OBSERVATION INPUT FORM
(O.D.C.R.)

RANK:	NAME:		DIV/BR/SEC:	DATE:
MNCG PHONE:		MNCG NS OR NU ACCOUNT:		

TITLE:

OBSERVATION:

DISCUSSION:

CONCLUSION:

RECOMMENDATION:

REMARKS

TITLE

The field defines the main issue or problem to which the observation is related. Try to limit each observation to a single problem or issue.

OBSERVATION DESCRIPTION

This is the problem. A short description of what happened compared with what was supposed to happen. Enter a short factual description of the observed issue or problem and the results of dealing with it. This statement can be positive (i.e. something that worked better than expected) or negative (i.e. something happened that should not have or something did not happen that should have). Try to limit each observation to a single problem or issue.

DISCUSSION

The discussion explains why it happened. Reasons for success or failure are mentioned, and the circumstances are discussed. The discussion amplifies the observation statement and answers the *'who, what, where, when, why* and *how'* questions about the observation. Explain in detail the actions taken to work around a problem. If a problem could not be solved explain why. The discussion may be presented in chronological order to demonstrate the sequence of events leading up to the observation, from different people's perspectives to show how confusion arose, or any other logical breakdown.

CONCLUSION

This is the identified cause of the problem. The conclusion is a statement which is the logical consequence of the observation and discussion presented. The conclusion is derived in a logical manner from the different aspects described in the observation and discussion and it should provide a concise summary of the lesson that can be learned from the observation. Typically the conclusion will identify the root cause of the observation. A conclusion should always make sense if you precede it with the word "therefore". Do not restate the observation or any other paragraph.

RECOMMENDATION

This recommendation should provide explicit actions to be taken to solve the problem, identifying exactly what needs to be changed and how this should be done. Make a statement of how to repeat your success or how to correct the problem and who should make the correction. This may require new or modified publications, procedures, procurement of new equipment, change of the force structure, revision of command relationships, improved training, etc. Do not restate the observation or any other paragraph.