



## GUIDE 7

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# PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM TWO (PRIMS-2) ADMINISTRATION

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## Section 1: Roles and Responsibilities

1. Overview. PRIMS-2 is the authoritative database for all physical readiness data on Active Component (AC) and Reserve Component (RC) Navy Service members.

2. Official PFA Database. The PRIMS-2 application tracks electronic PFA records for five years. Data for a PFA cycle, including waivers and justification for non-participation, must be entered into PRIMS-2 immediately after the command's PFA cycle but no later than 30 days following completion of the Navy's PFA cycle(s), unless otherwise directed by Chief of Naval Personnel (CNP).

a. CFL/ACFLs at large commands and commands with limited internet options are highly encouraged to use the data load widget (i.e. CSV.file), and shipboard commands are highly encouraged to upload PFA data as soon as the ship has appropriate bandwidth to make entries. Every effort to upload during the Navy cycle must be made by the CFL. If unable to upload CSV.file during the Navy cycle, the CO can submit LOC with CSV.file after the close of the Navy PFA cycle for consideration.

b. Data entered must match the hardcopy data reflected on the Official BCA and PRT score sheets for the respective PFA cycle. CO's are responsible to ensure the official score sheets match the CSV.file before approving the LOC request.

c. CFL/ACFLs are responsible for entering PFA results via PRIMS-2 and taking the appropriate administrative actions to ensure deadlines are met. CFLs are ultimately responsible for the integrity and accuracy of the database. Command edit limits are in place and data entry tracking is enabled.

**NOTE:** Only official PFA results are to be entered and saved in PRIMS-2.

3. User Roles. The following are the authorized roles within PRIMS-2:

a. **Command Fitness Leader (CFL)**. Uses PRIMS-2 to manage the command's PFA data to include:

(1) Entry of approved medical waivers prior to conducting the PFA.

(2) Entry of PFA scores immediately after the command PFA cycle but no later than 30 days following the completion of the Navy's PFA cycle.

(3) Ensuring PRIMS-2 data is current and accurate for personnel:

(a) Physical Activity Risk Factors Questionnaire (PARFQ).

(b) Medical Waivers.

(c) Body Composition Assessment (BCA) data.

(d) Physical Readiness Test (PRT) scores.

(4) Ensuring Fitness Enhancement Program (FEP) records are maintained and accurate.

(5) Responsible for gaining and detaching a Sailor's PFA Record to/from the command.

**b. Assistant Command Fitness Leader (ACFL-1 and ACFL-2):**

(1) Assist the CFL with data entries of the command's PFA results in PRIMIS-2.

(2) Receive training from the CFL.

**NOTE:** ACFL access to PRIMIS-2 is limited by command size (refer to Section 2).

**c. Special User:** Used for review and validation of PFA data for duties that require all Navy access (i.e., detailing, selection boards, special duty assignments, etc.). Physical Readiness Program (PRP) office vets and determines access for Special Users when official requests are submitted.

**d. Physical Readiness Control Officer (PRCO) (Echelon II and III) (Future Role):** Designated by the Echelon commander, with read only capability, to review and ensure compliance with PRP policy for the parent command CFL and respective subordinate commands' CFLs. Ensures PFA cycle completion and all documentation of the PFA is accomplished per policy by the deadlines set forth. The PRCO acts as an extension of the PRP Office to ensure compliance and reports to the echelon commander.

**e. Echelon (Future Role):** Designated by the CO, with read only capability, to review and ensure compliance with PRP policy for the parent command CFL and respective subordinate command(s) CFLs. Ensures PFA cycle completion and all documentation of the PFA is accomplished per policy by the deadlines set forth.

**f. Read-Only (Future Role):** Designated by CO/OIC. Typically, this role is assigned to command triad, command administrative office personnel, and command career counselors, but is not limited to just those individuals. This read only role allows the user to perform their official duties as designated.

