: [redacted], Form Type: Officer COER, Form Description: [redacted], Stage: Officer's Rater, Status: In Process. The 'Edit Form' column contains a pencil icon circled in red. At the bottom of the table, there are navigation controls: '<< < > >>' and 'Go to page: 1 Row count: 10'. The bottom right corner shows 'Showing 1 of 1'.

6. Review the information entered in the “Officer” tab then click “Next”

The screenshot shows the 'Officer Comments' section of the form. It includes three text input fields for 'Description', 'Goals', and 'Accomplishments', each containing the placeholder text 'asdf'. Below these fields is a section titled 'I have read this review and have had the opportunity to discuss it.' which contains two input fields: 'Concurrence' with the value 'I concur with this evaluation.' and 'Date' with the value '09/10/2020'. At the bottom of the form is a 'Rater Information' section with two input fields: 'Email Address' and 'Full Name'. At the very bottom of the form are two buttons: 'Cancel' and 'Next', with the 'Next' button circled in red.

- Review the information entered in the “Rater” tab then click “Next”

Summary

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

Overall Performance
Satisfactory

Reviewing Official Information

Email Address *

Signature *
asdf

Signed Date *
09/10/2020

Previous Cancel **Next**

- Enter administrative data on yourself, choose concurrence, enter comments, and enter the Reviewing Officials Statement (required if the officer is up for promotion, optional if not)

Officer Rater **Reviewing Official** Liaison

Reviewing Official Information

Last Name, First Name, MI * Phone Number *

Email Address Position Title *

Officer is up for Promotion

CONCURRENCE/NON-CONCURRENCE *

Reviewing Officials Comments
(Optional section used to justify concurrence/non-concurrence or to add general comments about the officer)

Section 4: Reviewing Officials Statement (ROS)
(Required if the officer is up for promotion; optional if the officer is not up for promotion)

- PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
- LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
- MISSION: How does the officer contribute to the mission of the Command/Agency?

- Type your name in the “Signature” textbox, select the date, and enter the email address of the agency liaison

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

Signature * Signed Date *

MM/dd/yyyy

Liaison Information

Email Address *

Previous Cancel Reject Approve

10. Click “Approve” to submit the COER to the liaison and complete your part of the COER process; you may also click “Reject” to reset the COER to a previous stage or close the COER completely

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

Signature * Signed Date *

MM/dd/yyyy

Liaison Information

Email Address *

Previous Cancel Reject Approve

Resetting or closing a COER (Reviewing Official)

Reviewing officials have the ability to close a COER or reset a COER to any stage in the COER process preceding their own stage; they may reset the COER to the officer stage, rater stage, or officer concurrence stage.

2. After you are in the reviewing official tab on a COER (see page 39 for officers and page 45 for civilians on how to get to this tab), click the “Reject” button

The screenshot shows a COER review form with the following elements:

- Three numbered questions:
 1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
 2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
 3. MISSION: How does the officer contribute to the mission of the Command/Agency?
- A large text area for responses.
- Signature and Signed Date fields.
- A blue bar labeled "Liaison Information".
- An Email Address field.
- Four buttons at the bottom: Previous (blue), Cancel (blue), Reject (red, circled in red), and Approve (green).

3. Click the dropdown menu to view your available options

The screenshot shows a "Reject Form" dialog box with the following elements:

- Title: Reject Form (with a close button 'x').
- Section: Select Option:
- Dropdown menu: Assign To - Officer (with a dropdown arrow circled in red).
- Section: Comments:
- Text area for comments.
- Buttons: Close (grey) and Save (blue).

4. After selecting the stage you would like to reset the COER to (or closing the COER), add a comment explaining your reasons for doing so and click “Save”.

The image shows a 'Reject Form' dialog box. At the top, it has a title bar with the text 'Reject Form' and a close button (X). Below the title bar, there is a section labeled 'Select Option:' which contains a dropdown menu. The dropdown menu is open, displaying four visible options: 'Assign To - Officer' (which is highlighted in blue), 'Assign To - Officer's Rater', 'Assign To - Officer Concurrence', and 'Reject and Close'. At the bottom right of the dialog box, there are two buttons: a grey 'Close' button and a blue 'Save' button. The 'Save' button is circled in red.

Please note:

“Assign To – Officer” – The COER will be sent back to the officer. Data entered by the officer will be retained..

“Assign To – Officer’s Rater” – The COER will be sent back to the rater. Data entered by the officer and rater will be retained.

“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 by all parties should be saved, but it is a good idea to save all data on an external Word processor in case the system loses it.

