Physical Readiness Information Management System (PRIMS 2)

February 2022

UNCLASSIFIED

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Gaining Access to Salesforce

1. Generate an OPNAV 5239/14 (SAAR-N) form

2. Complete and submit forms through your chain of command

3. After SAAR-N form is completed through your chain of command, ensure your local Identity and Access Management Team (IAM) digitally signs the SAAR.

4. Route SAAR-N and other required documents (see Guide 10) to PRIMS@navy.mil via email.

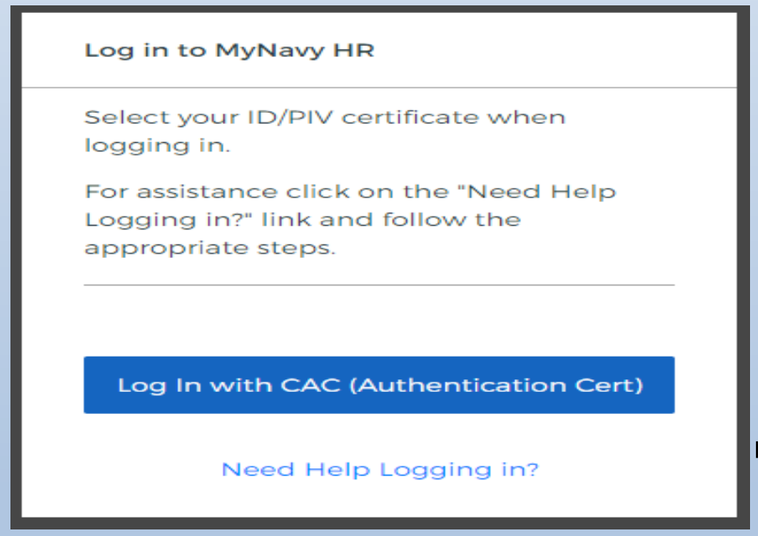
5. Ensure to encrypt any documents containing PII prior to submission via email.

6. Confirmation emails will be sent to users when SAAR-Ns are processed.

Logging into PRIMS 2

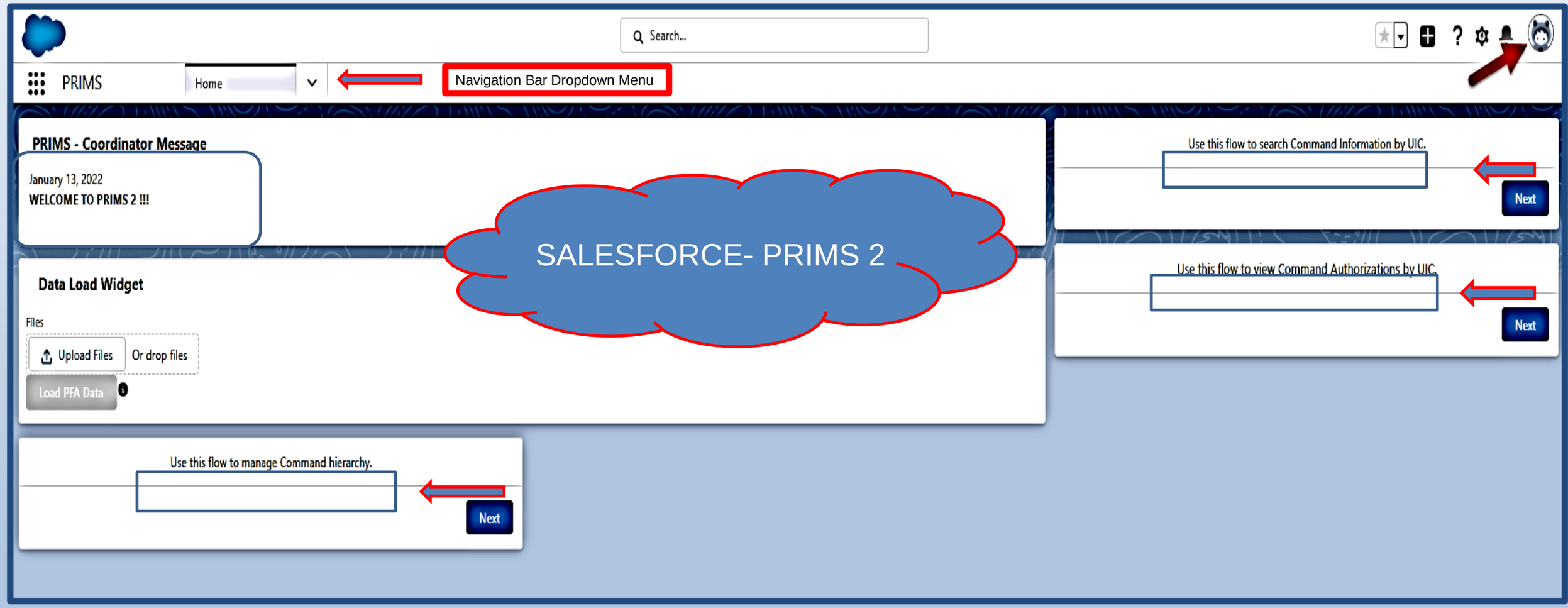
PRIMS 2 console can be entered using CAC login or CAC/PIV card: to
https://navynpc.my.salesforce.mil/

1. To access PRIMS 2 console press CTRL + click the link simultaneously. (This opens another tab to PRIMS 2 URL).
2. Click ‘CAC Login
3. Click Log in with CAC (Authentication Cert). Be sure to click the PIV/Authentication Certificate. (Note: Select the certificate if prompted)



4. Consent to the US Government Agreement by checking the box.
5. Click the next button to access the PRIMS 2 home page

PRIMS 2 Homepage



Access Member's PFA Detail Record

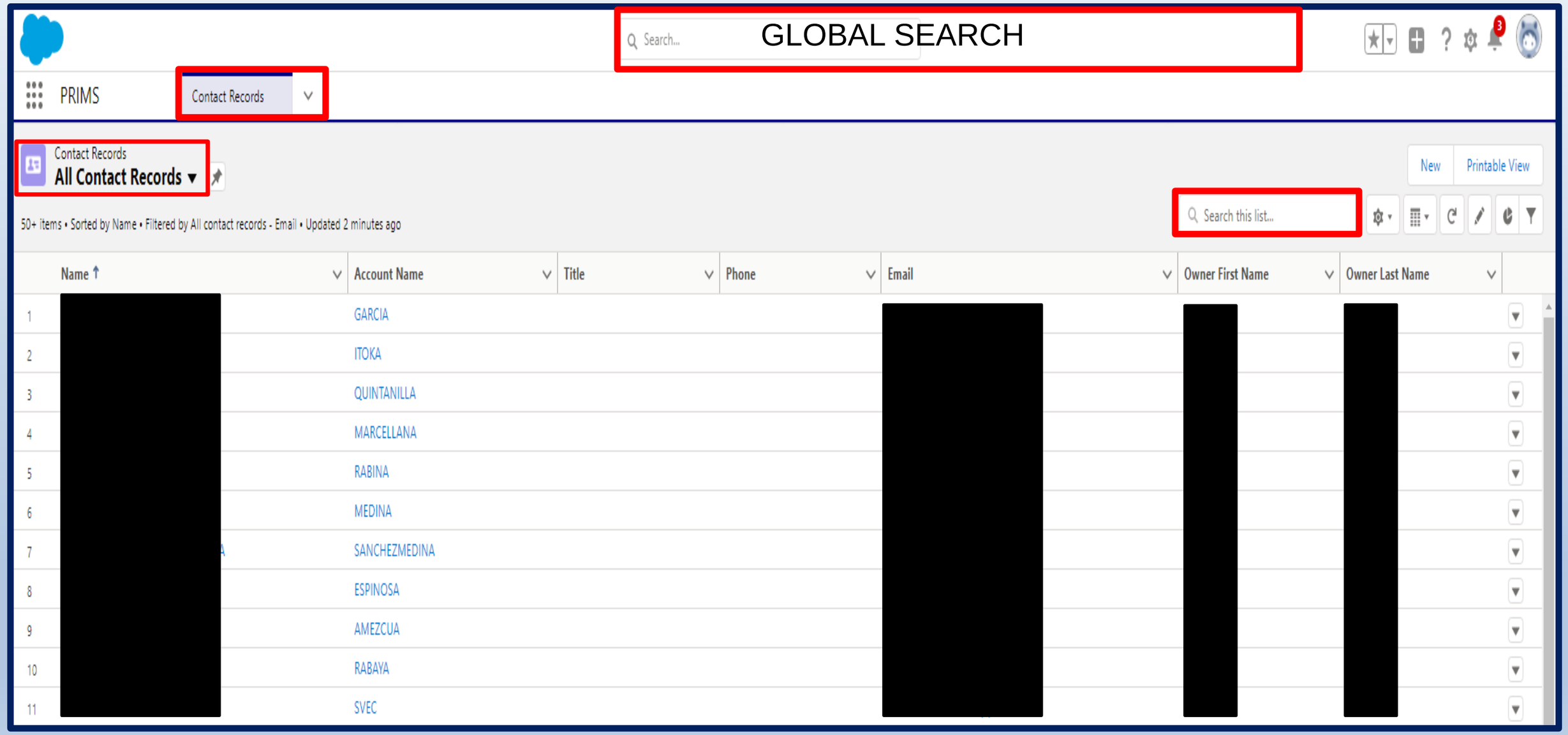
1. From the Navigation drop down menu, next to PRIMS logo (Refer to Screenshot in the next slide) select 'Contact Records'.

2. Finding a member's record:
   - Use the down arrow on 'Contact Records' and select "Recently viewed" or "All Contact Records" in your UIC.
   - Use the "search this list" box in the upper right corner to search by name, (First name or Last), rank or rate.
   - Use Global search in the upper center section of the page for a more detailed member record search. This includes searching by a member's full 'DODID' or full social security number.

3. Click on member's name when the system displays her/his data.

4. View or create applicable PFA record/s from the related list on the right of the contact details page. Click on "View All" if the PFA record that you are looking for is not displayed.

Access Member's PFA Detail Record



Create PFA

1. On the member’s Contact record, from the PFA’s related list on the right select down arrow and ‘New’, - New PFA form opens.

2. Enter applicable data on the PFA form.
   - Ensure the PFA cycle identifier is populated in the system information section.

3. Select ‘Save’ or to create another record for a different member select Save & New.

Create PFA

All | Search Contact Records and more...

PRIMS | Contact Records | Ariel Ailias

Contact
Name: Ariel Ailias

Contact Details Page

Click drop down fo
New PFA

Details

Account Name: Ariel Ailias
DODID: [redacted]
Name: Ariel Ailias
Gender: M
Date of Birth: [redacted]
Contact Record Type: Active Duty/MOBRES/FTS/Others
CFL Certification Date:
PHA Date: 1/1/2021
PDHA Due Date:
UIC: 3447B

CUI Data Alert: This page contains PII
Service Branch: United States Navy (USN)
Rate:
Rank:
Paygrade:
Email: sailor260@mail.com
Phone:
PHA Due Date:
PDHRA Due Date:

System Information

Created By: [redacted], 8/31/2021 8:16 PM
Last Modified By: [redacted], 8/31/2021 8:16 PM

PFAs (3+)

PFA-052018
Navy Cycle Name: Cycle 1 2016
Navy Cycle Start Date: 1/1/2016
Navy Cycle End Date: 6/30/2016

PFA-053551
Navy Cycle Name: Cycle 2 2016
Navy Cycle Start Date: 7/1/2016
Navy Cycle End Date: 12/31/2016

PFA-055084
Navy Cycle Name: Cycle 1 2017
Navy Cycle Start Date: 1/1/2017
Navy Cycle End Date: 6/30/2017

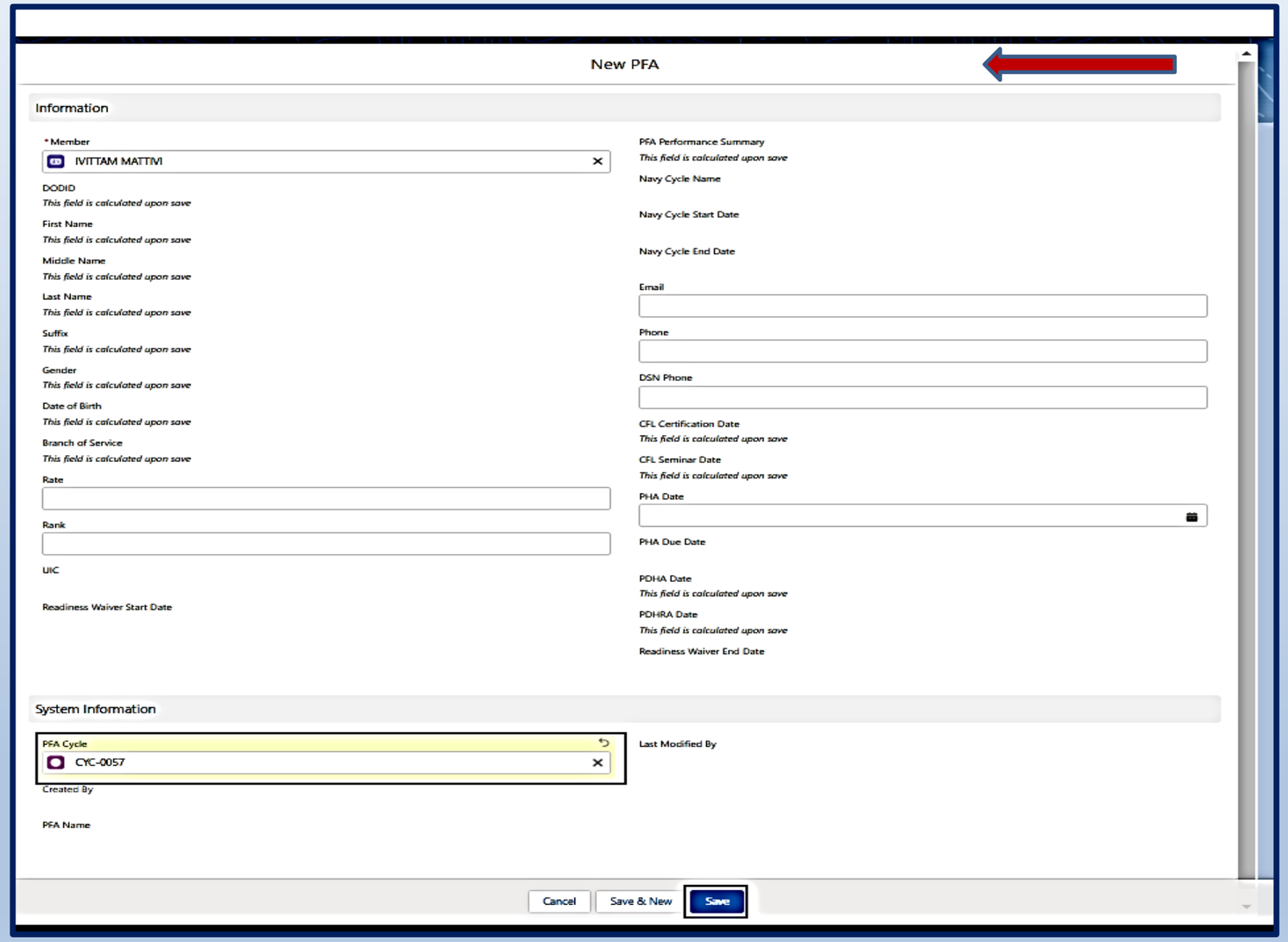
View All

FEP Enrollments (1)

FEP ENROLL - 0000002968
FEP Enrollment Start: 1/3/2021
Enrollment End Date:
Enrollment Reason:

View All

Create PFA



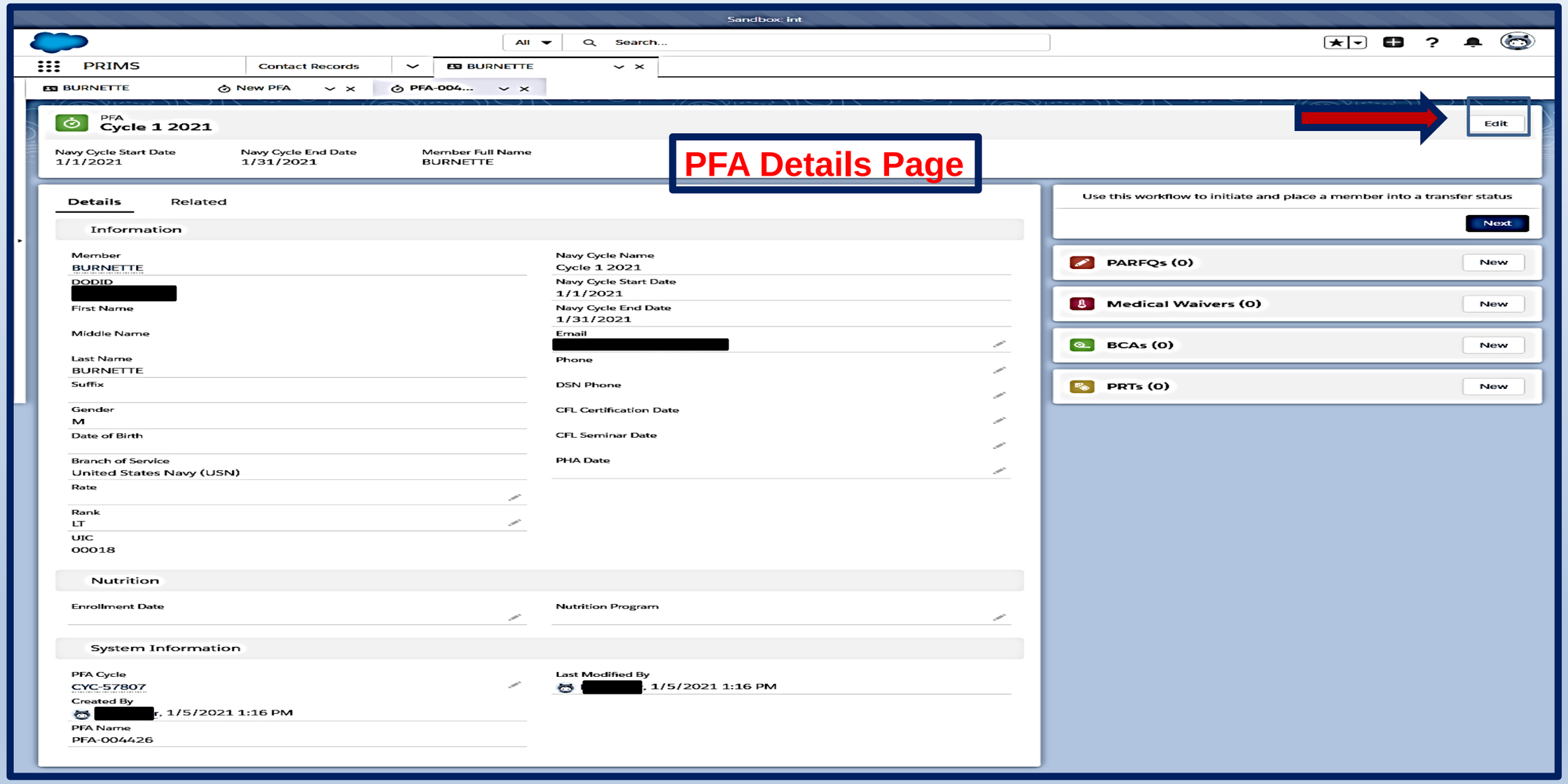
To create another record click the **save & new** button and search for another member.
A new form will open to create a PFA record for the selected member.

Edit PFA

1. On the PFA details page select ‘Edit’ on the top right corner to edit data entered in PFA record. (‘Edit’ permissions are applicable to those limited editable fields only).

2. Update applicable fields and save.

Edit PFA

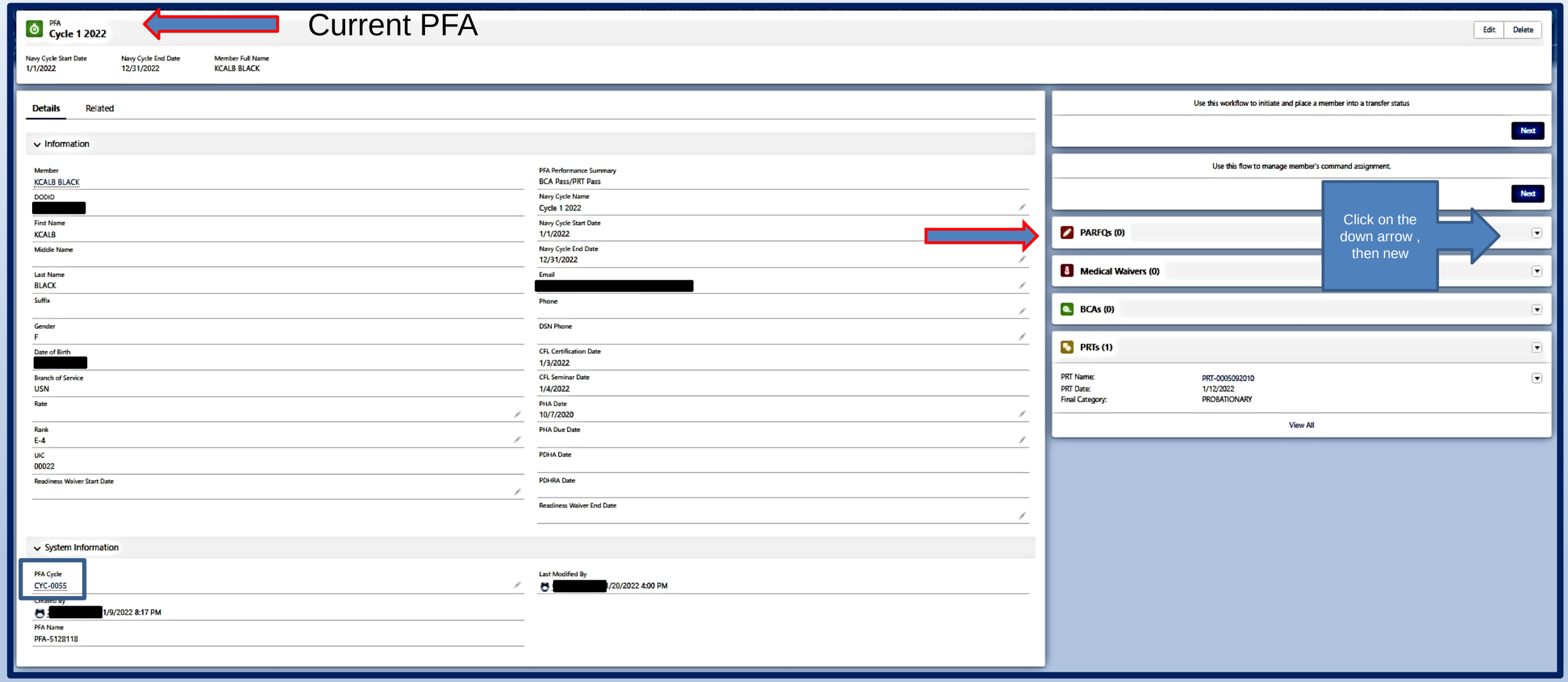

Sandbox: int
All
Search...
PRIMS
Contact Records
BURNETTE
BURNETTE
New PFA
PFA-004...
PFA
Cycle 1 2021
Edit
Navy Cycle Start Date
1/1/2021
Navy Cycle End Date
1/31/2021
Member Full Name
BURNETTE
PFA Details Page
Details
Related
Information
Member
BURNETTE
DODID
[redacted]
First Name
Middle Name
Last Name
BURNETTE
Suffix
Gender
M
Date of Birth
Branch of Service
United States Navy (USN)
Rate
Rank
LT
UIC
00018
Navy Cycle Name
Cycle 1 2021
Navy Cycle Start Date
1/1/2021
Navy Cycle End Date
1/31/2021
Email
[redacted]
Phone
DSN Phone
CFL Certification Date
CFL Seminar Date
PHA Date
Nutrition
Enrollment Date
Nutrition Program
System Information
PFA Cycle
CYC-57807
Created By
[redacted]r, 1/5/2021 1:16 PM
PFA Name
PFA-004426
Last Modified By
[redacted], 1/5/2021 1:16 PM
Use this workflow to initiate and place a member into a transfer status
Next
PARFQs (0)
New
Medical Waivers (0)
New
BCAs (0)
New
PRTs (0)
New

Create PARFQ (CFL- when required)

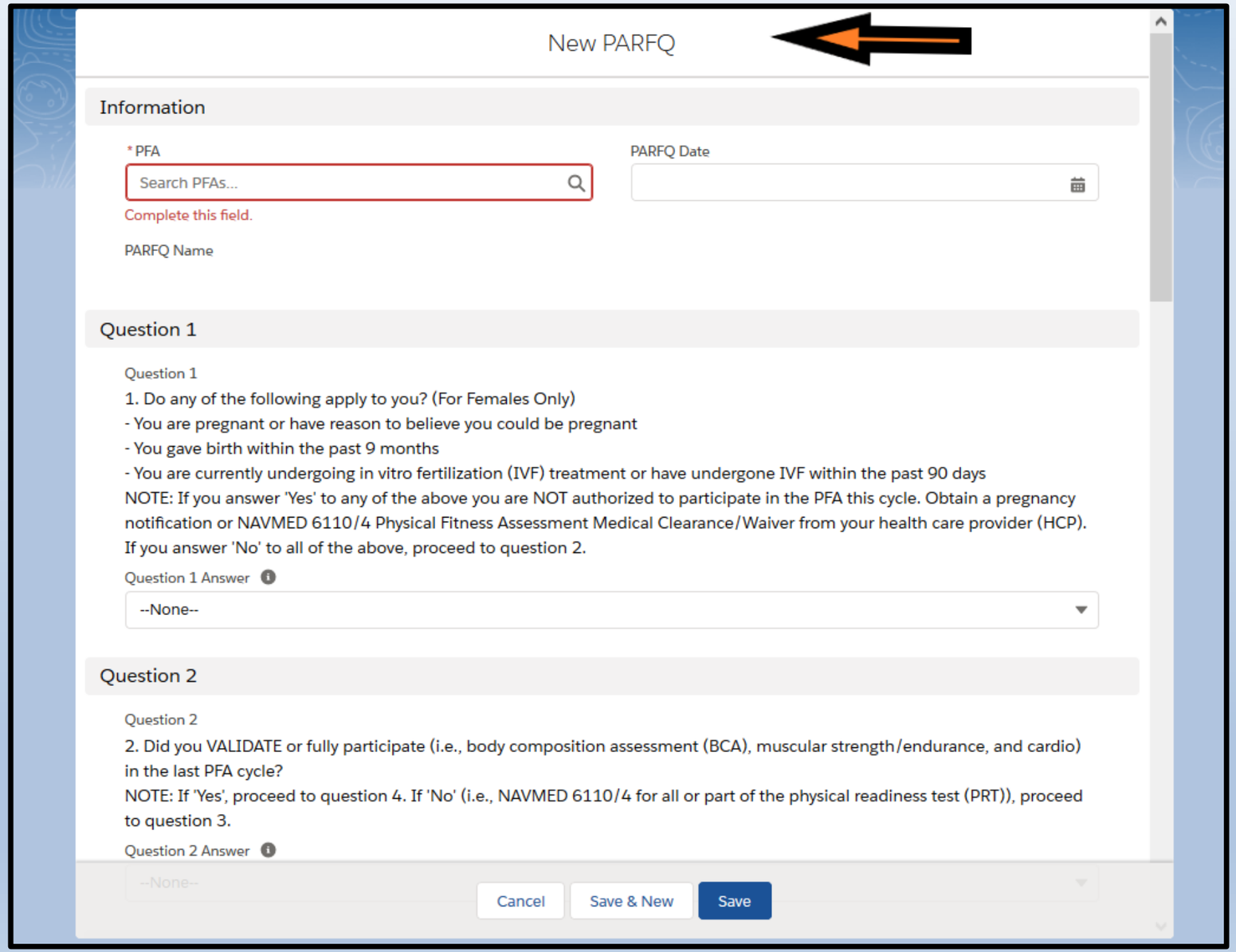
**** Sailors will complete PARFQs via MyNavyPortal, however some extenuating circumstances may require the CFL to manually create a PARFQ ****

1. Search for the current PFA record in the PFA box in the right corner. Select “view all” to see all records if the applicable record is not listed.
   - Click on the PFA record.
   - PFA details page opens
2. This will populate several boxes in the right corner.
3. Click on the dropdown arrow next to PARFQs and click new.
   - New PARFQ form opens
4. Confirm that the field in the upper left corner of the PARFQ form has auto populated the applicable PFA identification number.
5. Answer applicable PARFQ questions.
6. Click save.
   - PARFQ record is created.

Create PARFQ



PARFQ Form


New PARFQ
Information
* PFA
Search PFAs...
Complete this field.
PARFQ Date
PARFQ Name
Question 1
Question 1
1. Do any of the following apply to you? (For Females Only)
- You are pregnant or have reason to believe you could be pregnant
- You gave birth within the past 9 months
- You are currently undergoing in vitro fertilization (IVF) treatment or have undergone IVF within the past 90 days
NOTE: If you answer 'Yes' to any of the above you are NOT authorized to participate in the PFA this cycle. Obtain a pregnancy notification or NAVMED 6110/4 Physical Fitness Assessment Medical Clearance/Waiver from your health care provider (HCP).
If you answer 'No' to all of the above, proceed to question 2.
Question 1 Answer
--None--
Question 2
Question 2
2. Did you VALIDATE or fully participate (i.e., body composition assessment (BCA), muscular strength/endurance, and cardio) in the last PFA cycle?
NOTE: If 'Yes', proceed to question 4. If 'No' (i.e., NAVMED 6110/4 for all or part of the physical readiness test (PRT)), proceed to question 3.
Question 2 Answer
--None--
Cancel
Save & New
Save

Edit PARFQ

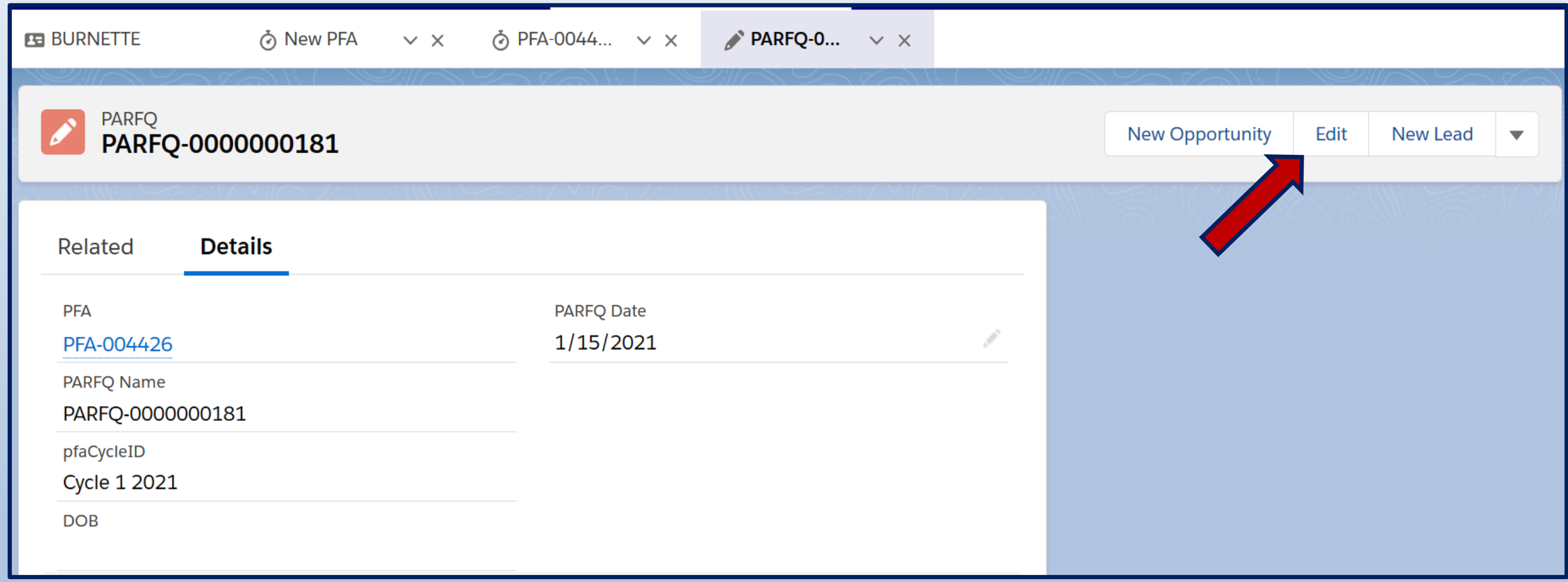
1. Select the PARFQ record from the related list on the right of the member's current PFA details page. (Global Search Sailors Name> Select Sailor's Name> Contact record details page of the sailor> Select PFA record> Select PARFQ record> PARFQ record displays.)

