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6100
Ser #
Date
</div>

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@navy.mil**
      POC Phone: **(901) 874-XXXX / DSN: 882-XXXX**

      New Read-Only User DoD#: **1098765432**
      New Read-Only User Name: **First M. Last**
      Rank/Rate: **YNCS**
      PRD: **MMM-YYYY**
      Role: **PRCO / ECHELON /CO / XO / CMC / AO or PERSO / CCC**
      Email: **First.M.Last.mil@us.navy.mil**
      Phone: **(757) 471-XXXX / DSN: 882-XXXX**
      Access to the following UIC(s): **0123X**

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

<div align="center">
APPLICABLE COMMANDER
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(CANNOT BE SIGNED BY DIRECTION)
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