

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
16-101**



25 FEBRUARY 2016

Operations Support

**PERSONNEL RECOVERY MISSION
SOFTWARE (PRMS) OPERATING
INSTRUCTION (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication is available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8 OSS/OSKP
(SERE)

Certified by: 8 OG/CC
(Colonel Thomas P. Seymour)

Pages: 16

Supersedes: 8FWI 16-101, 9 Mar 2011

This instruction implements Air Force Instruction (AFI) 16-1301 *Survival, Evasion, Resistance, and Escape (SERE) Program*. It defines the responsibilities of commanders and their personnel in implementation of the Personnel Recovery Mission Software (PRMS) Isolated Personnel Report (ISOPREP). It applies to all units assigned or attached to the 8th Fighter Wing (FW) Kunsan Air Base (AB), Republic of Korea (ROK). 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 the 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 Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: updated applicable governing guidance, clarified Commanders responsibilities, updated individual responsibilities per changes to theater entry requirements and methods to complete ISOPREPs, clarified Wing PRMS Manager responsibilities, combined Group and Squadron Manager account privileges and responsibilities, updated Attachment 2 procedures for filling out via non-secure networks, deleted Attachment 3 “Commander’s Report” Slide Format, and transferred all info from Attachment 5 “8 Fighter Wing PRMS Hierarchies” into commander responsibilities.

1. General Information

1.1. 8 FW SERE Operations are responsible for ensuring the program complies with Joint Publication (JP) 3-50, *Personnel Recovery*; United States Pacific Command Tasking Order (USPACOM TASKORD) 5050.08, *Anti-Terrorism Force Protection Operations*; United States Pacific Command Instruction (USPACOM INST) 0503.1, *Personnel Recovery in the US Pacific Command*; Air Force Policy Directive (AFPD) 16-13, *Survival, Evasion, Resistance, and Escape (SERE)*; AFI 16-1301, *Survival, Evasion, Resistance, and Escape (SERE) Program*; ROK Foreign Clearance Guide; and United States Forces Korea (USFK) Regulation 525-40, *Personnel Recovery Procedures*.

1.2. This instruction further defines responsibilities and procedures of commanders, with regard to implementation and oversight of the PRMS program. It establishes procedures and assigns responsibilities for program implementation and hierarchy management. This instruction applies to all 8 FW personnel.

1.3. This document is derived from a draft parent document developed for PRMS Implementation and management throughout the USPACOM Area of Responsibility (AOR). For ease of implementation this document has further defined the managerial titles to support the Air Force structure. Wing and Group Unit Level managers are not identified in the PRMS system. The generic term “Unit Manager” applies to both but has distinct hierarchal differences. Squadron Level managers are identified merely as “Managers” in the PRMS system.

2. Purpose

2.1. This directive provides 8 FW guidance for PRMS implementation as outlined in JP 3-50, USPACOM TASKORD 5050.08, USPACOM INST 0503.01, and AFI 16-1301, and assigns individual responsibilities for ISOPREP development, updates, managerial duties, responsibilities and oversight requirements.

2.2. SCOPE: PRMS allows ISOPREP and Evasion Plans of Action (EPA) development, storage, update, retrieval and system management by Individuals, Unit Managers, Recovery Coordinators and Component Managers. The PRMS website (<https://prmsglobal.prms.af.smil.mil>) is a web-based application which supports management of ISOPREP and EPA information. Upon notification of an isolating event, the Joint Personnel Recovery Center (JPRC) or equivalent will use PRMS to search and immediately access ISOPREP and EPA information to support recovery operations. PRMS

eliminates the need to forward ISOPREP data (and EPA when developed in PRMS) to the JPRC and Personnel Recovery Coordination Cell (PRCC) during contingency operations.