2. Select Edit on the top right of the PARFQ page. (OR Select Pencil icon to Edit the PARFQ record).

3. Edit the PARFQ Data as desired.

4. Save the updated record.

Edit PARFQ


BURNETTE
New PFA
PFA-0044...
PARFQ-0...
PARFQ
PARFQ-0000000181
New Opportunity
Edit
New Lead
Related
Details
PFA
PFA-004426
PARFQ Date
1/15/2021
PARFQ Name
PARFQ-0000000181
pfaCycleID
Cycle 1 2021
DOB

Create Medical Waiver

1. From the PFA details page, on the medical waiver related list on the right, select down arrow and ‘new’. medical waiver form appears.

2. Ensure PFA identification number auto populates on the bottom of the medical waiver form.

3. Add medical waiver start and end dates.

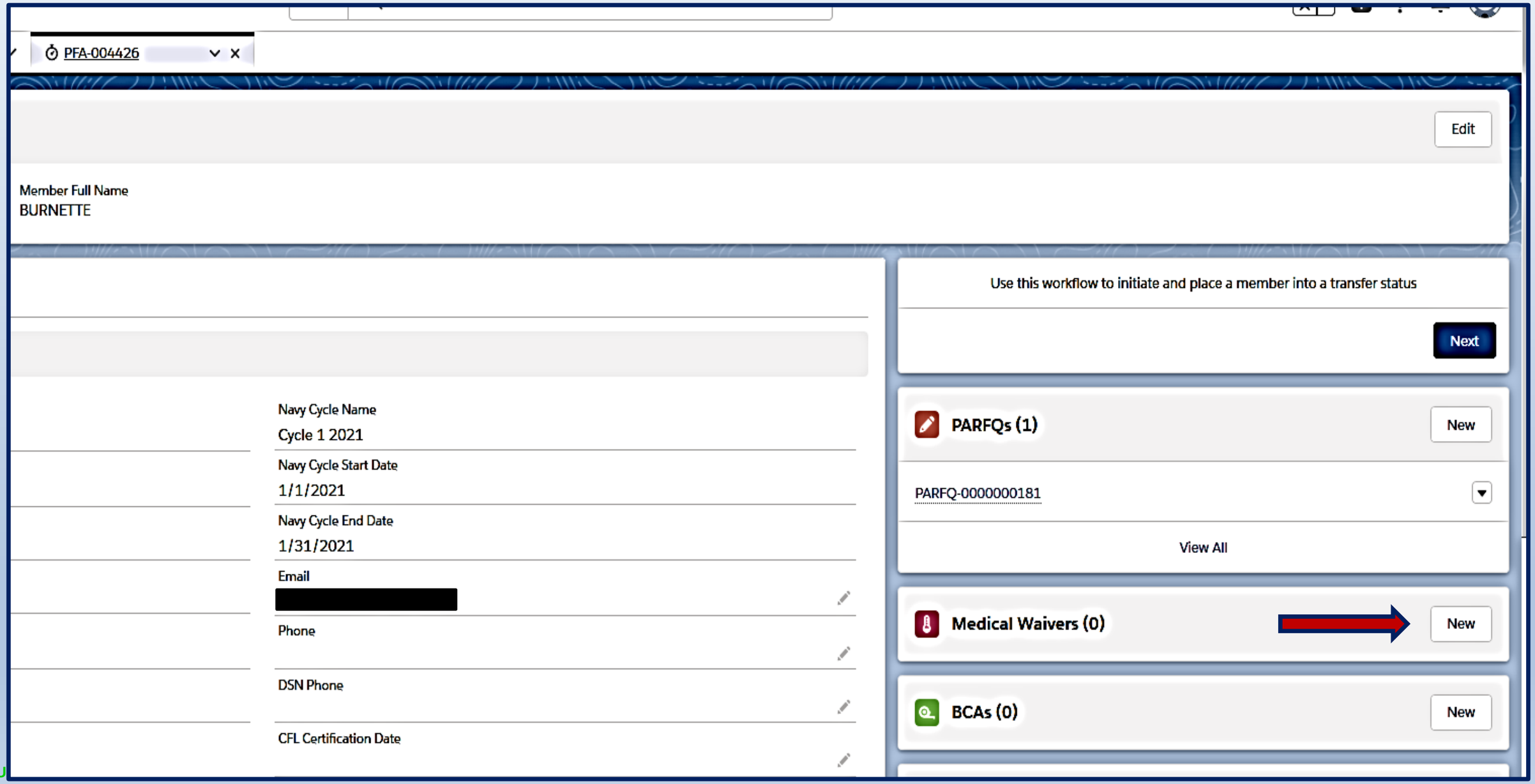
4. Select the BCA Waived checkbox to waive the BCA. Once the box is checked, the “inability to obtain BCA measurement” or “Medical treatment/therapy” box must be checked to continue.

5. For PRT waiver, click the “PRT waived” box.
   - All PRT modalities appear.

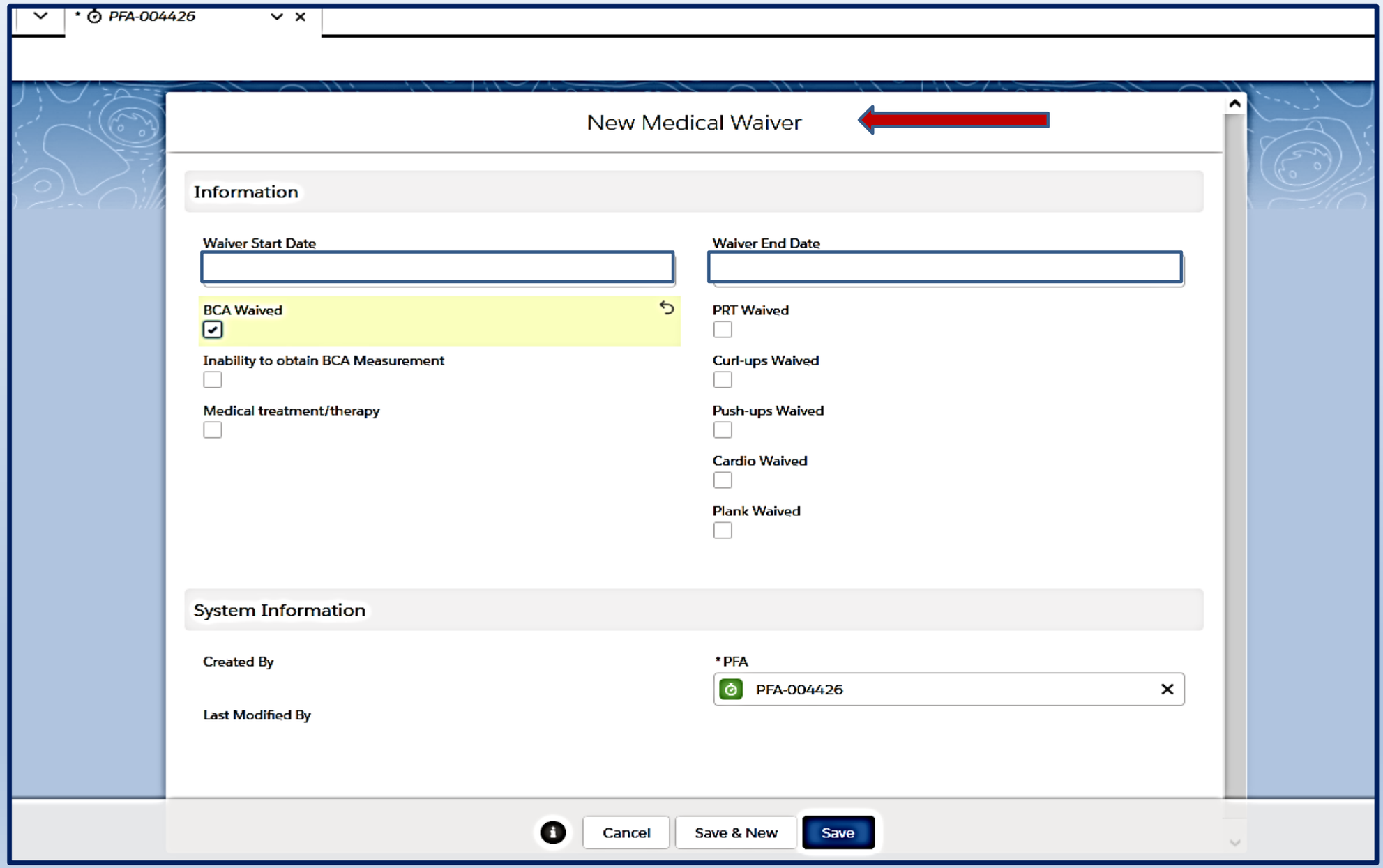
6. Click the box for the applicable PRT modality/s to be waived.

7. Select save.

Create Medical Waiver



Medical Waiver Form



Edit Medical Waiver

1. Select edit on the top right corner of the medical waiver details page or click on the pencil in the field that requires editing.
2. Make applicable edits and save.
3. Updated medical waiver is saved.

Edit Medical Waiver

PFA-004426 | MW-000...

Medical Waiver
Cycle 1 2021

Edit

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2021	1/31/2021	BURNETTE

Details | Related

Information

Waiver Start Date	Waiver End Date
1/5/2021	1/31/2021

BCA Waived	PRT Waived	Push-ups Waived	Cardio Waived	Plank Waived
☐	☑	☑	☐	☑

System Information

Created By	PFA
NAVY primscfl1, 1/16/2021 8:52 PM	PFA-004426

Last Modified By
NAVY primscfl1, 1/16/2021 8:52 PM

PFA Details

Member Full Name	Navy Cycle Name
BURNETTE	Cycle 1 2021
DODID [redacted]	Navy Cycle Start Date: 1/1/2021
UIC: 00018	Navy Cycle End Date: 1/31/2021

PARFQs for Parent PFA (1) — New

PARFQ-0000000181

View All

BCAs for Parent PFA (0) — New

PRTs for Parent PFA (0) — New

Create BCA

1. From the PFA details page, on the BCA's related list on the right, select down arrow and 'New'. New BCA form appears.

2. Ensure the BCA form has PFA Identification Number auto populated at the bottom of the page.

3. Add date in the BCA date field.

4. Select applicable status on BCA Participation Status, enter height and weight data on the Height and Weight fields (if height/ weight section populates. This field has an interdependency with BCA Participation status so it will not populate if the User selects a BCA participation status of anything other than 'Participant').

5. Select Save to save the data entered.

6. If the member is within standards, BCA is complete. If the member does not meet standards, the system will populate section 2 and 3. You must click "Save" after every step.

Note:

Step 2: AC – Abdominal Circumference

Step 3: Male = Neck & Abdomen

Female = Neck, Natural Waist & Hips.

Create BCA

PFA
Cycle 1 2021

Edit

Navy Cycle Start Date
1/1/2021

Navy Cycle End Date
1/31/2021

Member Full Name
BURNETTE

Details Related

Information

Member
BURNETTE

DODID
[redacted]

First Name

Middle Name

Last Name
BURNETTE

Suffix

Gender
M

Date of Birth

Branch of Service
United States Navy (USN)

Rate

Navy Cycle Name
Cycle 1 2021

Navy Cycle Start Date
1/1/2021

Navy Cycle End Date
1/31/2021

Email
[redacted]

Phone

DSN Phone

CFL Certification Date

CFL Seminar Date

PHA Date

Use this workflow to initiate and place a member into a transfer status

Next

PARFQs (1) New

PARFQ-0000000181

View All

Medical Waivers (1) New

Cycle 1 2021
Medical Waiver Name: MW-0000000047
Waiver Start Date: 1/5/2021
Waiver End Date: 1/31/2021

View All

BCAs (0) New

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BCA Form

BCA
Cycle 1 2022

Edit

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2022	12/31/2022	SREYM MYERS

Details | Related

Information

*BCA Date
Complete this field.

*Participation Status
--None--

BCA Result

Age at the time of BCA
This field is calculated upon save

Gender
M
This field is calculated upon save

Step 1

System Information

Created By
[redacted] 1/27/2022 8:26 AM

Last Modified By
[redacted] 1/27/2022 8:26 AM

ACM Required?
--None--

PFA
PFA-5128135

*Participation Status
Participant
--None--
DEP/OP
Excused
IA
Isolated Duty
Leave
Med Waived
✓ Participant
PCS
PFA<4 Months
PHA Not Done

PFA Details

Member Full Name: SREYM MYERS	Navy Cycle Name: Cycle 1 2022
DODID: [redacted]	Navy Cycle Start Date: 1/1/2022
UIC: 08917	Navy Cycle End Date: 12/31/2022

PARFQs for Parent PFA (0)

Medical Waivers for Parent PFA (1)

Cycle 1 2022
Medical Waiver Name: MW-0000291728
Waiver Start Date: 1/1/2022
Waiver End Date: 12/31/2022

View All

PRTs for Parent PFA (1)

PRT Name: PRT-0005092522
PRT Date:
Final Category: INCOMPLETE

View All

Cancel | Save

Edit BCA

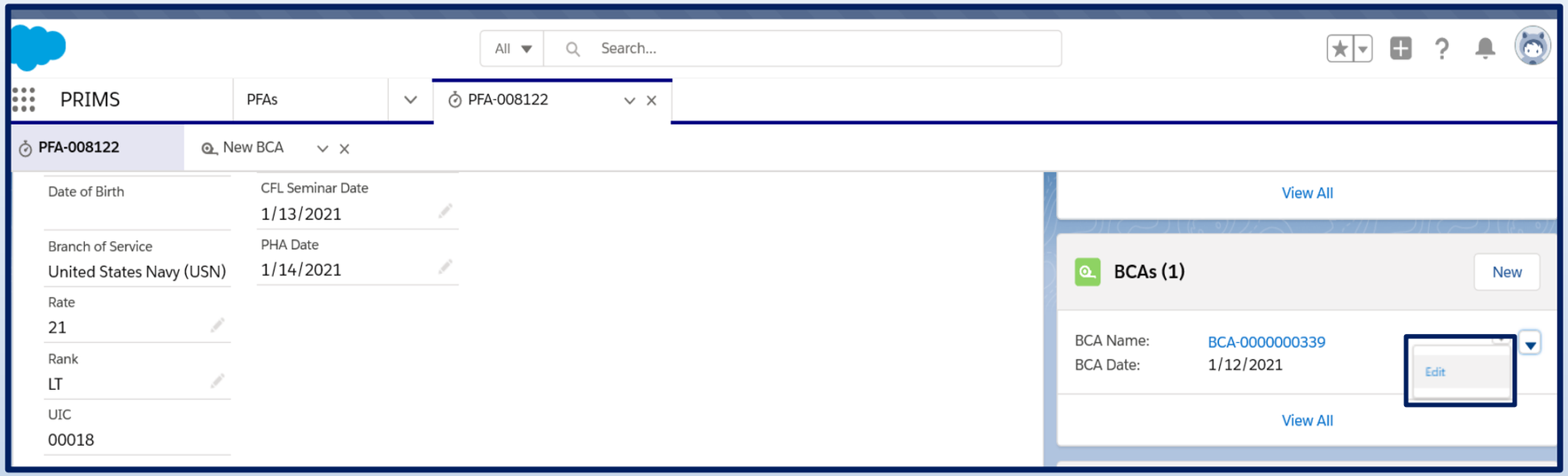
1. From the PFA details page select the associated BCA hyperlink or the dropdown and edit from the related list on the right.