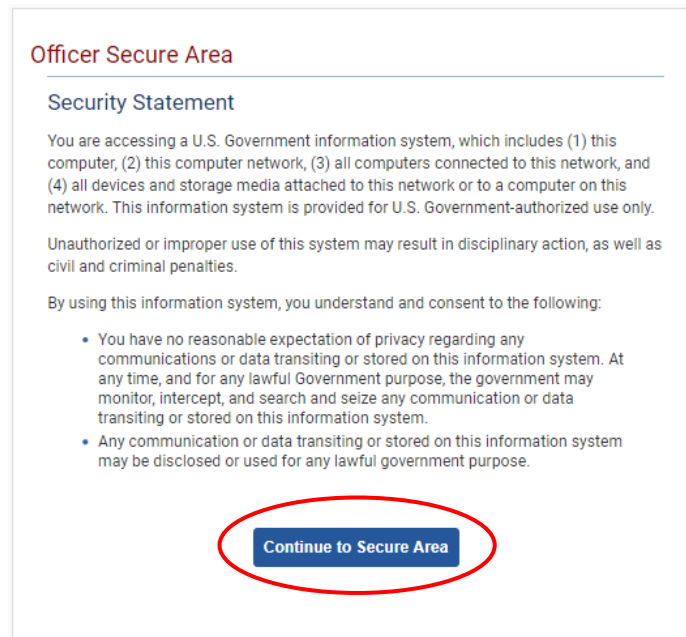
“Reject and Close” – If the COER is rejected and closed, **all data entered will be lost and the COER will be closed completely.**

Rebuttal/Rebuttal Response Process as a Reviewing Official

Please see the Rater instructions on page 39. As the RO, you will receive a copy of the Rebuttal from the Liaison and help make the decision to perform a Rater-only response, a Rater and RO combined response, or perform no action. If a Rater and RO combined response is chosen, the Liaison will initiate the form and the Rater will perform their portion of the response first, then the document will proceed to the RO. Once the RO is finished with their portion. It will go to the Liaison for final signature. Once the Liaison signs the form, it will automatically be uploaded into the Officer's file.

Liaison Review

1. Go to the Officer Secure Area of the Commissioned Corps Management Information System (CCMIS) - https://dcp.psc.gov/osa/osa_security_statement.aspx



Officer Secure Area

Security Statement

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

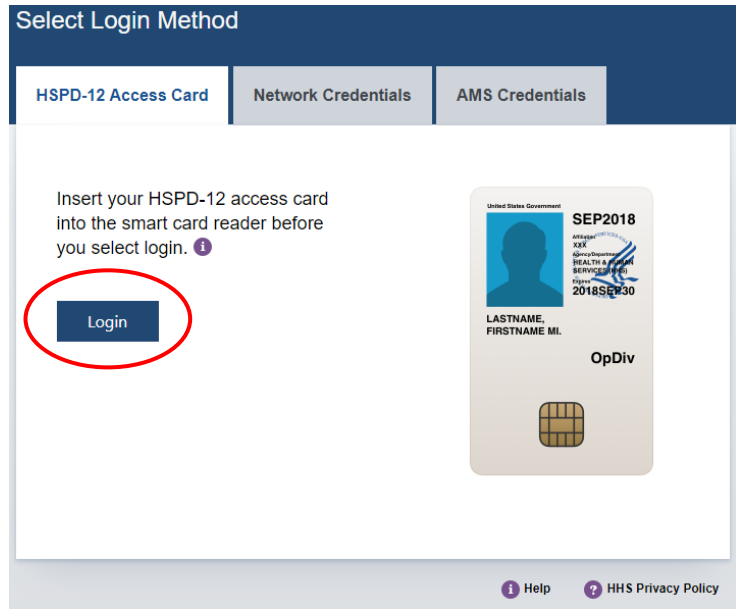
Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

[Continue to Secure Area](#)

2. Login to CCMIS using your PIV, CAC, or ALT card



- Once logged in, click “Forms” on the left-side menu



- Click the large, red box labeled “FORMS TO REVIEW”

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Dashboard

Home / Dashboard

MY FORMS
Total 11

- Not Started: 4
- In Process: 1
- Approved - Completed: 8
- Rejected - Closed: 0

FORMS TO REVIEW
Total 1

- Officer COER: 1
- Officer Rebuttal (COER): 0
- PHS-7047 (Practice Hours): 0
- Respirator Medical Evaluation Questionnaire: 0
- ROS (COER): 0

- Click the icon in the column labeled “Edit Form” on whichever officer you wish to review

Commissioned Corps of U.S. Public Health Service
Management Information System

Forms

Review Forms

User Forms / Review Forms

Reference Number:

Description:

Form Type:

Status:

| Reference Number | Form Owner | Form Type | Form Description | Stage | Status | Edit Form |
|-------------------|------------|--------------|------------------|---------------------|------------|-----------|
| 20200902-93550276 | | Officer COER | | Officer Concurrence | In Process | |

<< < > >> Go to page: Row count:

Showing 1 of 1

- Review information entered in the “Officer” tab and click “Next”

asdf

Goals. List your work-related goals for the next performance period and long term career goals. *

asdf

Accomplishments. List your accomplishments related to the performance elements you will be rated on. *

asdf

I have read this review and have had the opportunity to discuss it.

