

(Command Letterhead)

6100  
Ser #  
Date

From: Commanding Officer, (Name of Command)  
To: Navy Physical Readiness Program Office (N171A)  
Subj: CFL PRIMS ACCESS LETTER  
Ref: (a) OPNAVINST 6110.1 (series)  
Encl: (1) SAAR ICO (New CFL Rate/Name)  
(2) CFL Certification Course Certificate

1. Rate/Rank Last Name has successfully completed the Command Fitness Leader (CFL) Certification Course and is designated as my CFL. As prescribed in ref (a), the information below along with enclosures (1) and (2), are provided to gain CFL Access to the Physical Readiness Information Management System (PRIMS) for the following UIC(s):

Command Requesting Access: **USS PHYSICAL FITNESS**  
Commanding Officer: **CAPT John Pushup**  
UIC: **12345**  
POC Email: [Command.F.Leader@navy.mil](mailto:Command.F.Leader@navy.mil)  
POC Phone: **(901) 874-XXXX / DSN: 882-XXXX**

New CFL DoD#: **1098765432**  
New CFL Name: **First M. Last**  
Rank/Rate: **YNCS**  
PRD: **MMM-YYYY**  
Email: [First.M.Last.mil@us.navy.mil](mailto:First.M.Last.mil@us.navy.mil)  
Phone: **(757) 471-XXXX / DSN: 882-XXXX**  
Access to the following UIC(s): **0123X**

Previous CFL DoD #: **1023456789**  
Previous CFL Name: **First M. Last**  
Previous CFL Rank/Rate: **HMC**

2. If you have any questions or concerns, please contact (Rate/Rank Name, email, phone number).

COMMANDING OFFICER

(CANNOT BE SIGNED BY DIRECTION)