2. BCA record displays.

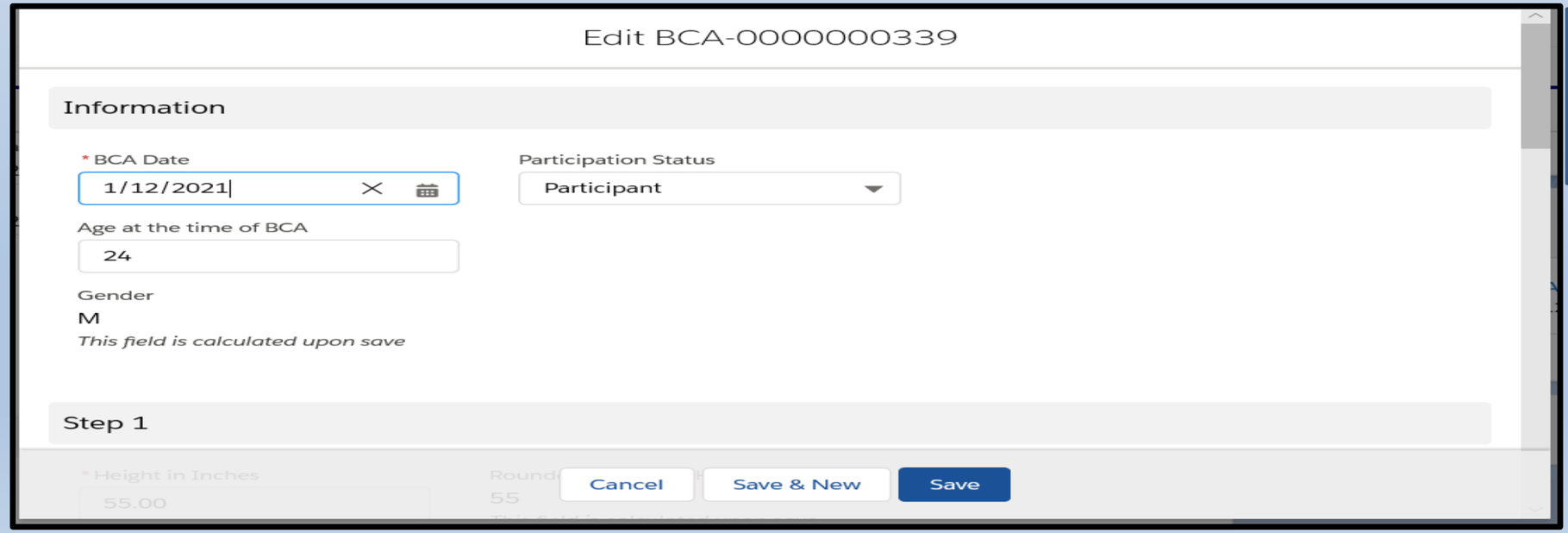
3. Select ‘Edit’ from the top right corner of the page or select the pencil icon next to the fields in BCA record that needs to be edited.

4. Edit the necessary fields and click save.

Edit BCA



Click on drop down for edit button to appear



Once you click the EDIT button the Editable BCA Page appears

Create PRT

1. Once a BCA record is created for any reason, a PRT record automatically generates.

2. On the PFA details page, select the PRT (auto generated) record from the related list on the right.
   - Click on the PRT hyperlink or dropdown arrow, then edit/add data.

3. PRT record displays.

4. Enter data in the necessary PRT fields and save.

5. Most personnel data will be populated from the BCA record. All fields must have data entered so that the PRT record does not have an ‘Incomplete’ status.

6. Ensure the PRT form has a PFA Identification Number (auto populated).

Create PRT

PFA
Cycle 1 2022

Edit

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2022	12/31/2022	SREYM MYERS

Details Related

Information

Member: SREYM MYERS	PFA Performance Summary: BCA Incomplete/PRT Incomplete
DODID: [redacted]	Navy Cycle Name: Cycle 1 2022
First Name: SREYM	Navy Cycle Start Date: 1/1/2022
Middle Name:	Navy Cycle End Date: 12/31/2022
Last Name: MYERS	Email: [redacted]
Suffix:	Phone:
Gender: M	DSN Phone:
Date of Birth: [redacted]	CFL Certification Date: 6/1/2021
Branch of Service: USN	CFL Seminar Date:
Rate:	PHA Date: 11/5/2019
Rank: CDR	PHA Due Date:
UIC: 08917	PDHA Date:
Readiness Waiver Start Date:	PDHRA Date:
	Readiness Waiver End Date:

System Information

Use this workflow to initiate and place a member into a transfer status

Next

Use this flow to manage member's command assignment.

Next

PARFQs (0)

Medical Waivers (1)

Cycle 1 2022
Medical Waiver Name: MW-0000291728
Waiver Start Date: 1/1/2022
Waiver End Date: 12/31/2022

View All

BCAs (1)

Cycle 1 2022
BCA Name: BCA-0005122732
BCA Date:

View All

PRTs (1)

PRT Name: PRT-0005092522
PRT Date:
Final Category: INCOMPLETE

Edit

Click dropdown to edit then add PRT data or click on hyperlink to the left.

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PRT Form

PRT
Cycle 1 2022

Edit

Navy Cycle Start Date	Navy Cycle End Date	Member Full Name
1/1/2022	12/31/2022	SREYM MYERS

Details | Related

Information

*PRT Date
Complete this field.

*PRT Participation Status
--None--

*Participation Status
Participant
--None--
DEP/OP
Excused
IA
Isolated Duty
Leave
Med Waived
✓ Participant
PCS
PFA<4 Months
PHA Not Done

Age
This field is calculated upon save

Gender
M
This field is calculated upon save

Plank

Push-Ups

Cardio

Final Outcome

Final Category
INCOMPLETE

System Information

Created By
[redacted] 1/27/2022 8:26 AM

Last Modified By
[redacted] 1/27/2022 8:26 AM

PFA
PFA-5128135

PFA Details

Member Full Name	Navy Cycle Name
SREYM MYERS	Cycle 1 2022
DODID [redacted]	Navy Cycle Start Date 1/1/2022
UIC 08917	Navy Cycle End Date 12/31/2022

PARFQs for Parent PFA (0)

Medical Waivers for Parent PFA (1)

Cycle 1 2022
Medical Waiver Name: MW-0000291728
Waiver Start Date: 1/1/2022
Waiver End Date: 12/31/2022

View All

BCAs for Parent PFA (1)

Cycle 1 2022
BCA Name: BCA-0005122732
BCA Date:

View All

Cancel | Save

UNCLASSIFIED

Edit PRT

1. From the PFA details page select the associated PRT hyperlink or the dropdown and edit from the related list on the right.

2. PRT record displays.

3. Select ‘Edit’ from the top right corner of the page or select the pencil icon next to the fields in the PRT record that needs to be edited.

4. Edit the necessary fields and click save.

Edit PRT

Details Related

Information

BCA Date: 1/1/2022
Participation Status: Participant
Age at the time of BCA: 63
BCA Result: Pass
Gender: M

Step 1

Height in Inches: 66.00
Rounded Height for Height/Weight: 66
Weight in Pounds: 120.00
Weight in Pounds Rounded: 120
BMI: 19.4
Step 1 Performance: MEMBER BCA COMPLETE

System Information

Created By: [redacted] 2/8/2022 3:07 PM
ACM Required?:
Last Modified By: [redacted] 2/8/2022 3:07 PM
PFA: PFA-5128111

PFA Details

Member Full Name: TDERHE EHREDT
Navy Cycle Name: Cycle 1 2022
DODID: [redacted]
Navy Cycle Start Date: 1/1/2022
UIC: 00022
Navy Cycle End Date: 12/31/2022

PARFQs for Parent PFA (1)

PARFQ-0003165386

View All

Medical Waivers for Parent PFA (0)

PRTs for Parent PFA (1)

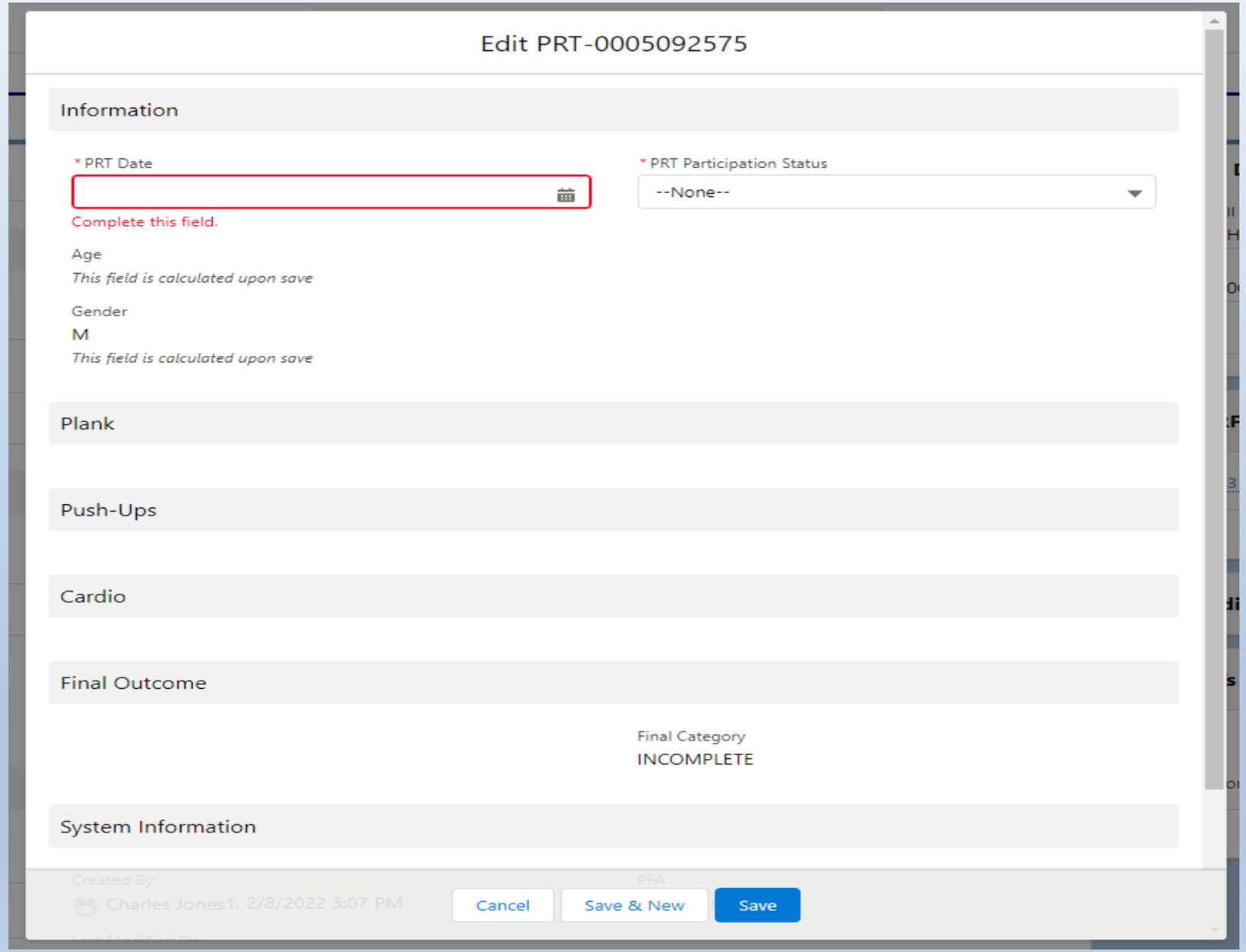
PRT Name: PRT-0005092575
PRT Date:
Final Category: INCOMPLETE

Edit

View All

Click dropdown to edit.

Edit PRT

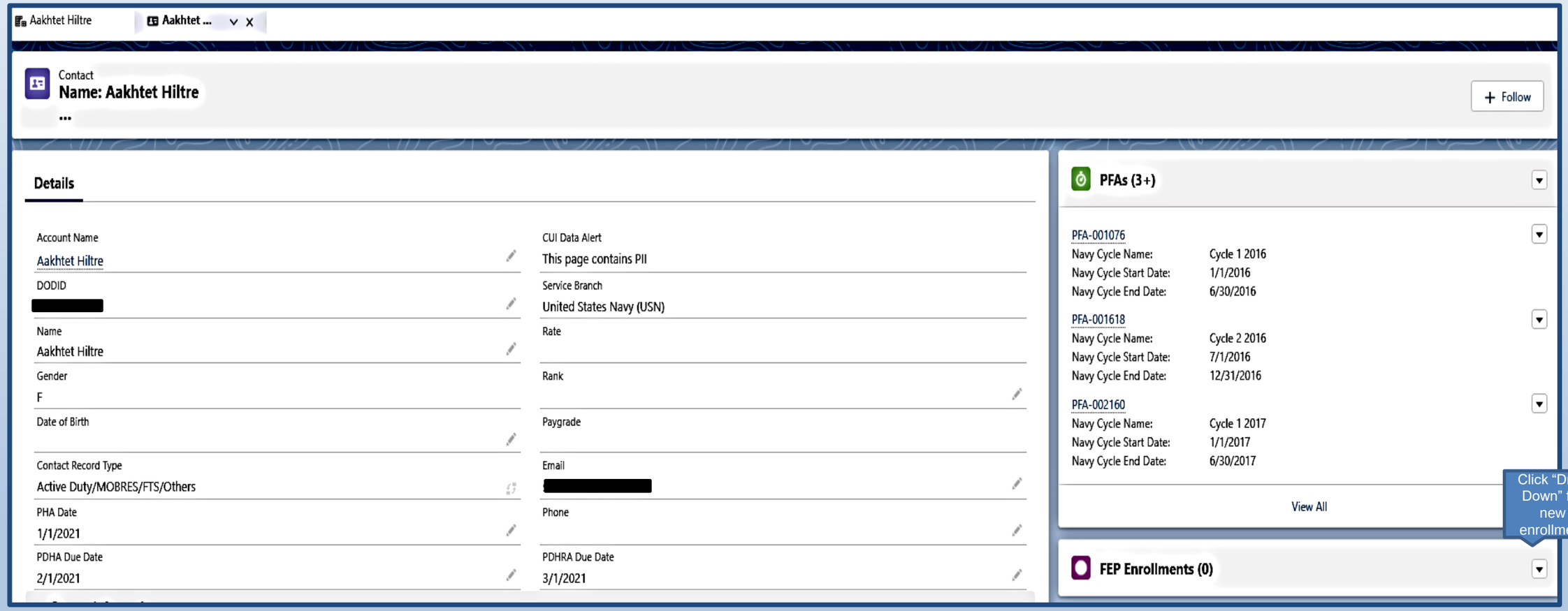

Edit PRT-0005092575
Information
* PRT Date
Complete this field.
* PRT Participation Status
--None--
Age
This field is calculated upon save
Gender
M
This field is calculated upon save
Plank
Push-Ups
Cardio
Final Outcome
Final Category
INCOMPLETE
System Information
Created By
Charles Jones1, 2/8/2022 3:07 PM
PFA
Cancel
Save & New
Save

