Physical Readiness Information Management System (PRIMS 2)
1. Gaining Access to Salesforce (PRIMS 2 Coordinator, CFL)
2. Logging into PRIMS 2
3. Access Member’s PFA Detail Record
4. Create/Edit Physical Fitness Assessment (PFA)
5. Create/Edit Physical Activity Risk Factor Questionnaire (PARFQ)
6. Create/Edit Medical Waiver
7. Create/Edit Body Composition Assessment (BCA)
8. Create/Edit Physical Readiness Testing (PRT)
9. Create/Edit Fitness Enhancement Program (FEP)
10. Transfer member out of a Command/UIC
11. Gain member to a Command/UIC
12. Assigning a member to a Department/Division
13. View Command Authorizations
14. View/Edit Command Information by UIC
15. Accessing Reports
16. Upload Member Data from an Excel Spreadsheet to PRIMS 2
17. Logging out of PRIMS 2
18. Help Desk Support
1. Generate an OPNAV 5239/14 (SAAR-N) form

2. Complete and submit forms through your chain of command

3. After SAAR-N form is completed through your chain of command, ensure your local Identity and Access Management Team (IAM) digitally signs the SAAR.

4. Route SAAR-N and other required documents (see Guide 10) to PRIMS@navy.mil via email.

5. Ensure to encrypt any documents containing PII prior to submission via email.

6. Confirmation emails will be sent to users when SAAR-Ns are processed.
Logging into PRIMS 2

PRIMS 2 console can be entered using CAC login or CAC/PIV card: to
https://navynpc.my.salesforce.mil/

1. To access PRIMS 2 console press CTRL + click the link simultaneously. (This opens another tab to
PRIMS 2 URL).
2. Click ‘CAC Login
3. Click Log in with CAC (Authentication Cert). Be sure to click the PIV/Authentication Certificate.
(Note: Select the certificate if prompted)

4. Consent to the US Government Agreement by checking the box.
5. Click the next button to access the PRIMS 2 home page
Access Member’s PFA Detail Record

1. From the Navigation drop down menu, next to PRIMS logo (Refer to Screenshot in the next slide) select ‘Contact Records’.

2. Finding a member’s record:
   - Use the down arrow on ‘Contact Records’ and select “Recently viewed” or “All Contact Records” in your UIC.
   - Use the “search this list” box in the upper right corner to search by name, (First name or Last), rank or rate.
   - Use Global search in the upper center section of the page for a more detailed member record search. This includes searching by a member’s full ‘DODID’ or full social security number.

3. Click on member’s name when the system displays her/his data.

4. View or create applicable PFA record/s from the related list on the right of the contact details page. Click on “View All” if the PFA record that you are looking for is not displayed.
Note: This is not a CFL/ACFL Function!!

1. On the member’s Contact record, from the PFA’s related list on the right select down arrow and ‘New’, - New PFA form opens.

2. Enter applicable data on the PFA form.
   • Ensure the PFA cycle identifier is populated in the system information section.

3. Select ‘Save’ or to create another record for a different member select Save & New.
To create another record click the **save & new** button and search for another member. A new form will open to create a PFA record for the selected member.
1. On the PFA details page select ‘Edit’ on the top right corner to edit data entered in PFA record. (‘Edit’ permissions are applicable to those limited editable fields only).

2. Update applicable fields and save.
### PFA Details Page

**Details**

- **Member Name:** BURNETTE
- **Gender:** M
- **Date of Birth:**
- **Branch of Service:** United States Navy (USN)
- **Rank:**
  - **OC:** 0001E

**Nutrition**

- **Served Until Date:**
- **Nutrition Program:**

**System Information**

- **PFA Cycle:** CYC57607
- **Created By:** [Redacted]
  - **Date:** 1/1/2023 1:16 PM
- **Last Modified By:** [Redacted]
  - **Date:** 1/1/2023 3:16 PM

---

**Use this workflow to initiate and place a member into a transfer status**

- **PARFQs:** 0
- **Medical Waivers:** 0
- **BCAs:** 0
- **PRTs:** 0

---
Create PARFQ (CFL - when required)

