

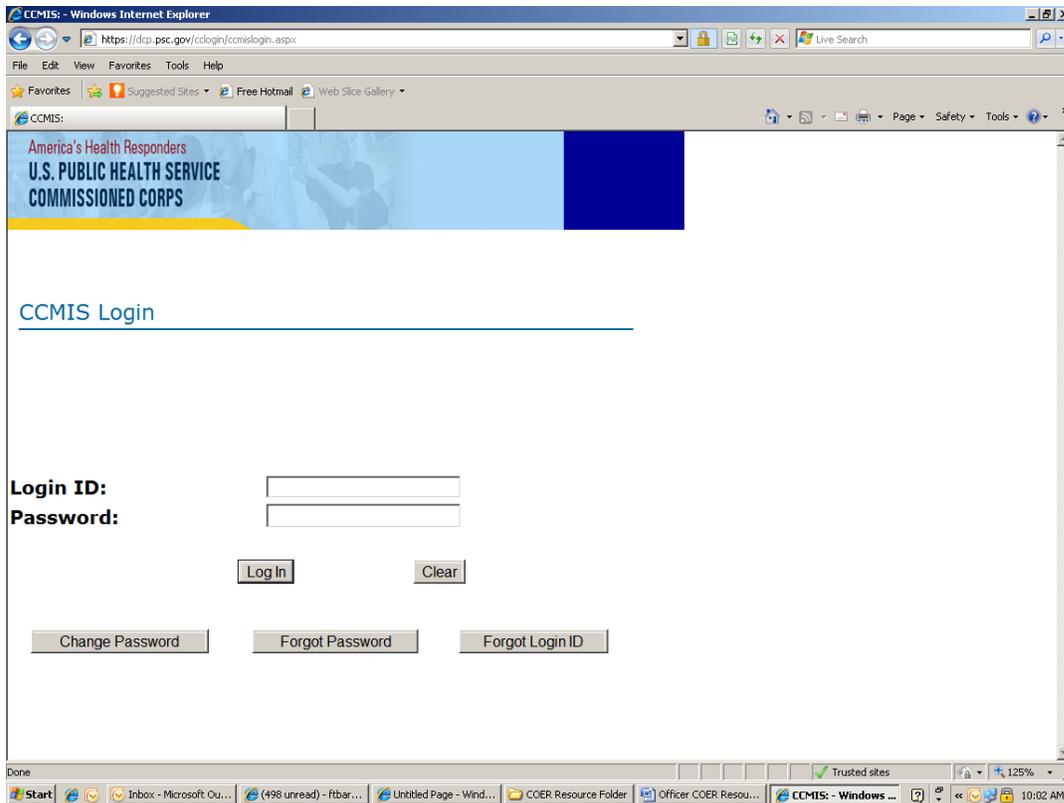
Officer Tasks

This section will concentrate on the tasks an officer performs to initiate the COER and manage the COER process.

- Logging into the COER application
- Updating Officer Information
- Entering Officer Comments
- Preview
- Release to Rater
- Notify Rater Again Email
- Concur/Disagree with COER
- Print COER
- Check COER Status

COER Login

1. From the Commissioned Corps Management Information Services (CCMIS) webpage, select Secure Area, then Officer, Liaison, and Leave Maintenance Clerk Activities.
2. From the CCMIS Login, type in Login ID. Press Tab.
3. Type in Password
4. Click Login.



The screenshot shows a Windows Internet Explorer browser window displaying the CCMIS Login page. The address bar shows the URL <https://dcp.psc.gov/cclogin/ccmislogin.aspx>. The page header includes the text "America's Health Responders U.S. PUBLIC HEALTH SERVICE COMMISSIONED CORPS". Below the header, the page title is "CCMIS Login". The login form consists of two input fields: "Login ID:" and "Password:". Below the input fields are two buttons: "Log In" and "Clear". At the bottom of the form, there are three buttons: "Change Password", "Forgot Password", and "Forgot Login ID". The browser's taskbar at the bottom shows several open applications, including "Start", "Inbox - Microsoft Ou...", "(498 unread) - Ftbar...", "Untitled Page - Wind...", "COER Resource Folder", "Officer COER Resou...", and "CCMIS: - Windows ...". The system tray shows the time as 10:02 AM.