Create FEP Enrollment

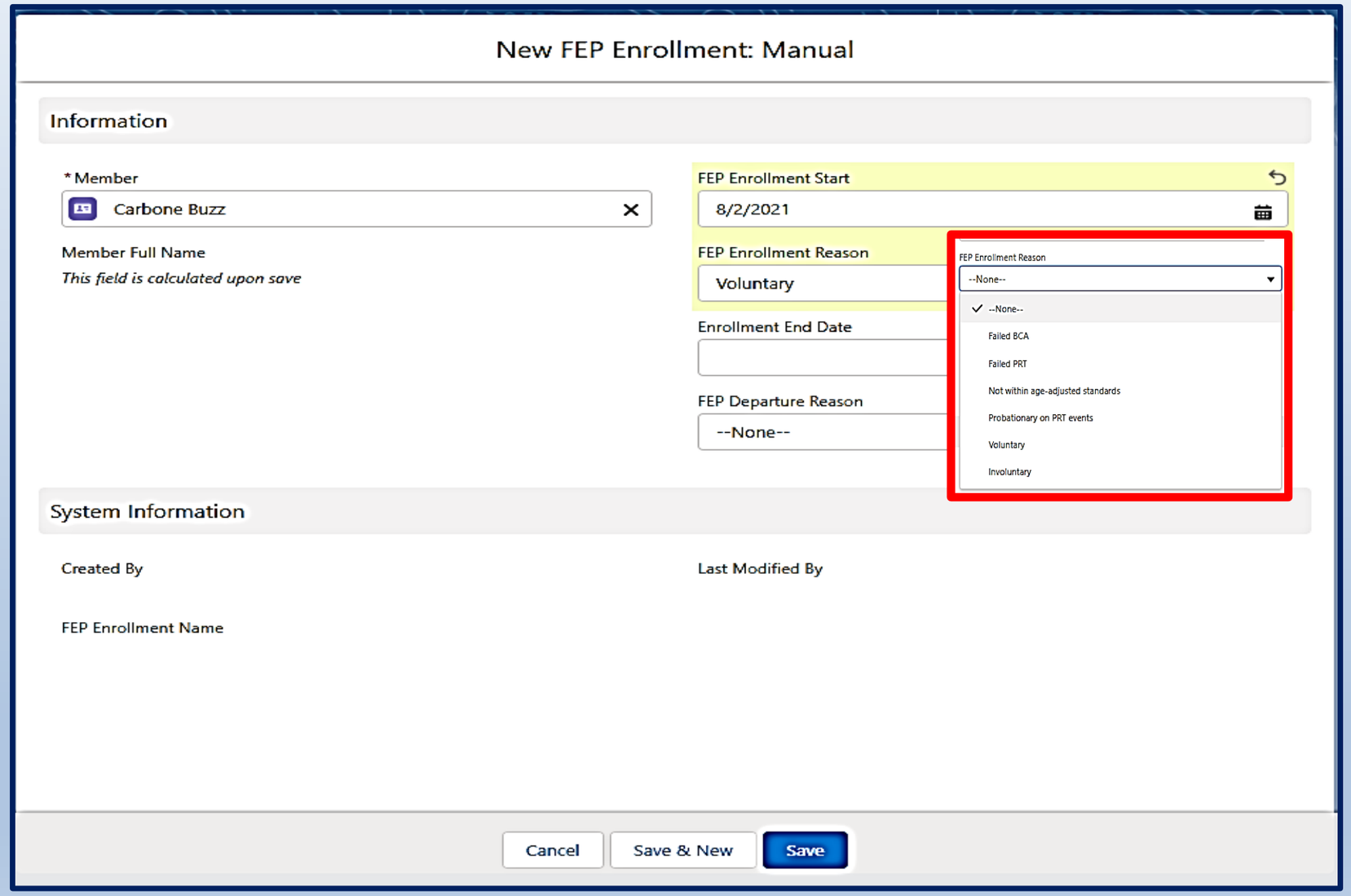
NOTE: A Sailor will be automatically enrolled when failing any portion of the BCA or PRT (PFA), is outside of Age Adjusted Standards (AAS), or scores a probationary on any one of the PRT events. Commands are responsible for manually enrolling members in the program for all other Voluntary or Involuntary reasons.

1. Enter a member's first name, last name, DODID or SSN in the Global search and click enter
2. Under Contact records select the member's name.
3. On the Contact's detail page, from the **FEP Enrollment** related list on the right select the down arrow and 'New'.
4. New **FEP Enrollment** form displays.
5. Ensure the member's name populates.
6. Add **FEP Enrollment Start Date** and **FEP Enrollment Reason** on the FEP Enrollment form.
7. Select save.
8. FEP Enrollment record is created.

Create FEP Enrollment



Create FEP enrollment



Create FEP Event

1. Once a FEP Enrollment Record is created user lands on the FEP Enrollment Details page.

2. Ensure the FEP Event related list populates at the right of FEP Enrollment Details page.

3. On the **FEP Event page** select down arrow and ‘New’.

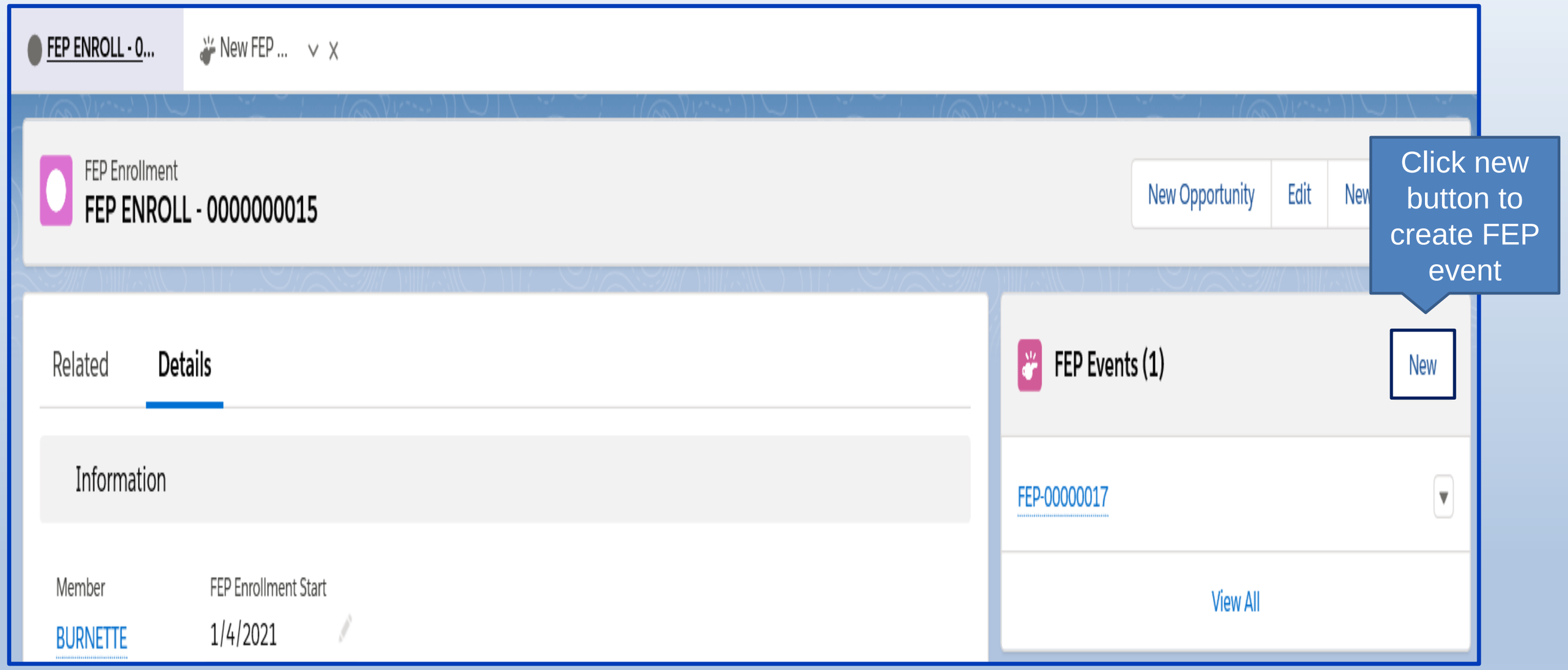
4. New **FEP Event page** displays.

5. Select PRT or BCA or Both (option).

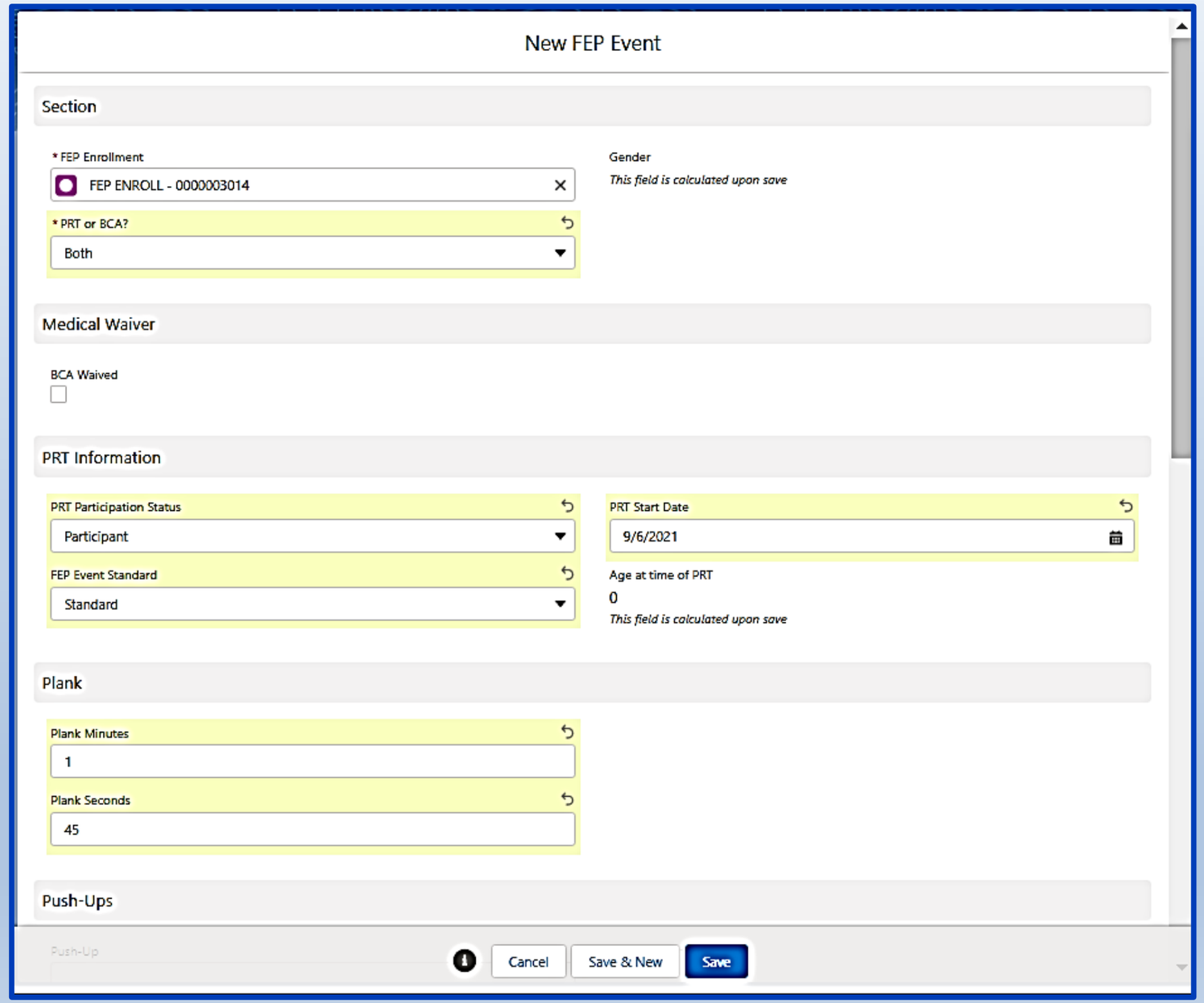
6. Enter all other data in applicable fields and save.

7. FEP Event record is created. (Displays on the FEP Enrollment Details page. Contact Record> FEP Enrollment> FEP Enrollment Details page> FEP Events)
   (Note: Repeat steps for MOC PFA’s)

Create FEP Event



FEP Event Record



Edit FEP Event

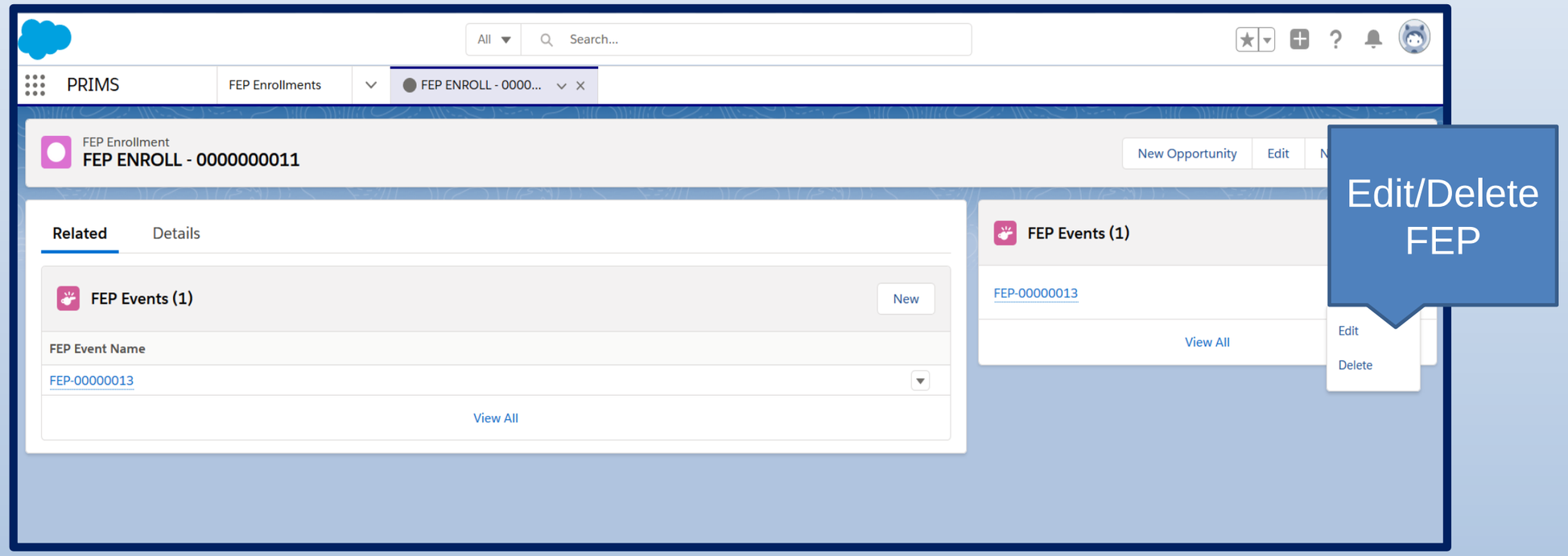
1. Select the FEP Event record from the FEP Enrollment details page.

