

SAMPLE FORMAT CFL DESIGNATION LETTER

Format to transfer CFL access. Must be on command letterhead and signed by the CO. Can be faxed to 901-874-2054 (DSN 882) or scanned and e-mailed to: mill_prims@navy.mil.

6100
Date

From: Command Name
To: Director, Physical Readiness and Community Support (N135)

Subj: CFL DESIGNATION LETTER

1. The following service member is designated as this command's Command Fitness Leader (CFL) as of date. Please transfer the access from _____, who has the current CFL access in PRIMs, to _____, as designated below.

COMMAND INFORMATION:

COMMAND NAME:
UIC:
ADDRESS:
PHONE NUMBERS (Commercial and DSN):

CFL INFORMATION:

NAME: SSN:
PRD:
RANK/RATE:
E-MAIL ADDRESS:
PHONE NUMBERS (Commercial and DSN):
UICs RESPONSIBLE FOR:

2. If there are any questions, please contact _____.

COMMANDING OFFICER or
AUTHORIZED OFFICIAL