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Getting Started & How to Complete a USAF PKI Survey

EPRM v3.64, March 2024

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Introduction

The survey function is a core capability of the EPRM tool. It uses a process model to walk an auditor through the steps of completing a survey. The following pages will present the process in a way that will guide a user through completing an AF PKI survey. Administrative functions are also explained in the second half of this guide.

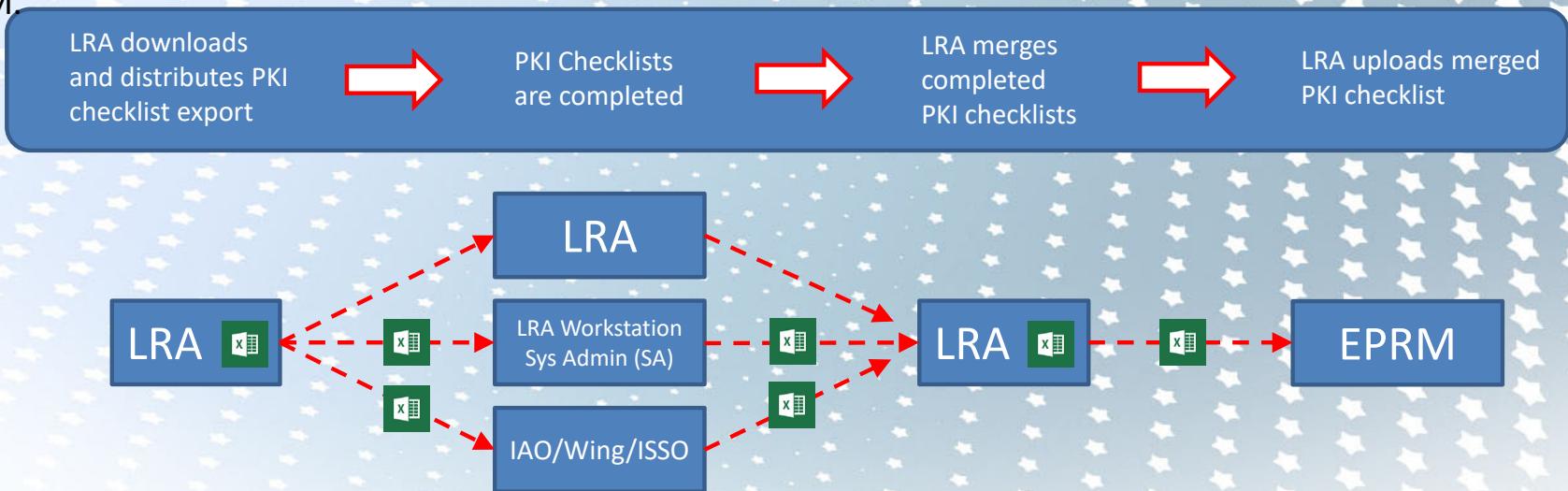
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Data Collection Process

The DOD PKI Audit Survey involves the coordination of information from multiple sources and incorporating the data into an organized, automated process (EPRM). Below is a basic representation of the process to show how EPRM fits into an existing audit survey process.

The Local Registration Authority (LRA) distributes the PKI checklist export (.xlsx)* to the LRA Workstation System Administrator (SA), and IAO/Wing/ISSO to complete their respective checklists. Each element returns their checklist portions to the LRA who merges the data into a single checklist. The RA then uploads the completed checklist into EPRM.



*A copy of the PKI checklist export (.xlsx) is available for download [here](#), on the EPRM Help website.

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User Home Screen

When the user logs into their account, the home screen will appear like the image below. It includes a header that identifies the user's account, activity buttons, and navigation buttons. For PKI Survey users, the “Manage Survey Responses” button will be their primary workspace.

This header indicates the account.

Main menu activity buttons; the number will vary based on user roles.

Navigation buttons allow users to jump to specific functions. (e.g. Home, User Profile, Change Password, Log Out.). Number of buttons may vary based on user permissions.

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Manage Survey Responses Home Screen

After clicking the “Manage Survey Responses” button users are brought to the Manage Surveys Home page.

The activity buttons from the Home page now appear at the top of the screen throughout the EPRM tool.

Users can begin a new assessment by clicking the green “Start” button or double-click a row in the grid to continue work on an existing survey.

The screenshot shows the 'Manage Surveys Home' page. At the top, there's a navigation bar with icons for 'Main Menu', 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Survey Responses' (which is highlighted in blue), and 'User Guides & References'. Below the navigation bar, a message says: 'This is where you may create a new survey or view / modify existing surveys based on privileges in your User Profile. [More]'. A large green 'START' button with a white 'I' icon is centered above a grid. The grid has columns for 'id', 'Survey Name', 'Due Date', 'Status', 'Owner', 'Node', 'Created', and 'Objective(s)'. One row in the grid is visible, showing '3185', 'testSurvey', 'Locked', 'Jon Doe', '2 Services > USAF', '07/23/2020', and 'Assessment Focus Statement'.

Click on a column heading to sort ascending/descending order. Or use the text box below the heading to filter by search term.

Previously conducted surveys are stored here. Double click a survey to access it.

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Creating A New Survey

After clicking the “Start” button on the Manage Surveys home page, a new window will open; several data fields require input. Those fields denoted by an asterisk (*) must be completed. A more detailed look at the New Survey screen is on the following page.

This screenshot shows the 'Manage Surveys Home' page. At the top, there is a 'Main Menu' bar with icons for 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Survey Responses', and 'User Guides and References'. Below the menu, the URL 'Home > Manage Surveys Home' is displayed. A message states: 'This is where you may create a new survey or view / modify existing surveys based on privileges or permissions unique to your User Profile. [More]'. A large blue callout box points to a green 'START' button with the text 'Click the green "Start" button.' To the right of the button is a table titled 'Started and Completed Surveys - To open, double-click on a row or select a row and click on open button at the bottom of the grid.' The table has columns for Id, Survey Name, Due Date, Status, Owner, Node, Created, and Objective(s). One row is visible: '3185 testSurvey Locked Jon Doe 2 Services > USAF 07/23/2020 Assessment Focus Statement'.

This screenshot shows the 'New Survey' creation window. At the top, the URL 'Home > Manage Surveys Home > New Survey' is shown. A message says: 'Let's get started with the Survey. We'll begin by creating a new survey.' A note states: 'An * denotes the field is required'. Below this, a text input field 'Survey Name*' contains '2020-02-12 - Columbus AFB'. A 'Node legend:' section explains node status: plain text available, gray strikethrough expired, dark background not available. A search bar 'Search Nodes' is present. A list titled 'Node (select one in plain text)*' shows a tree structure under 'User Support Training': 3-AETC, Altus AFB, **Columbus AFB**, Goodfellow AFB, Keesler AFB, Lackland AFB, Luke AFB, Vance AFB. A note says: 'Select your survey objectives.' An 'Objectives (select at least one)*' section contains a checked checkbox for 'USAF LRA Self-Assessment Audit Checklist'. At the bottom, there are 'Due Date' (set to '03/31/2020'), 'Clear Due Date' button, 'Back' button, and 'Continue' button.

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Creating a New Survey (*continued*):

1. Name your survey. It is recommended to include a date (YYYY-MM-DD) and location in the name for file management purposes.
2. Select the node where the survey will be conducted, typically the installation (as shown). This allows the survey to be viewed by your organization, and is essential for higher level analysis and the control of unit information.
3. Check the survey type ('Objective'), i.e., USAF LRA Self-Assessment Audit Checklist.
4. Click on Due Date field to bring up a calendar and select a due date, if desired.
5. Click "Continue".

1

Home > Manage Surveys Home > New Survey
Let's get started with the Survey.
We'll begin by creating a new survey.

An * denotes the field is required

Enter a short descriptive name for the survey.

Survey Name*

Select the node you will be assessing from the hierarchy below. Use the (+) functionality to have the privilege to select any node in plain text. If you do not see the node available click added.

Node legend:
Nodes in plain text are available to you in your survey creation.
Nodes in gray strikethrough are expired.
Nodes on a dark background are not available to you.

▶ Search Nodes

2

Node (select one in plain text)*
 User Support Training
 3-AETC
 Altus AFB
 Columbus AFB
 Goodfellow AFB
 Keesler AFB
 Lackland AFB
 Luke AFB
 Vance AFB

3

Select your survey objectives.

Objectives (select at least one)*
 USAF LRA Self-Assessment Audit Checklist

4

Due Date

5

Back

Search Nodes feature allows the user to find their unit directly, without manually expanding the hierarchy.

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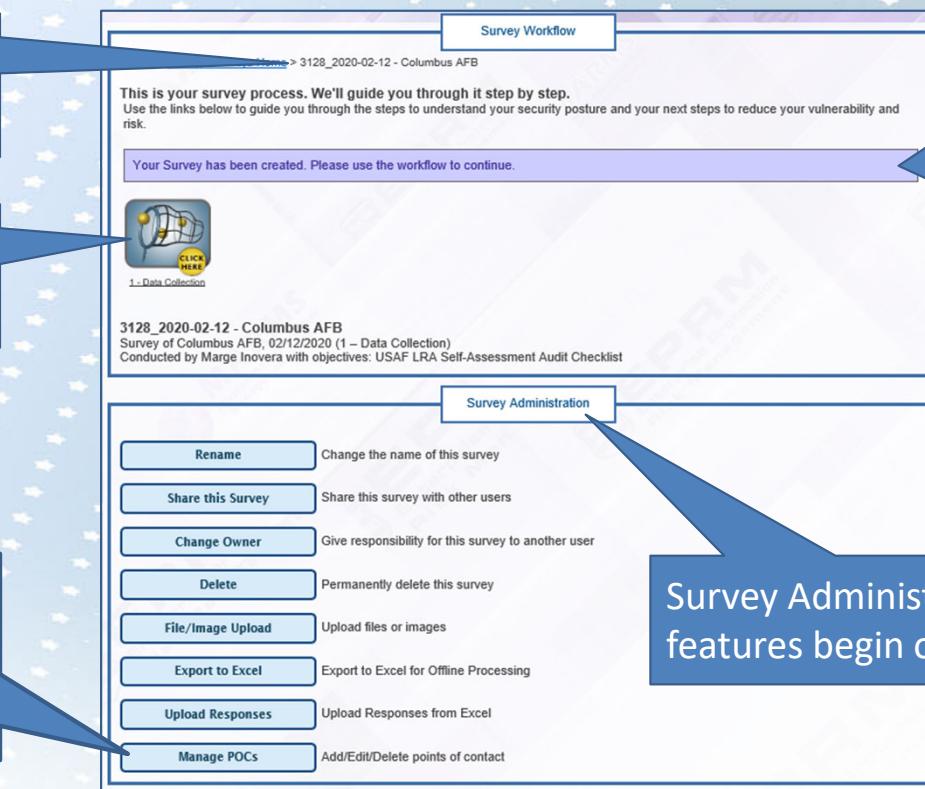
Creating a New Survey (continued):

The survey has been created, when this page appears. The page is divided into two sections. The Survey Administration section will be discussed later in this guide. Click the “Data Collection” button to expand the Survey Workflow (displayed on the next page).

System assigns a 4-digit ID to each new survey.

Click “Data Collection” to enter the Survey Workflow.

Tip: Add the SA and ISSO in the POCs as a best practice in keeping current and accurate records.



This banner confirms the assessment was created. Note: the LRA can create the audit survey in EPRM independent from the PKI survey checklist being completed.

Survey Administration features begin on pg. 13.

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The Survey Process:

The process for conducting a survey within the EPRM tool is illustrated in the model below. The Data Collection phase is divided into three separate areas of responsibility. The LRA will coordinate with LRA Workstation System Administrators (SA) and IAO/Wing/ISSO personnel to complete the survey outside of the EPRM tool. To expedite completion, LRAs should download the survey checklist in an Excel format and distribute to the SA and ISSO to answer their respective checklists.



This view shows a circular badge at the lower right of each phase, indicating status of that step—each subsequent step is locked until the previous step is completed. A completed step will be indicated by a check mark (this can be seen on page 12).

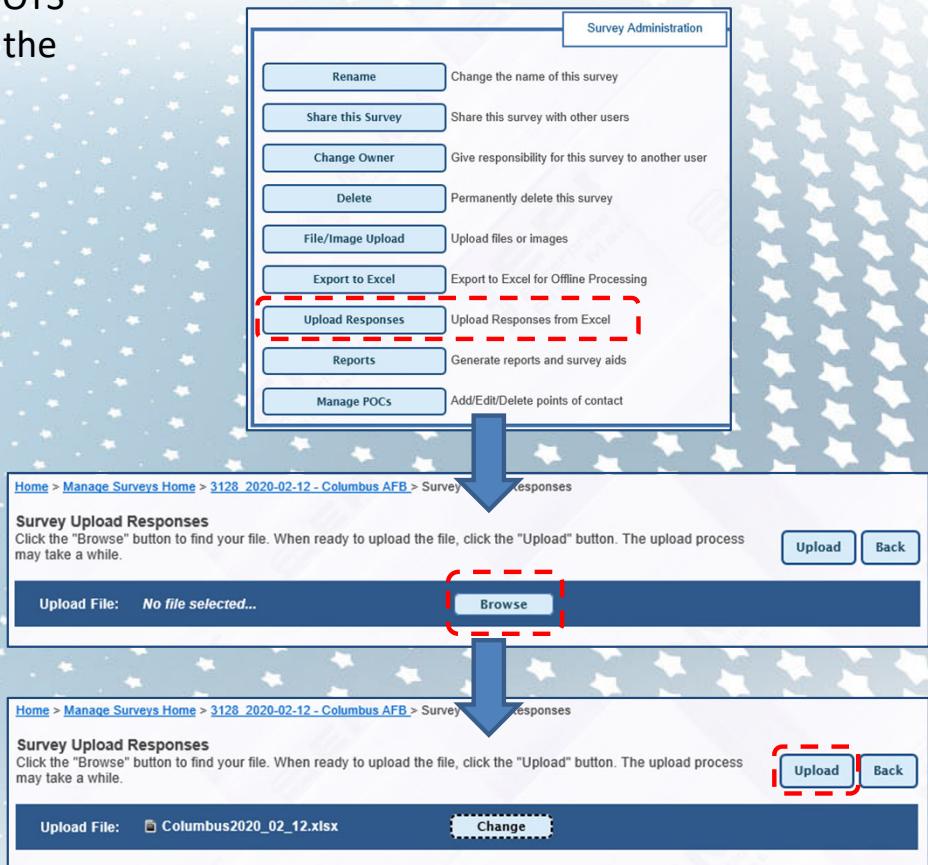
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Import Survey to EPRM:

The final checklist of merged data will need to be sent to DOTS via SIPRNET by following the process below. (Alternatively, the RA can enter the audit survey into EPRM, manually.)

1. Send the completed survey (.xlsx) document from your NIPRNET computer to your SIPRNET email account using the DOTS site. DOTS is a web transfer portal that allows you to send files from a NIPRNET computer to your SIPRNET email account -
<https://dots.dodiis.mil/>
2. DOWNLOAD the file from your SIPRNET email and save to your computer.
3. LOGIN to EPRM and click the “Manage Survey Responses” icon.
4. LOCATE the existing survey, or create a new survey if one was not already created (see pg 5).
5. From the Survey Administration functions, click the “Upload Responses” button.
6. BROWSE your computer for the completed survey (.xlsx) document, click “Upload”.



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Conducting the Survey (continued):

With the survey checklists successfully uploaded, the Survey Workflow icons will have green checkmark badges, and the survey is ready to be locked. Click the “Finish and Lock” icon to lock the survey and return to the Survey Workflow/Administration screen. Notice the Data Collection icon now carries the “Read Only” badge. If any answers need to be changed, click the “Open for Editing” button in the Survey Administration section.



A screenshot of the Survey Administration screen for survey ID 3128_2020-02-12 - Columbus AFB. The top header says "Survey Workflow". The main content area displays survey details: "Survey of Columbus AFB, 02/12/2020 (Locked)" and "Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist". Below this is a "Survey Administration" section with various buttons: "Open for Editing" (disabled), "Rename", "Share this Survey", "Change Owner", "Delete", "File/Image Upload", "Export to Excel", "Upload Responses", "Reports", and "View POCs". On the left side of the administration section, there is a thumbnail image of the survey step 1 icon, which now has a "READ ONLY" badge. A red arrow points from this thumbnail to the "FINISH AND LOCK CLICK HERE" button in the previous screenshot.

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Administration Functions

Survey Administration functions are displayed on the lower half of a survey's home screen. We will take a deeper look at these functions on the following pages. Most functions will operate the same no matter if the survey is open or locked. Two functions, indicated below, will appear differently depending on whether the survey is open or locked.

Survey: Open

The screenshot shows the 'Survey Administration' section of a survey's home screen. It includes buttons for Rename, Share this Survey, Change Owner, Delete, File/Image Upload, Export to Excel, Upload Responses, Reports, and Manage POCs. A callout box points to the 'Manage POCs' button with the text: "Changes to POCs can only be made when the survey is open. The POC roster changes to read only when the survey is locked."

