

**PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM TWO  
(PRIMS-2)  
FREQUENTLY ASKED QUESTIONS**

**1. What is Physical Readiness Information Management System Two (PRIMS-2)?**

**ANS:** PRIMS-2 is the Navy program of record (POR) authoritative database for recording and tracking physical readiness information on Active and Reserve Component Navy Service members. Outstanding physical readiness directly impact opportunities for retention, advancement, promotion, assignments to desired jobs, and selection to special programs in the Navy and Sailors' physical fitness readiness information is maintain in PRIMS-2.

**2. Who can gain access to PRIMS-2?**

**ANS:** The only authorized users within PRIMS-2 are: Command Fitness Leaders (CFLs), designated Assistant Command Fitness Leaders (ACFL 1 or ACFL 2), Physical Readiness Control Officers (PRCO – Echelon II and III commands), Special Users, and Command appointed Read-Only users. Currently, only CFLs, ACFLs (1 and 2) and Special Users will be granted access. Other roles will be included in future modifications to PRIMS-2.

Ref: PRP Guide 10

Note: Individual Sailors can gain access to their historical physical readiness records and complete their PARFQ form in the MyNavy portal.

**3. Why won't all Assistant Command Fitness Leaders have access to PRIMS-2?**

**ANS:** The number of ACFLs having PRIMS-2 access is adjusted per command size due to a limited number of licenses available.

Ref: PRP Guide 10

**4. What documentation is required to gain access to PRIMS-2?**

**ANS:** To gain access to PRIMS-2, the following documents must be provided via email to the PRP Office via [PRIMS@navy.mil](mailto:PRIMS@navy.mil):

- CFLs: CFL Certification Course Certificate, CFL PRIMS Access Letter and SAAR-N Form
- ACFLs and PRCOs: ACFL or PRCO PRIMS Access Letter and SAAR-N Form
- All other Authorized Users: Command endorsed letter request and SAAR-N Form

Ref: PRP Guide 10

**5. What is required on the SAAR-N Form?**

**ANS:** Step by step directions for filling out the SAAR-N from can be found at:

[https://www.mynavyhr.navy.mil/Portals/55/Support/21stCenturySailor/Physical/PRIMS\\_eCRM%20Request%20\(SAAR%20-N%20Process\).pdf?ver=FqknO93LnMgy4qX48ZzUMw%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Support/21stCenturySailor/Physical/PRIMS_eCRM%20Request%20(SAAR%20-N%20Process).pdf?ver=FqknO93LnMgy4qX48ZzUMw%3d%3d)

Ref: PRP Guide 10

**6. Why does the PRP Office return my SAAR-N Form?**

**ANS:** To ensure the SAAR-N Form is forwarded to eCRM for account creation, it must be correctly filled out otherwise PRP will return the form for correction. Common errors are: Block 14 not checked, IA training not completed in the current FY, putting data in blocks that should be left blank, digital signatures not obtained.

**7. What is a modification SAAR-N Form?**

**ANS:** A modification SAAR-N Form is required when requesting a change to a previously submitted SAAR-N Form. These changes include: PRIMS role (ACFL to CFL in the same command); adding additional UICs, etc. Follow the step by step directions discussed in question 5 with the exception the SAAR-N Form must be annotated as a “Modification” vice “Initial.”

**8. Why did I lose access to PRIMS?**

**ANS:** CFL/ACFLs are required to log in every 30 days or risk losing their access to the system. Loss of access could result in the CFL/ACFLs submitting a new SAAR-N Form.

**9. Why do I get an error message when trying to enter PFA data on the Sailors in my command?**

**ANS:** The most common error is insufficient access which means your permission sets as CFL/ACFL are not associated with your assigned UICs. To correct this, you need to contact the PRP Office via [PRIMS@navy.mil](mailto:PRIMS@navy.mil) for resolution.

**10. As a new PRIMS-2 user (i.e., CFL/ACFL, Special User), is there any PRIMS 2 training available prior to, and after, gaining access?**

**ANS:** There are “How To” documents available to help users learn how to navigate in the system. These documents are located on the Physical Readiness webpage at <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/>.

**11. How can I fill out my PARFQ in PRIMS-2?**

**ANS:** Sailors will complete their PARFQs electronically via MyNavy Portal, on the MyRecord link. Only PRIMS-2 authorized users (e.g. CFL) can input or make one correction to a member’s PARFQ in PRIMS-2 if approved by the Commanding Officer.

**12. How do I correct discrepancies in my PFA data?**

**ANS:** To correct inaccuracies in your PFA data, coordinate with your Command Fitness Leader (CFL).