2. Select edit on the top right corner or select pencil icon next to the field that requires an update.

3. Make applicable updates to the member’s FEP Event Record.

4. Select save.

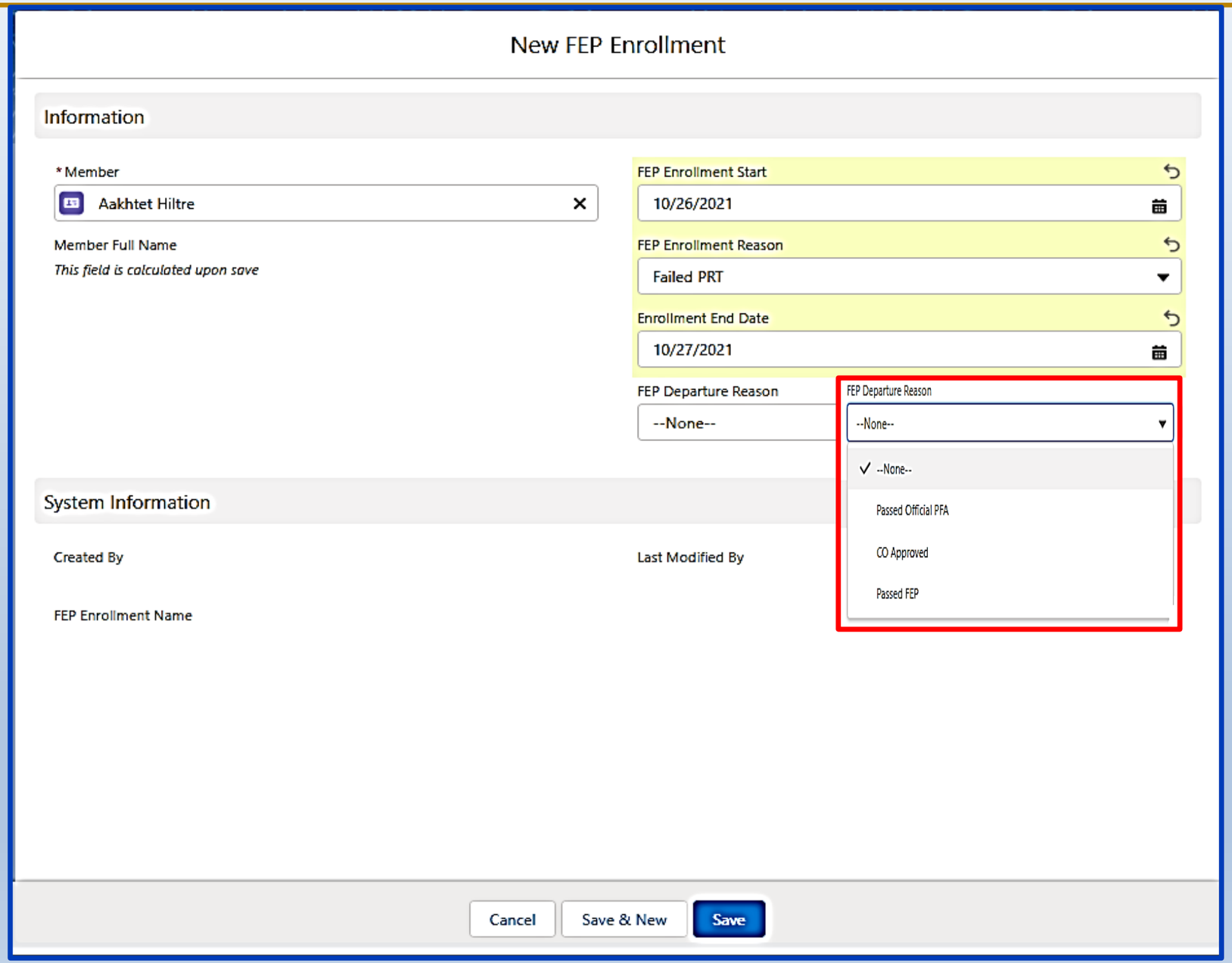
Edit FEP Event



FEP Dis-Enrollment

1. Enter the member's first name, last name, DODID or SSN in the Global search and click enter
2. Under Contact records select the member's name.
3. On the Contact's detail page, from the **FEP Enrollment** related list on the right select the down arrow and 'New'.
4. Click hyperlink for the applicable **FEP Event record**.
5. Add **FEP Enrollment End Date** and **FEP Departure Reason** on the FEP Enrollment form.
6. Select save.
7. FEP Dis-Enrollment complete.

FEP Dis-Enrollment



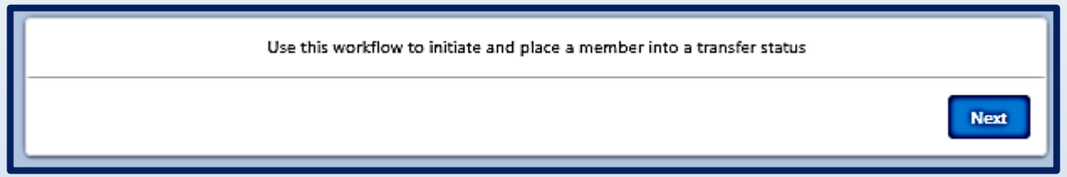
Transfer member out of a Command/UIC

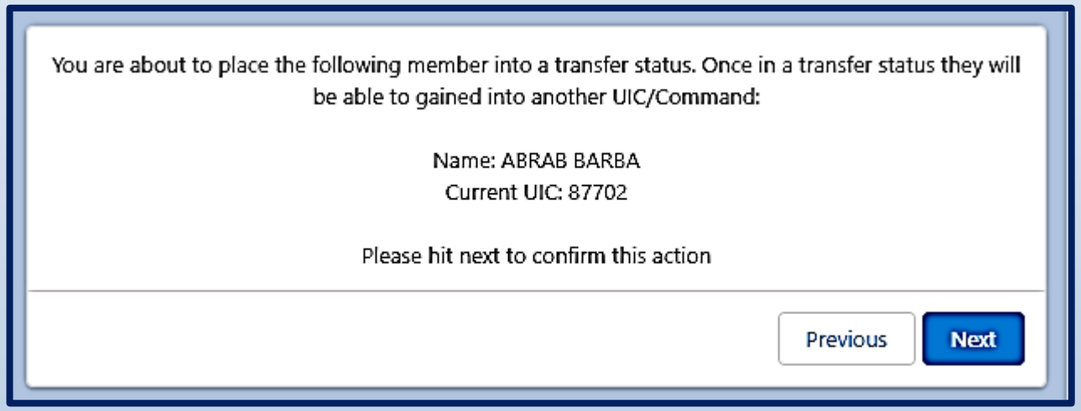
1. In the field on the right of the member's current PFA detail record with the header "Use this workflow to initiate…" Click the next button.
   - The box view will advance with message stating the member will be placed in a transfer status.

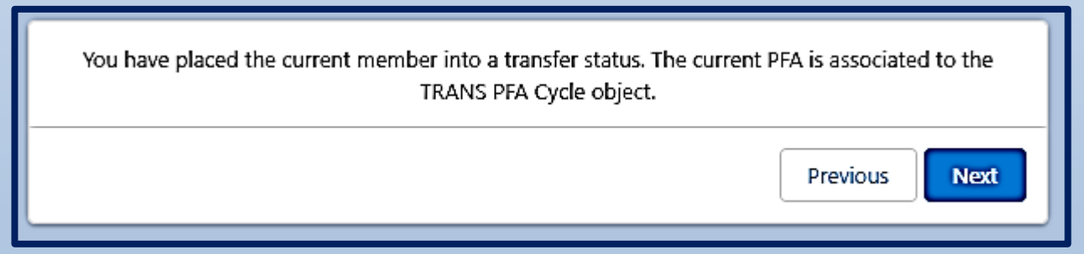
2. Click next to confirm putting the member in transfer status.
   - The box view will advance stating that you have placed the member is in TRANS status.

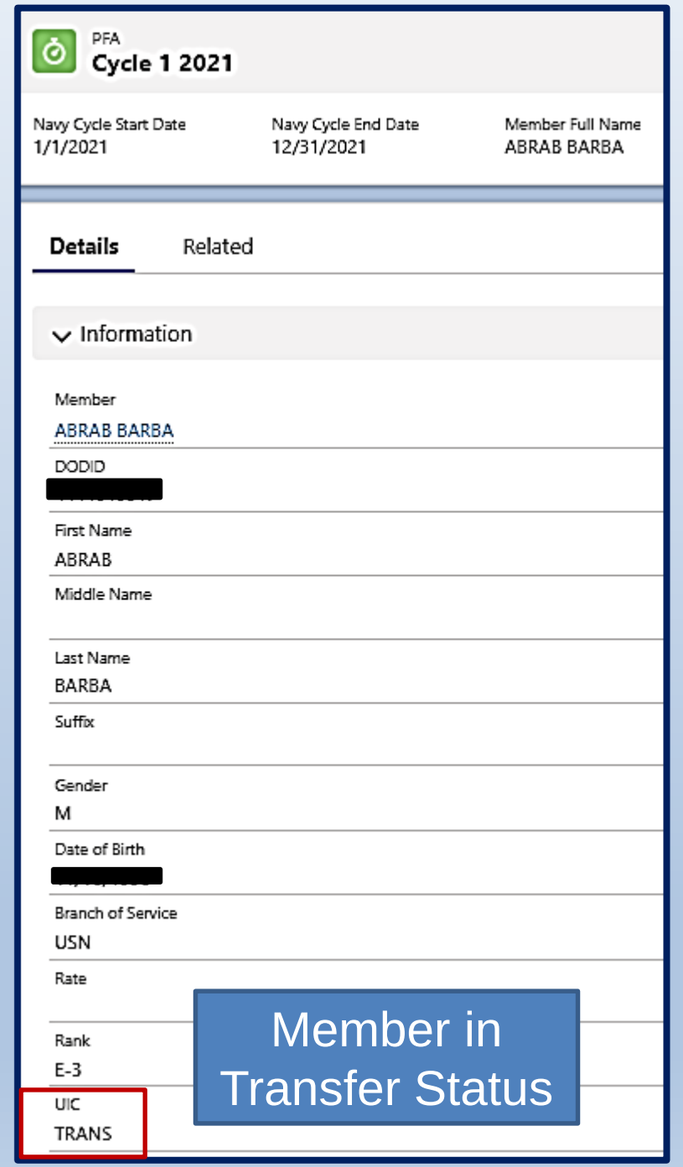
3. Click the next button.
   - The box view will advance to "Use this workflow to gain current member…."
   - Confirm that the UIC field on the PFA record and the Assigned UIC field on the contact record is now "TRANS"

Transfer member out of a Command/UIC









Gain member to a Command/UIC

1. In the field on the right of the member's current PFA detail record with the header "Use this workflow to gain…" Click the next button.
   - The box view will advance to "Search for Target UIC" field.

2. In the " Search for Target UIC" field, search for and select the UIC desired for member.

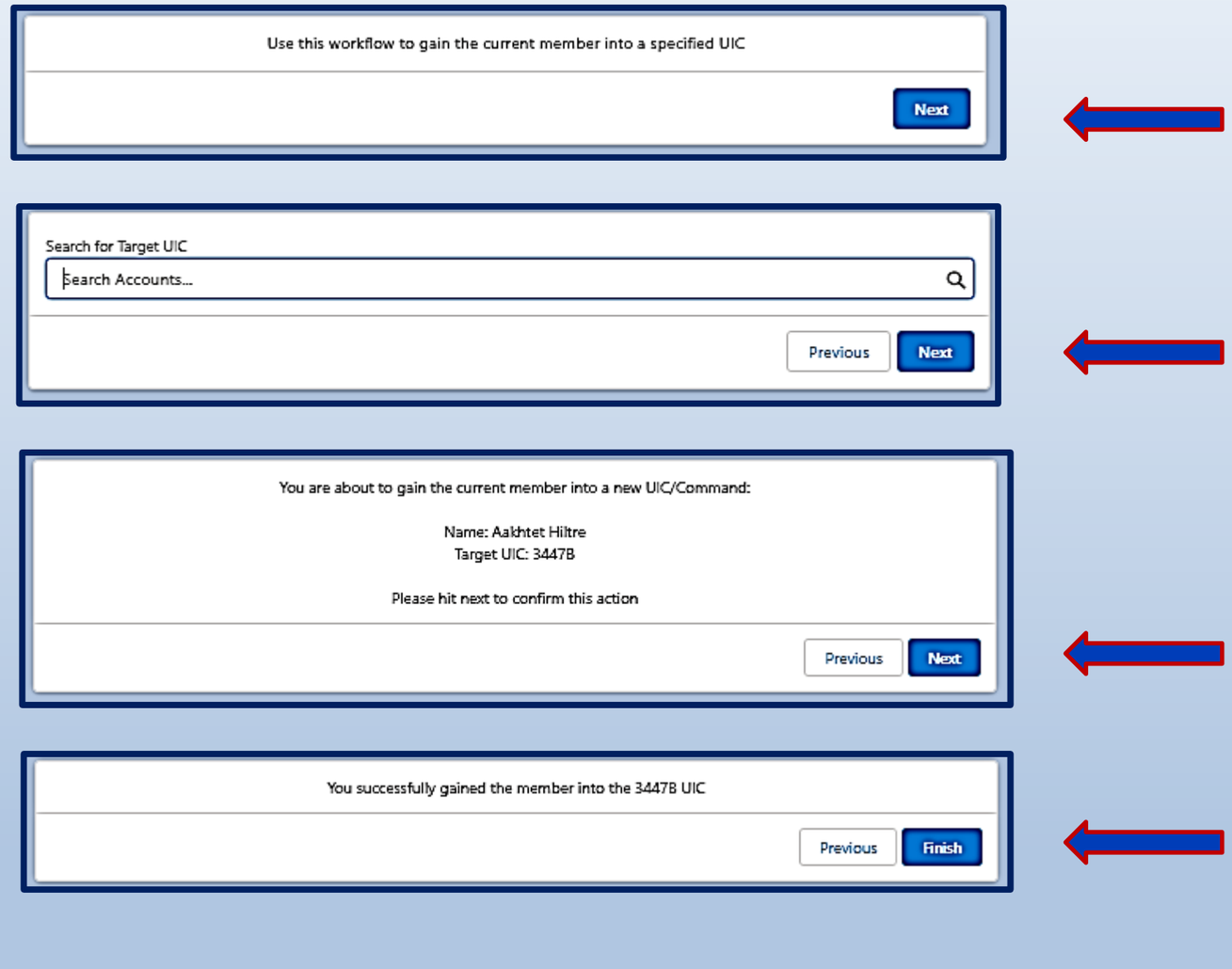
3. Click Next
   - The box view will advance to "you are about to gain…. confirmation" message

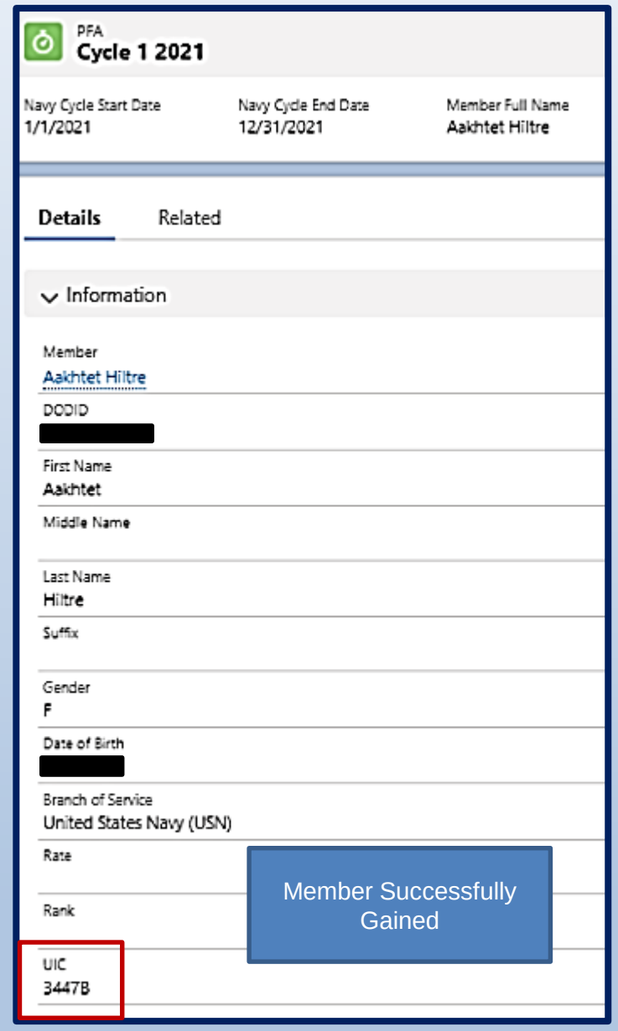
4. Click Next
   - The box view will advance to "member gain success" message

5. Click Finish
   - The box view will advance to transfer prompt

6. Confirm that the UIC field on the PFA record now matches the selected Assigned UIC.

Gain member to a Command/UIC





Assigning a member to a Department

1. In the field on the right of the member's current PFA details page with the header "Use this flow to manage member's command assignment…" Click the next button.
   - The box view will advance to "Search for Target Department"

2. Choose Applicable Department and Click next.

3. User will have the Option to assign a Division if applicable or click next.
   - The box view will advance to "You are about to assign the current member to UIC: and Department.