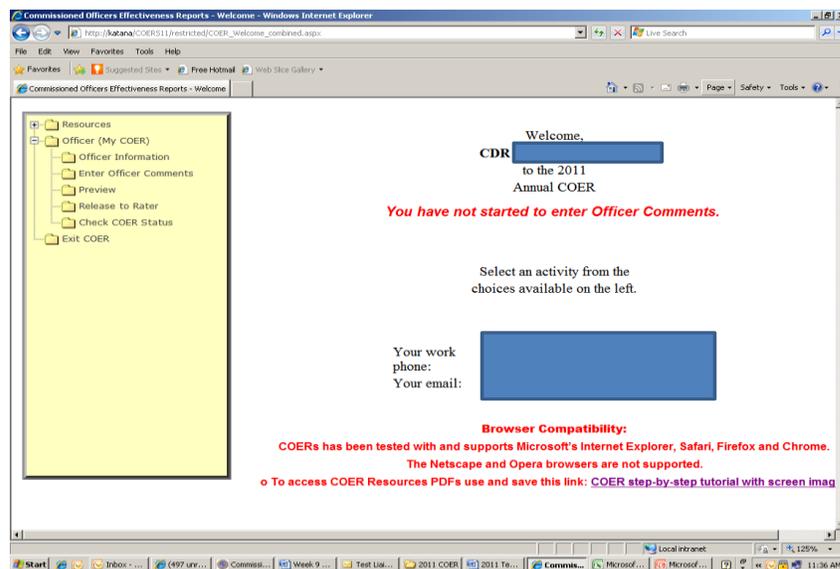
Officer Log In

1. Once the officer has logged into the Secure Area they will see the main screen for the 2011 COER.
2. There is an activity tree containing links to all the tasks the officer will perform when using the COER application.

Messages

1. As you progress through the COER process messages will inform you of the status of the COER.

Officer Log In



Officer Information

1. From the Activity Tree, click **Officer Information**.
2. Verify your primary phone number and email address. If there is a more reliable way to reach you for purposes of conducting the COER, you may provide an alternate phone number and email address. Make sure to update your information in Direct Access prior to 1 July, annually.
3. Review the Period Covered by Report. If necessary, make changes to the dates to reflect the appropriate rating period.
4. Review Billet information and update as needed.
5. Click **Update Information**. The confirmation message “*Update successful*” will appear above the Update Information button.

Officer Information

Update Contact Data - Windows Internet Explorer

http://akana/COERS11/restricted/COER2_UpdateContactData.aspx

File Edit View Favorites Tools Help

Update Contact Data

Officer (My COER)

- Officer Information
- Enter Officer Comments
- Preview
- Release to Rater
- Check COER Status
- Exit COER

Please verify your primary phone number and e-mail address. If the information displayed is not correct, please edit this information using [Direct Access](#) (this link will open a new browser window).

Work Phone: [Redacted]

E-Mail: [Redacted]

If there is a more reliable way to reach you for purposes of conducting the present COER, you may provide alternate contact information.

Alternate Phone (Optional): () ext. []

Do not use hyphens or characters. International numbers: use the international code (011) for area code.

Alternate E-Mail (Optional): []

Confirm: []

Important: Your alternate phone number and e-mail address will be used only to conduct the present COER. Your primary contact information will remain unchanged. The COER system will continue to send messages to your primary e-mail address in addition to the alternate.

