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EPRM
Enterprise Protection
Risk Management

Understanding Admin Tools & Grid Functions

EPRM v3.63, March 2022

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Introduction

This guide is intended to describe the functions and features of the EPRM tool with regard to generic operation of the tool. It does not describe objective (i.e., ATRP, OPSEC, etc.) specific functionality. It applies to any user's capability to operate the EPRM tool.

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Assessment Home Page Grid Orientation

EPRM uses a grid format to display information on the homepage, the asset, threat, and benchmark pages, and in the analytical portion of the site.

The screenshot shows the EPRM Assessment Home page. At the top is a navigation bar with a 'Main Menu' and several activity buttons: 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Survey Responses', 'User Guides and References', 'Legacy CVAMP Assessment Data', 'Manage MA Assessments', and 'Manage IAS'. Below the navigation bar is a breadcrumb trail 'Home > Manage Assessments Home'. A message states: 'This is where you may create a new assessment or view unique to your User Profile. [\[More\]](#)'. Below this is a 'START' button and a link 'Create a New Assessment'. A tabbed interface shows 'Active' and 'Archived' tabs. Below the tabs is a table titled 'Started and Completed Assessments - To view an assessment, double-click on a row or select a row and click on open button at the bottom of the grid.' The table has columns: id, Assessment Name, Due Date, Status, Owner, Node, Created, and Objective(s). The table contains six rows of assessment data. At the bottom of the table, there is a pagination bar showing 'Page 1 of 2' and 'Rows 1 - 50 of 58'.

id	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11393	20191217 IP test start		1 - Data Collection	Job Furst	USAF > ANC	12/17/2019	Information Protection Version 1.0
11276	Rainey Test 20200317	03/17/2020	1 - Data Collection	Job Furst	HQDA > 11th ABD	11/22/2019	Antiterrorism Force Protection or IDRM
11264	77th ABW - IP Assessment - 20191114		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/19/2019	Information Protection Version 1.0
11226	77th ABW - IP Assessment - 20191114xxx		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/14/2019	Information Protection Version 1.0
11230	IP Test C Filtering Test - IP		1 - Data Collection	Wyatt Earp	AFMC > Hantcom AER	11/14/2019	Information Protection

The Assessment Home page grid is segmented; the top half (shown here) displays open and completed assessments.

Activity buttons are displayed atop each page of the assessment. The number of icons displayed is dependent on what permissions a user has, e.g., if the user doesn't create or manage templates, that button will not appear.

The bottom half (not pictured) displays upcoming assessments and open action items.

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Assessment Home Page Grid Orientation (cont'd)

Most EPRM grid functions/features are common to all of the grid pages. For example, even though the column headers change for each page, the sorting functions are the same for every column header.

Typing a search term in the filter box below a column heading, filters the grid for that term.

Double clicking on a highlighted row will open the selected assessment.

The screenshot shows the EPRM Assessment Home Page. At the top, there is a navigation bar with icons and links for: Main Menu, Manage Assessments, Advanced Analysis, Manage Templates (including AHTAs), Manage Survey Responses, User Guides and References, Legacy CVAMP Assessment Data, Manage MA Assessments, and Manage IAS. Below this, the page title is "Home > Manage Assessments Home". A message states: "This is where you may create a new assessment or view / modify existing assessments based on privileges or permissions unique to your User Profile. [More]". A green "START" button is visible, with a link "Create a New Assessment" below it. The main content area is titled "Active" and "Archived". Below this, a message says: "Started and Completed Assessments - To view an assessment, double-click on a row or select a row and click on open button at the bottom of the grid." A table with 8 columns is displayed: id, Assessment Name, Due Date, Status, Owner, Node, Created, and Objective(s). The table contains 6 rows of data. The first row is highlighted. At the bottom of the table, there is a pagination bar showing "Page 1 of 2" and "Rows 1 - 50 of 58".

