Physical Readiness Information Management System (PRIMS)

Objectives

- Provide PRIMS training resources
- Provide a basic overview of PRIMS capabilities
- Discuss CFL responsibilities
- Discuss record correction procedures

PRIMS

- Official PFA reporting system
- Legal
- Supersedes other documents
  - EVALs/FITREPs
- All data entries are traceable and auditable
  - The CFL is responsible for all data entered under their name

PRIMS Tracking Capabilities

- PFA data
- PFA failure data
- Medical
  - PHA and PARFQ
  - Waivers
- FEP data
  - BCA and mock PFA progress
- Nutrition
- Command vs Navy trends

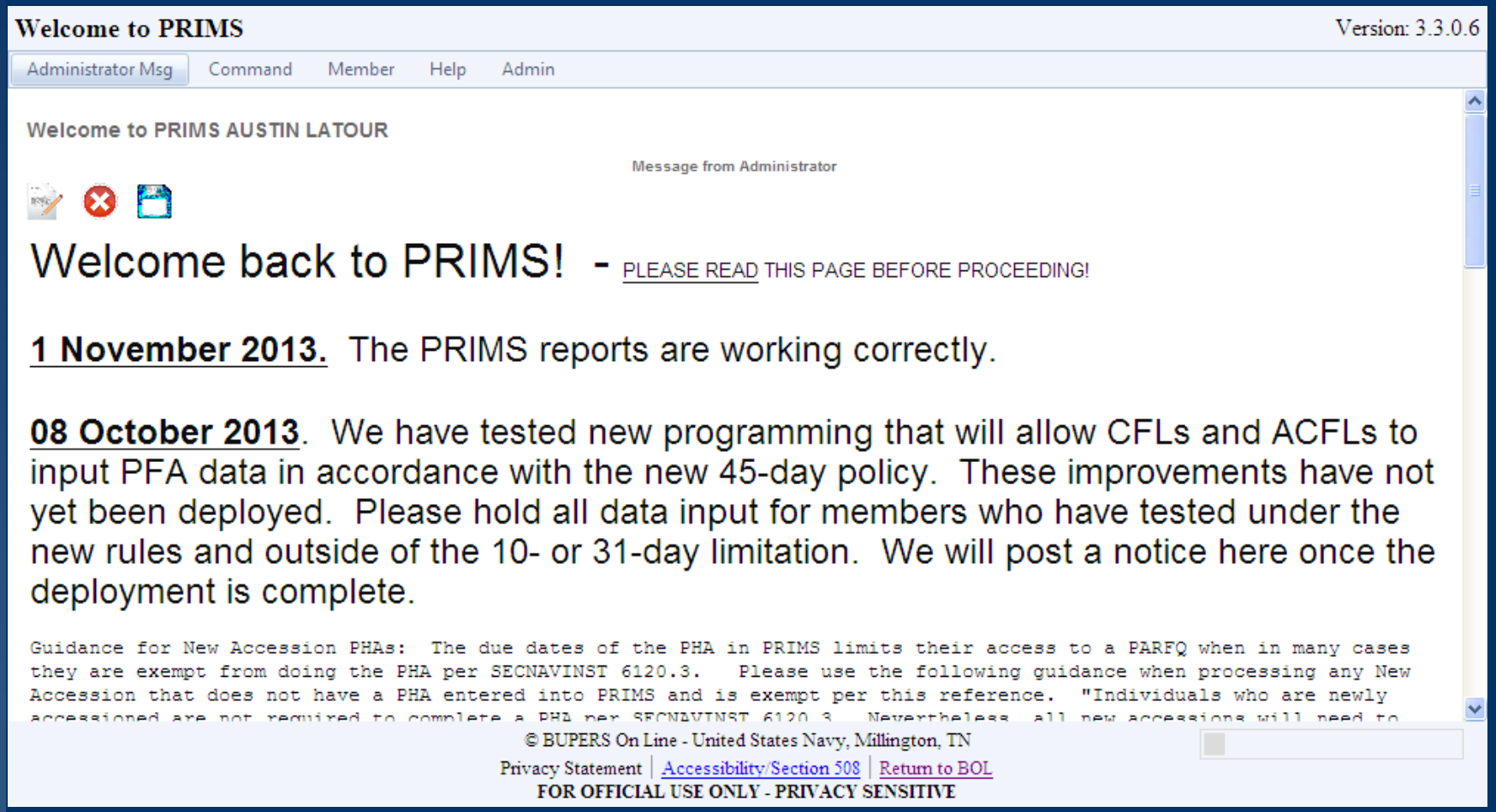
CFL Responsibilities

- Submit CFL designation letter with certificate to OPNAV to gain PRIMS access
- CFL grants ACFL access and read only access to CO/XO/CMC and other command members as designated in writing by the CO
- Enter PFA data within 30 days of command cycle completion
- Maintain integrity of PRIMS (records are reviewed and audited)
- Submit letters of correction with supporting documentation
- Maintain all records (rosters/score sheets, FEP, medical waiver forms, PARFQ's and any other supporting documentation) for at least 5 years

