



EPRM
Enterprise Protection
Risk Management

Getting Started & How to Complete a USAF PKI Survey

EPRM v3.40, February 2021

EPRM User Support: epmhelp@alionscience.com
1.800.754.4204

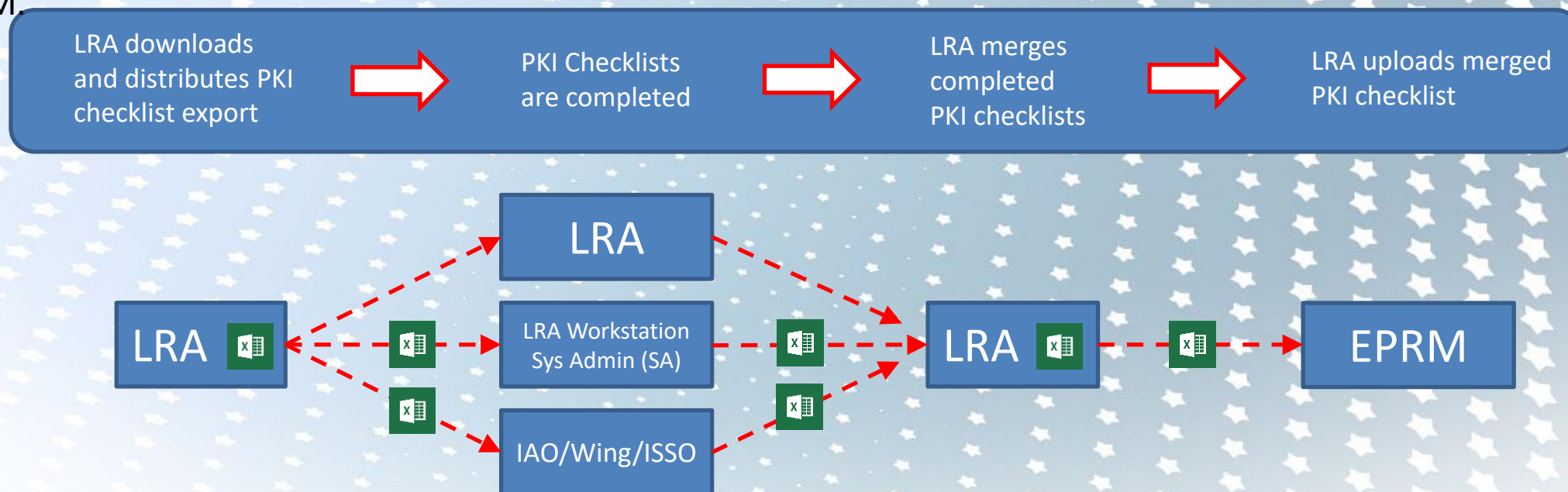
Introduction

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.

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 IAOWing/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.

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.



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 Survey Responses' home screen. At the top is a navigation bar with icons for 'Main Menu', 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Survey Responses', and 'User Guides & References'. Below the navigation bar is a breadcrumb trail: 'Home > Manage Surveys Home'. A message states: 'This is where you may create a new survey or view / modify existing surveys based on privileges from your User Profile. [More]'. Below this is a green 'START' button with a downward arrow and the text 'Start a New Survey'. 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.' contains the following data:

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3185	testSurvey		Locked	Jon Doe	2 Services > USAF	07/23/2020	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.

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.

Home > Manage Surveys Home

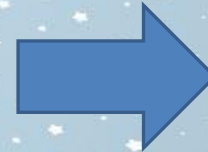
This is where you may create a new survey or view / modify existing surveys based on privileges or permissions unique to your User Profile. [\[More\]](#)

START

[Start a New Survey](#)

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.

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3185	testSurvey		Locked	Jon Doe	2 Services > USAF	07/23/2020	Assessment Focus Statement



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 expand the tree until you find the correct node. You have the privilege to select any node in plain text. If you do not see the node available contact your administrator or the Help Desk to have it 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

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

Select your survey objectives.