id	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11393	20191217 IP test start		1 - Data Collection	Job Furst	USAF > ANC	12/17/2019	Information Protection Version 1.0
11276	Rainey Test 20200317	03/17/2020	1 - Data Collection	Job Furst	HQDA > 11th ABD	11/22/2019	Antiterrorism Force Protection or IDRMP
11264	77th ABW - IP Assessment - 20191114		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/19/2019	Information Protection Version 1.0
11226	77th ABW - IP Assessment - 20191114xxxx		2 - Basic Analysis, Mitigation and Submission	Job Furst	Andrews AFB > 77th ABW	11/14/2019	Information Protection Version 1.0
11230	IP Test C Filtering Test - IP		1 - Data Collection	Wyatt Earp	AFMC > Hanscom AFB	11/14/2019	Information Protection

Clicking a column header will sort the grid according to the convention for the selected column, e.g., oldest to newest, or newest to oldest.

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Homepage Grid Orientation (continued)

Each grid page has a set of icons in the lower left of the grid. On the homepage, there are four icons that perform the actions shown below.

The screenshot shows the 'Manage Assessments Home' page. At the top is a 'Main Menu' bar with icons for Manage Assessments, Advanced Analysis, Manage Templates (including AHTAs), Manage Survey Responses, User Guides and References, Legacy CVAMP Assessment Data, Manage MA Assessments, and Manage IAS. Below the menu is a 'START' button and a 'Create a New Assessment' link. A table of assessments is displayed with columns for Due Date, Status, Owner, and Assessment Details. Four callout boxes point to icons in the bottom left of the grid: 'Reload Grid Data' points to a circular arrow icon, 'Export to Excel' points to an Excel icon, 'Open an assessment (same as double clicking on a row)' points to a document icon, and a callout for the 'START' button explains it is used to change the filter operator. A separate callout points to the 'START' button, stating: 'This icon/tool is used to change the filter operator. Clicking it opens a text box, shown, to change the parameters of the filter.' A 'Change filter operator' dialog box is shown on the left, with a list of operators including 'Contains' (which is highlighted).

Change filter operator

Select the filter operator.

- Equals
- Does not equal
- Less than
- Less than or equal
- Greater than
- Greater than or equal
- Starts with
- Does not start with
- Ends with
- Does not end with
- Contains**
- Does not contain

OK Cancel

Home > Manage Assessments Home

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

START
[Create a New Assessment](#)

Active Archived

Reload Grid Data

Export to Excel

Open an assessment (same as double clicking on a row)

This icon/tool is used to change the filter operator. Clicking it opens a text box, shown, to change the parameters of the filter.

Due Date	Status	Owner	Assessment Details
1 - Data Collection	Job Furst	USAF >	Version 1.0 Antiterrorism Force Protection or IDRMF
1127	st 20200317	03/17/2020	1 - Data Collection
11264	ABW - IP Assessment	1114	2 - Basic Analysis, Mitigation and Submission
11226	th ABW - IP Assessment	14xxx	2 - Basic Analysis, Mitigation and Submission
11230	IP Test C Filter		- Data Collection

Page 1 of 2 50 Rows 1 - 50 of 58

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Subsequent Page Grid Orientation

Unlike the homepage, there are three icons on the asset, threat and benchmark/countermeasure grid pages. While the icons are the same as on the home page, they perform slightly different functions.

The image displays three grid interfaces from a security management system:

- Assets - Double click row for more information**: A table with columns for Category, Type, Name, and Application. It lists various security information types like 'Classified National Security Information' and 'Sensitive Compartmented Information (SCI)'.
- Threats - Double click row for more information**: A table with columns for Source, Method, Name, and Application. It lists threats such as 'Criminals', 'Insiders', and 'Non-state Actors'.
- Countermeasures/Benchmarks - Double click row for more information**: A table with columns for Category, Countermeasure/Benchmark, Answer, Comment, Template Info, and Objective(s). It lists various security measures and benchmarks.

