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FM COMDT COGARD WASHINGTON DC//CG-11//
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SUBJ: PUBLIC HEALTH SERVICE (PHS) OFFICER SUPERVISOR GUIDE - 2011 UPDATE
A. COMDT COGARD WASHINGTON DC 231826Z JUL/10 OFCO NO. 040/10 1. THIS AIG UPDATES THE PHS OFFICER SUPERVISOR GUIDE TO REFLECT THE ESTABLISHMENT OF THE HEALTH, SAFETY, AND WORK-LIFE SERVICE CENTER (HSWL SC) AND A CHANGE IN REPORTING CHAIN FOR ALL PRIVILEGED PROVIDERS IN THE UNITED STATES COAST GUARD.

2. EFFECTIVE 29 AUG 2009 THE HSWL SC WAS ESTABLISHED AND RE-ALIGNED TO REPORT TO COMDT (CG-11). THIS COMMAND AT INITIAL OPERATING CAPABILITY (IOC) IN 2009 WAS COMPRISED OF THE MLC K DIVISIONS, AND THE CLINIC AND WORK-LIFE STAFFS PREVIOUSLY ASSIGNED AT INTEGRATED SUPPORT COMMAND (ISC), HEADQUARTERS SUPPORT COMMAND (HSC), AVIATION TRAINING CENTER (ATC), COAST GUARD YARD, COAST GUARD ACADEMY (CGA) AND TRAINING CENTER (TRACEN) COMMANDS. IN ORDER TO PROVIDE STANDARDIZED HEALTH, SAFETY AND WORK-LIFE SUPPORT AND IAW REF A ALL OTHER LOCATIONS WITH PRIVILEGED PROVIDERS (MEDICAL OFFICERS AND DENTAL OFFICERS PERFORMING CLINICAL DUTIES) ARE UNDER THE OPERATIONAL CONTROL AND TECHNICAL AUTHORITY OF HSWL SC AND COMDT (CG-11). AIRSTA AND SECTOR CLINICS ARE NOW REQUIRED TO FUNCTION AS PART OF THE ASSIGNED PRODUCT LINE ORGANIZATION (REGIONAL PRACTICE), RESPONSIVE TO THE HSWL SC REGIONAL MANAGER (PRODUCT LINE MANAGER) AND THE HSWL SC TECHNICAL/PROFESSIONAL CHAIN OF OVERSIGHT. THE LOCAL COMMANDS RETAIN CONTROL OF ADMINISTRATIVE, LOCAL AND NON-TECHNICAL ISSUES THAT DO NOT IMPACT THE DELIVERY OF HSWL SERVICES.

3. PHS OFFICERS SHOULD FULLY UNDERSTAND THE PERFORMANCE EXPECTATIONS OF THEIR DUTIES AT THE BEGINNING OF THE ANNUAL EVALUATION PERIOD (OCT 1). IT IS RECOMMENDED THAT THE RATER HAVE A BEGINNING OF THE RATING YEAR CONFERENCE WITH THE OFFICER REGARDING THE RATER'S PERFORMANCE EXPECTATIONS. A MID-YEAR PERFORMANCE REVIEW SHOULD BE DONE TO DISCUSS PERFORMANCE ACCOMPLISHMENTS AND ANY PERFORMANCE ISSUES WITH THE OFFICER. THE PURPOSE OF THESE CONFERENCES IS TO ENHANCE OFFICER-RATER COMMUNICATION AND TO ALLOW THE RATED OFFICER OPPORTUNITY TO IMPROVE OR CORRECT ANY IDENTIFIED DEFICIENCIES. RATERS SHOULD ENSURE THAT USCG UNIT COMMANDERS ARE AWARE OF THE OFFICERS PERFORMANCE EXPECTATIONS.

4. RATERS SHOULD BE RESPONSIVE TO ANY INFORMATION PROVIDED BY AN OFFICER REGARDING ACCOMPLISHMENTS. THE RATER SHOULD ALSO BE AWARE OF THE MEDICAL/DENTAL READINESS DATA IN THE READINESS MANAGEMENT SYSTEM (RMS) MEDICAL READINESS REPORTING SYSTEM (MRRS) FOR UNITS IN THE OFFICERS AREA OF RESPONSIBILITY, AND THE LEVEL OF THE OFFICERS UTILIZATION AND COMPLETENESS OF THE ELECTRONIC MEDICAL RECORD. IT IS RECOMMENDED THAT PRELIMINARY RATINGS BE DEVELOPED BY RATERS IN PREPARATION FOR THE PERFORMANCE DISCUSSION WITH THE OFFICER, AND FINALIZED DURING THE PERFORMANCE DISCUSSION AFTER THE OFFICER HAS HAD THE OPPORTUNITY TO PROVIDE ANY ADDITIONAL INFORMATION FOR THE RATER TO CONSIDER. THE RATER SHOULD INTEGRATE INPUT FROM THE UNIT COMMANDER BEFORE FINALIZING THE COMMISSIONED OFFICERS EFFECTIVENESS REPORT (COER).

5. THE PUBLIC HEALTH SERVICE OFFICERS GUIDE IS AVAILABLE FOR DOWNLOAD AT THE COMDT (CG-112) WEBSITE:

[HTTP://WWW.USCG.MIL/HQ/CG1/CG112/DEFAULT.ASP](http://www.uscg.mil/hq/cg1/cg112/default.asp).

6. POCS: CAPT PEDRO NAZARIO, HSWL SC (CCS), PEDRO.NAZARIO(AT)USCG.MIL, OR CAPT MAURA DOLLYMORE, COMDT (CG-112), MAURA.K.DOLLYMORE(AT)USCG.MIL.
7. RADM MARK TEDESCO, DIRECTOR OF HEALTH, SAFETY, AND WORK-LIFE, SENDS.
8. INTERNET RELEASE AUTHORIZED.

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