Period Covered by Report From: 10/01/2010 To: 09/30/2011

(MMDDYYYY)

This is the billet that will be listed on your COER:

Position/Billet Title: [Redacted]

Position/Billet Grade: O-5

HHS Division or Non-HHS

Organization: USDA

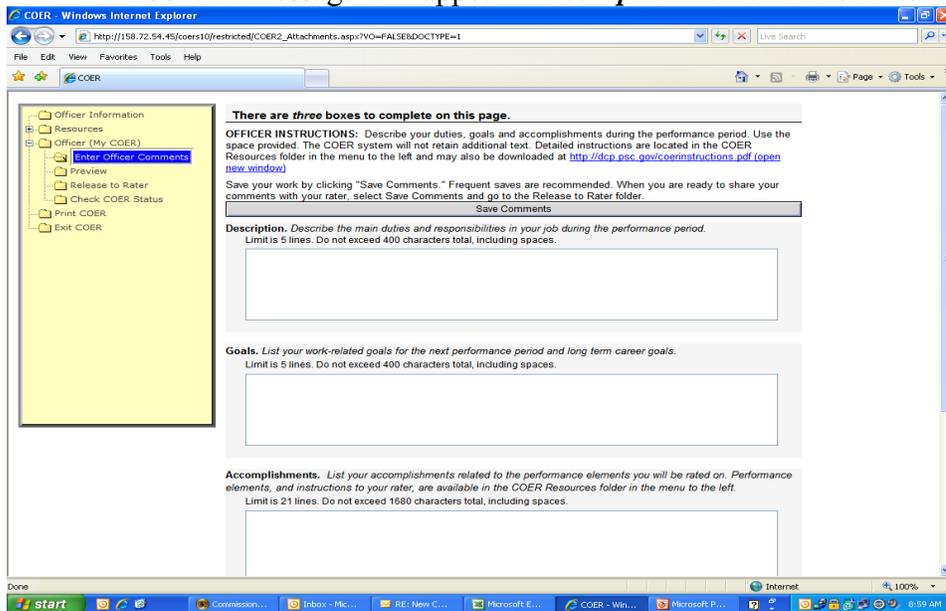
In this billet since: 07/18/2005 (MMDDYYYY)

Done

Start Inbo... (497 un... Commis... Week 9 ... Test List... 2011 COER 2011 Te... Update ... Microsof... Microsoft... Local intranet 125% 11:37 AM

Entering Officer Comments

1. From the Activity Tree, select **Enter Officer Comments**.
2. Describe your duties, goals and accomplishments during the performance period. Use the space provided. The COER system will not retain additional text. **Do not use bullets to itemize your comments.**
 - a. **Description** text box describes the main duties and responsibilities in your job during the performance period. The text is limited to 5 lines. Click **Save Comments** when you have completed entering text in the **Description** box. A message will appear “**Description has been saved**”. A message will appear to remind you to enter comments in the **Goals** and **Accomplishments** box. Click “**OK**”.
 - b. In the **Goals** box list your work-related goals for the next performance period and long term career goals. The text is limited to 5 lines. Click **Save Comments** when you have completed entering text in the **Goals** box. A message will appear “**Goals have been saved**”. A message will appear to remind you to enter comments in the **Accomplishments** box. Click “**OK**”.
 - c. In the **Accomplishments** box list your accomplishments related to the 8 performance elements you will be rated on in Section 3, Performance Evaluation” by your Rater. The text box limit is 21 lines. Click **Save Comments** when you have completed entering text in the **Accomplishments** box. A message will appear “**Accomplishments have been saved**”.



Preview

From the Activity Tree, select **Preview** to verify that the text you have written in **Officer Comments** is accurate. If changes need to be made return to **Enter Officer Comments**, otherwise continue with **Release to Rater**.

The screenshot shows a Windows Internet Explorer browser window displaying the COER system. The address bar shows the URL: http://158.72.54.45/coers10/restricted/COER2_Attachments.aspx?YO=TRUE&DOCTYPE=1. The browser title is "COER - Windows Internet Explorer".

The main content area is titled "SECTION 2: OFFICER'S COMMENTS: To Be Completed by Officer (Preview)". Below the title, there are instructions for the officer: "OFFICER INSTRUCTIONS: Describe your duties, goals and accomplishments during the performance period. Use the space provided. The COER system will not retain additional text. Detailed instructions are located in the COER Resources folder in the menu to the left and may also be downloaded at <http://dcp.psc.gov/coerinstructions.pdf> (open new window)".

The left sidebar contains a navigation menu with the following items: Officer Information, Resources, Officer (My COER), Enter Officer Comments, **Preview** (highlighted), Release to Rater, Check COER Status, Print COER, and Exit COER.

