



Getting Started & How to Manage Site Records on the CAM Workbench

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EPRM User Support: epmhelp@hii-td.com
1.800.754.4204

Introduction

The EPRM Cyber Assessment Module (CAM) Workbench is an individual workflow established to aid site level POCs in the completion of cyber assessments. It serves as a hub for site record information and POCs, a gateway to the DODIN Inspections Data Repository (DIDR) and a repository for the CCRI Grading Criteria Worksheet (GCW).

User Home Screen

When the user logs into their account, the home screen will appear like the image below. It includes a header that identifies the user's account, activity buttons, and navigation buttons. For EPRM CAM users, the "Manage Site Records" button will be their primary workspace.



Manage Site Records—Create New Site Record

After clicking the “Manage Site Records” button users are brought to the **Workbench Home** page.

The activity buttons from the Home page now appear at the top of the screen throughout the EPRM tool.

Users can create a new site record by clicking the **“Create”** button or continue working on an existing site record by double-clicking a row in the grid. Site record creation is continued on the next page.

Current location indicated, here.

Click on a column heading to sort ascending/descending order. Or use the text box below the heading to filter by search term.

The screenshot shows the 'Manage Site Records' interface. At the top, a 'Main Menu' bar contains icons for 'Manage Assessments', 'Advanced Analysis', 'Manage Templates (including AHTAs)', 'Manage Site Records', 'Manage MA Assessments', and 'Manage Site Responses'. The 'Manage Site Records' icon is highlighted with a red dashed box and a callout. Below the menu, the 'Workbench Home' page is displayed. The 'Manage Site Records' section includes a 'Back' button, a 'Create' button (highlighted with a red dashed box and a callout), and 'Open' and 'Delete' buttons. Below these buttons is a table titled 'Available site records.' with columns: 'Site Name', 'Address (Postal/Physical)', 'CCMD Affiliation', 'Cyber Security Service Provider (CSSP)', and 'DISS SMO Code'. The table contains one row with the following data: '88th ABW', 'WPAFB', 'USCYBERCOM', 'DISA', and '123456789'. A callout points to the table with the text: 'Previous site records are stored here. Double click a record to access it.'

Site Name	Address (Postal/Physical)	CCMD Affiliation	Cyber Security Service Provider (CSSP)	DISS SMO Code
88th ABW	WPAFB	USCYBERCOM	DISA	123456789

Previous site records are stored here. Double click a record to access it.

Manage Site Records—Create Site Record

After clicking the “Create” button the pop-up window at right appears. All fields are required to be completed in order to complete the site record creation.

Use the “Select Node” button and select the site from the nodal hierarchy. The blue highlight indicates the node selected. Click the “Select” button to confirm the site selection and return to complete site record creation.

Click the “Save” button to complete the record creation.

Create Site Record

Add new site record

An * denotes the field is required

Site Name* Lackland AFB **Select Node**

Address (Postal/Physical)* 17890 Flight Line Blvd, San Antonio, TX 77843

CCMD Affiliation* USSOUTHCOM

Cyber Security Service Provider (CSSP)* DTRA

DISS SMO Code* 5THEE09

Save

Select Site Name

Select a node to create a site name.

Node legend:
Nodes in plain text are available to your selection.
Nodes in gray strikethrough are expired.
Nodes on a dark background are not available to you.

- User Support Training
 - 2-USAF
 - AFMC
 - 88th ABW
 - 3-AETC
 - Lackland AFB**
 - 37th Training Wing
 - 502d Air Base Wing
 - 737th Training Group

Select Close

Manage Site Records—Create Site Record

The newly created site record now appears in the grid of available site records, and a temporary banner appears to confirm the record creation was successful.

Double click or highlight the record (click once) and click the “Open” button to view the site record information in more detail.

The site record information screen is displayed on the next page.

Home > Workbench Home

Manage Site Records
Double-click a record below to view or make changes, or select a record and click "Open/Delete" to update or delete the record. Press "Add" to add a new record.

Back Create **Open** Delete

New site record has been successfully created.

Available site records.

Site Name	Address (Postal/Physical)	CCMD Affiliation	Cyber Security Service Provider (CSSP)	DISS SMO Code
88th ABW	WPAFB	USCYBERCOM	DISA	123456789
Lackland AFB	17890 Flight Line Blvd, San Antonio, TX 77843	USSOUTHCOM	DTRA	5THEE09

Manage Site Records—Site Record Info

By default, the site record opens on the Site Record Info tab. This tab contains all the same information entered when the site record was created.