Below the grids, a common icon set is shown with three icons: a circular arrow (Reload), a document with an arrow (Export), and a document with a magnifying glass (Open). Arrows point from these icons to callout boxes:

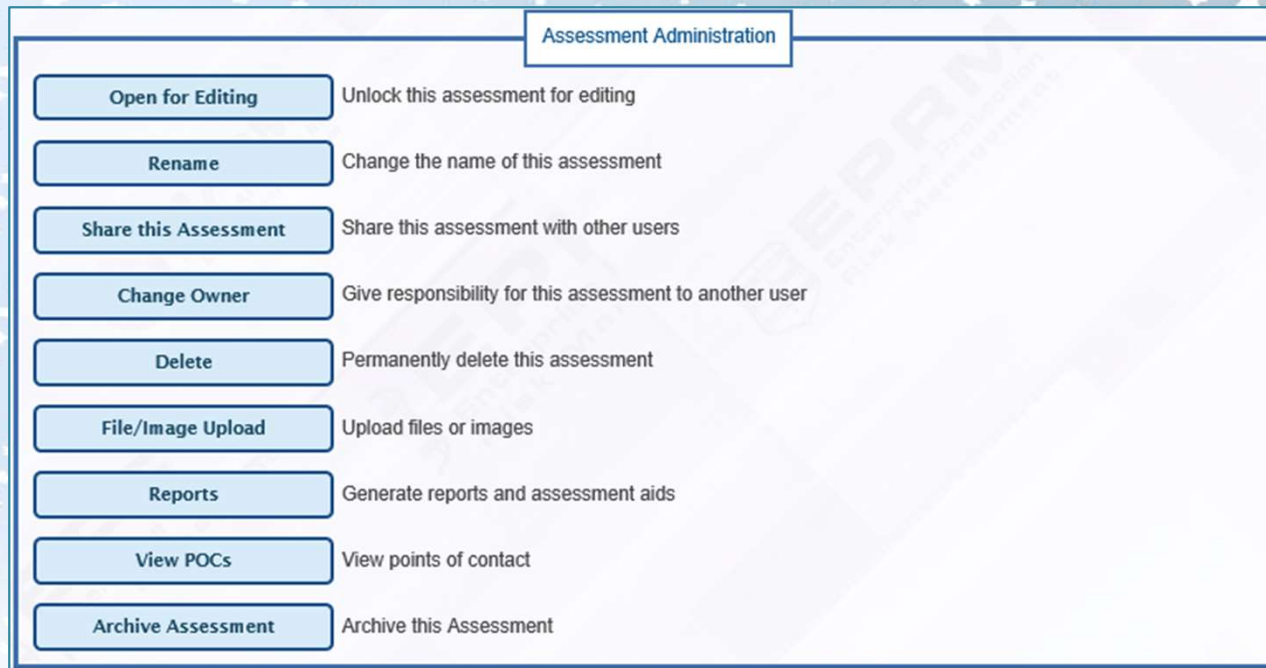
- Reload Grid (same)**: Points to the circular arrow icon.
- Export to Excel (same)**: Points to the document with an arrow icon.
- Here, the "open" icon/tool is used to open a text box that provides additional information on the particular item, including the guidance reference. The same as double clicking the item.**: Points to the document with a magnifying glass icon.

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Administrative Tools

Assessment administration functions are displayed on the lower half of an assessment or template's home screen. The nine tools listed below are not integral to the conduct of an assessment but are useful for managing administrative aspects of an assessment. The following pages will describe each of them.



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Administrative Tools: Open for Editing

This feature allows users to return back to an assessment, which had previously been marked as **“Read Only”**, to make edits to the assessment.

The image displays two side-by-side screenshots of a web-based assessment administration interface. Both screenshots show a progress bar at the top with four steps: 1 - Data Collection, 2 - Basic Analysis, Mitigation and Submission, 3 - Approver Review, and 4 - Completed. The assessment title is '11772_20200224 - 76th ABW - Hanscom AFB' with a subtitle 'Assessment of Hanscom AFB > 76th ABW, 02/24/2020 (2 - Basic Analysis, Mitigation and Submission) Conducted by Job Furst with objectives: Antiterrorism Force Protection or IDRMP'.

