



GUIDE-7

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS) ADMINISTRATION

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Section 1: Roles and Responsibilities

1. Overview. PRIMS is the authoritative database for all physical readiness data on Navy Active Component (AC) and Reserve Component (RC) Service members.
2. Official PFA Database. The PRIMS 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 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 required 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 the CSV file during the Navy cycle, the CO can submit a LOC with the 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. COs 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 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.

d. CFL/ACFLs must ensure a PARFQ and the BCA data is documented in PRIMS before any PRT results are entered. PRIMS will restrict PRT results from being entered if these are not documented for the PFA cycle in effect.

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

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

(1) Enter CO approved medical waivers prior to conducting the PFA.

(2) Enter PFA scores for all ACFLs. CFLs are not authorized to input their own PFA scores in PRIMS. The ACFL is to enter the CFL PFA scores into PRIMS.

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

NOTE: CFL/ACFLs should delay PFA score entry for individuals who fail or do not fully complete the PRT, as those Sailors may still have the option to retest under a CO's Bad Day PRT (BDPRT) policy.

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

(5) Responsible to gain and transfer a Sailor's PFA Record to and/or from the command.

(6) Responsible for entering PARFQ data into PRIMS if a Sailor completed a paper copy.

(7) Responsible for submitting ACFL requests to askmncc.fct@navy.mil for PRIMS access.

(8) Responsible for maintaining PRIMS access and assign UIC(s) to the designated ACFL(s). CFL shall submit a memo requesting ACFL role removal, including the reason, to askmncc.fct@navy.mil when that access is no longer required.

NOTE: PRIMS access for CFL/ACFLs will be lost once the member's UIC is updated to "TRANS" status. If this is done in error, a new Access Letter and SAAR must be submitted.

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

(1) Receive Physical Readiness Program (PRP) policy and PRIMS training from the CFL.

(2) Enter PFA scores for the CFL. ACFLs are not authorized to input their own PFA scores in PRIMS. The CFL is to enter the ACFL PFA scores into PRIMS.

(3) Assist the CFL with data entries of the command's PFA results in PRIMS.

NOTE: ACFL access to PRIMS 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 (detailing, selection boards, special duty assignments, etc.). The PRP office determines access for Special Users when official requests are submitted.

d. **Read-Only:** Used to review command PFA data and generate reports for assigned UICs. Assignment to this role is limited to:

- (1) Physical Readiness Control Officer (PRCO).
- (2) Echelon.
- (3) Command Triad.
- (4) Command Administrative/Personnel Officer.
- (5) Command Career Counselor.

NOTE: There is currently no dual role system capability for users with Read-Only access. Users who already have a Salesforce role cannot combine their current role with Read-Only access.

4. CFL Access. Commanding Officers (COs) are to ensure a certified CFL is in place at all times. COs with the responsibility of multiple UICs may have separate CFLs for any and/or all UICs. Commands are **only allowed one (1) CFL per UIC**.

a. 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. In the event of an unexpected gap, COs can request through a Memorandum of Agreement (MOA) with another command to share a certified CFL until the command is able to designate a certified CFL. With approval via the MOA, the augmented CFL is required to submit all required documents to askmncc.fct@navy.mil in order to officially gain access to the command UIC(s) approved in the MOA. The approved MOA must be included as an additional enclosure to the CFL PRIMS Access Letter. An example MOA is provided under the forms tab of the MyNavy HR PRP website.

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 factor of data entry, correcting BDPRT, 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 a Letter of Correction (LOC), endorsed by the CO.

NOTE: Only official PFA results are entered into PRIMS. Training is strictly prohibited utilizing an official PFA record. CFL/ACFLs must utilize the PRIMS Training course located on the MyNavy HR Physical Readiness webpage. If training is done on an ACFL or CFL record, PRIMS access may be lost. The affected individual will receive a message stating that PRIMS account permissions have been removed/stripped due to

transfer out of the command or a turnover of responsibilities. Other Salesforce account/roles will not be affected. This is not an error, but rather an indication that new documentation must be submitted to askmncc.fct@navy.mil.

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.

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). PRIMS is designed so that incomplete records may not be transferred. An error message will display when attempting to transfer incomplete PFA records.

b. Once the PFA record is verified as "complete," the CFL/ACFL will place the Sailor's PFA record in a "TRANS" UIC status in PRIMS at the time of a PCS. PFA records of the CFL and ACFLs with access to PRIMS will no longer have access when placed in "TRANS" UIC status.

c. When a Sailor checks into a command, CFL/ACFLs must verify in PRIMS the Sailor's PFA record is available to gain in PRIMS. Only those PFA records that have an assigned UIC of "TRANS" will be available for gain. The contact record information will indicate to what UIC the member's record is assigned. The previous CFL of a member whose PFA record is not in the "TRANS" UIC shall be contacted to arrange the PFA record transfer by looking up the assigned UIC command information in PRIMS. Requests for PRP Staff to place a member in the "TRANS" UIC status must include documented proof of failed contact (e.g., email attempts) to the previous CFL.

NOTE: When the CFL has departments and divisions established for a responsible UIC, the CFL/ACFL may gain the PFA record directly into the respective department and/or division.

d. If a CFL or ACFL (i.e., use an official PFA record) put themselves or another ACFL in the "TRANS" UIC, the user will receive the following: ***"Your PRIMS account permission sets have been removed/stripped due to your transfer out of the command or a turnover of responsibilities. All other Salesforce account/roles have not been affected. If you believe this to be in error, please contact askmncc.fct@navy.mil."*** This is NOT a system error. Once a member's PFA record is placed in the TRANS UIC, the system is designed to remove/strip the member's role.

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 must input the medical waiver in PRIMS. Obtaining medical clearance and documenting the medical waiver prior to documenting any other part of the PFA is needed to ensure the waived items are documented correctly in the BCA and PRT portions of the PFA. The medical waiver entry will create the blank BCA and blank PRT records for the CFL to document when the PFA is conducted. CFL/ACFLs must enter medical waiver data to the Sailor's PFA record in the following priority order:

(1) Medical Waiver

(2) BCA scores

(3) PRT scores

b. If a Sailor is issued an approved medical waiver for a BCA 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 required to participate in non-waived PRT event(s) to avoid an incomplete PRT. The CFL needs to enter all PFA data on events the Sailors was medically cleared 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 via LOC to the PRP office 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 tile 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 waiver 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 tile. 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. BCA Exemption for Exceptional PRT Incentive. PRIMS will automatically calculate when a member meets the criteria of the incentive. When a Sailor fails the BCA, PRIMS will create a FEP record. Once the Sailor passes the PRT with the required scores, PRIMS will either remove the current FEP enrollment or disenroll the Sailor from a previous cycle's FEP enrollment. The CFL will create a new nutrition education enrollment (and start date) for the Sailor and document the Sailor's selection, as described in Guide-10.

10. PFA Data Load Widget. Uses a preformatted CSV file to mass upload PFA data into PRIMS.

a. The CFL can use the CSV file for any current and open PFA Cycle. The PFA Data Load Widget tile is located on the bottom of the PRIMS Homepage and discussed in the CFL/ACFL Training under the module titled: How to Prepare and Upload the Data Load CSV File on the PRIMS Training webpage training module(s) respectively.

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 file. Any incorrect data or non-acceptable entries may 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 found on the Home page of Physical Readiness) will provide guidance.

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

Section 2: Account Creation

1. Accounts Authorized. With PRIMS residing in eCRM/Salesforce, each command is limited to a certain number of PRIMS licenses and/or roles. Only one role (CFL or ACFL) per DoDID number is authorized. The chart below provides details on how many account roles are authorized based on the number 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
PRCO	1
Echelon	1
Command Triad	3
Command Administrative or Personnel Officer	1
Command Career Counselor	1

NOTES:

1. 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 for the command.

