

# AKO Account Registration and ISOPREP Instructions

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Address <http://www.army.mil/AKO/> Go Links

**Access AKO  
online at this  
web address**



This site provides publicly-available information about AKO/DKO. To reach the AKO/DKO login page or help system or to proceed to the information provided by this site, please choose from the options below:

**Click here to  
register for an  
account**

Login



[AKO/DKO Login Page](#)

- Login, CAC login
- Register for an account
- Reset password

[AKO Webmail Login Page](#)

- Access AKO webmail

Help

[AKO/DKO Help Site](#)

- FAQ, help search
- Submit a help ticket
- Submit feedback
- Helpdesk contact information

Information

[AKO Public Information Site](#)

- AKO Executive Briefing
- AKO Information Paper

[AKO Terms of Use / Terms of Service](#)

This is a DoD web site. The security accreditation level of this site is Unclassified FOUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful

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Address <https://www.us.army.mil/appiansuite/login/login.fcc?TYPE=33554433&REALMOID=06-b476a858-73dc-10a1-9a8e-832f882fff3d&GUID=&SMAUTHREASON=0&METHOD=GE> Go Links

**AKO ARMY KNOWLEDGE ONLINE** **DKO DEFENSE KNOWLEDGE ONLINE**

### Login to AKO/DKO

Username

Password

Low Bandwidth **Login**

By clicking the Login button above, you agree to comply with the Terms of Use listed at the bottom of this page.

### New User?

- ▶ [Register for AKO](#)  
Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests
- ▶ [Register for DKO](#)  
Eligibility for DoD users
- ▶ [Learn more about DKO](#)

### Help

- ▶ [Reset Password](#)
- ▶ [Help Desk](#)

### FAQs

- ▶ [How do I install the DoD Certificate?](#)
- ▶ [How do I reset my password?](#)
- ▶ [How do I register for an AKO/DKO Account?](#)
- ▶ [How do I use my CAC to login to AKO/DKO?](#)
- ▶ [Search All FAQs](#)

### CAC Login to AKO/DKO

Low Bandwidth **CAC Login**

By clicking the Login button above, you agree to comply with the Terms of Use listed at the bottom of this page.

### Other DoD Service Portals

- ▶ [Air Force Portal](#)
- ▶ [Defense Online](#)
- ▶ [MarineNet](#)
- ▶ [Navy Enterprise Portal -- Coming Soon](#)

[Terms of Use / Terms of Service](#)

Done Internet

**Click here to register for an account**



Soldiers detonate explosives in an Iraqi palm grove to destroy hidden booby traps, explosives and weapons Dec. 22, 2008. (Photo by Navy Petty Officer 2nd Class Walter Pels)



## Account Registration

If you fit into any of the following categories, please click below to create an Army account:

- Active Army
- Army Individual Ready Reserve
- Army National Guard
- Army Reserve
- Army Retired
- Army ROTC Cadet (MS III and IV)
- DA Civilian
- DA Civilian, Retired
- Future Soldier
- NAF Civilian
- U.S. Military Academy Cadet

[Create Army Account](#)

Joint accounts are available for select active duty, civilian, reserve, and retiree members of the Air Force, Coast Guard, Marine Corps, and Navy. Joint accounts are also available for select DoD civilians. To check eligibility, view the [Joint Account FAQ](#).

[Create Joint Account](#)

**Click here to  
create account**

Sponsored accounts are available for:

- Army Medical Retiree
- Army ROTC Cadet (MS I and II)
- Army Volunteer
- Contractor
- Family Member of Un-sponsored AKO Member
- Federal Civilian Agency
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian ([what's this?](#))
- Local National Employee
- Medically Discharged
- Military Transition ([what's this?](#))
- National Guard, Retired

[Create Sponsored Account](#)



## Account Registration

### Privacy Act Statement

- **Authority:** 10 U.S.C. Section 3013, Secretary of the Army; Army Regulation 25-1, Army Information Management; Army Regulation 380-19, Information Systems Security; E.O. 9397 (SSN).
- **Principal Purpose:** This information will be used to verify the identity of eligible users of the Army Knowledge Online (AKO) system.
- **Routine Uses:** None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilation of Systems of Record Notices also applies to this system.
- **Disclosure:** Voluntary. However, failure to provide the requested information will result in denial of access to the AKO system.

### Registration Information

- **Why do we need your Social Security Number?**  
We request your Social Security Number (SSN) and Date of Birth (DoB) during the registration process only to authenticate who you are. The information you provide is compared with your information in the AKO Enterprise Dictionary Database (EDD), and the information is used solely to verify that you are authorized to have an AKO account. This data is already in the EDD and the Secretary of the Army is authorized to use the data for verification purposes. Your SSN will be stored with your account when it is created, but it is not shared with any other agency or organization, it is not part of your user name, and it is used only as a discriminator during multiple identity instances.
- **Is it safe?**  
Security during registration is ensured using a 128-bit Secure Socket Layer (SSL) connection. This is the highest industry standard and establishes an encrypted session between your computer and AKO. We use the same technology that other major companies operating on the World Wide Web (WWW) use to protect personal information and guard against identity theft. Look for the little yellow padlock at the bottom of your browser window to ensure that you have established a secure connection. There are no alternate means of registration as this is the most secure method of protecting your information.