Learning PRIMS

- You will need to take time to familiarize yourself with PRIMS to learn how to navigate
- PRIMS v4 CFL User Guide available on the Physical Readiness Program and PRIMS websites
- Recommend train-the-trainer with more experienced CFL/ACFL
- DO NOT use the actual PRIMS site to practice with unofficial data

PRIMS Welcome Screen



Important: Administrator messages provide updates and information

Working with the Command Screen

Command Reporting

- Command Results
- Crew Member Listing
- PHAs Due
- Med Waivers
- PARFQ Listing
- BCA Listing
- PRT Listing
- PFA Listing
- Failures in last 4 years
- Separation Waiver
- FEP Reports

Under Admin:

- Commander's Report Card

Command Results

- Results of PFAs at your Command regardless of where they are stationed now
- Allows you to track PFAs at your Command
- Reporting Options include:
  - Summary
  - BC All Members
  - Passed BC
  - Failed BC
  - BC Not Completed
  - BC Non Participant
  - PRT All Members
  - Passed PRT
  - Failed PRT
  - PRT Not Completed
  - PRT Non Participant
  - PFA Results

Working with the Member Screen

Member Menu Options

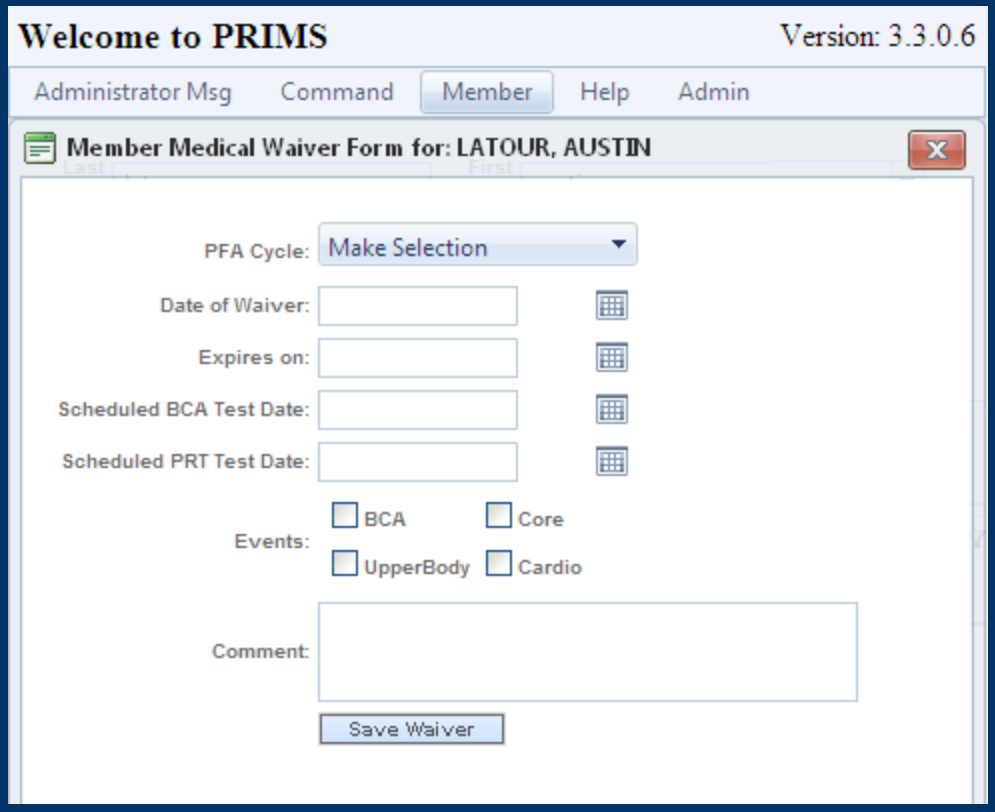
- Member
  - Edit Member Record (e-mail/phone number)
  - Transfer Member Out of Command
  - Update Member PHA
- PARFQ
- Medical Waiver
- PFA
- Fitness Programs (FEP and ShipShape)
- Member Authorization
- Member Reporting

