

**BY ORDER OF THE COMMANDER  
18TH WING**



**18TH WING INSTRUCTION 16-1301**

**21 JANUARY 2021**

**Certified Current, 23 July 2024**

**Operations Support**

**PERSONNEL RECOVERY MISSION  
SOFTWARE (PRMS) PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 16-13, *Survival, Evasion, Resistance, and Escape (SERE)*, 1 March 2000. This instruction implements and defines the responsibilities of Commanders and their personnel in implementation of the Personnel Recovery Mission Software (PRMS) Isolated Personnel Report (ISOPREP). It establishes procedures and assigns responsibilities for program implementation and hierarchy management. This instruction applies to all 18th Wing (18 WG) personnel. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. Sections 133, 3012, 3051 and 8012; E.O. 9397. The applicable System of Records Notice F031 AFMC B, Air Force Information System Records, is available at: <https://dpcl.d.defense.gov/Privacy/SORNs.aspx>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

## ***SUMMARY OF CHANGES***

This document has been revised and needs to be completely reviewed. Major changes include the removal of the previously identified 18 WG electronic file location for unit continuity folders; updated references list.

**1. General.** This instruction provides 18 WG guidance for PRMS implementation as outlined in Joint Publication 3-50, *Personnel Recovery*, USPACOM TASKORD 5050.08, USPACOM INST 0503.01, AFI 16-1301 *Survival, Evasion, Resistance, and Escape (SERE) Program*, and assigns individual responsibilities for ISOPREP development/updates, managerial duties, responsibilities and oversight requirements. The 18 WG will have a primary manager to oversee the wing program. The wing manager will be a 1T0X1 SERE specialist who is assigned to the 18th Operations Support Squadron (18 OSS). Each group will have a primary unit manager to oversee group programs and to assist subordinate unit managers as necessary. The group will appoint a unit manager to work with the squadron unit deployment managers (UDM). Each squadron will have a primary manager to oversee the squadron ISOPREP program. The squadron level unit manager will be the squadron level unit UDM or squadron representative. The squadron managers must have immediate access to Secure Internet Protocol Router (SIPR). Large squadrons will require additional managers to ensure ISOPREPs are managed properly. The PRMS website (<https://prmsglobal.prms.af.smil.mil/prms215/Login/start.aspx>) is a web-based application which supports management of ISOPREP and Evasion Plan of Action (EPA) information. PRMS ISOPREPs must be accomplished on, or loaded into a Secret computer. Individuals who possess a SIPR account can complete a soft copy Department of Defense (DD) Form 1833, *Isolated Personnel Report (ISOPREP)*, as outlined in **Attachment 2**. Once complete, forward to assigned manager. Individuals who possess a Secret Clearance who are not authorized a SIPR account, can complete an ISOPREP using an authorized manager's account. Individuals who do not possess a Secret Clearance will complete a hard copy DD Form 1833 as outlined in **Attachment 2**. This requires the manager to manually upload data into the PRMS database.

## **2. Unit Commanders Responsibilities.**

- 2.1. Ensure all personnel complete a PRMS ISOPREP IAW this directive upon in-processing to Kadena Air Base.
- 2.2. Appoint appropriate level UDMs/squadron representatives as Unit Managers.
- 2.3. Ensure in-processing/out-processing checklists are updated with PRMS requirements and activation/deactivation of Secure Internet Protocol Router Network (SIPR) for Unit Managers and Managers at the Group, Squadron and Flight level.
- 2.4. Ensure continued compliance and accuracy of ISOPREP information maintained for subordinate individuals.

## **3. Wing PRMS Program Manager Responsibilities.**

- 3.1. Be from the 18 OSS/SERE office.
- 3.2. Manage the 18 WG ISOPREP Program and ensure compliance with directives.
- 3.3. Provide subject matter guidance and oversight of ISOPREP program.
- 3.4. Ensure group-level UDMs are qualified as PRMS trainers.

