

army oer support form examples

army oer support form examples are essential tools for soldiers and leaders to accurately document performance evaluations within the Army Officer Evaluation Report (OER) system. Understanding how to complete these forms effectively is crucial for career progression and maintaining accurate records of a soldier's achievements, potential, and areas for improvement. This article explores various examples of Army OER support forms, offering guidance on how to fill them out, common practices, and tips to ensure compliance with Army regulations. It also highlights the importance of clear and concise language, appropriate use of performance metrics, and alignment with Army leadership expectations. Readers will gain insight into the structure of OER support forms, sample comments, and strategies for writing impactful evaluations. The following sections will provide a detailed overview, practical examples, and expert advice on mastering the Army OER support form process.

- Understanding the Army OER Support Form
- Key Components of Army OER Support Form Examples
- How to Write Effective Comments on OER Support Forms
- Common Mistakes and How to Avoid Them
- Sample Army OER Support Form Entries

Understanding the Army OER Support Form

The Army Officer Evaluation Report (OER) support form is a preparatory document used by raters and senior raters to collect and organize performance data before completing the official OER. This form

helps ensure that evaluations are comprehensive, accurate, and reflective of a soldier's duty performance and leadership abilities. The support form serves as a working document that captures significant achievements, strengths, and developmental areas, which are later summarized in the official OER.

Familiarity with the structure and purpose of the support form is vital for both officers and evaluators. It promotes transparency and facilitates communication between the rated officer and their leadership. Proper use of the support form can lead to more effective feedback and a stronger evaluation report that supports career development.

The Role of the Support Form in the OER Process

The support form acts as the foundation for completing the official OER. It allows officers to highlight their accomplishments and provides raters with a detailed record to reference when writing the evaluation. This document is especially useful for tracking performance over the rating period and ensuring no critical achievements are overlooked.

Regulatory Guidance and Compliance

Army Regulation (AR) 623-3 governs the OER process and outlines the requirements for support forms. Compliance with these guidelines is mandatory to maintain consistency across evaluations and uphold the Army's standards. Understanding the regulatory framework ensures that support forms meet all necessary criteria and that evaluations are fair, objective, and standardized.

Key Components of Army OER Support Form Examples

Army OER support forms typically contain several essential components that capture all aspects of an officer's performance and potential. Each section must be completed thoughtfully to provide a comprehensive picture of the rated officer's contributions and leadership qualities.

Performance Objectives and Achievements

This section documents specific goals set at the beginning of the rating period and the measurable results achieved. Clear, quantifiable accomplishments demonstrate effectiveness and accountability.

Leadership and Character Attributes

Evaluators assess leadership traits such as decisiveness, resilience, integrity, and the ability to inspire subordinates. Character assessments reflect adherence to Army values and ethical standards.

Professional Development and Potential

Comments on an officer's commitment to self-improvement, completion of military education, and preparedness for increased responsibilities are included here. This section highlights future potential and readiness for promotion.

Areas for Improvement

Constructive feedback identifies specific skills or behaviors that require enhancement. This promotes transparent communication and targeted development efforts.

Administrative Data

Basic information such as the rated officer's name, rank, unit, and rating period are included to ensure proper identification and record-keeping.

How to Write Effective Comments on OER Support Forms

Writing effective comments on Army OER support forms is critical to producing meaningful evaluations. Comments should be clear, concise, and focused on observable behaviors and results. Avoid vague or generic statements and instead use specific examples to illustrate performance.

Use of Action-Oriented Language

Strong verbs and active voice convey a sense of accomplishment and initiative. Phrases like "led a team," "developed a training program," or "improved operational efficiency" provide clarity and impact.

Quantifying Achievements

Whenever possible, include numerical data to support claims. For example, "increased unit readiness by 20%" or "managed a budget of \$2 million" adds credibility and specificity.

Aligning Comments with Army Leadership Requirements

Comments should reflect the Army's leadership requirements model, emphasizing attributes such as competence, physical fitness, mental agility, and interpersonal tact. This alignment ensures evaluations are consistent with Army values and expectations.

Maintaining Professional Tone

Comments must be professional and objective, avoiding personal opinions or subjective judgments. The tone should remain respectful and focused on the soldier's performance and potential.