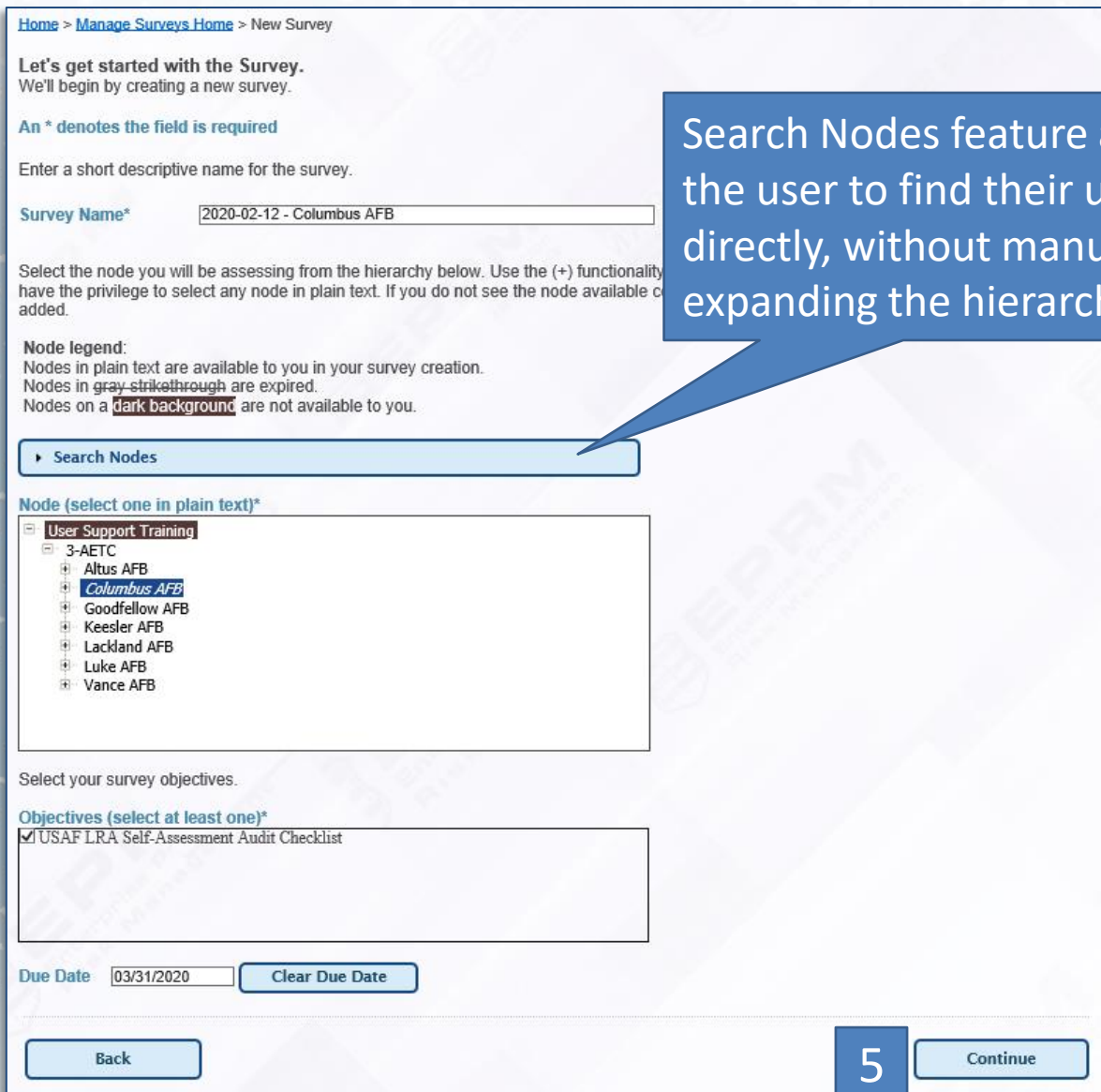
Objectives (select at least one)*

☒ USAF LRA Self-Assessment Audit Checklist

Due Date

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"**.



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* 2020-02-12 - Columbus AFB

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

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

Select your survey objectives.

Objectives (select at least one)*

☒ USAF LRA Self-Assessment Audit Checklist

Due Date 03/31/2020 [Clear Due Date](#)

[Back](#) [Continue](#)

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.