Left Screenshot (Read Only): The 'Open for Editing' button is highlighted with a red dashed box. A blue callout bubble points to it with the text: 'Click here, to unlock an assessment. Caution should be used in editing so that accurate assessment data is not lost in the editing process.'

Right Screenshot (Open for Editing): The 'Open for Editing' button is no longer visible. A blue callout bubble points to the '1 - Data Collection' step in the progress bar with the text: 'Assessment status indicates Data Collection has reopened.'

Below the progress bar, there is an 'Assessment Administration' section with various buttons. In the left screenshot, the 'Open for Editing' button is at the top. In the right screenshot, the 'Manage POCs' button is highlighted with a blue dashed box. A blue callout bubble points to it with the text: 'Before locking, and when opened for editing, “Manage POCs” appears. When locked, “View POCs” appears. POCs can only be added, edited, and deleted when the assessment is open.'

Other buttons visible in both screenshots include: Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, View POCs, and Archive Assessment.

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Administrative Tools: Manage POCs

This feature allows users to add points of contact to the assessment file. Initially, only the owner of the assessment can be found in the POC list. However, users may wish to add a relevant POC, e.g, fire marshal, unit security manager, et al.

The screenshot displays the 'Manage POCs' interface. On the left, a sidebar contains buttons for 'Rename', 'Share this Assessment', 'Change Owner', 'Delete', 'File/Image Upload', 'Reports', 'Manage POCs' (highlighted with a red dashed box), and 'Archive Assessment'. The main content area shows a table of 'Additional POCs' with columns for Name, Title, Email, and Phone. A callout points to the 'Manage POCs' button, stating: 'Name of assessor, any added POCs will display here also.' Above the table, instructions state: 'Please enter additional points of contact (POCs) for your assessment, program, organization, etc. To complete the form below, please use the Add New Entry button to update your assessment with additional points of contact. To delete an entry, highlight the entry by clicking on the line once and then click the Delete Entry button.' A callout points to the 'Add New Entry' button, stating: 'Click "Add New Entry" to enter other POC data for this assessment.' To the right, a modal form titled 'Who is your organization's point of contact (POC)?' is shown, with a callout stating: 'To add an individual, required fields are name, phone, and email. It is also recommended that the Title/Job Function be included.' The form includes fields for Full Name (First and Last), Title/Job Function, Phone, Cell Phone, Email, Organization Name, Address, City, State, ZIP/Postal Code, and Country. A 'Clear form' button is at the top of the modal, and 'Cancel' and 'Save' buttons are at the bottom.

11772_20200224 - 76th ABW - Hanscom AFB
Assessment of Hanscom AFB > 76th ABW,
Conducted by Job Furst with objectives: Ant

Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > 1 - Data Collection > Organization POCs

Please enter additional points of contact (POCs) for your assessment, program, organization, etc.
To complete the form below, please use the Add New Entry button to update your assessment with additional points of contact. To delete an entry, highlight the entry by clicking on the line once and then click the Delete Entry button.

Additional POCs

Name	Title	Email	Phone
Furst, Job		jf@1.com	703.575.2806

Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > 1 - Data Collection > Organization POCs > Add/Edit Organization POC

Who is your organization's point of contact (POC)?
Please enter their name, their contact information, and the name of the organization you are a

Clear form

An * denotes the field is required

Full Name* (F) (L)
Title/Job Function
Phone*
Cell Phone
Email*
Organization Name
Address
City
State
ZIP/Postal Code
Country

Cancel Save

Click "Add New Entry" to enter other POC data for this assessment.

Name of assessor, any added POCs will display here also.

To add an individual, required fields are name, phone, and email. It is also recommended that the Title/Job Function be included.

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Common Administration: Rename

The “Rename” feature allows users to change the name of an assessment. Click Rename, enter the new name in the box provided, then click “OK” to save the change.