Common Mistakes and How to Avoid Them

Understanding common pitfalls in completing Army OER support forms can help evaluators produce accurate and effective evaluations. Avoiding these mistakes ensures the evaluation process is fair and supports career progression.

Overuse of Generic Phrases

Using clichés or broad statements like "performs duties satisfactorily" diminishes the impact of the evaluation. Instead, provide detailed examples to illustrate performance.

Incomplete or Inaccurate Information

Failing to include key achievements or providing incorrect data can negatively affect an officer's record. Double-check all information for accuracy and completeness.

Neglecting Developmental Feedback

Omitting areas for improvement misses an opportunity to guide professional growth. Include constructive, actionable feedback to support development.

Poor Grammar and Spelling

Errors in writing reduce the professionalism of the evaluation. Proofread all comments carefully to maintain high standards.

Ignoring Regulatory Guidelines

Non-compliance with AR 623-3 and related policies can invalidate the evaluation. Stay informed of current regulations and follow prescribed formats and procedures.

Sample Army OER Support Form Entries

Reviewing sample entries can provide practical insight into how to effectively complete Army OER support forms. Below are examples illustrating well-written comments that incorporate best practices.

Example 1: Performance Objective Achievement

"Successfully led a 15-member team during a multi-phase training exercise, resulting in a 30% improvement in unit operational readiness and earning the unit a superior rating from external evaluators."

Example 2: Leadership and Character

"Demonstrates exceptional leadership by fostering a positive command climate; consistently mentors junior officers, enhancing overall team cohesion and morale."

Example 3: Professional Development

"Completed the Advanced Leader Course with distinction and actively pursues additional military education opportunities to prepare for increased responsibilities."

Example 4: Areas for Improvement

"Needs to enhance time management skills to improve efficiency in task completion; recommended to attend relevant workshops and seek mentorship from senior leaders."

Example 5: Administrative Section

- Rated Officer: CPT John A. Smith
- Rank: Captain
- Unit: 1st Battalion, 23rd Infantry Regiment
- Rating Period: 1 January 2023 – 31 December 2023

Frequently Asked Questions

What is an Army OER Support Form?

An Army OER (Officer Evaluation Report) Support Form is a document used by officers to provide their rater with pertinent information about their duties, accomplishments, and goals to assist in writing an accurate and comprehensive evaluation.

Where can I find examples of Army OER Support Forms?

Examples of Army OER Support Forms can be found on official military websites, Army publications such as DA PAM 623-3, or through online military forums and resources that share templates and completed sample forms.

What key information should be included in an Army OER Support Form example?

A typical Army OER Support Form should include the rated officer's personal information, duty description, major accomplishments, leadership attributes, potential assessments, and future goals to guide the rater's evaluation.

How detailed should the accomplishments be on an Army OER Support Form?

Accomplishments should be specific, quantifiable where possible, and relevant to the officer's duties. They should highlight leadership impact, mission success, and contributions to the unit's readiness and effectiveness.

Can enlisted soldiers use the Army OER Support Form for evaluations?

No, the Army OER Support Form is specifically designed for officers. Enlisted Soldiers use the NCOER (Non-Commissioned Officer Evaluation Report) support forms tailored for their evaluation process.

How often should an Army OER Support Form be updated or submitted?

The Officer should update and submit the OER Support Form prior to each evaluation period or rating cycle to ensure the rater has current and accurate information for the Officer Evaluation Report.

Are there digital versions or templates available for the Army OER Support Form?

Yes, there are digital templates available through Army personnel portals or downloadable PDFs from official Army websites, which can be filled out electronically to streamline the evaluation process.

Additional Resources

1. *Army OER Support Form Examples: A Comprehensive Guide*

This book offers detailed examples of Officer Evaluation Report (OER) support forms used in the U.S. Army. It covers various ranks and positions, providing sample narratives and bullet comments to help officers accurately document performance. The guide also explains the evaluation process and tips for crafting impactful support forms.

2. *Effective Army OER Writing: Templates and Examples*

Focused on improving OER writing skills, this book provides templates and real-world examples of support forms. It guides officers through the evaluation criteria and emphasizes concise, results-oriented language. Readers can learn how to highlight achievements and leadership qualities effectively.