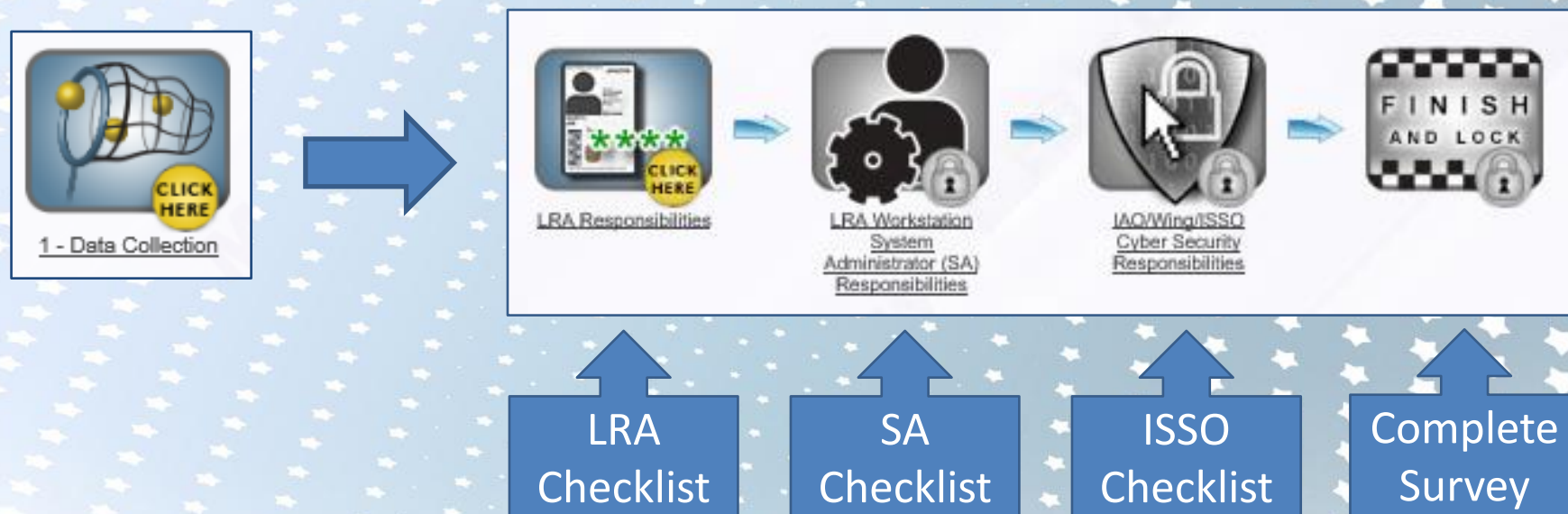
The screenshot displays a web interface for survey management. At the top, a tab labeled "Survey Workflow" is active, showing a breadcrumb trail: "Home > 3128_2020-02-12 - Columbus AFB". Below this, a message states: "This is your survey process. We'll guide you through it step by step. Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk." A purple banner follows with the text: "Your Survey has been created. Please use the workflow to continue." Below the banner is a button labeled "1 - Data Collection" with a "CLICK HERE" icon. Underneath, the survey details are listed: "3128_2020-02-12 - Columbus AFB", "Survey of Columbus AFB, 02/12/2020 (1 - Data Collection)", and "Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist". A second tab, "Survey Administration", is visible below the workflow section. It contains a list of actions: "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), and "Manage POCs" (Add/Edit/Delete points of contact).

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.

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).

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.dodis.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”.

The image shows a sequence of three screenshots from the EPRM system interface, illustrating the process to upload survey responses.

Top Screenshot: Survey Administration
This panel lists various actions for a survey. The 'Upload Responses' button is highlighted with a red dashed box. Other buttons include: Rename, Share this Survey, Change Owner, Delete, File/Image Upload, Export to Excel, Reports, and Manage POCs.

Middle Screenshot: Survey Upload Responses
This screen provides instructions for uploading files. The 'Browse' button is highlighted with a red dashed box. The 'Upload File:' field shows 'No file selected...'. Buttons for 'Upload' and 'Back' are visible.

Bottom Screenshot: Survey Upload Responses
This screen shows the file 'Columbus2020_02_12.xlsx' has been selected. The 'Change' button is highlighted with a red dashed box. The 'Upload' button is also highlighted with a red dashed box. The 'Upload File:' field shows the file name.