The main content area is divided into three sections, each with a text input field containing placeholder text:

- Description:** Describe the main duties and responsibilities in your job during the performance period. Limit is 5 lines. Do not exceed 400 characters total, including spaces. The placeholder text is: "Sint elitr vim cu. Te mea nostrud fastidii, vim prima consulatu intellegebat no. Mea ut fugit offendit, habeo scripserit nec te. Nec in dolore apeirian, est phaedrum efficiantur necessitatibus an. Zzril dolorem senserit eum an."
- Goals:** List your work-related goals for the next performance period and long term career goals. Limit is 5 lines. Do not exceed 400 characters total, including spaces. The placeholder text is: "Agam eros ad est, quo electram rationibus ad. Zzril semper commune ius no, dolore impetus maluisset ea pro, saperet eleifend euripidis ne per? His propriae luptatum argumentum in. Vel te suas intellegat accommodare, graeco appetere cu pro? Mei an erat iisque lucilius, nam te fugit minim, choro commodo salutatus ad mei?"
- Accomplishments:** List your accomplishments related to the performance elements you will be rated on. Performance elements, and instructions to your rater, are available in the COER Resources folder in the menu to the left. Limit is 21 lines. Do not exceed 1680 characters total, including spaces. The placeholder text is: "Agam eros ad est, quo electram rationibus ad. Zzril semper commune ius no, dolore impetus maluisset ea pro, saperet eleifend euripidis ne per? His propriae luptatum argumentum in. Vel te suas intellegat accommodare, graeco appetere cu pro? Mei an erat iisque lucilius, nam te fugit minim, choro commodo salutatus ad mei. Ex assum movet aliquid duo. Eam et quando nostrum legendos, eu eum agam decore. Sint elitr vim cu. Te mea nostrud fastidii, vim prima consulatu intellegebat no. Mea ut fugit offendit, habeo scripserit nec te. Nec in dolore apeirian, est phaedrum efficiantur necessitatibus an. Zzril dolorem senserit eum an?"

The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level. The Windows taskbar at the very bottom shows the Start button and several open applications, including Commission..., Calendar..., RE: New C..., Microsoft E..., COER - Win..., and Microsoft P... The system clock shows 9:09 AM.

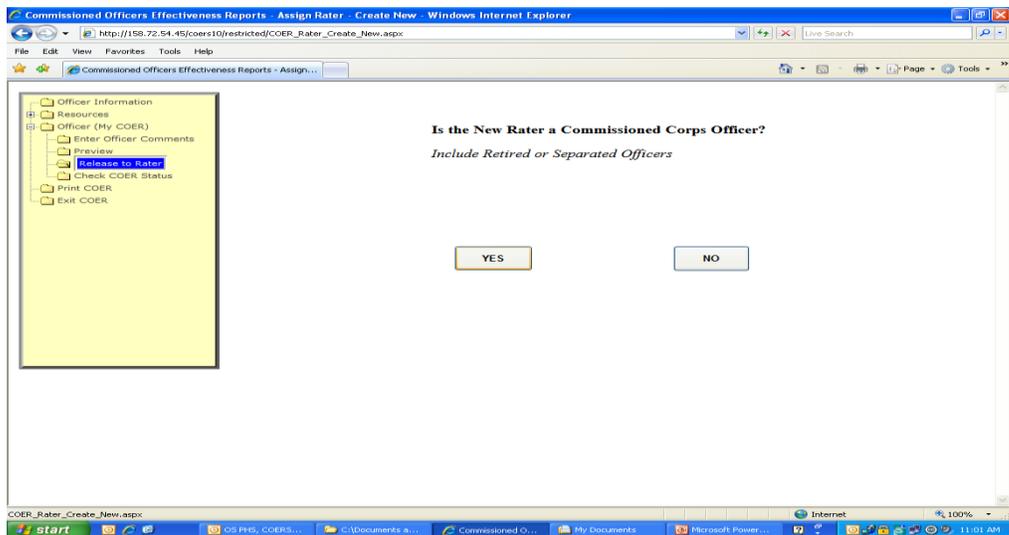
Release to Rater

1. From the Activity Tree, select **Release to Rater**.
2. Select Last Year's Rater if your Rater is the same: **(Last Years Rater's Name)**.
3. Verify that the email address. If necessary, update the email address.
4. Click **Release to Rater**.
5. Your Rater will receive an email notification and will be able to view your Officer Comments.
6. At this point you will not be able to retrieve your comments from the rater. You will later have the opportunity to modify your comments in response to your performance evaluation and discussion with your rater.

