

## **Performance Summary Report (PSR)**

NAME(LAST, FIRST, MIDDLE) <b>Auto-fill</b>			DESIG/RATE <b>Auto-fill</b>					SSN <b>Auto-fill</b>					PAGE OF													
PG	STATION	DUTY	DATES	M O S	REPORTING SENIOR			TRAITS					AVERAGES					PROMOTION REC					PRT	RPT TYPE		
					NAME	PG	TITLE	1	2	3	4	5	IND SUM	R/S CUM	SP	PR	P	MP	EP							
01			052303 121203																							
01			121303 053104																							
01			060104 052005																							
02			052105 022806																							
02			030106 112006																							
02			112106 051507																							
03			051507 022908																							
03			030108 073108																							
03			080808 013109																							
03			020109 080709																							
03			080809 040510																							
03			090309 040110																							CC
03			040610 013111																							
03			020111 120211																							

NO GAP ... Next Day.

NO GAP ... Same Day is OK.

NO GAP ... Next Day.

GAP... Submit an Administrative Change Request (see Note 1)

NO GAP ... Next Day.

NO GAP ... Next Day.

Concurrent FITREP (GSA/IA) ...

NO GAP ... Next Day.

Supplemental Letter  
(see Note 2)

SUPP

Continuity Before  
and After!

# “How To” Guide ...

## Notes

1. Administrative Change Request: To correct an existing gap in your PSR or other administrative blocks as outlined in BUPERSINST 1610.10C, you will need to submit an Administrative Change Request (sample to the right). Once completed, send it to:

Navy Personnel Command  
PERS-32  
5720 Integrity Drive  
Millington, TN 38055-3200

2. Supplemental Material: Original reporting senior may submit a Supplemental Letter within two years of the end date of original report. Unlike Administrative Change Request, the Supplemental Letter WILL NOT replace information in your OMPF nor will it change information in your PSR. The letters “SUPP” on your PSR will reference anyone viewing your record to the Supplemental Letter. Reference BUPERSINST 1610.10C for further guidance and mail completed request to:

Navy Personnel Command  
PERS-32  
5720 Integrity Drive  
Millington, TN 38055-3200

**Find templates in  
“Sample Letters and  
Packages” link on CC  
page.**

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XXXXXXXXXX {Member's SSN}
XX XX XX {date}

From: {Member or Original Reporting Senior}
To: Commander, Navy Personnel Command (PERS-32)

Subj: FITNESS REPORT ADMINISTRATIVE CHANGE

1. Identification of Original Report

a. Member (Blocks 1-4): LAST, FIRST M, LT, 3100,
   XXX-XX-XXXX

b. Period (Blocks 14-15): 96JUL01 - 96NOV18

c. Reporting Senior (Block 22): SENIOR, W. A.

2. Changes

a. Block 3: Change from 3107 to 3100

b. Block 14: Change to 96JUN01

3. Reason. Correct administrative errors in original report.

4. If there are any questions, I can be reached at {insert
   email address and phone number}.

//S//

F. M. LAST
LT, SC, USN

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# Important!

- 1) When signing your FITREP, ensure CONTINUITY! (have your previous FITREP present to compare it against).
- 2) Ensure your SSN's and your R/S's SSN are accurate ... many mistakes stem from incorrect SSN's.
- 3) It takes 90-120 days for the R/S's average to post after the report hits your PSR.
- 4) Ensure continuity on the front and back end of concurrent FITREPs.
- 5) The PSR, along with your OSR and photo, are the three documents viewed by the selection board in the voting tank.
- 6) If you have any questions, email us at [supplycorpsscareercounselor@navy.mil](mailto:supplycorpsscareercounselor@navy.mil).