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Intelligence

ISOLATED PERSONNEL REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 920 OSF/DOI (Capt Jeffrey D. Simpson)
Supersedes 920 OSF/IN, Intelligence Evasion &
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This instruction implements AFRPD 14-1, *Air Force Intelligence Planning and Operation*, and AFI 14-105, *Unit Intelligence Mission and Responsibilities*. This instruction establishes responsibilities, procedures, and standards for the preparation, safeguarding, maintenance, and dissemination of DD Form 1833, **Isolated Personnel Report (ISOPREP)**. It applies to flying unit commanders, intelligence personnel, and personnel assigned to combat flying positions.

1. Responsibilities:

- 1.1. Flying unit commanders (920 RQG, 39 RQS, and 301 RQS) will ensure all combat aircrew personnel under their command complete and review the DD Form 1833 (ISOPREP) in accordance with references and this instruction. They will equip the Intelligence branch with the necessary tools to ensure compliance with ISOPREP requirements.
- 1.2. Senior Intelligence Officer (SIO) will:
 - 1.2.1. Establish procedures to assist combat aircrew personnel in the preparation and review of the ISOPREP.
 - 1.2.2. Establish procedures to disseminate downed aircrew ISOPREPs during contingency operations.
 - 1.2.3. Provide for and ensure the safeguarding of completed forms in accordance with DoD and Air Force security directives.
 - 1.2.4. Ensure group intelligence and combat aircrew personnel are trained in the preparation, use, and review requirements of the ISOPREP.
 - 1.2.5. Appoint an Evasion and Recovery (E&R) manager who will administer the ISOPREP program.

1.2.6. Inspect the ISOPREP program at least once each calendar year using the appropriate AFRC Unit Compliance Inspection Guide to ensure 100% compliance.

1.2.7. Submit ISOPREP related resource requirements to the flying squadron commanders for funding and acquisition.

1.2.8. Combat aircrew personnel will be familiar and comply with requirements set forth in references and this instruction regarding the preparation, use, and review of the ISOPREP.

2. Procedures:

2.1. General.

2.1.1. Each aircrew member assigned to a combat flying position will prepare two identical ISOPREPs using DD Form 1833. This includes pilots, navigators, flight engineers, communication systems operators, loadmasters, aerial gunnery specialists, and pararescuemen. Permanent ISOPREPs will be maintained on these positions for group personnel on active aeronautical orders.

2.1.2. In accordance with squadron in-processing checklists, aircrew members will report to Intelligence to complete the ISOPREP prior to beginning flight duties. Newly assigned personnel from other flying units may have their ISOPREPs forwarded to 920OSF/DOI. No aircrew member will be certified as combat mission ready (CMR) prior to completing this requirement. Flying squadron training sections will be responsible for ensuring compliance.

2.1.3. Intelligence personnel certified to carry out ISOPREP functions will assist aircrew members in the preparation of the form using the ISOPREP Completion Checklist (Attachment 2). Once completed, the individual assisting will review all blocks on the form with the aircrew member to ensure compliance, taking special note of authenticator number and personal authentication statements. Using AF Form 1522, **AFORMS Additional Training**, Intelligence will notify the appropriate flying squadron's training section when requirement is completed for entry into member's AFORMS/ADOTS.

2.1.4. Fingerprints should not be smudged or smeared so as to be indistinguishable. Each digit's print will include as much of the pad and tip of the finger as possible. The print must include the center of the pad. Whenever practical, personnel trained in fingerprinting should administer assistance in this area.

2.1.5. Photographs will be approximately two inches by two inches in size. The subject will wear a sanitized flight suit (one without organization or name patches), with the exception of pararescuemen, who may wear the battle dress uniform. Two copies each of the front and profile view images will be reproduced and used to construct the ISOPREPs. Whenever possible, photos will be taken using digital camera equipment and the images will be stored on computer media for future use.

2.1.6. Group personnel deploying in support of other units who will require an ISOPREP will report to Intelligence in accordance with the Deployment Outprocessing Checklist. Intelligence personnel will use the checklist in attachment 3 to assist deploying crewmembers in preparing two sanitized ISOPREPs, along with required photographs, which will be handcarried to the deployed location. Deploying crewmembers will be instructed to report to the gaining unit's Intelligence section upon arrival to complete the ISOPREPs and to hand the forms over for proper classified storage.

2.1.7. While at home station (during readiness), aircrew personnel will review their ISOPREPs at least once every six months to ensure retention of authentication data and to ensure currency and accuracy of all data. Reviews will be annotated in pencil in block 13 of each form. Intelligence will track review dates and notify the appropriate flying squadron's training section when an aircrew member is within one month of the review date, or is past due. Intelligence will also inform training sections of the date for each review accomplished using AF Form 1522 for entry into member's AFORMS/ADOTS.

2.1.8. Upon separation from service, Intelligence will destroy both copies of an individual's ISOPREP. Upon transfer or Permanent Change of Station, individuals will outprocess through Intelligence. If individual is to remain on flying status, Intelligence will forward both ISOPREPs to the gaining unit. If individual's new assignment will not involve combat flying duties, Intelligence will destroy both ISOPREPs.

2.2. Employment/Deployed Operations.

2.2.1. Intelligence will act as the focal point between the group and the theater Joint/Combined Rescue Coordination Center (JRCC/CRCC), or equivalent organization, on all ISOPREP-related matters.

2.2.2. Intelligence will deploy with one original and one photocopy of each deploying aircrew member's ISOPREP. Photocopies of fingerprints must be clearly readable and photographs must bear a strong resemblance to the member. Upon arrival at the deployed operating location, the photocopy of each individual's ISOPREP will be forwarded to the JRCC/CRCC, if required, or maintained to be used as needed. One original copy will remain at homestation at all times.

2.2.3. ISOPREPs on aircrew personnel temporarily assigned to the group will also be maintained by Intelligence. If no ISOPREP was forwarded from individual's parent unit, Intelligence will assist in the preparation of two copies for temporary use. Upon departure, Intelligence will forward original ISOPREPs to individual's home unit, or destroy both temporary ISOPREPs.

2.2.4. When necessary, Intelligence will assist mission essential ground personnel (MEGP) in the preparation of the ISOPREP when duties call for them to fly in situations which may lead to their isolation outside friendly territories.

2.2.5. During employment, aircrew personnel will review their ISOPREPs upon arrival at the deployed location, prior to the first mission of each day, and as often as necessary thereafter. Intelligence will ensure ISOPREPs are available for each member's review during pre-mission briefings.

2.2.6. Individual, mission-specific data that will assist rescue forces in recovery efforts will be annotated in pencil in block 24 (additional data). At a minimum, this will include the individual's PRC-112 locator number, along with any other information specified by the operation's Special Instructions or the Mission Planning Cell (MPC).

2.2.7. Digitally stored images will be stored on Intelligence computers identified for mobility and a digital camera will be included on Intelligence mobility log plans to ensure rapid reproduction capability during employment.

2.3. Security.

2.3.1. When completed, ISOPREPs are classified Confidential and must be safeguarded in accordance with applicable AFI 31-series and DoD 5200-series directives. Individual ISOPREP information will also be handled in accordance with the Privacy Act of 1974.

2.3.1.1. When not in use, ISOPREPs will be stored in a GSA-approved security container (i.e., safe), or a facility approved for open storage.

2.3.1.2. When mailing from homestation, classified ISOPREPs will be shipped as First Class mail (with 'Do Not Forward' instructions) via the Base Information Transfer Center (BITC). When mailing from overseas installations, contact the host installation BITC to determine correct local procedures.

2.3.1.3. The commander will appoint couriers for the purpose of transporting ISOPREPs, as well as other classified information. Couriers will be responsible and account for ISOPREPs during transport to deployed locations and between secure working areas/facilities.

2.3.1.4. ISOPREPs will be destroyed when no longer required.

2.4. Training.

2.4.1. Intelligence will train all aircrew personnel on the preparation, use, and review requirements of the ISOPREP. Instructors must be certified on official training records to conduct this training.

2.4.1.1. ISOPREP training will normally be included with Intelligence Evasion and Recovery instruction during annual mass aircrew verification training. However, flying squadron training chiefs may request supplemental ISOPREP training through the SIO to meet ad hoc requirements.

2.4.2. Intelligence will train all intelligence personnel on the preparation, use, and review requirements of the ISOPREP, including instructions for assisting aircrew members with these functions.

2.4.2.1. Training on this function will be certified on AF Form 623, **Individual Training Record**, for enlisted intelligence personnel and individual training folders for intelligence officers with the one skill level (14N1).

RICHARD R. SEVERSON, Colonel, USAFR
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Joint Publication 3-50.2, *Doctrine for Joint Combat Search and Rescue*

Joint Publication 3-50.3, *Joint Doctrine for Evasion and Recovery*

AFDD 34, *Combat Search and Rescue Operations*

AFI 14-105, *Unit Intelligence Mission and Responsibilities*

AFI 14-105/ACC1, *Unit Intelligence Mission and Responsibilities*

AFI 14-105/AFRC1, *Unit Intelligence Mission and Responsibilities*

AFI 11-2HC130, Vol. 1, *HC-130, Aircrew Training*

AFI 11-2HH60, Vol. 1, *HH-60 Aircrew Training*

AF Form 623, **Individual Training Record**

AF Form 1522, **AFORMS Additional Training**

DD Form 1833, **Isolated Personnel Reports (ISOPREP)**

Abbreviations and Acronyms

ISOPREP—Isolated Personnel Report

SIO—Senior Intelligence Officer

E&R—Evasion and Recovery

CMR—Combat Mission Ready

MEGP—Mission Essential Ground Personnel

MPC—Mission Planning Cell

BITC—Base Information Transfer Center

Attachment 2**DD FORM 1833, (ISOPREP) COMPLETION CHECKLIST**

The following checklist is to be used to construct ISOPREP forms for 920RQG aircrew personnel. The procedures in this checklist describe required actions for properly completing and handling the forms and documenting their completion.

1. Two (2) ISOPREP forms (DD Form 1833) will be completed on all in-processing aircrew members.
2. The front side of the form (blocks 1 to 24) will be completed prior to entering fingerprints or photographs on the reverse side. However, in the interest of saving time, photos may be taken first, then processed in accordance with item 5 of this checklist while the member enters personal information on the form.
3. Blocks 1 to 15 and 20 to 23 are to be completed by the aircrew member. Blocks 16 to 19 and 24 will be left blank.
 - a. Blocks 3, 13, 14, and 20 to 24 will be completed in pencil; all other blocks in black or blue ink. For all dates, use YYMMDD format (e.g., 980720).
 - b. Blocks 1 and 2 - Self-explanatory.
 - c. Block 3 - Enter both military rank (abbreviated) and military grade (e.g., Capt/O-3)
 - d. Block 4 - Enter USAF or USAFR.
 - e. Block 5 - Enter USA
 - f. Block 6 - Self-explanatory.
 - g. Block 7 - Self-explanatory. Include tattoos and brands. Specify location on body.
 - h. Block 8 - Enter type and Rh factor (e.g., A Neg, B Pos, O-, etc.).
 - i. Block 9 - Enter height in inches (e.g., 71").
 - j. Blocks 10-12 - Self-explanatory.
 - k. Block 13 - Divided into two sections. First, cover block with transparent tape and draw a horizontal line half way through the space. In the top section, annotate review date, in the bottom the individual's military organization (i.e., 301RQS, 39RQS, or 920RQG).
 - l. Block 14 - Enter a four-digit number which can be easily recalled by the member.
 - (1) The number may not be part of the member's Social Security Number, birth date, current phone number, driver's license number, military organization designation, or any number related to the individual which can be retrieved from public records.
 - (2) The number may not include the number zero (0), may not repeat digits in sequence (e.g., 1111, 2799, etc.), may not have four sequential numbers (e.g. 1234, 5678, etc.), and may not be the number 6969
 - m. Block 15 - Self-explanatory.
 - n. Blocks 16-19 – Leave blank. Reserved for use in the event of isolation.
 - o. Blocks 20-23 – Enter declarative statements that are easily recalled by the member. Statements must:

- (1) contain at least four (4) facts per statement which can be formed into questions by rescue entities
 - (2) not contain information which is a matter of public record, such as schools attended, children's birth dates, addresses, etc.
- p. Block 24 – Leave blank. Reserved for use during employment/contingency operations and exercises.
4. Fingerprints. Prior to assisting with fingerprinting, intelligence personnel must receive training in this area by the ISOPREP program manager or law enforcement personnel (i.e., Security Forces, OSI, etc.).
 - a. Take fingerprints from the member using one of section's fingerprint inkpads. Ensure pad has a sufficient amount of ink prior to starting. Also ensure clean-up products are available for member to use (i.e., degreaser, paper towels, etc.).
 - b. Take a few sample prints on a blank sheet of paper prior to printing actual forms in order to test ink consistency and to become comfortable with the process.
 - c. Begin with right or left hand, taking a print of each finger on BOTH forms prior to going on to the next hand.
 - d. Ensure prints include as much of the finger's pad and tip as possible. Also ensure that prints do not smudge or smear.
 - e. When finished, provide clean-up materials to member.
 - f. Set ISOPREPs aside with fingerprints facing up for several minutes to allow to them to dry before storing.
5. Photos. Whenever possible, photos should be taken using the digital camera and stored for future use on the mobility laptop computer in the ISOPREP directory. The ISOPREP program manager will train first-time users on the use of the digital camera and procedures to process digital images. If the digital camera is unavailable, the section's Polaroid camera may be used, or aircrew member may be directed to Base Audio/Visual Center for photos.
 - a. Member should be in a sanitized flight suit (name and all organizational patches removed). Pararescuemen may be photographed in the battle dress uniform. No headgear is to be worn in photos.
 - b. If using the digital camera, take one frontal (face) shot of member's upper chest and head. Also take one profile (side view) shot of member's shoulder and head. Process digital image using one of section's computers. When printed, entire image should range between 1.5 to 2 inches by 1.5 to 2 inches in size. Print two copies of both images using section's HP DeskJet 890C printer (other printer may be used, providing image bears a strong resemblance to the member). Photos may be in color or black & white.
 - c. If using Polaroid or Base Audio/ Visual services, two photos each must be made using same criteria as above.
 - d. Crop photos, if necessary, and affix to appropriate block on reverse side for both ISOPREPs. Glue stick, rubber cement, or tape may be used, however, photo must remain permanently in place.
6. Check both ISOPREPs with member to ensure accuracy and completeness.

7. Instruct member to enter personal information on AF Form 1522 found on clipboard hanging in room 30. Ensure member enters information on the proper form for his or her squadron.
8. When fingerprints are dry, place both ISOPREPs into a transparent document protector and enter in alphabetical order into appropriate squadron's ISOPREP binder located in safe MT1788.
9. At the end of each month, copies of completed AF Form 1522 will be forwarded to flying squadrons' training sections (301RQS/DOT and 39RQS/DOT). Information for new ISOPREPs, as well as reviews, will also be entered on the ISOPREP tracking spreadsheet for each squadron, and a copy will be placed in the front of the each binder.

Attachment 3**INSTRUCTIONS FOR COMPLETING A SANITIZED ISOPREP FOR PERSONNEL DEPLOYING IN SUPPORT OF OTHER UNITS**

The following checklist is to be used whenever 920RQG aircrew personnel deploy to a real-world operation in support of another flying unit and require ISOPREPs to be made available at the deployed location. The procedures in this checklist describe required actions for preparing sanitized (unclassified) ISOPREPs. Sanitized ISOPREPs may be handcarried by deploying aircrew members and facilitate easy completion at the deployed location.

1. Fingerprint member on reverse side of two ISOPREPs in accordance with this instruction, attachment 2, para. 4.
2. Reproduce two copies of aircrew member's photographs in accordance with this instruction, attachment 2, para. 5. If member's digital images have previously been stored on computer media, reproduce by printing two copies. Do NOT affix photos to ISOPREP forms at this time.
3. LEAVE ALL OTHER BLOCKS BLANK AT THIS TIME. The only completed blocks should be the fingerprint area.
4. When fingerprints are dry, place both ISOPREPs and both sets of photos (there should be a total of four pictures) in an envelope and hand it to member.
5. Instruct member to report to the gaining unit's intelligence support element, with envelope, upon arrival. Once there, he or she will complete blocks 1 to 15 and 20-23, affix photos, and hand ISOPREPs over to intelligence personnel for proper storage. Advise member that ISOPREPs remain unclassified as long as no information is entered in blocks 14 and 20 to 23, at which time they become classified Confidential.

EXAMPLE AF FORM 1633 - REVERSE

CONFIDENTIAL (WHEN FILLED IN)

LEGISLATION: PROSEC. Sections 100, 2012, 2021 and 2012; EO 12958.
PRINCIPAL USE(S): It is optional to use personal search and review offers for the production of records and copies from existing information. The code number is used to ensure positive identification.
SECURITY USE(S): It will be completed by each service member who may be subject to action in or over hostile territory. It contains personal information that may be used to ensure positive identification. After the above member has completed the form it will be classified "CONFIDENTIAL."
DECLARATION OF VOLUNTARITY: The information is accurate and it affords the entire search and review action and effect on individual of any pending information shall be free of error state.

| LEFT HAND | CODE | PRINT CODE | CODE | RIGHT HAND |
|--|------|--------------------|------|---|
| 1. LITTLE FINGER  | | Arch | KE | 10. LITTLE FINGER  |
| | | Tented Arch | LL | |
| | | Finger Loop | MM | |
| | | Thumb Loop | NN | |
| | | Whorl | OO | |
| 2. RING  | | Finger Missing | PP | 9. RING  |
| | | Finger Mutilated | QQ | |
| | | Question/Uncertain | YY | |

Field here

| | | |
|---|---|---|
| 3. MIDDLE  | PHOTOGRAPH (Front View)  | 3. MIDDLE  |
| | | |
| 5. THUMB  | | 5. THUMB  |