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.

[Home](#) > [Manage Surveys Home](#) > [3128_2020-02-12 - Columbus AFB](#) > 1 - Data Collection

This will set-up your 1 - Data Collection.
Use the links below to guide you through the steps.

[LRA Responsibilities](#) → [LRA Workstation System Administrator \(SA\) Responsibilities](#) → [IAQ/Wing/ISSO Cyber Security Responsibilities](#) → [FINISH AND LOCK \(CLICK HERE\)](#)

[Back to Survey Home Page](#)

Survey Workflow

[Home](#) > [Manage Surveys Home](#) > [3128_2020-02-12 - Columbus AFB](#)

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

1 - Data Collection

3128_2020-02-12 - Columbus AFB
Survey of Columbus AFB, 02/12/2020 (Locked)
Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist

Survey Administration

Open for Editing	Unlock this survey for editing
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
View POCs	View points of contact

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

Survey Workflow

[Home](#) > [Manage Surveys Home](#) > 3128_2020-02-12 - Columbus AFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 **1 - Data Collection**

3128_2020-02-12 - Columbus AFB
Survey of Columbus AFB, 02/12/2020 (1 - Data Collection)
Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist

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

This button does not appear until the survey is locked.


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

Survey Workflow

[Home](#) > [Manage Surveys Home](#) > 3128_2020-02-12 - Columbus AFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 **1 - Data Collection**

3128_2020-02-12 - Columbus AFB
Survey of Columbus AFB, 02/12/2020 (Locked)
Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist

Survey Administration

Open for Editing	Unlock this survey for editing
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
View POCs	View points of contact

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.

The screenshot displays the 'Survey Administration' window. At the top, there is a title bar labeled 'Survey Administration'. Below it, a text input field is labeled 'What would you like to name this Survey?'. To the right of the input field are two buttons: 'OK' and 'Cancel'. Below the input field, there is a list of actions, each with a button and a description. The 'Rename' button is highlighted with a red dashed border. The other actions are: '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), and 'Manage POCs' (Add/Edit/Delete points of contact).

Action	Description
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

Type the new name in the text box, then click "OK".

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.

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 > Share Survey

Survey Sharing: 3128_2020-02-12 - Columbus AFB

You may share your survey on a read/write or read only basis, or not share it at all. You may share it any of these ways with any user.

Back To Survey

Change the share permission for the desired user.

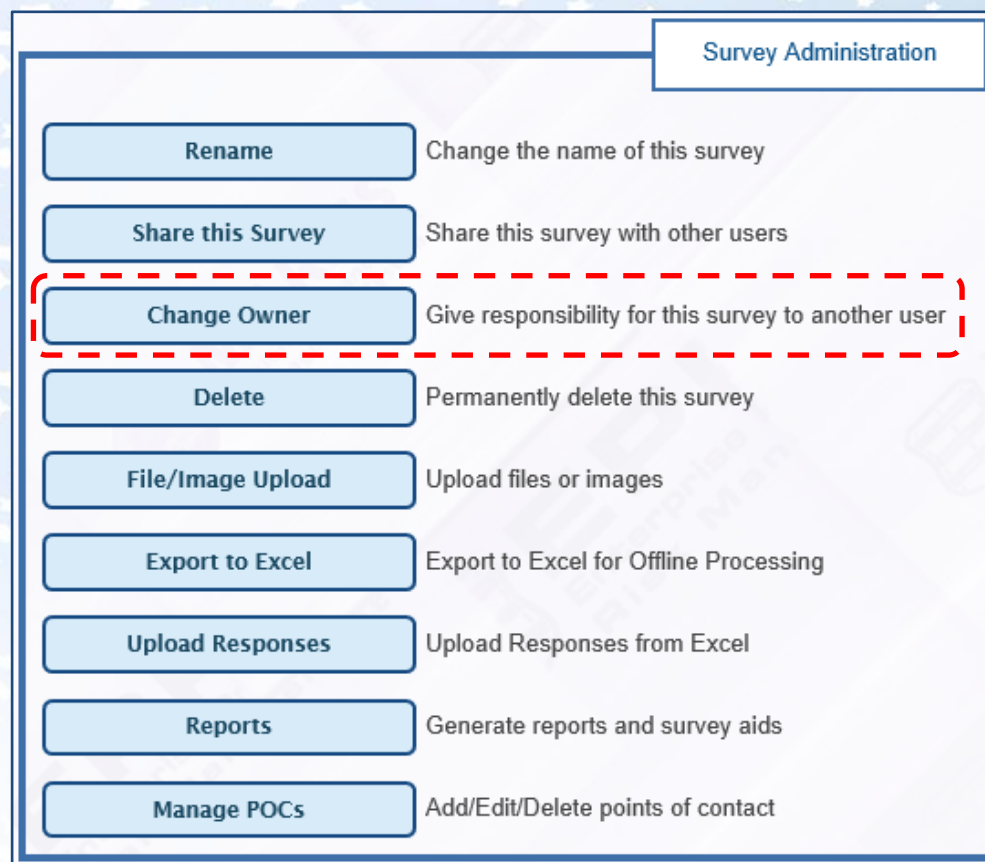
Name	E-Mail	Owner Level	Permissions
Carr, Lisa		No	None
Earp, Wyatt		No	None
Furst, Job		No	None
Holiday, Doc		No	None
Inovera, Marge		Yes	None
McKechnie, Kellen		No	None
Order, Lauren		No	None Read Only Read/Write