To assign a new rater who is a Commissioned Corps Officer:

1. From the Activity Tree, select **Release to Rater**.
2. Click on the option **Assign New Rater**.
3. You will be asked if the New Rater is a Commissioned Corps Officer. Select **"Yes"**.
4. Enter the first three letters of the Rater's first name and the first three letters of the Rater's last name. Click **Find**.
5. Select the Rater from the list by click on the **"Select** button to the left of the Rater's name.
6. Verify the following individual is your Rater.
7. Verify that the email address is correct. If necessary, update the email address.
8. Click **Release to Rater**.
9. At this point you will not be able to retrieve your comments from the rater. You will later have the opportunity to modify your comments in response to your performance evaluation and discussion with your rater.

Rater Assignment



Rater Assignment (cont'd.)

Commissioned Officers Effectiveness Reports - Assign Rater - Input - Windows Internet Explorer

http://159.72.54.45/coers10/restricted/COER_Rater_Search_Input.aspx?Officer=No

File Edit View Favorites Tools Help

Commissioned Officers Effectiveness Reports - Assign...

- Officer Information
- Resources
- Officer (My COER)
 - Enter Officer Comments
 - Preview
 - Release to Rater**
 - Check COER Status
 - Print COER
 - EXIT COER

Enter Rater's Name

Enter part or all of the last name. First name is optional. For example, to find Joseph Smith, use "jos" in first box, "smit" in second box

First Name *Last Name*

Done

start OS PHS, COERS... C:\Documents a... Commissioned O... My Documents Microsoft Power... Internet 100% 11:02 AM

Commissioned Officers Effectiveness Reports - Rater - Search Results - Windows Internet Explorer

http://159.72.54.45/coers10/restricted/COER_Rater_Search_Results.aspx?LastName=doe

File Edit View Favorites Tools Help

Commissioned Officers Effectiveness Reports - Rater ...

- Officer Information
- Resources
- Officer (My COER)
 - Enter Officer Comments
 - Preview
 - Release to Rater**
 - Check COER Status
 - Print COER
 - Exit COER

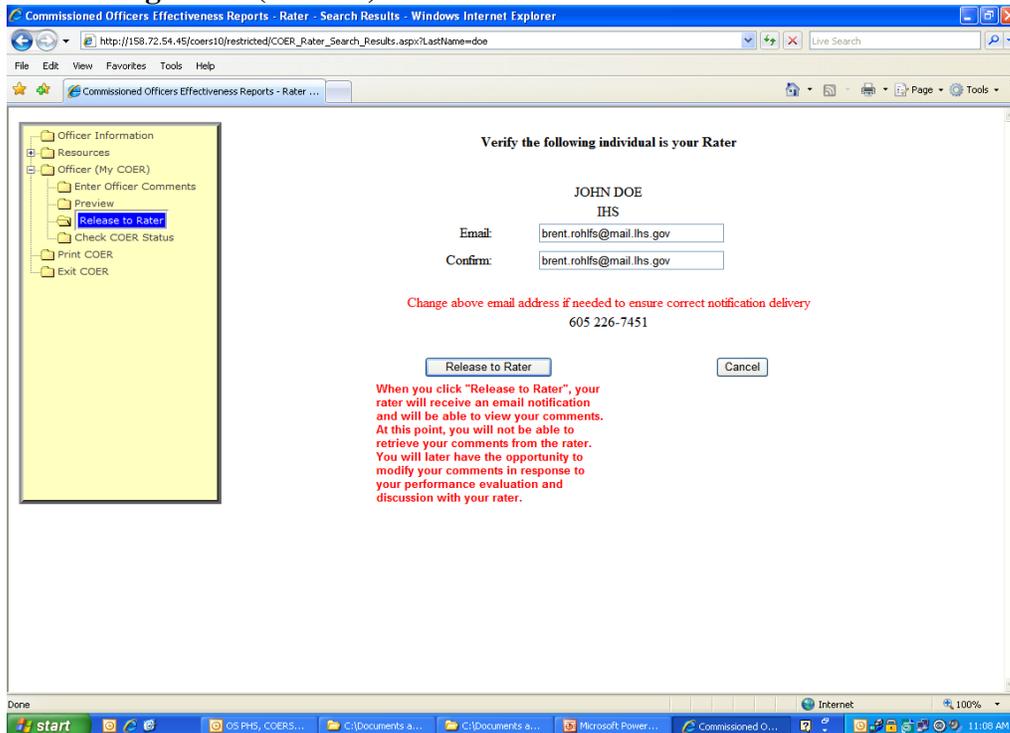
Select Rater by clicking on the name. If unable to find the name, select New User (at the bottom of the list).

