

COER: The Commissioned Officer Evaluation Report (COER) is an officer's annual report card. This document is required and depicts the work that officers perform for the agency in which they are assigned from 1 October and end on 30 September of each fiscal year. Although it is important that officers do the best they can while performing their assigned duties, it is equally important that officers discuss the elements in the COER with the supervisor on a regular basis. These discussions not only allow the supervisor to become aware of the grading criteria for a Commissioned Corps officer, but also allow open communication of the supervisor's performance expectations. If an officer is concerned that the supervisor does not fully understand the COER process, it is suggested that a senior Commissioned Corps mentor communicate with him/her for better understanding and interpretation.

\*\* Helpful Hint:

1. Keep a weekly log of accomplishments to complete the COER
2. Meet with management regularly to explain the COER system and to clarify expectations of the desired outcomes

Note: Resource materials for the Commissioned Officers' Effectiveness Report (COER) are posted on the CCMIS website for your information. The new COER was launched October 2012 so please review the information at

[http://dcp.psc.gov/CCMIS/COER/COER\\_Index.aspx](http://dcp.psc.gov/CCMIS/COER/COER_Index.aspx)