**** Sailors will complete PARFQs via MyNavyPortal, however some extenuating circumstances may require the CFL to manually create a PARFQ ****

1. Search for the current PFA record in the PFA box in the right corner. Select “view all” to see all records if the applicable record is not listed.
   - Click on the PFA record.
   - PFA details page opens
2. This will populate several boxes in the right corner.
3. Click on the dropdown arrow next to PARFQs and click new.
   - New PARFQ form opens
4. Confirm that the field in the upper left corner of the PARFQ form has auto populated the applicable PFA identification number.
5. Answer applicable PARFQ questions.
6. Click save.
   - PARFQ record is created.
Create PARFQ

Click on the down arrow, then new
New PARFQ

Information

* PFA
  Search PFA...
  Complete this field
  PFA Name

PFA Date

Question 1

Question 1
1. Do any of the following apply to you? (For Females Only)
   - Are you pregnant or have reason to believe you could be pregnant
   - Did you give birth within the past 9 months
   - Are you currently undergoing in vitro fertilization (IVF) treatment or have undergone IVF within the past 90 days
NOTE: If you answer ‘Yes’ to any of the above you are NOT authorized to participate in the PFA this cycle. Obtain a pregnancy notification or NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver from your health care provider (HCP).
If you answer ‘No’ to all of the above, proceed to question 2.

Question 1 Answer

---None---

Question 2

Question 2
2. Did you VALIDATE or fully participate (i.e., body composition assessment (BCA), muscular strength/endurance, and cardio) in the last PFA cycle?
NOTE: If 'Yes', proceed to question 4. If 'No' (i.e., NAVMED 6110/4 for all or part of the physical readiness test (PRT)), proceed to question 3.

Question 2 Answer

---None---

Cancel  Save & New  Save

UNCLASSIFIED
1. Select the PARFQ record from the related list on the right of the member’s current PFA details page. (Global Search Sailors Name> Select Sailor’s Name> Contact record details page of the sailor> Select PFA record> Select PARFQ record> PARFQ record displays.)

2. Select Edit on the top right of the PARFQ page. (OR Select Pencil icon to Edit the PARFQ record).

3. Edit the PARFQ Data as desired.

4. Save the updated record.
1. From the PFA details page, on the medical waiver related list on the right, select down arrow and ‘new’. medical waiver form appears.

2. Ensure PFA identification number auto populates on the bottom of the medical waiver form.

3. Add medical waiver start and end dates.

4. Select the BCA Waived checkbox to waive the BCA. Once the box is checked, the “inability to obtain BCA measurement” or “Medical treatment/therapy” box must be checked to continue.

5. For PRT waiver, click the “PRT waived” box.
   • All PRT modalities appear.

6. Click the box for the applicable PRT modality/s to be waived.

7. Select save.
1. Select edit on the top right corner of the medical waiver details page or click on the pencil in the field that requires editing.

2. Make applicable edits and save.

3. Updated medical waiver is saved.
Edit Medical Waiver
Create BCA

1. From the PFA details page, on the BCA’s related list on the right, select down arrow and ‘New’. New BCA form appears.

2. Ensure the BCA form has PFA Identification Number auto populated at the bottom of the page.

3. Add date in the BCA date field.

4. Select applicable status on BCA Participation Status, enter height and weight data on the Height and Weight fields (if height/weight section populates. This field has an interdependency with BCA Participation status so it will not populate if the User selects a BCA participation status of anything other than ‘Participant’).

5. Select Save to save the data entered.

6. If the member is within standards, BCA is complete. If the member does not meet standards, the system will populate section 2 and 3. You must click “Save” after every step.

