PHYSICAL READINESS PROGRAM
FREQUENTLY ASKED QUESTIONS (FAQs)
(Updated: 2 Feb24)

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SECTION 1: POLICY RELATED QUESTIONS

Q. Are pregnant Sailors required to provide proof of pregnancy to the CFL for non-participation in the official PFA?
ANS: Per Guide 8, *"A Sailor intending to carry the pregnancy to term is encouraged to inform their commander upon confirmation of pregnancy, validated through a military health system (MHS) HCP, or civilian HCP where the Sailor is receiving care. To comply with Health Insurance Portability and Accountability Act of 1996 (HIPPA), The CFL is prohibited from keeping a copy."*
Ref: PRP Guide 8

Q. Are postpartum Sailors required to perform a Wellness PFA before their official PFA?
ANS: No. After delivery, Sailors should participate in a progressive and appropriate exercise program, as soon as medically authorized, to return to Navy physical fitness standards.
Ref: PRP Guide 8

Q. How does the long single cycle affect postpartum participation?
ANS: Per Guide 8, *"At the conclusion of their 12-month postpartum period, Sailors are required to participate in the next official PFA cycle. If the postpartum period expires during the official PFA cycle, the postpartum Sailor is NOT required to participate in the PFA cycle until the following official PFA cycle. However, Sailors whose postpartum period expires during the PFA cycle and would like to participate in the official PFA are authorized, if medically cleared by their HCP."*
Ref: PRP Guide 8

Q. Will PFA scores from the CY23 cycle be utilized for validation in the CY24 PFA cycle?
ANS: Per OPNAVINST 6110.1K*, "Sailors are exempt from participating in the PRT in the following PFA cycle ONLY when the Navy conducts TWO cycles per calendar year."*
Ref: OPNAVINST 6110.1K

Q. Why is the PFA cycle ten months long vice six months long in CY 2023?
ANS: Per NAVADMIN 258/23, *"The Navy remains absolutely committed to the physical readiness of our force. Sustaining one PFA per year is designed to reduce administrative requirements and empower commanding officers to build healthier people, leaders and teams. The cycle will be conducted from 1 February to 30 November 2024."*
Ref: NAVADMIN 258/23

Q. How does a Sailor regain eligibility for advancement/retention?
ANS: Sailors who have failed one or more PFAs must pass a command FEP mock or official PFA to regain eligibility for advancement/retention.
Ref: PRP Guide 1; BUPERINST 1610.10F

Q. How do you determine which PFA code is used on Fitness Reports and Evaluations?
ANS: Per BUPERSINST 1610.10E, *"enter the one-letter code for the result of each official PFA conducted in the reporting period. Document all official PFAs in block 20 using the following format: PPP. This indicates the individual passed three official PFAs during the reporting period. Do not enter spaces or slashes between the characters. **Note:** Format for block 20 must be from oldest to most recent PFA performed during the reporting period. Format for block 20 must be from oldest to most recent PFA performed during the reporting period."*
Ref: BUPERSINST 1610.10E

Q. When should Deployed/Operations (DEP/OP) be used?
ANS: Per Guide 1, *"Based on deployment and operational commitments (DEP/OP), CO/OIC may elect to excuse a PFA cycle for the entire command. "DEP/OP" is a unit status and shall not be used for individual Sailors PFA status.*
- *BCA Waiver: The CO/OIC must request approval from the ISIC to "DEP/OP" BCA for the command.*
- *PRT Waiver: The CO/OIC can excuse two consecutive PRT cycles. Approval from the Echelon III VIA THE ISIC is required to "DEP/OP" the entire command from three consecutive PRT cycles."*
Ref: PRP Guide 1

Q. Can I transfer with 1 or more PFA failures?
ANS: Per Guide 1, *"Any special programs/billets that have specific PFA requirements are annotated within its governing instruction. For further guidance, Sailors should contact their rating detailer with NPC (PERS-4)."*
Ref: PRP Guide 1