The screenshot displays the 'Assessment Administration' window. At the top, a text input field asks 'What would you like to name this assessment?' with the current name '20200224 - 76th ABW - Hanscom AFB' and 'OK' and 'Cancel' buttons. Below this is a list of actions: 'Rename', 'Share this Assessment', 'Change Owner', 'Delete', 'File/Image Upload', 'Reports', 'Manage POCs', and 'Archive Assessment'. The 'Rename' button is highlighted with a red dashed box, and a green arrow points from it to the text input field. A blue callout box with the text 'Type the new name in the text box, then click “OK”.' points to the input field.

Assessment Administration	
What would you like to name this assessment?	20200224 - 76th ABW - Hanscom AFB
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
Rename	Change the name of this assessment
Share this Assessment	Share this assessment with other users
Change Owner	Give responsibility for this assessment to another user
Delete	Permanently delete this assessment
File/Image Upload	Upload files or images
Reports	Generate reports and assessment aids
Manage POCs	Add/Edit/Delete points of contact
Archive Assessment	Archive this Assessment

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Administrative Tools: Share this Assessment

Selecting “Share This Assessment” allows users to give other MARMS users access to an assessment. Allow others to read, edit, and/or conduct analysis depending on the privileges selected.

The screenshot shows the 'Assessment Administration' interface. A red dashed box highlights the 'Share this Assessment' button in the left sidebar. A green arrow points from this button to the 'Assessment Sharing' dialog box. The dialog box has a title bar 'Assessment Sharing' and a subtitle 'You may share your assessment with other users. You may share it at all. You may share it any of these ways with any user.' Below the subtitle is a table with columns: Name, E-Mail, Owner Level, and Permissions. The table lists several users, including Carr, Lisa; Earp, Wyatt; Furst, Job; Holiday, Doc; Inovera, Marge; McKechnie, Kellen; and Order, Lauren. The 'Permissions' column shows a dropdown menu for each user, with options: None, Read Only, and Read/Write. A blue callout box points to the dropdown menu, stating 'Pulldown menus allow selection of permissions.' Another blue callout box points to the 'Permissions' column, stating 'User can designate permission for others to access an assessment.' A 'Back To Assessment' button is located in the top right corner of the dialog box.

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

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

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Administrative Tools: Change Owner

The “Change Owner” feature allows the current assessment owner to transfer ownership to any EPRM user in that subscriber account. Once changed, the original owner no longer has any access to the assessment.

Assessment Administration

- Open for Editing: Unlock this assessment for editing
- Rename: Change the name of this assessment
- Share this Assessment: Share this assessment with other users
- Change Owner: Give responsibility for this assessment to another user**
- Delete: Permanently delete this assessment
- File/Image Upload: Upload files or images to this assessment
- Reports: Generate reports for this assessment
- View POCs: View points of contact for this assessment
- Archive Assessment: Archive this Assessment

