



DEPARTMENT OF THE NAVY  
BOARD FOR CORRECTION OF NAVAL RECORDS  
2 NAVY ANNEX  
WASHINGTON DC 20370-5100

BJG  
Docket No: 2509-02  
11 June 2003

From: Chairman, Board for Correction of Naval Records  
To: Secretary of the Navy

Subj: **[REDACTED]**, JR., USN **[REDACTED]**  
REVIEW OF NAVAL RECORD

Ref: (a) Title 10 U.S.C. 1552

Encl: (1) DD Form 149 dtd 24 Feb 02 w/attachments  
(2) PERS-311 memo dtd 23 Sep 02  
(3) Subject's naval record

1. Pursuant to the provisions of reference (a), Subject, hereinafter referred to as Petitioner, filed enclosure (1) with this Board requesting, in effect, that his Performance Summary Report (PSR) be amended to reflect the changes shown in the letter-supplement dated 21 January 2001 to his enlisted performance evaluation report for 16 November 1999 to 15 November 2000. His record now reflects the report, the letter-supplement, his statement of 10 May 2001, and the reporting senior's endorsement of 13 May 2001. Copies of these documents are at Tab A. By implication, he requests that the original report in question be amended in accordance with the letter-supplement, and that the PSR be changed accordingly.

2. The Board, consisting of Ms. Davies and Messrs. McPartlin and Zsalman, reviewed Petitioner's allegations of error and injustice on 22 May 2003, and pursuant to its regulations, determined that the corrective action indicated below should be taken on the available evidence of record. Documentary material considered by the Board consisted of the enclosures, naval records, and applicable statutes, regulations and policies.

3. The Board, having reviewed all the facts of record pertaining to Petitioner's allegations of error and injustice, finds as follows:

a. Before applying to this Board, Petitioner exhausted all administrative remedies available under existing law and regulations within the Department of the Navy.

b. Petitioner's original performance evaluation report for 16 November 1999 to 15 November 2000 reflected four marks of "4.0" and three of "3.0," resulting in a block 40 ("Individual Trait Average") mark of "3.57." Two of the three "3.0" marks were in blocks 34 ("Quality of Work") and 39 ("Leadership").

c. On 21 January 2001, less than two months after the reporting senior signed the original report on 3 December 2000, he submitted the letter-supplement, which includes the following:

2. Changes and supplements (with justification)

a. Block 34: Change the grade from 3.0 to 4.0. Information received after report was written justifies a higher grade, specifically, the information reflected in the additional bullets below.

b. Block 39: Change the grade from 3.0 to 4.0. Information received after report was written justifies a higher grade, specifically, the information reflected in the additional bullets below.

- c. Block 43 ["Comments on Performance"]: Add new bullets:
- Drill deck NERA [Navy Enlisted Reserve Association] membership representative. Coordinated NERA Reserve Center participation.
  - Reserve Center Funeral Detail member. Frequent volunteer to represent Reserve Center Lansing in honoring military veterans.
  - Boot Camp for New Dad's [sic] - Coach to new dad's [sic]-to-be, provided help to new fathers on how to care for newborn children and growing families.
  - Coordinated the Consolidated Training Schedule and instructor program...

d. In his rebuttal statement of 10 May 2001, Petitioner listed additional accomplishments. The reporting senior's endorsement of 13 May 2001 merely recommended that Petitioner's rebuttal be accepted for file in his official service record. Neither document refers to the original marks to be raised per the letter-supplement.

e. In correspondence attached as enclosure (2), the Navy Personnel Command Performance Evaluation Branch (PERS-311) has commented to the effect that Petitioner's request to change his PSR should be denied, stating that a letter-supplement does not require changing the PSR. PERS-311 does not address whether the changes to the original report are warranted.

**CONCLUSION:**

Upon review and consideration of all the evidence of record, the Board finds the existence of an injustice warranting revision of the report in question, in accordance with the letter-supplement, and removal of the letter-supplement. In this connection, the Board finds that the letter-supplement adequately justifies raising Petitioner's marks in blocks 34 and 39. The Board also particularly notes that the letter-supplement was submitted very soon after the original report.