3. *Mastering the Army OER: Support Form Strategies for Success*

This resource delves into strategies for completing OER support forms with precision and professionalism. It includes annotated examples that demonstrate common pitfalls and best practices. The book is ideal for officers aiming to enhance their evaluation submissions and career progression.

4. *The Officer's Guide to Army OER Support Form Completion*

A practical manual that walks officers through the step-by-step process of filling out OER support forms. It explains each section's purpose and provides sample entries to illustrate proper documentation. The guide promotes clarity and consistency in performance reporting.

5. *Army Evaluation Reports and Support Form Examples*

This book compiles a variety of evaluation reports alongside corresponding support forms to show the relationship between input and final assessment. It helps officers understand how their support form content influences the overall rating and narrative. Useful for both new and experienced evaluators.

6. *Writing Impactful Army OER Support Forms*

A focused look at crafting compelling and impactful narratives within OER support forms. The text emphasizes storytelling techniques to effectively showcase leadership, accomplishments, and potential.

It includes examples that demonstrate how to turn routine tasks into meaningful achievements.

7. Army OER Support Forms: Sample Phrases and Comments

This book provides a comprehensive collection of sample phrases and bullet comments tailored for OER support forms. It assists officers in selecting the right language to describe performance accurately and professionally. The resource aims to simplify the writing process and improve the quality of evaluations.

8. Guide to Successful Army OER Support Form Submission

Covering the administrative and procedural aspects of submitting OER support forms, this guide ensures that officers meet all requirements and deadlines. It also discusses common errors and how to avoid them, ensuring that evaluations are processed smoothly. Ideal for officers and administrative personnel alike.

9. Developing Strong Army OER Support Forms: Best Practices and Examples

This book highlights best practices for developing strong support forms that reflect an officer's true capabilities and potential. It includes annotated examples, checklists, and tips from senior evaluators. The resource is designed to help officers present themselves in the best possible light during the evaluation process.

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Army OER Support Form Examples

Ebook Title: Mastering the Army Officer Evaluation Report (OER): A Comprehensive Guide to Support Form Completion

Author: Captain (Ret.) John Smith, Military Personnel Management Expert

Ebook Outline:

Introduction: The Importance of OER Support Forms and Their Impact on Officer Careers
Chapter 1: Understanding the OER System: Structure, Rating Scales, and Key Terminology
Chapter 2: Analyzing the Officer's Performance: Identifying Strengths, Weaknesses, and Areas for Improvement
Chapter 3: Crafting Effective Support Form Narratives: Writing Style, Key Elements, and Examples
Chapter 4: Common Mistakes to Avoid: Pitfalls and How to Prevent Them
Chapter 5: Examples of Strong and Weak Support Forms: Detailed Analysis and Best Practices
Chapter 6: Legal and Ethical Considerations: Ensuring Accuracy and Avoiding Bias
Chapter 7: Submitting the Support Form: Procedures and Timelines
Conclusion: Maximizing the Impact of Your Support Form and Future Officer Development

Mastering the Army Officer Evaluation Report (OER): A Comprehensive Guide to Support Form Completion

Introduction: The Importance of OER Support Forms and Their Impact on Officer Careers

The Army Officer Evaluation Report (OER) is a critical document that significantly influences an officer's career progression. While the rater's evaluation is paramount, the support form plays a crucial, often underestimated, role in providing a comprehensive and nuanced picture of the officer's performance. A well-crafted support form can bolster a positive evaluation, highlighting achievements and contributions that might otherwise be overlooked. Conversely, a poorly written or incomplete support form can negatively impact an officer's chances for promotion and future assignments. This guide will equip you with the knowledge and tools necessary to write effective and impactful OER support forms. Understanding the nuances of the OER system and the critical role of the support form is essential for both the rated officer and the senior leader providing the support.

Chapter 1: Understanding the OER System: Structure, Rating Scales, and Key Terminology

The Army OER system is designed to provide a standardized assessment of an officer's performance, potential, and leadership qualities. Understanding its structure is fundamental to writing an effective support form. This includes familiarity with the various rating scales (e.g., performance, potential, leadership competencies), the different sections of the OER, and the specific terminology used. Key terms such as "duty description," "significant contributions," and "areas for improvement" must be clearly understood to accurately reflect the officer's performance. The support form directly relates to specific sections of the OER, and therefore, a strong understanding of the entire document

is necessary. Failure to understand the system can lead to inaccuracies and inconsistencies in the support form, ultimately hindering its effectiveness. This chapter will dissect the OER's structure, explaining each section and its relevance to the support form.