Menu Options - 2
Member Reporting

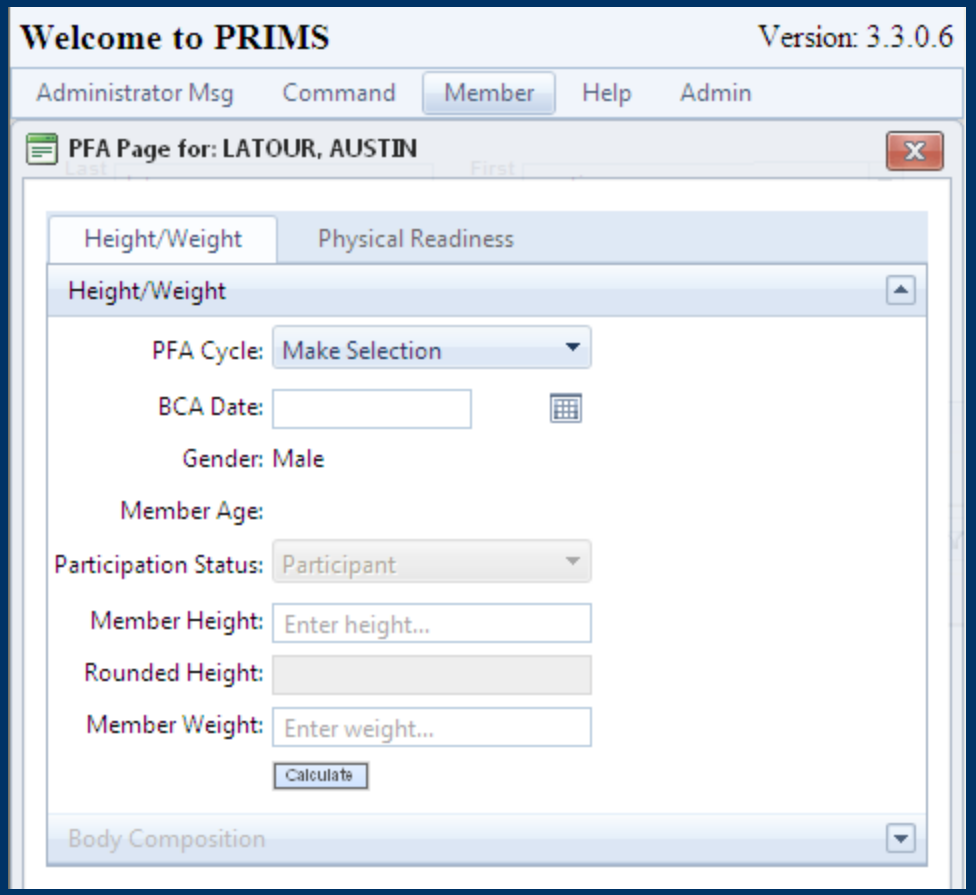
- Admin Separation Waivers
- PFA Listing
- PFA Listing All Cycles
- BCA Listing
- BCA Listing All Cycles
- PRT Listing
- PRT Listing All Cycles
- LON (Officer)
- Medical Waivers
- FEP
  - FEP Results Summary
  - FEP Progression
- Filled PARFQ NAVPERS 6110/3
- Filled Physical Fitness Assessment Medical Clearance/Waiver NAVMED 6110/4

Medical Waivers and PFA Records

Enter Medical Waiver



Member PFA Records



PARFQ

FEP and Nutrition

FEP Records

- Automatically enrolls members who fail PFA or outside Age-adjusted body fat standards
- Must manually enter others
- Must dis-enroll members once FEP requirements are met
- Must enter monthly mock PFA data and Nutrition program attendance

Excel Spreadsheet

Excel Spreadsheet

- Not recommended, but it can be useful for commands with limited internet access
  - Once the command has a good internet connection, it can be downloaded and uploaded to the database
- Available only to CFLs at the UIC level
- The spreadsheet cannot be manipulated in any way
- Medical waivers cannot be entered on the spreadsheet - Anyone with a medical waiver will have to have their data entered directly in PRIMS
- Items are coded in the spreadsheet
- Not an official document – you must maintain paper copies

PFA List Item Codes for Excel Spreadsheet

PFA Cycle List

ID	Cycle
19	Cycle 2 2011

BCA And PRT Participation List

ID	Name
2	< 10 Weeks (PRT Only)
3	DEP/OP
4	Leave
6	UA
8	Participant
14	Pregnant
15	TAD
16	IA