Note:
Step 2: AC – Abdominal Circumference
Step 3: Male = Neck & Abdomen
  Female = Neck, Natural Waist & Hips.
### Create BCA

#### Details

<table>
<thead>
<tr>
<th>Member</th>
<th>BURNETTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCID</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>BURNETTE</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Branch of Service</td>
<td></td>
</tr>
<tr>
<td>United States Navy (USN)</td>
<td></td>
</tr>
<tr>
<td>Rate</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Navy Cycle Name</th>
<th>Cycle 1 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Cycle Start Date</td>
<td>1/1/2021</td>
</tr>
<tr>
<td>Navy Cycle End Date</td>
<td>1/31/2021</td>
</tr>
</tbody>
</table>

#### Related

- **PARFs (1)**
  - PARFQ-0000000161
    - View All

- **Medical Waivers (1)**
  - Medical Waiver Name: MW-0000000047
    - Waiver Start Date: 1/5/2023
    - Waiver End Date: 1/31/2021
    - View All

- **BCAs (0)**
  - View All
1. From the PFA details page select the associated BCA hyperlink or the dropdown and edit from the related list on the right.

2. BCA record displays.

3. Select ‘Edit’ from the top right corner of the page or select the pencil icon next to the fields in BCA record that needs to be edited.

4. Edit the necessary fields and click save.
Click on drop down for edit button to appear

Once you click the EDIT button the Editable BCA Page appears
Create PRT

1. Once a BCA record is created for any reason, a PRT record automatically generates.

2. On the PFA details page, select the PRT (auto generated) record from the related list on the right.
   - Click on the PRT hyperlink or dropdown arrow, then edit/add data.

3. PRT record displays.

4. Enter data in the necessary PRT fields and save.

5. Most personnel data will be populated from the BCA record. All fields must have data entered so that the PRT record does not have an ‘Incomplete’ status.

6. Ensure the PRT form has a PFA Identification Number (auto populated).
Create PRT

Click dropdown to edit then add PRT data or click on hyperlink to the left.

Click dropdown to edit then add PRT data or click on hyperlink to the left.
1. From the PFA details page select the associated PRT hyperlink or the dropdown and edit from the related list on the right.

2. PRT record displays.

3. Select ‘Edit’ from the top right corner of the page or select the pencil icon next to the fields in the PRT record that needs to be edited.

4. Edit the necessary fields and click save.
### Details

**Information**
- BCA Date: 1/1/2022
- Age at the time of BCA: 63
- Gender: M

**Step 1**
- Height in Inches: 66.00
- Weight in Pounds: 120.00
- Weight in Pounds Rounded: 120
- BMI: 19.6
- Step 1 Performance: MEMBER BCA COMPLETE

### Related

**System Information**
- Created By: [Redacted]
  - Date: 1/8/2022 3:07 PM
- Last Modified By: [Redacted]
  - Date: 1/8/2022 3:07 PM

**PFA Details**
- Member Full Name: TDERHE EHREDI
- Navy Cycle Name: Cycle 1 2022
- ODD ID: [Redacted]
- UC: 00022
- Navy Cycle Start Date: 1/1/2022
- Navy Cycle End Date: 12/31/2022

**PARFQs for Parent PFA (1)**
- PARFQ-6003165386

**Medical Waivers for Parent PFA (0)**

**PRTs for Parent PFA (1)**
- PRT Name: PRT-000502575
  - PRT Date: [Redacted]
  - Final Category: INCOMPLETE

[Click dropdown to edit.]
Edit PRT

Information

PRT Date

PRT Participation Status

Complete this field.

Age

Gender

Plank

Push-Ups

Cardio

Final Outcome

Final Category

INCOMPLETE

System Information

Created By

Save & New

Save

Cancel
NOTE: A Sailor will be automatically enrolled when failing any portion of the BCA or PRT (PFA), is outside of Age Adjusted Standards (AAS), or scores a probationary on any one of the PRT events. Commands are responsible for manually enrolling members in the program for all other Voluntary or Involuntary reasons.

