

(Sample letter of correction. Place on letterhead and have CO sign)

******Submit all PFA actual score sheets, medical waivers, etc with this letter, so we can verify the data******

6110
Ser
Date

From: Command
To: Director, Personnel Readiness and Community Support
(OPNAV N135)

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