The Board finds that Petitioner's statement of 10 May 2001 and the reporting senior's endorsement of 13 May 2001 should remain in the record, as they do not reveal the original marks to be raised in accordance with the letter-supplement.

In view of the above, the Board directs the following corrective action:

**RECOMMENDATION:**

a. That Petitioner's record be corrected by making the following changes to his enlisted performance evaluation report for 16 November 1999 to 15 November 2000, dated 3 December 2000 and signed by Lieutenant Commander [REDACTED] United States Naval Reserve:

- (1) Block 34: Change "3.0" to "4.0."
- (2) Block 39: Change "3.0" to "4.0."
- (3) Block 40: Change "3.57" to "3.86."
- (4) Block 43: Add the following:

-34. (QUALITY OF WORK) AND 39. (LEADERSHIP) Drill deck NERA membership representative. Coordinated NERA Reserve Center participation. Reserve Center Funeral Detail member. Frequent volunteer to represent Reserve Center Lansing in honoring military veterans. Boot Camp for new Dads - Coach to new dads-to-be, provided help to new fathers on how to care for newborn children and growing families. Coordinated the Consolidated Training Schedule and instructor program.

b. That Petitioner's naval record be corrected further by removing the letter-supplement dated 21 January 2001, pertaining to the enlisted performance evaluation report for 16 November 1999 to 15 November 2000; but that Petitioner's statement of 10 May 2001 and the reporting senior's endorsement of 13 May 2001 remain in the record.

c. That appropriate corrections be made to the magnetic tape or microfilm maintained by the Navy Personnel Command (this requires correcting Petitioner's PSR in accordance with recommendation a above).

d. That any material or entries inconsistent with or relating to the Board's recommendation be corrected, removed or completely expunged from Petitioner's record and that no such entries or material be added to the record in the future.

e. That any material directed to be removed from Petitioner's naval record be returned to the Board, together with a copy of this Report of Proceedings, for retention in a

confidential file maintained for such purpose, with no cross reference being made a part of Petitioner's naval record.

4. Pursuant to Section 6(c) of the revised Procedures of the Board for Correction of Naval Records (32 Code of Federal Regulations, Section 723.6(c)) it is certified that a quorum was present at the Board's review and deliberations, and that the foregoing is a true and complete record of the Board's proceedings in the above entitled matter.

*Jonathan S. Ruskin*

JONATHAN S. RUSKIN  
Acting Recorder

ROBERT D. ZSALMAN  
Recorder

5. Pursuant to the delegation of authority set out in Section 6(e) of the revised Procedures of the Board for Correction of Naval Records (32 Code of Federal Regulations, Section 723.6(e)) and having assured compliance with its provisions, it is hereby announced that the foregoing corrective action, taken under the authority of reference (a), has been approved by the Board on behalf of the Secretary of the Navy.

*Robert D. Fishman*

For W. DEAN PFEIFFER  
Executive Director



DEPARTMENT OF THE NAVY  
NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

1610  
PERS-311  
23 September 2002

MEMORANDUM FOR THE EXECUTIVE DIRECTOR, BOARD FOR CORRECTION OF  
NAVAL RECORDS

Via: PERS/BCNR Coordinator (PERS-00ZCB)

Subj: ITI [REDACTED]

Ref: (a) BUPERSINST 1610.10 EVAL Manual

Encl: (1) BCNR File

*for Performance*

1. Enclosure (1) is returned. The member requests corrections are made to his ~~Personnel~~ Summary Report (PSR) for his performance evaluation for the period 16 November 1999 to 15 November 2000.

2. Based on our review of the material provided, we find the following:

a. A review of the member's headquarters record revealed the report in question to be on file. It is signed by the member acknowledging the contents of the report and his right to submit a statement. The member's statement and reporting senior's endorsement is reflected in the member's digitized record.

b. The report in question is a Periodic/Regular report. The member request his PSR be corrected to reflect correct performance marks.

c. The report is procedurally correct. The reporting senior submitted an Evaluation Report Letter Supplement on 21 January 2001, however, PERS-311 never received the letter. The member provided a copy with his petition. We are in the process of having the letter-supplement placed in the member's digitized record.

d. A letter-supplement does not replace or change an original report. It only adds material to reports already on file.

3. We recommend the member's record remain unchanged.



Performance  
Evaluation Branch