1. Enter a member’s first name, last name, DODID or SSN in the Global search and click enter

2. Under Contact records select the member’s name.

3. On the Contact’s detail page, from the FEP Enrollment related list on the right select the down arrow and ‘New’.

4. New FEP Enrollment form displays.

5. Ensure the member’s name populates.

6. Add FEP Enrollment Start Date and FEP Enrollment Reason on the FEP Enrollment form.

7. Select save.

8. FEP Enrollment record is created.
## Create FEP Enrollment

### Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Name</td>
<td>Aakhtet Hilfre</td>
</tr>
<tr>
<td>DOB</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Aakhtet Hilfre</td>
</tr>
<tr>
<td>Gender</td>
<td>F</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Contact Record Type</td>
<td>Active Duty/MORRES/FTS/Others</td>
</tr>
<tr>
<td>FASA Date</td>
<td>1/1/2021</td>
</tr>
<tr>
<td>FOSFA Due Date</td>
<td>2/1/2021</td>
</tr>
</tbody>
</table>

### PFAs (3+)

<table>
<thead>
<tr>
<th>PFA</th>
<th>Cycle</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFA-00176</td>
<td>Cycle 1</td>
<td>1/1/2016</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>PFA-00181</td>
<td>Cycle 2</td>
<td>1/1/2016</td>
<td>6/30/2016</td>
</tr>
<tr>
<td>PFA-00210</td>
<td>Cycle 1</td>
<td>1/1/2017</td>
<td>6/30/2017</td>
</tr>
</tbody>
</table>

Click "Drop Down" for new enrollment.
Create FEP enrollment

New FEP Enrollment: Manual

Information

* Member
   Carbone Buzz

Member Full Name
   This field is calculated upon save

FEP Enrollment Start
   8/2/2021

FEP Enrollment Reason
   Voluntary
   - None -
   - Failed BCA
   - Failed ERT
   - Not meeting age-adjusted standards
   - Precautionary on ERT waivers
   - Identity
   - Emergency

System Information

Created By
   FEP Enrollment Name

Last Modified By
   FEP Enrollment Name

Save
Cancel
Save & New
1. Once a FEP Enrollment Record is created user lands on the FEP Enrollment Details page.

2. Ensure the FEP Event related list populates at the right of FEP Enrollment Details page.

3. On the **FEP Event page** select down arrow and ‘New’.

4. New **FEP Event page** displays.

5. Select PRT or BCA or Both (option).

6. Enter all other data in applicable fields and save.

7. FEP Event record is created. (Displays on the FEP Enrollment Details page. Contact Record> FEP Enrollment> FEP Enrollment Details page> FEP Events)
   (Note: Repeat steps for MOC PFA’s)
Click new button to create FEP event.
1. Select the FEP Event record from the FEP Enrollment details page.

2. Select edit on the top right corner or select pencil icon next to the field that requires an update.

3. Make applicable updates to the member’s FEP Event Record.

4. Select save.
Edit FEP Event

Edit/Delete FEP
1. Enter the member’s first name, last name, DODID or SSN in the Global search and click enter.

2. Under Contact records select the member’s name.

3. On the Contact’s detail page, from the FEP Enrollment related list on the right select the down arrow and ‘New’.

4. Click hyperlink for the applicable FEP Event record.

5. Add FEP Enrollment End Date and FEP Departure Reason on the FEP Enrollment form.

6. Select save.

7. FEP Dis-Enrollment complete.
Transfer member out of a Command/UIC

1. In the field on the right of the member’s current PFA detail record with the header "Use this workflow to initiate…" Click the next button.
   • The box view will advance with message stating the member will be placed in a transfer status.

2. Click next to confirm putting the member in transfer status.
   • The box view will advance stating that you have placed the member is in TRANS status.

3. Click the next button.
   • The box view will advance to “Use this workflow to gain current member….”
   • Confirm that the UIC field on the PFA record and the Assigned UIC field on the contact record is now "TRANS“
Transfer member out of a Command/UIC

Use this workflow to initiate and place a member into a transfer status.

You are about to place the following member into a transfer status. Once in a transfer status they will be able to gain into another UIC/Command:

Name: ABBAB BARBA
Current UIC: 87702

Please hit next to confirm this action.

