

(Command Letterhead)

6100
Ser #
Date

From: Commanding Officer, **(Name of Command)**
To: Navy Physical Readiness Program Office (N171A)
Subj: SPECIAL USER PRIMS ACCESS LETTER
Ref: (a) Physical Readiness Program (PRP) Guide-7
Encl: (1) SAAR ICO (Rate/Name of Special User)

1. As prescribed in ref (a), the information below, along with enclosure (1), is provided to gain Special User access to the Physical Readiness Information Management System (PRIMS):

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**

Special User Member DoD#: **1098765432**
Special User Name: **First M. Last**
Rank/Rate: **YNCS**
PRD: **MMM-YYYY**
Email: **First.M.Last.mil@us.navy.mil**
Phone: **(757) 471-XXXX / DSN: 882-XXXX**

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

I.M. COMMANDER

(CANNOT BE SIGNED BY DIRECTION)