APPLICATION PROCESSING AND SUMMARY RECORD (APSR) INSTRUCTIONS

- **FOLLOW EACH STEP IN THE DIRECTIONS BELOW VERY CAREFULLY AS YOU COMPLETE THE APSR. THIS IS THE FIRST FORM THE BOARD LOOKS AT.**
- 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.

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1. Click **here** to download Page 1 of 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. **After you have completed your APSR, upload your completed document to your recruiter by clicking here.**