Read Only privileges allow another user to view only.

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

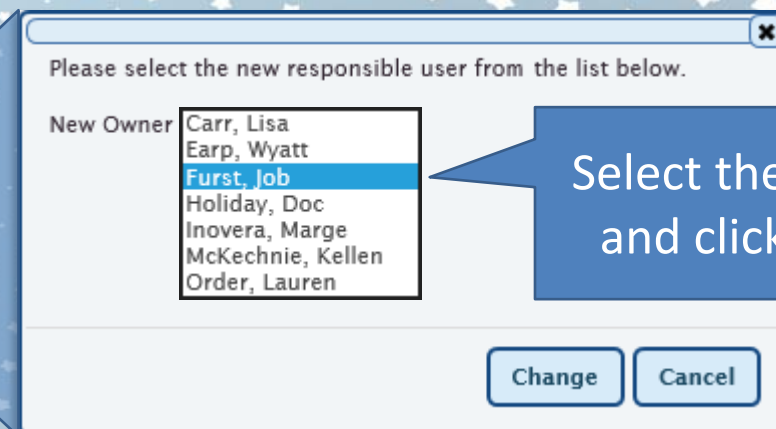
Administration: Change Owner

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.



The image shows a 'Survey Administration' panel with a list of actions. The 'Change Owner' button is highlighted with a red dashed border. A large blue arrow points from this button to a modal dialog box on the right.

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



A modal dialog box titled 'Please select the new responsible user from the list below.' It contains a list of users under the heading 'New Owner'. The user 'Furst, Job' is selected and highlighted in blue. At the bottom of the dialog are 'Change' and 'Cancel' buttons.

Please select the new responsible user from the list below.

