Overview

The DoD Isolated Personnel Report (ISOPREP) Form, inclusive of Authentication Statements and Number, is used to confirm your identity in case of kidnapping or abduction. These instructions are specific to CCMR contractors and employees. Please complete only the fields listed in the instructions below; then send the form to your CCMR point of contact (POC).

If you already have an ISOPREP in PRMS, *do not complete or submit an ISOPREP form. Instead, call your Center for Civil-Military Relations Point of Contact (CCMR POC) and provide your Social Security Number (SSN). Your CCMR POC will share your SSN with our Naval Postgraduate School Security Manager's Office (NPS SMO) counterparts, who will then look up your ISPOREP in PRMS and provide you with follow-on instructions, as needed.*

Specific Instructions for Completing Blocks 1-38 of the ISOPREP Form—

Blocks 1-38 on the ISOPREP forms house <u>unclassified information</u> that must be completed and returned via E-mail to your CCMR POC along with 2 digital photos (details below).

- **Complete blocks 1 – 4, 8 – 18, and 20 – 38 only.** You may experience software incompatibility completing the form on a MAC; a PC is recommended.

    — **Enter 'NPS' into block 9** (current unit).

    — **In Section 2 Uniform Data, enter civilian clothing and shoe sizes** in US measurements.

- **Do not complete blocks 5, 6, 7, or 19** (i.e., SSN, Coalition ID, DOB, and Blood Chit). Leave these fields blank. You will share DOB and SSN with the Security Manager's Office (SMO) when you call—on a non-hotel landline (mandatory)—with your authentication statements and number.

    — **Blood type is required** to complete the ISOPREP form. The country clearance request cannot be completed without a complete ISOPREP form on file.

    — SMO contact information can be found below in the ISOPREP Authentication section.

- **Save ISOPREP file as: Lastname.pdf** and return it to your CCMR POC.

- **Maintain .pdf format;** other formats will be rejected.

- **Send 2 digital headshot photos of yourself in civilian clothing** (no logos or organizational identifiers) along with your completed ISOPREP Form to your CCMR POC. One photo ought to be head-on and the other profile. Each photo must be saved using .jpg format, and **neither can exceed 200 kb.**

Specific Instructions for Readying Your ISOPREP Authentication Questions and Number (blocks 50 – 54 on the ISOPREP Form), and Placing Your ISOPREP Authentication Phone Call—

Blocks 50 - 54 on the ISOPREP form house <u>classified information</u> that must be communicated by landline phone (excluding hotel landlines) to the SMO as part of ISOPREP Authentication.

Blocks 50 – 53, Personal Authentication Statements:

- These blocks **require declarative statements, and should contain easily remembered, immutable personal events or details** (e.g., where one was married is public record; where one

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Have questions? *Contact your CCMR POC.*

met his/her spouse is not).

- In order to authenticate an individual, **recovery forces must be able to derive a minimum of 4 – and preferably 6— questions from each statement.**

Tips: Avoid using information that…

- Comes from open sources, including on social media sites, or that is a matter of public record;

- Would cause embarrassment if disclosed;

- Contains jargon, which may not be understood by recovery forces;

- Is subject to change; or

- Is fictional.

Declarative (i.e. Authentication) Statement Examples: Effective declarative (i.e., Authentication) statements contain 4 to 6 discernable details. In the examples, below, each discernable detail is underlined, while the main subject is shown in bold.

- My **first car** was a white 1964 Chevy Impala that I bought used from my neighbor for $300.00.

- My **first pet** was a white Alaskan malamute named Juneau that my dad got from a breeder in Montana.

- My **first concert** was Pink Floyd in Madison Square Garden in 2003 and I went with my best friend, Kate.

- My **first baseball game** was when at age 9, I went with my dad to see the Angels vs. Padres in San Diego.

- My **first overseas trip** was to Rome on United Airlines with my cousin Joe right after we graduated from high school.

- I **first met my wife** in the cafeteria at the University of Hawaii when I tripped and spilled my chocolate milk on her white dress.

- I **first met my husband** when our mutual friend, Cindy, introduced us at my cousin Maggie's wedding in Boston.

Block 54, Authentication Number: Be ready to provide a 4-digit, authentication number that you can easily remember.

Avoid: Do not use any of the following when formulating your authentication number:

- Number series that are part of public or military records (e.g., SSN, birthdates, phone numbers, Zip Code, etc.);

- Repeat numbers (e.g., 7777, 3243, 2979);

- Sequential numbers (e.g., 1234, 5678); and

- Zeros (e.g., 1097, 0418, etc.)

Communicating Declarative (i.e., Authentication) Statements and Number: Your CCMR POC will give you instructions for communicating your ISOPREP authentication statements and number. Do not include statements or number on your ISOPREP form.

Have questions? Contact your CCMR POC.