- 3.5. Ensure group-level UDMs are training squadron UDMs as PRMS managers for their respective units.
- 3.6. Conduct spot checks on at least 10% of each units ISOPREP inventory via PRMS semi-annually to ensure compliance and proper format.
- 3.7. Maintain a wing continuity book with the sections referenced in [Attachment 4](#).

#### **4. Group Level Unit Managers Responsibilities.**

- 4.1. Ensure squadron UDMs/representatives are adequately trained as PRMS managers for their respective units.
- 4.2. Notify 18 OSS/SERE personnel no later than (NLT) 60 days from DEROS to schedule training for replacement manager.
- 4.3. Maintain a group continuity book with the sections referenced in [Attachment 4](#).

#### **5. Squadron Level Unit Managers Responsibilities.**

- 5.1. Ensure PRMS training is incorporated into their UDM training.
- 5.2. Ensure ISOPREP completion is added to unit in-processing checklists.
- 5.3. Ensure all personnel in the unit have ISOPREPs on file.
- 5.4. Notify their Group Level Manager 60 days prior to DEROS to schedule training for replacement manager.

#### **6. PRMS Unit Manager Privileges:**

- 6.1. Create, import, view, and edit ISOPREP and EPA data.
- 6.2. Update password and profile information for users within their span of control.
- 6.3. Reassign an individual to another Unit.
- 6.4. Remove a user from a manager's account.

#### **7. Individual Requirements:**

- 7.1. Create or update an individual ISOPREP and EPA within 60 days upon in-processing to the 18 WG. Upon transfer out of the 18 WG, the member will update their duty location data upon in-processing at the new duty location.
- 7.2. Establish a unique PRMS user identification (ID) and password.
- 7.3. Personnel are not required to use the EPA function in PRMS, and may continue to use those developed by their respective unit.
- 7.4. Review their ISOPREP every six months or before deploying or traveling outside the continental United States (OCONUS), except Alaska, Hawaii, Guam, and US territories. For personnel conducting combat operations the ISOPREP will be reviewed prior to the first mission of the day.

Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 16-13, *Survival, Evasion, Resistance, and Escape (SERE)*, 1 March 2000  
AFI 16-1301, *Survival Evasion Resistance and Escape (SERE) Program*, 3 August 2017  
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
Joint Publication 3-50, *Personnel Recovery*, 2 October 2015  
USPACOM OPOD 5050.08, *Antiterrorism / Critical Infrastructure Protection*, 18 March 2008  
USPACOMI 0503.1, *Personnel Recovery in the US Pacific Command*, 26 Sept 2008  
*State Department Foreign Clearance Guide, Pacific Volume*

***Adopted Forms***

DD Form 1833, *Isolated Personnel Report (ISOPREP)*  
AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFPD**—Air Force Policy Directive  
**AFRIMS**—Air Force Records Information Management System  
**DD**—Department of Defense  
**EPA**—Evasion Plan of Action  
**IAW**—In accordance with  
**ID**—Identification  
**ISOPREP**—Isolated Personnel Report  
**NLT**—No later than  
**OCONUS**—Outside the Continental United States  
**OPR**—Office of Primary Responsibility  
**PACOM**—Pacific Command  
**PRMS**—Personnel Recovery Mission Software  
**RDS**—Records Disposition Schedule  
**SERE**—Survival Evasion Resistance and Escape  
**SIPR**—Secure Internet Protocol Router  
**UDM**—Unit Deployment Manager

**Attachment 2****REQUIRED BLOCKS ON DD FORM 1833**

**A2.1.** In addition to the required fields identified in PRMS, personnel assigned to and/or in support of Pacific Command (PACOM) are required to complete the following additional data fields.