Change Assessment Owner

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

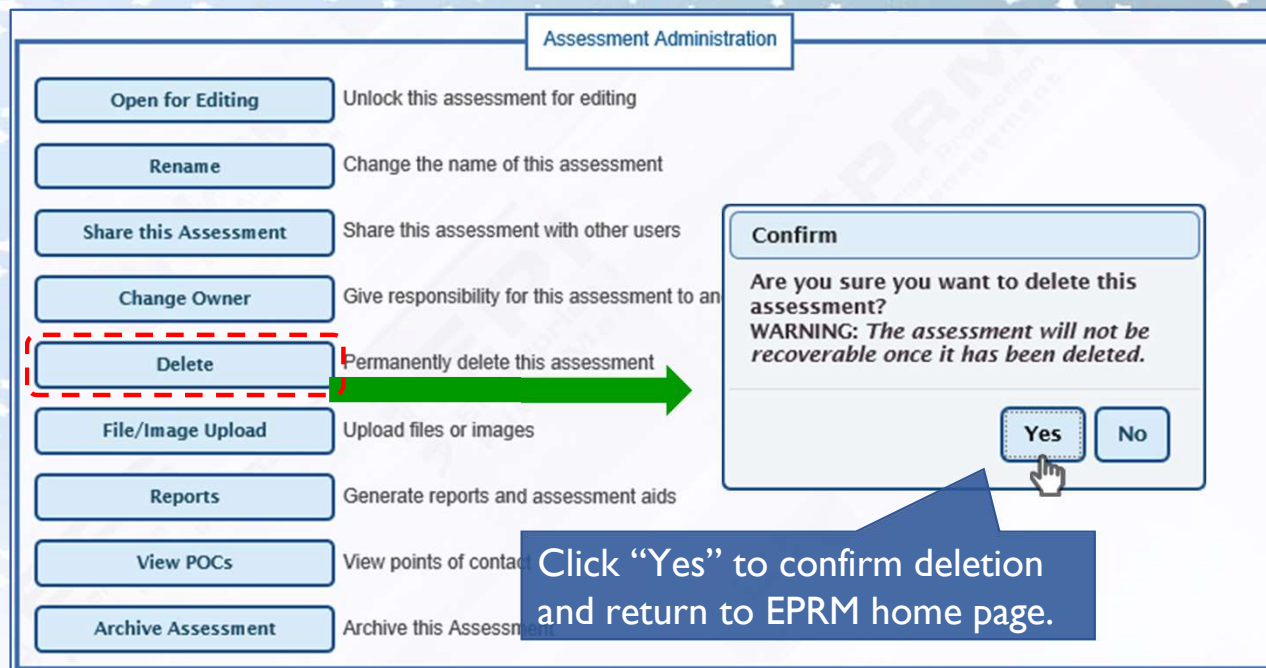
CAUTION: Once you click the “Change” button the new owner will be notified by email and you will no longer have access to the assessment.

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Administrative Tools: Delete [an Assessment]

Selecting the “Delete” feature allows permanent deletion of an assessment. Once the assessment has been deleted it will not be recoverable. Click “Delete.” A pop-up box will appear to confirm deletion of the assessment. Click “Yes,” the assessment will be deleted; you will be returned to the EPRM home page.



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Assessment Common Admin: File Upload

The “File/Image Upload” feature allows users to attach supporting documents and pictures to an assessment. Click “File/Image Upload” to open an upload page that allows file upload and attached file management.

The screenshot shows the 'Assessment Administration' interface. On the left is a sidebar with buttons: 'Open for Editing', 'Rename', 'Share this Assessment', 'Change Owner', 'Delete', 'File/Image Upload' (highlighted with a red dashed box and a green arrow), 'Reports', 'View POCs', and 'Archive Assessment'. The main area is titled 'File Upload' and includes a breadcrumb trail: 'Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > File Upload'. It states 'Maximum upload file size: 10MB' and lists allowed file types: GIF, JPEG, PNG, XLS, XLSX, PPT, PPTX, DOC, DOCX, PDF, RTF, XML, and PUB. A 'Browse' button is highlighted with a red dashed box. Below this is a 'Description' text area. At the bottom, the 'Current Uploaded Files' section contains a table with columns: File Name, File Type, File Description, Upload Date, and Uploaded By. The table is currently empty.

Assessment Administration

Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > File Upload

File Upload
Select a file to upload for this assessment and

Note: max file size is 10MB.

Maximum upload file size: 10MB

Allowed file types: GIF - Graphics Interchange Format, JPEG - Joint Photographic Experts Group graphics file format, PNG - Portable Network Graphics, PJPEG - Joint Photographic Experts Group graphics file format, CSV - Comma Separated Values, TXT - Plain Text Format, XLS - Microsoft Excel 1997-2003 format, XLSX - Microsoft Excel post 2003 format, PPT - Microsoft PowerPoint Presentation 1997-2003 format, PPTX - Microsoft PowerPoint post 2003 format, DOCX - Microsoft Word 2007 Office Open XML Format, DOC - Microsoft Word 97-2003 Document Format, PDF - Adobe Portable Document Format, RTF - Rich Text Format 1.9 Format, XML - eXtensible Markup Language file, PUB - Microsoft Publisher file

File No file selected... Browse

Description

Upload Back to Assessment

Browse for desired file. Once selected, click “Upload” to add/attach file.