4. Click next
   - The box view will advance to "You have successfully assigned the member into…..

5. Click finish to complete transaction.

Assigning a member to a Division

1. In the field on the right of the member's current PFA detail record with the header "Use this flow to manage member's command assignment…" Click the next button.
   - The box view will advance to "Search for Target Department"

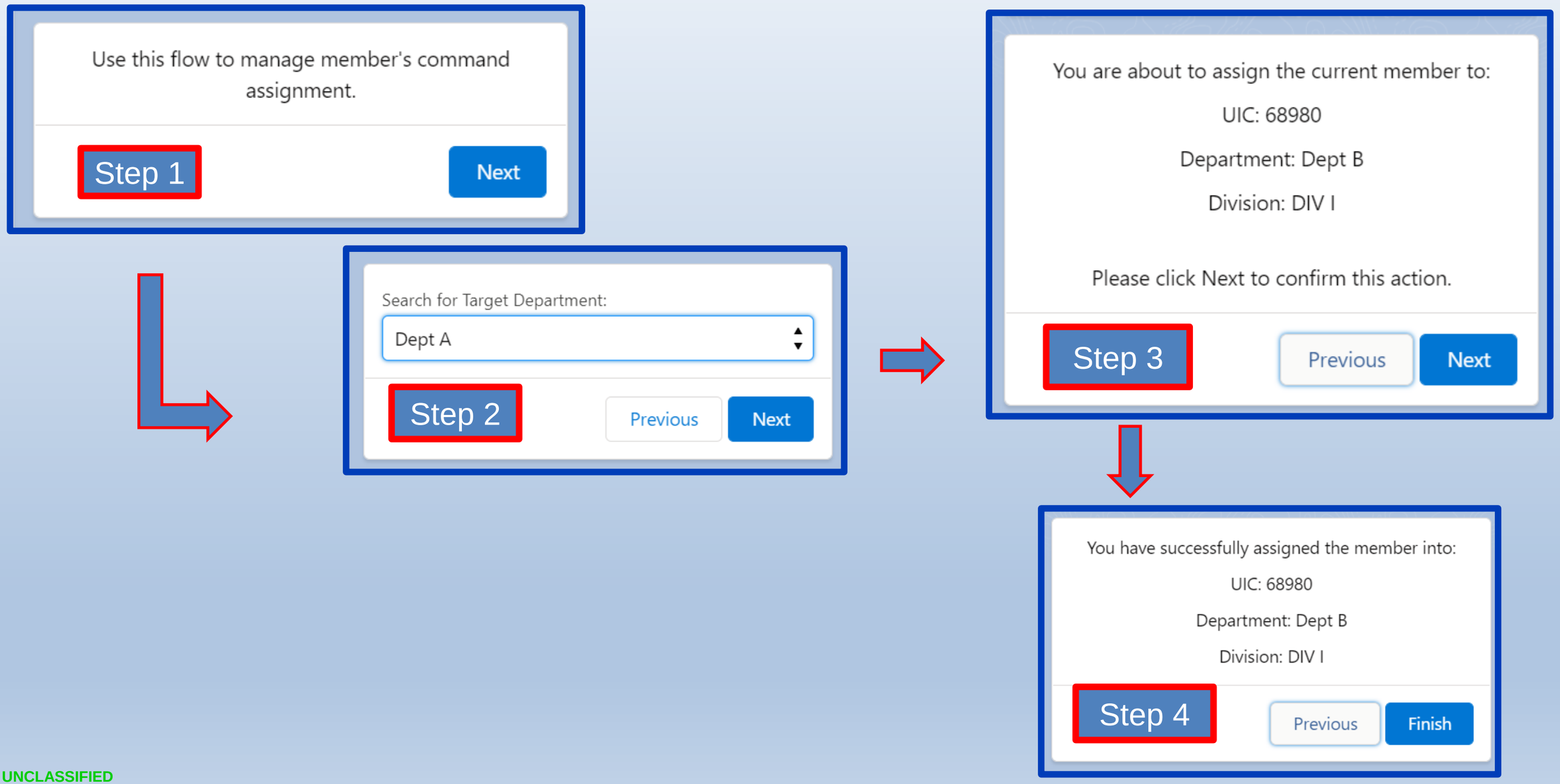
2. Choose Applicable Department and click next.
   - The box view will advance to "Search for Target Division"

3. Choose Applicable Division and click next.
   - The box view will advance to "You are about to assign the current member to UIC, Department and Division.

4. Click next
   - The box view will advance to "You have successfully assigned the member into…..

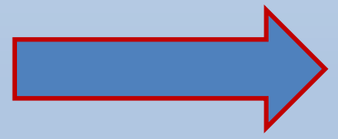
5. Click finish to complete transaction.

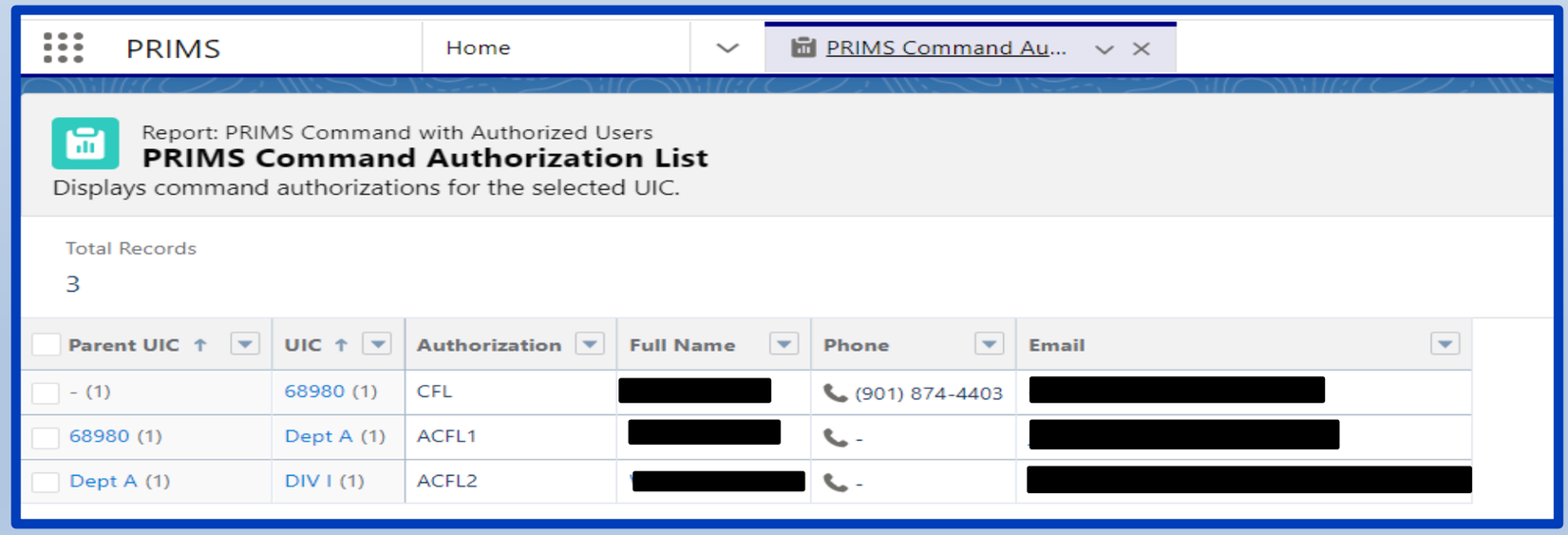
Assigning a member to a Dept/Div



View Command Authorizations

1. From the Navigation dropdown menu on the PRIMS 2 homepage select “Home”.
2. Select “next” in the “Use this flow to view Command Authorizations by UIC.”
3. Search or Enter applicable UIC and select next.
4. Click “View Authorizations.”
5. Command Authorization List appears.





View/Edit Command Information by UIC

1. From the Navigation dropdown menu on the PRIMS 2 homepage select “Home”.

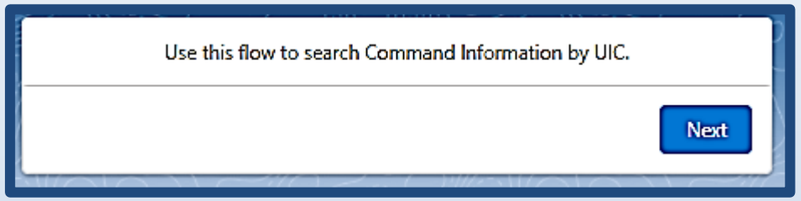
2. Select “next” in the “Use this flow to search “Command Information by UIC”

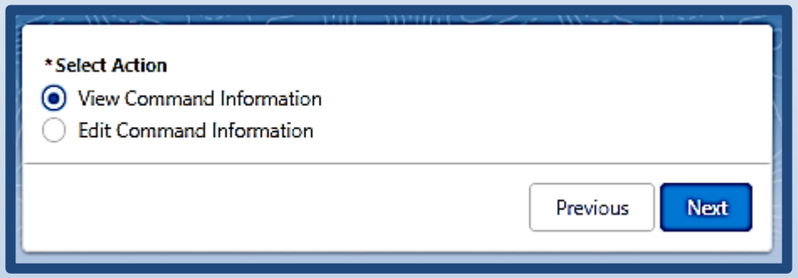
3. Select View or Edit Command Information and then next.

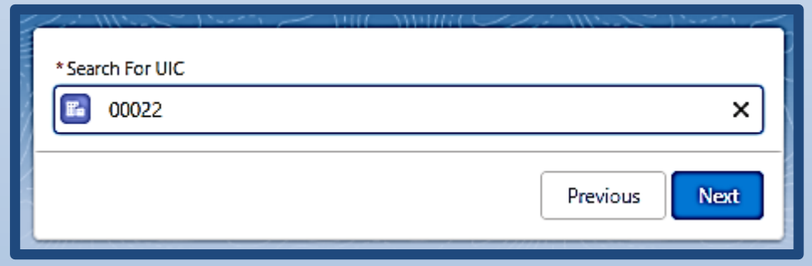
4. Search/Add UIC and click next

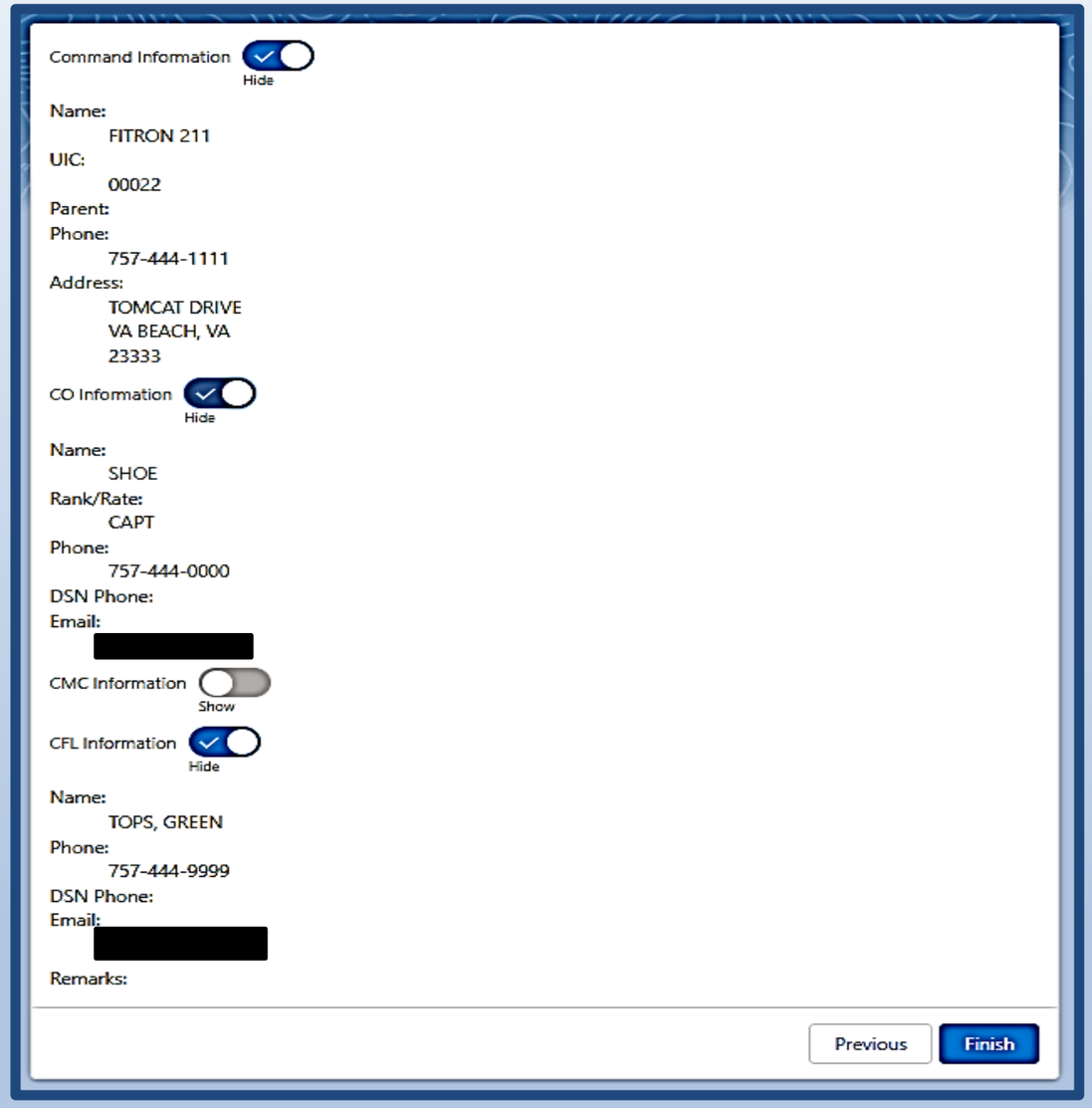
5. Command Information by UIC appears.

View/Edit Command Information by UIC









Accessing Reports

1. From the Navigation dropdown menu on the PRIMS 2 Homepage select “Reports”

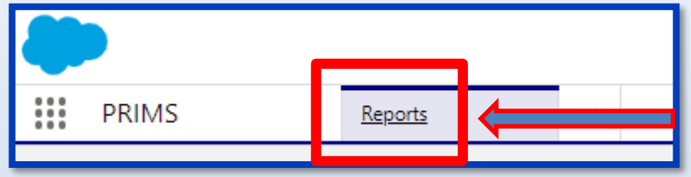
2. Once reports page displays, click “All Folders” in the left menu.

3. Search and click on the folder labeled “PRIMS”.

4. Click the folder labeled “Command Reports”

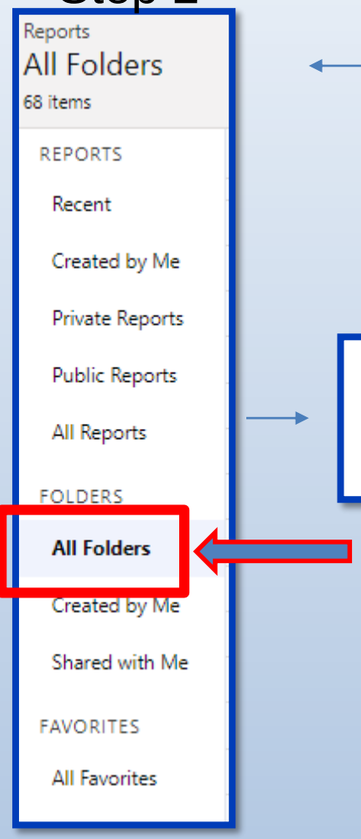
5. Click on the applicable folder to access i.e., PARFQ Listing, Medical Waiver, Health Assessment Due.

