

PRIMS 2011

"HOW DO I".....Instructions

The CFL's Guide to PRIMS 2011

Launched: August 2011

Purpose: This document is designed to assist CFL's in maneuvering their way around the new PRIMS 2011 application. It provides step-by-step instructions.

How Do I...?

- **Add a new PFA Schedule in PRIMS**
 - This feature is no longer available
- **Update the Command Screen**
 - Go to command screen
 - Enter UIC
 - Click Get command information
 - Right click on UIC (under command detail)
 - Select edit command information
 - Use the cell block to the right to update CO/CMC/CFL

information (search for CO/CMC/CFL)

- Fill in First, last name and SSN (last four)
- Select member from search
- Select accept
- Fill in ALL cells including Echelon II data
- Phone numbers have to be digits (even if they are 0's

for DSN)

- Once all cells are filled in - click save command data
- If the CO/CMC/CFL data will not save - you will need to tab over to members tab - update member record (edit icon by members name) to ensure phone and email are updated. Click save and then go back to command screen to update.

- **View Command Authorizations**

- Go to command screen
- Enter UIC
- Right click on UIC for drop down menu
- Select Command authorization
- Let screen populate and view data

- **Gain access to PRIMS as the Command Fitness Leader (CFL)**

- For access, the attached document is a sample letter sample letter which must be submitted to the Physical Readiness Program Officer on command letter head: The letter can be faxed to 901-874-2054 or emailed to Mill PRIMS@navy.mil. Once it is received the CFL will receive confirmation when the request has been processed.



cfitransferLetter.doc

- **Add an Assistant CFL**

- Go to Member screen
- Input UIC to locate member
- Click Search for members
- Locate member

- Expand at arrow by members name
- Click on authorization tab
- Click on blue plus sign to add authorization
- Enter UIC
- Click on Get command structure
- Grab department and drag over to member's name
- ACFL1 access should appear
- **How to delete ACFL1/Read only access**
 - Go to Member screen
 - Input UIC to locate member
 - Click search for members
 - Locate member
 - Expand at arrow by member's name
 - Click on authorization tab
 - Click on red **X** to delete
 - Program will confirm deletion
 - Click yes
- **Add Read Only Access**
 - Go to Member screen
 - Input UIC to locate member
 - Click search for members
 - Locate member
 - Expand at arrow by members name

- Click on authorization tab
- Enter UIC
- Click on Get command structure
- Drag Read Only to member authorization
- Authorization will appear
- **Input a Medical Waiver**
 - Go to Member screen
 - Input UIC to locate member
 - Click search for members
 - Locate member for medical waiver
 - Expand at arrow by members name
 - Click on medical waiver tab
 - Click on blue plus symbol to add medical waiver
 - Fill in data for medical waiver
 - Click Save

Note: Medical Waivers MUST be entered in PRIMIS before PFA data entry.

- PFA record will populate
- Go to PFA tab
- Expand at arrow by members name
- Select cycle
- Edit PFA record (pencil icon)
- **Edit Medical Waiver**
 - Go to Member screen

- Input UIC to locate member
- Click search for members
- Expand at arrow by members name
- Click on medical waiver tab
- Expand at arrow to view medical waivers
- Click on Edit Icon
- Edit medical waiver
- Click save
- Click OK
- **Input a Physical Fitness Assessment (PFA) Record**
 - Go to Member screen
 - Input UIC to locate member
 - Click search for members
 - Locate member to add PFA record
 - Click on arrow by members name to expand
 - Click on blue button to add new PFA record
 - Go to Height/Weight tab
 - Fill in required data for BCA

Note: If member is out of BCA standards, a message will appear stating that the member will automatically be enrolled in FEP. The member will not be authorized to participate in the PRT portion of the PFA. A page 13 will also be automatically generated in NSIPS for enlisted personnel. The CFL must generate a LON for Officers failures from PRIMs.

- Click calculate

- If member is within standards, PRIMS will prompt PRT data entry is required

- If yes, click yes
- The screen will automatically go the Physical Readiness tab

- Enter PRT data for overall score

Note: If member fails one or more of the PRT components, the PFA will be scored an overall FAILURE.

