

## SUPPORTING STATEMENT - PART A

Isolated Personnel Report (ISOPREP) – OMB Control Number

0701-XXXX

### 1. Need for the Information Collection

The ISOPREP collects specific information on individuals which is stored so it can be used later if needed to positively identify an isolated or missing Department of Defense (DoD) person of interest. ISOPREP collected information is used by Services, Coalition Partners and other U.S. government agencies to facilitate DoD support or recovery operations to persons of interest and to protect recovery forces from enemy entrapment.

As specified by DoD Combatant Commanders in the Foreign Clearance Guide, Personnel Recovery (PR) Theater Entry Requirements (TERs), an ISOPREP must be maintained by all U.S. military on official and/or leave travel, DoD civilians and DoD sponsored contractors authorized to accompany the force (CAAF), before official travel into specified areas of responsibility. The Personnel Recovery Mission Software (PRMS) web application is the preferred web application used for the collection, maintenance and storage of ISOPREP and ISOPREP related information. If PRMS is not available, a hard copy DD form 1833 ISOPREP may be completed.

The PRMS web application is part of the USAF Personnel Recovery Command and Control (PRC2) USAF System of Record operated by Air Combat Command (ACC). The DD form 1833 ISOPREP is owned by the Joint Personnel Recovery Agency (JPRA), Joint Chiefs of Staff, Chairman's Controlled Activity and DoD Personnel Recovery Office of Primary Responsibility. PRMS has allowed for global creation, storage, expedient retrieval and dissemination for over 1.2 million ISOPREP records currently on file.

### 2. Use of the Information

ISOPREP government respondents include DoD Military, DoD Civilians and other federal government agency civilians. Public respondents include DoD Contractors authorized to accompany the force (CAAF), and Coalition military members supporting DoD operations within specified foreign countries. DoD Combatant Commanders direct respondents to complete or maintain an ISOPREP before official travel into specified areas of responsibility. Individual respondents completing an initial ISOPREP are required to access the PRMS web application, establish an account and complete or maintain their ISOPREP. In rare instances where respondents do not have access to PRMS, a hardcopy DD Form 1833 can be completed and later transferred into PRMS. After the DD Form 1833 ISOPREP information is collected, a complete ISOPREP record associated with the respondents Social Security number is then classified Confidential. Complete ISOPREPS are stored and maintained on Secure Internet Protocol Routing Network (SIPRNET), while a few hardcopy DD form 1833s are stored in DoD classified environments. ISOPREP information collection into the PRMS web application mirrors the collection on the hardcopy DD form 1833 ISOPREP in PDF format. Individual respondents update their ISOPREP information throughout their careers. There are no invitations or other communications sent to the respondents associated with ISOPREP information collected except classified emails during respondent initiated password

and username resets. PRMS ISOPREP managers maintain currency transfer and/or archive ISOPREP records under their control. When a respondent is reported as isolated, hostage, captured, missing or detained, the respondent's ISOPREP record information is recalled using Social Security Number and the information is then used by DoD Military, Coalition Partners and other U.S. government agencies to positively identify and authenticate the isolated respondent. Ultimately, ISOPREP collected information is used to facilitate DoD support to the respondent, DoD recovery operations to return respondent to his family/country, and positive authentication of respondent required to protect recovery forces from enemy entrapment.

3. Use of Information Technology

99% of the responses will be collected electronically through an online system called PRMS and less than 1% from DD form 1833 ISOPREP.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

ISOPREP respondents complete a full ISOPREP record on the PRMS secure web application typically only once during their career. Based on frequency of foreign travel and unit requirements, respondents may be directed to return to their ISOPREP record and verify their information is updated. If respondents become isolated, especially in hostile or denied environments, and they have not completed and or updated their ISOPREP record, DoD support and recovery operations may not be conducted due to threat of enemy entrapment to DoD forces.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 5-Day Federal Register Notice (FRN) for the collection published on Tuesday, August 3, 2021. The 5-Day FRN citation is 86 FR 41833.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is included for this collection because we are requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is required for this collection because records are retrievable by PII. A draft copy of the SORN will be provided with this package for OMB's review.

A Privacy Impact Assessment (PIA) is not required per DoDI 5400.16 as the IT system is considered a National Security System.

11. Sensitive Questions

Social Security Numbers are collected. SSNs are used to quickly recall single ISOPREP records out of 1.2 mil total ISOPREP records in PRMS. SSNs also prevent duplication of ISOPREP records in PRMS. A Social Security Number Justification Memo will be included in the package.

Authentication statements are collected which are factual statements that only the respondent would know. Based on Confidential classification of these statements ISOPREP records are created, stored and recalled in classified environments only.

The following other sensitive respondent information is also collected so that support and rescue forces can positively identify a respondent after the respondent becomes isolated, captured, missing, hostage or detained: Date of Birth, Ethnic Group, Citizenship, Religious Preference, names of Children and their dates of birth, Next of Kin names and addresses, Fingerprints, Photographs, Identifying Body Marks, Blood Type, Height, Weight, Eye Color, Hair Color and Medical Conditions.

12. Respondent Burden and its Labor Costs

a. Estimation of Respondent Burden

- 1) ISOPREP
  - a) Number of Respondents: 2,864
  - b) Number of Responses Per Respondent: 1
  - c) Number of Total Annual Responses: 2,864
  - d) Response Time: 0.25 hours (15 minutes)
  - e) Respondent Burden Hours: 716
- 2) Total Submission Burden
  - a) Total Number of Respondents: 2,864
  - b) Total Number of Annual Responses: 2,864
  - c) Total Respondent Burden Hours: 716

b. Labor Cost of Respondent Burden

- 1) ISOPREP
  - a) Number of Total Annual Responses: 2,864
  - b) Response Time: 0.25 hours (15 minutes)
  - c) Respondent Hourly Wage: \$30/hour
  - d) Labor Burden per Response: \$7.50
  - e) Total Labor Burden: \$21,480

- 2) Overall Labor Burden
  - a) Total Number of Annual Responses: 2,864
  - b) Total Labor Burden: \$21,480

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) ISOPREP
  - a) Number of Total Annual Responses: 2,864
  - b) Processing Time per Response: 0.25 hours (15 minutes)
  - c) Hourly Wage of Worker(s) Processing Responses: \$30/Hour
  - d) Cost to Process Each Response: \$ 7.5
  - e) Total Cost to Process Responses: \$21,480
  
- 2) Overall Labor Burden to the Federal Government
  - a) Total Number of Annual Responses: 2,864
  - b) Total Labor Burden: \$21,480

Part B: OPERATIONAL AND MAINTENANCE COSTS (calculated as a % cost of total number of ISOPREP responses per year)

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$0
  - f) Other: \$83,975
  
- 2) Total Operational and Maintenance Cost: \$83,975

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$21,480
  
- 2) Total Operational and Maintenance Costs: \$83,975
  
- 3) Total Cost to the Federal Government: \$105,455

15. Reasons for Change in Burden

This is a new collection with a new associated burden.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to “Certification for Paperwork Reduction Submissions”

We are not requesting any exemptions to the provisions stated in 5 CFR 1320.9.