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
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Manage current attachments here.

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Administrative Tools: Reports

The “Reports” feature allows you to generate reports of the assessment information in Excel, Word, or PowerPoint. Click “Reports” to open a listing of available reports.

The screenshot displays the 'Assessment Administration' interface. On the left, a vertical menu contains buttons for 'Open for Editing', 'Rename', 'Share this Assessment', 'Change Owner', 'Delete', 'File/Image Upload', 'Reports', 'View POCs', and 'Archive Assessment'. The 'Reports' button is highlighted with a red dashed box. A green arrow points from this button to the 'Assessment Reports' section on the right. This section is titled 'Assessment Reports' and includes the text 'EPRM can generate a variety of report documents, analysis spreadsheets, and presentations based on this assessment.' Below this, it says 'Pick the report you want to open'. A blue callout box points to the 'Available Excel and PowerPoint files.' section, which is divided into three columns: 'Word/PDF Documents', 'Spreadsheets', and 'Presentations (PowerPoint)'. The 'Spreadsheets' column contains four hotlinks: 'Risk Levels - Sorted by Asset', 'Risk Levels - Sorted by Threat', 'Risk Levels - Sorted by Vulnerability', and 'Countermeasure Risk Analysis'. A blue callout box points to these hotlinks with the text 'Each hotlink will open the report as described.' At the bottom of the interface are 'Back' and 'Continue' buttons.

Assessment Administration

Open for Editing Unlock this assessment for editing

Rename Change the name of this assessment

Share this Assessment Share this assessment with other users

Change Owner Give respon

Delete Permanently

File/Image Upload Upload files

Reports Generate re

View POCs View points

Archive Assessment Archive this

Assessment Reports
EPRM can generate a variety of report documents, analysis spreadsheets, and presentations based on this assessment.
Pick the report you want to open

Available Excel and PowerPoint files.

Word/PDF Documents	Spreadsheets	Presentations (PowerPoint)
A Word report is not available for this assessment type.	Risk Levels - Sorted by Asset	Countermeasures Risk Analysis
	Risk Levels - Sorted by Threat	
	Risk Levels - Sorted by Vulnerability	
	Countermeasure Risk Analysis	

Each hotlink will open the report as described.

Back Continue

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Administrative Tools: View POCs

“View POCs” is similar to the “Manage POCs” feature discussed above, but here it is **Read Only**. Selecting “View POCs” allows users to view the point of contact information associated with an assessment, but no editing or additions can be made.

Assessment Administration

- Open for Editing: Unlock this assessment for editing
- Rename: Change the name of this assessment
- Share this Assessment: Share this assessment with other users
- Change Owner: Give responsibility for this assessment
- Delete: Permanently delete this assessment
- File/Image Upload: Upload files or images
- Reports: Generate reports and assessment aids
- View POCs**: View points of contact
- Archive Assessment: Archive this Assessment

Note: this list Read Only. Open the assessment to edit.

Home > Manage Assessments Home > 11772_20200224 - 76th ABW - Hanscom AFB > 1 - Data Collection > Organization POCs (Read Only)

Please enter additional points of contact (POCs) for your assessment, program, organization, etc.
To complete the form below, please use the Add New Entry button to update your assessment with additional points of contact. To edit an entry once it has been added, double-click on the line for that POC. To delete an entry, highlight the entry by clicking on the line once and then selecting the Delete Entry button.

Name	Title	Email	Phone	Cell	Organization Name	Address
Furst, Job		jf@1.com	703.575.2806			

Details for all POCs.

Back to Assessment

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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@alionscience.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources:**
 - On SIPR, check the User Guides and References section.
 - On NIPR, User guides, videos & other materials are available on the EPRMHelp page: <http://eprmhelp.countermeasures.com>



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