Chapter 2: Analyzing the Officer's Performance: Identifying Strengths, Weaknesses, and Areas for Improvement

Before drafting the support form, a thorough analysis of the officer's performance is crucial. This involves reviewing relevant documentation, such as the officer's performance records, training evaluations, and any other pertinent materials. Identifying the officer's strengths, weaknesses, and areas for improvement allows for a balanced and objective assessment. This analysis should focus on specific examples and quantifiable achievements whenever possible. Vague statements or unsubstantiated claims should be avoided. This chapter will guide you through a systematic process of performance analysis, ensuring that your assessment is comprehensive and well-supported by evidence. Using specific examples, such as quantifiable results or impactful leadership moments, will make your support far more compelling.

Chapter 3: Crafting Effective Support Form Narratives: Writing Style, Key Elements, and Examples

The support form narrative is the heart of the document. It should be concise, clear, and persuasive, using a professional and objective tone. This chapter emphasizes the importance of strong writing skills, including the use of active voice, specific verbs, and concrete examples to illustrate the officer's performance. Key elements to include are a detailed description of the officer's duties and responsibilities, a summary of their significant achievements, and an assessment of their leadership qualities. Examples of strong narratives will be provided, highlighting best practices and demonstrating how to effectively convey the officer's contributions. This chapter will also cover how to effectively address any weaknesses or areas for improvement, focusing on constructive feedback and suggestions for growth.

Chapter 4: Common Mistakes to Avoid: Pitfalls and How to Prevent Them

This chapter addresses common pitfalls in writing OER support forms. These include overly vague or generic statements, focusing on personality traits rather than performance, providing unsubstantiated claims, and failing to address weaknesses objectively. It also covers the importance of maintaining confidentiality and avoiding bias in the assessment. Understanding and avoiding these common mistakes is essential to ensure the support form effectively supports the officer's

evaluation. This chapter will provide concrete examples of poorly written support forms and illustrate how these mistakes can be avoided. This proactive approach will ensure that your support is both accurate and effective.

Chapter 5: Examples of Strong and Weak Support Forms: Detailed Analysis and Best Practices

This chapter provides detailed examples of strong and weak OER support forms. Each example will be analyzed, highlighting the strengths and weaknesses of the writing, the effectiveness of the narrative, and the overall impact on the officer's evaluation. By examining these examples, readers will gain a deeper understanding of best practices and learn how to effectively convey an officer's contributions and potential. This hands-on approach will provide practical insights into what constitutes a high-quality support form. This comparative analysis will allow you to directly see the impact of strong vs weak support forms.

Chapter 6: Legal and Ethical Considerations: Ensuring Accuracy and Avoiding Bias

Accuracy and objectivity are paramount in OER support forms. This chapter discusses the legal and ethical responsibilities of those writing support forms, emphasizing the importance of avoiding bias and ensuring that all statements are factual and supported by evidence. It will also address potential legal ramifications of providing inaccurate or misleading information. Understanding these considerations is essential to maintaining the integrity of the OER system and protecting both the officer and the rater. This chapter will provide a framework for ensuring ethical and legal compliance in support form completion.

Chapter 7: Submitting the Support Form: Procedures and Timelines

This chapter outlines the procedures and timelines for submitting the OER support form. It covers the proper channels for submission, required documentation, and any relevant deadlines. Understanding these procedures is critical to ensuring timely processing of the OER and avoiding any delays that could negatively impact the officer's career. This chapter will provide a step-by-step guide to the submission process, ensuring a smooth and efficient completion. This will minimize potential delays and ensure the support is delivered effectively.

Conclusion: Maximizing the Impact of Your Support Form and Future Officer Development

The OER support form is a powerful tool that can significantly impact an officer's career. By mastering the principles and techniques outlined in this guide, you can ensure that your support form accurately and effectively reflects the officer's performance, contributions, and potential. This guide emphasizes the importance of ongoing professional development for both raters and rated officers to strengthen the OER process and enhance its value in developing future leaders.

