

•The Officer Support Form is both a worksheet and a management tool designed to:

–Delineate duties and responsibilities; identify areas to emphasize in this evaluation period and record changes in direction, including revised priorities and unexpected tasking that occurs during the evaluation period.

–Record significant accomplishments or pertinent aspects of the officer's performance or qualities that occur during the reporting period.

–File or collect information such as personal notes and official correspondence that contain information about the officer's performance.

–Assist supervisors and officers by serving as the supervisor's basis for constructive performance feedback to the officer during the period and preparing the OER at the end of the evaluation period.