ISOPREP PRO-File (Pre-OCONUS travel File) Instructions

https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx

- Must be from a CAC enabled computer on unclas .mil/.gov system. Use your DoD PKI certificate to gain access (do NOT use your email certificate).
- Each user must use their own CAC PKI certificate. Accessing PRO-File using another member's certificate will save the data to the CAC owner's PRO-File.
- All required fields must be completed to submit. BE ADVISED: you cannot save or submit a partial survey; verify that you have all information available prior to starting your survey.
- Member should have their Page 2 and other personal documents available to help with the next of kin, parent information, addresses and phone numbers.
- Photos must be at least 200x200 pixels and less than 200Kb. Uniform is not required and must be from the neck up (head and shoulders).
- Service Info: Use ECRC UIC 4591A (or enter n/a).
- Field titled: Identification Information requires member to create a Personal Identification Number cannot contain *sequences of three or four digits (NOT: 1234, 1239, 9871). No zeros. No Duplicates digits (NOT: 1351). NOT last four of your SSN.*
- Finger prints are no longer required.
- If member has completed any SERE, HRI or MRI training have the following information on hand:
    o Type of training
    o Month and year of the completing training
    o Location of the training
- If completed properly, you will receive a certificate of completion.
- Expect 48-72 hours before you can see the uploaded info in PRMS on SIPR.
- The form is not complete until a Unit Manager or Manager has reviewed the completed document on SIPR.

If you forget you can log back in to print the certificate.

If you log back in and are redirected to the JSETS logon, close your browser, clear your cache, and re-enter the URL (don't use saved favorite).

You can contact the PRMS Ops Supt Team M-F 0530-2130 EST at (586) 239-3701 for support and any questions to include how to resolve errors and issues.

ECRC Operations Help Desk can also assist with ISOPREP questions: ecrc.hq.fct@navy.mil

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