 Click here



Help

## Account Registration

### Identification

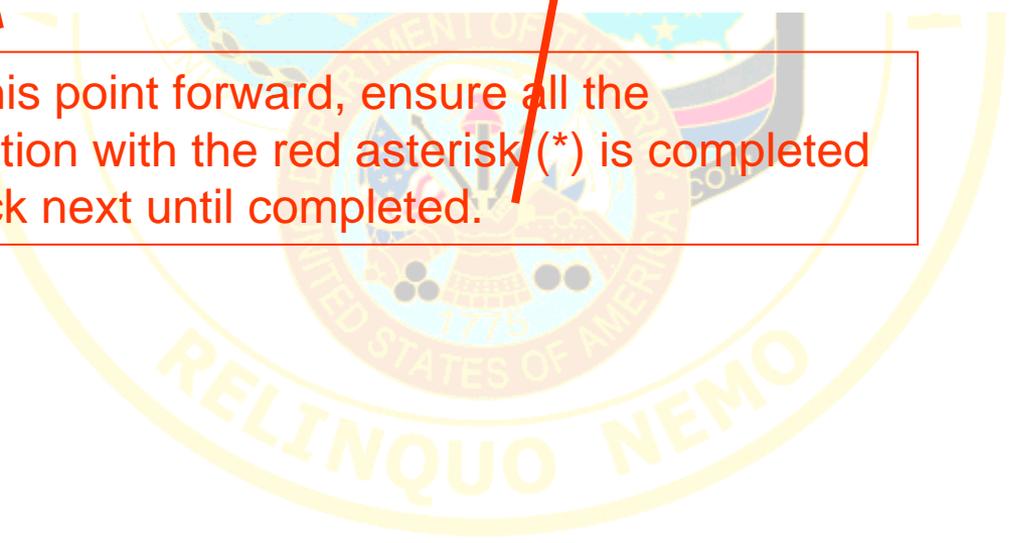
\* Social Security Number   
Your SSN is used to identify you in the AKO EDD.

\* Date of Birth

Note: Too many erroneous attempts to register will cause the system to lock you out. If you are having difficulty registering, please contact the [AKO Help Desk](#).

\* Required

From this point forward, ensure all the information with the red asterisk (\*) is completed and click next until completed.





G-3/5/7 - G3-SOD (PR)

# Pre-OCONUS travel File (PRO-File) Step-by-step instruction

# HQDA Guidance



G-3/5/7 - G3-SOD (PR)

All personnel traveling OCONUS are required to complete a DD Form 1833 (ISOPREP). Army personnel will use the Pre-OCONUS travel File (PRO-File) fulfill this requirement. This applies to all military, Army Civilian, and contractor personnel supporting Army forces. Army forces under the Operational Control of USASOC or USSOCOM are exempt from this requirement and will follow USSOCOM guidance to meet the pre-deployment requirement.

# PRO-File Survey

G-3/5/7 - G3-SOD (PR)



The data entered into PRO-File surveys is transferred to the Joint Personnel Recovery Agency (JPRA). Once transferred, the data is used to populate a digital ISOPREP on SIPRnet.

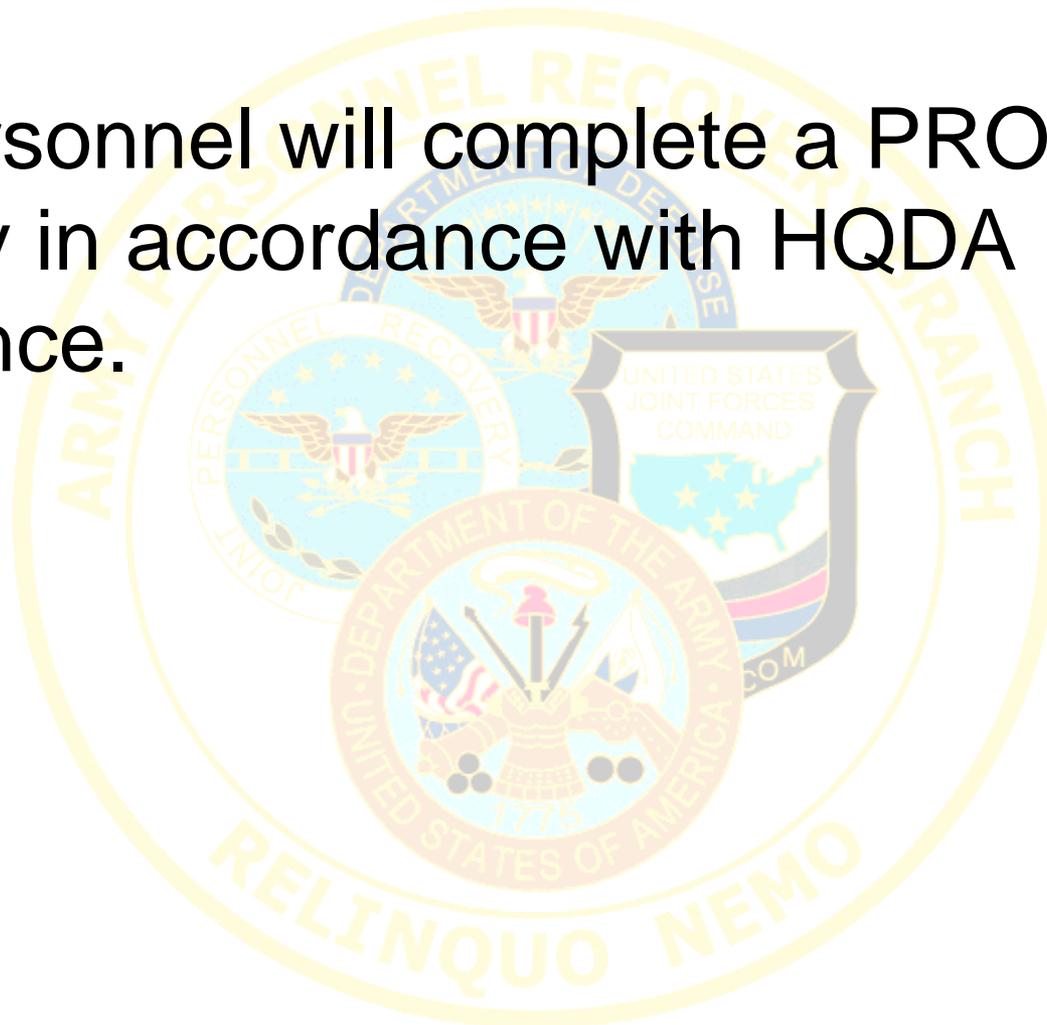
PRO-File is the only approved means for Army personnel to fulfill the digital ISOPREP requirement on Unclassified systems.

# Task

G-3/5/7 - G3-SOD (PR)



All personnel will complete a PRO-File survey in accordance with HQDA guidance.



# Conditions

G-3/5/7 - G3-SOD (PR)



## Requirements:

- A PC running Microsoft Windows® (Gov or personal) with internet access running Internet Explorer® 6.0 or older or Mozilla Firefox® 2.0.0.3
- Valid AKO username and password
- Two digital photographs (see slides 10 and 11 for acceptable photographs)
- A computer printer (to print completion certificate)

# Standard



G-3/5/7 - G3-SOD (PR)

Complete a PRO-File survey by providing data in all mandatory fields, to include photo upload, and completing a minimum of four questions in at least four of the background question sections.



# Accessing PRO-File

G-3/5/7 - G3-SOD (PR)



**PRO-File**

Pre-OCONUS travel File

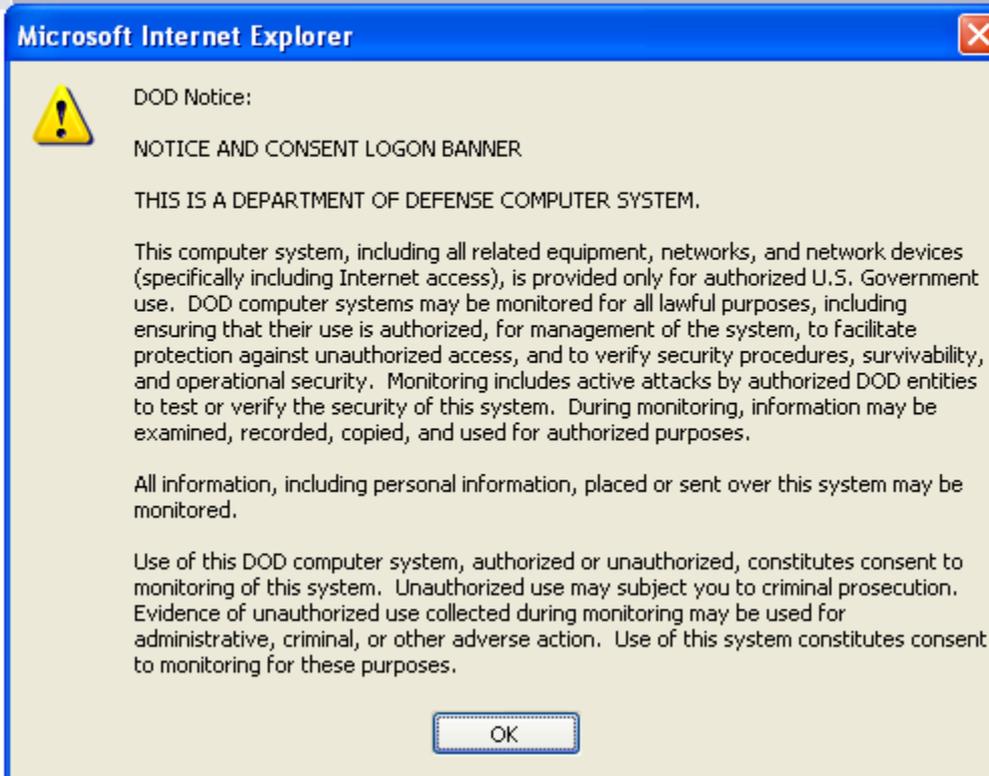
Powered By  
AKO Authentication **AKO**  
SEC ITED-ASD-CADB

home

faq

survey

logout



First: Log into the PRO-File home-page at  
<https://medinah.sed.monmouth.army.mil/PRO-File>

Read the DoD Notice and Consent and click "OK"



G-3/5/7 - G3-SOD (PR)

# Data Entry

If this is your first visit to the PRO-File site,  
review the [privacy/security](#) policy

When ready, click to proceed with [survey](#)

**PRO-File** Pre-OCONUS travel File

home | **faq** | **survey** | [logout](#)

**About This Site**

Before any soldier deploys or goes on TDY Outside the Continental United States (OCONUS), they must complete a **Pre-OCONUS travel File** (PRO-File).

