

## Officer Summary Record (OSR)

*\*\* With the exception of awards, your OSR is fed by your ODC ... ensuring an updated and accurate ODC will result in a similar OSR! \*\**

NAME

**Full Name**

DATE PROC:

SSN	FILE NO	DESIGNATOR	DATE OF BIRTH	AGE	PROF. SERV. DATE	FOR BOARD USE	
<b>Social Security #</b>		<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>			
HIGHEST FLAG	CAPT	CDR	LCDR	LT	LTJG	ENS	HIGHEST CWO
	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	

PRESENT DUTY STATION

PRESENT BILLET

**Auto-fill from Block 77 of ODC**

**Auto-fill from Block 82 of ODC**

EDUCATION

SERVICE SCHOOLS ATTENDED

COLLEGE	DATE/LEVEL	MAJOR	LANG. PROF.	SUB-SPEC	COURSE: DATE/WEEKS:  COURSE: DATE/WEEKS:  COURSE: DATE/WEEKS:  <p style="text-align: center;"><b>Auto-fill from Block 52 of ODC (only room for six total schools)</b></p>
<b>Auto-fill from Block 54 of ODC</b>	<b>Auto-fill from Block 58 of ODC</b>	<b>Auto-fill from Block 59 of ODC</b>		<b>Auto-fill from Blocks 66, 67, and 68 of ODC</b>	

ACTIVE DUTY BASE DATE	PREVIOUS MILITARY SERVICE	YEAR	MONTHS	HIGHEST RATE/GRADE	REMARKS
<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	<b>Auto-fill</b>	

PERSONAL DECORATIONS

*Auto-fill from Navy Awards Website (NDAWS), see Note 1 on the following slide.*

SPECIAL QUALIFICATIONS

1	7	13	19
2	8	14	20
3	9	15	21
4	10	16	22
5	11	17	23
6	12	18	24

**Auto-fill from Block 72, 83, and 91 of ODC (captures all AQD's and NOBC's)**

# “How To” Guide ...

## Notes

1. Awards: The *Personal Decorations* block of your OSR is fed directly from what is on file at the Navy Awards Website, NDAWS (personal awards query) ([https://awards.navy.mil/awards/webbas01.nsf/\(vwWebPage\)/home.htm](https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm)). The *Personal Decorations* block will only capture individual awards, NAM or higher (no unit awards). If you are missing an award, please work through your respective NDAWS representative to have it added. If repeated attempts to do so fail, please send a copy of the missing award to the Supply Corps Career Counselor ([supplycorpscareercounselor@navy.mil](mailto:supplycorpscareercounselor@navy.mil)).