- Click save
- Return to page

- **Edit a PFA record**

- Go to Member screen
- Input UIC to locate member
- Click search for members
- Locate member to add PFA record
- Click on arrow to expand at member name
- Click on edit icon (pencil in box)
- Click on tab (Height/weight or Physical

Readiness Test) to edit (you have 3 months for date of BCA to edit record)

- Edit BCA/PRT record
- Click calculate

- **Delete PFA record**

- You are not authorized to delete a PFA record

- **Input a Fitness Enhancement Program (FEP) Record**

- Go to Member screen
- Input UIC to locate member
- Click Search for members
- Locate member add PFA Record.
- Click on FEP tab.
- Click on blue plus to add a FEP record.
- Fill in required data to enroll member into FEP

(only fill in start date and enrollment reason).

- Save on pop up screen

- **Input PARFQ**

- Go to Member screen
- Input UIC to locate member
- Click search for members
- Locate member to add PFA record
- Click on arrow to expand at member's name
- Click on PARFQ tab
- Click on blue plus symbol to add a new PARFQ
- Select cycle, completion date and answer

questions (fill in answers by clicking on circles with mouse)

- Save PARFQ
- Confirm and save

- **Print PARFQ**

- Go to Member screen
- Input UIC to locate member
- Click search for members
- Click on member report icon (charts)
- Select PARFQ
- To print report - select printer icon (document

will print to PDF)

- **Print Failing SF600**

- Go to Member screen
- Input UIC to locate member
- Click search for members
- Click on member report icon (charts)
- Select Failing SF600
- To print report - select printer icon (document

will print to PDF)

- **Run member reports**

- Go to Member screen
- Input UIC to locate member
- Click search for members
- Locate member to add PFA record.
- Click on book icon
- Allow screen to populate

- Select report (cycle if applicable)
- Allow report to run
- To save report - go under the word DOCUMENT on left hand side of the screen - select option
- To view report - go under the word VIEW on left hand side of the screen - select option
- To print report - select printer icon (document will print to PDF)
- **Run command reports**
 - Command screen
 - Input UIC
 - Click on get command information
 - Right click on UIC for drop down menu
 - Got to Command reporting
 - Select report (cycle or specialty grouping if applicable)
 - Allow report to populate
 - To save report - go under the word DOCUMENT on left hand side of the screen - select option
 - To view report - go under the word VIEW on left hand side of the screen - select option
 - To print report - select printer icon (document will print to PDF)

- **Transfer a Member into My Command**
 - Command screen
 - Input UIC
 - Click GET COMMAND INFO
 - Right click UIC from drop down menu
 - Select Xfer member in
 - Search for member by last four/last name or full SSN
 - If member is in the transfer status - data will appear
 - Drag member name over to UIC
 - ACFL must drag name to the Department
 - If member is located in another UIC - click on blue (icon) for command data
 - Contact CFL listed and ask them to place member in transfer status
- **Transfer a Member Out of My Command**
 - Go to members screen
 - Input member ssn or last name last four
 - Search for member
 - Click on first icon by members name (red arrow with open door)
 - Use drop down to select reason why
 - Click Xfer member out

- **Update a Member's Preventive Health Assessment (PHA)**
 - Go to members screen
 - Input member ssn or last name last four
 - Search for member
 - Click edit icon (pencil)
 - Click on calendar under last PFA
 - Select date
 - Save

- **Obtain a Page 13 for an Enlisted Member**
 - See notes under Key Points (pg 14)

- **Obtain a Letter of Notification for an Officer**
 - Go to Member screen
 - Input UIC to locate member
 - Click on book icon (reports)
 - Let screen populate
 - LON (Officers)
 - Select cycle
 - Run report
 - To save report - go under the word **DOCUMENT** on left hand side of the screen - select option

- To view report - go under the word **VIEW** on left hand side of the screen - select option