Before completing the survey, be sure to review the [privacy/security](#) information.

Once you are ready, proceed to the [survey](#).

contact us | [privacy/security](#) | conformance: [W3C HTML 4.01](#) | [W3C CSS 2.1](#) | [§ 508](#) | [800:800SAFE](#) content updated 2007-04-30

If you have previously completed a  
PRO-File survey you can retrieve and  
print your certificate (see slide 20)

**PRO-File** Pre-OCONUS travel File

home | **faq** | **survey** | **certificate** | [logout](#)

**Note**

Records indicate that you already completed a PRO-File survey on 2005-05-05 05:05:05.  
You may view your **Certificate of Completion** by clicking on the [certificate](#) navigation link.

**About This Site**

In the [privacy/security](#) section you will find answers to many common questions about the security of this system, and a copy of the privacy act statement pertaining to this program.



G-3/5/7 - G3-SOD (PR)

# Data Entry

This is the privacy/security section

Government Civilian employees  
and Contractors note:

Disclosure is mandatory for all  
deploying civilians IAW Army G-  
3/5/7 guidance (June 2005)

## ★ PRO-File Pre-OCONUS travel File

Powered By AKO Single Sign-On

SECITED-ASD

logout

[home](#) [faq](#) [survey](#)

### Privacy and Security

#### PRIVACY ACT STATEMENT

Authority: 10 U.S.C. Sections 1501, 1502, 1513; EO 9397.

*Sections 1501 through 1513 of Title 10 are the Missing Persons Act provisions and establish general authority for Personnel Recovery. Executive Order 9397 allows the use of SSN for identification purposes.*

**PRINCIPAL PURPOSE(S):** It is essential to the Personnel Recovery effort for the protection of recovery forces from enemy entrapment. The social security number is used to ensure positive identification.

**ROUTINE USE(S):** It will be completed by Army forces and civilians who may accompany Army forces while deployed in potentially hostile territory. It contains personal information that may be used to ensure positive identification, to facilitate medical treatment, and to assist in reintegration upon recovery.

**DISCLOSURE:** The information is necessary since it affects the entire Personnel Recovery mission and effect on individual of not providing information could result in delay or failure of recovery effort.

**Military Personnel:** Completion of the survey is **mandatory**.

**Civilian Personnel:** Completion of the survey is **mandatory** for all **deploying** civilians IAW Army G-3/5/7 guidance (June 2005). If you do not agree to voluntarily disclose your information, notify your supervisor to request alternate means of fulfilling this requirement.

#### Cookies

Access to this web site requires that cookies pass properly between your web browser and this web server. Cookies are required in order to be able to login using AKO Single Sign-On.

#### JavaScript

Access to this web site requires that JavaScript be enabled in your web browser. JavaScript is required in order to be able to login using AKO Single Sign-On.

[contact us](#) | [privacy/security](#) | [conformance](#) | [WS HTML 4.01](#) | [WS CSS 2.1](#) | [§ 508](#) | [800x600SAFE](#)

content updated 2007-05-22

# Data Entry

G-3/5/7 - G3-SOD (PR)



Mandatory fields are marked with a red asterisk (\*) – the form can not be submitted unless they are all filled-in. Also stress that fields marked with a blue tilde (~) provide vital information and should be completed to the best of their ability.

Photo file criteria:

- Photo file types: png, gif, bmp, jpg
- Max file size: 200Kb
- Pixel Minimum: 50x50, Maximum: 1000x1000

**Front-facing photo** can be any full-face picture which depicts a chest-up view and natural hair color. Hats or sunglasses are not acceptable. Prescription eyewear should not be worn.

**Profile-view photo** can be any side-view photo which clearly displays facial features and natural hair style and color. Hats or sunglasses are not acceptable. Prescription eyewear should not be worn.

**Both photos** should present a predominant view of the head without obstruction and be less than one year old.

UNCLASSIFIED

## PRO-File Pre-OCONUS travel File

 Powered By  
 AKO Authentication  
 SEC-ITED-ASD

[home](#) [faq](#) [survey](#)
[logout](#)

Fields marked \* are **mandatory**. If you don't have an answer, enter NA or N/A (Not Applicable) or unknown.  
 Fields marked ~ are **recommended** -- you must complete these fields if they apply to you.

<b>Name</b>	
<b>Grade</b>	E-1
<b>Last Name</b>	Smith
<b>First Name</b>	John
<b>Middle Initial</b>	Q
<b>Go By Name *</b>	<input type="text"/>
<b>Photos</b>	
<b>Face - Front *</b>	<input type="text"/> <input type="button" value="Browse..."/> max file size: 200k
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>You Must Upload a Photo</b></p> <p>The size of the file <b>MUST NOT</b> be more than 200k</p> <p>Any picture of you is OK. You do not need to be in uniform.</p> </div>	
<b>Date Front image taken *</b>	<input type="text"/> YYYY-MM-DD (you must include the dashes)
<b>Face - Profile *</b>	<input type="text"/> <input type="button" value="Browse..."/> max file size: 200k
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>You Must Upload a Photo</b></p> <p>The size of the file <b>MUST NOT</b> be more than 200k</p> <p>Any picture of you is OK. You do not need to be in uniform.</p> </div>	
<b>Date Profile image taken *</b>	<input type="text"/> YYYY-MM-DD (you must include the dashes)

# Example Photos

G-3/5/7 - G3-SOD (PR)



Unacceptable



Natural hair color is required. Hats are not allowed, eyewear is not recommended.



