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EPRM Templates User Guide

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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.



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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.

The screenshot shows a web-based application interface for managing templates. At the top, there is a breadcrumb navigation: Home > Manage Templates Home. Below this, a message states: "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]". A large green button labeled "START" with a cursor icon is highlighted with a red dashed box and a blue number "2". Below the button, a link "Create a New Template (AHTA or other)" is also highlighted with a red dashed box. Two tabs at the bottom left are labeled "Active" and "Expired", with "Active" being selected. A callout bubble points to the right side of the grid area with the text: "Any existing templates are displayed here in the grid." The main area contains a grid titled "Existing Templates - To open, double-click on a row or select a row and click on open button at the bottom of the grid." The grid has columns: id, Template Name, Status, Owner, Node, Updated, and Objective(s). Six rows of data are visible:

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

At the bottom of the grid, there are navigation controls: a left arrow, a right arrow, a search bar, a page number "Page 1 of 1", a dropdown menu set to "50", and a footer note "Rows 1 - 40 of 40".

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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.

The screenshot shows the 'New Template' creation interface. Step 3 highlights the 'Template Name' input field containing 'Wing Classified Material Temp1 20201118'. Step 4 highlights the 'Node' selection tree, which includes 'User Support Training', '1-HQDA', '1-USAF', 'AFMC' (selected), '78th ABW', '88th ABW', 'Hanscom AFB', 'ANG', and '3-AETC'. Step 5 highlights the 'What kind of template will you be preparing?' dropdown set to 'Information Protection Version 1.0'. Step 6 highlights the 'How much of this template do you intend to complete?' dropdown set to 'Two or more sections'. A callout box notes that the user only has privileges on nodes that are not grayed out. A 'Continue' button is visible at the bottom right.

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)*

User Support Training
1-HQDA
1-USAF
AFMC
78th ABW
88th ABW
Hanscom AFB
ANG
3-AETC

4

Select your template objective.

What kind of template will you be preparing? 5

Information Protection Version 1.0

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

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

6

Continue

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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 page titled "Copy Template". At the top, there is a breadcrumb navigation: "Home > Manage Templates Home > Copy Template". Below the title, a message reads: "This is where you may choose to copy from an existing template or start fresh with a new one. [More]".

Two radio button options are presented:

- Start a template from scratch.
- Copy from an existing template.

A blue callout box contains a note: "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." A "Continue" button is located at the bottom right of the page.

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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? <small>i</small>	--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 answers, if any, for each page; not all must be answered, unlike for an assessment.

The screenshot shows a web-based form titled "Information Protection Version 1.0". At the top, there's a breadcrumb navigation: Home > Manage Templates Home > 12495_Wing Classified Material Templ 20201118 > 1 - Data Collection > Scope Assessment. Below the title, a sub-section header says "Describe the operating environment. [More]". A "Clear Values" button is located in the top right corner of the form area. The form contains the following questions and their answers:

Question	Answer
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

A blue callout box on the right side of the form states: "Combination of pulldown and open field answers." Another blue callout box on the right side states: "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)	Actions
1 Classified National Security Information	1 (S)		All	0	Information Protection Version 1.0			
1 Classified National Security Information	2 Proprietary		Yes	No	Medium-High		Information Protection Version 1.0	
1 Classified National Security Information	3 Secret		Yes	No	Medium		Information Protection Version 1.0	
1 Classified National Security Information	4 Confidential		Yes	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**.

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 All Categories 3 / 10 Overall Progress: 3 Answered / 10 Required

Assets - Double click row for more information							
Category	Type	Name	Applicable?	Criticality	Score	Comment	Objective(s)
			All				
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		<input checked="" type="radio"/> Yes <input 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	80		Information Protection Version 1.0

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

Asset - 2 Top Secret

L1 Mission* Critical, loss results in mission failure

L1 National Defense* Damage to defense infrastructure

L2 Replacement* Sensitive Information - not replaceable once lost to adversary

L8 Relative Value* Top Secret

Select an answer for each factor using pulldowns.

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

Submit Cancel

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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. Next Section/Tab >

< Previous Section/Tab Exit to Data Collection/Lock 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)
			All				
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes No				
1 Classified National Security Information	2 Top Secret		Yes No	Medium-High	80		Information Protection Version 1.0
1 Classified National Security Information	3 Secret		Yes No	Medium	64		Information Protection Version 1.0
1 Classified National Security Information	4 Confidential		Yes 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

Overall Progress: 10 Answered / 10 Required

Filter by Method
All Methods 10 / 10

Threats - Double click row for more information

Source	Method	Name	Applicable?	Rating	Score	Comment	Objective(s)
Criminals	Human Intelligence (HUMINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>				
Criminals	Open Source Intelligence (OSINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	High			
Insiders	Human Intelligence (HUMINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	Medium	0.48		Information Protection Version 1.0
Insiders	Negligent Disclosure		<input type="button" value="Yes"/> <input type="button" value="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 >

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 GREATLY to meeting the adversary's intended objectives.	The adversary is VERY motivated and a successful outcome GREATLY contributes SIGNIFICANTLY to meeting the adversary's intended objectives.	The adversary is HIGHLY motivated and a successful outcome GREATLY contributes SIGNIFICANTLY 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-Low	Medium	

The Adversary's collection capability is HIGHLY developed and MOST LIKELY in place.

The box in the matrix is highlighted as the cursor moves over it; click to select. **2**

Overall Progress: 10 Answered / 10 Required

Click yes to select and open a threat matrix. **1**

Threat Matrix - Insiders - Human Intelligence (HUMINT)

Severity	Impact	Score	Applicable?
Information Protection Version 1.0	Yes	No	0.00
Information Protection Version 1.0	Yes	No	0.93
Information Protection Version 1.0	Yes	No	0.48
Information Protection Version 1.0	Yes	No	0.48

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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)
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?	Yes No N/A		Information Protection Version 1.0
	Classification documents properly	Yes No N/A		Information Protection Version 1.0
	Personnel with access to SIPRNet received security briefings?	Yes No N/A		Information Protection Version 1.0
	Self-inspections conducted annually?	Yes No N/A		Information Protection Version 1.0
Management - 03	Has the unit developed security operating instructions?	Yes No N/A		Information Protection Version 1.0

Three options here.

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

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

Countermeasure Comment

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

Management - 06

Enter your comment.
Unit deployed OCONUS.

3979 characters remaining (max 4000)

Save Cancel

Question	Answer	Comment	Objective(s)
All	Yes		Information Protection Version 1.0
Classified	No		Information Protection Version 1.0
None for Force Investigation IAW	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.

1

2

Saved comments will be noted by this icon.

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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.

The diagram illustrates the relationship between two benchmarks in a template:

Benchmark 1 (Parent): Safeguarding - 15. Are combinations to storage containers changed when required?

Benchmark 2 (Child): Safeguarding - 15.a. Are the combinations changed by properly cleared and authorized personnel?

A green arrow labeled "1" points from the question text of Benchmark 1 to the question text of Benchmark 2, indicating that Benchmark 2 is a child of Benchmark 1. A red dashed box highlights both question boxes. A blue callout box with a green arrow points to the "Yes" button of Benchmark 1, stating: "Be careful to answer both parent and child questions in the template."

Step 1: Both questions have their "Yes" buttons highlighted in green.

Step 2: Both questions have their "Yes" buttons highlighted in red. The "Yes" button for Benchmark 1 is now grayed out, and the "Yes" button for Benchmark 2 is also grayed out, demonstrating that if the parent is "No", the child is also "No".

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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 needs.

< Previous Section/Tab Exit to Data Collection/L

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

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	Comments	Objective(s)
Safeguarding - 08	Are all security containers CSA approved?	Yes No N/A	Information Version 1	
Safeguarding - 09	Do all locks used to secure security containers and open storage areas conform to Federal specification FF-L-2740?	Yes No N/A	Information Version 1	
Safeguarding - 10	Is classified information stored by specific requirements associated by classification level?	Yes No 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 a web-based application for managing templates. At the top, there's a navigation bar with 'Template Workflow' and a breadcrumb trail: Home > Manage Templates Home > 3732_Wing Classified Material Tmpl 7-2019. Below the navigation, a message says, "This is your template home page. We'll guide you through it step by step. [More]". On the left, there's a thumbnail icon labeled "1 - Data Collection" with a "READ ONLY" badge. The main content area displays a template titled "3732_Wing Classified Material Tmpl 7-2019" which is "Locked". A callout box points to the "Template Administration" button at the top of a sidebar menu. The sidebar includes buttons for "Rename", "Expire Template", "Share this Template", and "Change Owner". A blue callout box highlights the "Expire Template" button with the text: "Once a new template is locked, expire the old template using this feature." Another blue callout box on the right side contains the text: "With the new template created we can expire the old template." A large blue box on the right is titled "IMPORTANT:" and contains detailed instructions about template expiration and its impact on subordinates.

