(Sample Letter for Page 13 Removal. Place on Command Letterhead and Signed by the CO or "By direction")

**** Submit only the cover letter; do not send copies of page 13's, PRIMS printout, or any other material. ****

Important Note: Page 13's that have **not** been verified can be removed by the servicing PSD.

<div align="right">

1070
Ser
Date

</div>

From: Commander, _____

To: Commander, Navy Personnel Command, PERS-313

Subj: REQUEST REMOVAL OF ERRONEOUS ADMINISTRATIVE REMARKS
        (NAVPERS 1070/613)

1.   Request removal of erroneous permanent page 13 regarding a failed Physical Fitness Assessment (PFA) from the following Electronic Service Record (ESR):

- Member's Full Name: *< Last, First Middle >*
- Member's **Full** SSN: *< Must Have Full SSN to Search & Review Record >*
- Command UIC:
- PFA Cycle: *< PRT Cycle & Year Involved >*
- Verify Date: *< Date ESR Entry Was Verified; Note "**Important Note**" above >*

2.   Incorrect data was entered into Physical Readiness Information Management Systems (PRIMS) which generated an erroneous page 13 for this cycle. Member's passed PFA is reflected in PRIMS.

3.   POC for this command is: (name, email address).

                                        CO or
                                        By direction