

PART IV - RATER (Review and comment on Part III a, b, and c above.
Insure remarks are consistent with your performance and potential evaluation on OER or Fitness Report.)

RATER COMMENTS (Optional)

SIGNATURE AND DATE (Mandatory)

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)

- 1. AUTHORITY:** Sec 301 Title 5 USC; Sec 3012 Title 10 USC.
- 2. PURPOSE:** The Officer Evaluation Report and Fitness Report serves as the primary source of information for officer personnel management decisions. DLA Form 1703, Officer Evaluation Support Form, serves as a guide for the rated officer's performance, development of the rated officer, enhances the accomplishment of the organization mission, and provides additional performance information to the rating chain.
- 3. ROUTINE USE:** DLA Form 1703 is for organizational use only and will be returned to the rated officer after review by the rating chain.
- 4. DISCLOSURE:** Disclosure of the rated officer's SSN is voluntary. However failure to verify the SSN may result in a delayed or erroneous processing of the officer's OER, Fitness Report. Failure to provide the information requested will result in an evaluation of the rated officer without the benefits of that officer's comments. Should the rated officer use the Privacy Act as a basis not to provide the information requested, the Support Form will contain the rated officer's statement to that effect and be forwarded through the rating chain.

INSTRUCTIONS

PART I: Identification - Self explanatory.

PART II: Rating Chain - The personnel officer or appropriate administrative office will fill in information based on the commander's designated rating scheme.

PART IIIa: Rated Officer Significant Duties and Responsibilities - State the normal requirements met in your specific position as well as any important additional duties. Address the type of work required, rather than frequently changing specific tasks.

PART IIIb: Rated Officer Major Performance Objectives - List the most important tasks, priorities, and major areas of concern and responsibility assigned. This is an explanation of how you set out to accomplish the duties described in IIIa. Ideally these are planned goals that you will work toward in an effort to make a contribution to the accomplishment of the organization mission; however, they may be in reaction to unpredictable changes. The objectives come from the following four categories.

ROUTINE - Objectives that address the repetitive and commonplace duties that must be carried out. These are duties that will produce less visible results, but will have serious consequences if not properly executed.

PROBLEM SOLVING - Objectives that address the repetitive and commonplace duties that must be carried out. These are duties that will produce less visible results, but will have serious consequences if not properly executed.

INNOVATIVE - Objectives that create new or improved methods of operation in the organization.

PERSONAL DEVELOPMENT - Objectives that further professional growth of an individual or his/her subordinates.

PART IIIc: Rated Officer Significant Contributions - Describe the most significant contributions you made during the rating period. These may have been in support of the objectives established or may highlight other accomplishments that you feel are important.

PART IV: Rater Review and Comment - Insure any remarks are consistent with your performance and potential evaluation. Signature does not show concurrence with Part III but indicates that you have reviewed the rated officer's portion of the form.