- A2.1.1. Block 1. a. Last name.
- A2.1.2. Block 1. b. First name.
- A2.1.3. Block 1. c. Middle initial.
- A2.1.4. Block 2. (Not Required) Go by name.
- A2.1.5. Block 3. Gender.
- A2.1.6. Block 4. Grade.
- A2.1.7. Block 5. SSN.
- A2.1.8. Block 6. (Not Required) Coalition ID.
- A2.1.9. Block 7. DOB.
- A2.1.10. Block 8. Branch of service.
- A2.1.11. Block 9. Current unit.
- A2.1.12. Block 10. Blood type.
- A2.1.13. Block 11. Height.
- A2.1.14. Block 12. (Not Required) Weight.
- A2.1.15. Block 13. Hair color.
- A2.1.16. Block 14. Eye color.
- A2.1.17. Block 15. Ethnic group
- A2.1.18. Block 16. Citizenship.
- A2.1.19. Block 17. Accent.
- A2.1.20. Block 18. Religious preference.
- A2.1.21. Block 19. (Not Required) Blood chit number.
- A2.1.22. Block 20. Identifying scars/marks/tattoos.
- A2.1.23. Block 21. Known medical conditions and prescription.
- A2.1.24. Block 22. Shirt Size.
- A2.1.25. Block 23. Pant Size.
- A2.1.26. Block 24. Hat Size.
- A2.1.27. Block 25. Boot Type.
- A2.1.28. Block 26. Boot Size.

- A2.1.29. Block 27. Boot Width.
- A2.1.30. Block 28. a. Type. Level B (SERE 100), Level C (Formal SERE Training Course).
- A2.1.31. Block 28. b. Provide year of training.
- A2.1.32. Block 28. c. Provide month of training.
- A2.1.33. Block 28. d. Provide location of training. e.g. Fairchild AFB, USAFA, USAFSAM, Camp McCall, Online (SERE 100).
- A2.1.34. Block 28. e. Comments-Provide Information on course you attended. e.g. USAFSAM (Level B Medical SERE) training, S-V80-A, Level C, S-V83-A, S-V82-A, S-V88-A, SERE 220, SERE 245, SERE 225.
- A2.1.35. Block 29. a-e. Same format as block 28 a-e.
- A2.1.36. Block 30. a-e. Same format as block 28 a-e.
- A2.1.37. Block 31. a-e. Primary language capability.
- A2.1.38. Block 32. Other Language Capabilities: e.g. I speak, write, and read, Chinese fluently.
- A2.1.39. Block 33. a-g. Primary next of kin.
- A2.1.40. Block 34. a-f. Parent #1.
- A2.1.41. Block 35. a-f. Parent #2.
- A2.1.42. Block 36. a-c. Children at home.
- A2.1.43. Block 37. a-e. Home of record.
- A2.1.44. Block 38. Special family situations.
- A2.1.45. Block 39. (Not Required) Date missing.
- A2.1.46. Block 40. (Not Required) Date Recovered.
- A2.1.47. Block 41. (Not Required) Date entered reintegration.
- A2.1.48. Block 42. (Not Required) Date released to unit control.
- A2.1.49. Block 43. (Not Required) Notes.
- A2.1.50. Block 44. a-c. (Not Required) Fingerprints.
- A2.1.51. Block 44. d. (Required for contractors only) Contractor information.
- A2.1.52. Block 45 and 46. **Note:** Photographs are mandatory. Photographs are limited to 200K. Photographs will be of the head only, and must be clear. If shoulders are shown in the picture, rank will be covered. The DEERS database can be used to collect photos.
- A2.1.53. Block 47. Date completed.
- A2.1.54. Block 48. Date reviewed.
- A2.1.55. Block 49. (Not Required) Signature.
- A2.1.56. Block 50. Personal Authentication Statement #1. Confidential (When Block Filled In)

A2.1.57. Block 51. Personal Authentication Statement #2. Confidential (When Block Filled In)

A2.1.58. Block 52. Personal Authentication Statement #3. Confidential (When Block Filled In)

A2.1.59. Block 53. Personal Authentication Statement #4. Confidential (When Block Filled In)

A2.1.60. Block 54. Authentication Number. Confidential (When Block Filled In)



### Attachment 3

#### LOADING ISOPREP DATA

##### A3.1. Loading an ISOPREP using an Individual Account.

A3.1.1. Log \_\_\_\_\_ in \_\_\_\_\_ to \_\_\_\_\_ PRMS  
(<https://prmsglobal.prms.af.smil.mil/prms215/Login/start.aspx>).

