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EPRM
Enterprise Protection
Risk Management

EPRM Templates User Guide

EPRM v3.63, March 2022

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Introduction:

Templates are a feature of EPRM that provides time savings for Assessors and provide for standardization across assessments. They are created by Template Managers in order to create a set of pre-loaded answers or values that can be inherited when an Assessor creates a new assessment. Any, or all sections of the assessment may be populated using templates. Normally, a template will be built with multiple organizations, having common characteristics, in mind. The template is a way to provide a common answer, baseline for multiple organizational assessments. Unlike assessments, not all questions must be addressed, and a template can be used for a single focus, like threat characterization.

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Creating a New Template:

1. To create a template, on the home page dashboard, click the **Manage Templates** icon. Only user profiles that have the **Templator** or **Template Manager** role will be able to see this icon.

The screenshot shows the EPRM (Enterprise Protection Risk Management) User Training dashboard. At the top, there is a header bar with the EPRM logo, the text 'A part of the MARMS federation.', and several navigation icons. Below the header, the main content area is titled 'Welcome to EPRM' and 'EPRM User Training'. It includes a brief introduction to the risk assessment process and a list of tasks. The tasks are represented by icons in a grid. The 'Manage Templates (including AHTAs)' icon is highlighted with a red dashed box and a blue '1' in the top right corner. The other icons include 'Manage Assessments', 'Advanced Analysis', 'Manage Survey Responses', 'Survey Analysis', 'User Manuals and References', 'Legacy CVAMP', 'Manage MA', 'Manage IAS', and 'Manage Site'.

Header: EPRM Enterprise Protection Risk Management. A part of the MARMS federation. Job First. Version: based on 3.63 rev. 2005. Last Login: 02/21/2022 12:38:14. Want to make EPRM better? Send us your feedback!

Welcome to EPRM
EPRM User Training

This is your resource to complete the Risk Assessment process.
EPRM will help you understand risk analysis by assisting you in identifying your assets and what protection measures your organization has in place.

EPRM automates the assessment process by guiding you step by step through identifying Assets, Threats, what your organization is doing now and what it can do better. You can assign tasks and create reports to truly understand and explain your Risk.

Main Menu

- Manage Assessments
- Advanced Analysis
- 1** Manage Templates (including AHTAs)
- Manage Survey Responses
- Survey Analysis
- User Manuals and References
- Legacy CVAMP
- Manage MA
- Manage IAS
- Manage Site

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Creating a New Template (cont'd):

2. Templates that have already been created or are in the process of being created will display in the grid. To create a new template, click the **Start** button.

Home > Manage Templates Home

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

START
Create a New Template (AHTA or other)

2

Any existing templates are displayed here in the grid.

Active Expired

Existing Templates - To open, double-click on a row or select a row and click on open button at the bottom of the grid.

id	Template Name	Status	Owner	Node	Updated	Objective(s)
12574	AHTA - 11th ABD - JMAA 20201220	Locked	Job Furst	1-HQDA > 11th ABD	12/29/2020	Mission Assurance Assessment/AHTA
12495	Wing Classified Material Templ 20201118	1 - Data Collection	Job Furst	2-USAF > AFMC	11/18/2020	Information Protection Version 1.0
12456	AHTA - AFMC - JMAA - 20201110	Locked	Marge Inovera	2-USAF > AFMC	11/10/2020	Anti-terrorism Force Protection or IDRMP Version 2.0
12444	AHTA - AETC - Baseline - 20201001	Locked	Job Furst	User Support Training > 3-AETC	10/23/2020	Anti-terrorism Force Protection or IDRMP Version 2.0
12437	AHTA - WPAFB - JMMA baseline 20201019	Locked	Marge Inovera	AFMC > 88th ABW	10/21/2020	Mission Assurance Assessment/AHTA
12388	AHTA - 11th ABD - JMAA 20201002	Locked	Job Furst	1-HQDA > 11th ABD	10/02/2020	Mission Assurance Assessment/AHTA

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Creating a New Template (cont'd):

3. Enter a name in the **Template Name** text box.
4. Select the **Node** in which your template is to be created (NOTE: the template must reside at or above all nodes in which it is to be used).
5. Select the template **Objective(s)** that you would like to use to create your template.
6. Select an option to pare down the template sections for completion.

Home > Manage Templates Home > New Template

Complete the required fields indicated by (*) below, then Continue to create your new template. [\[More\]](#)
An * denotes the field is required

Enter a short descriptive name for the template.

Template Name* 3

Select the node you will be templating 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 template 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)*

1-User Support Training
2-1-HQDA
3-~~USMC~~
4-~~28th ABW~~
5-~~88th ABW~~
6-Hanscom AFB
7-ANG
8-3-AETC

Select your template objective.

What kind of template will you be preparing?*
Information Protection Version 1.0 5

How much of this template do you intend to complete?*
Mission Assurance users working on an AHTA: Select "Characterize Threats and Hazards only"

---Select---

Two or more sections
---Select---

Two or more sections
Profile Organization only
Scope Assessment only
Identify Assets only
Characterize Threats only
Conduct Assessment only

Continue

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Note: the user only has privileges on nodes that are not grayed out.

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Creating a New Template (cont'd):

7. After the first template is built, when you create a new template, you will be given the option to **Copy From An Existing Template** that uses the same dataset. For this guide, we will show how to **Start a Template From Scratch**. Select **Start a Template From Scratch** and then select **Continue**.

The screenshot shows a web interface for creating a new template. At the top, there is a breadcrumb trail: [Home](#) > [Manage Templates Home](#) > Copy Template. Below this, a message states: "This is where you may choose to copy from an existing template or start fresh with a new one. [\[More\]](#)". There are two radio button options: "Start a template from scratch." (which is selected and highlighted with a red dashed box) and "Copy from an existing template.". A blue callout box with a pointer to the first option contains the text: "Note: this page will only appear after a template exists. The first time a template is created, the user is taken directly to the page shown on the previous page." At the bottom right, there is a "Continue" button.

[Home](#) > [Manage Templates Home](#) > Copy Template

This is where you may choose to copy from an existing template or start fresh with a new one. [\[More\]](#)

☒ Start a template from scratch.

☐ Copy from an existing template.

Note: this page will only appear after a template exists. The first time a template is created, the user is taken directly to the page shown on the previous page.

[Continue](#)

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Creating a New Template (cont'd):

8. The **Describe the Organization** page asks questions that characterize the unit/organization. Answer each active (not grayed-out) question as it applies to the unit(s) that will be assessed using the template.

Home > Manage Templates Home > 3473 77th ABW IP Template 20190516 > 1 - Data Collection > Profile Organization

Describe the organization. [More]

Your Assessment Template has been created!

Information Protection Version 1.0

Clear Values

Assessment Type: --Select--

In which region is the unit geographically located? --Select--

- If other, enter the location:

Is this a tenant organization? --Select--

- Who is the parent organization? --Select--

- If other, list parent organization:

- Do you have a host tenant support agreement in place? --Select--

What is the location of the organization? --Select--

How large is the organization? --Select--

Is the organization supported by security in-depth? ⓘ --Select--

Facility Comments:

Next Section/Tab >

When building templates for multiple units/organizations, answer each question as it applies to most units for which the template will be used. E.g., if 10 of 12 units are greater than 100, answer "Greater than 100" and in the individual assessment change the answer for the two units that are the exception.

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Creating a New Template (cont'd):

9. The **Operating Environment** page asks additional questions in order to determine what type of assessment will be conducted and to refine the content of the assessment.

For templates the user can select which questions to answer, if any, for each page; not all must be answered, unlike for an assessment.

Home > Manage Templates Home > 12495 Wing Classified Material Templ 20201118 > 1 - Data Collection > Scope Assessment

Describe the operating environment. [More]

Information Protection Version 1.0

Clear Values

Does the organization possess any classified information?	Yes
- Does the organization have security containers?	Yes
- - How many security containers does the organization have?	9
- Does the organization have open storage rooms?	Yes
- - How many open storage rooms does the organization have?	4
- Does the organization have vaults?	Yes
- - How many vaults does the organization have?	2
- Does the organization have specialized storage?	No
- - Does the organization have bulky materials?	--Select--
- - Does the organization have classified munitions?	--Select--
- - Does the organization have aircraft and tactical vehicles?	--Select--
- - Does the organization have map and plan file cabinets that contain classified information?	--Select--
- - Does the organization have modular vaults?	--Select--
- Does the unit have a deployment commitment?	No
- - Is the unit under field conditions?	--Select--
- Does the organization have NATO control points?	Yes
- Does the organization deal with foreign government information?	Yes
Does the organization have cleared personnel?	Yes
Does anyone in the organization use classified information systems?	Yes

Combination of pulldown and open field answers.

Based on the answers to particular questions, follow-on questions may not apply and are "grayed out."

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Creating a New Template (cont'd):

10. The **Critical Assets** page asks yes/no questions on whether a particular **Asset** exists within the organization being assessed; for a template it should be answered yes if the majority of users who will apply the template have that particular asset.

Home > Manage Templates Home > 11461_Wing_Classified_Material_Templ_12/2019 > 1 - Data Collection > All Assets

Your answers will help us identify which assets must be protected. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Clear Value Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Filter by Category: All Categories 3 / 10 Overall Progress: 3 Answered / 10 Required

Assets - Double click row for more information

Category	Type	Name	Applicable?	Criticality	Score	Comments	Objective(s)
1 Classified National Security Information	1 (S)		<input type="radio"/> Yes <input checked="" type="radio"/> No		0		Information Protection Version 1.0
1 Classified National Security Information	2 Top Secret		<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium-High			Information Protection Version 1.0
1 Classified National Security Information	3 Secret		<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium			Information
1 Classified National Security Information	4 Confidential		<input type="radio"/> Yes <input type="radio"/> No				

Click on the selection for "Yes" or "No".

A progress tracker allows the user to track headway in completing the list.

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Creating a New Template (cont'd):

10a. When “Yes” is selected, a new text box opens listing impact factors. Each one has a pulldown with a selection for level of impact. Select answers to all and click **Submit**.

Asset - 2 Top Secret

L1 Mission*

L1 National Defense*

L2 Replacement*

L8 Relative Value*

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1 - Data Collection > All Assets

Your answers will help us identify which assets must be protected. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock

Clear Value Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Filter by Category Overall Progress: 3 Answered / 10 Required

Assets - Double click row for more information

Category	Type	Name	Applicable?	Criticality	Score	Commen	Objective(s)
			All				
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes No		0		Information Protection Version 1.0
1 Classified National Security Information	2 Top Secret		Yes No	Medium-High	80		Information Protection Version 1.0
			Yes No	Medium			

Select an answer for each factor using pulldowns.

A comment may be added by highlighting the asset row and clicking here.

The particular responses to the factors will result in a criticality value assignment.

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Creating a New Template (cont'd):

10b. When all desired asset lines have been annotated, click “Continue”. Unlike completing an Assessment, not all questions must be answered to continue.

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1 - Data Collection > All Assets

Your answers will help us identify which assets must be p

Select continue when ready to proceed.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Clear Value Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Filter by Category All Categories 3 / 10 Overall Progress: 3 Answered 10 Required

Assets - Double click row for more information

Category	Type	Name	Applicable?	Criticality	Score	Com	Objective(s)
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		<input type="radio"/> Yes <input checked="" type="radio"/> No				
1 Classified National Security Information	2 Top Secret		<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium-High	80		Information Protection Version 1.0
1 Classified National Security Information	3 Secret		<input checked="" type="radio"/> Yes <input type="radio"/> No	Medium	64		Information Protection Version 1.0
1 Classified National Security Information	4 Confidential		<input type="radio"/> Yes <input type="radio"/> No				Information Protection Version 1.0

Only answer the questions desired.

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Creating a New Template (cont'd):

11. The **All Threats** page asks yes/no questions on whether a particular *Threat* exists within the organization being assessed; for a template it should be answered yes if the majority of users who will apply the template are susceptible to that particular threat.

Home > Manage Templates Home > 11461_Wing_Classified_Material_Templ_12/2019 > 1 - Data Collection > All Threats

Your answers will help us quantify the severity of threats and the potential impact of loss. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Clear Value Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Threat

Filter by Source
All Sources 10 / 10

Filter by Method
All Methods 10 / 10

Overall Progress: 10 Answered / 10 Required

Threats - Double click row for more information

Source	Method	Name	Applicable?	Rating	Score	Comment	Objective(s)
			All				
Criminals	Human Intelligence (HUMINT)		Yes No				
Criminals	Open Source Intelligence (OSINT)		Yes No	High			Version 1.0
Insiders	Human Intelligence (HUMINT)		Yes No	Medium	0.48		Information Protection Version 1.0
Insiders	Negligent Disclosure		Yes No	Medium	0.48		Information Protection Version 1.0

Click "No" to exclude a threat source/method.

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Creating a New Template (cont'd):

11b. When “Yes” is clicked, a threat matrix will open; select the threat level that best corresponds to the most common threat level across the units that will use this template.

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1 - Data Collection > All Threats

Your answers will help us quantify the severity of threats and the potential impact of loss. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Unanswered Add/View Comment Duplicate Selected Threat

Overall Progress: 10 Answered / 10 Required

Click yes to select and open a threat matrix.

2

1

The box in the matrix is highlighted as the cursor moves over it; click to select.

Threat Matrix - Insiders - Human Intelligence (HUMINT)

Use the matrix below to help establish the severity of Human Intelligence (HUMINT) Insiders for your organization. How to use this matrix: Locate the row that best describes the intent of the adversary. Then, locate the column that best describes the adversary's collection capability. Click the box where your two selections (row and column) meet.

Capability	Intent	The adversary is NOT motivated to use this tactic.	The adversary is SUFFICIENTLY motivated and a successful outcome MAY contribute to meeting the adversary's intended objectives.	The adversary is MODERATELY motivated and a successful outcome contributes SOMEWHAT to meeting the adversary's intended objectives.	The adversary is VERY motivated and a successful outcome GREATLY contributes to meeting the adversary's intended objectives.	The adversary is HIGHLY motivated and a successful outcome SIGNIFICANTLY contributes to meeting the adversary's intended objectives.
Known adversaries' capabilities are HIGHLY developed and MOST LIKELY in place.		Medium-Low	Medium	Medium-High	Medium-High	High
Known adversaries' capabilities are SIGNIFICANTLY developed and PROBABLY in place.		Low	Medium	Medium-High	Medium-High	Medium-High
Known or suspected adversaries' capabilities are POSSIBLY developed and LIKELY in place.		Low	Medium-Low	Medium	Medium	Medium-High
Known or suspected adversaries' capabilities are PROBABLY NOT developed and MOST LIKELY NOT in place.		Low	Medium-Low	Medium-Low	Medium	Medium

The Adversary's

Cancel

Information Method Name Applicable? Yes No

Information Method	Name	Applicable?	Severity	Score	Version
Information Protection	Version 1.0	Yes	No	0.00	Information Protection Version 1.0
Information Protection	Version 1.0	Yes	No	0.93	Information Protection Version 1.0
Information Protection	Version 1.0	Yes	Medium	0.48	Information Protection Version 1.0
Information Protection	Version 1.0	Yes	Medium	0.48	Information Protection Version 1.0

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Creating a New Template (cont'd):

11c. Once all desired threat questions have been answered, click continue to move to the next step in the process.

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1- Data Collection > All Threats

Your answers will help us quantify the severity of threats and the potential impact of loss. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Clear Value Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Threat

Filter by Source
All Sources 10 / 10

Filter by Method
All Methods 10 / 10

Overall Progress: 10 Answered / 10 Required

Threats - Double click row for more information

Source	Method	Name	Applicable?	Rating	Score	Comments	Objective(s)
			All				
Criminals	Human Intelligence (HUMINT)		Yes No				
Criminals	Open Source Intelligence (OSINT)		Yes No				Version 1.0
Insiders	Human Intelligence (HUMINT)		Yes No	Medium	0.48		Information Protection Version 1.0
Insiders	Negligent Disclosure		Yes No	Medium	0.48		Information Protection Version 1.0

Only answer the questions desired.

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Creating a New Template (cont'd):

12. The **Benchmarks** (countermeasures) page adds an option for answering benchmarks. In addition to **Yes** (benchmark is in place), or **No** (benchmark is not in place), the option for **N/A** (benchmark is Not Applicable) is also available.

Home > Manage Templates Home > 11461_Wing_Classified_Material_Templ_12/2019 > 1 - Data Collection > All CounterMeasures

Your answers will help us better understand your current vulnerabilities. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Clear Value Answer 'No' to All Unanswered Add/View Comment

Filter by Category: All Categories 7 / 90 / 90 7 Answered / 90 Required (90 Total)

Countermeasures/Benchmarks - Double click row for more information

Category	Countermeasure/Benchmark	Answer	Comment	Objective(s)
Derivative	Are all Controlled Unclassified Information (CUI) documents (i.e., FOUO, LES, DoD UCNI and Limited) properly marked?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Protection Version 1.0
	Classification documents properly	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Protection Version 1.0
	Personnel with access to SIPRNet received briefing?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Protection Version 1.0
Management - 03	Has the unit developed security operating instructions?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Protection Version 1.0

Double click any row to open a dialog box containing guidance, explanations, and references WRT that particular countermeasure.

Three options here.

Reminder: it is not a requirement to answer all questions. And, each response should correspond to the likely answer for the majority of units that will use the template.

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Creating a New Template (cont'd):

12a. If “N/A” is selected, a text box will automatically open. The user must populate a reason that the benchmark doesn't apply.

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1 - Data Collection > All CounterMeasures

Your answers will help us better understand your current vulnerabilities. [\[More\]](#)

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Clear Value Answer 'No' to All Unanswered Add/View Comment

Overall Progress: 90 Answered / 90 Required (90 Total)

Countermeasure Comment

Management - 06

Enter your comment.

Unit deployed OCONUS.

3979 characters remaining (max 4000)

Save Cancel

	Answer	Comment	Objective(s)
Classified	Yes No N/A		Information Protection Version 1.0
Investigation IAW	Yes No N/A		Information Protection Version 1.0

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Creating a New Template (cont'd):

- 12b. Ordinarily, for a template, “No” would not be an answer chosen; the majority of units using the template should be implementing the benchmark. However, if No is selected (1), unlike “N/A”, a comment box is NOT automatically opened, but a comment **should** accompany a negative response. Click Add/View Comment (2) to include a comment.

The screenshot displays a web-based data collection interface. At the top, there are navigation buttons: "< Previous Section/Tab", "Exit to Data Collection/Lock", and "Next Section/Tab >". Below these are action buttons: "Export to Excel", "Upload Responses", "Clear Value", "Answer 'No' to All Unanswered", and "Add/View Comment". A filter dropdown shows "All Categories 90 / 90 / 90". The overall progress is indicated as "90 Answered / 90 Required (90 Total)".

The main table, titled "Countermeasures/Benchmarks - Double click row for more information", has columns for Category, Countermeasure/Benchmark, Answer, and Comment. The first row, "Management - 10", is highlighted in yellow. Its benchmark is "Is an Air Force Form 2587 (Security Termination Statement) signed by the individual when access is no longer required and maintained on file? Is this information updated in JPAS?". The "Answer" column shows "No" selected. A blue callout box with the number "1" points to the "No" button. A second blue callout box with the number "2" points to the "Add/View Comment" button. A third blue callout box points to a small icon in the "Comment" column of the first row, stating "Saved comments will be noted by this icon."

A "Countermeasure Comment" dialog box is open on the right, showing the selected benchmark and a text area for the comment. The comment entered is "CSO inquiries should be deferred to the MAJCOM." The dialog also shows "3953 characters remaining (max 4000)" and "Save" and "Cancel" buttons.

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Creating a New Template (cont'd):

12c. Within the benchmarks list there are relational benchmarks referred to as parent/child benchmarks. That is, certain questions are only relevant if others are first affirmed. This can be identified by the type number naming convention (1). If the parent question is answered “No” (2) the child question will also be answered “No” by default.

1

Safeguarding - 15	Are combinations to storage containers changed when required?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			
Safeguarding - 15.a	Are the combinations changed by properly cleared and authorized personnel?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A			

Be careful to answer both parent and child questions in the template.

2

Safeguarding - 15	Are combinations to storage containers changed when required?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A			Information Protection Version 1.0
Safeguarding - 15.a	Are the combinations changed by properly cleared and authorized personnel?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A			Information Protection Version 1.0

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Creating a New Template (cont'd):

12d. Once all desired benchmark questions have been answered, click continue to move to the final step in the process.

Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019 > 1 - Data Collection > All CounterMeasures

Your answers will help us better understand your

Click "Next Section/Tab" when finished with benchmarks.

< Previous Section/Tab Exit to Data Collection/L Next Section/Tab >

Export to Excel Upload Responses Clear Value Answer 'No' to All Unanswered Add/View Comment

Filter by Category All Categories 90 / 90 / 90

Overall Progress: 90 Answered / 90 Required (90 Total)

Countermeasures/Benchmarks - Double click row for more information

Category	Countermeasure/Benchmark	Answer	Comm	Objective(s)
		All		
Safeguarding - 08	Are all security containers GSA approved?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Info Version 1
Safeguarding - 09	Do all locks used to secure security containers and open storage areas conform to Federal specification FF-L-2740?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Version 1
Safeguarding - 10	Is classified information stored by specific requirements associated by classification level?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		Information Version 1

Only answer the questions desired, keeping in mind that they are a "majority score" for the units that will use the template.

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Locking a New Template:

13. After clicking to continue from the benchmarks page, the Template Process Model will appear. If you need to revisit one of the steps, simply click on the icon for that step (1). If the template is complete, click on the “Lock Template” button (2). A confirmation box will open; click “Yes” (3) to confirm and lock the template.



NOTE: Templates cannot be edited after locking. If a template needs to be changed or updated, refer back to step 2 of this guide—create a new template and inherit the template intended for update. Make changes and lock the updated template.

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Template Administration:

13a. When a template is locked, it can no longer be edited. There are four admin features available. “Rename,” “Share,” and “Change Owner” are addressed in the Understanding Admin Tools guide. “Expire Template” is unique to the template functionality. It facilitates updating and archiving templates.

The screenshot shows the 'Template Administration' section of a web application. At the top, a breadcrumb trail reads 'Home > Manage Templates Home > 3732_Wing Classified Material Tmpl 7-2019'. Below this, a message states: 'This is your template home page. We'll guide you through it step by step. [\[More\]](#)'. A 'Template Workflow' callout points to the breadcrumb. The main content area displays a template card for '3732_Wing Classified Material Tmpl 7-2019', which is marked as 'Template of USAF > AFMC, 07/15/2019 (Locked)' and 'Conducted by Job Furst with objectives: Information Protection'. Below the card, a 'Template Administration' section contains four buttons: 'Rename', 'Expire Template', 'Share this Template', and 'Change Owner'. The 'Expire Template' button is highlighted with a red dashed box. A callout points to this button, stating: 'Once a new template is locked, expire the old template using this feature.' Another callout points to the top of the interface, stating: 'With the new template created we can expire the old template.' A large blue box on the right contains the following text:

IMPORTANT:
Templates become available for use to subordinates as soon as they are locked. Therefore, any “editing” changes, particularly after some users have inherited the template, can cause configuration control problems. In order to prevent this situation, any update must occur by building a new template, i.e., inheriting the current template under a new name, making necessary changes, and locking a new, updated template.

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Expire Template:

13b. Click “Expire Template” (1). A confirmation box will open—do not expire a template until it is no longer useful, or a new template is in place. Click “Yes” to complete the expiration process (2).

The screenshot displays the 'Template Workflow' interface. At the top, a breadcrumb trail reads: Home > Manage Templates Home > 3732_Wing Classified Material Tmpl 7-2019. Below this, a message states: 'This is your template home page. We'll guide you through it step by step. [More]'. A section titled '1 - Data Collection' features an icon of a globe with a magnifying glass and the text 'READ ONLY'. The main content area shows the template details: '3732_Wing Classified Material Tmpl 7-2019', 'Template of USAF > AFMC, 07/15/2019 (Locked)', and 'Conducted by Job Furst with objectives: Information Protection Version 1.0'. A 'Template Admin' section contains four buttons: 'Rename' (Change the name of this template), 'Expire Template' (Expire this template from further use in non-assessments), 'Share this Template' (Share this template with other users), and 'Change Owner' (Give responsibility for this template to another user). A red dashed box highlights the 'Expire Template' button, with a blue square containing the number '1' and a hand cursor pointing to it. A confirmation dialog box is overlaid on the right, titled 'Confirm', with the text: 'Are you sure you want to expire this template? WARNING: This template may not be used in future assessments once it has been expired.' The dialog has two buttons: 'Yes' and 'No'. A blue square containing the number '2' and a hand cursor points to the 'Yes' button.

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Expire Template (cont'd):

13c. When the expiration action is registered by the program, a notification banner will pop up on the Template Workflow.

The screenshot displays the 'Template Workflow' interface. At the top, a navigation bar shows 'Home > Manage Templates Home > 3732_Wing Classified Material Tmpl 7-2019'. A purple notification banner at the top left states 'The template has been expired.' Below this, a message reads 'This is your template home page. We'll guide you through it step by step.' A 'START' button is visible, with a link 'Create a New Template (AHTA or other)'. A blue callout box points to the 'Expired' tab in the 'Manage Templates Home' section, stating 'Expired templates are stored on the 'Expired' tab on the Manage Templates Home page.' Below the tabs, a table titled 'Existing Templates' lists templates with columns: id, Template Name, Status, Owner, Node, Updated, and Objective(s). The table shows four templates, all with a status of 'Expired'. At the bottom, a 'Template Administration' section contains an 'Unexpire Template' button and the text 'Unexpire this template to allow use in new assessments'.

Template Workflow

Home > Manage Templates Home > 3732_Wing Classified Material Tmpl 7-2019

The template has been expired.

This is your template home page. We'll guide you through it step by step.

1 - Data Collection

3732_Wing Classified Material Tmpl 7-2019
Template of USAF > AFMC, 07/15/2019 (Expired)
Conducted by Job Furst with objectives: Information Protection Version 1.0

Template Administration

Unexpire Template Unexpire this template to allow use in new assessments

Expired templates are stored on the 'Expired' tab on the Manage Templates Home page.

Home > Manage Templates Home

This is where you may create a new template to your User Profile. [More]

START

Create a New Template (AHTA or other)

Active Expired

Existing Templates - To open, double-click on a row or select a row and click on open button at the bottom of the grid.

id	Template Name	Status	Owner	Node	Updated	Objective(s)
11994	IDRMP v2.0 Do Not Use	Expired	Job Furst	User Support Training > 2-USAF	04/15/2020	Anti-terrorism Force Protection or IDRMP Version 2.0
11996	AHTA - 20200415	Expired	Job Furst	User Support Training > 2-USAF	04/15/2020	Anti-terrorism Force Protection or IDRMP Version 2.0
3732	Wing Classified Material Tmpl 7-2019	Expired	Job Furst	2-USAF > AFMC	01/03/2020	Information Protection Version 1.0
3082	Test 123 04022019	Expired	Doc Holiday	User Support Training > 2-USAF	05/20/2019	Mission Assurance Assessment/AHTA

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Template Administration Conclusion:

The new template is available and ready for use to any users in the user hierarchy. The expired template remains as an historical reference but cannot be used for new assessments. For other useful information please consult the other available users guides.

[Home](#) > Manage Templates Home

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


[Create a New Template \(AHTA or other\)](#)

Active


Expired

Existing Templates - To open, double-click on a row or select a row and click on open button at the bottom of the grid.

id	Template Name	Status	Owner	Node	Updated
11461	Wing Classified Material Templ 12/2019	Locked	Job Furst	2-USAF > AFMC	01/03/2020
11396	20191219-AHTA Test-Allion	1 - Data Collection	Job Furst	1-HQDA > XVIII Airborne Corps	12/19/2019
4400	AHTA - WPAFB - AF MAA - 01OCT2019	Locked	Job Furst	AFMC > 88th ABW	10/02/2019
4383	AHTA - WPAFB - AF MAA - 24SEP2019	Locked	Job Furst	AFMC > 88th ABW	10/01/2019
4395	AHTA - WPAFB - AF MAA baseline	1 - Data Collection	Job Furst	AFMC > 88th ABW	09/30/2019
4396	AHTA Baseline	1 - Data Collection	Job Furst	AFMC > 88th ABW	09/30/2019
3981	Wing Classified Material Tmpl 8-2019	1 - Data Collection	Job Furst	2-USAF > AFMC	08/07/2019

Template Workflow

[Home > Manage Templates Home > 11461_Wing Classified Material Templ 12/2019](#)
This is your template home page. We'll guide you through it step by step. [\[More\]](#)


1 - Data Collection

11461_Wing Classified Material Templ 12/2019
Template of USAF > AFMC, 12/31/2019 (Locked)
Conducted by Job Furst with objectives: Information Protection Version 1.0

Template Administration

Rename

Change the name of this template

Expire Template

Expire this template from further use in new assessments

Share this Template

Share this template with other users

Change Owner

Give responsibility for this template to another user

Information Protection Version 1.0

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Locked and ready for use.

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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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