

APPLICATION PROCESSING AND SUMMARY RECORD (APSR) INSTRUCTIONS

- **FOLLOW EACH STEP IN THE DIRECTIONS BELOW VERY CAREFULLY AS YOU COMPLETE THE APSR.**
- The Application Processing and Summary Record provides detailed information about you to the Officer Selection Board.
- Follow the instructions in the steps below **VERY** carefully to ensure you are accurately completing each block.

1. Click [here](#) to download the APSR. **(Save the file to your desktop)**

2. PAGE 1 INSTRUCTIONS

- a. Blocks 1.a-1.f - Self Explanatory
- b. Block 1.g - Use the following format when annotating your birth place:
 - i. **TAMPA/FLORIDA** or **MILAN/ITALY**
- c. Block 1.h - Annotate your date of birth in the following format example:
 - i. **1992/06/01**
- d. Block 1.i - Annotate that age that you will be when your application is submitted.
- e. Block j. - Annotate **NO**
- f. Block 1.k - Select your gender as annotated on your birth certificate.
- g. Blocks 1.l-1.n - Leave these boxes blank. This information will come from your completed sports physical paperwork from MEPS.
- h. Block 1.o - This box is confusing. Click [here](#) to find your race selection and then use the drop down menu in your document that matches your selection.
- i. Block 1.p - Select your ethnicity from the drop down menu. (Hover your mouse over each drop down box item to see the full selection)
- j. Block 1.q - Select your citizenship status.
- k. Block 1.r -
 - i. If you are not a dual citizen, type **N/A** in this block.
 - ii. If you are a dual citizen, list your country of citizenship (other than U.S.).
- l. Block 1.s -
 - i. If you are not in the Navy Delayed Entry Program (Enlisted, awaiting to go to Boot Camp), Select **NO**.
 - ii. If you are currently in the Navy Enlisted Delayed Entry Program select **YES**.
- m. Block 1.t -
 - i. If you are not in the Navy Delayed Entry Program (Enlisted, awaiting to go to Boot Camp) annotate **N/A**.
 - ii. If you are currently in the Navy Enlisted Delayed Entry Program, annotate the date you are scheduled to ship to Recruit Training Command in the following format:
 1. **2015/11/18**
- n. Block 1.u - Leave this blank.

- o. Block 1.v - Click [here](#) for the Navy's Officer Designation List. Once you have selected your designator(s) annotate each number in the three boxes provided in this block. (Note, need to provide at least one, but can have up to three in the order of your preference)
- p. Block 1.w - Leave these blank.
- q. 2.a-2.f -
 - i. If you have never served in the military before, select or annotate **N/A** in these blocks.
 - ii. If you have prior service in any branch of the military complete these blocks as applicable.
- r. Block 3.a - Annotate the most recent college that you have attended.
- s. Block 3.b - Select your major. If your major is not listed, select **9999//Other**. You will annotate the major in block 15 on page two using the example below.
- t. Block 3.d - Annotate your cumulative GPA.
- u. Block 3.e - Annotate your previous or expected graduation date in the following format:
 - i. **May 2016**
- v. The rest of this page is used by Navy Recruiting Personnel.

3. PAGE 2 INSTRUCTIONS

- a. Block 6 - Read the paragraph regarding compensations, allowances and disability.
 - i. You will print and complete your initials next to **Application Initials** after you answer the rest of the questions on Page 2.
- b. Blocks 6a-7a: Answer either **YES** or **NO**.
- c. Blocks 8a-8d: The questions regarding your swimming ability should only be answered **NO if you absolutely believe that you cannot do the listed requirements (even after swimming instruction)**.
 - i. If you answer no to any of the questions regarding swimming, you are required to annotate your personal initials next to **Applicant's Initials** after you answer the rest of the questions on Page 2.
- d. Blocks 9a-9d: Answer either **YES** or **NO**.
- e. Block 10: The board wants to see that you are physically active and that you will be able to participate in Physical Training while in Officer Candidate School/Officer Development School and beyond. Do not leave these blank. Use the below example to give you an idea of what you should annotate:
 - i. **RUNNING | 3 TIMES PER WEEK | 2014JUN01** (note the date format)
- f. Block 11: If you hold any professional licenses (e.g., civil engineering licenses) annotate those here. If this does not apply to you, annotate N/A in all six boxes. (Please do not list your driver's license as a professional license)

g. Block 12:

- i. If you have never had any flight experience, annotate **N/A** in all three boxes.
- ii. If you are applying for Pilot or NFO, having flight experience helps out tremendously in your application.
 1. If you list that you have flight experience, the board will request copies of your flight log books so ensure you upload those with the rest of your APSR later.

h. Block 13:

- i. If you do not speak or read any foreign language, annotate **N/A** in all three boxes.
- ii. If you speak or read any foreign language, annotate the applicable information. If you speak more than one foreign language (other than English) annotate this same information in Block 15.

i. Block 14: The board wants to make sure that you are a person who can be a part of a team or an organization.

- i. List every club or organization that you have been a part of in High School, College, and after College along with any office or position that you have held. Use this as an example to give you an idea of what you should annotate:

1. KEY CLUB | HIGH SCHOOL | 4 | SECRETARY

j. Block 15 - Use the space here for any amplifying information regarding the previous questions. Annotate the block Number/Letter combination you are referencing followed by the information by using the example below.

BLOCK 15 AMPLIFYING INFORMATION EXAMPLES

3.B- CHEMICAL ENGINEERING

9.B- TYPE OF DRUG USED, MARIJUANA. TIMES USED, FOUR. LAST TIME USED, OCT-2013.

13 - FOREIGN LANGUAGE-MANDARIN CHINESE, HOW ACQUIRED-FAMILY, SFRW

14 - ACTIVITY-SOCCER, PERIOD-COLLEGE, # YEARS-3, POSITION-TEAM CAPTAIN

14 - ACTIVITY-FRATERNITY (SIGMA PI EPSILON), PERIOD-COLLEGE, # YEARS-4, POSITION-CHAPTER PRESIDENT

4. Annotate your personal initials in block 6 next to **Applicant's Initials**.
5. If you answered **YES** to all four of the questions regarding swimming in blocks 8.a-8.d, do not annotate your initials. If you answered **NO** to any of the swimming questions in blocks 8.a-8.d, annotate your personal initials next to **Applicant's Initials** in block 8.
6. Once you have completed all requirements on both Page 1 and Page 2, click [here](#) to access instructions/Guidelines for your Motivational Statement.