

(Sample letter of correction below. This request must be on command letterhead with the CO's signature. This LOC must include supporting documentation (Examples of supporting documents to accompany the LOC: SF600, confirmation of pregnancy, BCA and PRT original score sheets/rosters, PCS/IA/TAD orders, Bad day request chit.). This request should be originated from the command responsible for the PFA record at the time of the PFA.

Scan and E-mail LOC and supporting documentation to prims@navy.mil.

6110
Ser
Date

From: Commander, _____

To: Director, Physical Readiness and Community Support (N170B)

SUBJ: LETTER OF CORRECTION REQUEST TO PHYSICAL READINESS
INFORMATION MANAGEMENT SYSTEM (PRIMS) RECORD

1. Respectfully request PRIMS record correction as follows:

Member's Name:

SSN:

UIC on PFA record:

UIC requesting correction: (if different from above, also provide reason)

PRT Cycle:

Correction: (if data needs to be input, please provide dates)

Reason for correction:

2. POC for this request is: (name, phone number(s), e-mail address).

CO