You have placed the current member into a transfer status. The current PFA is associated to the TRANS PFA Cycle object.

PFA Cycle 1 2021

Navy Cycle Start Date: 1/1/2021
Navy Cycle End Date: 12/31/2021
Member Ref Name: ABBAB BARBA

Details
Related

Information

Member

ABBAB BARBA

Station

First Name
ABBAB
Middle Name

Last Name
BARBA
Suffix

Gender
M
Date of Birth

Branch of Service
USN
Rate

Rank
E-3

UIC
TRANS
1. In the field on the right of the member’s current PFA detail record with the header "Use this workflow to gain…” Click the next button.
   • The box view will advance to "Search for Target UIC" field.

2. In the "Search for Target UIC" field, search for and select the UIC desired for member.

3. Click Next
   • The box view will advance to “you are about to gain…. confirmation” message

4. Click Next
   • The box view will advance to “member gain success” message

5. Click Finish
   • The box view will advance to transfer prompt

6. Confirm that the UIC field on the PFA record now matches the selected Assigned UIC.
Assigning a member to a Department

1. In the field on the right of the member’s current PFA details page with the header "Use this flow to manage member’s command assignment…” Click the next button.
   • The box view will advance to “Search for Target Department”

2. Choose Applicable Department and Click next.

3. User will have the Option to assign a Division if applicable or click next.
   • The box view will advance to “You are about to assign the current member to UIC: and Department.

4. Click next
   • The box view will advance to “You have successfully assigned the member into…..

5. Click finish to complete transaction.
Assigning a member to a Division

1. In the field on the right of the member’s current PFA detail record with the header "Use this flow to manage member’s command assignment…" Click the next button.
   - The box view will advance to “Search for Target Department”

2. Choose Applicable Department and click next.
   - The box view will advance to “Search for Target Division”

3. Choose Applicable Division and click next.
   - The box view will advance to “You are about to assign the current member to UIC, Department and Division.

4. Click next
   - The box view will advance to “You have successfully assigned the member into…..

5. Click finish to complete transaction.
Assigning a member to a Dept/Div

Step 1: Use this flow to manage member's command assignment.

Step 2: Search for Target Department:
Dept A

Step 3: You are about to assign the current member to:
UIC: 68980
Department: Dept B
Division: DIV I
Please click Next to confirm this action.

Step 4: You have successfully assigned the member into:
UIC: 68980
Department: Dept B
Division: DIV I

UNCLASSIFIED
1. From the Navigation dropdown menu on the PRIMS 2 homepage select “Home”.
2. Select “next” in the “Use this flow to view Command Authorizations by UIC.”
3. Search or Enter applicable UIC and select next.
4. Click “View Authorizations.”
5. Command Authorization List appears.
1. From the Navigation dropdown menu on the PRIMS 2 homepage select “Home”.

2. Select “next” in the “Use this flow to search “Command Information by UIC”

3. Select View or Edit Command Information and then next.

4. Search/Add UIC and click next

5. Command Information by UIC appears.
1. From the Navigation dropdown menu on the PRIMS 2 Homepage select “Reports”

2. Once reports page displays, click “All Folders” in the left menu.

3. Search and click on the folder labeled “PRIMS”.

4. Click the folder labeled “Command Reports”

5. Click on the applicable folder to access i.e., PARFQ Listing, Medical Waiver, Health Assessment Due.
Accessing Reports

Step 1

Step 2

Step 3

Step 4

Step 5
1. Create and add the completed excel file to an accessible folder on your PC.

2. From the Navigation dropdown menu on the PRIMS 2 Homepage select “Home”

3. Click “Upload Files” in the Data Load Widget below the Coordinator Message box.

4. Choose the applicable File for upload, from step 1.

5. Click OK on when the “Building table for confirmation…” box appears.

6. Click “Load PFA Data” in the box below Upload Files.
   • See Success message!, Records have begun processing…INFO!

7. Check email for PRIMS Data load Notification.
Upload Member Data from excel document

Step 1: Open Data Load Widget

Step 2: Upload Files

Step 3: Select Data Load Widget Template

Step 4: Building table for confirmation, do not leave page while table is loading.