A3.1.2. Click on the dashboard tab “My ISOPREP”.

A3.1.3. Click on the Create Button.

A3.1.4. Fill out all required parts IAW [Attachment 2](#).

A3.1.5. Save data into system.

A3.1.6. Inform manager ISOPREP is completed in PRMS.

A3.1.7. Manager must then attach ISOPREP under them in PRMS.

##### A3.2. Loading an ISOPREP using soft copy on SIPR.

A3.2.1. Request soft copy from PRMS manager (can be downloaded from the PRMS website).

A3.2.2. Fill in all required parts IAW [Attachment 2](#).

A3.2.3. Email completed ISOPREP to manager via SIPR.

A3.2.4. Manager must then import the ISOPREP into PRMS and save data. **Note:** Importing ISOPREPs from the SIPR soft copy on PRMS will import all data except for the Unit. This must be inputted by selecting the box next to that block and searching for the assigned Unit.

##### A3.3. Loading ISOPREP using Hard Copy.

A3.3.1. Print out blank ISOPREP forms from either PRMS.

A3.3.2. Pass blank forms out to members.

A3.3.3. Members will fill out all required parts IAW [Attachment 2](#) and turn in to Managers. **NOTE:** Ensure all personnel who will be traveling with completed DD Form 1833 have the appropriate clearance, courier documents in their possession, and the appropriate classified storage container for the transport of classified materials. Confidential (when blocks 50– 54 filled in.)

A3.3.4. Managers will input all data on ISOPREPs manually into PRMS.

**Attachment 4****MINIMUM CONTINUITY BOOK REQUIREMENTS**

**A4.1.** Continuity books will be stored at each unit for program management.

**A4.2.** All continuity books will contain at a minimum:

A4.2.1. Signed PRMS Unit Manager/Manager appointment letters. Multiple unit managers may appear on one appointment letter.

A4.2.2. PRMS Unit Manager/Manager Job Description and Responsibilities as outlined in this publication.

Attachment 5

18TH WING HIERARCHIES

Figure A5.1. 18th Wing Hierarchies.

UNIT NAME.....	Unit Abbreviation in PRMS
18th Wing/WSA .....	18 WG
18th Civil Engineer Group.....	18 CEG
18th Civil Engineer Squadron.....	18 CES
718th Civil Engineer Squadron.....	718 CES
18th Maintenance Group.....	18 MXG
18th Aircraft Maintenance Squadron.....	18 AMXS
18th Component Maintenance Squadron.....	18 CMS
18th Equipment Maintenance Squadron.....	18 EMS
18th Maintenance Operations Squadron.....	18 MOS
18th Munitions Squadron.....	18 MUNS
718th Aircraft Maintenance Squadron.....	718 AMXS
18th Medical Group .....	18 MDG
18th Aerospace Medicine Squadron .....	18 AMDS
18th Dental Squadron .....	18 DS
18th Medical Operations Squadron .....	18 MDOS
18th Medical Support Squadron .....	18 MDSS
18th Mission Support Group.....	18 MSG
18th Communications Squadron.....	18 CS
18th Contracting Squadron .....	18 CONS
18th Force Support Squadron .....	18 FSS
18th Logistics Readiness Squadron .....	18 LRS
18th Security Forces Squadron .....	18 SFS
18th Operations Group.....	18 OG
18th Aeromedical Evacuation Squadron .....	18 AES
18th Operations Support Squadron.....	18 OSS
31st Rescue Squadron .....	31 RQS
33rd Rescue Squadron .....	33 RQS
44th Fighter Squadron.....	44 FS
67th Fighter Squadron.....	67 FS
623rd Air Control Flight.....	623 ACF
909th Air Refueling Squadron.....	909 ARS
961st Airborne Air Control Squadron.....	961 AACs