With the new template created
we can expire the old template.

Once a new template is
locked, expire the old
template using this feature.

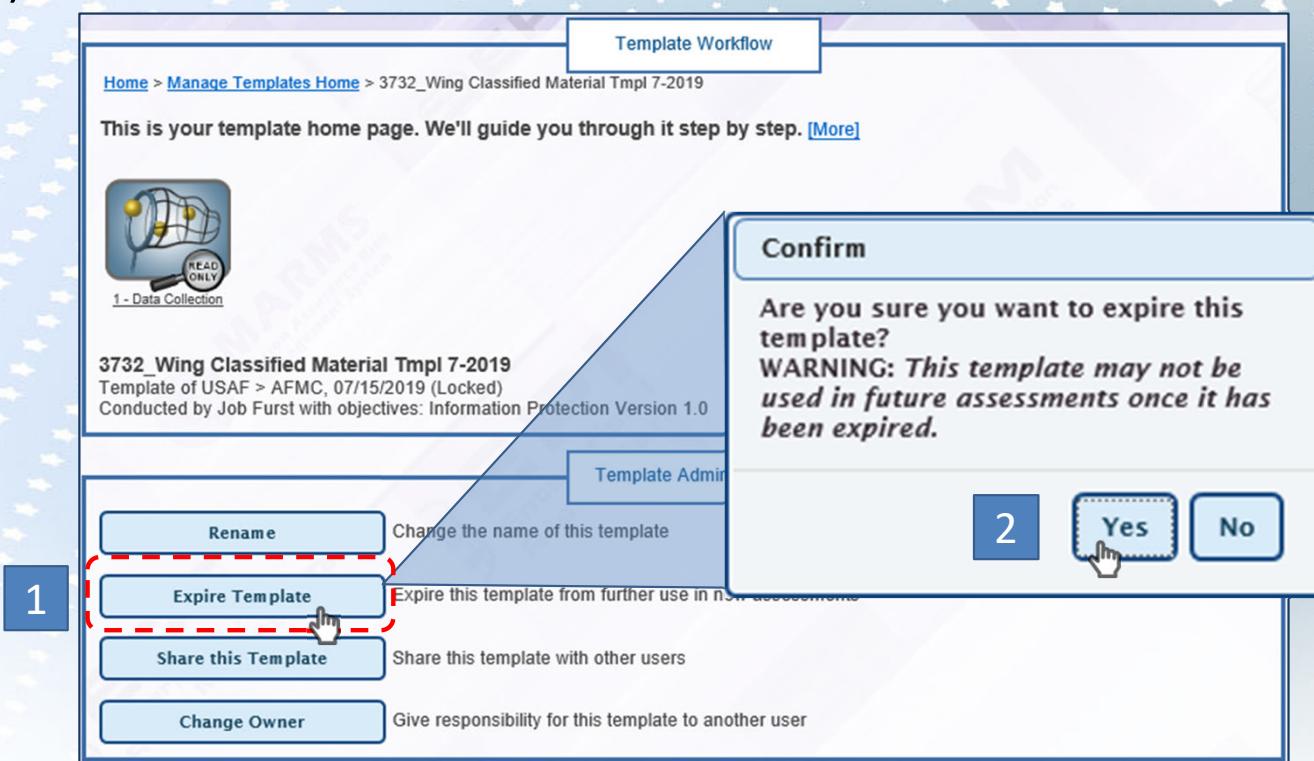
IMPORTANT:
Templates become available for use to subordinates
as soon as they are locked. Therefore, any “editing”
changes, particularly after some users have inherited
the template, can cause configuration control
problems. In order to prevent this situation, any
update must occur by building a new 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).



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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 template has been expired.

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



1 - Data Collection

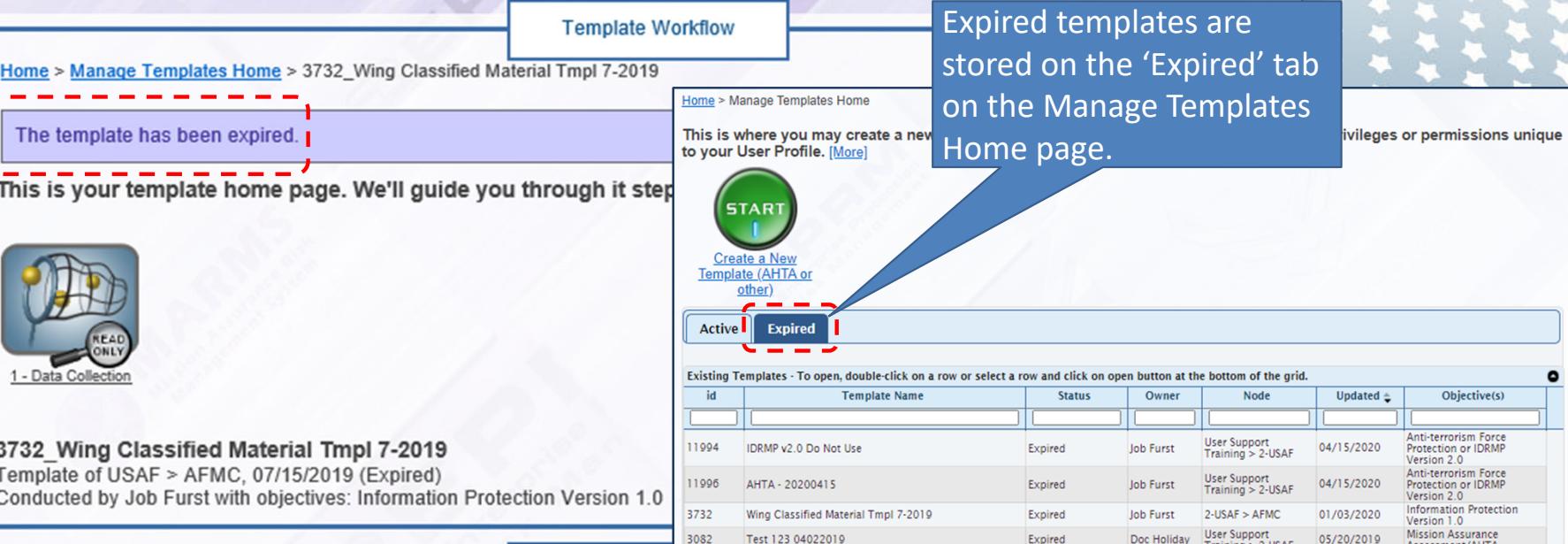
3732_Wing Classified Material Tmpl 7-2019
Template of USAF > AFMC, 07/15/2019 (Expired)
Conducted by Job Furst with objectives: Information Protection Version 1.0

Template Administration

Unexpire Template Unexpire this template to allow use in new assessments

Template Workflow

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



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

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.

This screenshot illustrates the Template Administration interface. On the left, the 'Manage Templates Home' page shows a grid of existing templates. A blue callout box points to the first row, which is highlighted in yellow and labeled 'Locked and ready for use.' A red dashed arrow points from the 'Locked' status in the grid to the 'Locked' status in the detailed view on the right. The detailed view shows the template '11461_Wing Classified Material Tempi 12/2019' with its status as 'Locked'. The right side also displays a 'Template Workflow' diagram and 'Template Administration' options like Rename, Expire Template, Share this Template, and Change Owner.

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]

START

Create a New Template (AHTA or other)

Active Expired

Existing Templates - To open, double-click on a row or select a row to edit.

id	Template Name	Status	Owner	Node	Updated
11461	Wing Classified Material Tempi 12/2019	Locked	Job Furst	2-USAF > AFMC	01/03/2020
11396	20191219-AHTA Test-Alion	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

Locked and ready for use.

Click on open button at the bottom of the grid.

11461_Wing Classified Material Tempi 12/2019

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

Template Workflow

Template Administration

- Rename
- Expire Template
- Share this Template
- Change Owner

Information Protection Version 1.0

Rows 1 - 40 of 40

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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@hiit-sd.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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