



GUIDE 10

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

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Section 1: Physical Readiness Information Management System Two (PRIMS-2)

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. PRIMS-2 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 PFA scores within 30 days of the completion of the command PFA cycle.

(2) entry of approved medical waivers prior to conducting the PFA.

(3) ensuring Fitness Enhancement Program (FEP) records are maintained and accurate.

(4) ensuring PRIMS-2 data is current and accurate for personnel (reporting, onboard, and detaching).

b. Assistant Command Fitness Leader (ACFL) 1 and ACFL 2 with PRIMS-2 access. Assist the CFL with data entries of the command's PFA results in PRIMS-2.

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

c. Special User. Designated Navy Personnel Command (NPC) staff for review and validation of PFA data for selection boards, and overseas and special duty assignments (i.e., Active Duty for Operational Support, Individual Augmentees, etc.).

d. Physical Readiness Control Officer (PRCO) (Echelon II and III): Assess the operational impact of potential PFA-related issues within their respective subordinate commands and ensure PFA cycle completion compliance within 60 days following completion of the Navy cycle utilizing PRIMS-2 PFA reports.

e. Echelon IV and Below: Assess the operational impact of potential PFA-related issues when CO's have subordinate command responsibility. They can report to COs and advise CFLs on the PFA Cycle requirements and compliance.

f. Read-Only:

(1) Designated by Commanding Officer.

(2) Assess the operational impact of potential PFA-related issues within their respective commands.

(3) Use for EVAL/FITREP preparation, career counseling and other various approved means.

3. Official PFA Database. PRIMS-2 is an official military record and is the only approved system of organizing and documenting Navy PFA information.

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 within 30 days of completion of the command's PFA cycle. Exceptions to the 30-day data entry requirement can be made for deployed ships or units with bandwidth or internet access issues. In those cases, PFA data should be entered as soon as possible:

(1) Use the data loader process where possible.

(2) Enter data as soon as the ship has bandwidth to upload and access is gained.

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.

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 Commanding Officer.

5. Transferring/Gaining Sailors. CFLs/ACFLs must be included in the Command check-in/check-out process. CFL/ACFLs are responsible for transferring and gaining members in PRIMS-2.

a. When members check out of a command, PFA record data must be complete and accurate before transferring the PFA record. No member's record can be transferred in PRIMS-2 if the PFA is considered "incomplete" (CFL started a PFA and data is missing from BCA or PRT).

b. Once verified, the CFL/ACFL will place the Sailor in a "Transfer" status in PRIMS-2.

c. When members check into a command, CFL/ACFLs must verify in PRIMS-2 the member is in a transfer status before they are allowed to gain them into their respective command.

d. When a CFL/ACFL does not complete the transfer process and is unavailable or unreachable, the gaining command CFL/ACFL can request assistance from the PRP Office. Although the PRP Office can transfer a Sailor's record, there is a risk involved as the PRP Office will not have knowledge of whether or not the detaching command has completed PFA cycle reporting of the detaching member. If a Sailor is prematurely transferred out, the detaching CFL/ACFL will no longer have access to the Sailor's record. In these cases, detaching command will be required to submit a LOC to the PRP Office for corrective action.

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. I

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 approved medical waiver in PRIMS-2 before entering any BCA and PRT results.

d. Medical waivers and PFA data are to be entered into PRIMS-2 within 30 days of receipt and signature of the form. See Guide 6 for policy guidance on Medical Waivers.

Section 2: Access and Training Opportunities for PRIMS-2

1. Access to PRIMS-2. The number of individuals having access to PRIMS-2 per command size is shown below. Numbers are based on apportionment of total PRIMS-2 licenses.

Role	Roles per Command	Number of Commands
CFL	1	1800
First Assistant CFL (alternate) (ACFL 1)	1	1800
Second Assistant CFL (alternate) (ACFL 1 or 2)		
Commands over 3000+ personnel	30	2
Commands with 2000+ personnel	20	13
Commands with 1000+ personnel	10	13
Commands with 600+ personnel	7	42
Commands with 300+ personnel	4	37
Commands with 100+ personnel	1	588
Recruit Training Command CFL	8	1
Special User (N1 or NPC designated)	1	75
Physical Readiness Control Officers (Ech III)	1	50
Echelon Staff Offices	1	79
Command Read-Only (i.e. CO designated)	2	1800
Command Read-Only (i.e. CNRFC designated)	1	400

(NOTE: 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.)

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 Transfer Designation Letter, and SAAR-N Form. CFLs who do not have a current certificate, must provide confirmation from CNIC showing they have a reserved seat in an upcoming certification course.

b. ACFL 1 and 2 Access: ACFL Designation Letter and SAAR-N Form.

- c. Recruit Training Command CFL: Designation Letter and SAAR-N Form.
 - d. Echelon and PRCO Access: PRCO Designation Letter and SAAR-N Form.
 - e. Special User Access: Letter request to PRP Office and SAAR-N Form.
 - f. Read-Only Access: Letter request to PRP Office and SAAR-N Form.
2. SAAR-N Form Process. Step by Step directions for filling out the SAAR-N Form can be located 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)
3. Account Requirements. All users roles must sign into PRIMS-2 accounts at a minimum every 30 to 45 days to avoid account deactivation. If a PRIMS-2 account is deactivated, it will require the user to re-submit a SAAR-N.
4. Training on PRIMS-2. PRIMS-2 training covers several topics, to include:
- a. Logging in and out
 - b. How to gain and transfer a member into a Command (UIC)
 - c. Accessing Member's Detailed Record
 - d. How to create and edit a PARFQ
 - e. How to create and edit a Medical Waiver
 - f. Creating and editing a PFA (BCA/PRT) Record
 - g. How to create and edit a FEP Record

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

PRIMS-2 training is also held bi-monthly via Microsoft Teams (MS Teams) or Zoom Webinar. Send PRIMS-2 training requests to PRIMS@navy.mil; however, PRIMS-2 users must provide a completed SAAR-N Form prior to gaining access to the system.

Additionally the PRIMS-2 PowerPoint familiarization training is located at:
<https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/>