#### 4. CFL Access

a. Commands are only allowed one CFL per UIC. CO is responsible to ensure a certified CFL is in place at all times. CFLs that anticipate transfer should ensure the command is preparing for a timely transfer of CFL duties, prior to permanent change of station (PCS) from command.

b. CO that has multiple UICs of responsibility can have separate CFLs for any or all UICs they are officially responsible for. No one UIC can have two CFLs assigned at the same time.

c. CO that experiences an unexpected gap with the certified CFLs can request through the Memorandum of Understanding (MOU) process with another neighboring command to share a certified CFL asset until the command is able to get a CFL certified. With approval via MOU, the CFL being shared would be required to submit all required documents to the PRP Office via PRIMS@navy.mil to officially gain access to the command UIC(s) they received permission to manage.

5. Editing PFA Records. Command roles have a limited number of edits placed on correcting PFA data. This option is provided to assist CFL/ACFLs in fixing errors resulting from the human element of data entry, correcting Bad Day PRTs, or editing medical waivers, etc. Once edit limits have been reached, any additional corrections to the official PFA record are submitted to the PRP Office via Letter of Correction (LOC), endorsed by the CO.

NOTE: CFLs should never use PRIMS-2 on Sailors' official record to train ACFLs. Only official PFA results are entered.

6. Transferring/Gaining PFA Records. CFL/ACFLs must be included in the Command check-in/check-out process. CFL/ACFLs are responsible for transferring and gaining a Sailor's PFA record in PRIMS-2.

a. When a Sailor checks out of a command, PFA data must be complete and accurate before transferring the member's PFA record. A Sailor's record should not be transferred out of the command UIC if the PFA is considered "incomplete" (i.e., Sailor is missing a portion of PFA data that is required to close out the PFA, e.g., BCA data/Partial PRT data).

b. Once the PFA record is verified as "complete", the CFL/ACFL will place the Sailor's PFA record in a "TRANS" UIC in PRIMS-2 at time of PCS.

c. When a Sailor checks into a command, CFL/ACFLs must verify in PRIMS-2 the Sailor's PFA record is available to gain in PRIMS-2. CFL and ACFLs will be able to search all Navy contact records. Only those PFA records that are in the assigned UIC

of “TRANS” will be available to gain. The contact record information will indicate what assigned UIC the members PFA record is in. The CFL of a member whose PFA record is not in the “TRANS” UIC can now be contacted to arrange the PFA record transfer by looking up the assigned UICs command information. When the PFA record is properly placed in the “TRANS” UIC by the previous command, the gaining CFL will be able to gain the Sailor to the current assigned command UIC. Note: When the CFL has departments and divisions established for a responsible UIC, the CFL/ACFL can gain the PFA record directly into the respective department and/or division.

d. The gaining CFL is responsible for contacting the previous CFL to expedite placing a departing Sailor into a “TRANS” UIC.

7. Medical Waivers. Body Composition Assessment (BCA) and Physical Readiness Test (PRT) medical waivers are only issued for valid medical reasons and must be issued on the Physical Fitness Assessment Medical Clearance/Waiver Form (NAVMED 6110/4).

a. The medical waiver is not considered approved until the CO endorses the medical waiver. Once CO signature is obtained, the CFL should input the medical waiver in PRIMS-2. Obtaining medical clearance and documenting the medical waiver prior to documenting the PFA is preferred to limit any needed edits. The medical waiver entry will create the blank BCA and blank PRT records for the CFL to document when the PFA is conducted. CFLs should enter data in the PFA record in the following order: Medical Waiver, BCA, PRT whenever possible

b. If a Sailor is issued and approved for a BCA medical waiver only, the Sailor is required to participate in the PRT. (Note: Sailors are not able to participate in the alternate Cardio – Bike since no weight was obtained during the BCA). When a Sailor is medically waived from one or two PRT events only, they are expected to participate in non-waived PRT event(s). The CFL needs to enter the PFA data on events in which the Sailors was medically cleared for and expected to participate in.