No obstructions to full view of head and facial features. (Head facing to either side, not front)



Acceptable



Profile view facing either direction is acceptable.

# Data Entry

G-3/5/7 - G3-SOD (PR)



If you have not been issued a blood chit or Coalition ID then enter N/A (if you don't know what one is, you probably don't have one).

- Ethnic Group – Valid entries are:
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Hispanic or Latino
- DA Contractors enter info from the list provided by the HQDA PRO-File implementation message
- Verify your UIC to ensure that data submitted is accurate and up to date

Personal Info	
Gender *	<input type="text"/>
Birth Date *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Blood Type *	<input type="text"/>
Height *	<input type="text"/> Feet <input type="text"/> Inches
Weight *	<input type="text"/> lbs
Hair Color *	<input type="text"/>
Eye Color *	<input type="text"/>
Religious Preference *	<input type="text"/>
Blood Chit # *	<input type="text"/>
Identifying Marks/Scars/Tattoos *	<input type="text"/>
Known Medical Conditions and Prescriptions *	<input type="text"/>
	0 out of 200 characters max.
Nationality/Citizenship - Primary	
Nationality/Citizenship *	<input type="text"/>
Citizenship - Secondary	
If you have a Secondary Citizenship	<input type="checkbox"/> check this box.
Secondary Citizenship *	<input type="text"/>
Heritage	
Ethnic Group *	<input type="text"/>
Accent *	<input type="text"/> Enter none for no accent.
Service Info	
Branch Of Service/Agency/Dept *	<input type="text"/>
Unit *	<input type="text"/>
Unit Identifier Code (UIC) *	<input type="text"/> (if non-military, enter n/a)
MNF-I/MNC-I Coalition ID # *	<input type="text"/> (number at bottom center)

# Data Entry

G-3/5/7 - G3-SOD (PR)



• Select appropriate US Government Issued uniform and boot sizes from the data in the drop-down menu. (Civilian Personnel with no government issue select appropriate commercial sizes and annotate this under Additional Information section below)

• Primary Language refers to the primary language spoken for duty purposes in current assignment when communicating with other DoD employees and personnel

**Uniform Data**

Shirt Size \*  Pant Size \*  Hat Size \*

Boot: Type \*  Size \*  Width \*

**SERE Training 1**

If you took SERE training  check this box. Uncheck this box if this does not apply to you.

Type \*

Year \*  Month \*

Location \*

Comments

**SERE Training 2**

If you took a 2nd SERE training  check this box.

Type \*

Year \*  Month \*

Location \*

Comments

**SERE Training 3**

If you took a 3rd SERE training  check this box.

Type \*

Year \*  Month \*

Location \*

Comments

**Personal Duress Word**

Personal Duress Word \*

**Primary Language Capability**

Language \*

Comments

0 out of 150 characters max.

**Other Language Capability**

Description/Comments ~

0 out of 250 characters max.

# Data Entry

G-3/5/7 - G3-SOD (PR)



- If family members are deceased, uncheck the box to close other fields

<b>Primary Next of Kin</b>	
<b>Name *</b>	<input type="text"/>
<b>Primary Next of Kin - Contact Info</b>	
<b>If this person is deceased</b>	<input checked="" type="checkbox"/> uncheck this box.
<b>Street Address *</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	<input type="text"/>
<b>Zip Code *</b>	<input type="text"/> (**** or ****-****)
<b>Phone *</b>	<input type="text"/>
<b>Parent # 1</b>	
<b>Name *</b>	<input type="text"/>
<b>Parent # 1 - Contact Info</b>	
<b>If this person is deceased</b>	<input checked="" type="checkbox"/> uncheck this box.
<b>Street Address *</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	<input type="text"/>
<b>Zip Code *</b>	<input type="text"/> (**** or ****-****)
<b>Phone *</b>	<input type="text"/>
<b>Parent # 2</b>	
<b>Name *</b>	<input type="text"/>
<b>Parent # 2 - Contact Info</b>	
<b>If this person is deceased</b>	<input checked="" type="checkbox"/> uncheck this box.
<b>Street Address *</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	<input type="text"/>
<b>Zip Code *</b>	<input type="text"/> (**** or ****-****)
<b>Phone *</b>	<input type="text"/>
<b>Home of Record</b>	
<b>Street Address *</b>	<input type="text"/>
<b>City *</b>	<input type="text"/>
<b>State *</b>	<input type="text"/>
<b>Zip Code *</b>	<input type="text"/> (**** or ****-****)

- Home of Record: use the same information that appears in your ORB/ERB or other official DoD records

# Data Entry

G-3/5/7 - G3-SOD (PR)



Special Family Situations –  
In the event that you become Isolated,  
Detained, Missing, or Captured, these are  
situations that your Command may need  
to know to assist and support your family  
during your absence.

Children at Home - Child 1	
If you have 1 or more children at home	<input checked="" type="checkbox"/> check this box.
Name - Child 1 *	<input type="text"/>
Birth Date - Child 1 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 2	
If you have 2 or more children at home	<input type="checkbox"/> check this box.
Name - Child 2 *	<input type="text"/>
Birth Date - Child 2 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 3	
If you have 3 or more children at home	<input type="checkbox"/> check this box.
Name - Child 3 *	<input type="text"/>
Birth Date - Child 3 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Children at Home - Child 4	
If you have 4 or more children at home	<input type="checkbox"/> check this box.
Name - Child 4 *	<input type="text"/>
Birth Date - Child 4 *	<input type="text"/> YYYY-MM-DD (you must include the dashes)
Special Family Situations	
Description/Comments	<input type="text"/> 0 out of 100 characters max.
Additional Info	
Provide any necessary additional information	<input type="text"/>
Contractor Company Info	
If you are a contractor	<input checked="" type="checkbox"/> check this box.
Company Name *	<input type="text"/>
Company POC ~	<input type="text"/> 0 out of 250 characters max.

# Data Entry

G-3/5/7 - G3-SOD (PR)



- Entries in these sections are used to develop identification data for Personnel Recovery Reports
- If a section applies, place a check in the box at the beginning of the section. If not, box should be de-selected and all entries will default to closed position.
- **If you are unable to complete at least four of the six sections, contact your PRO or PR manager to complete your file in PRMS.**

*The Army's PR philosophy is one of leadership and accountability.*

FM 3-50.1

## BACKGROUND Questions

**Affirmation \***  By checking this box, I affirm that any and all information I provide for the following BACKGROUND sections is accurate and truthful.

### BACKGROUND - First Pet

If you had a pet  check this box. Uncheck this box if this does not apply to you.

Gender ~  (If you had more than one pet, you must pick one)

Name ~

Type ~  (cat, dog, etc.)

Breed ~

Color ~

Age of pet at death  (or na if still alive)

How I got this pet ~  (parents, gift, stray, pound, breeder, etc.)

### BACKGROUND - First Car

If you had a car  check this box. Uncheck this box if this does not apply to you.

Make ~

Model ~

Year ~

Color ~

Number of doors ~

Roof type ~  (hard top, convertible, t-top, targa, etc.)

How I got the car ~  (bought, built, gift, etc.)

Where I got the car ~

### BACKGROUND - High School Activity

If you were involved in an activity  check this box. Uncheck this box if this does not apply to you.

Type ~  (football, basketball, club, society, team, etc.)

Position ~

Year ~  (freshman, sophomore, junior, senior)

Uniform color ~

Mascot ~

Number of years involved ~  (freshman, sophomore, junior, senior)

Team accomplishments ~

My accomplishments ~

# Data Entry

G-3/5/7 - G3-SOD (PR)



- Entries in these sections are used to develop identification data for Personnel Recovery Reports

- If a section applies, place a check in the box at the beginning of the section. If not, box should be de-selected. **Once again, if unable to complete at least four of the six sections, contact your PRO.**

- Commanders must ensure all assigned Soldiers, DA Civilians, and Contractors understand that entry of accurate and up-to-date data is critical to successful recovery operations in the event that they become Isolated, Detained, Missing, or Captured.

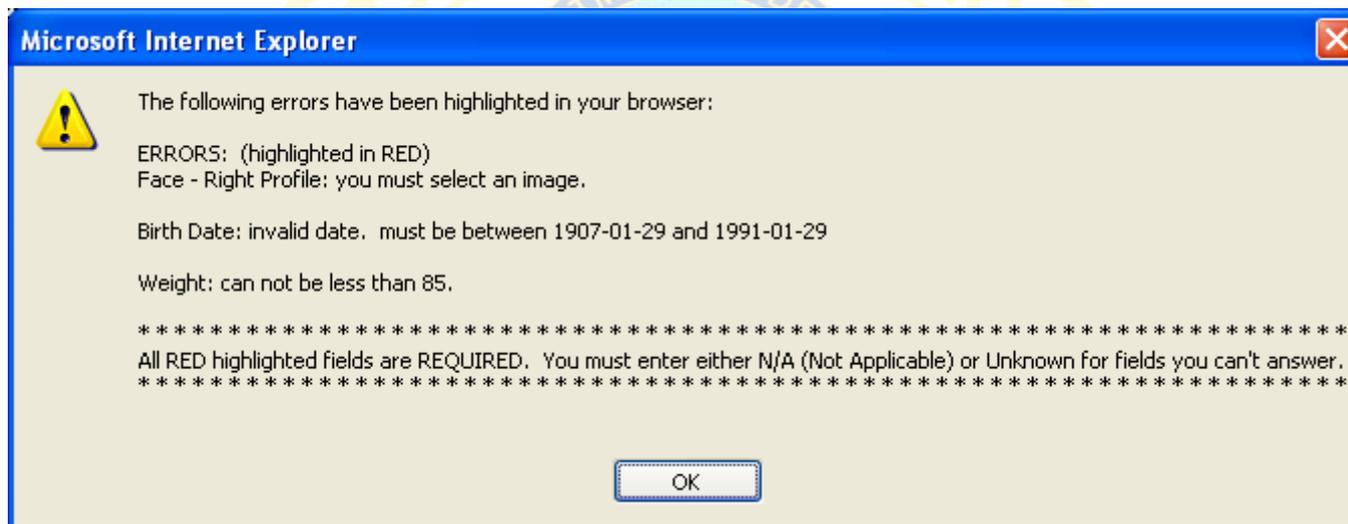
BACKGROUND - First Non-Military Residence Away From Home	
If you had a non-military residence	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Type	<input type="text"/> (apartment, dorm, house, trailer, etc.)
How I paid	<input type="text"/> (rent, lease, own, share, barter, etc.)
Number of floors	<input type="text"/> (for the entire building)
Number of bedrooms	<input type="text"/> (for the entire building)
Number of bathrooms	<input type="text"/> (for the entire building)
Main color	<input type="text"/> (of the entire building)
Location	<input type="text"/> (city, state)
BACKGROUND - First Girlfriend or Boyfriend	
If you had a Girlfriend or Boyfriend	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Gender	<input type="text"/>
Name	<input type="text"/>
Nick name	<input type="text"/>
Where we met	<input type="text"/>
What year we met	<input type="text"/>
Hair color	<input type="text"/>
First date	<input type="text"/>
Annoying habits	<input type="text"/>
BACKGROUND - First Non-Military Job	
If you had a job	<input checked="" type="checkbox"/> check this box. Uncheck this box if this does not apply to you.
Company name	<input type="text"/>
Type	<input type="text"/>
Location	<input type="text"/> (city, state)
Boss name	<input type="text"/>
Indoors or outdoors	<input type="text"/> (or both)
Special training	<input type="text"/>
Duration	<input type="text"/> (years, months)

By clicking the submit button, I affirm that the information I have provided on this form is complete and accurate, and attest that I understand that provision of this information is voluntary, and that this information is only to be used for identification by Rescue Forces should I become isolated or captured while traveling OCONUS.

# Data Entry

G-3/5/7 - G3-SOD (PR)

If data is incomplete or improperly formatted, the program will display an alert and allow the user to correct deficiencies.





G-3/5/7 - G3-SOD (PR)

# Data Entry

Correct any invalid data by reviewing areas shaded in red. Make sure corrections are formatted correctly (if applicable) and that all shaded areas are corrected.

When finished with corrections, click the "submit" button at the bottom of the page again. If all data entries are valid proceed to the certificate page (next slide). If errors still exist, repeat the steps on this slide.

**PRO-File**

**Pre-OCONUS travel File**

Powered By

home
faq
survey
logout

Fields marked \* are **mandatory**. If you don't have an answer, enter **NA** or **N/A** (Not Applicable) or **unknown**.  
Fields marked ~ are **recommended** -- you must complete these fields if they apply to you.

Name	
Grade	E-1
Last Name	Smith
First Name	John
Middle Initial	Q
Go By Name *	<input type="text" value="Pedro"/>

Photos

Face - Front \*  max file size: 200k

Date Front image taken \*

Face - Profile \*  max file size: 200k

**You Must Upload a Photo**

**The size of the file MUST NOT be more than 200k**

Any picture of you is OK.  
You do not need to be in uniform.

Date Profile image taken \*  YYYY-MM-DD (you must include the dashes)

# Data Entry

G-3/5/7 - G3-SOD (PR)



- After successful data entry the program will display a certificate for the user
- Certificate will include your name, your UIC, and the date-time-group of completion

- PRO-File will automatically generate a unique certificate number for the session
- This certificate should then be printed and presented to the user's supervisor or PRO

*Users without a printer available at their location can screen-capture or print to a file and then e-mail the file to their supervisor/PR Manager*

**PRO-File** Pre-OCONUS travel File

home faq survey **certificate** logout

**CERTIFICATE OF COMPLETION**

This certifies that  
**PV1 John Q. Smith**  
 has successfully completed  
**The Pre-OCONUS travel File (PRO-File)**  
 on  
**2005-05-05 05:55:05**

UIC: ABC123 Certificate # {1704C36F-8AAE-4382-96F9-51FD4997EBBA}

print...

contact us | privacy/security | conformance: W3C HTML 4.01 W3C CSS 2.1 S505 800-600SAFE

Submitted information **can not** be retrieved by the individual. To reproduce certificates return to log-in screen and select certificate from the tabs at the top of the page.

# PRO-File Manager Search

G-3/5/7 - G3-SOD (PR)



**PRO-File** Pre-OCONUS travel File Powered By AKO authentication SEC-ITD-RSD

home faq survey certificate **manager - search** logout

- A variety of searches may be performed

## Search all entries

Last name	First name	Middle initial	Filter
Is exactly <input type="text" value="smith"/> <input type="button" value="search"/>	Begins with <input type="text"/> Begins with Contains Is exactly <input type="button" value="search"/>	Is exactly <input type="text"/> <input type="button" value="search"/>	Only show each user's most recent entry <input type="button" value="v"/>
<input type="button" value="find all of the above"/>		<input type="button" value="find any of the above"/>	

Note: searches are not case-sensitive.

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Search functions are available to all users E-6 and above

- Note: searches will only return results for those people that have entered a survey – there is no information about users that have not yet used the system.

# PRO-File Manager Search Results

G-3/5/7 - G3-SOD (PR)



- The results can be sorted by clicking on any column header

- The column that determines the sorting is indicated by a down or up triangle

- The **dur** column shows approximately how long the user took to complete the survey, in hours:minutes

- The **Completion** column indicates how many **Background Sections** the user completed, with “Full” indicating they completed 4 or more sections. Any user that is not listed as “Full” must submit a new survey, or complete the information using SIPRNet PRMS

**Pre-OCONUS travel File**
Powered by AKO authentication  
SEC-ITED-ASD

[home](#)
[faq](#)
[survey](#)
[certificate](#)
[manager - search](#)
[logout](#)

## Search results

( Last name is exactly "smith" AND First name begins with "j" ) AND only show each user's most recent entry

found 4 entries

#	Submitted	dur	Gr	Last	First	M	Completion	Completion Certificate # / Record #
1	2007-05-30 13:00	1:45	E6	Smith	J		Full	{20EZF809-5CB9-412C-9818-3316053Z9842}
2	2007-03-29 10:58	27:20	E3	Smith	James	L	Full	{3E3B7887-ZZ7D-424F-A082-5300E7Z6F129}
3	2007-03-21 16:02	12:29	E6	Smith	John	Q	Full	{4DD8E708-E220-30E8-Z252-818Z6D4E3FFE}
4	2007-03-21 12:39	79:07	E5	Smith	Jonathon		Partial: 3 of 4	{56EDZ70F-460C-4Z9F-52A5-3305F3Z11320}

## Search all entries

Last name	First name	Middle initial	Filter
Is exactly <input type="text" value="smith"/>	Begins with <input type="text" value="j"/>	Is exactly <input type="text"/>	Only show each user's most recent entry
<input type="button" value="search"/>	<input type="button" value="search"/>	<input type="button" value="search"/>	
<input type="button" value="find all of the above"/>		<input type="button" value="find any of the above"/>	

Note: searches are not case-sensitive.

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 [W3C CSS 2.1](#) | 
 [SIPR](#) | 
 [800-600-SAFE](#)

- Note: searches will only return results for those people that have entered a survey – there is no information about users that have not yet used the system.

**Note that this is the only information stored on the PRO-File system. All other survey data is stored on the PRMS system.**

# Frequently Asked Questions

G-3/5/7 - G3-SOD (PR)



- Where did the requirement for PRO-File come from, and who authorized the program?

Completion of ISOPREPs has been a pre-deployment requirement since the beginning of the Global War on Terror. PRO-File was developed to make it easier to meet this requirement and standardize the format across the force. Authorization came from the Chief of Staff of the Army, through the Army G-3/5/7 to increase Personnel Recovery capability.

- I am a tactical commander with thousands of troops to manage. What benefit does my command receive from participation in the PRO-File program?

First and foremost your command will no longer have to spend additional time and effort to manage the classified ISOPREP forms which the PRO-File program will replace. The new system automates the entire process. This gives back time to your Soldiers for training and preparation for their METL tasks. PRO-File is also the first tool for this purpose available to every Soldier, regardless of security clearance or duty assignment, that can be completed at home or in their barracks. Also, use of PRO-File and PRMS enhances the capability to successfully recover your Soldiers regardless of their geographic location or OPCON/TACON status.

- I only have 90 training days left until my unit deploys. Why should I shift focus to filling out online surveys when my Soldiers should be conducting tactical training?

Your Soldiers can complete the survey at home, on leave, or from a local internet café. PRO-File was developed with your command's time management in mind so that you can continue with your training plans without significant impact.

- If I allow my Soldier's to do this on their off-time, how will I track their completion for pre-deployment?

Your PRO or PR staff-section has the ability to track, by-name, who in your command has or has not completed a survey within a five minute window of accuracy. Each Soldier also receives a completion certificate which can be filed in their training records and into their Digital Training Management System (DTMS) in AKO.

# Frequently Asked Questions

G-3/5/7 - G3-SOD (PR)



- I am a civilian. Do I have to complete the survey?

At this time, survey completion is required by HQDA for all DA/DoD Civilians and DA/DoD Contractors accompanying forces overseas. (Army G-3/5/7 guidance June 2005)

- I don't have a digital photo. Can I submit my survey without one?

Current photographs are critical for recovery forces to positively identify you if you are isolated. You must provide digital photographs for the survey.

- I have completed the survey and printed my certificate. Now what do I do?

Keep a copy of your certificate for your records and then provide a copy to your immediate supervisor or your Personnel Recovery Officer (PRO). You can return to the site any time to print a copy of your certificate.

- How often will I have to complete the PRO-File survey?

You should only have to complete the survey one time during your military career. PR managers can transfer your data to your gaining UIC when you out-process your losing unit.

- What if my information changes, or I realize that I made a mistake on my survey?

You have two options to correct information provided to PRO-File. First, you can visit the survey site and complete a new survey. The more preferred method is to visit your PRO who can access and update your survey information in PRMS.

- What can I do if I receive an error when I submit my survey?

Each error message will automatically be reported to the PRO-File system administrator. Follow the provided e-mail link; they will assist you in completing your survey. Non-technical issues or general questions dealing with command guidance and PR programs should be addressed to your chain of command.