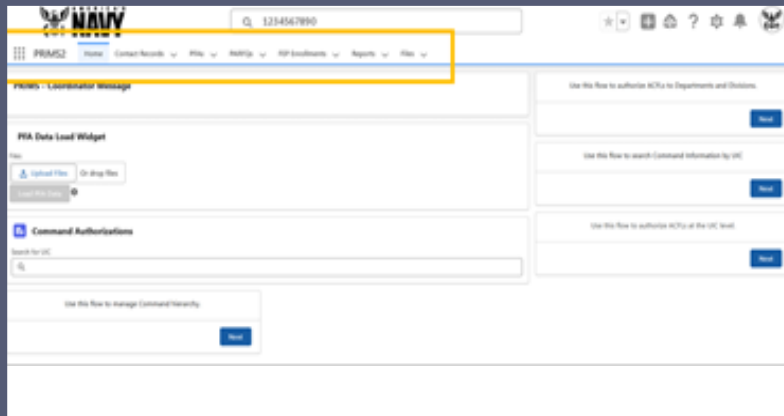




PRIMS Training

Special PFA *Platform 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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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



**Tutorial
Navigation**



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Instructions



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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 webpage.

How to Create a Special PFA

PRIMS Quick Steps



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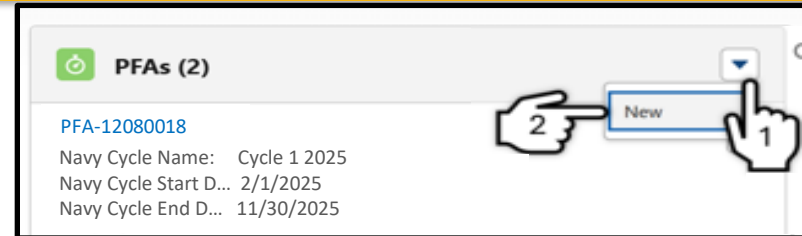
Quick Steps



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**.



PFAs (2)

PFA-12080018

Navy Cycle Name: Cycle 1 2025
Navy Cycle Start D... 2/1/2025
Navy Cycle End D... 11/30/2025

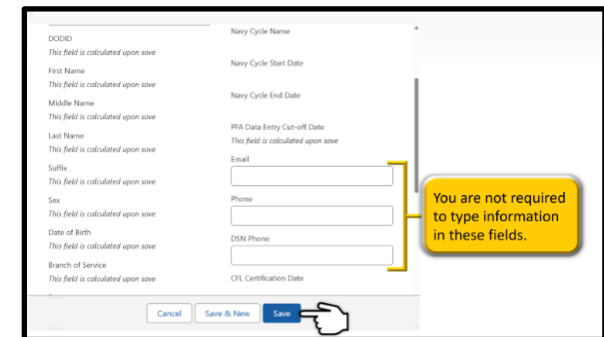


New PFA

☐ PFA 2026
☐ PFA 2025
☒ **Special PFA**

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

Cancel Next



DDDD
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

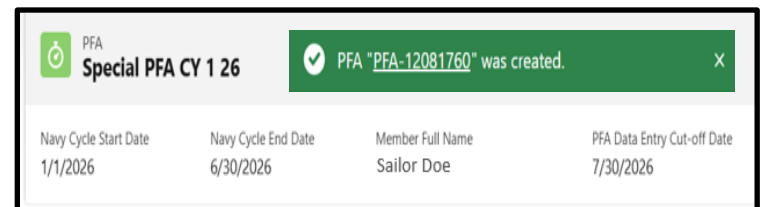
CPL Certification Date

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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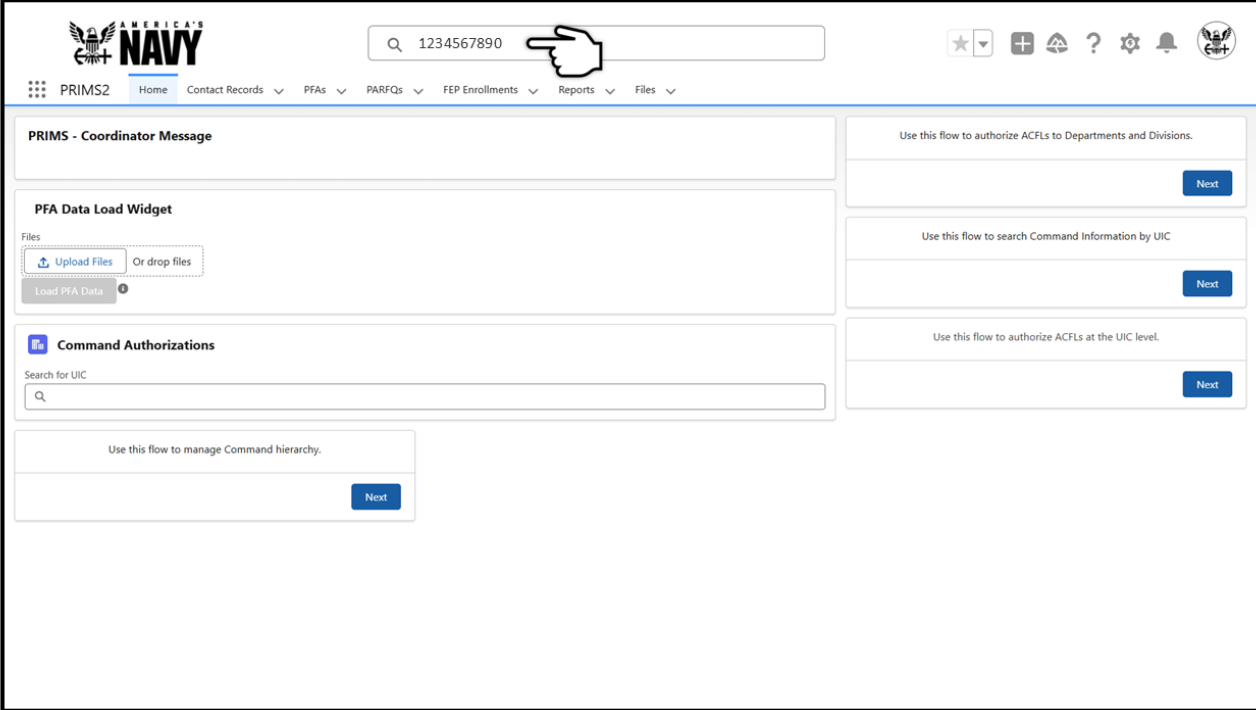
Step-By-Step
Instructions



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.



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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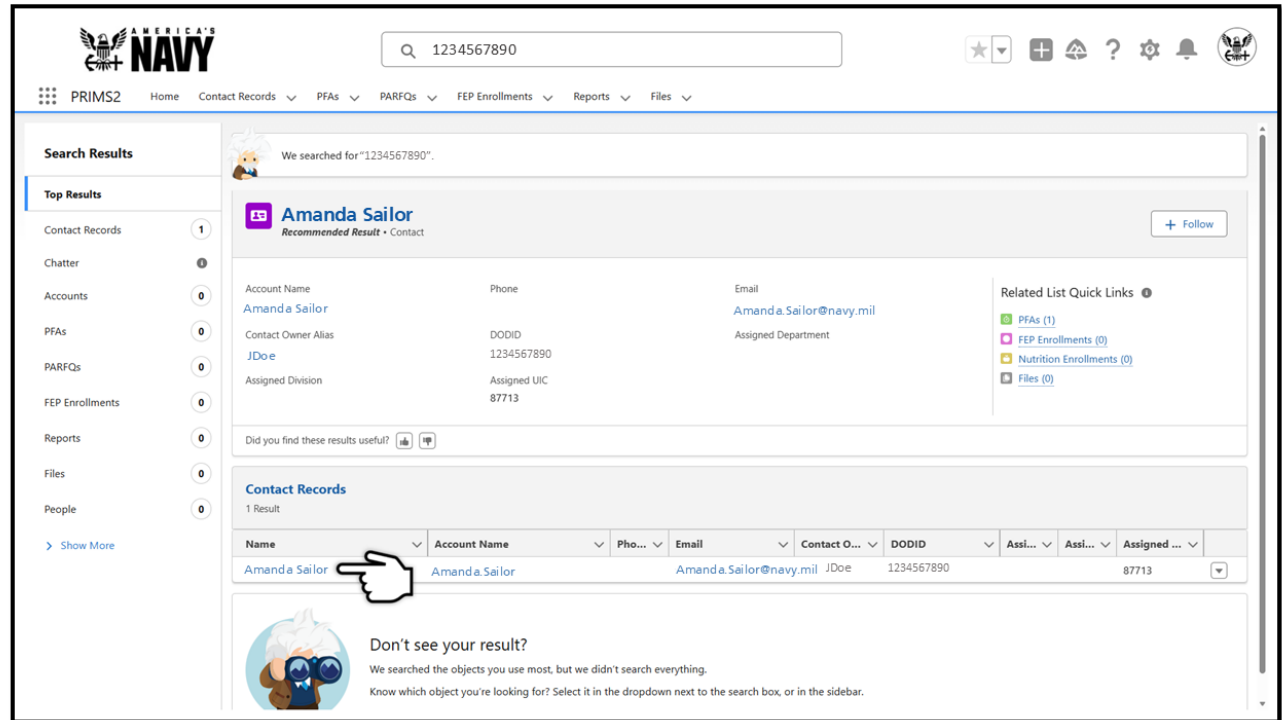
Step-By-Step
Instructions



Quick Steps



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



The screenshot shows the NAVY PRIMS2 interface. At the top, there's a search bar with the text '1234567890'. Below the search bar, a navigation menu includes 'PRIMS2', 'Home', 'Contact Records', 'PFAs', 'PARFQs', 'FEP Enrollments', 'Reports', and 'Files'. The main content area displays 'Search Results' for 'Amanda Sailor'. It includes a 'Top Results' section with a 'Contact Records' tile showing 'Amanda Sailor' and a 'Contact Records' table with one result. A hand cursor points to the 'Name' column header in the table. To the right, there are 'Related List Quick Links' for 'PFAs (1)', 'FEP Enrollments (0)', 'Nutrition Enrollments (0)', and 'Files (0)'. At the bottom, a message says 'Don't see your result?' with a cartoon character.

Name	Account Name	Pho...	Email	Contact O...	DODID	Assl...	Assl...	Assigned ...
Amanda Sailor	Amanda Sailor		Amanda.Sailor@navy.mil	JDoe	1234567890			87713

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

1 How To View Special PFA

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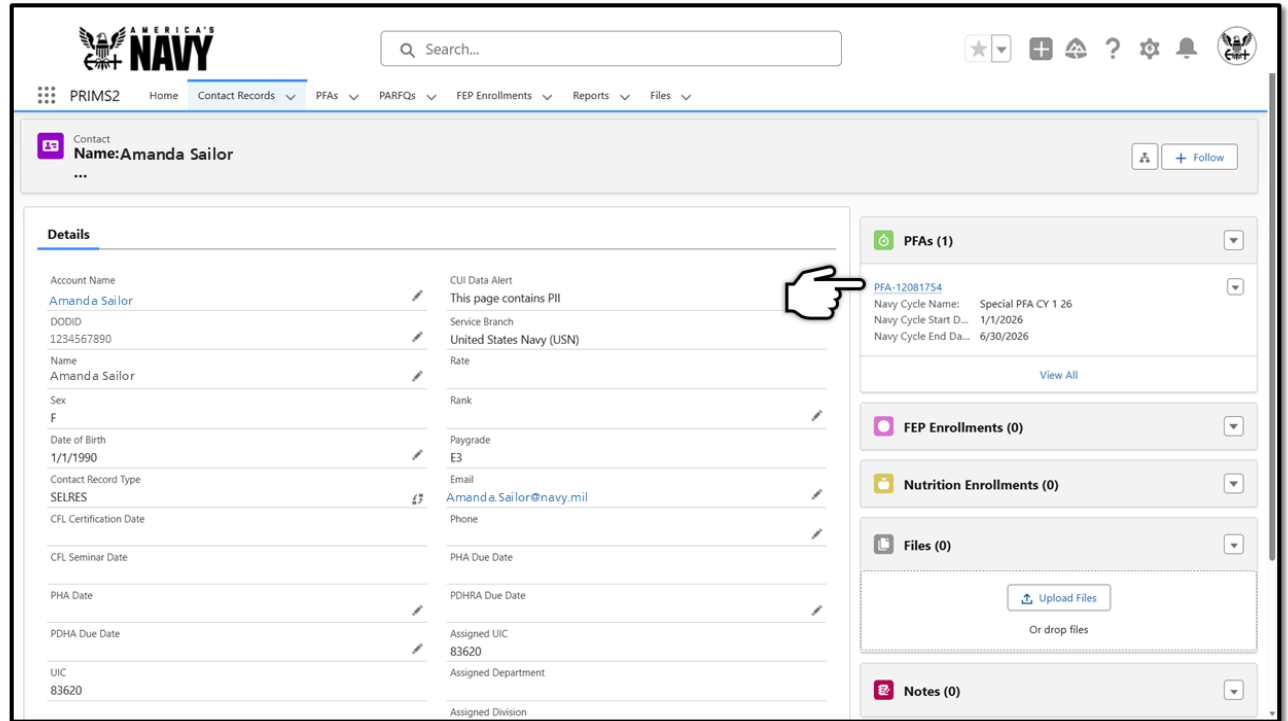
Step-By-Step
Instructions



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 Navy Physical Readiness Program interface. The top navigation bar includes links for PRIMS2, Home, Contact Records, PFAs, PARFQs, FEP Enrollments, Reports, and Files. The main content area displays the details for Amanda Sailor, including account information, contact details, and a list of PFAs. A hand icon points to the 'Special PFA' hyperlink in the PFA list.

Details	
Account Name	Amanda Sailor
DODID	1234567890
Name	Amanda Sailor
Sex	F
Date of Birth	1/1/1990
Contact Record Type	SELRES
CFL Certification Date	
CFL Seminar Date	
PHA Date	
PDHA Due Date	
UIC	83620
CUI Data Alert	This page contains PII
Service Branch	United States Navy (USN)
Rate	
Rank	
Paygrade	E3
Email	Amanda.Sailor@navy.mil
Phone	
PHA Due Date	
PDHRA Due Date	
Assigned UIC	83620
Assigned Department	
Assigned Division	

PFAs (1)

PFA-12081754
Navy Cycle Name: Special PFA CY 1 26
Navy Cycle Start D... 1/1/2026
Navy Cycle End Da... 6/30/2026

[View All](#)

FEP Enrollments (0)

Nutrition Enrollments (0)

Files (0)

[Upload Files](#)

Or drop files

Notes (0)

Step 3 of 4: Select the **Special PFA** hyperlink.

1 How To View Special PFA

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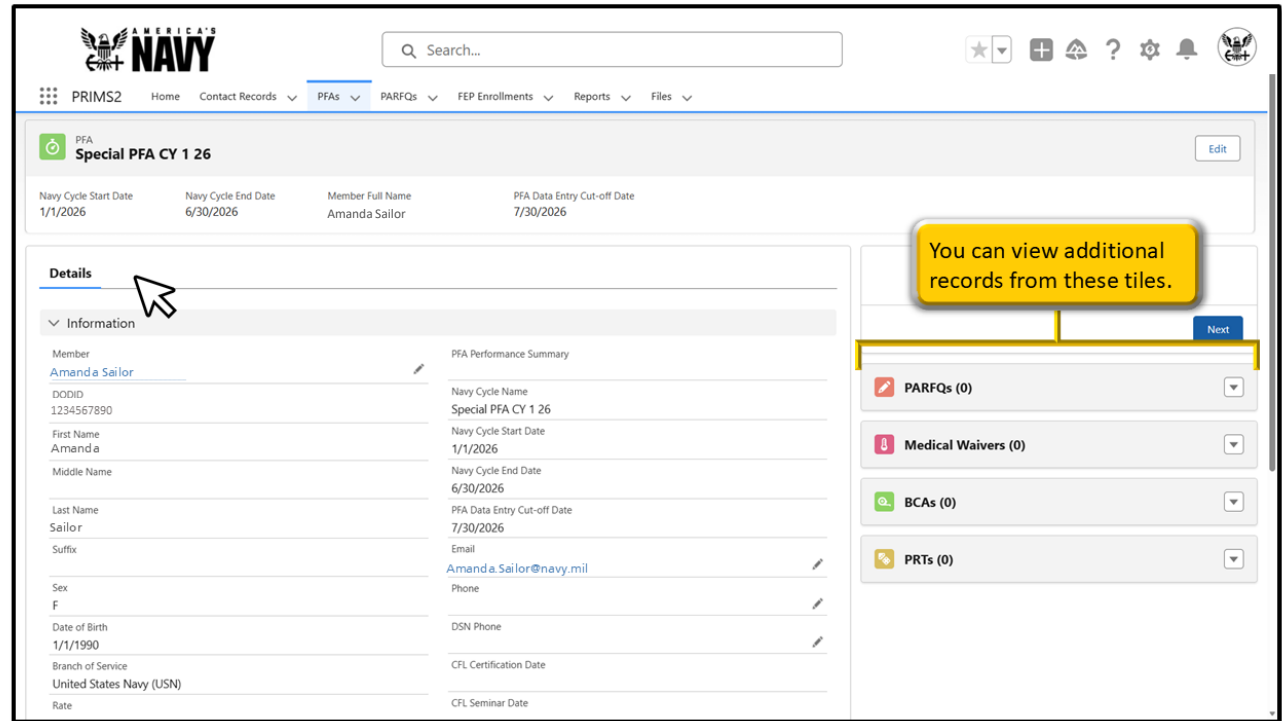
Step-By-Step
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Quick Steps



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.



NAVY

PRIMS2 Home Contact Records PFA PARFQs FEP Enrollments Reports Files

PFA Special PFA CY 1 26 Edit

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)

Rate:

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:

CFL Seminar Date:

You can view additional records from these tiles.

PARFQs (0)

Medical Waivers (0)

BCAs (0)

PRTs (0)

Next

Step 4 of 4: View the Special PFA details.

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.



That's It!

You have successfully viewed a Special PFA in PRIMS.



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

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



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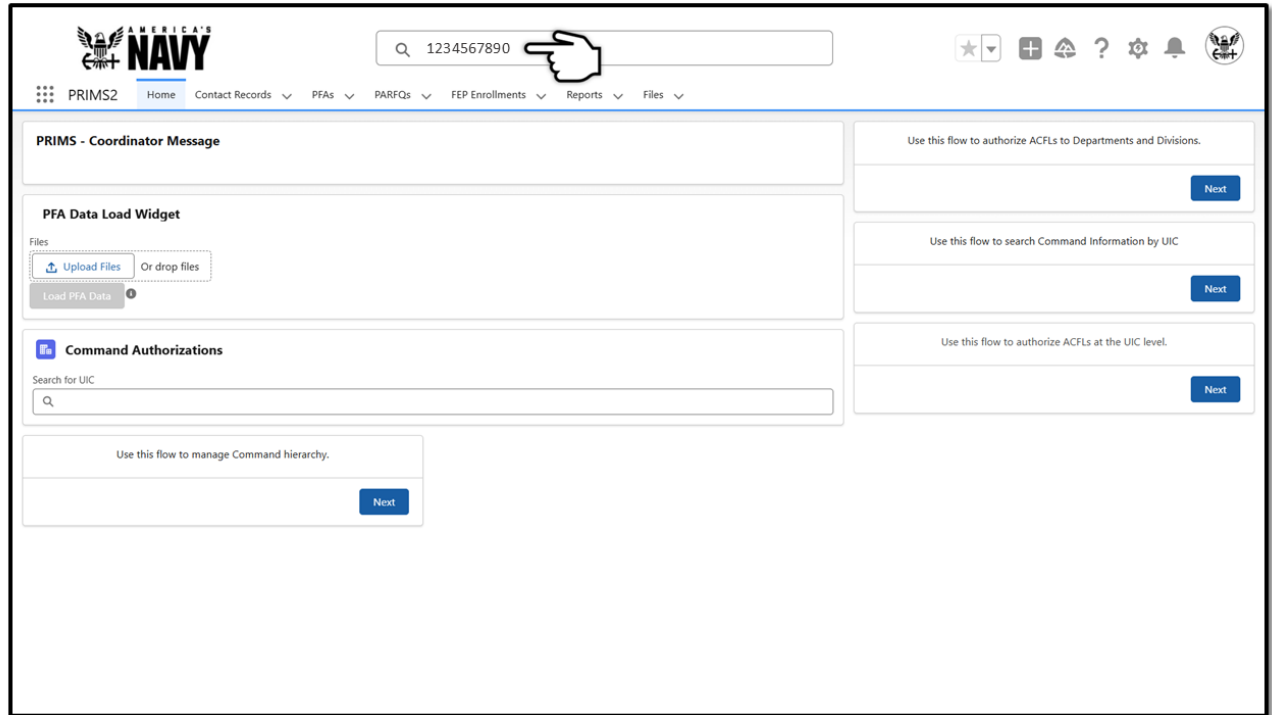
Step-By-Step
Instructions



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.



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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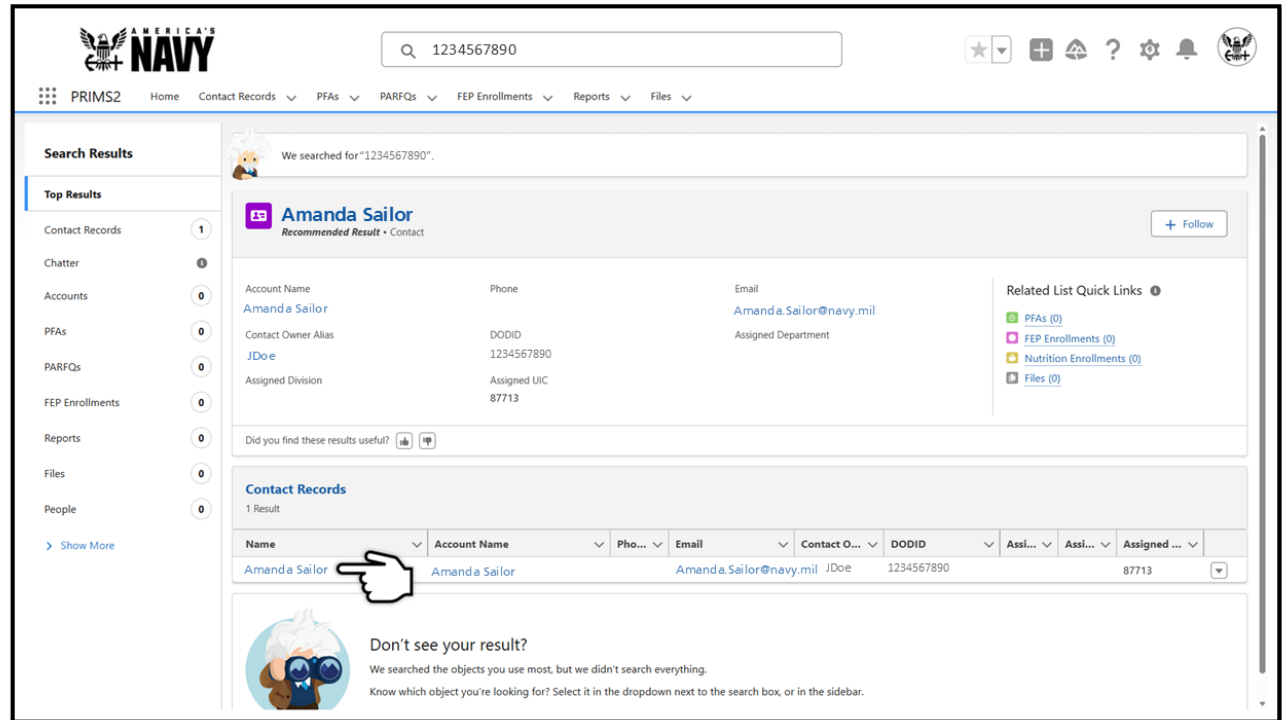
Step-By-Step
Instructions



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 PRIMS2 interface. At the top, there's a search bar with the text '1234567890'. Below the search bar, a navigation menu includes 'PRIMS2', 'Home', 'Contact Records', 'PFAs', 'PARFQs', 'FEP Enrollments', 'Reports', and 'Files'. The main content area displays 'Search Results' for 'Amanda Sailor'. It includes a 'Top Results' section with a 'Contact Records' tile. Below this, there's a table of contact records. A hand icon points to the 'Name' column header in the table. To the right of the table, there are 'Related List Quick Links' for 'PFAs (0)', 'FEP Enrollments (0)', 'Nutrition Enrollments (0)', and 'Files (0)'. At the bottom, there's a message: 'Don't see your result? 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.'

Name	Account Name	Pho...	Email	Contact O...	DODID	Assl...	Assl...	Assigned ...
Amanda Sailor	Amanda Sailor		Amanda.Sailor@navy.mil	JDoe	1234567890			87713



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

2 How To Create Special PFA

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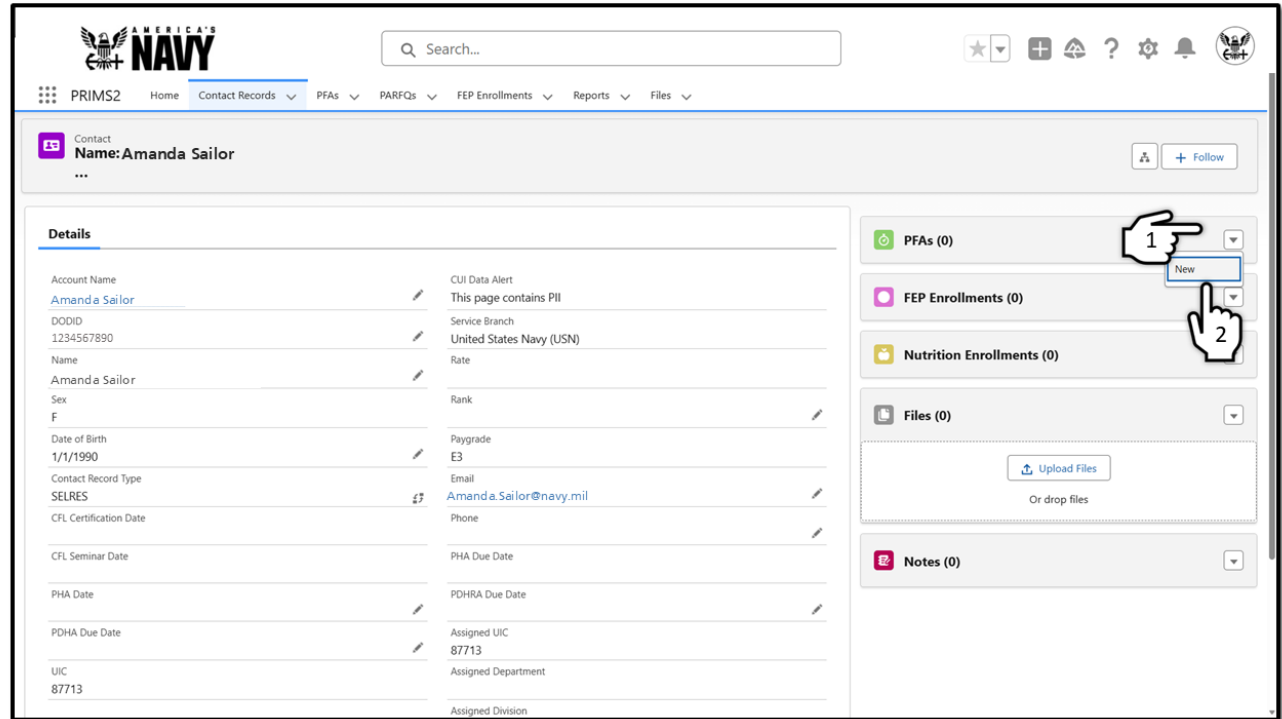
Step-By-Step
Instructions



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.



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

2 How To Create Special PFA

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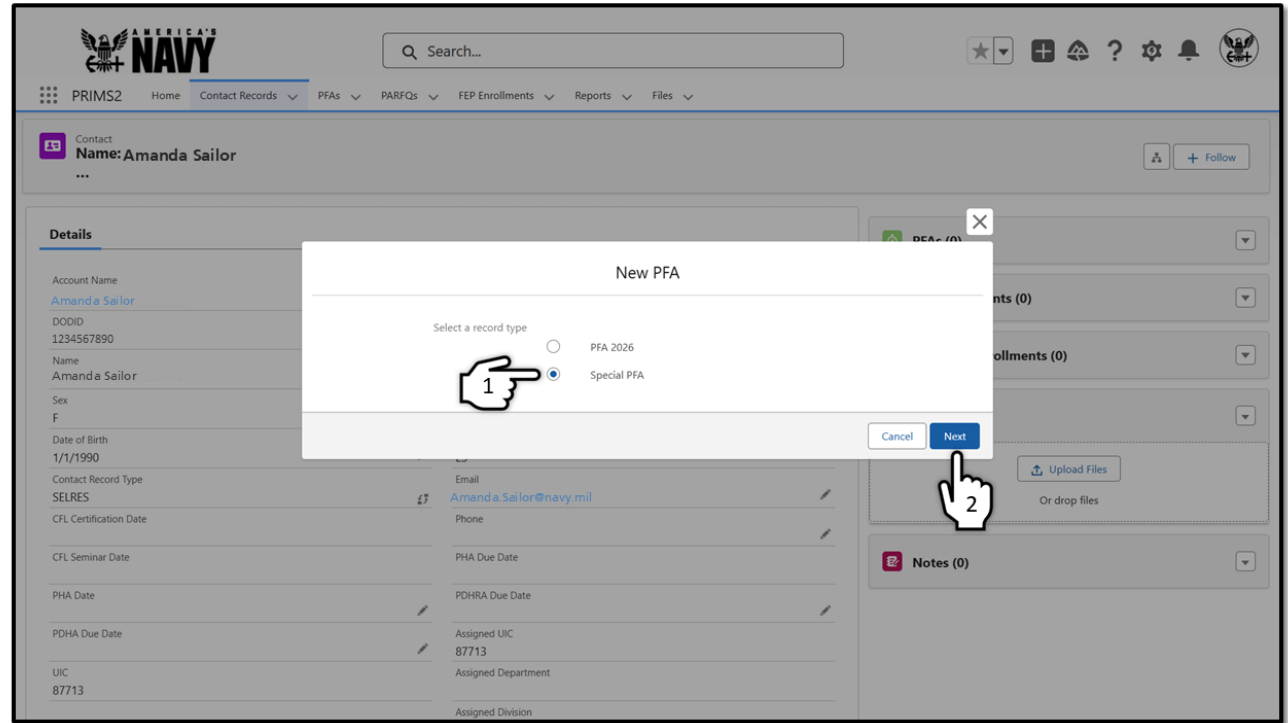
Video Demo



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.




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

Step-By-Step Instructions



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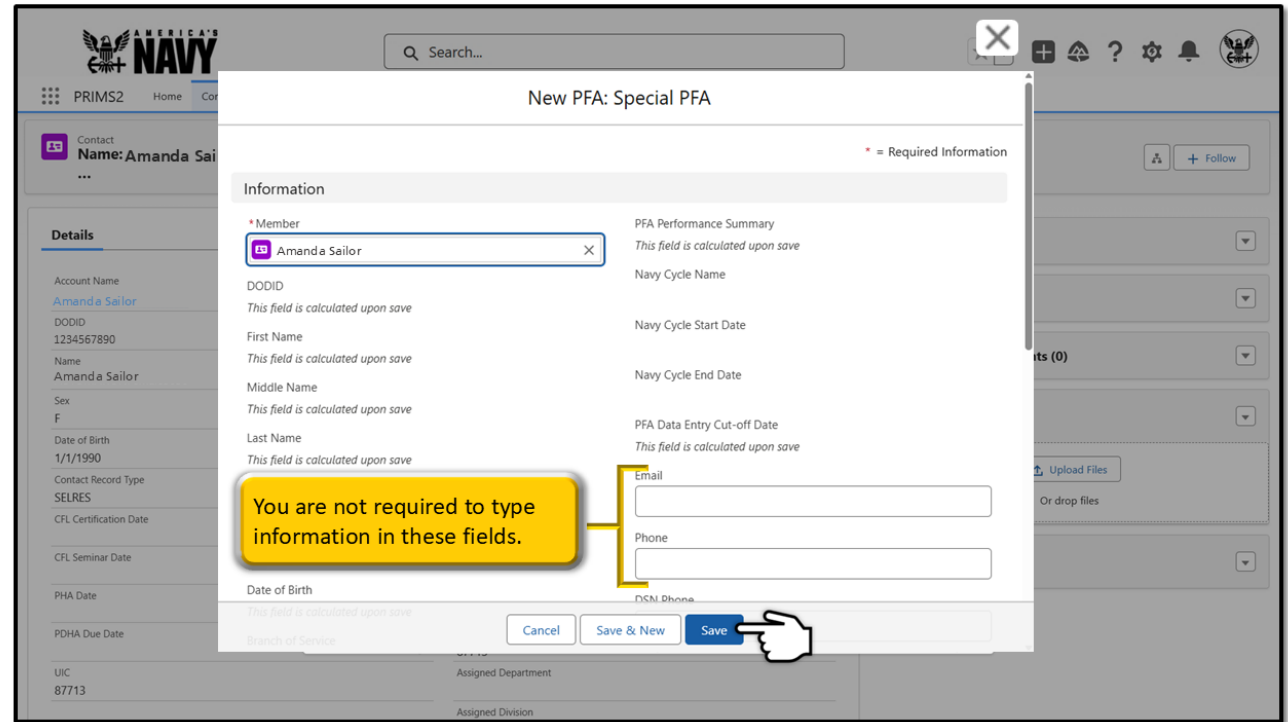
Video Demo



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.



Search...

PRIMS2 Home Cor

Contact Name: Amanda Sailor

Details

Account Name: Amanda Sailor

DODID: 1234567890

Name: Amanda Sailor

Sex: F

Date of Birth: 1/1/1990

Contact Record Type: SELRES

CFL Certification Date:

CFL Seminar Date:

PHA Date:

PDHA Due Date:

UIC: 87713

Assigned Department:

Assigned Division:

New PFA: Special PFA

* Required Information

Information

* Member: Amanda Sailor

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:

OSM Phone:

Date of Birth: This field is calculated upon save

Branch of Service:

Cancel Save & New Save



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

2 How To Create Special PFA

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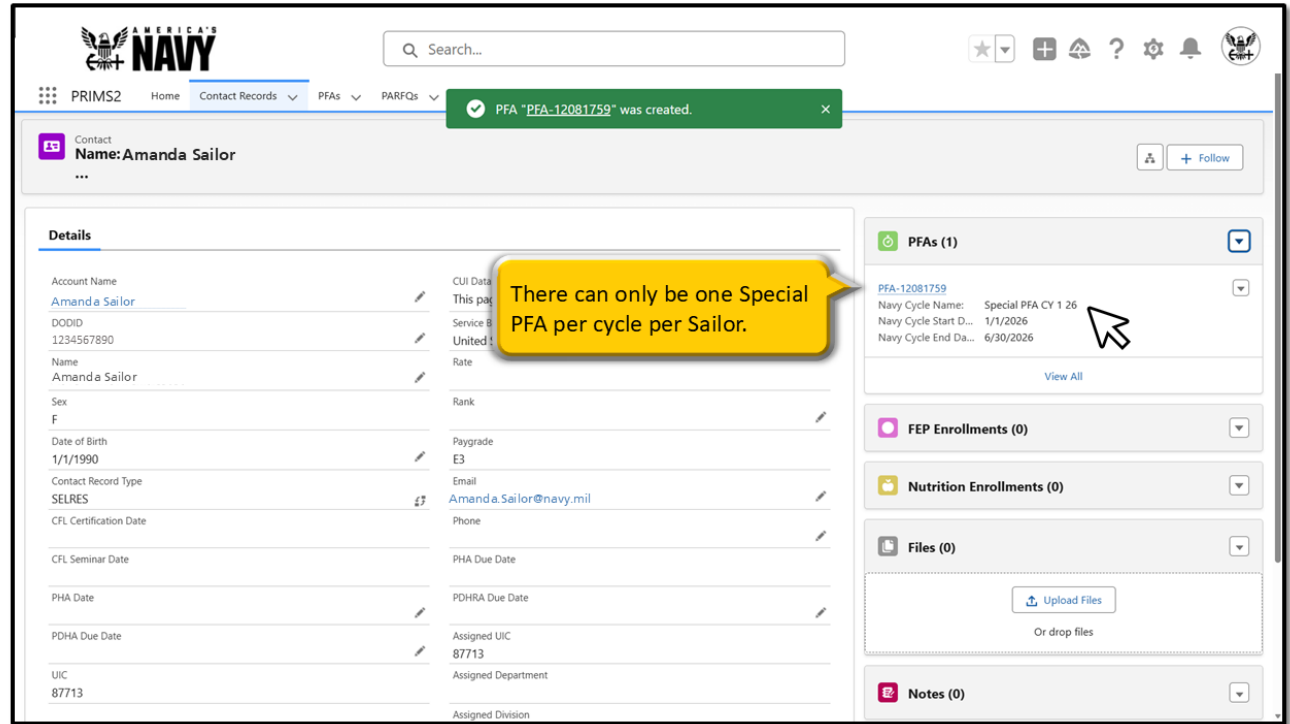
Step-By-Step
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Quick Steps



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.



The screenshot shows the NAVY PRISM2 interface. At the top, there's a search bar and navigation tabs: PRISM2, Home, Contact Records, PFAs, and PARFQs. A green notification banner at the top states: "PFA 'PFA-12081759' was created." Below this, the profile of 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, CUI Data, Service Branch, Rate, Rank, Paygrade, Email, Phone, PHA Due Date, PDHA Due Date, Assigned UIC, Assigned Department, and Assigned Division. A yellow callout box points to the 'PFA-12081759' entry in the 'PFAs (1)' section, stating: "There can only be one Special PFA per cycle per Sailor." The 'PFAs (1)' section shows details for PFA-12081759, including Navy Cycle Name (Special PFA CY 1 26), Navy Cycle Start Date (1/1/2026), and Navy Cycle End Date (6/30/2026). Other sections like FEP Enrollments (0), Nutrition Enrollments (0), Files (0), and Notes (0) are also visible.

A Special PFA is created and displays in the **PFAs** tile.

2 How To Create Special PFA

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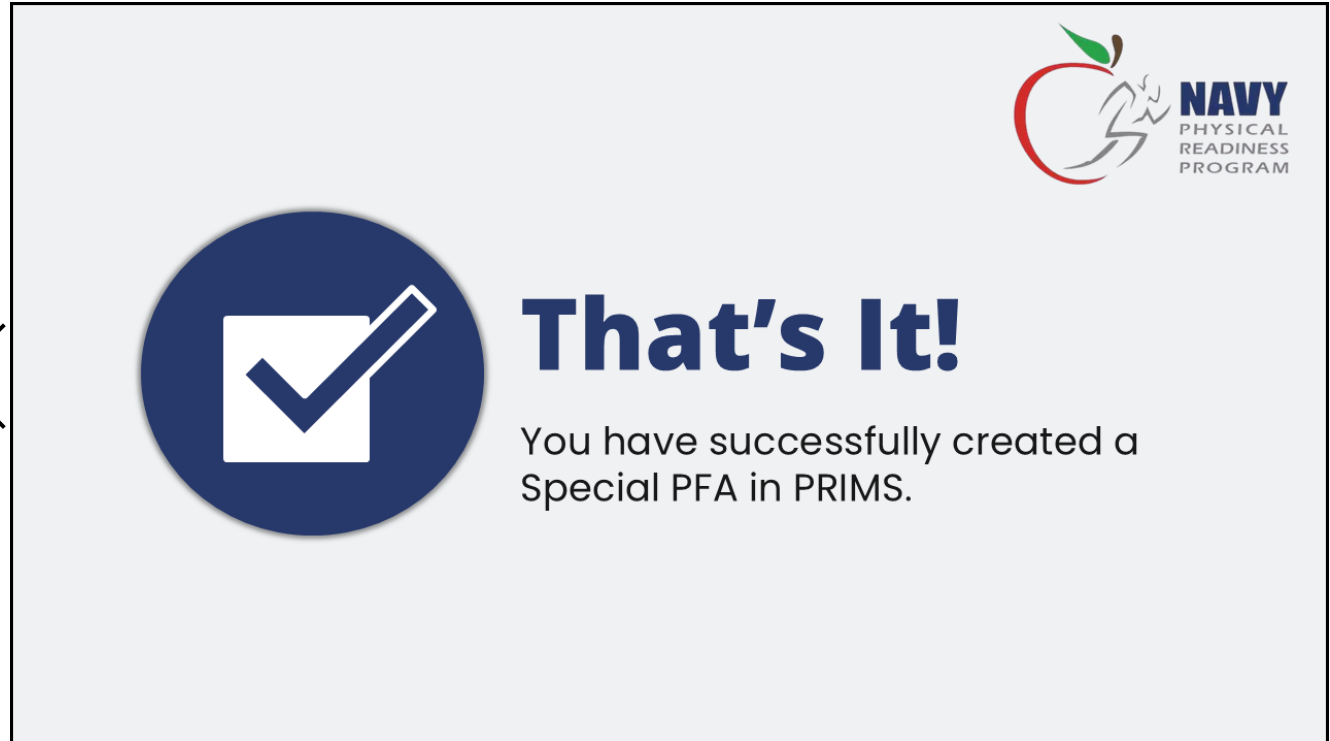
Step-By-Step
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Quick Steps



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.



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

3 How To Edit Special PFA

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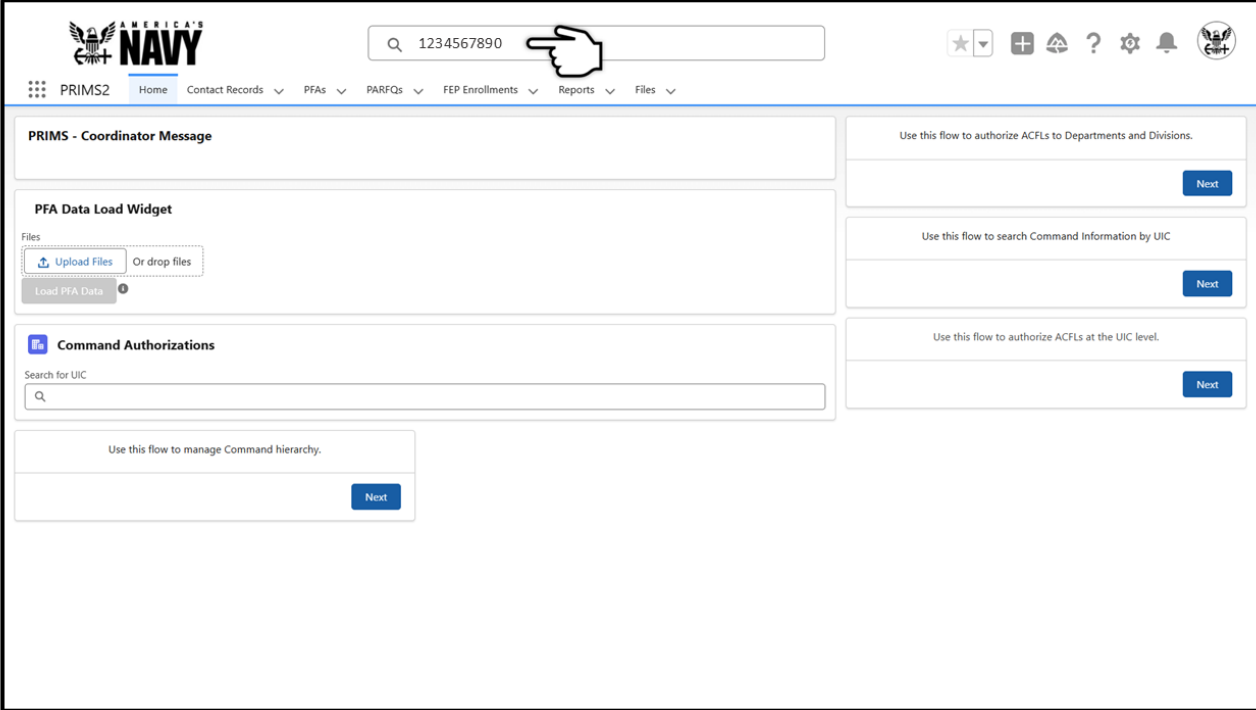
Step-By-Step
Instructions



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.



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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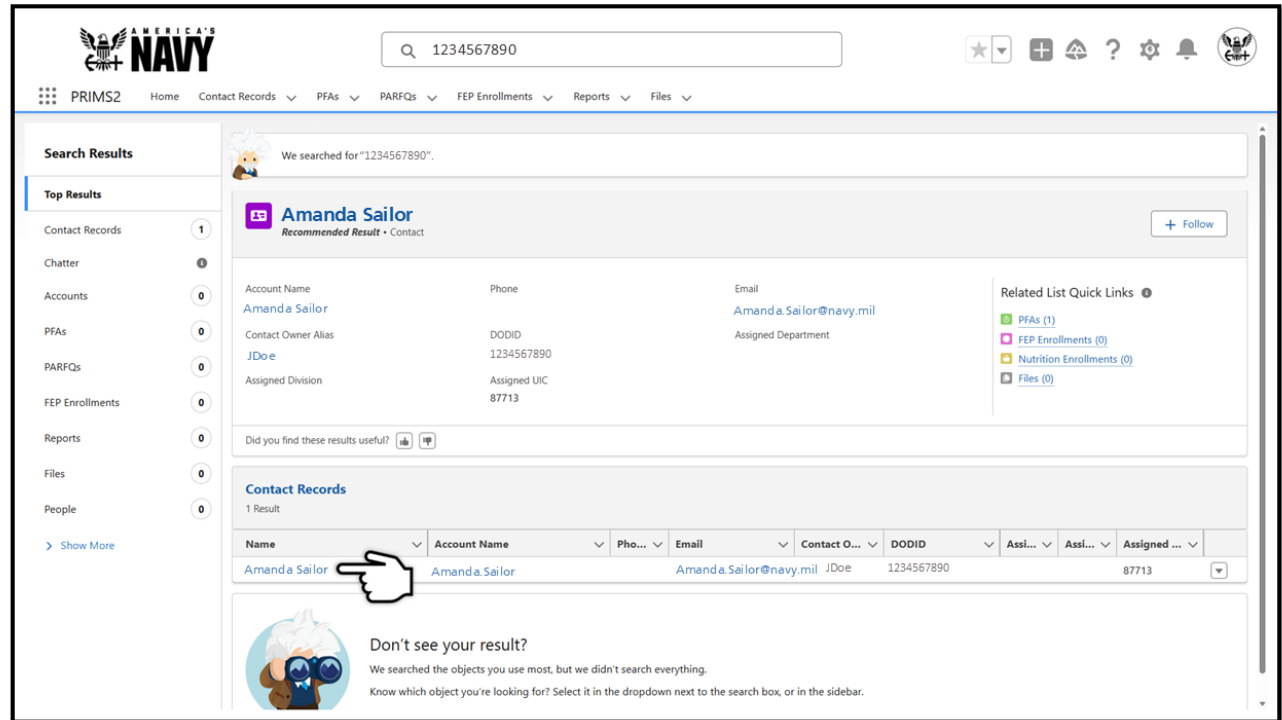
Step-By-Step
Instructions



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 NAVY PRIMS2 interface. At the top, there's a search bar with the text '1234567890'. Below the search bar, a navigation menu includes 'PRIMS2', 'Home', 'Contact Records', 'PFAs', 'PARFQs', 'FEP Enrollments', 'Reports', and 'Files'. The main content area displays 'Search Results' for 'Amanda Sailor'. It includes a 'Top Results' section with a 'Contact Records' tile showing 'Amanda Sailor' and a 'Contact Records' table with one result. A hand cursor points to the 'Name' column header in the table. To the right, there are 'Related List Quick Links' for 'PFAs (1)', 'FEP Enrollments (0)', 'Nutrition Enrollments (0)', and 'Files (0)'. At the bottom, a message says 'Don't see your result? 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 6: On the **Contact Records** tile, select the Sailor's **Name**.

3 How To Edit Special PFA

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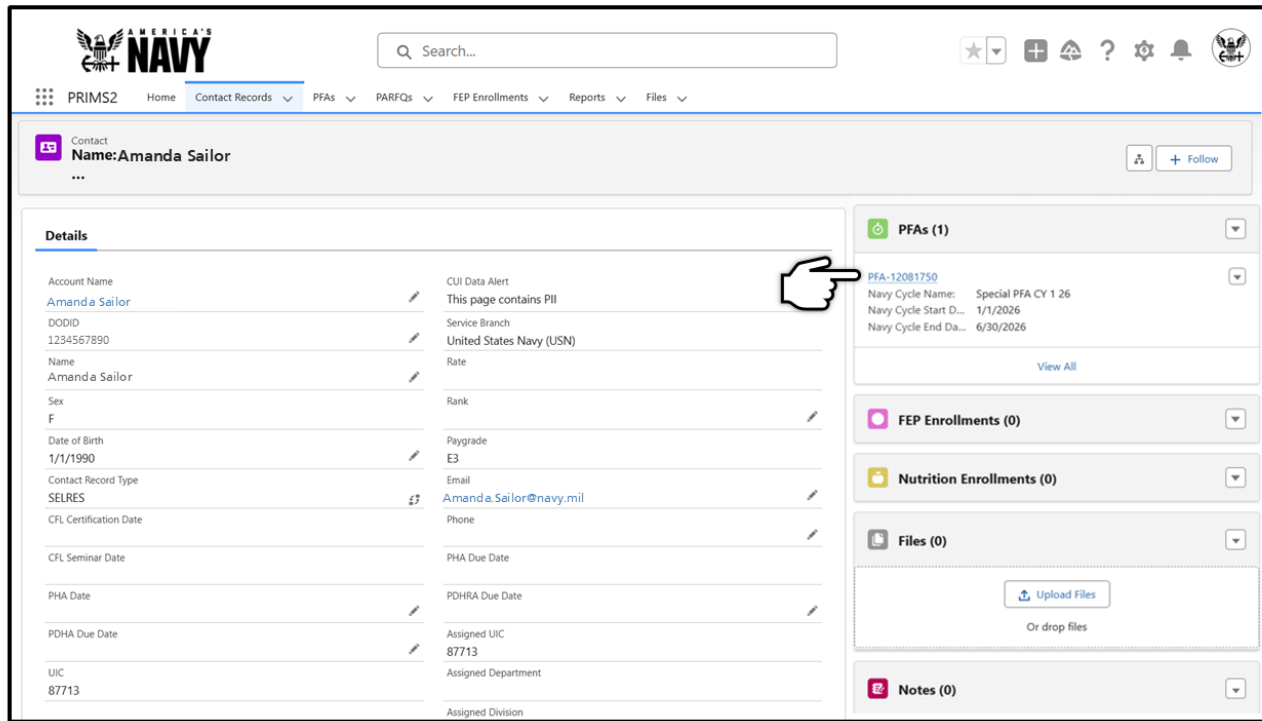
Step-By-Step
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Quick Steps



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.



The screenshot shows the Navy Physical Readiness Program (PFA) interface. The top navigation bar includes the Navy logo, a search bar, and various menu items like PRIMS2, Home, Contact Records, PFAs, PARFQs, FEP Enrollments, Reports, and Files. The main content area displays the profile of Amanda Sailor, including account details, contact information, and a list of PFAs. A hand icon points to the 'PFA-12081750' entry in the 'PFAs (1)' section. The right sidebar contains sections for FEP Enrollments, Nutrition Enrollments, Files, and Notes.

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

3 How To Edit Special PFA

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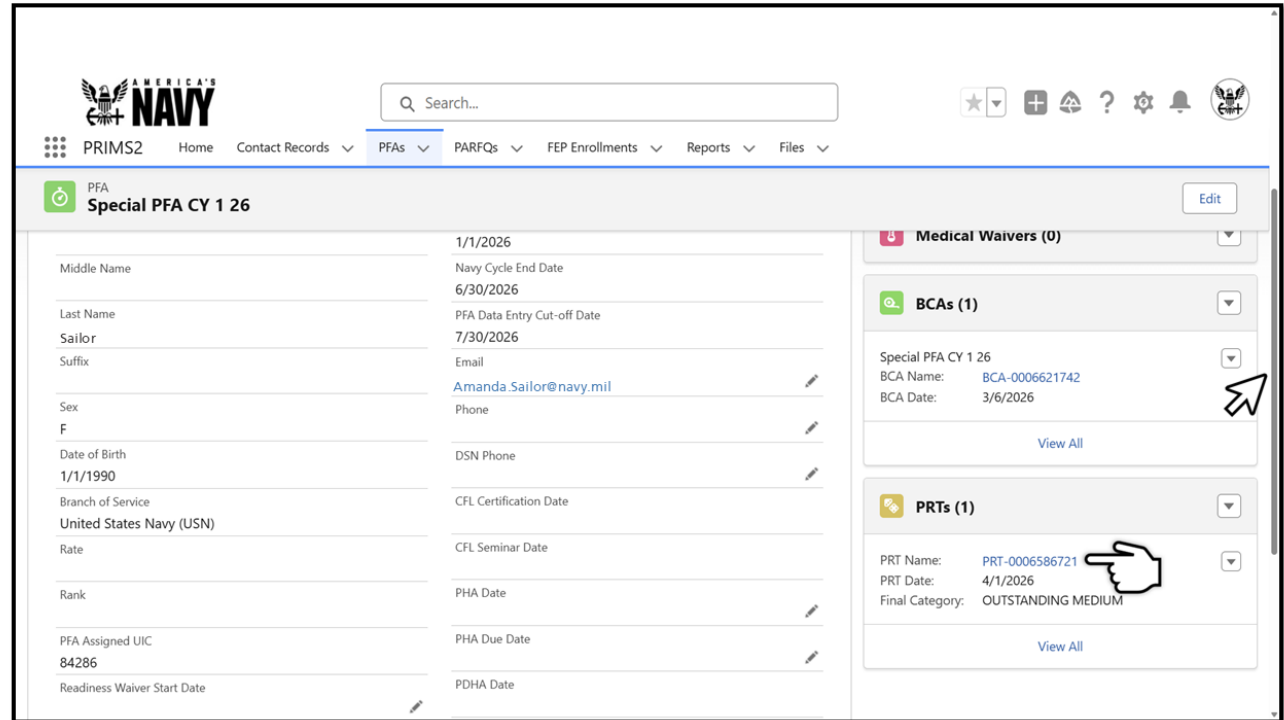
Step-By-Step
Instructions



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.




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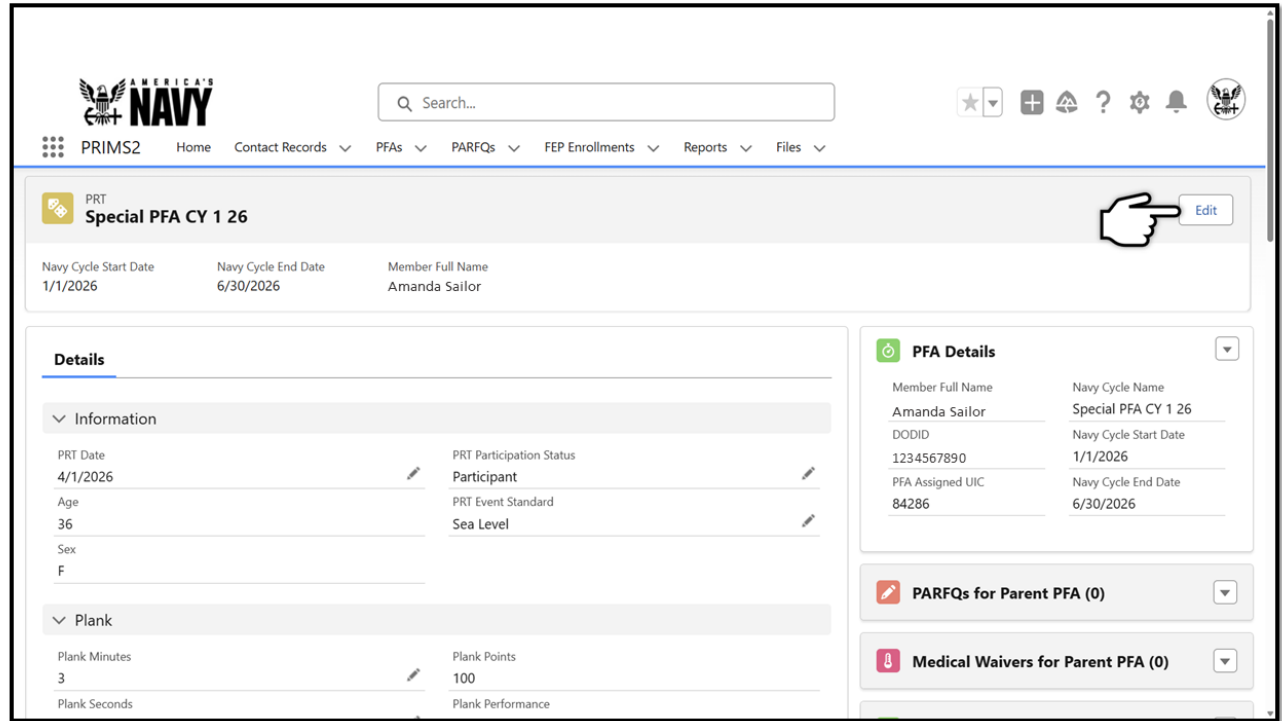
Step-By-Step
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Need to go back or move ahead? *Desktop Users:* Select the **Arrows (< >)** or the **Dots (...)** below the images. *Mobile Users:* Tap the **Dots (...)** below the images.



PRIMS2 Home Contact Records ▾ PFAs ▾ PARFQs ▾ FEP Enrollments ▾ Reports ▾ Files ▾

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	4/1/2026	PRT Participation Status	Participant
Age	36	PRT Event Standard	Sea Level
Sex	F		

Plank

Plank Minutes	3	Plank Points	100
Plank Seconds		Plank Performance	

PFA Details

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	84286	Navy Cycle End Date	6/30/2026

PARFQs for Parent PFA (0)

Medical Waivers for Parent PFA (0)

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

3 How To Edit Special PFA

Step-By-Step Instructions



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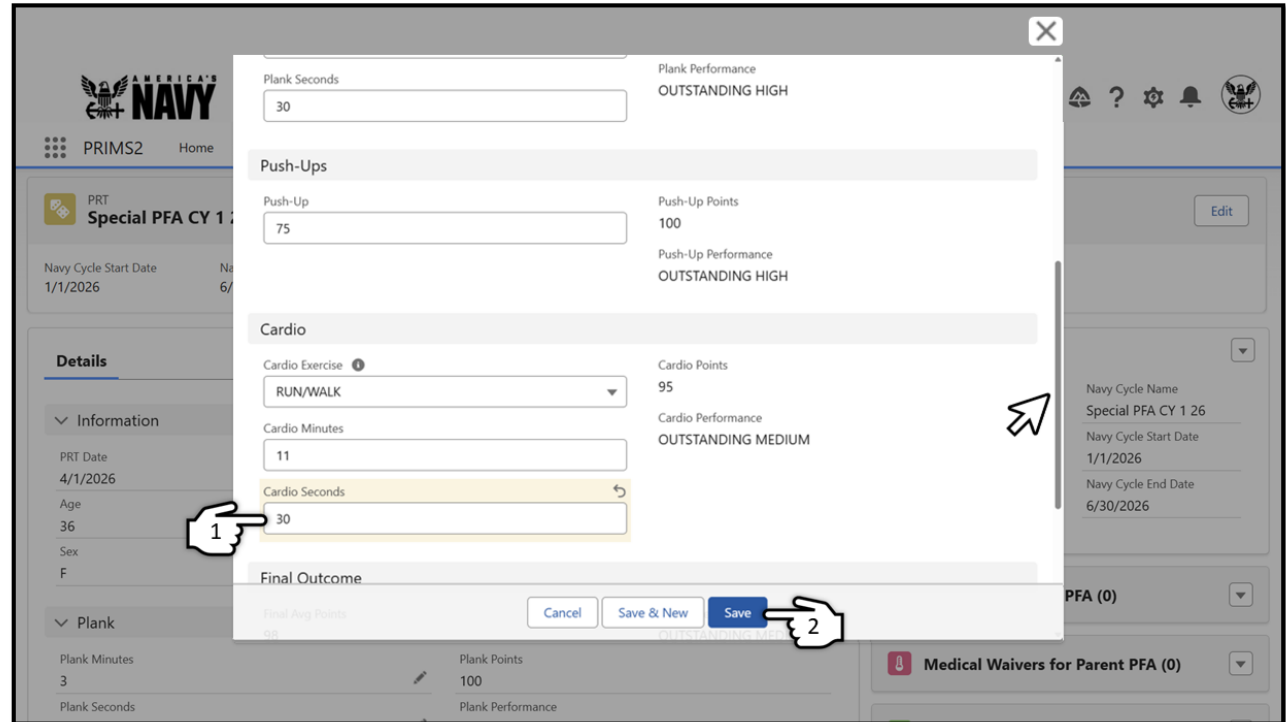
Step-By-Step
Instructions



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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.



The screenshot shows the 'Special PFA CY 1' editing screen. A modal window is open for editing. In the 'Cardio' section, the 'Cardio Exercise' is set to 'RUN/WALK', 'Cardio Minutes' is 11, and 'Cardio Seconds' is 30. A hand icon labeled '1' points to the 'Cardio Seconds' input field. At the bottom of the modal, the 'Final Outcome' section shows 'Final Avg Points' as 99, and there are 'Cancel', 'Save & New', and 'Save' buttons. A hand icon labeled '2' points to the 'Save' button. The background shows the 'Details' section with 'Information' and 'Plank' subsections.



Step 6 of 6: For this lesson 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



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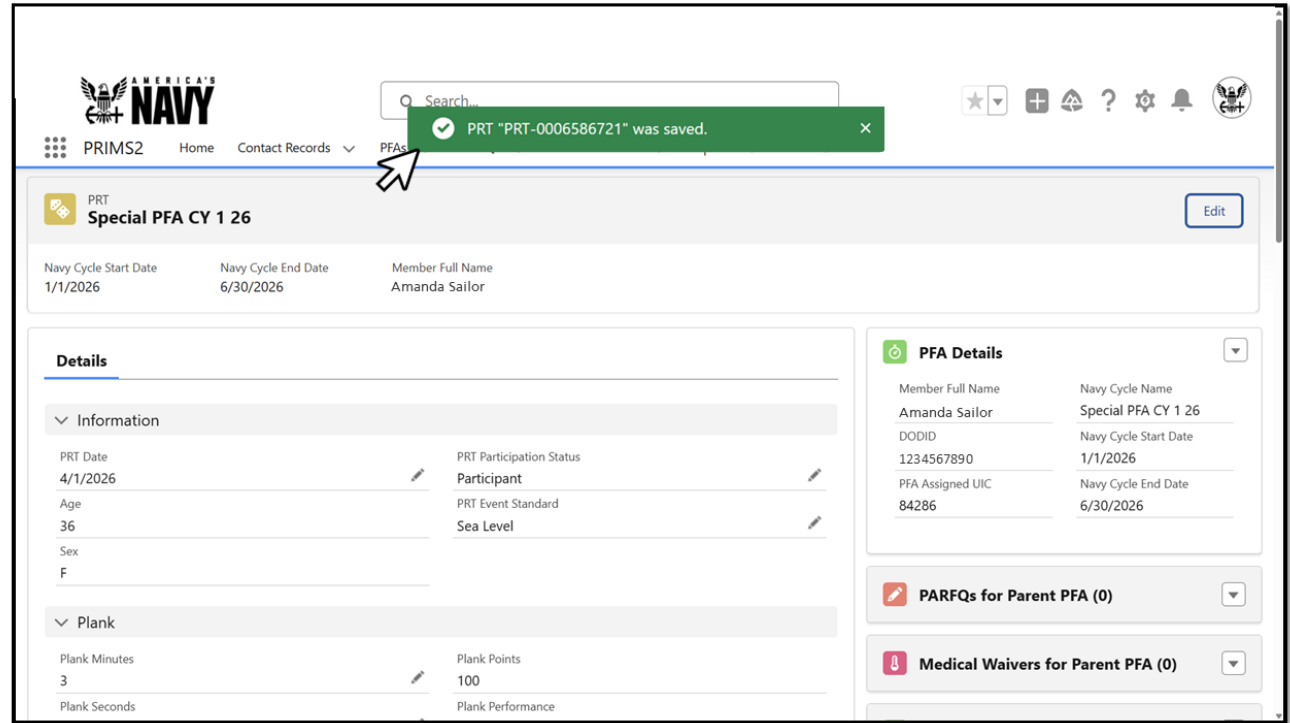
Step-By-Step
Instructions



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.



NAVY
PRIMS2 Home Contact Records PFA

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	4/1/2026	PRT Participation Status	Participant
Age	36	PRT Event Standard	Sea Level
Sex	F		

Plank

Plank Minutes	3	Plank Points	100
Plank Seconds		Plank Performance	

PFA Details

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	84286	Navy Cycle End Date	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



Overview



Tutorial
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Policy Insights



Learning Targets



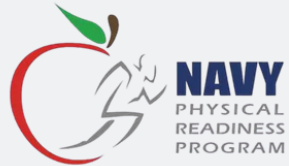
Step-By-Step
Instructions



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.



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



Tutorial
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Learning Targets



Step-By-Step
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Quick Steps

