

# HOW TO CREATE A FEP ENROLLMENT

**\*\*\*\* 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. From the Home Page, type the Sailors name or DODID number in the global search bar and click “Enter”

The screenshot displays the PRIMS Home Page. At the top, there is a navigation bar with the PRIMS logo on the left and a search bar on the right. The search bar contains the text "Sailor's name or DODID" and has a red arrow pointing to it from the right. Below the navigation bar, the main content area is divided into several sections. On the left, there is a "PRIMS - Coordinator Message" section with a date of "May 19, 2022" and the text "This is what your home page should look like." Below this is a "Data Load Widget" section with a "Files" area containing an "Upload Files" button and "Or drop files" text, and a "Load PFA Data" button. On the right side, there are two "Next" buttons, each preceded by a text prompt: "Use this flow to search Command Information by UIC." and "Use this flow to view Command Authorizations by UIC." At the bottom left, there is another "Next" button preceded by the text "Use this flow to manage Command hierarchy."

2. From here, you will click on the Sailor's name:

Recommended Result • Contact + Follow

DODID: [redacted] Gender: F Date of Birth: [redacted]  
PHA Date: 3/31/2022 Service Branch: United States Navy (USN) Rank: E-4  
Assigned UIC: TRANS Assigned Department: Assigned Division

Related List Quick Links  
PFAs (10+)  
FEP Enrollments (2)  
Nutrition Enrollments (1)  
Files (0)

Did you find these results useful? 👍 👎

### Contact Records

1 Result

Name	DODID	Gender	Date of Birth	PHA Date	Service Branch	Rank	Assigned UIC	Assig...	Assig...
[redacted]	[redacted]	F	[redacted]	3/31/2022	United States Navy (USN)	E-4	TRANS		

3. From here, click on the drop down arrow and then click “New”

Contact Name: [redacted] + Follow

### Details

Account Name: [redacted] CUI Data Alert: This page contains PII  
DODID: [redacted] Service Branch: United States Navy (USN)  
Name: [redacted] Rate:  
Gender: F Rank: E-4  
Date of Birth: [redacted] Paygrade: E5  
Contact Record Type: Active Duty/MOBRES/FTS/Others Email: [redacted]  
CFL Certification Date: Phone:  
PHA Date: 3/31/2022 PHA Due Date: 3/31/2023

### PFAs (3+)

PFA-6469043  
Navy Cycle Name: Cycle 1 2015  
Navy Cycle Start Date: 1/1/2015  
Navy Cycle End Date: 6/30/2015  
PFA-6472137  
Navy Cycle Name: Cycle 1 2016  
Navy Cycle Start Date: 1/1/2016  
Navy Cycle End Date: 6/30/2016  
PFA-6473111  
Navy Cycle Name: Cycle 1 2017  
Navy Cycle Start Date: 1/1/2017  
Navy Cycle End Date: 6/30/2017  
[View All](#)

### FEP Enrollments (0)

New

4. From here, enter the FEP Enrolment Start date, FEP Enrollment Reason from the drop down menu, then click “Save”

The screenshot shows a web form titled "New FEP Enrollment: Manual". The form is divided into two main sections: "Information" and "System Information".

**Information Section:**

- \* Member:** A search field with a blue icon and a close button (X).
- Member Full Name:** A text field with the note "This field is calculated upon save".
- FEP Enrollment Start:** A date picker field with a calendar icon. A red arrow points to this field.
- FEP Enrollment Reason:** A dropdown menu currently showing "--None--". A red arrow points to this dropdown.
- Enrollment End Date:** A date picker field with a calendar icon.
- FEP Departure Reason:** A dropdown menu currently showing "--None--".

**System Information Section:**

- Created By:** A text field.
- Last Modified By:** A text field.
- FEP Enrollment Name:** A text field.

**Buttons:** At the bottom of the form, there are three buttons: "Cancel", "Save & New", and "Save". A red arrow points to the "Save" button.

5. FEP Record is created.

# HOW TO EDIT A FEP ENROLLMENT

1. From the Contact details page, click on the drop down arrow next to FEP Enrollment and click “Edit”

The screenshot shows a contact details page with a header bar containing a contact icon, the name, and a '+ Follow' button. The main content is divided into two columns. The left column, titled 'Details', lists various personal and professional attributes such as Account Name, DODID, Name, Gender, Date of Birth, Contact Record Type, CFL Certification Date, PHA Date, PDHA Due Date, UIC, CUI Data Alert, Service Branch, Rate, Rank, Paygrade, Email, Phone, PHA Due Date, PDHRA Due Date, Assigned UIC, and Assigned Department. The right column, titled 'PFAs (3+)', lists three PFA entries with their respective Navy Cycle Name, Start Date, and End Date. Below this is a 'View All' link. The bottom section, titled 'FEP Enrollments (1)', shows a single enrollment entry with its ID, Start Date, and End Date. A red arrow points to the 'Edit' button next to the enrollment entry.

Account Name	CUI Data Alert
[Redacted]	This page contains PII
DODID	Service Branch
[Redacted]	United States Navy (USN)
Name	Rate
[Redacted]	
Gender	Rank
F	E-4
Date of Birth	Paygrade
3/31/2022	E5
Contact Record Type	Email
Active Duty/MOBRES/FTS/Others	[Redacted]
CFL Certification Date	Phone
PHA Date	PHA Due Date
3/31/2022	3/31/2023
PDHA Due Date	PDHRA Due Date
UIC	Assigned UIC
84283	84282
	Assigned Department
	Dept A

PFA ID	Navy Cycle Name	Navy Cycle Start Date	Navy Cycle End Date
PFA-6469043	Cycle 1 2015	1/1/2015	6/30/2015
PFA-6472137	Cycle 1 2016	1/1/2016	6/30/2016
PFA-6473111	Cycle 1 2017	1/1/2017	6/30/2017

FEP Enrollment ID	FEP Enrollment Start	Enrollment End Date
FEP ENROLL - 0000367940	5/30/2022	

2. Edit as appropriate and click “Save”

**Edit FEP ENROLL - 0000367940**

**Information**

Member  
[Redacted]

Member Full Name  
[Redacted]  
*This field is calculated upon save*

FEP Enrollment Start  
5/30/2022

FEP Enrollment Reason  
Involuntary

Enrollment End Date  
[Redacted]

FEP Departure Reason  
--None--

**System Information**

Created By  
[Redacted]

Last Modified By  
[Redacted]

FEP Enrollment Name  
FEP ENROLL - 0000367940

Cancel Save & New **Save**

3. Updated FEP Enrollment is saved.