3. Commander's Responsibilities:

3.1. Wing Commander will designate a primary and alternate Wing-level PRMS Manager. The primary manager must be a 1TOX1 Survival, Evasion, Resistance, and Escape (SERE) Specialist per AFI 16-1301. The alternate manager should be a SERE Specialist to the maximum extent possible. If the 1TOX1 SERE Specialists are not able to perform either the primary or alternate duty then it should fall to the Wing Anti-Terrorism/Force Protection (AT/FP) office.

3.2. Group and Squadron Commanders will:

3.2.1. Ensure all personnel complete a PRMS ISOPREP in accordance with applicable guidance and directives.

3.2.2. Designate a primary and alternate PRMS Manager. This role should be assigned to Unit Deployment Managers (UDM), or Intelligence Specialists. Units with more than 100 assigned may have multiple assistant managers. (Appointment Letter example Attachment 4). **NOTE:** Units with less than 25 personnel will fall beneath the next higher echelon in the 8 FW hierarchy. Exception: AF Detachments. (See Attachment 7)

3.2.3. Ensure in-processing and out-processing checklists are updated with PRMS requirements as well as activation and deactivation of Secure Internet Protocol Router (SIPR) accounts, as applicable.

4. Policy And Guidance For The Individual:

4.1. INDIVIDUAL MEMBERS ACCOUNT PRIVILEGES:

4.1.1. Individuals can create, import, and edit their ISOPREPs as well as update their password and user profile information.

4.2. INDIVIDUAL MEMBERS RESPONSIBILITIES:

4.2.1. Personnel that did not complete an ISOPREP prior to reporting to Kunsan AB will accomplish this requirement within 30 days from date arrived on station. Mandatory ISOPREP fields are outlined in Attachment 6.

4.2.2. ISOPREPs will be accomplished in one of the following ways:

4.2.2.1. Individuals who possess a secret clearance and have a requirement for access to the SIPR network will register for a PRMS account and complete an ISOPREP through the following secure website <https://prmsglobal.prms.af.smil.mil>

4.2.2.2. Individuals who possess a secret clearance, but who are not authorized a SIPR network account, will complete an ISOPREP using their manager's account.

4.2.2.3. Individuals unable to access a SIPR network utilizing one of the above options will access the PRMS PRO-File page via a Non-secure Internet Protocol Routing (NIPR) network. Reference Attachment 2 for website address and instructions.

4.2.3. Under peacetime conditions, High Risk of Isolation (HRI) personnel will review ISOPREPs every 6 months. During wartime conditions, HRI personnel will review their ISOPREP prior to each mission, per JP 3-50. Non-HRI personnel will review their ISOPREP every 12 months. **NOTE:** Per USFK 525-40, Aviators are the only HRI personnel assigned to Kunsan AB.

5. Policy And Guidance for PRMS Wing Manager and PRMS Unit Managers:

5.1. WING PRMS MANAGERS WILL:

5.1.1. Maintain continuity via a network electronic file or a binder which contains, at a minimum, all sections referenced in Attachment 3.

5.1.2. Complete PRMS Computer Based Training(CBT) prior to assuming duties.

5.1.3. Submit appointment letter and Privacy Act Notice to the PRMS Help Desk e-mail prmsmail@jricp.dia.smil.mil.

5.1.4. Provide hands on training and account creation for all Group and Squadron Managers.

5.1.5. Perform quarterly inspection of at least 20 ISOPREPs within one Group and 2 Squadron programs. Provide written reports to Group and Squadron Commanders, as required.

5.1.6. Additionally, provide a monthly report to the 8 FW/CC on the Wing's status.

5.1.6.1. Report will contain the following figures from each Group and Squadron:

5.1.6.1.1. Number assigned to organization;

5.1.6.1.2. Number of ISOPREPs completed; and

5.1.6.1.3. Number of ISOPREPs not reviewed.

5.1.7. Maintain an electronic copy of all reports for a minimum of 12 months.

5.1.8. Staff Assisted Visit (SAV) will be conducted periodically during the year to highlight areas requiring improvement and to note best practices. Documentation will consist of a Memorandum for Record (MFR) detailing the observation and recommendation. Copies of the report will be routed through the organization's commander. MFRs will be maintained for a minimum of 12 months from date of accomplishment.

6. Policy and Guidance for PRMS Group and Squadron Managers:

6.1. GROUP and SQUADRON MANAGER ACCOUNT PRIVILEGES:

6.1.1. Appointment letter and Privacy Act Notice will be forwarded to the 8 FW Manager at e-mail 8OSS.SERE@Kunsan.af.mil prior to receiving manager rights.

6.1.2. All managers must have immediate access to the SIPR network.

6.1.3. Managers may create, import, and edit ISOPREPs, update password, update profile information for users within their span of control, assign roles to users (manager to individual only), search and attach an ISOPREP, reassign an individual to another unit,

remove a user from a manager's account, and create, import, and view all users within their respective unit.

6.2. GROUP and SQUADRON MANAGER RESPONSIBILITIES:

6.2.1. Maintain continuity via a network electronic file or a binder which contains, at a minimum, all sections referenced in Attachment 3.

6.2.2. Complete PRMS CBT and hands-on training with Wing Manager prior to assuming duties.

6.2.3. Ensure programs are in compliance with this instruction.

6.2.4. Ensure personnel under their managerial authority complete and review their individual ISOPREP (see paragraph 4.2.1.1).

6.2.5. Perform 100% review of all ISOPREPs within their control. Managers will not validate an ISOPREP unless it is correct.

6.2.6. Generate monthly status report and forward it to the 8 FW Manager at e-mail 8OSS.SERE@kunsan.af.mil. Report will contain the following figures:

6.2.6.1. Number assigned to organization;

6.2.6.2. Number of ISOPREPs completed; and

6.2.6.3. Number of ISOPREPs not reviewed.

Jeremy T. Sloane, Colonel, USAF
Commander

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

AFPD 16-13, *Survival, Evasion, Resistance and Escape (SERE)*, 1 Mar 2000
AFI 16-1301, *Survival Evasion Resistance and Escape (SERE) Program*, 6 Sept 2006
AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 Jan 2015
AFMAN 33-363, *Management of Records*, 1 Mar 2008
DoD Regulation 5400.7/AFSUP, *Freedom of Information Act Program*, 24 Jun 2002
USPACOM TASKORD 5050.08, *Anti-Terrorism Force Protection Operations*, Nov 2008
USPACOM INST 0503.01, *Personnel Recovery in the US Pacific Command*, 26 Sept 2008
Joint Publication 3-50, *Personnel Recovery*, 5 Jan 2007
USFK 525-40 *Personnel Recover Procedures*, 1 Mar 2010
ROK Foreign Clearance Guide, 31 Dec 2014

Adopted Forms

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

Abbreviations and Acronyms

AB—Air Base
AF—Air Force
AFB—Air Force Base
AFI—Air Force Instruction
AFMAN—Air Force Manual
AOR—Area of Responsibility
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AT/FP—Anti-Terrorism/Force Protection
CAC—Common Access Card
CBT—Computer Based Training
DoD—Department of Defense
EPA—Evasion Plan of Action
FW—Fighter Wing
HRI—High Risk of Isolation

