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The OER (Officer Evaluation Report) Support Form (DA Form 67-9-1) is a wonderful tool to establish priorities, focus and goals for an officer. Unfortunately, soldiers are not formally trained on how to complete one effectively, and we usually must rely on others for advice. Therefore, I would like to pass on hints on how to successfully sell yourself on your Support Form and pretty much write your own OER.

Just to keep my examples simple, I am using an evaluation of a person employed as a greeter at Wal-Mart. This will show that any duty an officer is asked to perform can be defined on the Support Form for the OER - no matter how small the task. It's not the job that is important, but the way the officer writes up the descriptions.

The Duties and Responsibilities portion of the OER Support Form defines the officer's position. The individual officer does not define Duties and Responsibilities. These are based solely on the mission of that position. The rater should have a duty description for each position and go over this portion of the OER Support Form as soon as the officer is assigned to that position. Using the Wal-Mart example:

Required to ensure that every customer who comes in the store is offered a cart and a friendly greeting. Ensure carts are available for issue to the customers. Keeps entrance clear and easily entered. Ensure that customers do not depart store without paying for their goods. Pass out any sale fliers to customers as they enter. Supervise two personnel.

Notice on the first example that only the mission is defined. No goals or additional duties are described in this description unless they are a recurring event that goes with the position. The rest of the Wal-Mart support form is based on this duty description.

The next portion of the OER Support Form should be completed together by the rater and rated officer within 30 days of the rating period and adjusted throughout the rating period. The rater should give the officer definite goals and/or projects for completion during the rating period. The rated officer can then incorporate those into the definition of objectives.