PRT Standard List

ID	Name
1	STANDARD
4	HIGH ALTITUDE
5	USMC

Cardio, Core and UpperBody List

ID	Name	Description
1	PUSHUPS	Upperbody Exercise
2	CURLUPS	Core Exercise
3	BIKE	Cardio Exercise
4	ELLIPTICAL	Cardio Exercise
5	RUN/WALK	Cardio Exercise
6	SWIM-MTR	Cardio Exercise
7	SWIM-YD	Cardio Exercise

Cardio Machine List

ID	Machine	Type Equipment
1	LifeFitness Model 95CI/Classic Series Upright Bike	BIKE
2	Life Fitness 91X/Classic Series (CLSX)	ELLIPTICAL
3	Life Fitness 91Xi	ELLIPTICAL
4	Life Fitness 95Xi (QUIET DRIVE VERSION ONLY)	ELLIPTICAL
5	Life Fitness CT 9500	ELLIPTICAL
6	Life Fitness CT 9500 HR	ELLIPTICAL
7	Nautilis (MODEL E9 16)	ELLIPTICAL

Reports, Notes, & Record Corrections

Command Screen Reports and Member Reports

- Help manage your program
- Track PFA data to assist with admin responsibilities
- Create reports to provide to leadership
  - Assist with medical screening compliance
  - Show FEP progress
  - Compare command against Navy

Notes

- All members need a PFA record for each cycle, even for non-participation (DEP/OP, TAD, etc.)
- If a member does not complete the run or swim cardio portion of the test and does not incur a medical waiver, record “5959” as the cardio time
- If a member does not finish the bike cardio option, record “20” in PRIMS
- For high altitude or USMC PFA, select option in standard block.
  - USMC will be recorded in PRIMS as USMC Pass - Scores cannot be entered

Notes, cont.

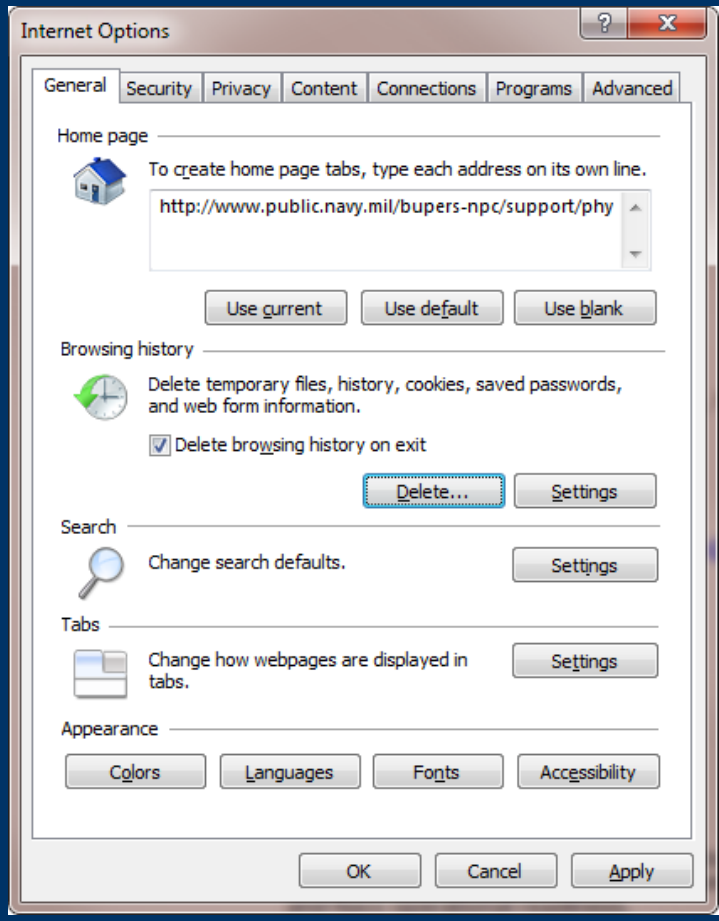
- Members not participating in the PFA without authorization are recorded as UA - Do Not enter scores or data to “make” them fail
- Pregnant service women are excused from the PFA from the date they are confirmed as being pregnant - It is not a medical waiver - There is a “pregnant” status option for this situation

Record Corrections

- Timeline
  - Current cycle → CFL
  - Current command → LOC
- LOC must be in correct format, signed by CO, not CFL
  - Comes from the command at fault
- LOC / BCNR if previous command
- All templates located on PRIMS website under Help