Concurrence * **Date ***

Rater Information

Email Address * **Full Name**

7. Review information entered in the “Rater” tab and click “Next”

Summary

| | | | |
|--|--|---|--|
| 1. Leadership <input type="text" value="7"/> | 2. Initiate and Growth <input type="text" value="6"/> | 3. Communication Skills <input type="text" value="6"/> | 4. Interpersonal Skills <input type="text" value="6"/> |
| 5. Planning and Organization <input type="text" value="6"/> | 6. Professional Competencies <input type="text" value="6"/> | 7. Analysis, Judgement, and Decision-Making <input type="text" value="7"/> | 8. Overall Effectiveness <input type="text" value="7"/> |

Overall Performance

Reviewing Official Information

Email Address *

Signature * **Signed Date ***

8. Reviewing information entered in the “Reviewing Official” tab and click “Next”

Reviewing Officials Comments
(Optional section used to justify concurrence/non-concurrence or to add general comments about the officer)

Section 4: Reviewing Officials Statement (ROS)
(Required if the officer is up for promotion; optional if the officer is not up for promotion)

1. PROMOTION READINESS: Do you recommend this officer for promotion to the next higher rank?
2. LEADERSHIP: How does the officer take on a leadership role in the Command/Agency?
3. MISSION: How does the officer contribute to the mission of the Command/Agency?

Signature * Signed Date *

test 09/10/2020

Liaison Information

Email Address *

Previous Cancel **Next**

9. Enter your name and click the applicable checkboxes indicating you’ve reviewed the information in the previous tabs
Click “Late COER Entry” if the COER is being submitted past deadlines (do not click “Late COER Entry” if the COER is late due to no fault of the officer)

Officer Rater Reviewing Official **Liaison**

Liaison Information

Full Name * Email Address

Liaison Review

Late COER Entry

Rater verified * RO verified *

Agency verified * COER type verified *

ROS verified (if officer is up for promotion) * Example or comment for each score attribute verified *

Signed Date *

MM/dd/yyyy

Previous Cancel Reject Approve

10. Click “Approve” to complete the COER process; the COER will be sent to the officer’s eOPF and their PIR will be updated to reflect the scores. Click “Reject” to reset the COER to any other stage in the COER process or close the COER completely.

The screenshot displays the 'Liaison' tab of a COER process. At the top, there are four tabs: 'Officer', 'Rater', 'Reviewing Official', and 'Liaison'. Below the tabs is a 'Liaison Information' section with two input fields: 'Full Name *' and 'Email Address'. The 'Email Address' field is currently disabled. Below this is a 'Liaison Review' section containing several checkboxes: 'Late COER Entry', 'Rater verified *', 'Agency verified *', 'ROS verified (if officer is up for promotion) *', 'RO verified *', 'COER type verified *', and 'Example or comment for each score attribute verified *'. Below the checkboxes is a 'Signed Date *' field with a calendar icon. At the bottom of the form are four buttons: 'Previous', 'Cancel', 'Reject', and 'Approve'. The 'Approve' button is circled in red.

Resetting or Closing a COER (Liaison)

Raters, reviewing officials, and liaisons all have the ability to reset or close a COER up to their own stage in the COER process. Once a COER is past their stage, they cannot reset or close the COER.

For example, once a rater submits a COER to the reviewing official, the rater can no longer reset or close the COER.

1. After you are in the liaison tab on a COER (see page 52 on how to get to this tab), click the “Reject” button

Officer Rater Reviewing Official Liaison

Liaison Information

Full Name * Email Address

Liaison Review

Late COER Entry

Rater verified * RO verified *

Agency verified * COER type verified *

ROS verified (if officer is up for promotion) * Example or comment for each score attribute verified *

