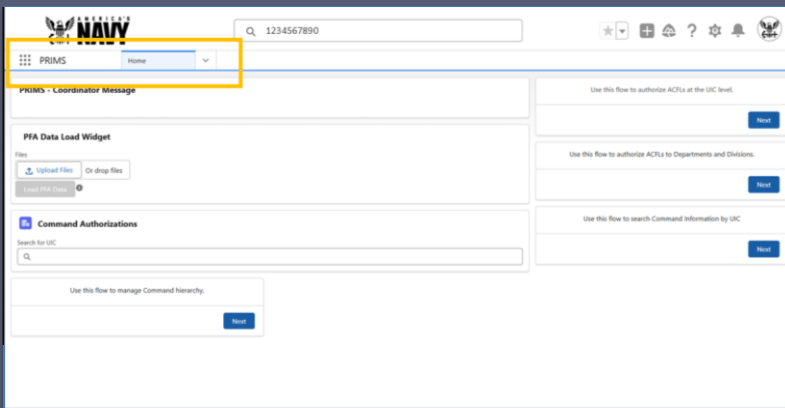




PRIMS Training

Special PFA
Service Console Display



Start Tutorial





New! Special Physical Fitness Assessment

For Sailors who do not meet physical readiness standards, the Commanding Officer (CO) or Officer in Charge (OIC) can approve or deny a Special PFA for:

✓ *Frocking* ✓ *Advancement* ✓ *Promotion* ✓ *PCS Transfer*

Sailors must be medically cleared (i.e. no medical waiver) to participate in the BCA and all PRT modalities.

PARFQ is required to participate in a Special PFA.

Note: A Sailor's completed PARFQ to participate in the Official Navy PFA cannot be used to participate in a Special PFA.

How It Works



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Quick Steps





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**Tutorial
Navigation**



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How To Use This Tutorial

Tip: Press the **Tab** key to highlight lessons on the navigation panel, then press **Enter** to go to the lesson.

- Select an individual section on the left **navigation panel** to access that lesson.
- Select the **Home** icon at any time to return to the course start page.

Tutorial Sections



Policy Insights

Review tips and important notes about PRIMS.



Step-By-Step Instructions

Follow step-by-step instructions with screenshots of PRIMS.



Learning Targets

Understand what task you will learn to perform in PRIMS.



Quick Steps

Job Aid to create a Special PFA that you can print & reference.



Overview



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Quick Steps



Special PFA key takeaways:

- ☐ Sailor is not within standards
- ☐ Only one per cycle may be approved by the CO/OIC
- ☐ Medical waivers are NOT authorized for BCA and/or PRT events
- ☐ Scores cannot be used to replace Official Navy PFA scores



For additional guidance, see PRP Guide-1 within the Guides section of the MyNavy HR Physical Readiness page.

How to Create a Special PFA

PRIMS Quick Steps



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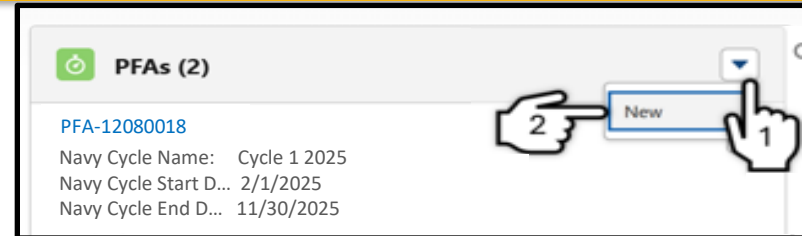
Quick Steps



1 In the **Sailor's Contact Record**, select the **PFA**s drop-down list and select **New**.

2 Select the **Special PFA** radio button and select **Next**.
Note: An error message displays if a regular PFA is selected.

3 Review the information and select **Save**.



PFA (2)

PFA-12080018

Navy Cycle Name: Cycle 1 2025

Navy Cycle Start D... 2/1/2025

Navy Cycle End D... 11/30/2025



New PFA

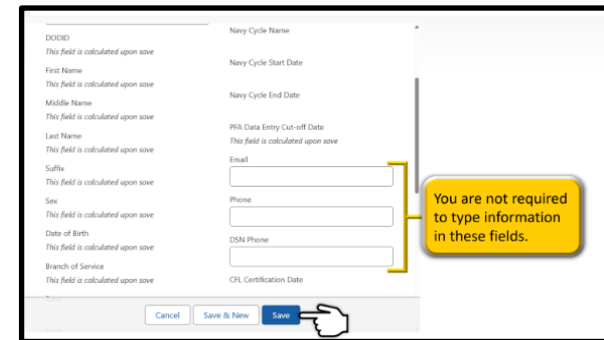
☐ PFA 2026

☐ PFA 2025

☒ Special PFA

There can only be one Special PFA per cycle per Sailor.

Cancel Next



DOOB: This field is calculated upon save

First Name: This field is calculated upon save

Middle Name: This field is calculated upon save

Last Name: This field is calculated upon save

Suffix: This field is calculated upon save

Sex: This field is calculated upon save

Date of Birth: This field is calculated upon save

Branch of Service: This field is calculated upon save

Navy Cycle Name

Navy Cycle Start Date

Navy Cycle End Date

PFA Data Entry Cut-off Date: This field is calculated upon save

Email

Phone

DSN Phone

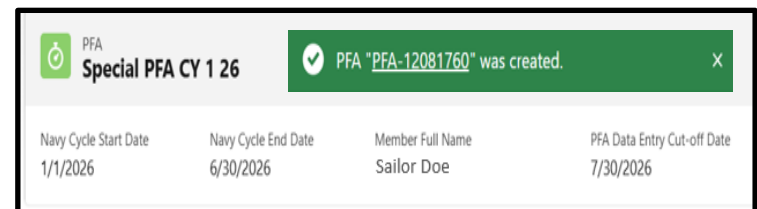
CPL Certification Date

Cancel Save & New Save

You are not required to type information in these fields.

✓ **Special PFA Created**

A green banner advises the Special PFA was created.



PFA

Special PFA CY 1 26

PFA "PFA-12081760" was created.

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name	PFA Data Entry Cut-off Date
1/1/2026	6/30/2026	Sailor Doe	7/30/2026



Select a learning target below to begin the Step-by-Step walkthrough.



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This tutorial outlines the step-by-step process to:

1

View a Special PFA

2

Create a Special PFA

3

Edit a Special PFA

1 How To View Special PFA

Step-By-Step Instructions



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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.

Step 1 of 4: In the **Search** field, type the **DODID** and press the **Enter** key.

1 How To View Special PFA

Step-By-Step Instructions



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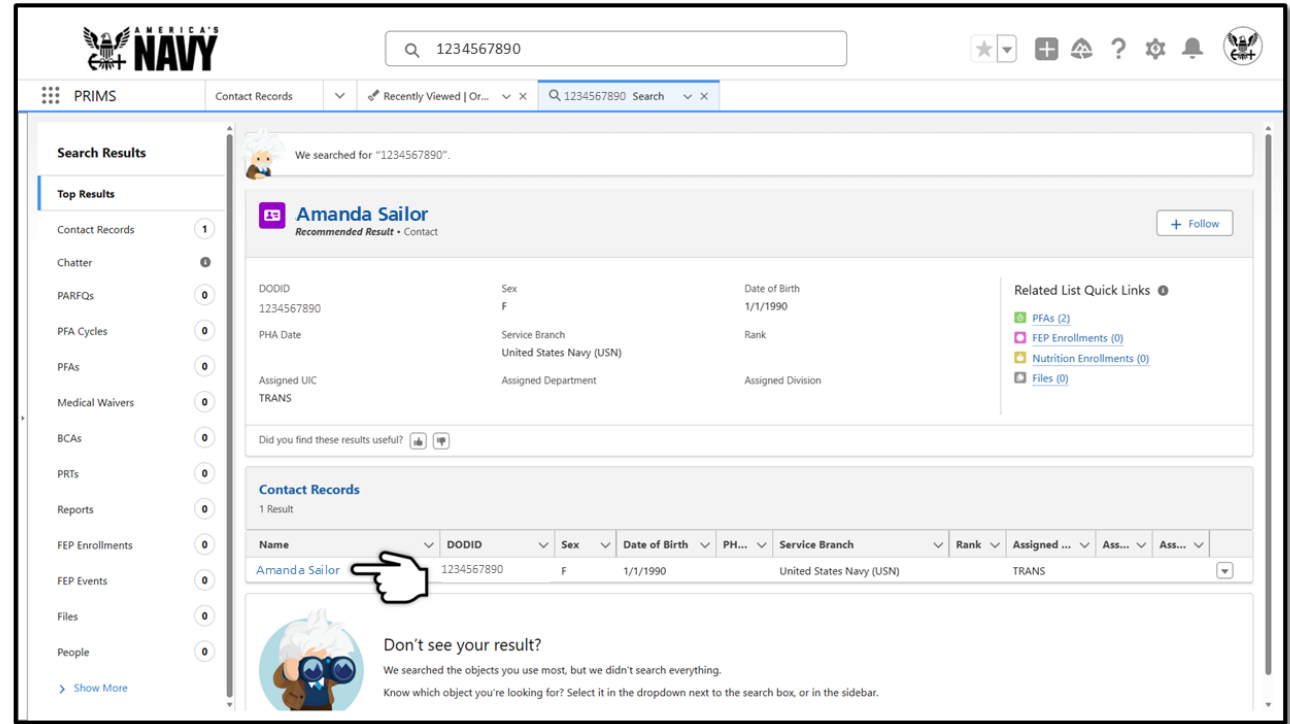
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Click the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the Navy Physical Readiness Program interface. At the top, there's a search bar with the text "1234567890". Below the search bar, there's a "Search Results" section. On the left, there's a sidebar with various navigation options: PRIMIS, Contact Records, Chatter, PARFQs, PFA Cycles, PFAs, Medical Waivers, BCAs, PRTs, Reports, FEP Enrollments, FEP Events, Files, and People. The "Contact Records" section is selected. The main content area shows the search results for "Amanda Sailor". It includes a profile card for Amanda Sailor with a "Follow" button. Below the profile card, there's a table of "Contact Records" with columns: Name, DODID, Sex, Date of Birth, PH..., Service Branch, Rank, Assigned..., Ass..., and Ass... The table shows one result for Amanda Sailor. A hand icon points to the "Name" column header. To the right of the table, there's a "Related List Quick Links" section with links to PFAs (2), FEP Enrollments (0), Nutrition Enrollments (0), and Files (0). At the bottom, there's a "Don't see your result?" section with a message: "We searched the objects you use most, but we didn't search everything. Know which object you're looking for? Select it in the dropdown next to the search box, or in the sidebar."

