

Performance Summary Report (PSR)



“How To” Guide

Notes

- Admin Change Request: To correct an existing gap in your PSR, you will need to submit an Admin Change Request (sample to the right). Once you complete your Admin Change Request, send it to the Supply Corps Career Counselor at supplycorpscarerecounselor@navy.mil for forwarding to PERS-32.

**** To fix a gap in your PSR, you will need to change either Block 14 or 15 on an existing FITREP ...**

ADMINISTRATIVE CHANGE REQUEST

1610
[Member's SSN]
[Date]

From: (original reporting senior (or) member)
To: Commander, Navy Personnel Command (PERS-32)

Subj: FITNESS REPORT ADMINISTRATIVE CHANGE

1. Identification of original report

a. Member (blocks 1-4): SAMPLE, HARVEY J, LTJG, 1110, 123-45-6789

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

c. Reporting Senior (block 22): SENIOR, R R

2. Changes

a. Block 3: Change from 1110 to 1115

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 DSN 882-0000 or commercial (901) 874-0000.

(Signature)

Copy to:
LTJG Sample



Important!

1. When signing your FITREP, ensure CONTINUITY! (Have your previous FITREP present to compare it against).
2. Overlap of dates is ok (not to exceed 90 days), but not preferred.
3. Ensure your SSNs and your R/S's SSN are accurate ... many mistakes stem from incorrect SSNs.
4. It takes 90-120 days for the R/S's average to post after the report hits your PSR.
5. Ensure continuity on the front and back end of concurrent FITREPs.
6. Run the Performance Evaluation Continuity Report (BOL Main Page => FITREP/EVAL Reports) to identify potential gaps.
7. The PSR, along with your OSR and photo, are the three documents viewed by the selection board in the voting tank.