Survey: Locked

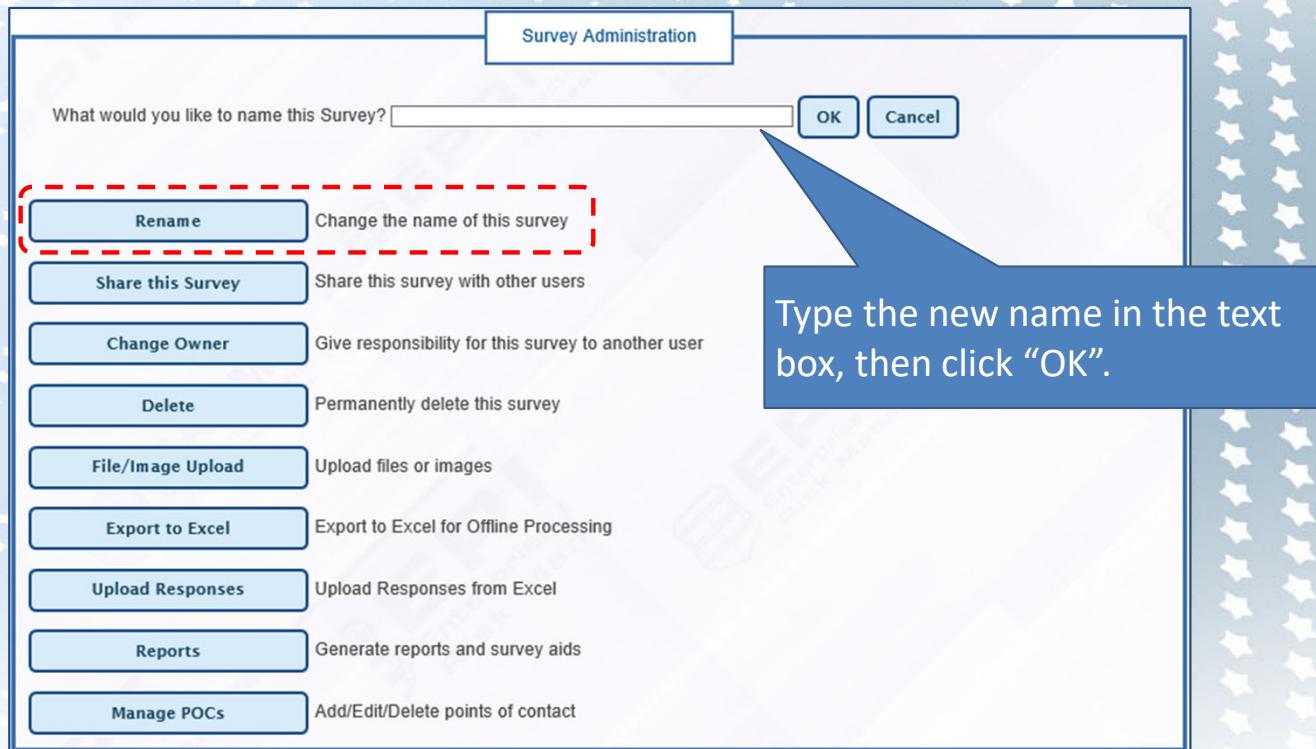
The screenshot shows the 'Survey Administration' section of a survey's home screen. It includes buttons for Open for Editing, Rename, Share this Survey, Change Owner, Delete, File/Image Upload, Export to Excel, Upload Responses, Reports, and View POCs. A callout box points to the 'View POCs' button with the text: "This button does not appear until the survey is locked."

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Administration: Rename

The **Rename** feature allows users to change the name of a survey. Click **Rename**, enter the new name in the box provided, then click **OK** to save the change.



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Administration: Share

Share This Survey allows users to give other users within their objective hierarchy access to the survey; allows others to read, and/or edit depending on the privileges selected.

The screenshot shows two overlapping web pages. The left page is titled 'Survey Administration' and lists various survey management options. The right page is titled 'Share Survey' and shows a list of users with their share permissions. A red dashed box highlights the 'Share this Survey' button in the administration page, and a red dashed box highlights the 'Share Survey' page itself. The share page has a table where each user's name, email, owner level, and permissions are listed. The 'Permissions' column for most users shows a dropdown menu with 'None', 'Read Only', and 'Read/Write' options. The last row for 'Order, Lauren' has a dropdown menu showing 'None' and 'Read Only Read/Write'.

Name	E-Mail	Owner Level	Permissions
Carr, Lisa	[REDACTED]	No	None
Earp, Wyatt	[REDACTED]	No	None
Furst, Job	[REDACTED]	No	None
Holiday, Doc	[REDACTED]	No	None
Inovera, Marge	[REDACTED]	Yes	None
McKechnie, Kellen	[REDACTED]	No	None
Order, Lauren	[REDACTED]	No	None Read Only Read/Write

Read Only privileges allow another user to view only.

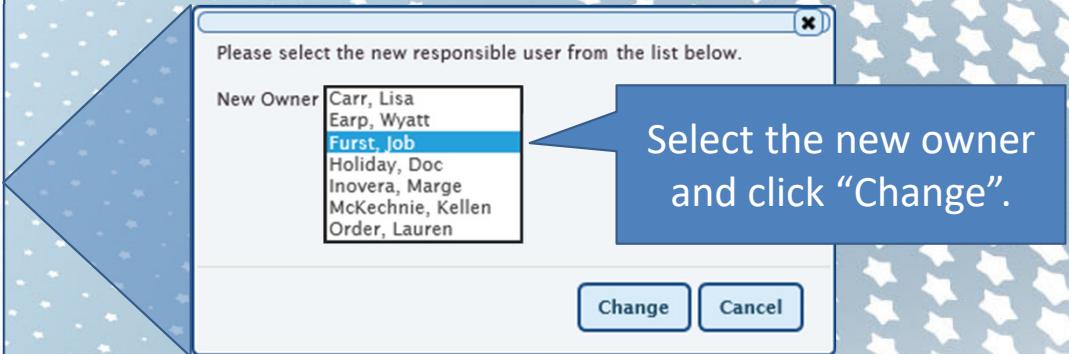
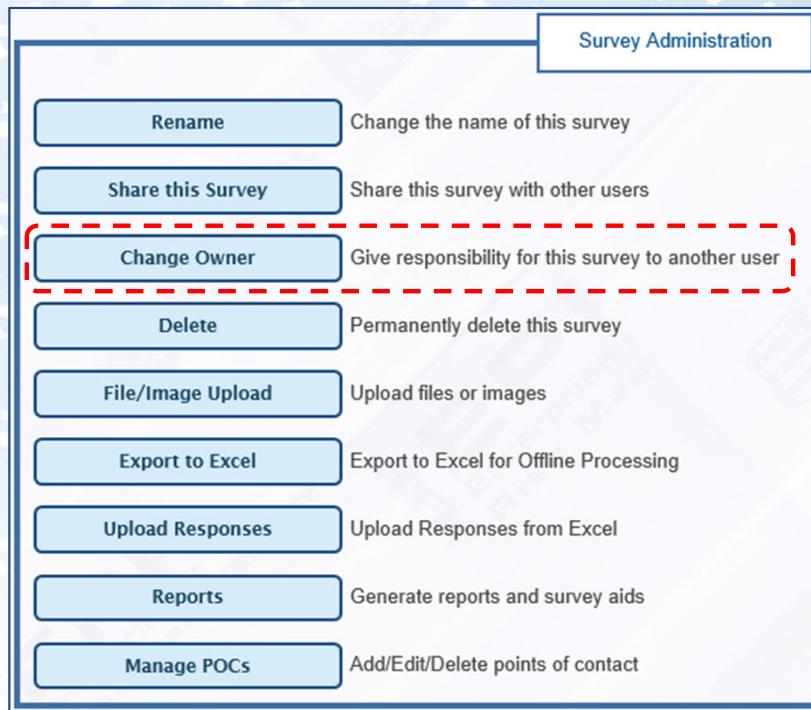
Read/Write privileges allow another user to view and edit.

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Administration: Change Owner

Change Owner allows the current owner to transfer ownership of the survey to any user within their objective hierarchy. Once changed, the original owner no longer has any access to the survey.

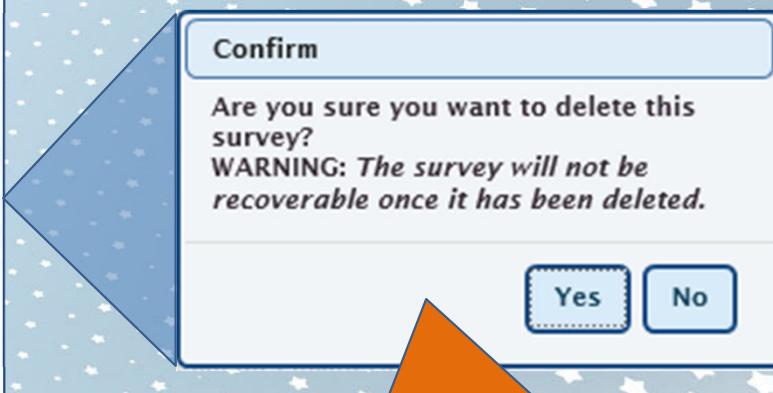
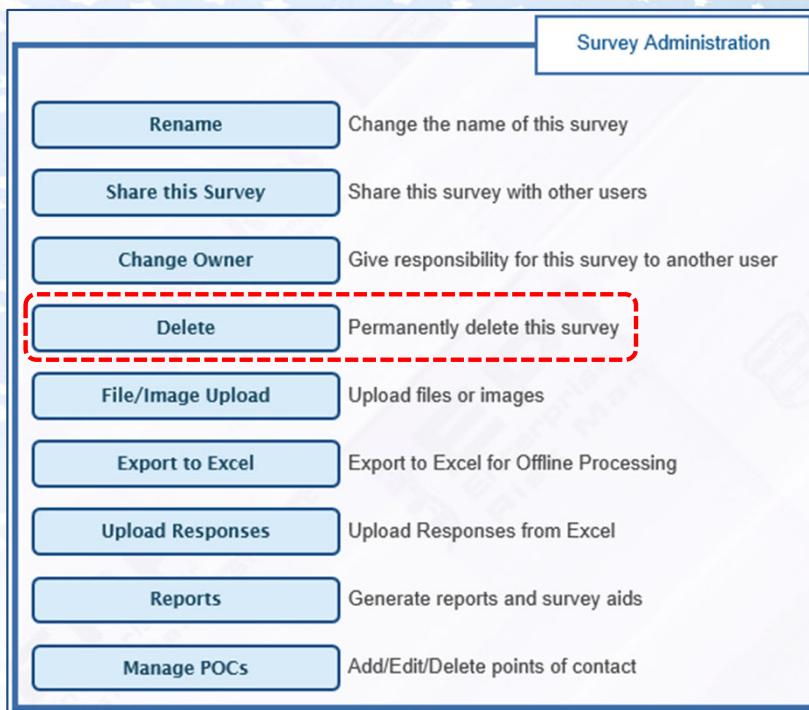


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Administration: Delete

Delete causes permanent deletion of a survey. Once the survey has been deleted it will not be recoverable. Click “Delete”, a pop-up box will appear to confirm deletion of the survey. Clicking “Yes” deletes the survey and returns to the EPRM home page.



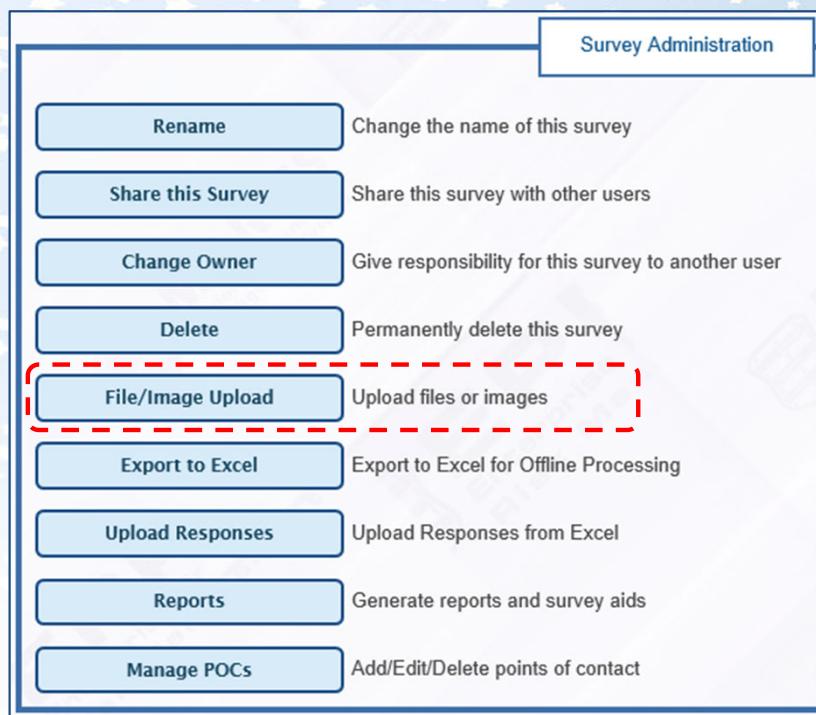
This is an affirmative confirmation that the assessment cannot be recovered; DO NOT delete if in doubt.

