

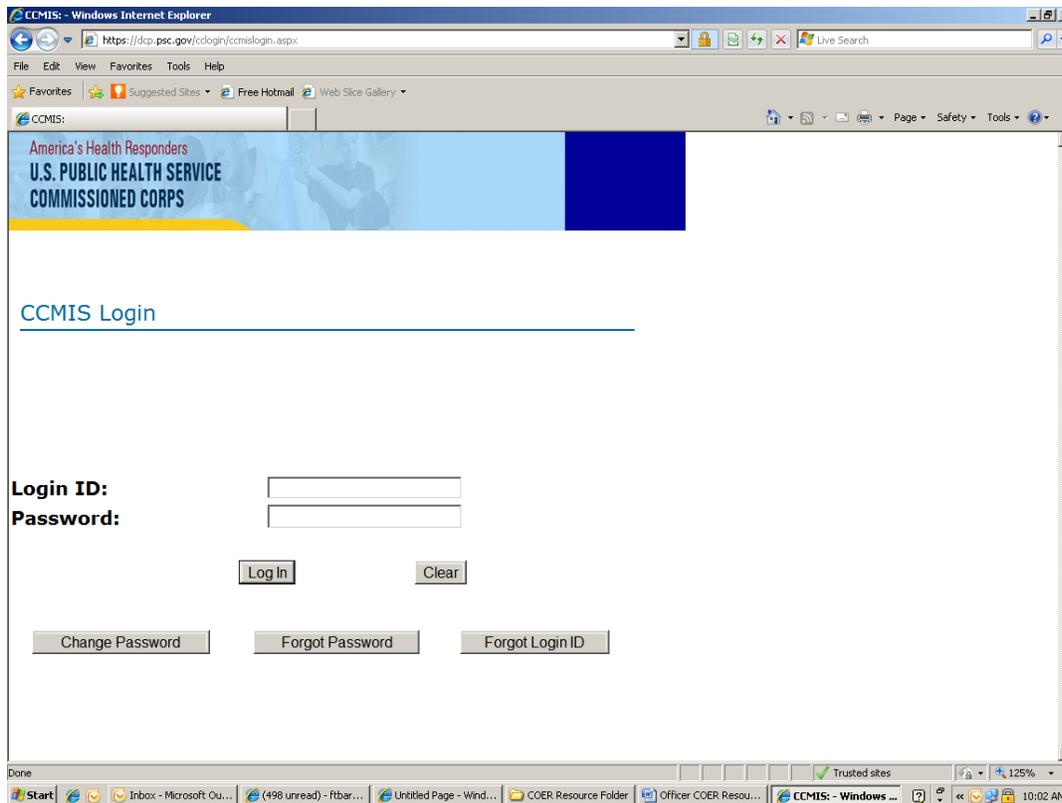
Reviewing Official Tasks

This section will concentrate on the tasks a Reviewing Official (RO) performs to review and complete a COER. It will cover:

- Logging in to the COER application
- Guest Registration
- Review the following folders: Rater Information, Officer Comments, Rater Scores and Comments (if a Detailed COER), and Performance Summary.
- Final Concur/Disagree
- Print COER

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 features 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 includes 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 windows, including "Inbox - Microsoft Outlook", "Unread Page - Wind...", "COER Resource Folder", "Officer COER Resou...", and "CCMIS - Windows ...". The system clock in the bottom right corner shows "10:02 AM".

Guest User Registration

1. After a Rater assigns a guest user to review the officer's COER an automated email message is sent to the **Guest User** from **phscoers@hhs.gov**.
2. This guest account that will be created exists for only one COER cycle.
3. Below is a sample email that the **Guest User** will receive.

You must register as a guest user by following the instructions below:

- o Go to: https://dcp.psc.gov/GuestRegistration/GR_Welcome.aspx
 - o Enter last name:
 - o Enter guest ID:
 - o Click "Submit"
 - o Verify/correct your contact information (Especially email address!!) .
 - o Click "Submit"
 - o Create LOGIN ID minimum 6 characters
(letters and numbers only, no punctuation, must start with letter) .
 - o Create password minimum 8 characters with 1 number
(letters and numbers only, no punctuation, must start with letter) .
 - o Confirm password
 - o Select and answer a secret question.
 - o Enter SSN# wherever possible
- OR
- Enter Date of Birth and create a 4 digit PIN# .
- o Click "Submit"

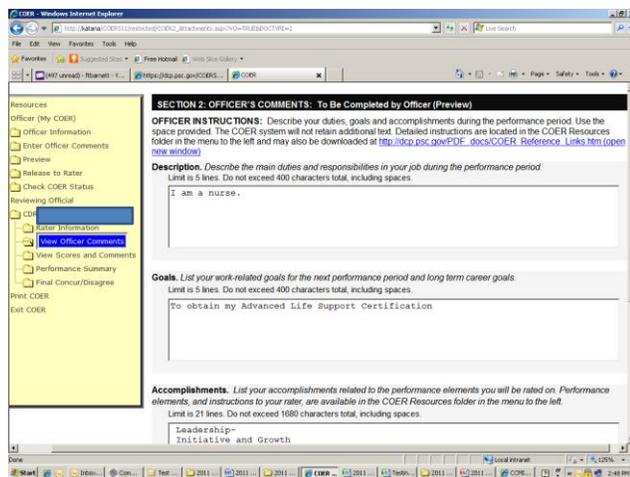
After registering as a guest user, you will be directed to the Commissioned Corps Management Information System (CCMIS) Activities Login screen <https://dcp.psc.gov/cclogin/CCMISLogin.aspx>

- o Enter LOGIN ID (created above):
- o Enter password (created above):

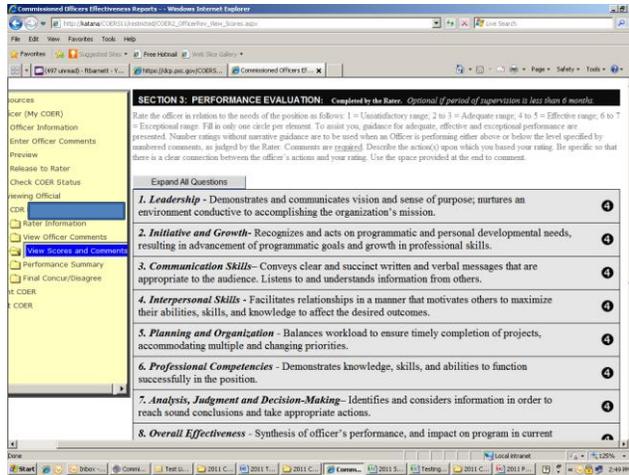
Review

1. From the Activity Tree, under the **Reviewing Official** folder, select the officer you have chosen to perform the **Final Review**.
2. Select the folder **View Officer Comments**. Review Officer Comments.
3. Select the folder **Scores and Comments** to review scores and Rater comments (Detailed COER only).
4. Select the folder **Summarize Performance** to review overall performance of the officer, strengths and areas of improvement.

View Officer Comments



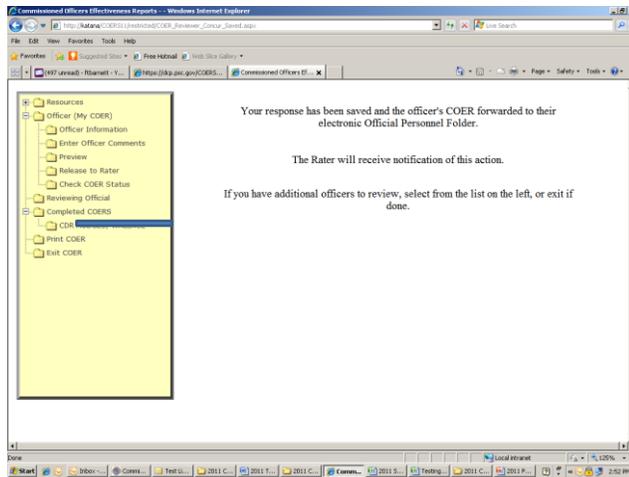
View Scores and Comments



Final Review of the COER

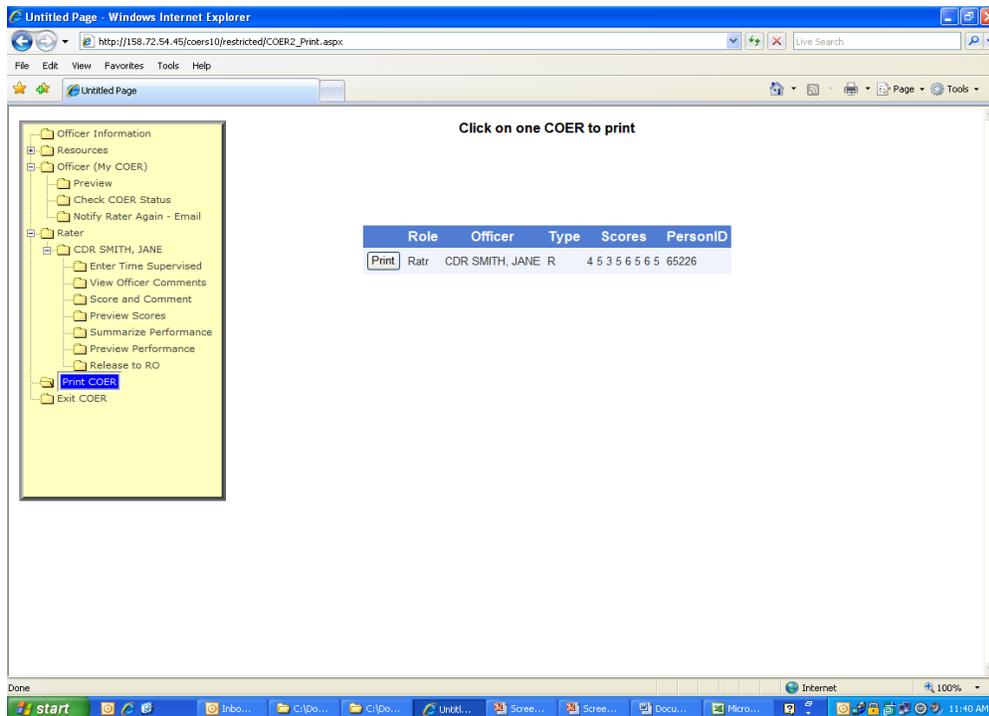
5. Select the folder **Final Concur/Disagree**.
6. Choose one of the four response options.
7. Provide comments in the comment box below. The text limit is 3 lines. Comments are required if the RO disagrees with the evaluation.
8. Click **Submit**. Please click this button only once to avoid errors.
9. You will see a message that the COER has been completed.

Review Complete



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.



Example of Printed Draft of COER