2. 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. Access. To gain access to PRIMS the command **must** submit all requests to askmncc.fct@navy.mil.

a. MNCC (Tier-1) will receive and record the request and all documents submitted by the Sailor. MNCC will create a traceable case number for this request once all documents are screened, captured, and considered accurate – now creating a case/ticket number in eCRM.

b. Tier-1 will elevate the case to the next step of the process. Any documents that are not accurate will be returned for rework before moving the case forward. When the Tier-1 process is completed, it will be forwarded to Tier-2 to create the account in eCRM/Salesforce.

c. The Tier-2 Team will respond directly to commands for ACFL and Read-Only account requests. CFLs will need to assign ACFLs access for the responsible UICs they will be assigned to within PRIMS using the UIC Assignment Tile located on the right-hand side of the PRIMS Homepage.

d. Once the CFL account is created, the PRP staff (Tier-3) will assign the appropriate CFL UIC(s) access. The command representative identified on the CFL PRIMS access letter will receive notification from Tier-3 when account requests are completed.

(1) CFL Access: CFL Certification Course Certificate, CFL PRIMS Access Letter, and SAAR Form (DD Form 2875). CFLs who do not have a course certificate within five years can provide confirmation from CNIC showing they have a reserved seat within 90 days of an upcoming CFL 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.

(2) ACFL 1 and 2 Access: ACFL Designation Letter and SAAR Form (DD Form 2875). The Designation letter and 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 and Designation Letter must match (both must state ACFL1 or ACFL2).

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

(4) Read-Only Access: Read-Only PRIMS Access Letter and SAAR Form. Primary UIC and any subordinate UICs must be listed on the letter.

NOTE 1: Active Duty CO/OIC Access Letters must be signed and endorsed by their reporting senior.

NOTE 2: Reserve unit CO/OIC Access Letters must be signed and endorsed by NRC Commander.

3. SAAR Form Process. Step-by-step instructions for filling out the SAAR Form are located on the MyNavy HR Physical Readiness Program Office website via the CFL, ACFL, or Read-Only PRIMS Training course, as applicable.

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

b. SAAR Form Completion Guidance. Please refer to the “Accessing PRIMS” 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 any discrepancies which will lead to the SAAR Form being returned to the originator and delay processing.

4. Account Requirements. All users must sign into PRIMS accounts at a minimum every 30 days to avoid account deactivation. If a PRIMS account is deactivated, a CFL/ACFL/Read-Only role with an active CAC will be able to re-establish access by logging in and authenticating. CFL/ACFL/Read-Only roles which are unable to reactivate their account will be required to contact askmncc.fct@navy.mil to open a Tier-2 ticket to determine whether the account can be reissued or if updated documentation will be required to regain access.

a. Modification SAAR. When a Sailor has an active MNHR/eCRM Account (i.e. CPPA, Tier-2, etc.) and requires any update or modification to the initial PRIMS account, a Modification SAAR is required. A Modification SAAR includes, but is 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 to askmncc.fct@navy.mil for processing.

b. For CFL accounts, the CFL PRIMS Access Letter and SAAR form must contain matching UICs that assign and authorize the CFL to obtain an account on behalf of the command that has been designated in writing.

c. For ACFL accounts, the CFL must submit the ACFL SAAR and designation letter to askmncc.fct@navy.mil for account creation. Once complete, the MNHR Tier-2 OPS team will respond directly to the CFL for UIC(s) assignment. The PRP office does not process ACFL PRIMS requests.

5. PRIMS Training. PRIMS training is available in a Learning Management System (LMS) training environment and is self-paced for CFL, ACFL, and Read-Only user functionality. Please refer to the PRIMS Training webpage located on the MyNavy HR Physical Readiness webpage for the current URL.