

(Command Letterhead)

6100  
Ser #  
Date

From: Commanding Officer, **(Name of Command)**  
To: Navy Physical Readiness Program Office (N171A)

Subj: READ-ONLY PRIMS ACCESS LETTER

Ref: (a) PHYSICAL READINESS PROGRAM (PRP) GUIDE-7: PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS) ADMINISTRATION

Encl: (1) SAAR ICO (Rate/Name of New Read-Only User)

1. As prescribed in ref (a), the information below, along with enclosure (1), is provided to gain Read-Only access to the Physical Readiness Information Management System (PRIMS) for the following UIC(s):

Command Requesting Access: ***USS PHYSICAL FITNESS***  
Commanding Officer: ***CAPT John Pushup***  
UIC: ***12345***  
POC Email: ***Command.F.Leader.mil@us.navy.mil***  
POC Phone: ***(901) 874-XXXX / DSN: 882-XXXX***

New Read-Only User DoD#: ***1098765432***  
New Read-Only User Name: ***Read M. Only***  
Rank/Rate: ***YNCS***  
PRD: ***MMM-YYYY***  
Role: ***PRCO / ECHELON / CO / XO / CMC / AO or PERSO / CCC***  
Email: ***Read.M.Only.mil@us.navy.mil***  
Phone: ***(757) 471-XXXX / DSN: 882-XXXX***  
Access to the following UIC(s): ***12345***

2. If you have any questions or concerns, please contact (Rate/Rank Name, email, phone number).

APPLICABLE COMMANDER

**(CANNOT BE SIGNED BY DIRECTION)**