FAQs

1. What if I disagree with the rater's assessment? You should address your concerns with the rater directly and attempt to find common ground. The support form should still strive for objectivity, focusing on factual contributions.
2. How long should the support form narrative be? Aim for conciseness and clarity; avoid excessive length. A well-structured narrative can effectively convey key points in a relatively short space.
3. Can I include personal anecdotes in the support form? While personal anecdotes can add context, they should be relevant to the officer's performance and contribute to a holistic picture. Avoid overly sentimental or irrelevant stories.
4. What if the officer has weaknesses? Address weaknesses objectively and constructively, focusing on areas for improvement and potential for growth. This demonstrates a balanced and thorough assessment.
5. Is it acceptable to use bullet points in the support form? While not explicitly prohibited, bullet points should be used sparingly and integrated seamlessly into the narrative flow. Overuse can disrupt readability.
6. How can I ensure accuracy in my support form? Refer to performance records, training evaluations, and other relevant documentation to verify the accuracy of your statements.
7. What happens if I submit a late support form? Late submission can delay the OER process and potentially impact the officer's evaluation. Adhere to deadlines strictly.
8. Can I use acronyms and abbreviations in the support form? Use acronyms and abbreviations sparingly and only if they are commonly understood within the military context. Define them if necessary for clarity.
9. What if I'm unsure about a specific aspect of the officer's performance? Seek clarification from the officer or other relevant individuals before making any claims or assessments.

Related Articles:

1. Army OER Writing Guide: A detailed guide to writing effective OERs, including best practices and common mistakes.
2. Understanding Army Officer Evaluation Reporting System: A comprehensive overview of the entire OER system, its purpose, and its impact on officer careers.
3. OER Support Form Best Practices: Tips and tricks for crafting support forms that effectively highlight an officer's strengths and contributions.
4. Common Mistakes in Army OER Support Forms: Identification and avoidance of frequent errors in OER support form writing.
5. How to Write an Effective OER Self-Rating: Advice and guidance on writing a compelling self-rating that supports the overall evaluation.
6. The Importance of Senior Leader Support in Officer Evaluations: Explores the significance of senior leader involvement and guidance in the evaluation process.
7. Legal Implications of Inaccurate OERs: Discusses the legal ramifications of submitting false or misleading information in OERs.
8. OER Support Form Templates and Examples: Provides downloadable templates and examples of well-written OER support forms.
9. Improving Feedback Mechanisms in the Army OER System: Examines ways to improve the feedback loop within the OER system to better support officer development.

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Headquarters Department of the Army, 2019-10-09 ADP 6-22 describes enduring concepts of leadership through the core competencies and attributes required of leaders of all cohorts and all organizations, regardless of mission or setting. These principles reflect decades of experience and validated scientific knowledge. An ideal Army leader serves as a role model through strong intellect, physical presence, professional competence, and moral character. An Army leader is able and willing to act decisively, within superior leaders' intent and purpose, and in the organization's best interests. Army leaders recognize that organizations, built on mutual trust and confidence, accomplish missions. Every member of the Army, military or civilian, is part of a team and functions in the role of leader and subordinate. Being a good subordinate is part of being an effective leader. Leaders do not just lead subordinates--they also lead other leaders. Leaders are not limited to just those designated by position, rank, or authority.

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Army doctrine, FM 6-22 directly supports the Army's capstone manuals, FM 1 and FM 3-0, as well as keystone manuals such as FM 5-0, FM 6-0, and FM 7-0. FM 6-22 connects Army doctrine to joint doctrine as expressed in the relevant joint doctrinal publications, JP 1 and JP 3-0. As outlined in FM 1, the Army uses the shorthand expression of BE-KNOW-DO to concentrate on key factors of leadership. What leaders DO emerges from who they are (BE) and what they KNOW. Leaders are prepared throughout their lifetimes with respect to BE-KNOW-DO so they will be able to act at a moment's notice and provide leadership for whatever challenge they may face. FM 6-22 expands on the principles in FM 1 and describes the character attributes and core competencies required of contemporary leaders. Character is based on the attributes central to a leader's make-up, and competence comes from how character combines with knowledge, skills, and behaviors to result in leadership. Inextricably linked to the inherent qualities of the Army leader, the concept of BE-KNOW-DO represents specified elements of character, knowledge, and behavior described here in FM 6-22.

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