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Administration: File/Image Upload

File/Image Upload allows users to attach supporting documents and images to the survey. Click “File/Image Upload”, browse for the desired file and click “Upload”. Remove uploaded files, below, with the “Delete File” button.



Home > 3128_2020-02-12 - Columbus AFB > File Upload

File Upload
Select a file to upload for this survey and add a description.

Maximum upload file size: 10MB

Allowed file types: GIF - Graphics Interchange Format, JPEG - Joint Photographic Experts Group graphics file format, Graphics, PJPEG - Joint Photographic Experts Group graphics file format, CSV - Comma Separated Value, TXT - Text File, Microsoft Excel post 2003 format, PPT - Microsoft PowerPoint Presentation, OCX - Microsoft Word 2007 Office Open XML Format, DOC - Microsoft Word Document, RTF - Rich Text Format 1.9 Format, XML - eXtensible Markup Language, XLS - Microsoft Excel 2003 format, PPTX - Microsoft PowerPoint Document, XLSB - Microsoft Excel Binary Format.

Max file size is 10MB.

Browse

Description

Current Uploaded Files
Double-click a file to view or select a file and click "Delete File" to delete it.

Uploaded Files - To view a File double-click on a row or select a row and click on open button at the bottom of the grid.

File Name	File Type	File Description	Upload Date	Uploaded By

Delete File

Uploaded files will appear here.

Page 1 of 0

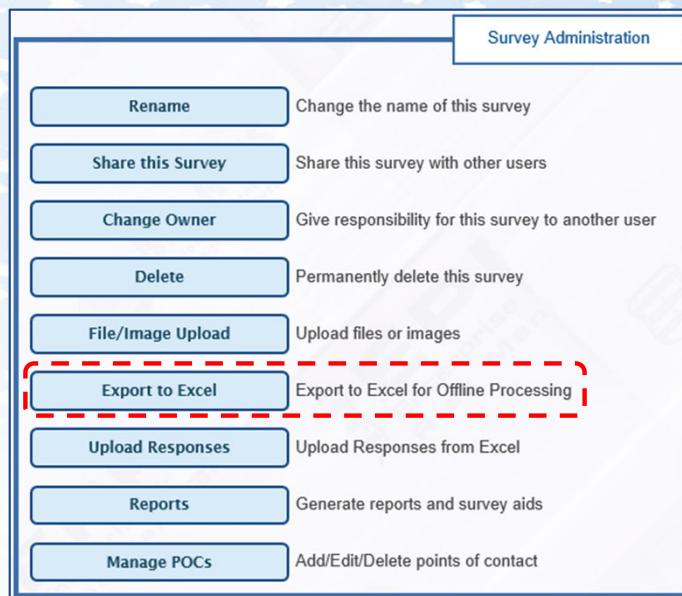
No records to view

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Administration: Export to Excel

The **Export to Excel** button can be used to open the survey in an Excel document to be completed offline. Questions for the LRA, System Administrator, and IAO/Wing/ISSO are divided among three separate tabs. Use the drop down to answer Yes/No questions, and leave comments in the open text cell as appropriate. Save the file for upload later. The upload of responses is explained on the next page.



The screenshot shows an Excel spreadsheet titled "EPRM TEST SITE". The columns are labeled A, B, and G. The rows contain survey questions and their answers. The first few rows are as follows:

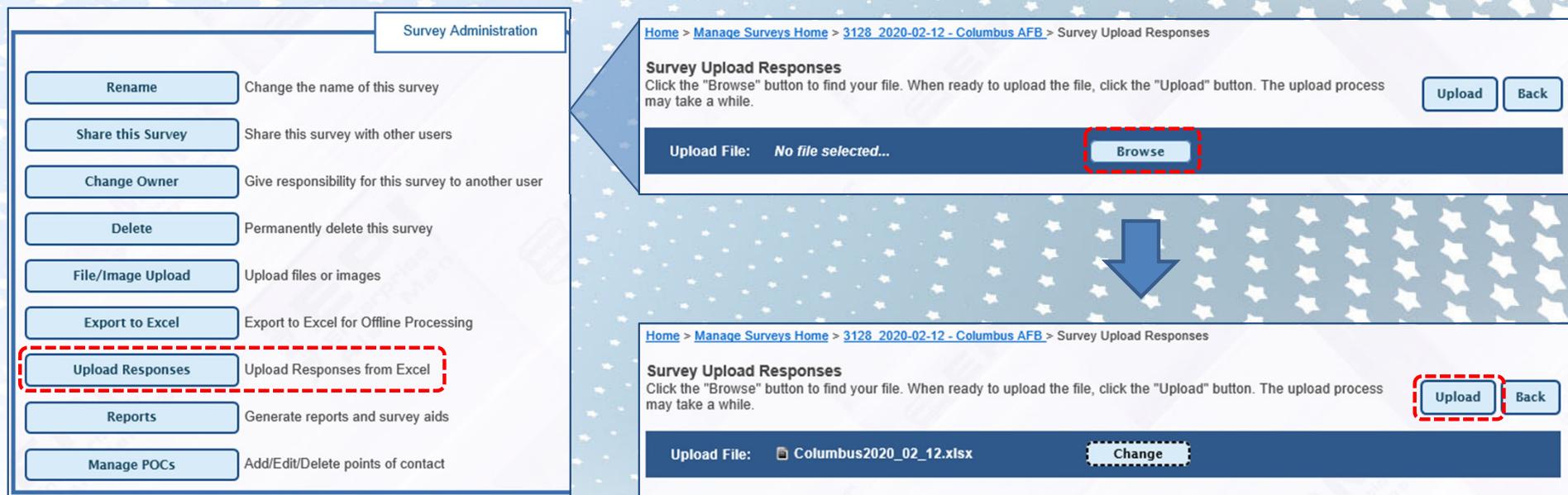
	A	B	G
1	EPRM TEST SITE		
2	Question		
3	LRA Responsibilities		
4	1. Does the LRA maintain a copy (soft or hard) of current AF Registration Authority (RA) telephone numbers and organizational email addresses on NIPR and SIPR? (List is in NIPR Inteldocs in the LRA Restricted folder)	Yes	
5	Reference: Certificate Practice Statement (CPS) 1.5.2		
6	Comments: Include date actions will be completed and what the fix action is.		
7	2. Are Group certificate standards adhered to? Note: See information bubble for Group certificate standards.	Yes	
8	Reference: CPS 3.1.2.8.2/Registration Practice Statement (RPS) 3.1.2.7.2		
9	Comments: Include date actions will be completed and what the fix action is.		
10	3. Does the LRA ensure that all information related to the users (subscribers, sponsors, requestors, TAs, etc.) is accurate prior to completing the request?	Yes	
11	Reference: CPS 3.2.3.1/RPS 3.2.3		
12	Comments: Include date actions will be completed and what the fix action is.		
13	4. Does the LRA ensure that all information related to the certificate is accurate prior to completing the request, to the extent possible?	Yes	
14	Reference: CPS 3.2.4/RPS 3.1.5		
15	Comments: Include date actions will be completed and what the fix action is.		

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Administration: Upload Responses

The **Upload Responses** button can be used to import survey answers completed offline in an Excel export. Click “Browse” to locate and select the saved file. The saved file name will populate the Upload File field. Click “Upload” to complete the transfer of data from the Excel document to the survey.



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Administration: Reports

The **Reports** button allows users to generate the AFPKI LRA Self-Assessment Report in Excel format. An example of the self-assessment report appears on the following page.

The image shows two screenshots illustrating the report generation process. On the left, the 'Survey Administration' page lists various options: Rename, Share this Survey, Change Owner, Delete, File/Image Upload, Export to Excel, Upload Responses, Reports (which is highlighted with a red dashed box), and Manage POCS. On the right, the 'Survey Reports' page shows a list of report types: Survey Reports (Word) and Survey Reports (Spreadsheet). The 'Survey Reports (Spreadsheet)' section contains a link labeled 'AFPKI LRA Self-Assessment Report'. A blue callout box points to this link with the text 'Click the hyperlink to open the report.' Another blue callout box at the bottom right indicates that the hyperlink will be grayed out if the assessment is open for editing.

Survey Administration

Rename Change the name of this survey

Share this Survey Share this survey with other users

Change Owner Give responsibility for this survey to another user

Delete Permanently delete this survey

File/Image Upload Upload files or images

Export to Excel Export to Excel for Offline Processing

Upload Responses Upload Responses from Excel

Reports Generate reports and survey aids

Manage POCs Add/Edit/Delete points of contact

Home > 3128 2020-02-12 - Columbus AFB > Reports

Survey Reports
EPRM can generate a variety of report documents, analysis spreadsheets, and dashboards.

Pick the report you want to create...

Survey Reports (Word)

Survey Reports (Spreadsheet)

AFPKI LRA Self-Assessment Report

Back Continue

Click the hyperlink to open the report.

Hyperlink will be grayed out if the assessment is open for editing.

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Administration: Reports

The AFPKI LRA Self-Assessment Report is headed with vital survey information (Survey Name, ID, Date, Created By).

The responsible party for each section of the survey is listed above the survey responses.

Report data is organized by their respective sections (LRA Responsibilities, LRA Workstation System Administrator (SA) Responsibilities, and IAO/Wing/ISSO Cyber Security Responsibilities) in a single, concise layout.

A	B	C	D	E	F
1		EPRM TEST SITE			
2	AFPKI LRA Self-Assessment Report				
3	Audit Survey Name:	2020-02-12 - Columbus AFB			
4	Audit Survey ID:	3128			
5	Today's Date:	02/19/2020			
6	Created By:	Marge Inovera			
	- This report includes all of the items that were required to be addressed during the audit survey self-assessment. - The Response column indicates the responsible party's response to each self-assessment question.				
7					
8	AF LRA Signature Approval:			Marge Inovera	
9	AF LRA Workstation SA Signature Approval:			Marge Inovera	
10	IAO/ISSO/Wing Office Signature Approval:			Marge Inovera	
11	Section	Self-Assessment Question	Response (Yes/No or N/A)	Comment(s)	Completion Date
12	LRA Responsibilities	1. Does the LRA maintain a copy (soft or hard) of current AF Registration Authority (RA) telephone numbers and organizational email addresses on NIPR and SIPR? (List is in NIPR Inteldocs in the LRA Restricted folder)	Yes		
13	LRA Responsibilities	2. Are Group certificate standards adhered to? Note: See information bubble for Group certificate standards.	Yes		
14	LRA Responsibilities	3. Does the LRA ensure that all information related to the users (subscribers, sponsors, requestors, TAs, etc.) is accurate prior to completing the request?	Yes		
15	LRA Responsibilities	4. Does the LRA ensure that all information related to the certificate is accurate prior to completing the request, to the extent possible?	Yes		
16	LRA Responsibilities	5. Does the LRA validate requestor identity and authority to request (i.e., OSI badge) for any third party key	Yes		
17	LRA Responsibilities	6. Is an AFRA 2842-2 available for every certificate issued by the LRA?	Yes		
18	LRA Responsibilities	7. If the LRA submitted a certificate revocation to AFRA under any of the identified circumstances, was handling timely and a return email received from	Yes		

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Administration: Manage POCs

Manage POCs can be used to add contact information for any other interested parties, such as sources of pertinent information, to the survey file. Reminder: this function changes to “View POCs” once the survey is locked. Changes to POC information can only be made while the survey is open.

The screenshot shows the Survey Administration interface. On the left, there is a vertical list of options:

- Rename
- Share this Survey
- Change Owner
- Delete
- File/Image Upload
- Export to Excel
- Upload Responses
- Reports
- Manage POCs** (highlighted with a red dashed box)

On the right, there is a detailed view of the "Additional POCs" section. It includes a header with navigation links and a note about entering additional points of contact. A large callout box highlights the "Add New Entry" button and provides instructions: "Select ‘Add New Entry’ to enter additional POC data for this assessment." Below this, a table displays existing POC data:

Name	Title	Email	Phone	Cell	Organization Name	Address
Inovera, Marge	Statistician	minovera@1.com	703.575.1987			

A second callout box indicates where the survey owner and added POCs will be displayed: "Name of survey owner and any added POCs will display here."

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Final Note: User Assistance

For additional user assistance, please utilize the following references and POCs:

- **Accessing system:** (SIPRNET) <https://eprm.csd.disa.smil.mil>
- **Help:** For assistance and for any questions, please email EPRMhelp@hii-tsd.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources:** in addition to the SIPR hosted guides, User guides, videos & other materials are available on the EPRMHelp page and on EPRM in the resources section.
<http://eprmhelp.countermeasures.com>

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Conducting the Survey: LRA Checklist



The LRA Responsibilities checklist is the first step in conducting the survey. It consists of 30 Yes/No questions and each has a comment section to include additional details as needed. Upon completion the LRA must include their signature approval before moving to the next section.

Home > Manage Survey Home > 3128_2020-02-12 - Columbus AFB > 1 - Data Collection > LRA Responsibilities

Questions
Please answer the following questions.

LRA Responsibilities Self-Assessment Audit Checklist

Comments: Include date actions will be completed and what the fix action is.

1. Does the LRA have a formalized organization chart? Reference: CPS/RPS 4.1.2

2. Are CIO Reference Comments: Comments: Include date actions will be completed and what the fix action is.

3. Does the LRA have accurate personnel information? Reference: CPS/RPS 4.1.2

4. Does the LRA have the latest version of the token? Reference: CPS/RPS 4.1.2

5. Does the LRA have the latest version of the token? Reference: CPS/RPS 4.1.2

6. Is an AFM issued? Reference: CPS/RPS 4.1.2

7. If the LRA submitted a certificate revocation to the IAO under any of the identified circumstances, was handling of the certificate revocation from the IAO in accordance with instructions? Note: see information bubble for a list of all the identified items. Reference: CPS/RPS 4.1.2

8. Do LRA MGRS provide security checks for LRA equipment and the facility performed as stipulated, documented, and include all of the identified items? Note: see information bubble for a list of all the identified items. Reference: CPS/RPS 4.1.2

9. Is the location of the LRA secure? Reference: CPS/RPS 4.1.2

10. Are cryo-cooled tokens used? Reference: CPS/RPS 4.1.2

11. Does the LRA have a formalized organization chart? Reference: CPS/RPS 4.1.2

12. Are minicomputer systems used? Reference: CPS/RPS 4.1.2

13. Are blank tokens stored securely? Reference: CPS/RPS 4.1.2

14. Are blank tokens stored securely? Reference: CPS/RPS 4.1.2

15. Is waste generated from the LRA disposed of in accordance with applicable laws? Reference: CPS/RPS 4.1.2

16. Are physical access controls in place? Reference: CPS/RPS 4.1.2

17. Are LRA Reference: CPS/RPS 4.1.2

18. Are physical access controls in place? Reference: CPS/RPS 4.1.2

19. Are physical access controls in place? Reference: CPS/RPS 4.1.2

20. Are physical access controls in place? Reference: CPS/RPS 4.1.2

21. Are all LRA files with a disposition of ten years, six months or less? Reference: CPS/RPS 4.1.2

22. Is the IAO provided the LRA with a list of authorized persons with access to original archive data? Attach a copy of the list to this audit. Reference: CPS/RPS 5.5.3

Comments: Include date actions will be completed and what the fix action is.

23. Is the IAO provided the LRA with a list of authorized persons with access to original archive data? Attach a copy of the list to this audit. Reference: CPS/RPS 5.5.3

Comments: Include date actions will be completed and what the fix action is.

24. Is the IAO provided the LRA with a list of authorized persons with access to original archive data? Attach a copy of the list to this audit. Reference: CPS/RPS 5.5.3

Comments: Include date actions will be completed and what the fix action is.

25. Are all LRA files with a disposition of ten years, six months or less? Reference: CPS/RPS 4.1.2

Comments: Include date actions will be completed and what the fix action is.

26. Is all LRA electronic data placed on CD-ROM/DVD when removed? Reference: CPS/RPS 4.1.2

Comments: Include date actions will be completed and what the fix action is.

27. Has the IAO provided the LRA with a list of authorized persons with access to original archive data? Attach a copy of the list to this audit. Reference: CPS/RPS 5.5.3

Comments: Include date actions will be completed and what the fix action is.

28. Are proper procedures followed to ensure the LRA follows all applicable laws when destroying sensitive key pairs? Reference: CPS/RPS 4.1.2

Comments: Include date actions will be completed and what the fix action is.

29. Does the IAO change the PIV on the LRA token whenever the certificate is replaced? Reference: CPS/RPS 4.1.2

Comments: Include date actions will be completed and what the fix action is.

30. Does the LRA ensure the SA captures existing audit data in cases of LRA workstation rebuild/replacement? Reference: CPS/RPS 4.1.2

Comments: Include date actions will be completed and what the fix action is.

Primary LRA Signature Approval:

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Each question contains a source reference to the CNSS PKI Instruction.

27. Has the IAO provided the LRA with a list of authorized persons with access to original archive data? Attach a copy of the list to this audit.*

Reference: CPS/RPS 5.5.3

Comments: Include date actions will be completed and what the fix action is.

Select--
Yes
No

LRA Signature Approval required.

Answer each question and click "Continue" to move on to the next section.

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Conducting the Survey (continued):

The second and third sections are the LRA Workstation System Administrator Responsibilities and IAO/Wing/ISSO Cyber Security Responsibilities checklists. Each section is to be completed by the SA and ISSO, respectively. To facilitate the completion of each checklist efficiently, the LRA should export the entire survey for offline completion. The Export feature is explained on the following page.



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