Troubleshooting:
PRIMS Database Errors

- Delete Temporary Internet Files and Cookies
- Close all Explorer windows, then log out and back in
- If these actions do not help, contact the PRIMS Help Desk



Troubleshooting:
Letters of Corrections

- For LOCs for PFAs from previous cycles, the Physical Readiness Program office requires:
  - Original PFA rosters to change PFA results
  - Supporting documentation for medical waivers
- Remember you are required to maintain PFA records for five years

Troubleshooting:
Number of CFLs & Medical Waivers

- Number of CFLs
  - Only one CFL per command is allowed
  - Submit CFL designation letter to gain access to PRIMS and prevent a CFL from being inadvertently removed from PRIMS
- Medical Waivers
  - Enter medical waivers first
  - Then edit the PFA record to enter the rest of the PFA information

Troubleshooting:
Command Screen

- Keep the information on the Command screen current!
- Gaining CFLs must rely on the Command screen to obtain CFL information in order to import new check-ins, if they have not been released

Troubleshooting:
Physical Readiness Program Office Requests

- Please submit requests only once to PRIMS@navy.mil
- The office is receiving duplicate requests which slows process down!
- This creates a duplication of effort when multiple staff members are working on the same request

PRIMS POC

- PRIMS Manager
- PRIMS Assistant Manager
- (901) 874-2210 or
- PRIMS@navy.mil

Within how many days of the PFA must PFA data be entered into PRIMS?

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- 30 Days

How does a CFL gain access into PRIMS?

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- Forward designation letter signed by CO to OPNAV

Who grants access to ACFLs, CO, XO, and CMC?

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- The CFL

Where do you find samples of all letters and waivers?

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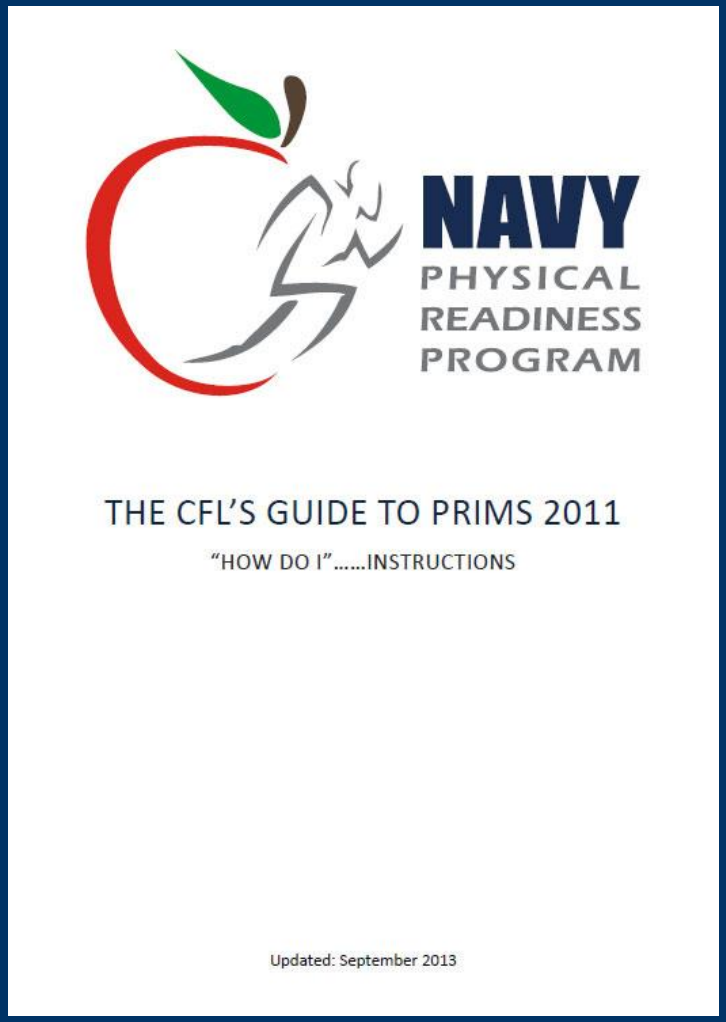
- PRIMS Website, under the “Help” Screen

Practice, Practice, Practice

- Log into PRIMS and practice navigating from screen to screen
  - Command reporting
  - Viewing records
  - Help menu

- Do NOT use the actual PRIMS site to practice with unofficial data

Questions?


NAVY
PHYSICAL
READINESS
PROGRAM
THE CFL'S GUIDE TO PRIMS 2011
"HOW DO I".....INSTRUCTIONS
Updated: September 2013