New Owner

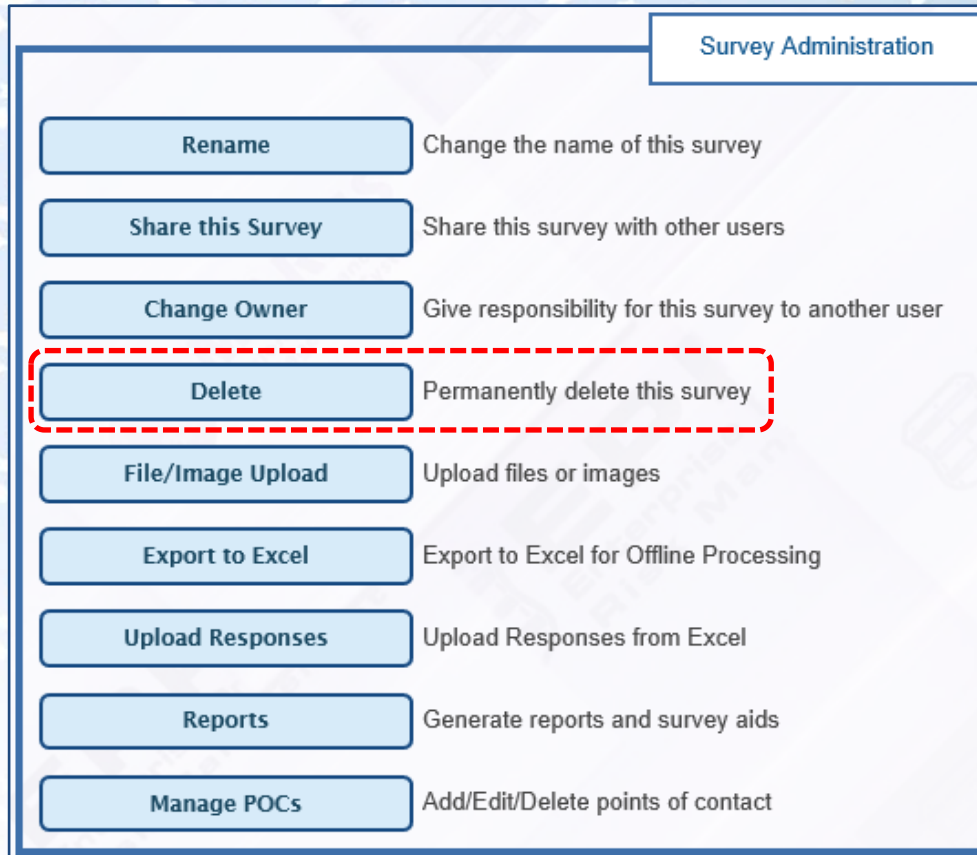
- Carr, Lisa
- Earp, Wyatt
- Furst, Job**
- Holiday, Doc
- Inovera, Marge
- McKechnie, Kellen
- Order, Lauren

Change Cancel

Select the new owner and click "Change".

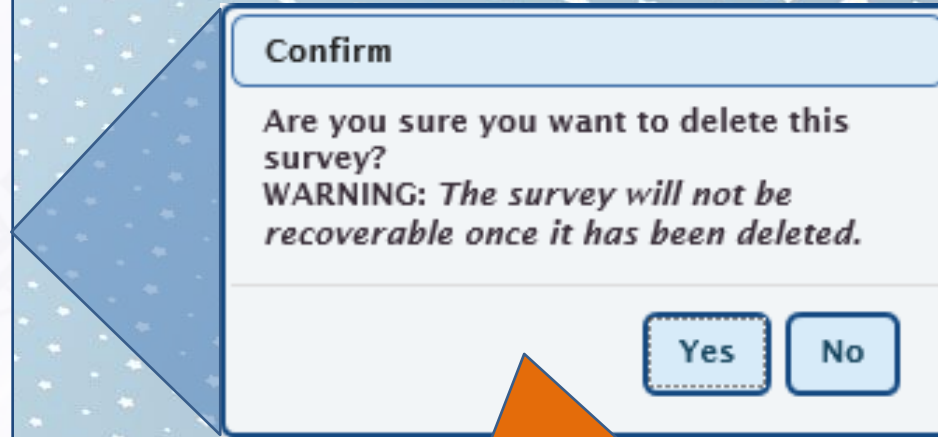
Administration: Delete

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.



The screenshot shows the 'Survey Administration' panel with the following options:

Button	Description
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



Confirm

Are you sure you want to delete this survey?
WARNING: The survey will not be recoverable once it has been deleted.

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

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.

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 > File Upload

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

Upload

Back to Survey

Maximum upload file size: 10MB

Allowed file types: GIF - Graphics Interchange Format, JPEG - Joint Photographic Experts Group graphics file format, Portable Network Graphics, PJPEG - Joint Photographic Experts Group graphics file format, CSV - Comma Separated Value, TXT - Plain Text, XLS - Microsoft Excel 97-2003 format, PPT - Microsoft PowerPoint Presentation, PPTX - Microsoft PowerPoint 2007 format, PTX - Microsoft Word 2003 format, DOCX - Microsoft Word 2007 Office Open XML Format, DOC - Microsoft Word Document, RTF - Rich Text Format 1.9 Format, XML - eXtensible Markup Language, XLSB - Microsoft Excel Binary Workbook

Browse

Description

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

Delete File

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

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.

