



GUIDE 7

PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM TWO (PRIMS-2) ADMINISTRATION

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Section 1: Roles and Responsibilities

1. Overview. PRIMS-2 is the authoritative database for all physical readiness data on Active Component (AC) and Reserve Component (RC) Navy Service members.

2. Official PFA Database.

a. The PRIMS-2 application tracks electronic PFA records for five years. Data for a PFA cycle, including waivers and justification for non-participation, must be entered into PRIMS-2 immediately after the command's PFA cycle but no later than 30 days following completion of the Navy's PFA cycle. We encourage PFA data to be entered as soon as possible:

(1) Use the data loader widget as a solution for larger commands and those with limited internet options.

(2) Ships upload PFA data as soon as the ship has appropriate bandwidth to make entries.

b. Data entered must match the hardcopy data reflected on the Official BCA and PRT score sheets for the respective PFA cycle.

c. CFL/ACFLs are responsible for entering PFA results via PRIMS-2 and taking the appropriate administrative actions to ensure deadlines are met. CFLs are ultimately responsible for the integrity and accuracy of the database. Command edit limits are in place and data entry tracking is enabled.

3. User Roles. The following are the authorized roles within PRIMS-2:

a. Command Fitness Leader (CFL). Uses PRIMS-2 to manage the command's PFA data to include:

(1) Entry of approved medical waivers prior to conducting the PFA.

(2) Entry of PFA scores immediately after the command PFA cycle but no later than 30 days following the completion of the Navy's PFA cycle.

(3) Ensuring PRIMS-2 data is current and accurate for personnel

(a) Physical Activity Risk Factors Questionnaire (PARFQ)

(b) Medical Waivers

(c) Body Composition Assessment (BCA) data

(d) Physical Readness Test (PRT) scores

(4) Ensuring Fitness Enhancement Program (FEP) records are maintained and accurate.

(5) Responsible for gaining and detaching a Sailor's PFA Record to/from the command.

b. Assistant Command Fitness Leader (ACFL) 1 and ACFL 2 with PRIMIS-2 access

(1) Assist the CFL with data entries of the command's PFA results in PRIMIS-2

(2) Receive training from the CFL

Note: CFLs should still follow policy on the number of ACFLs required to run a safe PFA. ACFL access to PRIMIS-2 is limited by command size (refer to Section 2).

c. Special User (*Future Role*). Used for review and validation of PFA data for various duties that require all Navy access (i.e., detailing, selection boards, special duty assignments, etc.). Physical Readness Program (PRP) office vets and determines access for Special Users.

d. Physical Readness Control Officer (PRCO) (Echelon II and III) (*Future Role*): Designated by the Echelon commander, with read only capability, to review and ensure compliance with PRP policy for the parent command CFL and respective subordinate command/s CFLs. Ensures PFA cycle completion is accomplished and all documentation of the PFA is accomplished per policy by the deadlines set forth. The PRCO Acts as an extension of the PRP Office to ensure compliance and reports to the echelon commander.

e. Echelon (Echelon) (*Future Role*): Designated by the CO, with read only capability, to review and ensure compliance with PRP policy for the parent command CFL and respective subordinate command/s CFLs. Ensures PFA cycle completion is accomplished and all documentation of the PFA is accomplished per policy by the deadlines set forth. The Echelon role ensure compliance and reports to the Commanding Officer.

f. Read-Only (*Future Role*):

(1) Designated by Commanding Officer.

(2) Typically this role is assigned to command triade, command administrative office personnel and command career councilors, but is not limited to just those individuals. This read only role allows the user to perform their official duties as designated.

4. Editing PFA Records. Command roles have a limited number of edits placed on correcting PFA data. This option is provided to assist CFL/ACFLs in fixing errors resulting from the human element of data entry, correcting Bad Day PRTs or entering in medical waivers due to injury, etc. Once edit limits have been reached, any additional corrections to the official PFA record are submitted to the PRP Office via Letter of Correction (LOC), endorsed by the CO. NOTE: CFLs should never use PRIMS-2 official member records to train ACFLs.

5. Transferring/Gaining PFA Records. CFL/ACFLs must be included in the Command check-in/check-out process. CFL/ACFLs are responsible for transferring and gaining a Sailor's PFA record in PRIMS-2.

a. When members check out of a command, PFA record data must be complete and accurate before transferring the PFA record. A member's record should not be transferred out of the command UIC if the PFA is considered "incomplete" (i.e. member is missing BCA data).

b. Once the PFA record is verified as "complete", the CFL/ACFL will place the Sailor's PFA record in a "TRANS" UIC in PRIMS-2.

c. When members check into a command, CFL/ACFLs must verify in PRIMS-2 the member's PFA record is available to gain. When members PFA records are properly placed in the "TRANS" UIC, the gaining CFL can see the member's PFA record and gain them into the respective command UIC.

d. When a CFL/ACFL does not promptly put a member's PFA record in a "TRANS" UIC, the gaining command CFL will not be able to gain the member into their command. Gaining CFLs are responsible for contacting the previous CFL to expedite placing a departing Sailor into a "TRANS" UIC

