

ADD A PPP, SCRM or OTHER SURVEY DIRECTLY ON SIPR

Program Protection Planning (PPP)

In addition to SCG requirements, there are other regulatory requirements for Program Protection Plan (PPP) sufficiency. ASM has automated this process by enabling the user to create and update the PPP as part of the assessment process. Program Protection is reported in the ASM Executive Summary Report and in the ASM Dashboard report.

Supply Chain Risk Management

The SCRM Survey is an automated process enabling users to get a first look at how well programs are identifying, addressing, and mitigating threats and vulnerabilities within their supply chain. The SCRM Survey's output includes an ASM SCRM report tracking program SCRM status and identifying gaps or areas for improvement.

STEP BY STEP INSTRUCTIONS FOR ADDING SURVEYS DIRECTLY ON SIPR

Whether you are adding a PPP, SCRM or other survey, the process is the same. Follow the steps below.

OPEN THE PROGRAM IN THE WORKBENCH

1. Login into ASM Workbench

- a. A list of programs is shown in the jqGrid.
 - i. If your program is listed, proceed to Step 3.
 - ii. If your program is not listed, **add it**.
 1. Click on **Create**.
 2. **Answer** the questions.
 3. Click **Save**.
 4. Your program now shows in the jqGrid.

NOTE: If you do not see your program, add it by following the steps.

2. Double click on the row to open the program and proceed to the next step.

CREATE AND ASSOCIATE A NEW SURVEY

1. Login to ASM Workbench.
2. Double click on the program to open.
3. Click on the **Survey tab**.
4. Click on the **Create and Associate button** relative to the survey being added.
5. Select **"Create and Associate a new [Program Protection or SCRM] "**
 - a. Notice the survey name, node and objective are already populated.
6. Click on **Continue**.
 - a. Note some of the questions are already answered from the workbench.

NOTE: If you have an existing PPP or SCRM, go to the next section.

7. **Complete all required questions on all pages.**

- a. All questions with a red asterisk are required.
- b. **Add remarks** as appropriate (not required).
- c. Upload files as applicable.

- i. Click on **Upload** button next to the question.
- ii. Click on the **Browse** button to locate file.
- iii. **Double click** on the located file to upload.
- iv. Click on **Upload**.

1. Note: File will show in lower part of screen when uploaded.

- v. Click **Close** to return to the survey.

8. Click on **Continue**.

9. Click on **Finish and Lock**.

10. Click on **Return to Program**.

- a. Note there is now a blue hyperlink next to the survey label.

11. If your survey is ready for review by others, click on **Release for Viewing**. If not, leave as is.

- a. Your survey is now complete and associated with this program.

NOTE: All required questions must be answered to Finish and Lock. If the Finish and Lock button is grayed out, it indicates some questions have not been

NOTE: ONLY RELEASED SURVEYS ARE SEEN BY OTHERS AND AVAILABLE FOR REPORTS AND ANALYSIS.

ASSOCIATE AN EXISTING SURVEY TO A PROGRAM

Use this instruction if your program is listed in the workbench but you are not seeing the surveys previously completed.

1. Login to the **ASM Workbench**.
2. **Double click** on the program to open.
3. Click on the **Create and Associate button** related to the survey being added.
 - a. If adding an existing PPP, click on the **Associate an Existing PPP**.
 - b. If adding an existing SCRM survey, click on the **Associate an Existing SCRM Survey**.
4. **Select the survey** to associate from the list in the grid.
5. Click on **Continue**.
6. If your survey is ready for review by others and to include int reports, click on **Release for Viewing**. If not, leave as is.
 - a. Your survey is now associated with this program.

If you have any trouble, please contact the EPRM Help desk at

epmhelp@alionscience.com

Additional Training Resources can be found at

<http://epmhelp.countermeasures.com/asm-training-resources.html>