

Format to transfer the CFL access. Must be on command letterhead and signed by the CO. Can be scanned and e-mailed to prims@navy.mil.

6100
Date

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

Subj: CFL DESIGNATION TRANSFER 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:
DOD ID#:
PRD:
RANK/RATE:
E-MAIL ADDRESS:
PHONE NUMBERS (Commercial and DSN):
UICs RESPONSIBLE FOR:

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

COMMANDING OFFICER