Q. If a Sailor fails the BCA, are they required to participate in the PRT?
ANS: Sailors who fail the BCA (Step 1-3) must participate in the PRT and require medical clearance prior to PRT participation.
Ref: PRP Guide 4

Q. Do FEP members need to complete and pass both the BCA and PRT during a mock or official PFA in order to be taken off of FEP?
ANS: Per Guide 9, *"FEP Participation and Disenrollment. Members are required to remain enrolled in FEP until passing one mock or official PFA with PRT scores at or above Satisfactory-Medium and be within AAS. If a member fails the BCA and/or PRT and is subsequently medically waived from an event, they will remain on FEP until they successfully pass a mock or official PFA for the events which they are medically cleared for."*
Ref: PRP Guide 9

Q. Are Enlisted members with 1 PFA failure eligible to re-enlist?
ANS: Yes. After passing a command mock PFA conducted during FEP or the next official PFA.
**Only Sailors with 2 consecutive PFA failures are ineligible to re-enlist.
Ref: OPNAVINST 6110.1K

SECTION 2: PRIMS RELATED QUESTIONS

Q. What is Physical Readiness Information Management System Two (PRIMS-2)?
ANS: PRIMS-2 is the authoritative database for all physical readiness data on Active Component (AC) and Reserve Component (RC) Navy Service Members.
Ref: PRP Guide 7

Q. Who can gain access to PRIMS-2?
ANS: Per Guide 7, *"The only authorized users within PRIMS-2 are: Command Fitness Leaders (CFLs), designated Assistant Command Fitness Leaders (ACFL 1 or ACFL 2), Special Users.*
Ref: PRP Guide 7

Q. Why won't __all__ Assistant Command Fitness Leaders have access to PRIMS-2?
ANS: The number of ACFLs having PRIMS-2 access is adjusted per command size due to a limited number of licenses available.
Ref: PRP Guide 7

Q. What documentation is required to gain access to PRIMS-2?
ANS: To gain access to PRIMS-2, the following documents must be provided via email to the PRP Office at: PRIMS@navy.mil:
- **CFLs**: CFL Certification Course Certificate, CFL PRIMS Access Letter and SAAR-N Form
- **ACFLs** SAAR-N Form
- **All other Authorized Users**: Command Designation letter and SAAR-N Form
Ref: PRP Guide 7

Q. What is required on the SAAR-N Form?
ANS: Step by step directions for filling out the SAAR-N from can be found at: PRIMS SAAR-N Modication 2023.pdf (navy.mil)
Ref: PRP Guide 7

Q. Where can I find my PFA summary data?
ANS: PFA Summary data can be obtained via the member's MyNavyPortal account as follows:
I. Go to Home Page - MyNavy Portal
II. Click "Quick Links" in top right
III. Select PRIMS hyperlink and see "View current and historical results of your Physical Fitness Assessment (PFA)." Click on the blue "CONTINUE" hyperlink. Your PFA summary data will be available for review.
Ref: NAVADMIN 251/22

Q. How can I fill out my PARFQ in PRIMS-2?
ANS: Sailors will complete their PARFQs electronically via MyNavy Portal, on the MyRecord link. Only PRIMS-2 authorized users (e.g. CFL) can input a PARFQ that is blank, or make one correction to a PARFQ (that was submitted through MNP) in PRIMS-2, if approved by the Commanding Officer.
Ref: NAVADMIN 251/22

Q. Why can I not see newly reported personnel in PRIMS2?
ANS: The ability to view personnel at a particular UIC may only be achieved if they have been gained in PRIMS2 to the UIC. It is the gaining CFLs responsibility to contact previous CFL to place a member in TRANS status in order for gain event to be accomplished.
Ref: PRP Guide 7

Q: I completed my PFA at my last command but the data was not updated before I detached. How do I get my PRT Cycle info updated?
ANS: Per Guide 1*, "The command at which the PFA was conducted (not the new command) is responsible for record update via the Letter of Correction (LOC) process/submission."*
Ref: PRP Guide 1