Step 5: Data Load Widget

Step 6: Success!
PFA records have begun processing. 30 records to be inserted. Email notification will be sent with results when completed.

Step 7: PRL Sandbox: New PRIM... We... 4.
Your data load job has completed:
1) BCA's have been created.
2) BCA's that failed creation.
3) PRT's have failed creation.
4) PRT's that failed related to the DoD ID:

Step 8: Emailed download results.

*NOTE* If there are fewer records processed than passed in, some records in file may not be in your designated UIC Department Division.
1. Click the view profile (Avatar) in the upper right corner

2. When the drop-down menu appears, click log out

**Warning:** In the case that you have been inactive for 15 minutes, a prompt will appear from the system asking if you want to continue working or Logout. If there is no response within 30 seconds, you will automatically be logged out of the system.
Back Up Slides
Email Notification

- The CFL/ACFL shall be notified when a member over which they hold PRIMS responsibility receives an overall result of Fail on the BCA or PRT for the current PFA cycle.
- The CFL/ACFL shall be notified when a member over which they hold PRIMS responsibility receives a grade of Probationary for any portion of the PRT for the current PFA cycle resulting in FEP enrollment and if the member is transferred out of the command.
- The CFL/ACFL should not receive a second notification (No Open Enrollment, BCA Failed, PRT Probationary).

PARFQ Editing

- The CFL shall be able to edit a member's completed PARFQ a maximum of one time per each PFA cycle.
- The CFL shall be able to edit a Service Member's completed PARFQ up to six months after the original PFA start date (PARFQ was completed and submitted via MNP or manually submitted by Coordinator/ CFL).
A member with a medical waiver or UA in the BCA Participation block can still participate in the PRT.

If a member fails the PFA (either BCA or PRT), a message will appear stating that the member will automatically be enrolled in the Fitness Enhancement Program (FEP).

Pregnancy is not a medical waiver. There is a pregnant nonparticipation status option in PRIMS 2. Use that from the time the Sailor is confirmed pregnant until twelve months after the end of convalescent leave.

For members who are at high altitude, select High Altitude from the drop down menu. PRIMS 2 will automatically calculate the PRT based on the High Altitude tables.

For members who test using the USMC PFT, select USMC from the Standard box and then click save. PRIMS 2 will automatically populate the PRT with USMC Pass. Scores cannot be input.
- PRIMS 2 Home Page – Main access page for all actions.
- Contact Record – Used as a gateway to access Member’s records
- Detail Records - This page is used for access to member’s PFA records to make edits or updates to PFA Objects.
- Object for Parent PFA – Parent PFA to any created object i.e., PARFQ, Medical Waiver, BCA, PRT
- PFA Objects – Medical record, PARFQ record, BCA record, PRT record
- FEP Enrollment Record – Used to enroll a member into the Fitness Enhancement Program. (If member is not auto-enrolled).
- FEP Event record – Once enrolled in FEP, used to create/edit BCA/PRT events to include adding “mock” events.
- Navigation Bar / Tab – Located on the top navigation bar on the same row w/PRIMS console
- Navigation Bar / Sub Tab - Located below the top navigation bar
**TIER I – Physical Readiness Program Office**

- All PRIMS 2 related issues to include but not limited to: request to correct member’s PFA data, system access related matters or system defects will be addressed by contacting PRIMS@navy.mil

**TIER II – eCRM Helpdesk**

- Should a PRIMS Coordinator (Tier I), review a request for a PFA data correction, member access issues or possible system defects and deem the correction/defect out of scope at the TIER I level, the request will be escalated to the Tier II helpdesk for review. Therefore, all request must be submitted at a minimum with the following information:

  - Name:
  - Email: (CFL/ACFL who submitted request)
  - Command UIC:
  - Subject: (ex., PRIMS 2 member record correction, system defect, access issues)
  - Description of issue:
  - Screenshots: (if possible)
  - Steps to recreate issue: