

(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)