6. Medical Waivers. Body Composition Assessment (BCA) and Physical Readiness Test (PRT) medical waivers are only issued for valid medical reasons and must be issued on the Physical Fitness Assessment Medical Clearance/Waiver Form (NAVMED 6110/4).

a. The medical waiver is not considered approved until the CO endorses the medical waiver. Once this signature is obtained, the CFL should input the medical waiver in PRIMS-2. Obtaining medical clearance and documenting the medical waiver prior to documenting the PFA is preferred to limit any needed edits.

b. If a Sailor is issued a BCA medical waiver only, they are still expected to participate in the PRT. When a member is medically waived from one or two PRT events only, they are expected to participate in non-waived event(s).

c. The CFL must enter the CO approved medical waiver in PRIMS-2. (Note: It is preferred to enter the medical waiver prior to entering BCA/PRT scores.)

7. Data Load Widget. Uses a preformatted .csv file to mass upload PFA data into PRIMS-2.

a. Important to fill out each field correctly using the specified format for each cell (utilizing the FAQs pdf step by step directions).

b. CFLs will receive email feedback once the file is uploaded into PRIMS-2 on what was successfully loaded and if any errors occurred.

c. To obtain the .csv file and directions, request them through the PRP Office at PRIMS@navy.mil.

Section 2: Account Creation

1. Accounts Authorized. With PRIMS-2 being within Salesforce, each command is limited to certain amount of PRIMS-2 licensed account roles. The chart below provides details on how many account roles are authorized based on the amount of personnel in a command:

Role	Roles per Command UIC
CFL	1
Assistant CFL (alternate) (ACFL 1 or 2)	
Commands over 3000+ personnel	31
Commands with 2000+ personnel	21
Commands with 1000+ personnel	11
Commands with 600+ personnel	8
Commands with 300+ personnel	5
Commands with < 300 personnel	2
Recruit Training Command CFL	8
Special User (N1 or NPC designated)	1
Physical Readiness Control Officers (Ech III)	1
Echelon Staff Offices	1
Command Read-Only (i.e. CO designated)	2
Command Read-Only (i.e. CNRFC designated)	1

NOTES:

1. The number of ACFLs required to run the command PRT safely is 1 ACFL per 25 members. All ACFLs may not have access to data inputs in PRIMS-2 for the command.
2. CFLs with multiple UICs will total the number of personnel in all UICs to determine the number of ACFLs authorized access to PRIMS-2.

2. Access. To gain access to PRIMS-2, the following must be provided to PRP Office at: PRIMS@navy.mil:

a. CFL Access: CFL Certification Course Certificate, CFL PRIMS Access Letter, and SAAR-N Form. CFLs who do not have a current certificate (within three years) must provide confirmation from CNIC showing they have a reserved seat in an upcoming certification course. Both the access letter and SAAR-N Form must contain the primary UIC of responsibility and any additional UICs to be assigned.

b. ACFL 1 and 2 Access: ACFL Designation Letter and SAAR-N Form. The Designation letter and SAAR-N Form must indicate the primary UIC of responsibility and any additional UICs the ACFL will be supporting the CFL.

c. Recruit Training Command CFL: Designation Letter and SAAR-N Form.

d. PRCO and Echelon Access: PRCO Designation Letter and SAAR-N Form. (Both should list the Parent UIC only)

e. Special User Access: CO Designation Letter and SAAR-N Form. (No UICs need to be listed)

f. Read-Only Access: CO Designation Letter and SAAR-N Form. (Primary UIC and any subordinate uics must be listed on both documents)

3. SAAR-N Form Process. Step by Step directions for filling out the SAAR-N Form are located at:

[https://www.mynavyhr.navy.mil/Portals/55/Support/Culture%20Resilience/Physical/PRIMS_eCRM%20Request%20\(SAAR%20-N%20Process\).pdf?ver=FqknO93LnMgy4qX48ZzUMw%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Support/Culture%20Resilience/Physical/PRIMS_eCRM%20Request%20(SAAR%20-N%20Process).pdf?ver=FqknO93LnMgy4qX48ZzUMw%3d%3d)

4. Account Requirements. All users must sign into PRIMS-2 accounts at a minimum every 30 days to avoid account deactivation. If a PRIMS-2 account is deactivated, your UIC territories are removed, it will require the user to call MyNavy Call Center (askmncc@navy.mil) to open an eCRM Tier 2 ticket to verify whether the account can be reissued or if a new SAAR-N Form has to be submitted. For CFL/ACFLs, not logging into PRIMS for extended periods of time can result in disablement of their respective account and cause them to resubmit all required documentation for a new account.

5. Training:

a. PRIMS-2 familiarization training is provided during the CFL Certification Course.

b. PRIMS-2 “How To” guides are located at: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Physical-Readiness/>. The “How To” guides are updated as new or improved functionalities are added to PRIMS-2.