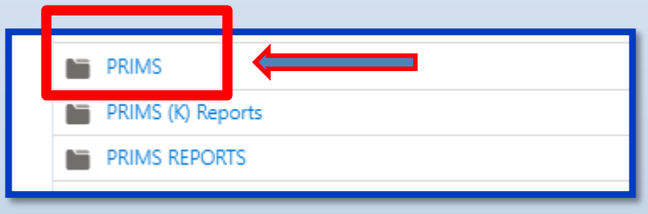
Accessing Reports



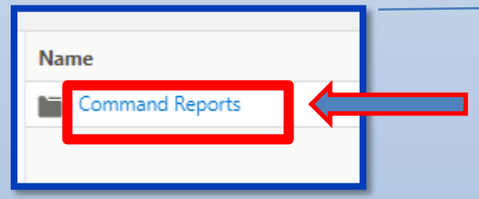
Step 1

Step 2

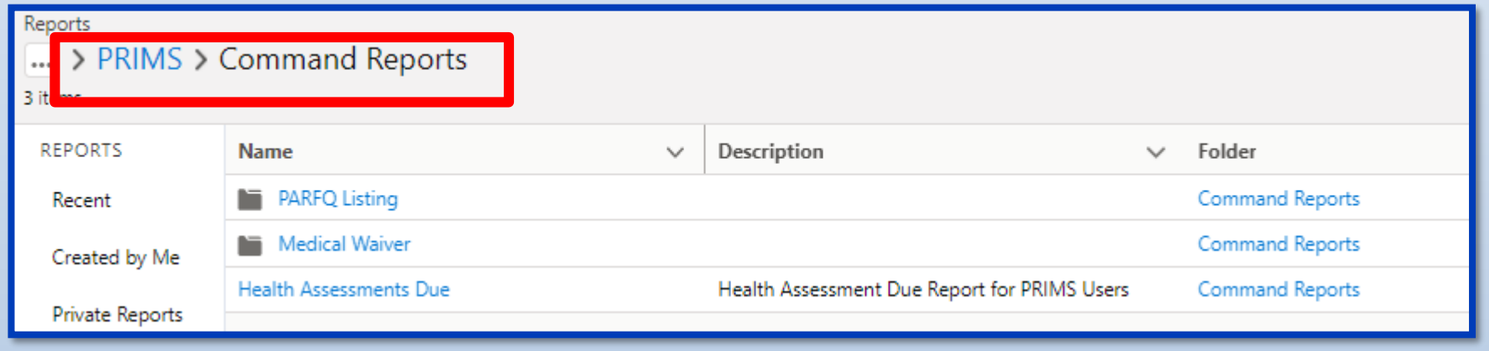




Step 3



Step 4



Step 5

Upload Member Data from excel document

1. Create and add the completed excel file to an accessible folder on your PC.

2. From the Navigation dropdown menu on the PRIMS 2 Homepage select “Home”

3. Click “Upload Files” in the Data Load Widget below the Coordinator Message box.

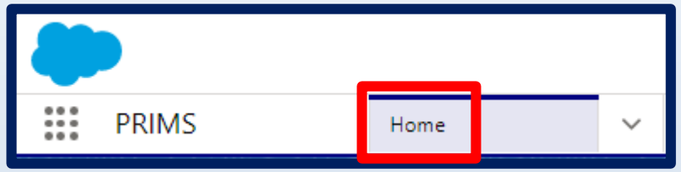
4. Choose the applicable File for upload, from step 1.

5. Click OK on when the “Building table for confirmation…’ box appears.

6. Click “Load PFA Data” in the box below Upload Files.
   - See Success message!, Records have begun processing….INFO!

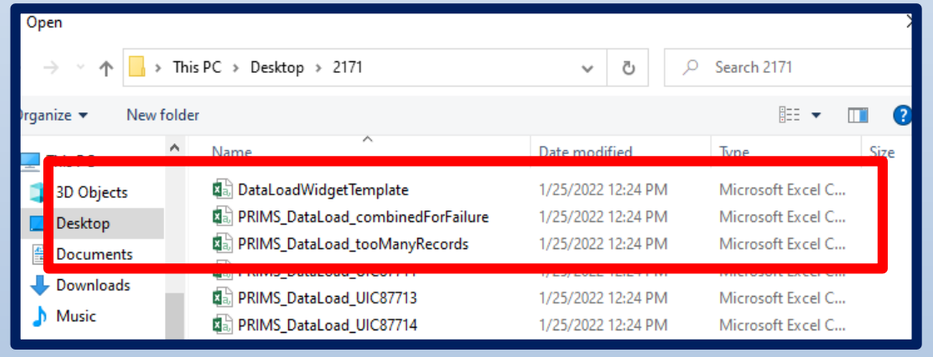
7. Check email for PRIMS Data load Notification.

Upload Member Data from excel document

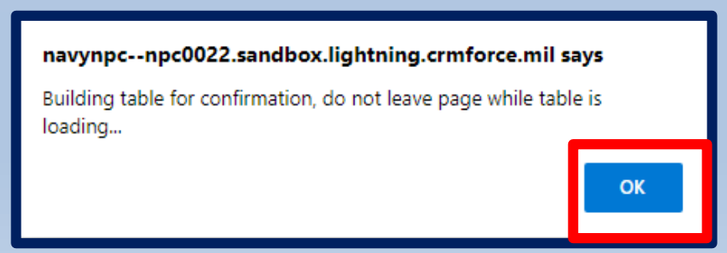


Step 1

Step 2

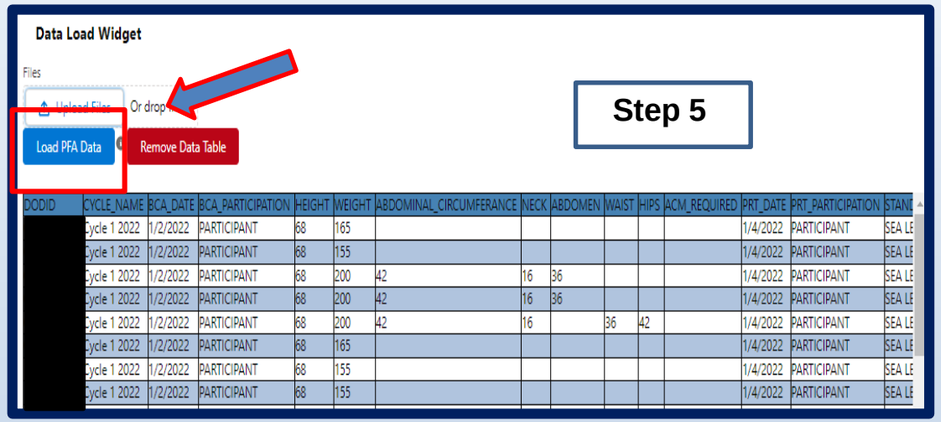


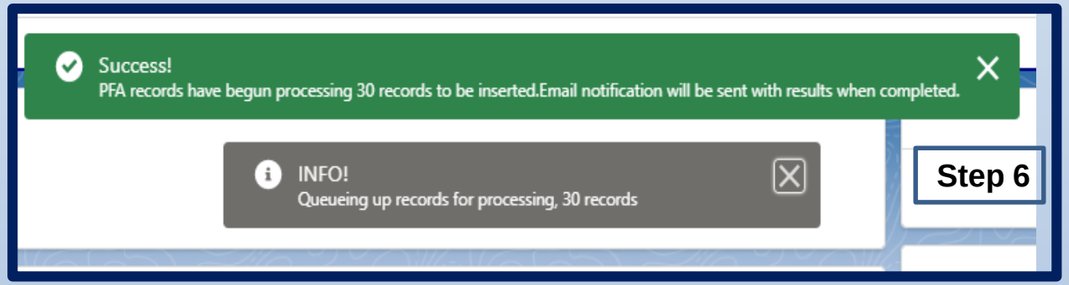
Step 3



Step 4

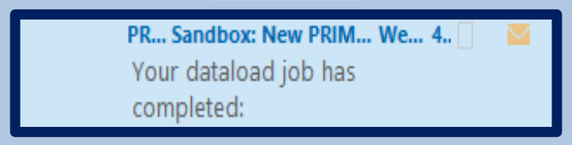
Step 5

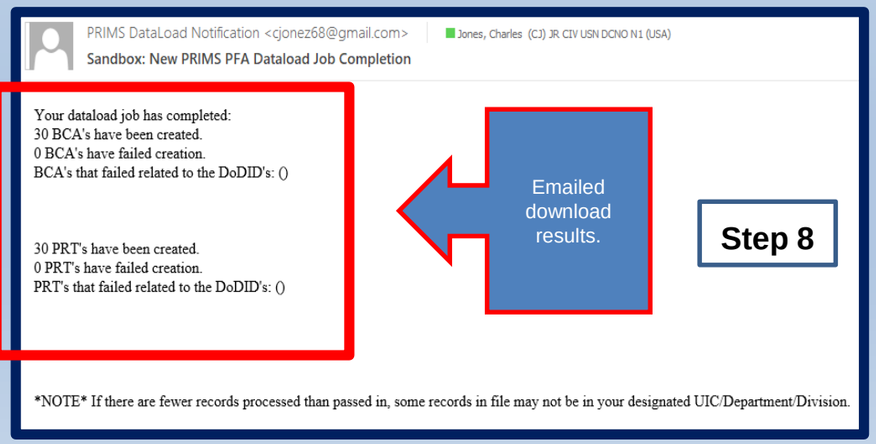




Step 6

Step 7





Emailed download results.

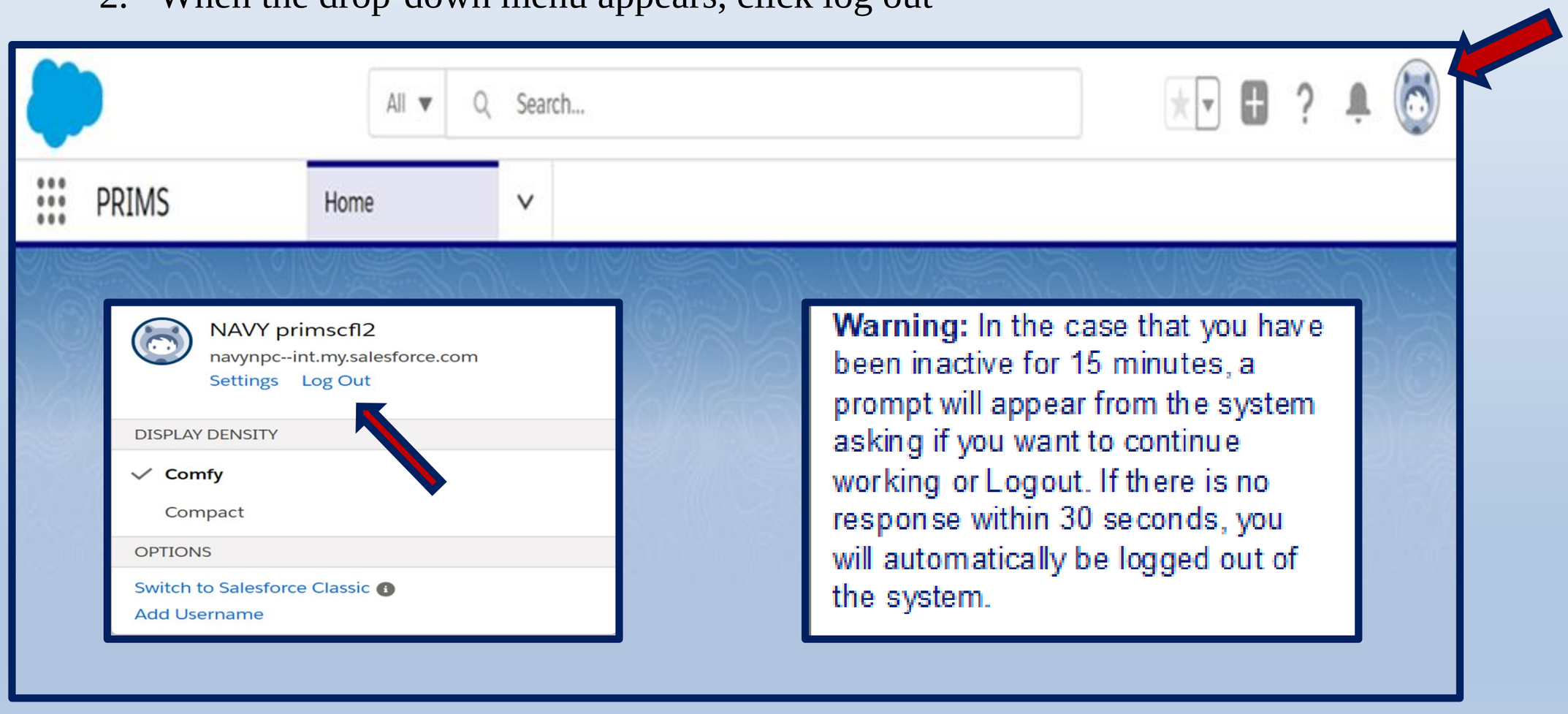
Step 8

UNCLASSIFIED

Logging out of PRIMS 2 Console

1. Click the view profile (Avatar) in the upper right corner

2. When the drop-down menu appears, click log out



Back Up Slides

Email Notification

- The CFL/ACFL shall be notified when a member over which they hold PRIMS responsibility receives an overall result of Fail on the BCA or PRT for the current PFA cycle.
- The CFL/ACFL shall be notified when a member over which they hold PRIMS responsibility receives a grade of Probationary for any portion of the PRT for the current PFA cycle resulting in FEP enrollment and if the member is transferred out of the command.
- The CFL/ACFL should not receive a second notification (No Open Enrollment, BCA Failed, PRT Probationary).

PARFQ Editing

- The CFL shall be able to edit a member's completed PARFQ a maximum of one time per each PFA cycle.

The CFL shall be able to edit a Service Member's completed PARFQ up to six months after the original PFA start date (PARFQ was completed and submitted via MNP or manually submitted by Coordinator/ CFL).

General Information

- **A member with a medical waiver or UA in the BCA Participation block can still participate in the PRT.**

- **If a member fails the PFA (either BCA or PRT), a message will appear stating that the member will automatically be enrolled in the Fitness Enhancement Program (FEP).**

- **Pregnancy is not a medical waiver. There is a pregnant nonparticipation status option in PRIMS 2. Use that from the time the Sailor is confirmed pregnant until twelve months after the end of convalescent leave.**

- **For members who are at high altitude, select High Altitude from the drop down menu. PRIMS 2 will automatically calculate the PRT based on the High Altitude tables.**

- **For members who test using the USMC PFT, select USMC from the Standard box and then click save. PRIMS 2 will automatically populate the PRT with USMC Pass. Scores cannot be input.**

Glossary

- PRIMS 2 Home Page – Main access page for all actions.
- Contact Record – Used as a gateway to access Member's records
- Detail Records - This page is used for access to member's PFA records to make edits or updates to PFA Objects.
- Object for Parent PFA – Parent PFA to any created object i.e., PARFQ, Medical Waiver, BCA, PRT
- PFA Objects – Medical record, PARFQ record, BCA record, PRT record
- FEP Enrollment Record – Used to enroll a member into the Fitness Enhancement Program. (If member is not auto-enrolled).
- FEP Event record – Once enrolled in FEP, used to create/edit BCA/PRT events to include adding "mock" events.
- Navigation Bar / Tab – Located on the top navigation bar on the same row w/PRIMS console
- Navigation Bar / Sub Tab - Located below the top navigation bar

Help Desk Support

TIER I – Physical Readiness Program Office

- All PRIMS 2 related issues to include but not limited to: request to correct member's PFA data, system access related matters or system defects will be addressed by contacting PRIMS@navy.mil

TIER II – eCRM Helpdesk

- Should a PRIMS Coordinator (Tier I), review a request for a PFA data correction, member access issues or possible system defects and deem the correction/defect out of scope at the TIER I level, the request will be escalated to the Tier II helpdesk for review. Therefore, all request must be submitted at a minimum with the following information:

  - Name:
  - Email: (CFL/ACFL who submitted request)
  - Command UIC:
  - Subject: (ex., PRIMS 2 member record correction, system defect, access issues)
  - Description of issue:
  - Screenshots: (if possible)
  - Steps to recreate issue: