

**NOAA COMMISSIONED CORPS
OFFICER SUPPORT FORM (OSF) (Optional Worksheet)**

1. ADMINISTRATIVE DATA

a. REPORTED-ON OFFICER (LAST NAME, FIRST NAME, MIDDLE INITIAL)		b. GRADE	
c. NAME OF SUPERVISOR	d. GRADE OF SUPERVISOR	e. PERIOD OF REPORT	
		From:	To:

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

2b. AREAS OF EMPHASIS. (Identify areas of emphasis for the reporting period, projects to be completed, and results expected.)

2c. INITIAL MEETING.

Date Submitted to Supervisor: _____ Initial Meeting Requested: Yes No Reported-on Officer: _____
Supervisor Acknowledgement: _____ Date of Initial Meeting: _____
Initial 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/AREAS NEEDING IMPROVEMENT FOR THE REPORTING PERIOD. (In addition to noting significant accomplishments and areas needing improvement, the Reported-on Officer should advise the Supervisor of progress toward project completion.)

4b. END-OF-PERIOD MEETING.

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

Supervisor Acknowledgement: _____ Date of End-of-Period Meeting: _____
Initial

5. SUPERVISOR'S COMMENTS ON THE REPORTED-ON OFFICER'S ACCOMPLISHMENTS/AREAS NEEDING IMPROVEMENT FOR THE REPORTED 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. COMMUNICATION SKILLS: (Measures an officer's ability to communicate in a positive, clear, and convincing manner. Includes: *Speaking and Listening, Writing.*)

c. 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, Responsiveness.*)