Q. How do I correct discrepancies in my PFA data?
ANS: Per Guide 1*, "In order to correct a Sailor's PRIMS PFA record, an LOC must be drafted by the CFL, signed by the CO/OIC, and forwarded to the PRP office along with supporting documentation."*
Ref: PRP Guide 1

SECTION 3: GENERAL QUESTIONS

Q. Why does the PRP Office return my SAAR-N Form?
ANS: To ensure the SAAR-N Form is forwarded to eCRM for account creation, it must be correctly filled out otherwise PRP will return the form for correction. Common errors are: Block 14 not checked, IA training not completed in the current FY, putting data in blocks that should be left blank, digital signatures not obtained.

Q. What is a modification SAAR-N Form?
ANS: A modification SAAR-N Form is required when requesting a change to a previously submitted SAAR-N Form. These changes include: PRIMS role (ACFL to CFL in the same command); adding additional UICs, etc. Step by step directions for filling out the SAAR-N from can be found at:
[PRIMS SAAR-N Modication 2023.pdf (navy.mil)](#)
**SAAR-N Form must be annotated as a "Modification" vice "Initial."

Q. Why did I lose access to PRIMS?
ANS: CFL/ACFLs are required to log in every 30 days or they risk losing their access to the UICs assigned to them in the system. Loss of access could result in the CFL/ACFLs submitting a new SAAR-N Form.

Q. Why do I get an error message when trying to enter PFA data on the Sailors in my command?
ANS: The most common error is insufficient access which means your permission sets as CFL/ACFL are not associated with your assigned UICs, or you are attempting to update a record in TRANS that has not yet been gained. To correct this, you need to ensure the members PFA record is gained to your UIC or contact the PRP Office via PRIMS@navy.mil for a resolution.

Q. As a new PRIMS-2 user (i.e., CFL/ACFL, Special User), is there any PRIMS 2 training available prior to, and after, gaining access?
ANS: There are "How To" documents available to help users learn how to navigate in the system. These documents are located on the Physical Readiness webpage at [Physical Readiness (navy.mil)](#)

Q: Why can't I sign the member's PARFQ after inputting it in the system?
ANS: Usually due to inputting/editing data, saving it, and trying to go back in to edit. CFL has ONE opportunity to enter a new PARFQ and/or edit a member's submitted via MNP PARFQ. Once the CFL is locked out of edits to the PARFQ, an LOC is required with pertinent documentation.

Q: Why am I receiving the error "insufficient access rights on cross-reference" when trying to gain a member?
ANS: Usually this error happens when (1) the member has not been gained to your UIC, (2) the ACFL/CFL has lost access to that UIC due to inactivity. **This error may also happen when trying to save a BCA, PARFQ or Medical Waiver.**

Q: How do I process a check out that has not completed a PFA prior to leaving the command?
ANS:
- If current command is in their Command Cycle, and there is ample time to test member before member leaves, conduct the PFA in full prior to leaving and document member before transfer of PFA record.
- If current command is not in the Command Cycle, and there is not time to complete the PFA on the member, and member will not have ample time to complete a full PFA upon arrival at the ultimate PCS duty station - Capture the member's official BCA in PRIMS 2 and document the PRT participation as PCS.
- If current command is NOT in their command cycle, and member has time to complete the PFA at final PCS location, Transfer the PFA record so that the gaining CFL can gain and administer the PFA for the member upon arrival.

Q: Will requests sent via a personal (none DOD) email account be processed?
ANS: No. All requests/inquiries in relation to the PRP office must be sent via a DOD email account. The PRP office does **NOT** process any requests from a personal email address due to CUI material.

Q: What do I need to do to have my CFL/ACFL account "REACTIVATED"?
ANS: Send an encrypted email to askmncc.fct@navy.mil with the PRIMS-2 users DODID and a screenshot of error message. MNCC will forward these requests to the MNHR_eCRM_Tier2_HELPDESK queue.

**Error messages can range from:
- Certificate verification failed
- Insufficient Privileges
- NO-ACCESS: Unable to find a user
- REACTIVATION (did not log in over 30 days)