- To print report - select printer icon (document will print to PDF)
- **Manage a Readiness Waiver**
 - Go to Member screen
 - Input UIC to locate member
 - Locate member to add/edit Readiness waiver
 - Click on Readiness waiver tab
 - Click on blue plus symbol to add or pencil icon to edit a Readiness Waiver
 - Fill in data
 - Save waiver
- **Manage Nutrition Counseling (ship shape)**
 - Go to Member screen
 - Input UIC to locate member
 - Locate member to add/edit Ship shape data
 - Click on Nutrition Tab
 - Click on blue plus symbol to add or pencil icon to edit a Ship Shape record
 - Fill in data for enrollment
 - Save enrollment
- **Setup Departments/Divisions**
 - Command screen
 - Input UIC
 - Get command information

- Right click UIC for drop down menu
 - Edit command information
 - Once screen populates, right click on UIC for drop down menu
 - Select add department
 - Fill in department name
 - Click add department (delete department - right click on department for drop down select delete)
- **To add Division**
 - Command screen
 - Input UIC
 - Get command information
 - Right click on Department
 - Add division
 - Enter division name
 - Click add division (delete department - right click on department for drop down select delete)
- **Mange Member Location Assignment**
 - Command screen
 - Input UIC
 - Get command information
 - Right click UIC for drop down menu
 - Click on member location
 - Let screen populate Members appear

- Expand all departments under UIC, to make visible
- Drag member over to department name that you would like for them to be managed
- **Use the Excel Spreadsheet function** - (Use Help Link Discussion)
 - Excel spread sheet is available to CFL's only
 - Medical waivers do not function in spread sheets they have to be input online
 - To use Excel spread sheet, go to Help link

discussion and download the following documents:

- PRIMS PFA excel instructions
- PFA list items
- Download the Excel Spreadsheet
- Upload the Excel Spreadsheet

Key points of which to be aware:

1. **Page 13 PFA NAVPERS 1070/613** for enlisted members are completed in NSIPS. They are no longer available in PRIMS.
2. PRIMS data is sent to NSIPS on a weekly feed.
3. The Page 13 will only generate once the PFA record is complete (BCA and PRT).
4. Once a PFA NAVPERS 1070/613 is generated in NSIPS, PRIMS will not update NSIPS if PRIMS data in a failing record is changed to a pass. Some examples:
 - o Sailor who received a BCA Exception after failing the BCA.
 - o Sailor retakes the PFA using the Bad Day Rule and passes.

- o Any action which changes a failing record to a pass.

5. The capability to delete PFA NAVPERS 1070/613 in NSIPS is available before verification. Therefore, if the Command Fitness Leader (CFL) and the command representative for NSIPS are not the same person, the CFL needs to work with the NSIPS Command Representative to ensure which PFA NAVPERS 1070/613 should be deleted or verified.

6. Once a PFA NAVPERS 1070/613 is verified, the command will no longer have the ability to delete it. To have it removed; the command must submit a request to PERS-31 on official letterhead citing the issue. For questions concerning NSIPS/ESR and OMPF page 13 removals, please go to PERS-313 website which has the address, organizational mailbox and fax number. <http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/ContactUs.aspx>

7. No failed PFA NAVPERS 1070/613s should be verified until the cycle is over. Verifying a failed PFA NAVPERS 1070/613 indicates the member has been counseled and all required signatures obtained.

8. Pregnancy is not medical waiver in PRIMS under the participation status- list them as pregnant

9. If a member starts the cardio portion of the PFA and does not finish - and does not receive a medical waiver - input 59:59 Run/walk under the cardio category as a result of failure.

PRIMS Errors:

1. If an **Object reference error** occurs, delete your temporary internet files and cookies - log out of PRIMS - log back in.

2. Troubleshooting:

- Q1) Ask what type of computers (NMCI/laptops/macs)
- A1) PRIMS is not compatible with Macs
- Q2) What type of internet service are they using (safari/internet explorer ect)
- A2) PRIMS is not compatible with several different types of internet services. (Safari/Netscape)

3. The following software is required to run PRIMS:

- Java script
- ActiveX
- netframe work
- Internet Explorer

Icon Key

Delete:



Notes:



Word:



Next:



Information:



Add:



Reports:



Edit:



Xfer member out:

