

**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:

- CFLs: CFL Certification Course Certificate, CFL Designation Letter and SAAR-N Form
- ACFLs and PRCOs: ACFL or PRCO Designation 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. 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: Yes, there is bi-monthly training available that can be requested via PRIMS@navy.mil. There are also tools available to help users learn how to navigate in the system. These tools are

located on the Physical Readiness webpage at <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/>.

7. 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.

8. How can I see my personal PFA data in PRIMS-2?

ANS: Only authorized users (e.g. CFL, ACFL) have access to PRIMS-2. Sailors will be able to view and access their personal PFA data via MyNavy Portal, on the MyRecord link and through the MyNavy Portal Quick Links.

9. How do I correct discrepancies in my PFA data?

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

10. When can a CFL/ACFL start entering PFA data?

ANS: PFA data (Medical Waiver, BCA, and PRT) cannot be entered until the first day of the cycle (ex. 2022 cycle start date is 1 April). Opening the cycle 10 weeks prior to the start date allows the submission of PARFQs through the MyNavy Portal to PRIMS-2.

11. Do I need to construct my own command roster in PRIMS-2? How do I lose and gain Sailors from/to my command? Can I construct department and divisions in PRIMS-2?

ANS: The initial data load in PRIMS-2 will place Sailors in their assigned UIC identified in the PERS/PAY account. CFLs will be responsible for losing and gaining Sailors during the check-in/out process. CFLs can construct departments and divisions in PRIMS-2 after 1 April 2022. A "How to Guide" for this is located at: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Physical-Readiness/>.

12. What are the basic capabilities of PRIMS-2? What can I do in PRIMS-2 as a CFL or ACFL?

ANS: Initial access to PRIMS-2 will allow CFLs/ACFLs to:

- Verify personnel assigned to their respective UICs
- Initiate gains and losses
- Create Departments and Divisions
- Update Command Point of Contact information
- Review reports
- Create/Edit PARFQs
- Add Medical Waivers
- Input BCA and PRT results
- Manually enroll Sailors in FEP

13. What is a special user designation in PRIMS-2? What can they do?

ANS: "Special Users" are granted "read only" access by the Physical Readiness Office for the reviewing and validating of PFA data for selection boards, and overseas and special duty assignments (i.e. ADOS, ADSW, IA, etc.)