

Physical Readiness Program E-GRAM

UPDATES AND ANSWERS TO FREQUENTLY ASKED QUESTIONS

5720 Integrity Drive, Millington TN 38055 - OPNAV N135F - April 2013

Once I am designated as a CFL by my CO, what am I required to do and by when?

1. Send your command's CFL transfer designation letter and 5-day Certification Course completion certificate to OPNAV N135F and the PRIMS staff will enter you as the CFL for the UICs requested. Your access should be granted within 5 business days. You will then be able to logon and work with the command's data. Go to BUPERS ONLINE (BOL) at <https://www.bol.navy.mil>. The Login ID is your SSN (no dashes or spaces). The password is your BOL password. If you do not have a BOL password, click the First Time Users link to register with BOL and create a password. You can also use your CAC to login.
2. The first step you must complete after logging into PRIMS is to update each UIC's Command Screen. All fields except Cmd Address Line 2 and Remarks are required. The phone number and e-mail addresses are updated on the Member Screen after you retrieve the member's record. Click the Edit Member Record icon (the pencil) to the left of the member's name. Once the phone number and e-mail addresses are updated and saved, the information will automatically populate when that member is selected on the Command Screen under the Edit Command Info function. Other commands and our office use this information to contact the CFL, CMC, and CO when required.
3. It is the CFL's responsibility to set up any Assistant CFLs and keep the member file up-to-date. CFLs must ensure all members check in and out with them, and only allow members to transfer when PRIMS data has been verified as current with no missing data.
4. As per the OPNAV instruction, the CFL is required to meet certain standards and attend the 5-day CFL Certification Course. The course is not optional for a CFL and must be attended. There is no internal training that qualifies a member to be a certified CFL. Additionally, if you haven't been to the CFL Certification Course since January 2009, you need to get re-certified. Information about the CFL Certification Course can be obtained at <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PHYSICAL/Pages/default2.aspx>. Once you receive the CFL Certificate, please feel free to forward it to PRIMS for entry and tracking purposes.
5. If you have not been certified or require re-certification, CFL access is only good for 90 days. A link with CeTAR's and PRIMS is being established to validate and verify the 5-day CFL Course completion. The dates in CeTARs and PRIMS will determine a CFL's continued access. The 90 day CFL access is only used to manage PRIMS (data input, ACFL and read access, obtaining reports, etc). It does not mean a member is recognized as a Certified CFL and can conduct a Physical Fitness Assessment (PFA). Only a trained and certified CFL can administer the PFA safely for the Commanding Officer. The Commanding Officer needs to be aware of this.
6. Please feel free to contact PRIMS at prims@navy.mil if you have any questions/concerns.

What is the difference between a CFL Designation Letter and a CFL Transfer Designation Letter?

A CFL designation letter is a command letter endorsed by the commanding officer which designates only one member from the command as the command fitness leader. A CFL transfer designation letter is the letter required by PRIMS to change the authorization from the current CFL to the newly designated replacement CFL.

Best Practice

Utilizing the Command Self-Assessment Checklist and the Physical Fitness Assessment (PFA) Checklist before each PFA cycle will ensure a smooth and thorough command fitness assessment.

Tip of the Month!

Fitness means more than just working out - it starts with eating well.
Eating well can improve your endurance and stamina.