

## OFFICER SUPPORT FORM (OSF) (OPTIONAL WORKSHEET)

1a. NAME/RANK OF REPORTED-ON OFFICER	b. NAME/RANK OF SUPERVISOR	c. PERIOD OF REPORT						
		YY	MM	DD	TO	YY	MM	DD

2a. **DESCRIPTION OF DUTIES** . (Describe the Reported-on Officer's job including primary and collateral duties, resources available, relationships to Coast Guard missions, other supervisors and organizations.)

b. **AREAS OF EMPHASIS** . (Identify areas of emphasis for the reporting period, projects to be completed, and results expected.)

c. **INITIAL MEETING** .

Date Submitted to Supervisor:   /  /   Initial Meeting Requested:  Yes  No Reported-on Officer:                       
Initial

Supervisor Acknowledgment:                      Date of Initial Meeting:                       
Initial

3. DURING-PERIOD ADJUSTMENTS TO "DESCRIPTION OF DUTIES" AND "AREAS OF EMPHASIS." (As the reporting period progresses indicate the date and nature of changes made along with the reason(s) why.)

4a. ACCOMPLISHMENTS/SHORTCOMINGS FOR THE REPORTING PERIOD . (In addition to noting significant accomplishments and shortcomings, the Reported-on Officer should advise the Supervisor of progress toward project completion.)

b. END-OF-PERIOD MEETING .

Date Submitted to Supervisor: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ EOP Meeting Requested:  Yes  No Reported-on Officer: \_\_\_\_\_  
Supervisor Acknowledgment: \_\_\_\_\_ Date of End-of-Period Meeting: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Initial

5. SUPERVISOR'S COMMENTS ON THE REPORTED-ON OFFICER'S ACCOMPLISHMENTS/SHORTCOMINGS FOR THE REPORTING PERIOD .

6. **PERFORMANCE OBSERVATIONS** . (For each of the performance areas listed below, note or describe specific aspects or examples of performance you observed during the reporting period. Indicate the date of occurrence and sufficient information to enable you to recall what happened when providing performance feedback and assessing the officer's performance.)

a. **PERFORMANCE OF DUTIES** : (Measures an officer's ability to manage and get things done. Includes: *Planning and Preparedness, Using Resources, Results/Effectiveness, Adaptability, Professional Competence.*)

b. **COMMUNICATON SKILLS**: (Measures an officer's ability to communicate in a positive, clear, and convincing manner. Includes: *Speaking and Listening, Writing.*)

6c. **LEADERSHIP SKILLS** : (Measures an officer's ability to support, develop, direct, and influence others in performing work. Includes: *Looking Out for Others, Developing Others, Directing Others, Teamwork, Workplace Climate, Evaluations.*)

d. **PERSONAL AND PROFESSIONAL QUALITIES** : (Measures selected qualities which illustrate the individual's character. Includes: *Initiative, Judgment, Responsibility, Professional Presence, Health and Well-Being.*)