Signed Date *

MM/dd/yyyy

Previous Cancel **Reject** Approve

2. Click the dropdown menu to view your available options

Reject Form

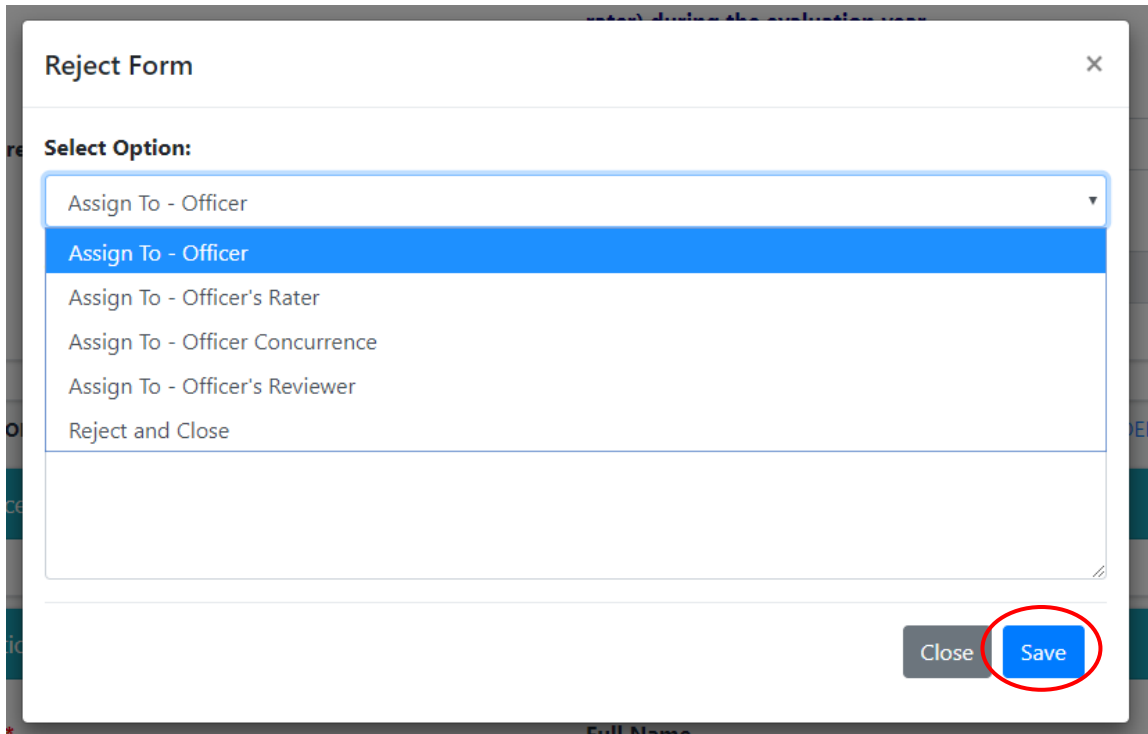
Select Option:

Assign To - Officer

Comments:

Close Save

3. After selecting the stage you would like to reset the COER to (or closing the COER), add a comment explaining your reasons for doing so and click “Save”



4. If you reset the COER to a previous stage, the COER will return to that stage with all data entered during that stage intact, but data entered after that particular stage will be lost. If you close the COER, any data entered will be lost.

Please note:

“Assign To – Officer” – The COER will be sent back to the officer. Data entered by the officer will be retained.

“Assign To – Officer’s Rater” – The COER will be sent back to the rater. Data entered by the officer and rater will be retained.

“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.

“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.

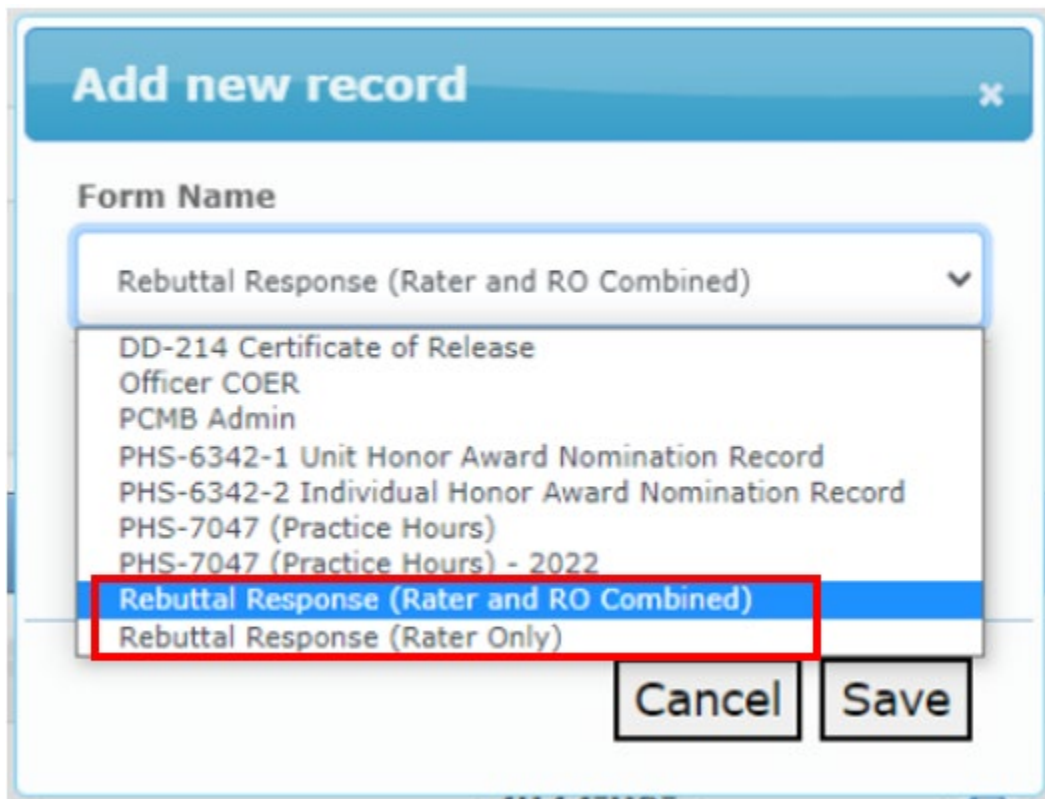
Data entered by all parties should be saved, but it is a good idea to save all data on an external Word processor in case the system loses it.

“Reject and Close” – If the COER is rejected and closed, **all data entered will be lost and the COER will be closed completely.**

Rebuttal/Rebuttal Response Process as a Liaison

If an Officer chooses to submit a Rebuttal. Their form will come to the Liaison for final signature. The Officer must submit this form within 90 days of the archive date of the COER. If submitted beyond the 90-day mark, the Rebuttal is invalid unless there is an approved excuse (deployment, illness, etc.) Once the Liaison ensures the appropriateness of the form and provides their signature, it is the duty of the Liaison to send a copy of the Rebuttal to the Rater and the RO and provide them with instructions to review the Rebuttal and make a decision regarding a response. They may choose to complete a Rater-only Response, a Rater and RO combined response, or take no action. If they choose to perform a Response, the Liaison must initiate the response.

To submit a Response, click “Add new record” on the “My Forms” page and choose one of the Response options:



The image shows a software dialog box titled "Add new record" with a close button (X) in the top right corner. Below the title bar, there is a section labeled "Form Name" containing a dropdown menu. The dropdown menu is open, showing a list of form options. The option "Rebuttal Response (Rater and RO Combined)" is highlighted in blue and has a red rectangular box drawn around it. Other visible options in the list include "DD-214 Certificate of Release", "Officer COER", "PCMB Admin", "PHS-6342-1 Unit Honor Award Nomination Record", "PHS-6342-2 Individual Honor Award Nomination Record", "PHS-7047 (Practice Hours)", and "PHS-7047 (Practice Hours) - 2022". At the bottom of the dialog box, there are two buttons: "Cancel" and "Save".

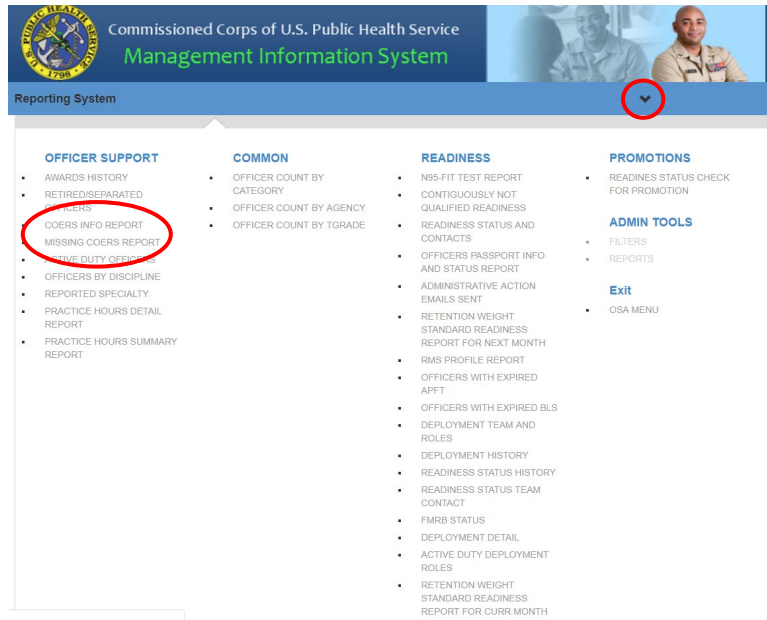
Follow the prompts to complete this form. This will require a signature by the liaison after the Rater and, if applicable, RO have complete their portions. The Rater and RO must complete their portions within 60 days of the archive date of the Rebuttal. If submitted beyond the 60-day mark, the Response is invalid unless there is an approved excuse (deployment, illness, etc.) Once the form is signed by the Liaison, it will automatically be uploaded into the Officer’s file.

Reports

1. After entering the secure area of CCMIS

The screenshot displays the CCMIS Officer Dashboard. On the left is a navigation sidebar with the following items: Access to Officer's OPF, Access Your Official Personnel Folder (OPF), eDOC-U (Document Upload), OPF Access granted by Officer, CC Headquarters, Commissioned Corps Modernization, Health Professions Special Pay, OASH Leadership Presentations, Officer Resources, All, Admin Code Lookup, Awards Management, COER, eCMCS Messaging Center, Forms, Manual COER, Officer Locator, Officer Management, Officer Reports, Positions & Billets, Promotion, ResDOC - Self Service, and Reports (circled in red). The main dashboard area includes a user profile card, a 'New Messages' button, and several information cards: Officer Details (Health Services Officer, Agency OS), License and Certification Details (Valid license, expires 08/31/2021, 0 practice hours), Retention Weight Standards (COMPLIANT), Promotion Details (TGrade and PGrade Promotion Eligible), On Call Status (Last On Call 11/1/2019, Next On Call 9/1/2020), Periodic Health Update (PHU) Details (Report Date 11/30/2020, Next Report Date 11/30/2021), Projected Readiness (Missing status for Readiness, Readiness Description, Date, and Last Updated Date), and Retirement Details (20 Year and 30 Year Retirement Eligible). Below these cards are two tables: 'Deployment Readiness' and 'Training Readiness'. The 'Deployment Readiness' table has columns for COMPONENT_DETAIL, 30 Day Forecast, 60 Day Forecast, 90 Day Forecast, and Date of Last Update, with rows for BLS and Deployment Role. The 'Training Readiness' table has columns for COMPONENT_DETAIL, 30 Day Forecast, 60 Day Forecast, 90 Day Forecast, and Date of Last Update, with a row for BASIC Training.

2. Click the dropdown menu then click “COERS INFO REPORT” for data on the current COER year or “MISSING COERS REPORT” for data on missing COERs in the current year as well as previous years



3. Select parameters using the dropdown menu and click “Search” to view the report

Commissioned Corps of U.S. Public Health Service
Management Information System

Reporting System

COERS INFO REPORT

OFFICER SUPPORT / COERS INFO REPORT

COER STATUS

--- ALL ---

UP FOR PROMOTION

--- ALL ---

REVIEW TYPE

--- ALL ---

COER TYPE

--- ALL ---

CATEGORY

--- ALL ---

AGENCY

--- ALL ---

FIRST NAME

LAST NAME

SERNO

Search

MISSING COERS REPORT

OFFICER SUPPORT / MISSING COERS REPORT

CATEGORY ⓘ

--- ALL ---

AGENCY ⓘ

--- ALL ---

FIRST NAME ⓘ

LAST NAME ⓘ

SERNO ⓘ

Search

“COERS INFO REPORT” Variables:

“MISSING COERS REPORT” Variables:

SERNO
FULL NAME
FIRST NAME
LAST NAME
RANK
AGENCY
BUREAU
CATEGORY
TGRADE
PGRADE
UP FOR PROMOTION
PROMOTION YEAR
TEMP PROMOTION ELIGIBILITY
PERM PROMOTION ELIGIBILITY
COER YEAR
COER TYPE
START DATE
END DATE
REVIEW TYPE
COER STATUS
OVERALL PERFORMANCE
RATER NAME
RATER EMAIL ADDRESS
RATER STATUS

SERNO
RANK
FIRST NAME
LAST NAME
TGRADE
PGRADE
AGENCY
CATEGORY
TGRADE PROMO ELIG
PGRADE PROMO ELIG
COER CURRENT YEAR
COER YEAR MINUS 1
COER YEAR MINUS 2
COER YEAR MINUS 3
COER YEAR MINUS 4

FAQs

- **I'm completing my annual COER. What dates do I enter for "Period Covered by Report"?**

1 October to 30 September. For the 2020 annual COER, the period covered will be 1 October 2019 to 30 September 2020. If you had a rater change (transfer, separation, or retirement of the officer or rater), the period covered by the COER should reflect the date the rater change occurred. Please see the "Scenarios" section on page 68 for specific examples.

- **My Rater is incorrect. How do I change my rater?**

The COER system pulls your rater information from the supervisor information provided in RedDOG. Officers must keep this information up-to-date. If you have not updated your supervisor's information in "RedDOG – Self Service", please do so immediately then initiate a COER with your current supervisor. If you are completing a COER with a rater other than your current rater, please contact your liaison. Please see page 9 for instructions.

- **I accidentally entered the wrong information and submitted my COER. How can I correct this?**

If the COER has not yet been submitted to CCHQ by your liaison, contact whomever the COER is currently with and ask them to "Reject" the COER. Once they click reject, they have the option to reset the COER to an earlier stage. Raters, reviewing officials, and liaisons all have the options of resetting a COER to a previous stage. However, they cannot reset a COER past their own stage. For example, if a rater submits the COER to the reviewing official, the rater can no longer reset the COER. Only the reviewing official and liaison can reset the COER at that point.

If the COER has already been submitted to CCHQ, contact your liaison.

- **What does the "Officer is up for promotion" button do?**

Only the officer may select this button. If it is selected, the rater, reviewing official, and liaison will know the officer is up for promotion. Additionally, the system will require the Reviewing Official to submit a Reviewing Official's Statement (ROS).

- **What do I select for "Purpose of COER"?**

If you did not have a rater change (transfer, separation, or retirement of the officer or rater), you should select "End of Evaluation Year" and begin your COER after 30 September. Please select the corresponding option from the dropdown menu if you are completing a COER due to a rater change.

- **I'm a rater or reviewing official, and I don't see any COERs to review. Am I missing something?**

The COER may not be in the stage for you to review. You will receive an automated email when it is time to review a COER. If you received an automated email message and you still do not see any COERs to review, ensure you are in the correct area of the website. Raters and reviewing officials should click “Forms to Review”, rather than “My Forms”.

- **I’m having issues logging into the COER system with my PIV card or using a username and password as a guest user.**
Please contact the Commissioned Corps Helpdesk (cchelpdesk@hhs.gov) for any login issues.
- **The COER system will not let me create another COER because I already have a COER that covers the period I’m entering. How can I correct this?**
Any period of evaluation can only be covered by one COER. COERs cannot overlap the same time period. The exception is a COER for the purpose of performance issues, TDY, and “other”.
- **Considering the COER system is open throughout the year, can I complete my annual COER early (before the evaluation year is over) to get it out of the way?**
No, you must wait until the evaluation year is over. You may only complete your annual COER early if you have a permanent rater change (transfer, separation, or retirement of the officer or rater) or incur special circumstances.
- **How can I complete a COER if I am temporarily unable to contact my rater or reviewing official, and the COER won’t be completed until after the deadline?**
Make every effort to complete the COER before the deadline. If it is not possible, please contact your liaison for their situational awareness.
- **How can I complete a COER if I am permanently unable to contact my rater or reviewing official because they are incapacitated or refuse to complete it?**
Your acting supervisor or whomever is next in your chain of command may complete your COER. Please work with your Liaison and allow them to oversee this process.
- **I am taking leave in conjunction with my PCS, so the last day at my duty station is weeks before my actual transfer date. May I initiate my COER before the period of evaluation is over in order to discuss my COER with my rater while we are at the same duty station?**
Yes, you may initiate your COER up to one month before the rater change occurs. For example, if your first day at your new agency is 1 June, you may initiate your COER on 1 May or later.
- **Does my Reviewing Official need to complete the Reviewing Official's Statement (ROS) section of the online COER?**

If you are up for promotion, the ROS is required. If you are not up for promotion, the ROS is optional. This section will only appear in annual COERs – not interim COERs. The Reviewing Official is the only one who can complete a Reviewing Official’s Statement.

▪ **Can I have more than one ROS per evaluation year?**

Officers should only have one ROS per evaluation year, and it should be completed with the officer’s annual COER. The ROS section will not appear on an interim COER.

▪ **I submitted my annual COER without an ROS, but now I need to submit an ROS. How can I submit my ROS outside of the annual COER process?**

Please see the step-by-step process on page 20.

▪ **What do I select for purpose of COER?**

- End of Evaluation Year – Select this option if the end date of your COER is 30 September. Annual and Interim COERs can both have the purpose of “End of Evaluation Year”
- Transfer (Officer) – Select this option if you (the officer) are transferring and you’re completing a COER to cover the period with your previous rater until your transfer.
- Transfer (Rater) – Select this option if your rater is transferring and you’re completing a COER to cover the period with that rater until their transfer.
- Separation (Officer) – Select this option if you (the officer) are separating from the Corps and you’re completing a COER to cover the period until separation.
- Separation (Rater) – Select this option if your rater is separating and you’re completing a COER to cover the period until their separation.
- Retirement (Officer) – Select this option if you (the officer) are retiring and you’re completing a COER to cover the period with your previous rater until your retirement.
- Retirement (Rater) – Select this option if your rater is retiring and you’re completing a COER to cover the period with that rater until their retirement.
- TDY – Select this option if you would like to cover the period on a Temporary Duty Assignment (TDY) with a COER. When selecting this option, the period of evaluation may overlap with your annual COER.
- Performance Issues – Select this option if you (the officer or rater) are completing a COER due to performance issues. Officers may select this option if they’re completing a COER to document improved performance after adverse performance issues. When selecting this option, the period of evaluation may overlap with your annual COER.
- Other – Select this option if you are completing a COER for any other reason than those listed above. When selecting this option, the period of evaluation may overlap with your annual COER.

▪ **I will take leave and use travel days in conjunction with my transfer/PCS, so my rater will not actually supervise me on those days. Which date do I use as the end date on my COER?**

For officers who transfer, the end date for the period of evaluation with their previous rater should be the day before “DATE ASSIGNED NEW ORGANIZATION” on their personal orders. For example, if an officer’s “DATE ASSIGNED NEW ORGANIZATION” was 15 June, the officer’s COER for the period with their previous rater should cover the period from 1 October to 14 June.

- **The system is incorrectly designating my COER as interim instead of annual or vice versa. How can I fix this?**

Contact PHSCOERs@hhs.gov to correct this issue.

- **How do I make a COER “Narrative” (no scores)?**

Click the narrative checkbox to remove the section labeled “Section 3: Performance Evaluation”. This will allow raters to complete a COER without rating officers in the eight performance attributes. This option is only available on COERs that cover a period of <6 months.

The screenshot shows a web form titled "Rater Information". It contains several input fields: "Last Name, First Name, MI" with the value "test", "Phone Number" with "(111) 111-1111", "Position Title" with "test", and "Email Address" which is redacted. There are also two dropdown menus for "Time Supervised": "Years" set to "10" and "Months" set to "4". On the right side, there is a section for "Overall Performance" with a dropdown menu currently set to "Satisfactory". Below this, there is a checkbox labeled "Narrative" which is circled in red. A note above the checkbox states: "(Auto-calculated from the performance evaluation - unless the COER is narrative)".

Scenarios*

*Applicable to the 2021 evaluation year and forward

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



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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)



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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)



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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



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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)

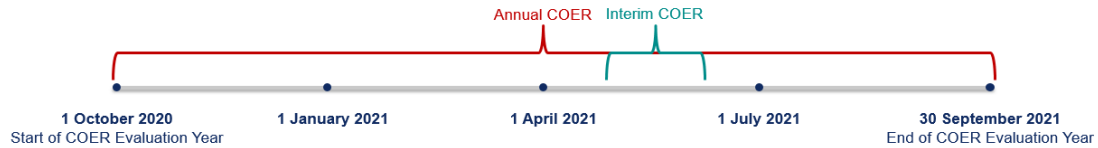
*If the longest periods are the same length, the most recent will be the annual COER



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)

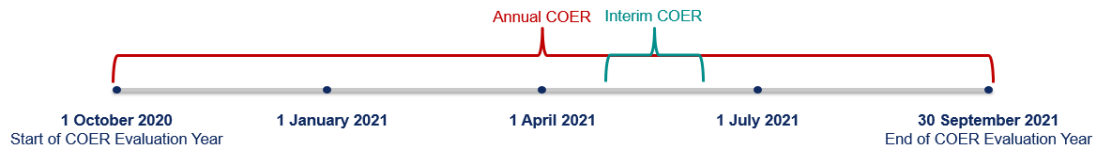


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Scenario 8: An officer or the officer's rater did not transfer, separate, or retire during the 2021 COER evaluation year, but the officer's rater chooses to complete a COER for performance issues for all of May 2021

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)



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Character and Line Limits

Officer Tab

- Description – 400 character limit, 9 line limit
- Goals – 400 character limit, 9 line limit
- Accomplishments – 1680 character limit, 38 line limit

Rater Tab

- Strengths – 240 character limit, 5 line limit
- Areas of Improvement – 240 character limit, 5 line limit
- Performance Evaluation Comments – 400 character limit, 7 line limit

Reviewing Official Tab

- Reviewing Official's Comments – 240 character limit, 7 line limit
- Reviewing Official's Statement – 500 character minimum, 3600 character limit, 38 line limit

Tips and Suggestions

- All users should save text in an external word processor (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 not close a COER because it was assigned to the incorrect rater or reviewing official – they should contact their liaison or PHSCOERs@hhs.gov; closing a COER will delete all entered data
- Raters and reviewing officials who are PHS officers, may enter their rank in the textbox which prompts them for their name; it is a free textbox, so the text does not have to be in a certain format
- Officers should only include information from time as a PHS officer
- Users should not include any classified information or make false/misleading statements