

## Request for Records Disposition Authority

Records Schedule Number DAA-0330-2022-0008  
Schedule Status Approved  
  
Agency or Establishment Office of the Secretary of Defense  
Record Group / Scheduling Group Records of the Office of the Secretary of Defense  
Records Schedule applies to Department-wide  
Schedule Subject DoD Personnel Recovery Records  
Internal agency concurrences will be provided No

Background Information DoD Components, Service and Combatant Commands publish foreign travel Personnel Recovery requirements found in the Foreign Clearance Guide, theater entry requirements specify that an ISOPREP must be completed before certain foreign travel. PRMS ISOPREP/EPA (Evasion Plan of Action) is the primary web-based collection tool for the Form DD-1833 ISOPREP record. In the unlikely event that PRMS is unavailable the form DD-1833 ISOPREP record can be completed at the unit by hand with an EPA attached and upload into PRMS ISOPREP/EPA at a later time The PRMS web application allows authorized individuals to input sensitive personal identifiable information (PII) describing their personal characteristics, along with authentication statements comprised of factual information that only the individual would know.

This information is collectively referred to as ISOPREP data. EPAs contain mission based planned evasion, signaling, and communication actions should the individual become isolated. The ISOPREP/EPA data is used to facilitate the recovery or support of personnel that become isolated from US control and must survive evade resist and escape (SERE) before returning to friendly control. Via the ISOPREP/EPA component of PRMS, the Joint Personnel Recovery Center (JPRC) and Personnel Recovery Coordination Cell (PRCC) personnel, retrieve stored ISOPREP/EPA data for use by recovery forces to positively authenticate, identify, facilitate medical, physiological, family support and ultimately return the isolated alive or their remains to friendly control.

DoD Components, Service and Combatant Commands are also required to collect and aggregate critical information relating to the

circumstances, planning, execution and reintegration of isolated DoD military, civilians, contractors or those as designated, so they can be returned to friendly control. The Personnel Recovery Mission Manager (PRMM) web-based tool collects and aggregates information surrounding the five execution operational tasks of PR (report, locate, support, recover and reintegrate). The ISOPREP record is combined with other critical PR mission event information records to create a PR event mission folder. This PR event mission folder directly supports a DoD components ability to plan conduct and adapt to recovery operations. The Joint Personnel Recovery Center (JPRC) and Personnel Recovery Coordination Cell (PRCC) personnel or other DoD components can create or upload PR event mission folder record information into the Personnel Recovery Command and Control (PRC2) system, PRMS (Personnel Recovery Mission Software), web-based software application or other DoD systems.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-0330-2022-0008

Sequence Number	
1	Personnel Recovery Mission Software (PRMS)
1.1	ISOPREP (PRMS/DD Form 1833) Active Records Disposition Authority Number: DAA-0330-2022-0008-0001
1.2	Personnel Recovery (PR) Mission Planning and Execution Records Disposition Authority Number: DAA-0330-2022-0008-0003

## Records Schedule Items

Sequence Number	
1	<p>Personnel Recovery Mission Software (PRMS)</p> <p>PRMS (Personnel Recovery Mission Software) is a web-based software application as part of the Personnel Recovery Command and Control (PRC2) System, a USAF system of record, designed to support information management for personnel recovery operations. PRMS is a DoD collection tool for Isolated Personnel Report (ISOPREP) Records and Personnel Recovery (PR) event mission (planning and execution) record information. SYSTEM INTERFACES: No system inputs, data fields are manually inputted by military members, DOD civilians, or authorized Contractors travelling outside the continental United States (OCONUS). PRIMARY INPUTS: Include but are not limited to: Name; Grade; Height; Weight; Hair Color; Blood Chit; Go by Name; Gender; DoB; Medical Conditions: Scar, Tattoos, Distinguishing Marks and Citizenship. Other data fields may include, isolated personnel guidance (IPG), Personal authentication statements, evasion aids, evasion charts (EVCs), blood chits, pointee-talkes, profile information, scars, allergies, front and side photographs, SERE training, etc. OUTPUTS: Mandatory and/or ADHOC Outputs, Reports, tatistics produced from the System and where are distributed -</p>
1.1	<p>ISOPREP (PRMS/DD Form 1833) Active Records</p> <p>Disposition Authority Number      DAA-0330-2022-0008-0001</p> <p>ISOPREP (PRMS &amp; DD FORM 1833) retained internally or externally to Personnel Recovery Mission Software (PRMS) completed by all military service members, DOD civilians, or Contractors Authorized to Accompany the Force (CAAF) and Coalition, USG respondents. PRMS is the DoD Isolated Personnel Report (ISOPREP) web accessible database developed to support the primary collection requirements of the form DD 1833 ISOPREP equivalent and they both support the Departments' personnel recovery mission. The PRMS master file and DD Form 1833 collections include but is not limited to: Name; Grade; Height; Weight; Hair Color; Blood Chit; Go by Name; Gender; DoB; Medical Conditions: Scar, Tattoos, Distinguishing Marks and Citizenship. Other data fields may include, isolated personnel guidance (IPG), Personal authentication statements. Evasion aids, evasion charts (EVCs), blood chits, pointee-talkes, profile information, scars, allergies, front and side photographs, SERE training, etc. When an ISOPREP (PRMS or DD-1833) respondent becomes isolated, detained missing or captured the respondents ISOPREP (PRMS or DD-1833) Active Record becomes an ISOPREP (PRMS or DD-1833) Authentication Record used in DoD Personal Recovery/Accounting Operations and person or remains recovery will occur over an undefined period of time.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p>

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off ISOPREP (PRMS/DD Form 1833) after 4 years after inactivity.
	Retention Period	Destroy/delete inactive ISOPREP information 1 year after cut off or in accordance with the DoD Components approved records disposition authorities, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.2	<b>Personnel Recovery (PR) Mission Planning and Execution Records</b>	
	Disposition Authority Number	DAA-0330-2022-0008-0003
	Records and information created and received by DoD Components on the planning and execution of recovery operations. Including but not limited to records used to develop personnel recovery orders, policies, directives, and SOPs to provide guidance on PR responsibilities, coordination procedures, requirements, planning, execution and intelligence that outline component operating procedure construct requirements etc. Policy tasks should address planning, preparation (to include training), and execution tasks to ensure joint interoperability. Personnel Recovery event or case files transmitted to Personnel Recovery Office of Primary Responsibility (PR OPR) and/or The Joint Personnel Recovery Agency (JPRA) per Joint Publication 3-50 or superseding DoD policy.	
	Final Disposition	Permanent
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction Personnel Recovery Event or Case Files are closed upon reintegration or death of individual is confirmed by the U.S. Government

Transfer to the National Archives for Accessioning Office of Primary Responsibility and Joint Personnel Recovery Agency (JPRA) will retain closed for 25 calendar years after confirmation and transfer to the National Archives and Records Administration (NARA) 5 years after declassification.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1996 To 2020

How frequently will your agency transfer these records to the National Archives? Every 25 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	133 GB	20 GB
Paper		
Microform		
Hardcopy or Analog Special Media		

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/12/2022	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
11/17/2022	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/29/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/30/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/05/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office