

Warf, Douglas C CIV

Subject: STATEMENT IN LIEU OF MISSING REPORT

If the report was never done, then you can cover the period by referring to BUPERSINST 1610.10, annex S, paragraph 7.b. It is a Statement in Lieu of Missing Report. No example in the manual but follow the directions of paragraph 7.b.

If you need assistance, go to your admin personnel. It is a simple one page letter from you to PERS-311 explaining why the report was not submitted and providing information that would have appeared in blocks 1-19 and 21-27. If some of the information is unknown, add the entry in the block as unknown. Example:

1610
date

From: .PN1 John Doe, USN, 000-00-0000
To: Commander, Navy Personnel Command (PERS-311)
Subj: STATEMENT IN LIEU OF MISSING REPORT FROM 99 MAY 31 - 99NOV15
Ref: (a) BUPERSINST 1610.10

1. Per reference (a), the following information is submitted concerning a missing report. I have contacted my previous command and they do not have a copy of my missing report. I do not recall ever having signed a copy of the report. As directed by reference (a), I am submitting this Statement in Lieu of missing report.

Block 1 - DOE, John	Block 16 - N/A
Block 2 - PN1	Block 17 - X
Block 3 - AW	Block 18 - N/A
Block 4 - 000-00-0000	Block 19 - N/A
Block 5 - ACTIVE	Block 21 - N/A
Block 6 - 12345	Block 22 - SENIOR, R R
Block 7 - VP 1024	Block 23 - LTCOL
Block 8 - REGULAR	Block 24 - USMC
Block 9 - 99JUL15	Block 25 - DIRECTOR
Block 10-13 - Periodic	Block 26 - UNKNOWN
Block 14-15 - 99MAY31 - 99NOV15	Block 27 - UNKNOWN

Qualifications attained: EAWS

JOHN DOE
PN1 USN

If you do not submit the statement, you will probably receive a message from future selection boards asking for this report. We cannot update your PSR or BOL CCA since there was no report completed and both programs will always show this gap, but we will file the letter to your fiche.

A selection board is supposed to review the fiche on any missing report. If the letter is filed to your fiche, you should not receive a message asking for this report.

Our address is:

COMMANDER NAVY PERSONNEL COMMAND
PERS 311
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-3110

v/r