8. Various PFA (BCA or PRT) Non-participation Status

a. **Acclimatization**. Used only for newly reporting personnel who report to the command and experience a drastic change in environmental conditions that could impact a Sailors PRT performance. The length of acclimatization is recommended by the command Authorized Medical Department Representative (AMDR) and approved by the CO.

b. **Deployed/Operational (DEP/OP)**. Used when the CO elects 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. Refer to PRP Guide 1 for additional guidance to DEP/OP the BCA or PRT.

c. **Emergency Leave.** Used for Sailors who were approved emergency leave and were not able to conduct the PRT by the end of the Navy PFA cycle. In the case, Sailor must have conducted an official BCA and approved emergency leave prior to end of Navy PFA cycle.

d. **Excused.** Used only by the PRP Office when a Sailor is authorized to be officially excused from either the BCA or PRT. Request must be forwarded to the PRP office via LOC for final determination.

e. **Individual Augmentee (IA).** Used if either the BCA, PRT, or both were not completed due to conditions at the deployed location, such as safety or the nature of the assignment. Refer to PRP Guide 1, Section 3 for additional information on IA.

f. **Isolated Duty.** CFL/ACFLs will **NOT** be able to select this non-participation status. Refer to Guide 1 for additional information on Isolated Duty.

g. **Medical Waiver (MED WAIVED).** Generated by the system when either the BCA and/or PRT is selected from the data entry of an approved medical waiver. The medical waiver object is where medical waivers are entered.

(1) The BCA and/or PRT participation status will reflect "**Med Waived**" when the BCA and /or all PRT events are medically waived. Individual PRT events will reflect Med Waived. No additional data entry is required if the BCA and/or PRT indicates medically waived.

(2) When a partial PRT medical wavier is indicated the BCA and PRT participation status's remains blank until the CFL enters a participation selection. The individual PRT events waived, will reflect Med Waived in the events on the PRT Object. The CFL will need to indicate the Participation status of Participant to document the remaining event(s) that require entry to avoid an incomplete PRT and PFA.

h. **Permanent Change of Station (PCS).** Used to document when a Sailor has PCS orders to a new duty station and the current command cycle has not commenced, and the Sailor will not be able to complete a PFA at the gaining command due to several I-stop duties. Every effort should be made to complete a PFA prior to executing PCS orders during the Navy PFA cycle.

i. **Pregnant.** Used for Sailors that meet the pregnancy policies established in PRP Guide 8.

j. **Temporary Additional Duty (TAD) – PRT ONLY.** Used for Sailors that are authorized TAD and were not able to participate in the PRT. This applies only to Sailors who have conducted their official BCA and unexpectedly get assigned TAD within 45

days of their BCA and are unable to complete the PRT. If Sailor is assigned TAD and doesn't have ample time to complete the BCA and PRT within the Navy PFA cycle, Sailor must complete an official BCA prior to going TAD.

**For example:** Sailor goes TAD (NOV) and unable to complete the PRT at parent command, Sailor must complete official BCA prior to going TAD.

k. **Unauthorized Absence (UA).** Used when the CO approves the CFL to document a Sailor as UA. Since UA reflects as a failed PFA, CFLs must have CO approval prior to selecting this status.

9. Data Load Widget. Uses a preformatted .csv file to mass upload PFA data into PRIMIS-2.

a. The CFL can use the Data Load Widget for any current and open PFA Cycle. The Data Load Widget object is located on the Home page of PRIMIS at the bottom of the page. Training for this feature is included in the CFL/ACFL training module.

b. The CFL can submit a CSV file with one LOC to cover a mass upload of Sailors' PFAs for a previous cycle when unable to get that data entered due to operational commitment or limited bandwidth. The CO retains responsibility on the accuracy of the CSV file submission.

c. Attention to detail is very important when filling out each field of the CSV. Any incorrect data or non-acceptable entries can cause your upload to not load or only partially load. Correctly using the specified format for each cell (utilizing the FAQs pdf step by step directions) will provide guidance.

d. The CFL will receive email feedback once the file is uploaded into PRIMIS-2 on what was able to be loaded. Any errors will also be noted in the email notification. The CFL's email address needs to be accurate to receive the email notification.



