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

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

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

<div align="right">

1070
Ser
Date

</div>

From: Commanding Officer, Command Name
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 Combat Fitness Assessment (CFA) 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:
- CFA Cycle: < CFA Cycle & Year Involved >
- Verify Date: < Date ESR Entry Was Verified; Note "Important Note" above >

2. Incorrect data was recorded which generated an erroneous Page-13 for this cycle. Member's passed CFA is reflected in official Navy CFA records.

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

<div align="center">

I.M. CO

(CANNOT BE SIGNED BY DIRECTION)

</div>