| LAST NAME | FIRST NAME | OPDIV | ORGANIZATION |
|------------------------|------------|-------|--------------|
| DOE | JOHN | IHS | OEH&E GROUP |
| DOEMENY | LAURENCE | | |
| FOLDOE | DEBRA | | |
| New User? Create Guest | | | |

Done

start OS PHS, COERS (IHS... C:\Documents and Se... My Documents Internet 100% 11:07 AM

Rater Assignment (Cont'd.)



To assign a new rater who is NOT a Commissioned Corps Officer:

1. From the Activity Tree, select **Release to Rater**.
2. Click on the option **Assign New Rater**.
3. You will be asked if the New Rater is a Commissioned Corps Officer. Select **“NO”**.
4. Enter the first three letters of the Rater’s first name and the first three letters of the Rater’s last name. Click **Find**.
5. You will receive a message that there is no person found by that name.
6. Click on **“Assign New Guest”**.
7. You will receive a message to Assign New Guest only for civilian Raters and ROs who have never used the COER before. Click **“OK”**.
8. Enter the information in the provided boxes for the new Guest user including name, email address, work phone and Federal Government Agency.
9. Select **“Assign”**.
10. At this point you will not be able to retrieve your comments from the rater. You will later have the opportunity to modify your comments in response to your performance evaluation and discussion with your rater.

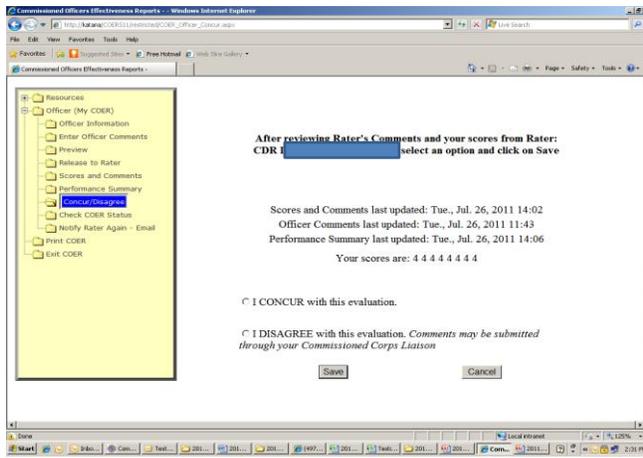
Notify Rater Again Email

1. From the Activity tree, select the folder “**Notify Rater Again**”.
2. Select, “**Send Email**” to notify the Rater again that the COER is ready to review.

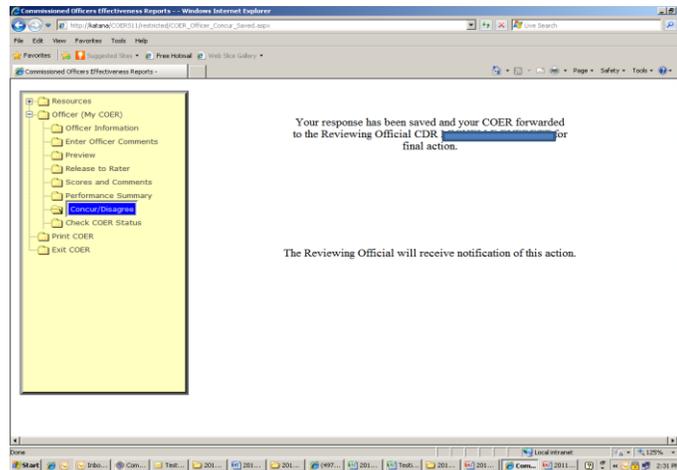
Concurring with COER

1. From the Activity tree select the folder **Officer Comments**. Review the comments. If changes are made you will have to select the folder **Release to Rater** after comments are changed so that the Rater review changes in the comments.
2. Next, select **Scores and Comments**. Review the scores and Rater comments.
3. Next, select **Performance Summary**. Review overall performance, strengths and areas for improvement.
4. If no changes need to be made, the officer can choose **“I concur”** or **“I disagree”** with the COER.
5. Select **“Save”**.
6. A message will appear that your COER is being forwarded to the RO.

Concur/Disagree

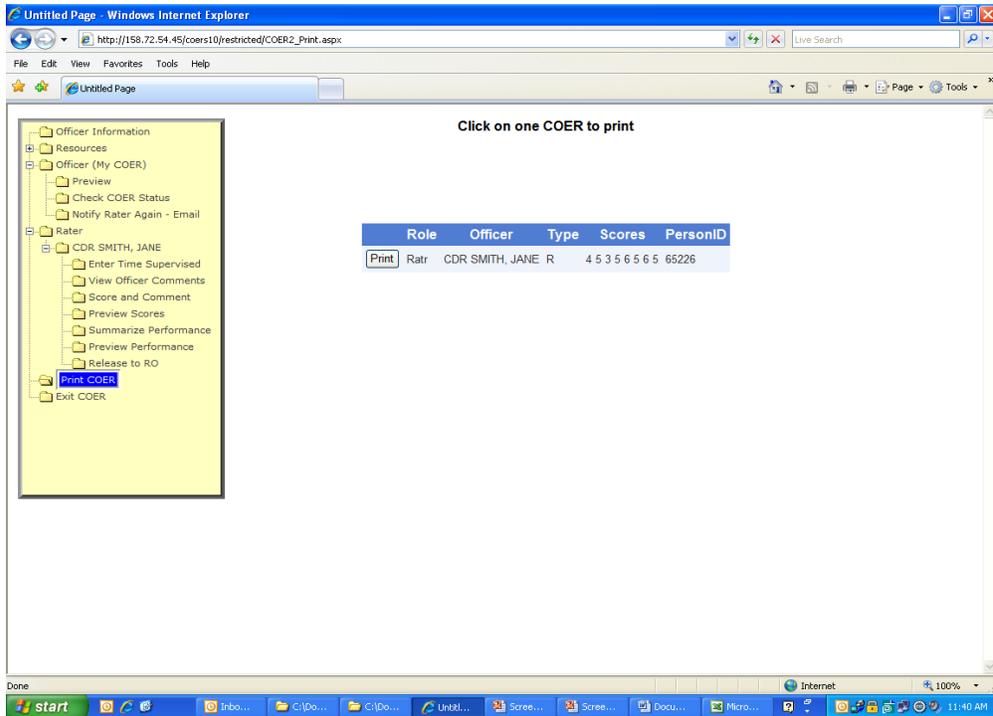


Response has been Saved



Print COER

1. From the Activity Tree, select **Print COER**
2. From the list of officers, choose the officer's whose COER you would like to print.
3. Click on the "Select" button.
4. You will be able to page through all four pages of the document and print the document. If the document is not completed it will have the title "*Draft*" on the top of it.



Check COER Status

1. From the Activity Tree, select **Check COER Status**.
2. A message will appear informing the officer at what stage the COER is at in the process. Check this regularly to assure that your COER get completed.

Check COER Status