## Section 2: Account Creation

1. Accounts Authorized. With PRIMS-2 being within Salesforce, each command is limited to a certain amount of PRIMS-2 licensed account roles. The chart below provides details on how many account roles are authorized based on the amount of personnel in a command:

Role	Roles per Command UIC
CFL	1
Assistant CFL (alternate) (ACFL 1 or 2)	
Commands over 3000+ personnel	31
Commands with 2000+ personnel	21
Commands with 1000+ personnel	11
Commands with 600+ personnel	8
Commands with 300+ personnel	5
Commands with < 300 personnel	2
Recruit Training Command CFL	8
Special User (N1 or NPC designated)	1
Physical Readiness Control Officers (Ech III)	1
Echelon Staff Offices	1
Command Read-Only (i.e. CO designated)	2
Command Read-Only (i.e. CNRFC designated)	1

### NOTES:

\* The number of ACFLs required to run the command PRT safely is 1 ACFL per 25 Sailors. All ACFLs may not have access to data inputs in PRIMS-2 for the command.

\*\* A CFL with multiple UICs will total the number of personnel in all UICs to determine the number of ACFLs authorized access to PRIMS-2.

2. Access. To gain access to PRIMS-2, the following must be provided to PRP Office at [PRIMS@navy.mil](mailto:PRIMS@navy.mil):

a. CFL Access: CFL Certification Course Certificate, CFL PRIMS Access Letter, and SAAR Form (DD Form 2875). CFLs who do not have a current certificate (within five years) must provide confirmation from CNIC showing they have a reserved seat in an upcoming certification course. Both the access letter and SAAR Form must contain the primary UIC of responsibility and any additional UICs in Block 13, to be assigned.

b. ACFL 1 and 2 Access: ACFL Designation Letter and SAAR Form (DD Form 2875). The SAAR Form must indicate the primary UIC of responsibility and any additional UICs in block 13, the ACFL will be supporting with the CFL. The SAAR Form and Designation Letter must match (both must state ACFL1 or ACFL2).

c. Special User Access: N1/NPC staff with a need to know should send: Designation Letter and SAAR Form. (No UICs need to be listed)

d. PRCO (Echelon 1 & 2 CMDs) and Echelon (Echelon 3 and below CMDs) Access: (Future role) PRCO Designation Letter and SAAR Form. (Both should list the Parent UIC only)

e. Read-Only Access: (Future role) CO Designation Letter and SAAR Form. (Primary UIC and any subordinate UICs must be listed on both documents)

3. SAAR Form Process. Step-by-step directions for filling out the SAAR Form are located on the MyNavy HR Physical Readiness Program Office website.

a. SAAR Signatures: SAARs must be PDF and digitally signed. Hand-written and/or altered SAARs are not acceptable.

b. SAAR Form Completion Guidance. Recommend referring to the “Accessing PRIMS-2” section of the interactive CFL and ACFL training courses that are available on the MyNavy HR Physical Readiness Program Office website. The step-by-step guidance demonstrates how to properly complete a SAAR Form to avoid discrepancies in which the SAAR Form will be returned to the originator and delay processing.

4. Account Requirements. All users must sign into PRIMS-2 accounts at a minimum every 30 days to avoid account deactivation. If a PRIMS-2 account is deactivated, the UIC territories are removed. CFL/ACFLs will be required to contact MyNavy Call Center ([askmncc@navy.mil](mailto:askmncc@navy.mil)) to open an eCRM Tier-2 ticket to verify whether the account can be reissued or if a new SAAR Form must be submitted.

a. Modification SAAR. When a Sailor already has a Salesforce Account and requires any sort of update or modification to the initial PRIMS access SAAR, a Modification SAAR is required. A Modification SAAR includes, but not limited to, adding/removing UICs, updating IA training date to (current fiscal year), and/or changing a role in PRIMS. The SAAR must be checked as “Modification” vice Initial and submitted with appropriate supporting documentation letter to [prims@navy.mil](mailto:prims@navy.mil).

b. For CFL accounts, the CFL PRIMS Access Letter and SAAR must both contain the UICs that will be assigned and authorized to the authorized user.

5. PRIMS-2 Training. PRIMS-2 system training is available in a training environment and is self-paced. Please refer to the PRIMS homepage notifications, the Physical Readiness section of MyNavy HR for the current URL link.