

SUPPORTING STATEMENT - PART A

Isolated Personnel Report and Personnel Recovery Mission Software Web Application – 0701-0166

Summary of Changes from Previously Approved Collection:

- The title of the collection was changed to include the Personnel Recovery Mission Software (PRMS) Web Application
- The IC Instrument PRMS Web Application was added in addition to the DD-1833.
- The burden slightly increased once both IC instruments were considered in calculations.

1. Need for the Information Collection

The Isolated Personnel Report (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) persons 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. There are two methods of collection for the ISOPREP. One is the Personnel Recovery Mission Software (PRMS) Web Application and the other method of collection is the DD Form 1833.

As specified by DoD Combatant Commanders in the Foreign Clearance Guide, Personnel Recovery Theater Entry Requirements, 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, before official travel into specified areas of responsibility. The PRMS Web Application is the preferred method for the collection, maintenance and storage of ISOPREP and ISOPREP related information. If PRMS is not available, a hard copy DD Form 1833 may be completed.

The PRMS Web Application is part of the U.S. Air Force (USAF) Personnel Recovery Command and Control USAF System of Record operated by Air Combat Command. The DD Form 1833 ISOPREP is owned by the Joint Personnel Recovery Agency, 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, 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 ISOPREP information is collected, a complete record associated with the respondents Social Security Number is then classified Confidential. Completed ISOPREPs are stored and maintained on Secure Internet Protocol Routing Network, while a few hardcopy DD Form 1833s are stored in DoD classified environments.

The information collected using 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 a respondents initiated password and username resets.

ISOPREP managers maintain, 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, collected information is used to facilitate DoD support to the respondent, DoD recovery operations to return the respondent to his family/country, and positive authentication of the respondent required to protect recovery forces from enemy entrapment.

3. Use of Information Technology

99% of the responses will be collected electronically through the online PRMS system and less than 1% will be collected on paper from the DD Form 1833.

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

Respondents typically complete the PRMS secure web application or the DD-1833 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 60-Day Federal Register Notice (FRN) for the collection published on Tuesday, November 23, 2021. The 60-Day FRN citation is 86 FR 66538.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Tuesday, February 22, 2022. The 30-Day FRN citation is 87 FR 9584-9585.

Part B: CONSULTATION

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

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. It can be located at the beginning of the PRMS system or at the top of the DD-1833 Form.

A System of Record Notice (SORN) is required for this collection because records are retrievable by PII. A copy of the draft SORN (Personnel Recovery Command & Control, PRC2) will be provided with this package for OMB's review.

A Privacy Impact Assessment is not required per OMB M-03-22 and DoDI 5400.16 as the IT system is considered a National Security System.

Records Retention and Disposition Schedule: ISOPREP Active Records shall be retained for 4 years from the last record collection update. In no case shall ISOPREP Active Record be retained for a length of time greater than 44 years after initial record collection as determined by the longest DoD respondent career span of 40 years plus a final update cycle of 4 years.

When an ISOPREP respondent becomes isolated, detained, missing or captured the respondents ISOPREP Active Record becomes an ISOPREP Authentication Record used in DoD Personal Recovery/Accounting Operation over an undefined length of time.

ISOPREP AUTHENTICATION RECORDS: shall be retained until the respondent is returned alive to U.S. control and the ISOPREP Authentication Record is transferred to the DoD Personnel Recovery Archive or until the U.S. Government acknowledges the respondent's identity and the respondent's remains are recovered.

NOTE: ISOPREP records are classified confidential and declassification is stipulated by the DoD Personnel Recovery Security Classification Guide. ISOPREP records are primarily comprised of Personally Identifiable information and these records do not contain content suitable for transfer to the National Archive Records.

11. Sensitive Questions

Social Security Numbers are collected. SSNs are used to quickly recall single ISOPREP records out of 1.2 million 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 once it is finalized.

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) PRMS Web System
 - 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) DD Form 1833
 - a) Number of Respondents: 28
 - b) Number of Responses Per Respondent: 1
 - c) Number of Total Annual Responses: 28
 - d) Response Time: 0.25 hours (15 minutes)
 - e) Respondent Burden Hours: 7

- 3) Total Submission Burden
 - a) Total Number of Respondents: 2,892
 - b) Total Number of Annual Responses: 2,892
 - c) Total Respondent Burden Hours: 723

The Respondent hourly wage was determined by using the Department of Labor Wage Website (<http://www.dol.gov/dol/topic/wages/index.htm>).

b. Labor Cost of Respondent Burden

- 1) PRMS Web System
 - 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) DD Form 1833
 - a) Number of Total Annual Responses: 28
 - 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: \$210

2) Overall Labor Burden

a) Total Number of Annual Responses: 2,892

b) Total Labor Burden: \$21,690

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) PRMS Web System

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: \$7.50

e) Total Cost to Process Responses: \$21,480

2) DD Form 1833

a) Number of Total Annual Responses: 28

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: \$7.50

e) Total Cost to Process Responses: \$210

3) Overall Labor Burden to the Federal Government

a) Total Number of Annual Responses: 2,892

b) Total Labor Burden: \$21,690

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: \$21,690

2) Total Operational and Maintenance Costs: \$83,975

3) Total Cost to the Federal Government: \$105,665

15. Reasons for Change in Burden

There has been an increase in burden since the last approval due to the addition of the PRMS system. Now both the DD-1833 and the PRMS system are considered for 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.