FOUO—For Official Use Only

ISOPREP—Isolated Personnel Report

JP—Joint Publication

JPRC—Joint Personnel Recovery Center

JSETS—Joint SARSAT Electronic Tracking System

MFR—Memorandum for Record

NDA—Non Disclosure Agreement

NIPRNET—Non-secure Internet Protocol Routing Network

OPR—Office of Primary Responsibility

OST—Operations Support Team

PACAF—Pacific Air Force

PACOM—Pacific Command

POC—Point of Contact

PRCC—Personnel Recovery Coordination Cell

PRMS—Personnel Recovery Mission Software

RDS—Records Disposition Schedule

ROK—Republic of Korea

SARSAT—Search and Rescue Satellite Aided Tracking

SAV—Staff Assisted Visit

SIPRNET—Secure Internet Protocol Router Network

SERE—Survival, Evasion, Resistance, and Escape

SSL—Secure Sockets Layer

UDM—Unit Deployment Manager

UM—Unit Manager

URL—Uniform Resource Locator

USAF—United States Air Force

USAFA—US Air Force Academy

USFK—United States Forces Korea

USAFSAM—US Air Force School of Aerospace Medicine

USPACOMTASKORD—United States Pacific Command Tasking Order

USPACOMINST—United States Pacific Command Instruction

USPACOM—United States Pacific Command

USFK—United States Forces Korea

Terms

Code of Conduct Training (CoCT)—Training that prepares US military personnel to meet the obligations stated in the Code of Conduct and to return with honor from any combat, evasion, or captivity situation. Levels of CoCT are:

Code of Conduct Continuation Training (CoCCT)—Training designed to refresh, update, and augment information taught during formal Code of Conduct training.

Combat Survival Training— Prepares military personnel to meet their obligations when involuntarily separated from friendly forces during combat or as prisoners of war. Survival, Evasion, Resistance, and Escape (SERE) training. DoD Directive 1300.7, enclosure 2, is the basis for this training.

Evasion Plan of Action (EPA)—A course of action, developed before executing a combat mission, which is intended to improve a potential evader's chances of successful evasion and recovery by providing recovery forces with an additional source of information that can increase the predictability of the evader's actions and movement.

Peacetime—A time when there is no armed conflict or, if armed conflict exists, the United States is not directly involved.

Attachment 2

PERSONNEL RECOVERY MISSION SOFTWARE - PRO-FILE

Figure A2.1. Personnel Recovery Mission Software – PRO-File

*****IMPORTANT NOTICE*****

If you have previously completed PRO-File and as a result have an ISOPREP in the PRMS system DO NOT re-accomplish PRO-File. (If you are not sure about an existing ISOPREP the PRMS **Operations Support Team (OST)** can check this for you.) Instead contact your PRMS Unit Manager (UM) or Manager to review and update your existing ISOPREP (The PRMS OST can also assist in locating your UM or Manager and providing assistance with your ISOPREP review). Re-accomplishing PRO-File will result in your existing ISOPREP being overwritten and creates other associated problems AND does NOT update the review date!

If you are trying to access the PRO-File system, encountering a white screen error, or being redirected to our **Joint SARSAT (Search and Rescue Satellite Aided Tracking) Electronic Tracking System (JSETS)** site being asked to "Register your **Common Access Card (CAC)**", please follow the steps below. Please ensure you are on a .mil or .gov domain computer. PRO-File is not accessible via home or from libraries on base.

- 1) Clear your Temporary Internet Files, Cookies, and Form Data (Tools>Internet Options>Delete Browsing History) and from the same Internet Options select the Content tab and then Clear **Secure Sockets Layer (SSL) State**.
- 2) Close all Internet Explorer browsers.
- 3) Re-enter the **Uniform Resource Locator (URL)** (manually)
<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/start.aspx>
- 4) When logging on with the CAC select the NON-Email choice.
- 5) As soon as you return to the form, begin the process by entering the photos prior to entering ANY OTHER DATA. Skip your name and all the fields above Photos, as well as the dates the photos were taken.
- 6) After uploading the photos, enter the dates your photos were taken, then proceed to the rest of the form. Please ensure that you do not include any special characters in any fields (ie. NA rather than N/A).
- 7) ONLY do FOUR of the six statements and for any section follow the format of the answer as/if provided.
- 8) When you click Submit you get the Blue Recommended items. Ignore them and Continue.
- 9) If you get the Certificate GREAT!
- 10) If not, click the back browser button twice. You'll get back to the form now partially filled in. Finish it again and then resubmit as you did before (steps 3-5 only) and when you submit this time it should work.