Step 2 of 4: On the **Contact Records** tile, select the Sailor's **Name**.

1 How To View Special PFA

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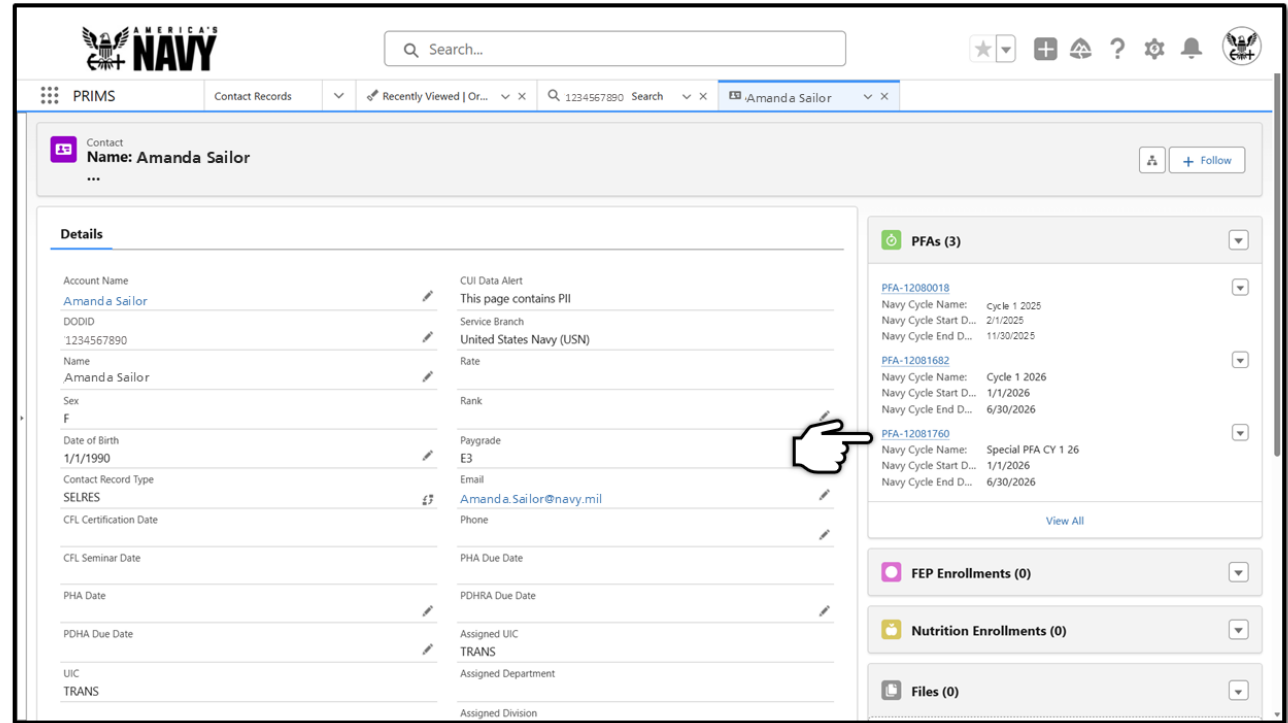
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS interface for user Amanda Sailor. The 'Details' section includes fields for Account Name, DODID, Name, Sex, Date of Birth, Contact Record Type, CFL Certification Date, CFL Seminar Date, PHA Date, PDHA Due Date, UIC, and TRANS. The 'PFAs (3)' section on the right lists three assessments: PFA-12080018, PFA-12081682, and PFA-12081760. The 'Special PFA' is highlighted by a hand cursor pointing to the 'PFA-12081760' entry.

Step 3 of 4: From the **PFAs** tile, select the **Special PFA** hyperlink.

1 How To View Special PFA

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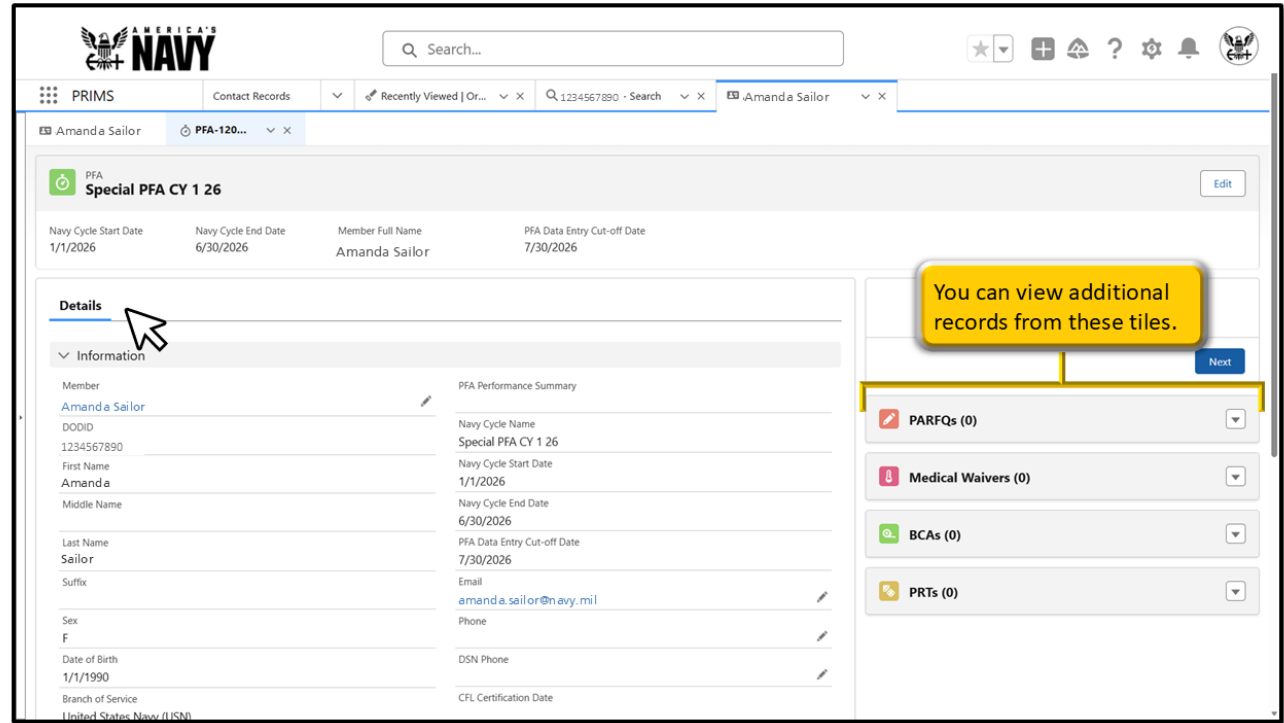
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the Navy PFA system interface. At the top, there's a search bar and navigation tabs. The main content area displays the 'Special PFA CY 1 26' details for Amanda Sailor. A yellow callout box points to the 'Details' tab, stating: 'You can view additional records from these tiles.' The right sidebar contains several summary tiles: PARFQs (0), Medical Waivers (0), BCAs (0), and PRTs (0).



Step 4 of 4: Review the Special PFA Details tile.

1 How To View Special PFA

Step-By-Step Instructions



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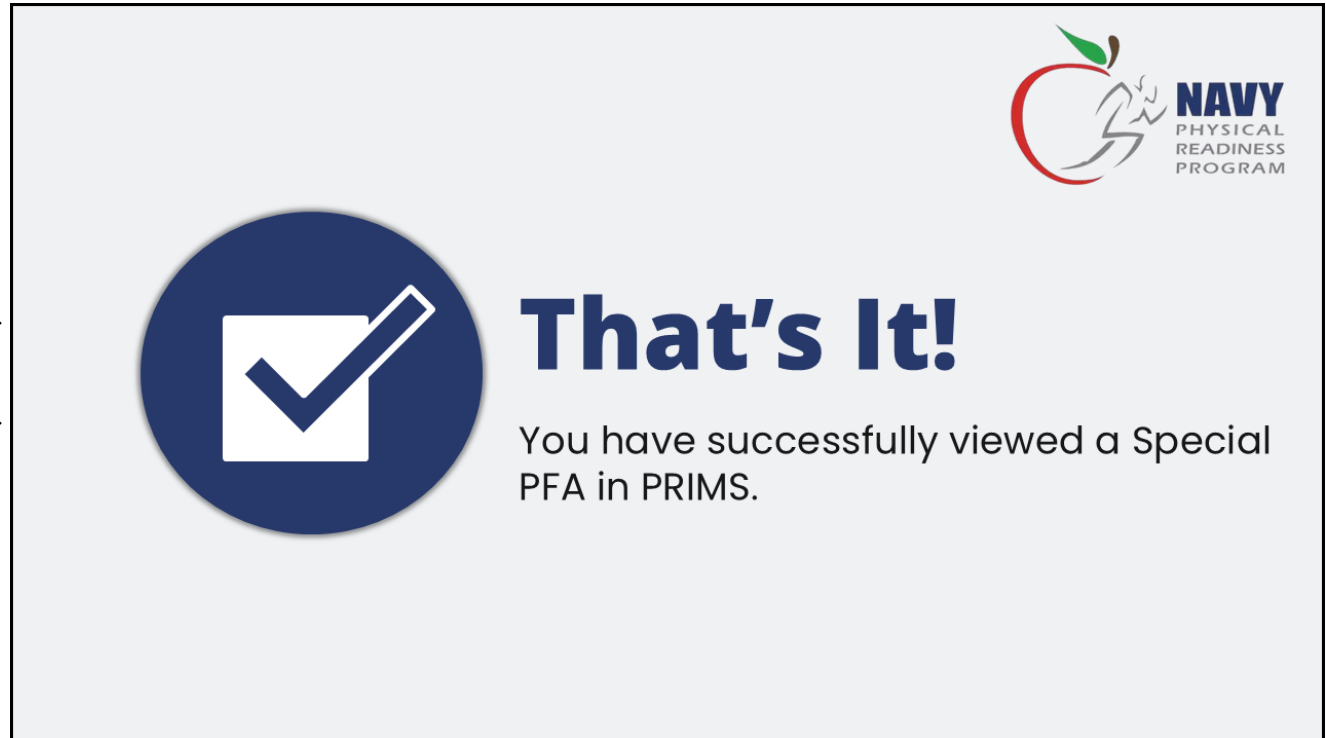
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows** (< >) or the **Dots** (...) below the images. *Mobile Users:* Tap the **Dots** (...) below the images.



Continue to Create a Special PFA Step-by-Step Instructions

2 How To Create Special PFA Step-By-Step Instructions



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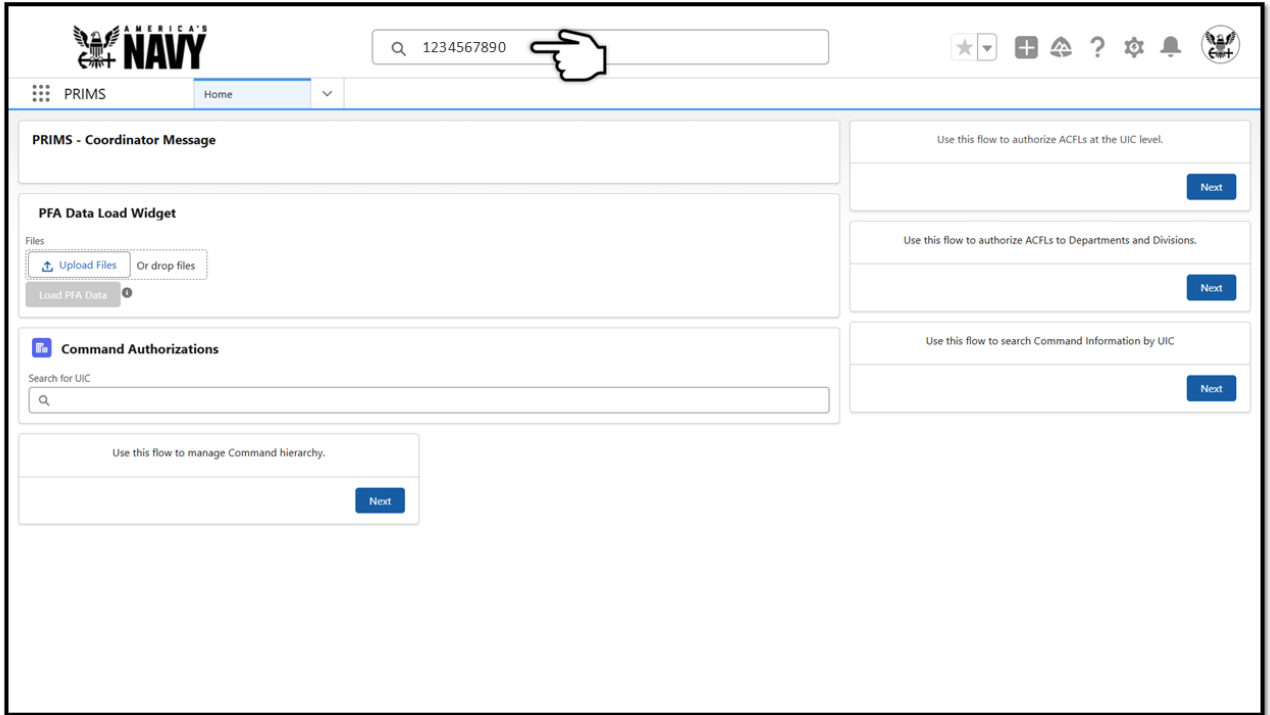
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Step 1 of 5: In the **Search** field, type the **DODID** and press the **Enter** key.

2 How To Create Special PFA

Step-By-Step Instructions



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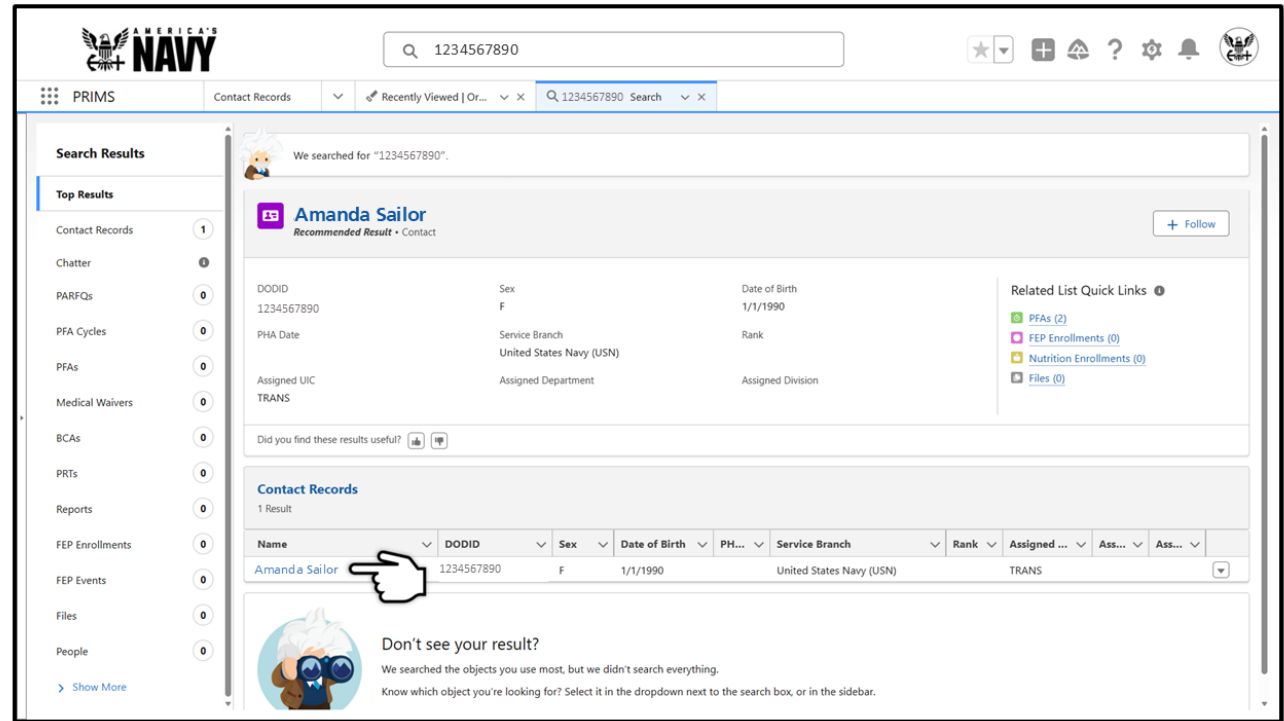
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the Navy Physical Readiness Program interface. At the top, there's a search bar with the text "1234567890". Below the search bar, there's a navigation bar with tabs for "PRIMS", "Contact Records", and "Recently Viewed | Or...". The main content area displays search results for "Amanda Sailor". The results include a profile card for Amanda Sailor with fields for DODID, Sex, Date of Birth, PHA Date, Service Branch, Rank, Assigned UIC, Assigned Department, and Assigned Division. Below the profile card, there's a section for "Contact Records" with a table showing one result for Amanda Sailor. A hand icon points to the "Name" column header in the table. To the right of the profile card, there's a "Related List Quick Links" section with links for PFA's (2), FEP Enrollments (0), Nutrition Enrollments (0), and Files (0). At the bottom of the interface, there's a "Don't see your result?" section with a message: "We searched the objects you use most, but we didn't search everything. Know which object you're looking for? Select it in the dropdown next to the search box, or in the sidebar."



Step 2 of 5: On the **Contact Records** tile, select the Sailor's **Name**.

2 How To Create Special PFA

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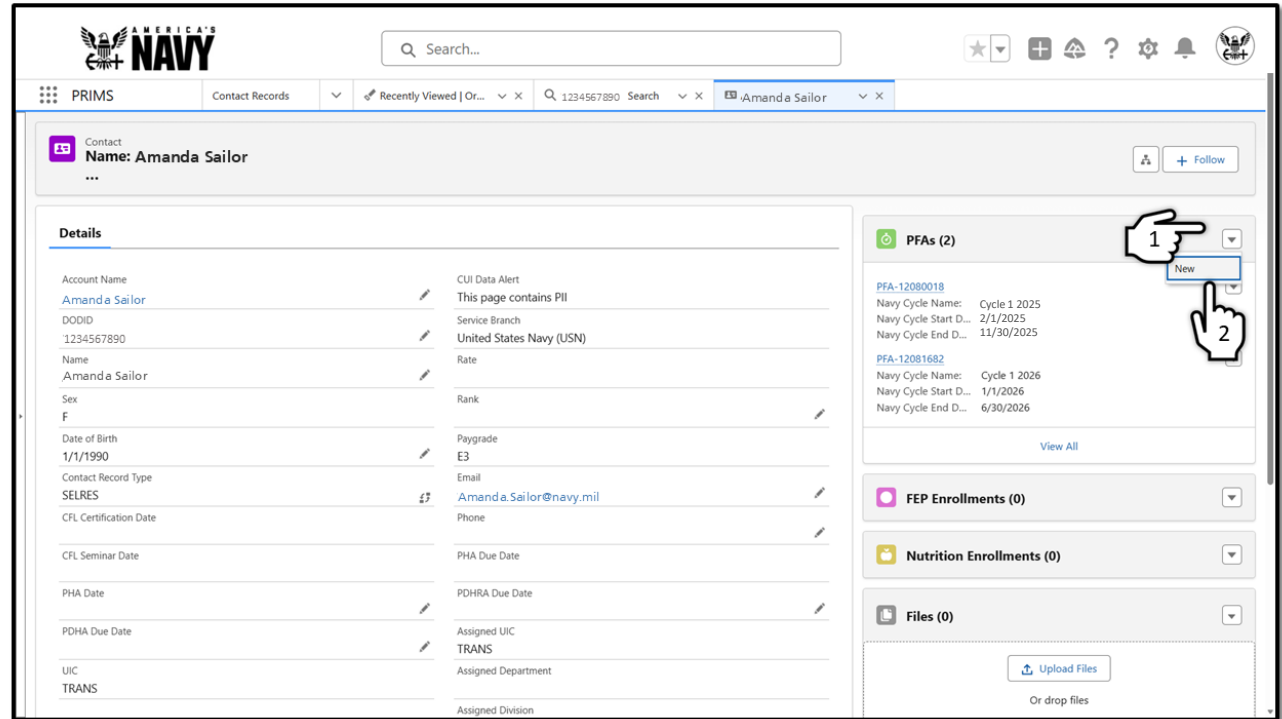
Video Demo



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the NAVY PRIMS interface. At the top, there's a search bar and navigation tabs for PRIMS, Contact Records, and Recently Viewed. Below this, the contact record for Amanda Sailor is displayed. The 'Details' section shows various fields like Account Name, DODID, Name, Sex, Date of Birth, Contact Record Type, CFL Certification Date, CFL Seminar Date, PHA Date, PDHA Due Date, UIC, and Assigned Division. On the right, there's a section for PFAs (2) with a dropdown arrow. A hand icon points to the 'New' button in this section. Below the PFAs section, there are sections for FEP Enrollments (0), Nutrition Enrollments (0), and Files (0), each with a dropdown arrow. At the bottom right, there's an 'Upload Files' button and a note 'Or drop files'.

Step 3 of 5: Select the **PFA** arrow, then select **New**.

2 How To Create Special PFA

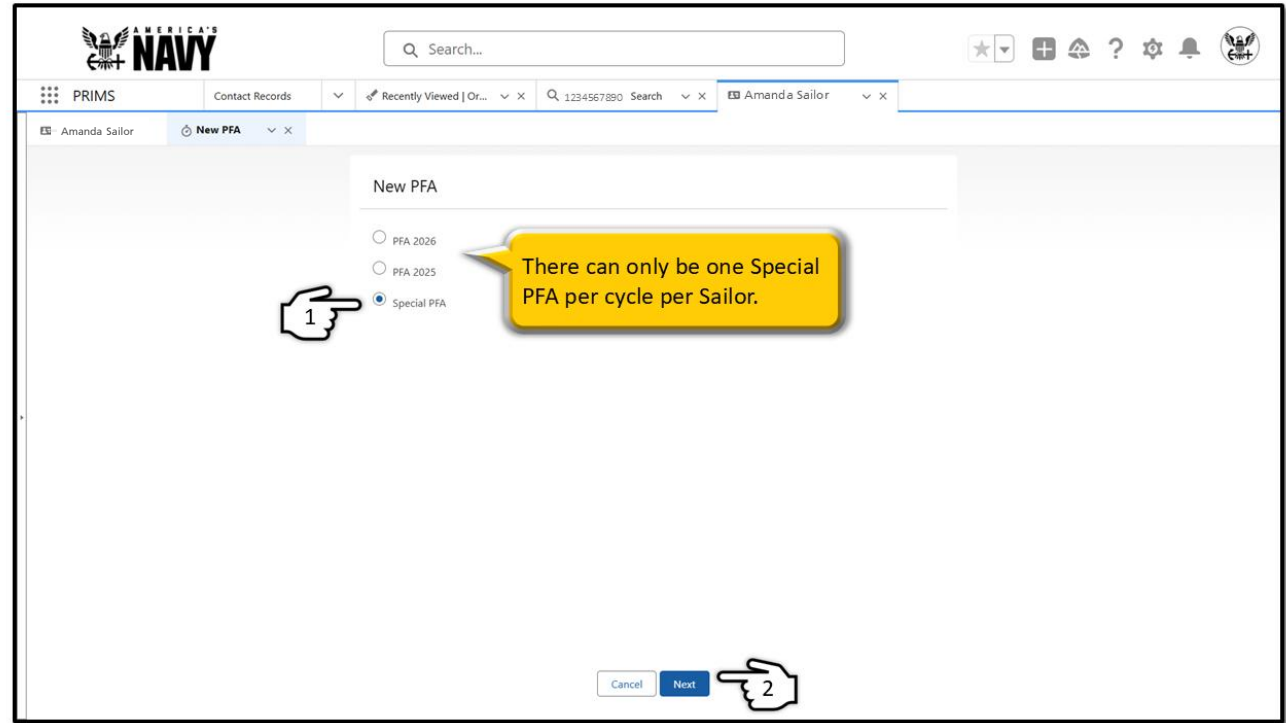
Step-By-Step Instructions



- Overview
- Tutorial Navigation
- Policy Insights
- Learning Targets
- Step-By-Step Instructions**
- Video Demo
- Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows** (< >) or the **Dots** (...) below the images. *Mobile Users:* Tap the **Dots** (...) below the images.




Step 4 of 5: Select the **Special PFA** radio button, then select **Next**.
Note: An error message stating “You cannot create a 2026 PFA. Please cancel and select Special PFA.” displays if you attempt to create a 2026 PFA.

2 How To Create Special PFA

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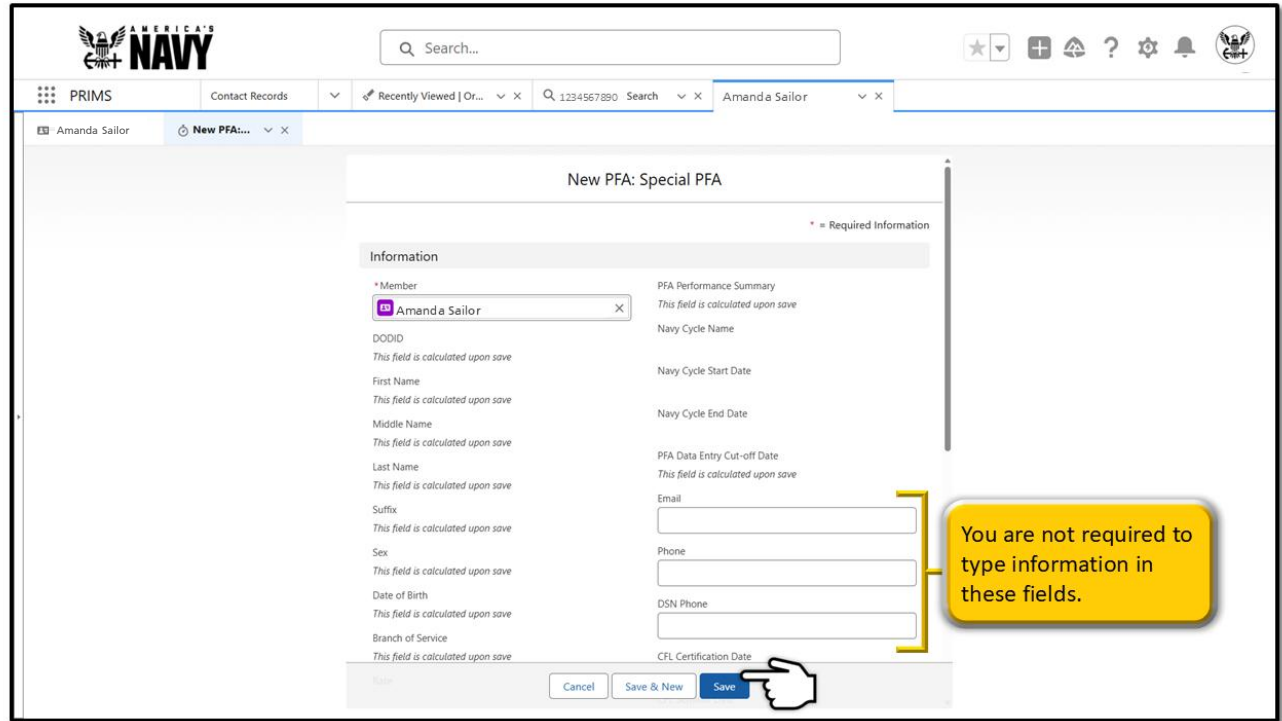
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Information

* Member
Amanda Sailor

DODID
This field is calculated upon save

First Name
This field is calculated upon save

Middle Name
This field is calculated upon save

Last Name
This field is calculated upon save

Suffix
This field is calculated upon save

Sex
This field is calculated upon save

Date of Birth
This field is calculated upon save

Branch of Service
This field is calculated upon save

PFA Performance Summary
This field is calculated upon save

Navy Cycle Name

Navy Cycle Start Date

Navy Cycle End Date

PFA Data Entry Cut-off Date
This field is calculated upon save

Email

Phone

DSN Phone

CFL Certification Date

Cancel Save & New **Save**

You are not required to type information in these fields.

Step 5 of 5: Select **Save**.

2 How To Create Special PFA

Step-By-Step Instructions



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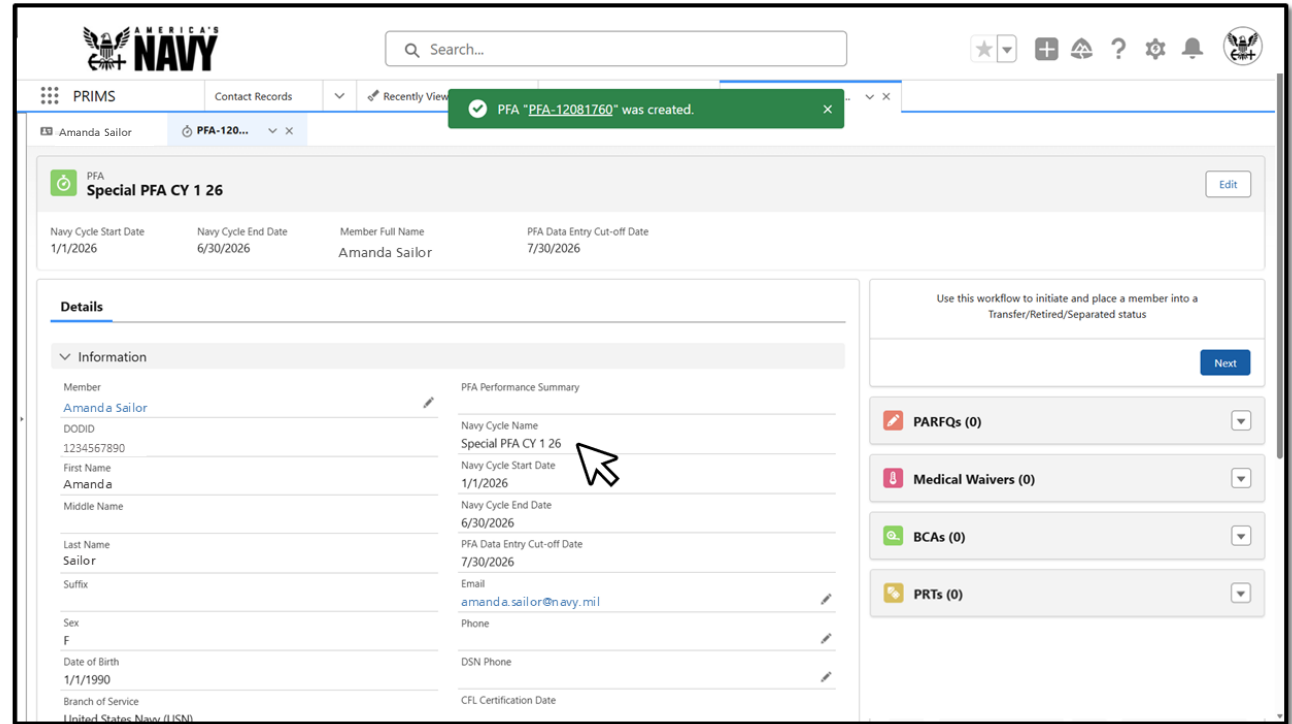
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the NAVY PFA system interface. At the top, there's a search bar and navigation tabs. A green notification banner at the top states "PFA 'PFA-12081760' was created." Below this, the user is viewing the details for "Special PFA CY 1 26" for "Amanda Sailor". The interface is divided into sections: "Details" (Information and PFA Performance Summary) and a right-hand sidebar with various waiver and certification counts.

Field	Value
Navy Cycle Start Date	1/1/2026
Navy Cycle End Date	6/30/2026
Member Full Name	Amanda Sailor
PFA Data Entry Cut-off Date	7/30/2026

Details

Information

Member	Amanda Sailor
DODID	1234567890
First Name	Amanda
Middle Name	
Last Name	Sailor
Suffix	
Sex	F
Date of Birth	1/1/1990
Branch of Service	United States Navy (USN)

PFA Performance Summary

Navy Cycle Name	Special PFA CY 1 26
Navy Cycle Start Date	1/1/2026
Navy Cycle End Date	6/30/2026
PFA Data Entry Cut-off Date	7/30/2026
Email	amanda.sailor@navy.mil
Phone	
DSN Phone	
CFL Certification Date	

Right Sidebar:

- Use this workflow to initiate and place a member into a Transfer/Retired/Separated status
- PARFs (0)
- Medical Waivers (0)
- BCAs (0)
- PRTs (0)

A Special PFA is created; review the Special PFA details.

2 How To Create Special PFA

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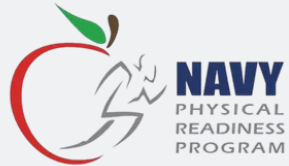
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows** (< >) or the **Dots** (...) below the images. *Mobile Users:* Tap the **Dots** (...) below the images.



That's It!

You have successfully created a Special PFA in PRIMS.



[Continue to Edit a Special PFA Step-by-Step Instructions](#)

3 How To Edit Special PFA

Step-By-Step Instructions



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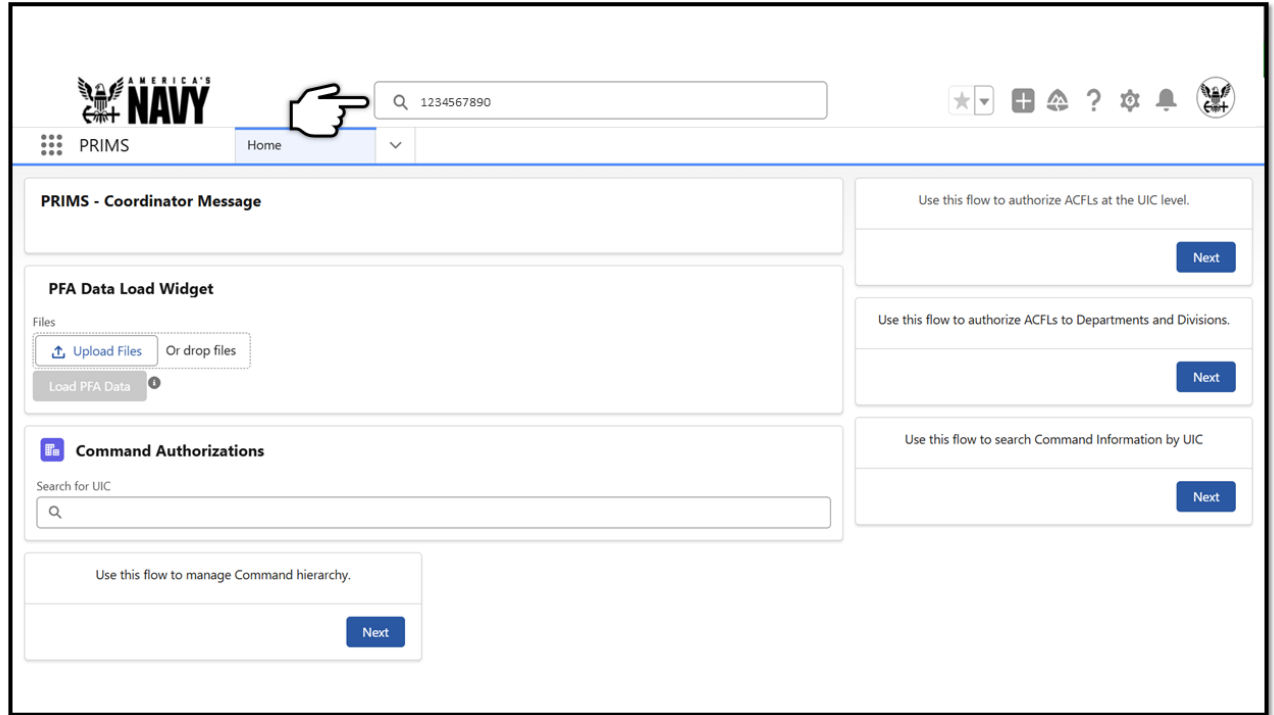
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS interface. At the top, there's a search bar with the text "1234567890" and a hand icon pointing to it. Below the search bar, there's a navigation bar with "PRIMS" and "Home" tabs. The main content area is divided into several sections: "PRIMS - Coordinator Message", "PFA Data Load Widget", and "Command Authorizations". The "PFA Data Load Widget" section has a "Files" section with "Upload Files" and "Or drop files" buttons, and a "Load PFA Data" button. The "Command Authorizations" section has a "Search for UIC" field with a magnifying glass icon. To the right of the main content area, there are three panels with "Next" buttons, each containing text about authorizing ACFLs and searching Command Information by UIC. Below the screenshot, there are seven circular indicators, with the first one being blue and the others grey.

Step 1 of 6: In the **Search** field, type the **DODID** and press the **Enter** key.

3 How To Edit Special PFA

Step-By-Step Instructions



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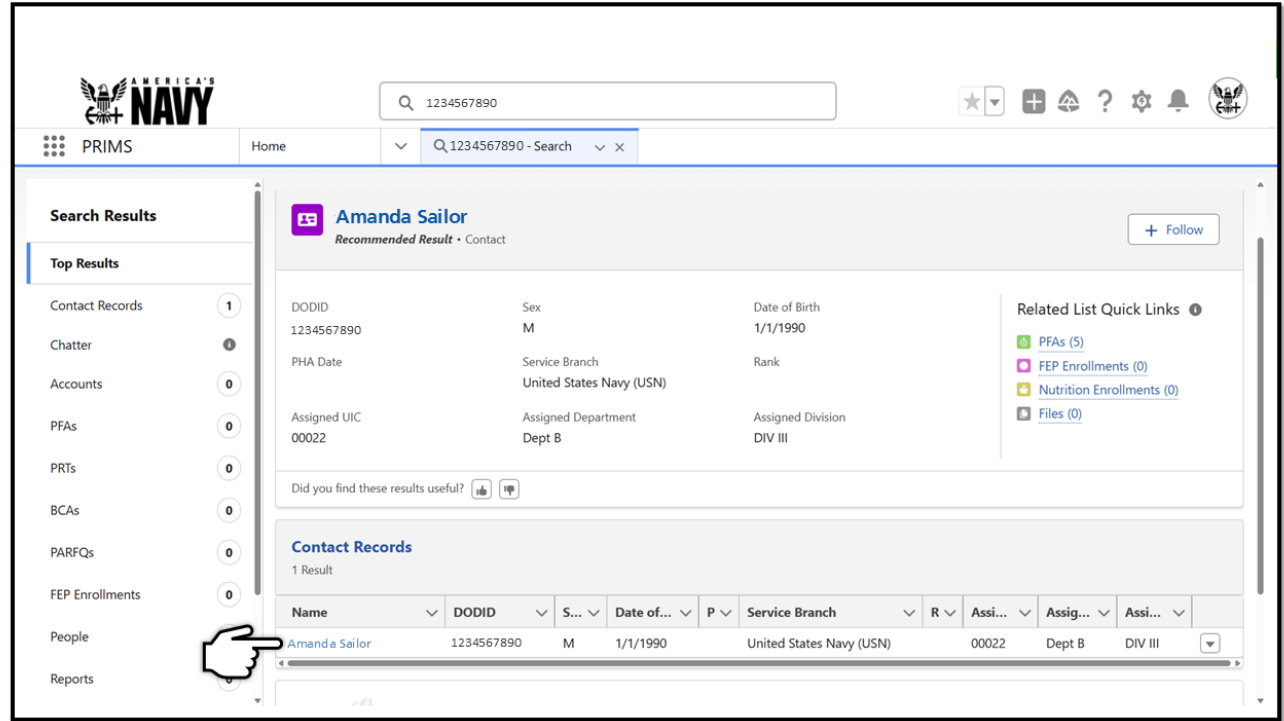
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS (Physical Readiness Information Management System) interface. At the top, there's a search bar with the query "1234567890". Below the search bar, the "Search Results" section is active, displaying "Top Results". The first result is for "Amanda Sailor", a "Recommended Result" and "Contact". A hand cursor is pointing to the "Name" field in the "Contact Records" table.

Name	DODID	S...	Date of...	P	Service Branch	R	Assi...	Assig...	Assi...
Amanda Sailor	1234567890	M	1/1/1990		United States Navy (USN)		00022	Dept B	DIV III

Related List Quick Links:

- PFA's (5)
- FEP Enrollments (0)
- Nutrition Enrollments (0)
- Files (0)

Step 2 of 6: On the **Contact Records** tile, select the Sailor's **Name**.

3 How To Edit Special PFA

Step-By-Step Instructions



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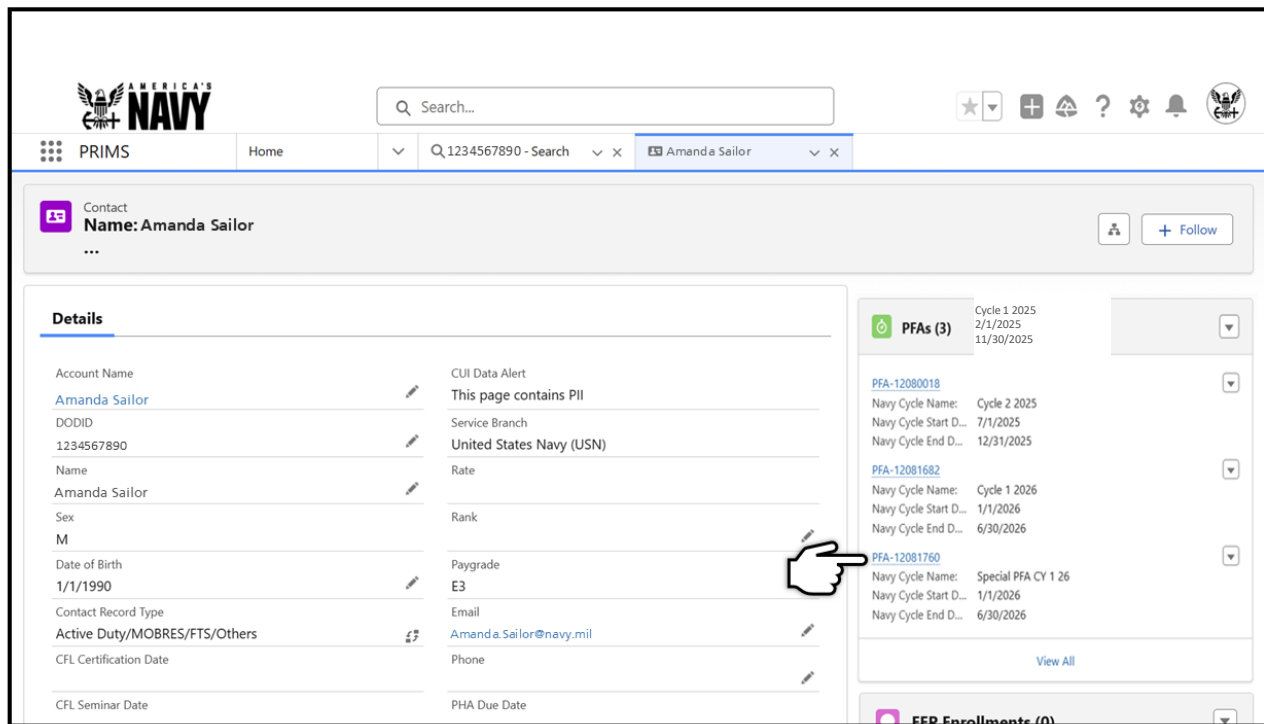
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Click the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS (Physical Readiness Information Management System) interface. At the top, there's a search bar and navigation tabs for PRIMS and Home. Below this, the user profile for Amanda Sailor is displayed. The 'Details' section shows various fields like Account Name, DODID, Name, Sex, Date of Birth, Contact Record Type, Active Duty/MOBRES/FTS/Others, CFL Certification Date, CFL Seminar Date, CUI Data Alert, Service Branch, Rate, Rank, Paygrade, Email, Phone, and PHA Due Date. On the right, there's a section for 'PFAs (3)' with a list of cycles. A hand icon points to the 'Special PFA CY 1 26' cycle, which is highlighted in blue.

Step 3 of 6: Select the **Special PFA** hyperlink.

3 How To Edit Special PFA

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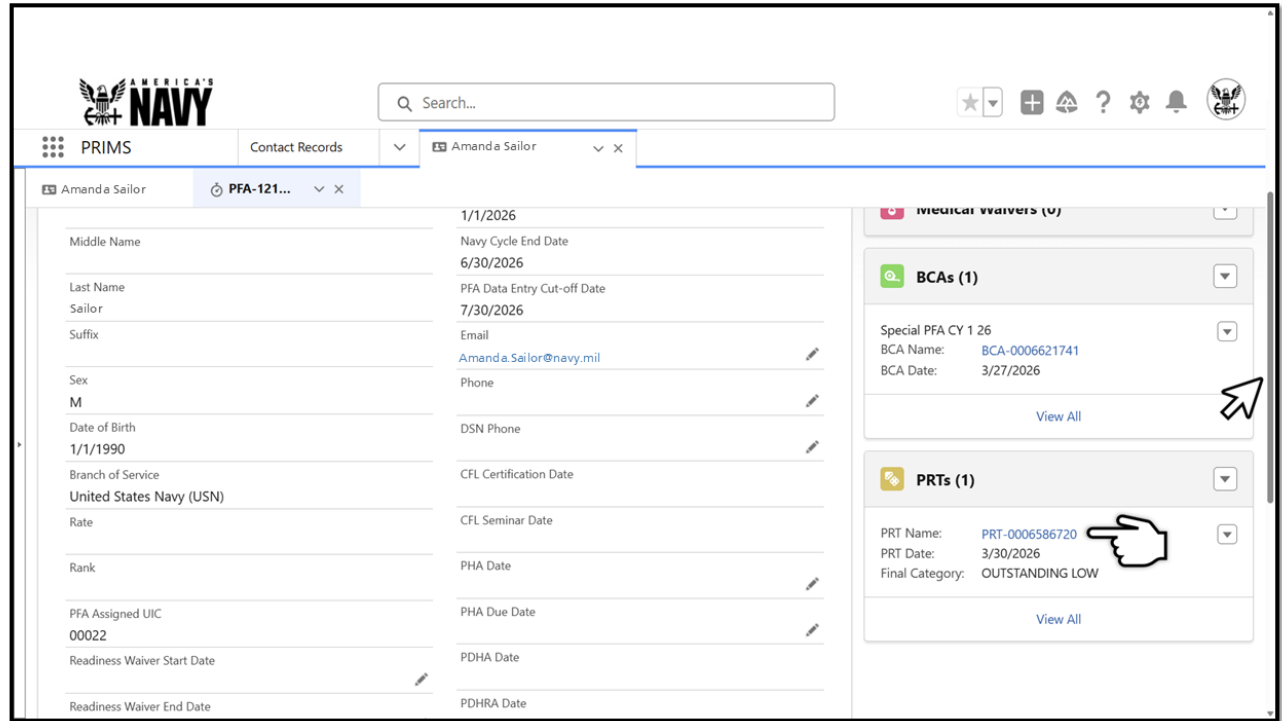
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the PRIMS (Physical Readiness Information Management System) interface. At the top, there's a search bar and navigation tabs for PRIMS, Contact Records, and a user profile for Amanda Sailor. The main section displays a detailed profile for Amanda Sailor, including personal information (Middle Name, Last Name, Sex, Date of Birth), service information (Branch of Service, Rate), and physical readiness data (Navy Cycle End Date, PFA Data Entry Cut-off Date, Email, Phone, DSN Phone, CFL Certification Date, CFL Seminar Date, PHA Date, PHA Due Date, PDHA Date, PDHRA Date). On the right side, there are two tiles: 'Medical Waivers (0)' and 'BCAs (1)'. Below these are 'PRTs (1)' (Physical Readiness Test) with details: PRT Name: PRT-0006586720, PRT Date: 3/30/2026, and Final Category: OUTSTANDING LOW. A hand icon points to the PRT Name hyperlink. At the bottom of the interface, there are several colored circles (blue and grey) representing a progress or status indicator.

Step 4 of 6: For this lesson, we edit the PRT information. Scroll down to the **PRT(s)** tile, then select the **PRT Name** hyperlink.

3 How To Edit Special PFA

Step-By-Step Instructions



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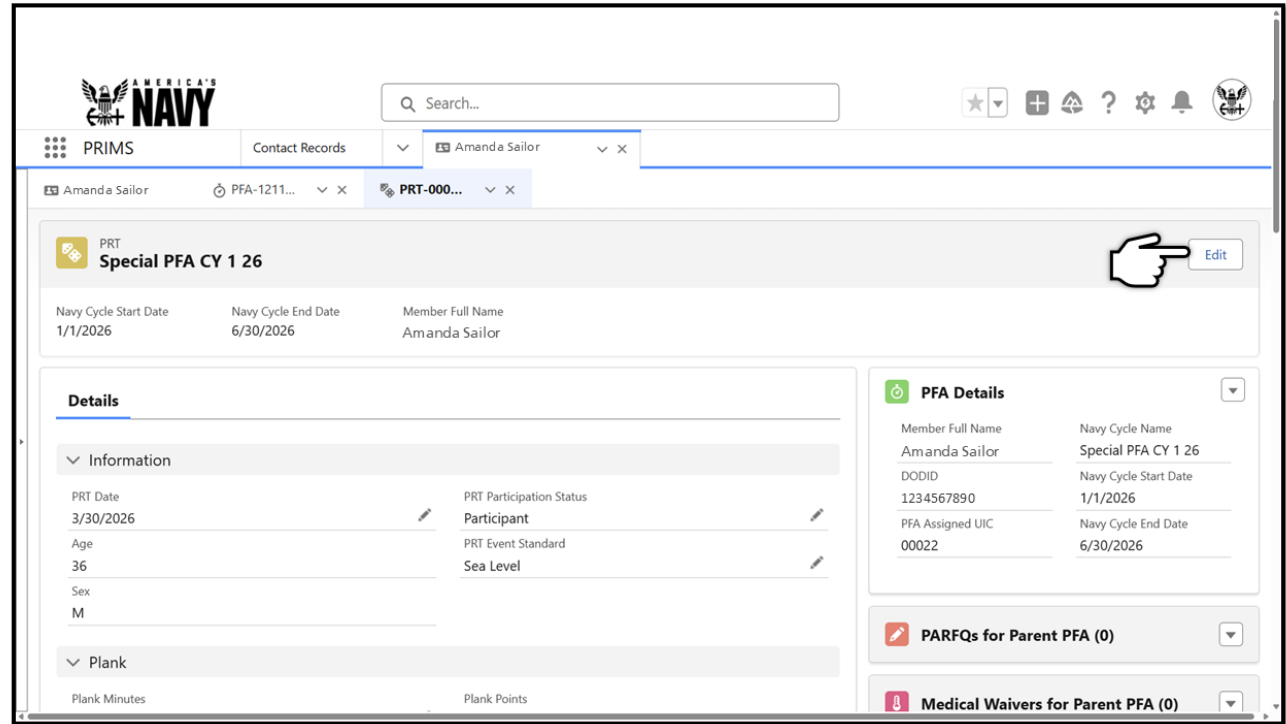
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



The screenshot shows the NAVY PRIMS interface. At the top, there's a search bar and navigation icons. Below, the 'PRIMS' tab is active, showing 'Contact Records' for 'Amanda Sailor'. The main record is for 'Special PFA CY 1 26'. A hand cursor points to the 'Edit' button in the top right corner of the record header. The record details include:

Details	
Information	
PRT Date	3/30/2026
PRT Participation Status	Participant
Age	36
PRT Event Standard	Sea Level
Sex	M
Plank	
Plank Minutes	Plank Points

On the right, the 'PFA Details' section shows:

Member Full Name	Amanda Sailor	Navy Cycle Name	Special PFA CY 1 26
DODID	1234567890	Navy Cycle Start Date	1/1/2026
PFA Assigned UIC	00022	Navy Cycle End Date	6/30/2026

Below this, there are sections for 'PARFQs for Parent PFA (0)' and 'Medical Waivers for Parent PFA (0)', both showing 0 items.

Step 5 of 6: Select **Edit**.

3 How To Edit Special PFA

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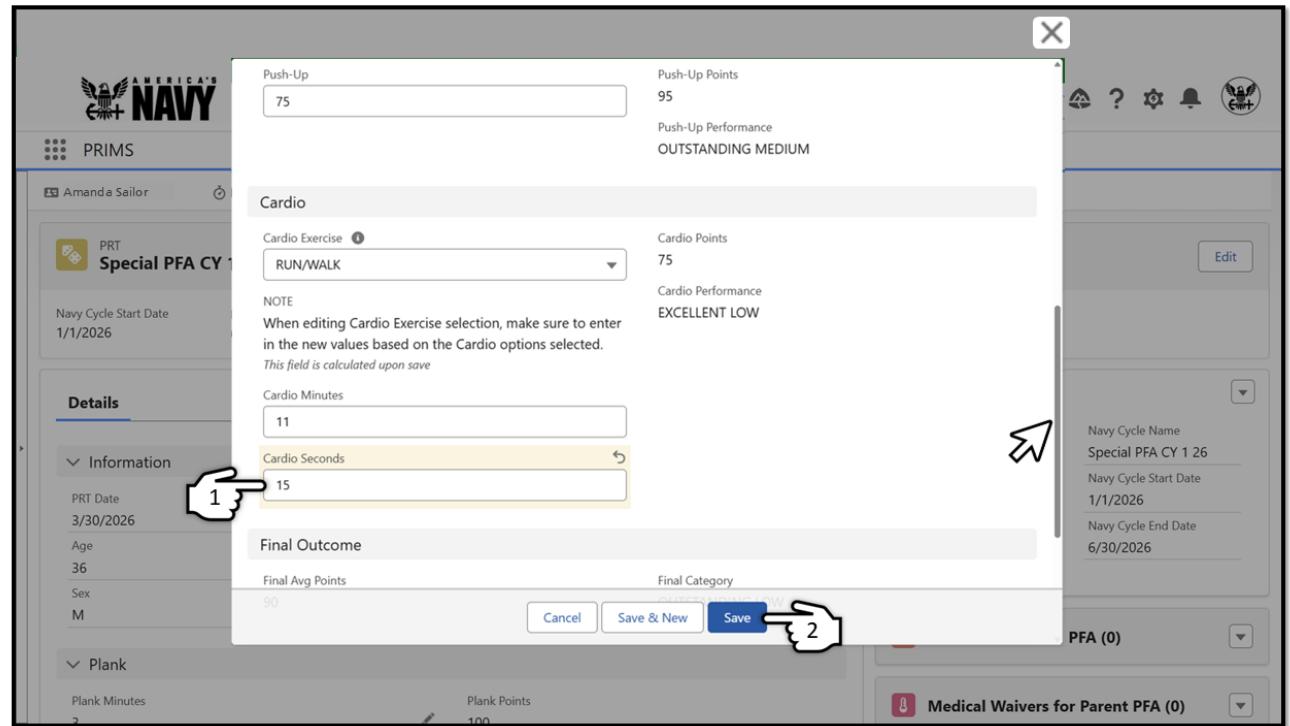
Step-By-Step
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Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



Push-Up
75
Push-Up Points
95
Push-Up Performance
OUTSTANDING MEDIUM

Cardio

Cardio Exercise
RUN/WALK
Cardio Points
75
Cardio Performance
EXCELLENT LOW

NOTE
When editing Cardio Exercise selection, make sure to enter in the new values based on the Cardio options selected.
This field is calculated upon save

Cardio Minutes
11
Cardio Seconds
15

Final Outcome
Final Avg Points
90
Final Category
OUTSTANDING MEDIUM

Cancel Save & New Save



Step 6 of 6: For this lesson, we edit the Cardio Seconds field. Scroll to the **Cardio** section, type the new value in the **Cardio Seconds** field, then select **Save**.