All information may be edited by utilizing the “Edit” button at the bottom of the screen.

Main Menu

- [Manage Assessments](#)
- [Advanced Analysis](#)
- [Manage Templates \(including AHTAs\)](#)
- [Manage Survey Responses](#)
- [Survey Analysis](#)
- [User Guides and References](#)
- [Manage MA Assessments](#)
- [Manage Site Records](#)

[Home](#) > [Workbench Home](#) > Lackland AFB

Site Record Information
Click a tab below to update site record information.

[Back](#)

Site Record Info	POCs	DIDR	GCW	Overall Grade
<p>Site Name: Lackland AFB</p> <p>Address (Postal/Physical): 17890 Flight Line Blvd, San Antonio, TX 77843</p> <p>CCMD Affiliation: USSOUTHCOM</p> <p>Cyber Security Service Provider (CSSP): DTRA</p> <p>DISS SMO Code: 5THEE09</p>				

[Edit](#)

Manage Site Records—POCs

The POCs tab is where users can store important points of contact involved in the self-assessment workflow.

Add POCs by clicking the “Create” button and completing all fields on the Create POC Record pop-up window.

The screenshot displays the 'Manage Site Records—POCs' interface. A 'Create POC Record' pop-up window is open, showing fields for adding a new point of contact. The fields include CIV/MIL/CTR (MIL), Full Name (Peter Built), Rank/Grade (Col/O-6), Official Title (SAF/AAZ), Phone Number (Commercial/DSN) (703-757-6881), NIPR Email (peter.built@us.af.mil), SIPR Email (peter.t.built@mail.smil.mil), and Role (AO). The 'Save' and 'Cancel' buttons are visible at the bottom of the pop-up.

The background page shows the 'Site Record Information' section with a breadcrumb trail: Home > Workbench Home > Lackland AFB. Below the breadcrumb, there is a 'Back' button and a tabbed interface with 'Site Record Info', 'POCs', 'DIDR', 'GCW', and 'Overall Grade'. The 'POCs' tab is selected. Below the tabs, there are 'Create', 'Edit', and 'Delete' buttons. At the bottom, there is a table titled 'Available Points of Contact'.

CIV/MIL/CTR	Full Name	Rank/Grade	Official Title	Phone Number (Co	NIPR Email	SIPR Email	Role
MIL	Peter Built	Col/O-6	SAF/AAZ	703-757-6881	peter.built@us.af.mil	peter.t.built@mail.smil.mil	AO

Manage Site Records—DIDR Creation

1. The DIDR tab is where users can create their DODIN Inspections Data Repository (DIDR) Survey. Click the “Create and Associate New DIDR” to begin the new survey creation.

2. On the “New Survey” screen, enter Survey Name, select Node, ensure DODIN Inspection Data Repository objective is preselected, and click “Continue”.

3. The survey has been created when the Survey Workflow page appears. Users may now find the survey and begin. Click “Return to Site Record” to go back to the site record

4. Back on the DIDR tab in the site record, the newly created DIDR survey is displayed.

The process is illustrated through four screenshots:

- Site Record Information:** The 'DIDR' tab is selected. The 'Create and Associate New DIDR' button is highlighted with a red dashed box and an orange star labeled '1'.
- New Survey Screen:** The 'Survey Name' field is populated with 'DIDR - Lackland AFB - 20210501'. The 'Node' dropdown is set to 'Lackland AFB'. The 'Objectives' section shows 'DODIN Inspections Data Repository, Version 5' selected. The 'Continue' button is highlighted with a red dashed box and an orange star labeled '2'.
- Survey Workflow:** The 'Return to Site Record' button is highlighted with a red dashed box and an orange star labeled '3'.
- Site Record Information:** The 'DIDR' tab now displays the newly created survey: 'DIDR: DIDR - Lackland AFB - 20210501'. This tab is highlighted with a blue dashed box and an orange star labeled '4'.

Manage Site Records—Grading Criteria Worksheet (GCW)

The GCW tab is used to generate and store the CCRI Phase IV Grading Criteria Worksheet (GCW).

To create a new GCW click the **“Generate Blank GCW”** button. A blank GCW will download to the workstation.

The new GCW can be modified, saved, and stored back on the GCW tab of the site record when not in use. To upload the file to the GCW site record, click the **“Upload GCW”** button, browse for the file on the workstation, and click the **“Upload”** button.

To make edits to the GCW after upload, highlight the file name and click the **“Open File”** button.

Downloads

CCRI Phase IV Grading Criteria Worksheet V1R4 (1).xlsx
Open file
See more

Home > Workbench Home > Lackland AFB

Site Record Information
Click a tab below to update site record information.

Back

Site Record Info POCs DIDR **GCW** Overall Grade

Current Uploaded Files
Double-click a file or select a file and click "Open File" to view your selection.
To delete your selection select a file and click "Delete File".

Open File Delete File

Uploaded Files - To view a File double-click on a row or select a row and click on open button at the top of the grid.

File Name	File Description	Upload Date	Uploaded By

Generate Blank GCW

CCRI Phase IV Grading Criteria Worksheet V1R4 (1).xlsx

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

Technology Areas		Vulnerability Scans	
Concern Indicator	Threshold	Concern Indicator	Threshold
No Downgrade	≥ 30%	No Downgrade	≥ 4.5
Critical Concern	≥ 20% and < 30%	Critical Concern	≥ 3.5 and < 4.5
Minor Concern	≥ 10% and < 20%	Minor Concern	≥ 2.5 and < 3.5
Minor Concern	> 0% and < 10%	Minor Concern	> 0.5 and < 2.5
Minimal Concern	< 5% & B & B	Minimal Concern	< 0.5 & B & B
No Concern	0.0%	No Concern	0.0

Overall Grading Criteria Worksheet Guidance

1 Change Header and Footer info on the Overall Grade Tab and other worksheet tabs as appropriate for the site record.

2 When submitting your briefings, please ensure that the filenames are (Classification) Location - DD MMM YY - Visit Type (FOLIO) or (S) Hickham AFB - 03 Mar 09 - CCRI Grading Worksheet

3 Ensure you have properly marked all tabs/worksheets according with the appropriate classification and network reviewed (NIPRNET/SIPRNET). You must modify page header

4 Grading is calculated on CAT Is, Is, and Is (enumerated in the Vulnerability Threshold Matrix)

Home > Workbench Home > Lackland AFB

Site Record Information
Click a tab below to update site record information.

Back

Grading Criteria Worksheet upload was successful!

Site Record Info POCs DIDR **GCW** Overall Grade

Current Uploaded Files
Double-click a file or select a file and click "Open File" to view your selection.
To delete your selection select a file and click "Delete File".

Open File Delete File

Uploaded Files - To view a File double-click on a row or select a row and click on open button at the top of the grid.

File Name	File Description	Upload Date	Uploaded By
CCRI Phase IV Grading Criteria Worksheet V1R4Lackland GCW - 20210501		05/20/2021	Order, Lauren

Page 1 of 1 50 Rows 1 - 1 of 1

Generate Blank GCW **Upload GCW**

Uploaded file appears here.

Manage Site Records—Overall Grade

After the completed GCW has been uploaded, the user may proceed to the “Overall Grade” tab to view the results. An example of a graded GCW is displayed at right.

To be considered completed a GCW must contain some data in the possible and actual overall grade values on the Overall Grade tab of the GCW.

If the user attempts to view the overall grade before a completed GCW is uploaded they will receive the message to return to the GCW tab and upload their GCW.

Home > Workbench Home > Lackland AFB

Site Record Information
Click a tab below to update site record information.

Back

Site Record Info POCs DIDR GCW **Overall Grade**

CCRI Grade	Value
Outstanding	≥ 90%
Excellent	≥ 80% and < 90%
Acceptable	≥ 70% and < 80%
Unacceptable	< 70%

Final Grade	Acceptable				
	Possible*	Actual**	Non-Compliance	Percent Total	Final Percentage
Technology Areas/Vulnerability Scan	220	86.5	39.3%	60%	36.41%
CND Directives	45	2	4.4%	30%	28.67%
Contributing Factors	24	5	20.8%	10%	7.92%
Final Score					73.00%

Home > Workbench Home > 88th ABW

Site Record Information
Click a tab below to update site record information.

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Site Record Info POCs DIDR GCW **Overall Grade**

Select the GCW tab. Click 'Upload GCW' at the bottom of the page. On the popup box select your Grading Criteria Worksheet and click 'Upload'.

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@hii-tsd.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources:** in addition to the SIPR hosted guides, User guides, videos & other materials are available on the EPRMHelp page and on EPRM in the resources section.
<http://eprmhelp.countermeasures.com>