If you are still experiencing problems, contact the OST via e-mail at PRMSMail@jricp.dia.smil.mil or via telephone at Commercial 586-239-3701, DSN 312-273-3701.

Attachment 3**MINIMUM CONTINUITY BOOK REQUIREMENTS****Figure A3.1. Minimum Continuity Book Requirements**

Section 1: Commander's Appointment letter and training completion certificate/MFR.

Section 2: Signed Privacy Act Statement and Non-Disclosure Agreement (NDA).

Section 3: Job Description, Duties and Responsibilities.

Section 4: References and Directives.

Section 5: Foreign Clearance Guide Information.

Section 6: Listing of PRMS Point of Contact (POC)s.

Attachment 4

COMMANDER'S APPOINTMENT LETTER

Figure A4.1. Commander's Appointment Letter

(Insert Your Department Letterhead)

Date

MEMORANDUM FOR 8 OSS/OSK (SERE)

FROM: *UNIT/CC*

SUBJECT: Appointment of Personnel Recovery Mission Software (PRMS) Managers

1. The following individuals are assigned as the *PLACE UNIT HERE* PRMS/ISOPREP Managers.

Name (Last, First MI)	Position	Office Symbol	Duty Phone	DEROS
	Primary			
	Alternate			

2. Please direct any questions to *PRIMARY MANAGER* at 782-XXXX.

3. This letter supersedes all previous letters of the same subject.

NAME, Colonel, USAF
Commander

Attachment 5

PERSONNEL RECOVERY MISSION SOFTWARE PROGRAM MANAGEMENT

Figure A5.1. Personnel Recovery Mission Software Program Management

Privacy Act Notice

When sending personal information over electronic mail please exercise caution to ensure it is adequately safeguarded. Some information may be so sensitive and personal that E-mail may not be the proper way to transmit it. When sending personal information over E-mail within DoD, ensure: (1) there is an official need; (2) all addressee(s) (including 'cc' addressees) is authorized to receive it under the Privacy Act; and (3) it is protected from unauthorized disclosure, loss or alteration. Protection methods may include encryption or password protecting the information in a separate Word document. When transmitting personal information over E-mail, add "FOUO" to the beginning of the subject line, followed by the subject, and apply the following statement at the beginning of the E-mail: "PRMS E-mail contains FOR OFFICIAL USE ONLY (FOUO) information, which is protected under the Privacy Act and AFI 33-332."

By signing below, I affirm that I have read and understand all DoD Regulations and Service Specific guidance regarding the Privacy Act of 1974. I acknowledge that I will protect the information in my charge and follow all appropriate measures as directed by the Commander or Director of the Agency. This letter must accompany any "manager" PRMS status letter and will be retained in the Operation Support Center, PRMS, Selfridge ANGB, Michigan. Send to: PRMS OSC, 25154 Plattsburgh Street, Bldg 1408, Selfridge ANGB, Michigan 48045, or E-mail to PRMSMail@jricp.dia.smil.mil or Fax: 586-239-3715

 Signature

 Printed Name and Title

 Date

 Commander/Director Signature

 Printed Name and Title

 Date

The information contained in the PRMS E-mail is FOUO. This information is protected under the Privacy Act and AFI 33-332. DoD Regulation 5400.7/AF Sup, *Freedom of Information Act Program*, Chapter 4, provides additional guidance regarding FOUO information. Do not disclose personal information to anyone outside DoD unless specifically authorized by the Privacy Act (see paragraph 12.4). DoD Regulation 5400.7/AF Sup, Chapter 4, provides additional guidance regarding FOUO information.