3 How To Edit Special PFA

Step-By-Step Instructions



Overview



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Policy Insights



Learning Targets



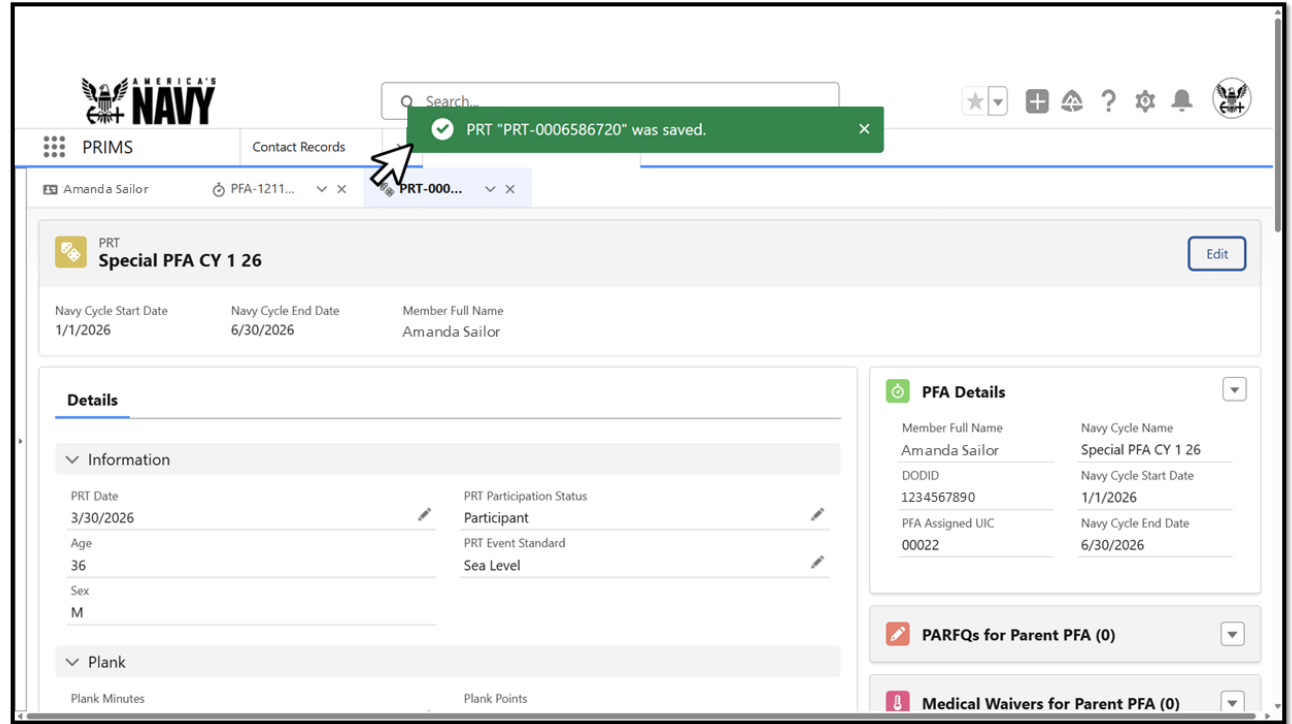
Step-By-Step
Instructions



Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



AMERICA'S NAVY

PRIMS Contact Records

Search

✓ PRT "PRT-0006586720" was saved.

Amanda Sailor PFA-1211... PRT-000...

PRT Special PFA CY 1 26 Edit

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2026	6/30/2026	Amanda Sailor

Details

Information

PRT Date	3/30/2026	PRT Participation Status	Participant
Age	36	PRT Event Standard	Sea Level
Sex	M		

Plank

Plank Minutes	Plank Points

PFA Details

Member Full Name	Navy Cycle Name
Amanda Sailor	Special PFA CY 1 26
DODID	Navy Cycle Start Date
1234567890	1/1/2026
PFA Assigned UIC	Navy Cycle End Date
00022	6/30/2026

PARFQs for Parent PFA (0)

Medical Waivers for Parent PFA (0)

A banner displays, indicating the PRT information was saved.

3 How To Edit Special PFA

Step-By-Step Instructions



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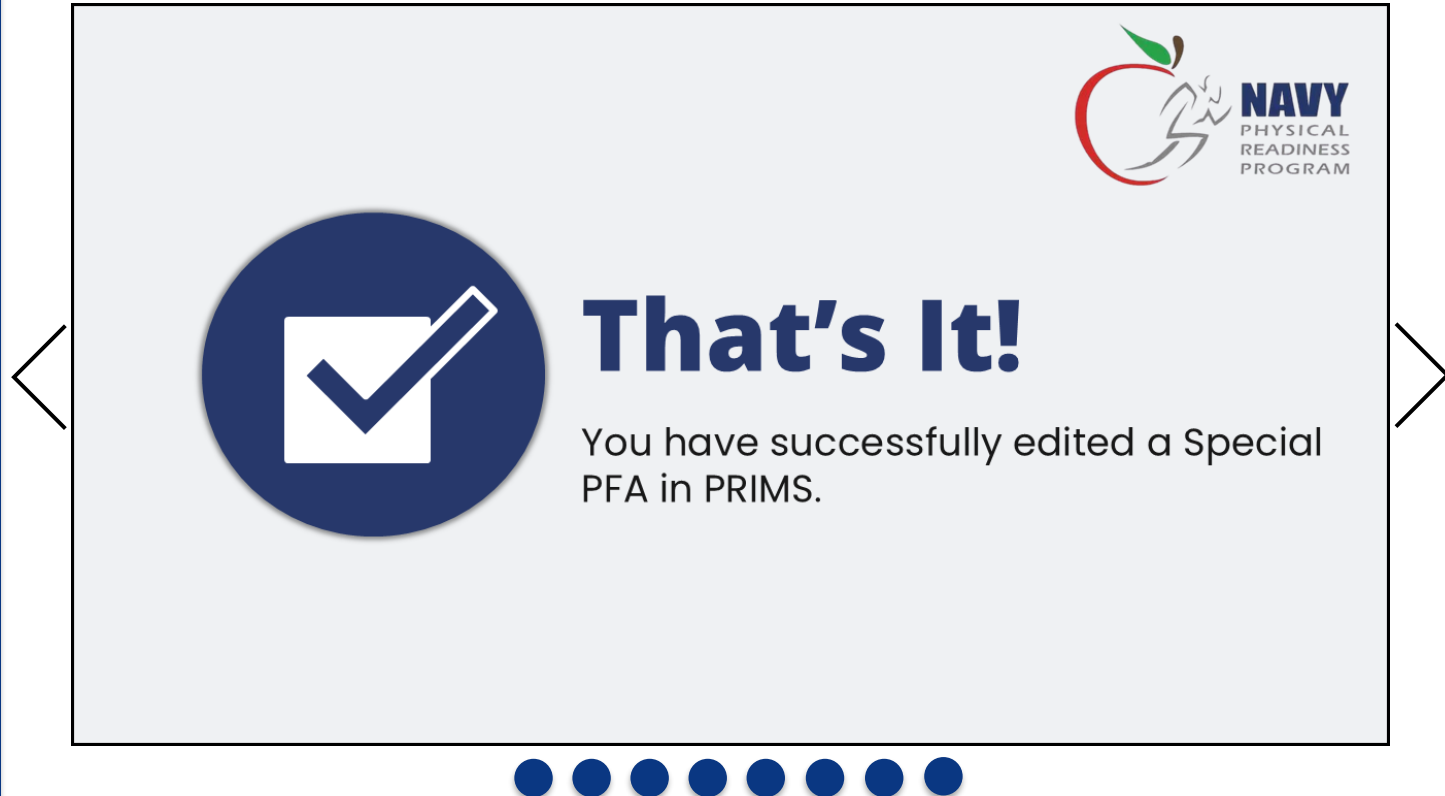
Step-By-Step
Instructions

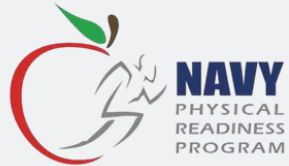


Quick Steps



Need to go back or move ahead? *Desktop Users:* Select the **Arrows** (< >) or the **Dots** (...) below the images. *Mobile Users:* Tap the **Dots** (...) below the images.





That's It!

You have successfully edited a Special PFA in PRIMS.

Tutorial Complete

That's It!

You have successfully viewed, created,
and edited a Special PFA.



Overview



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Quick Steps

