

(COMMAND LETTERHEAD)

6110  
Ser#  
DD Mon YY

From: Commander, [COMMAND]  
To: Navy Physical Readiness Program (N171A)

Subj: LETTER OF CORRECTION REQUEST TO PHYSICAL READINESS INFORMATION  
MANAGEMENT SYSTEM (PRIMS) RECORD

Ref: (a) Performing the Duties of the Under Secretary of Defense for Personnel and Readiness  
Memorandum of February 26, 2025  
(b) ALNAV 038/25

Encl: (1) NAVMED 6110/4 (if applicable)  
(1) NAVPERS 6110/10 (if applicable)  
(1) NAVPERS 6110/11 (if applicable)

1. Respectfully request enclosure(s) be taken into consideration to correct the PRIMS record for  
the following member:

- DOD #:
- Name:
- UIC on PFA record:
- UIC requesting correction:  
(if different from above, provide reason)
- PRT Cycle:
- Requested Correction: Request member be marked as “excused” from the PFA (both BCA  
and PRT)  
(if data needs to be entered, provide dates of event)
- Reason for correction: Member was placed on administrative absence pending separation  
under Performing the Duties of the Under Secretary of Defense for Personnel and  
Readiness Memorandum of February 26, 2025 and ALNAV 038/25. Due to the  
administrative absence, member cannot participate in the PFA and comply with standards  
outlined in OPNAVINST 6110.1L.

2. POC (CFL) for this request is: (name, phone number, e-mail).

I.M. CO  
(CANNOT BE SIGNED BY DIRECTION)