

(COMMAND LETTERHEAD)

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Ser#
DD Mon YY

From: Commander, [COMMAND]
To: Navy Physical Readiness Program (N171A)

Subj: LETTER OF CORRECTION REQUEST TO PHYSICAL READINESS INFORMATION
MANAGEMENT SYSTEM (PRIMS) RECORD

Ref: (a) Performing the Duties of the Under Secretary of Defense for Personnel and Readiness
Memorandum of February 26, 2025
(b) ALNAV 038/25

Encl: (1) NAVMED 6110/4 (if applicable)
(1) NAVPERS 6110/10 (if applicable)
(1) NAVPERS 6110/11 (if applicable)

1. Respectfully request enclosure(s) be taken into consideration to correct the PRIMS record for the following member:

- DOD #:
- Name:
- UIC on PFA record:
- UIC requesting correction:
(if different from above, provide reason)
- PRT Cycle:
- Requested Correction: Request member be marked as "excused" from the PFA (both BCA and PRT)
(if data needs to be entered, provide dates of event)
- Reason for correction: Member was placed on administrative absence pending separation under Performing the Duties of the Under Secretary of Defense for Personnel and Readiness Memorandum of February 26, 2025 and ALNAV 038/25. Due to the administrative absence, member cannot participate in the PFA and comply with standards outlined in OPNAVINST 6110.1K.

2. POC (CFL) for this request is: (name, phone number, e-mail).

I.M. CO
(CANNOT BE SIGNED BY DIRECTION)