

(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.

1070
Ser
Date

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 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: < PFA 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).

I.M. CO

(CANNOT BE SIGNED BY DIRECTION)