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

A	B	G
1	EPRM TEST SITE	
2	Question	Answer
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.	

Survey

LRA Responsibilities

LRA Workstation System Administ

IAO Wing ISSO Cyber Security Re

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.

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 > Manage Surveys Home > 3128 2020-02-12 - Columbus AFB > Survey Upload Responses

Survey Upload Responses

Click the "Browse" button to find your file. When ready to upload the file, click the "Upload" button. The upload process may take a while.

Upload

Back

Upload File:

No file selected...

Browse



Home > Manage Surveys Home > 3128 2020-02-12 - Columbus AFB > Survey Upload Responses


Survey Upload Responses

Click the "Browse" button to find your file. When ready to upload the file, click the "Upload" button. The upload process may take a while.

Upload

Back

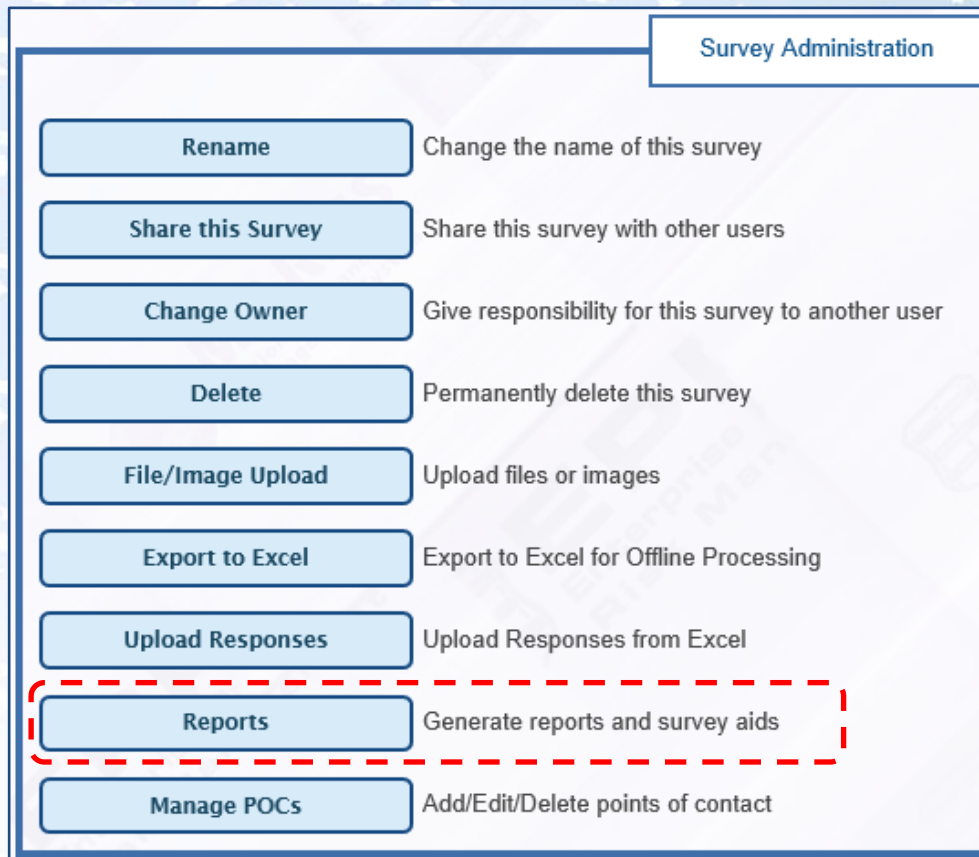
Upload File:

 Columbus2020_02_12.xlsx

Change

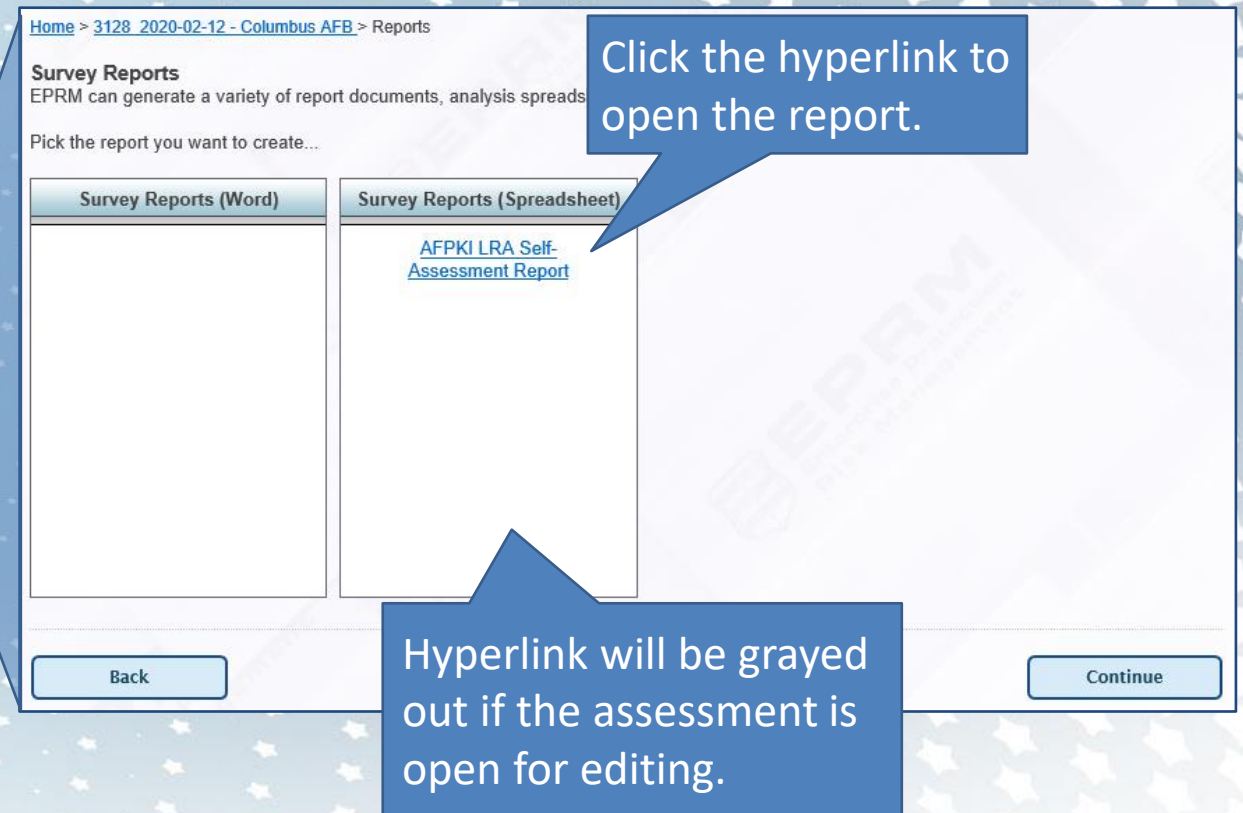
Administration: Reports

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 Survey Administration menu is a vertical list of buttons with corresponding descriptions. The 'Reports' button is highlighted with a red dashed border.

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



The Survey Reports page shows two columns: 'Survey Reports (Word)' and 'Survey Reports (Spreadsheet)'. The 'AFPKI LRA Self-Assessment Report' link is highlighted in the Spreadsheet column. A blue callout box points to the link, and another blue callout box points to the 'Continue' button.

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

Survey Reports
EPRM can generate a variety of report documents, analysis spreads...

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.

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				
7	- 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.					
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 AFRAs under any of the identified circumstances, was handling timely and a return email received from	Yes			
	<div> <div>AFPKI LRA Self-Assessment</div> <div>+</div> </div>					

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.

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](#) > [Manage Surveys Home](#) > [3128 2020-02-12 - Columbus AFB](#) > [1 - Data Collection](#) > Additional POC

Please enter additional points of contact information, etc.
To complete the form below, please enter the name, title, email, phone, cell, and organization name of the contact. To edit an entry once it has been added, double-click on the entry by clicking on the line once and then selecting the Delete Entry button.

Select “Add New Entry” to enter additional POC data for this assessment.

Add New Entry

Delete Entry

Additional POCs

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

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Rows 1 - 1 of 1

Back to Survey

Final Note: User Assistance

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

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