Attachment 6

ISOLATED PERSONNEL REPORT (ISOPREP) PACOM REQUIRED INFORMATION

Figure A6.1. Isolated Personnel Report (ISOPREP) PACOM Required Information

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: Complete DD Form 1833 (PDF Form), *Isolated Personnel Report (ISOPREP)*. **Note: (Numbers below correspond with sections on DD Form 1833 and numbered sections below have been omitted because information is optional) Once blocks 50-54 are filled in the document becomes CONFIDENTIAL**

SECTION 1: PERSONAL INFORMATION

- 1.a. Last name.
- 1.b. First name.
- 1.c. Middle initial
3. Gender.
4. Grade.
5. SSN.
7. DOB.
8. Branch of service.
9. Current unit.
10. Blood type.
11. Height.
13. Hair color.
14. Eye color.
15. Ethnic group
16. Citizenship.
17. Accent.
18. Religious preference.
20. Identifying scars/marks/tattoos.
21. Known medical conditions and prescription.

SECTION 2: UNIFORM DATA

- 22. Shirt Size.
- 23. Pant Size.
- 24. Hat Size.
- 25. Boot Type.
- 26. Boot Size.
- 27. Boot Width.

SECTION 3: TRAINING/CAPABILITY DATA

- 28.a. Type of Training.
- 28.b. Provide year of training.
- 28.c. Year-Provide month of training.
- 28.d. Month-Provide location of training. E.g. Fairchild Air Force Base (AFB), US Air Force Academy (USAFA), US Air Force School of Aerospace Medicine (USAFSAM), Camp McCall
- 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
- 29.b-e. Same format as block 28b-e.
- 30.b-e. Same format as block 28b-e.
- 31.a-e. Primary language capability.
- 32. Other Language Capabilities: (e.g. I speak, write, and read, Chinese fluently.)

SECTION 4: REINTEGRATION INFORMATION

- 33.a-g. Primary next of kin.
- 34.a-f. Parent #1.
- 35.a-f. Parent #2.
- 36.a-c. Children at home.
- 37.a-e. Home of record.
- 38. Special family situations.

SECTION 5: JPRC/PRCC Use Only (Non Applicable)**SECTION 6: Additional Info (Finger prints are not required)**

SECTION 7: PHOTOS (See note below.)

45. Front Full Digital Photograph.
46. Right Profile Digital Photograph.

NOTE: Photographs are mandatory. Photographs are limited to 200K with a solid white background. Photographs will be of the head only and must be clear. If shoulders are shown in the picture, rank will be covered.

SECTION 8: REVIEW INFORMATION

47. Date completed.
48. Date reviewed.
49. (Not Required) Signature.

SECTION 9: PERSONAL AUTHENTICATION INFORMATION

NOTE: For Personal Authentication Statements, Items 50-53, please input 4 unique statements from which 4 questions can be derived from each.

50. Personal Authentication Statement #1.
51. Personal Authentication Statement #2.
52. Personal Authentication Statement #3.
53. Personal Authentication Statement #4.
54. Authentication.

Attachment 7
8 FW HIERARCHY

Figure A7.1. 8 FW Hierarchy

UNIT NAME	Unit Abbreviation in PRMS
8th Fighter Wing	8 FW
8th Comptroller Squadron.....	8 CPTS
8th Command Post	8 CP
613 AF Office of Special Investigations.....	613 AFOSI
8th Maintenance Group.....	8 MXG
8th Aircraft Maintenance Squadron.....	8 AMXS
8th Maintenance Squadron	8 MXS
8th Maintenance Operations Squadron.....	8 MOS
8th Medical Group	8 MDG
8th Medical Operations Squadron	8 MDOS
8th Medical Support Squadron	8 MDSS
8th Mission Support Group.....	8 MSG
8th Civil Engineer Squadron.....	8 CES
8th Communications Squadron.....	8 CS
8th Logistics Readiness Squadron	8 LRS
8th Force Support Squadron	8 FSS
8th Security Forces Squadron	8 SFS
8th Operations Group.....	8 OG
8th Operations Support Squadron.....	8 OSS
35th Fighter Squadron.....	35 FS
80th Fighter Squadron.....	80 FS