TABLE OF CONTENTS

CHAPTER 2 OVERVIEW OF THE ASM TOOL

1 Purpose

The purpose of this chapter is to provide the basic navigation and functionality of the ASM tool. It also defines the drop-down menus in each of the pages.

Things to keep in mind when using the ASM Tool:

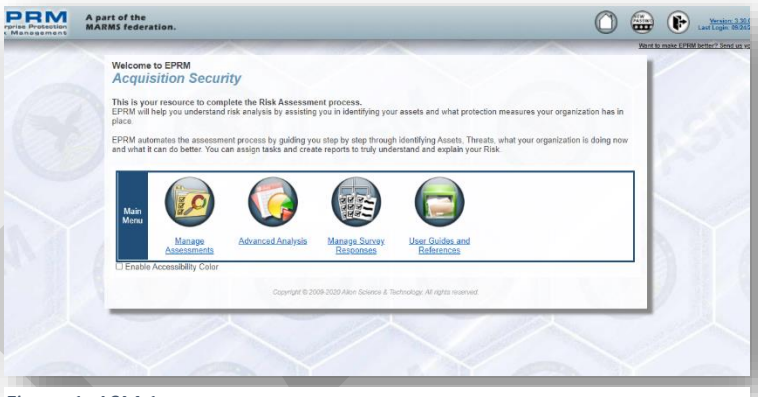


Figure 1: ASM 1

- **Learn the basics first** - ASM has many functions. Learning them all at once can be overwhelming. Work from the job aids then expand your knowledge as you progress.
- **Use the Demo account** – The demo account (unclassified) has the same functionality as the SIPR account but has notional data. It is a great way to familiarize yourself with the tool without worry of affecting real data.
- **Ask for help** - A quick phone call or email can save hours of time trying to remember how to do a task. Reach out to the ERPM Help Desk whenever assistance is needed.
- **Provide feedback** - Keep track of your feedback so the tool can continue to improve.
- **Trust the tool** – Many hours of work went into the background data to determine the correct countermeasures questions based on 29 different references. Threat and asset values were also researched and based on DSCA recommendations. All factors contribute to the risk calculation.
- **Trust the process** - The tool takes you through a step-by-step process. Follow the steps and answer the questions on each page.
    - All work is saved as you go along so no need to worry about lost work.
    - If you need additional input from other groups, every page has an export function enabling you to export the data for discussion.

ASM Process

The ASM process was developed to automate some of the tasks already being done in the acquisition process. The diagram below shows the steps in the ASM process. Creating the Baseline assessment is most time consuming. All other assessments except the Baseline are done from copy so the process is very efficient. The following page shows the step by step process:

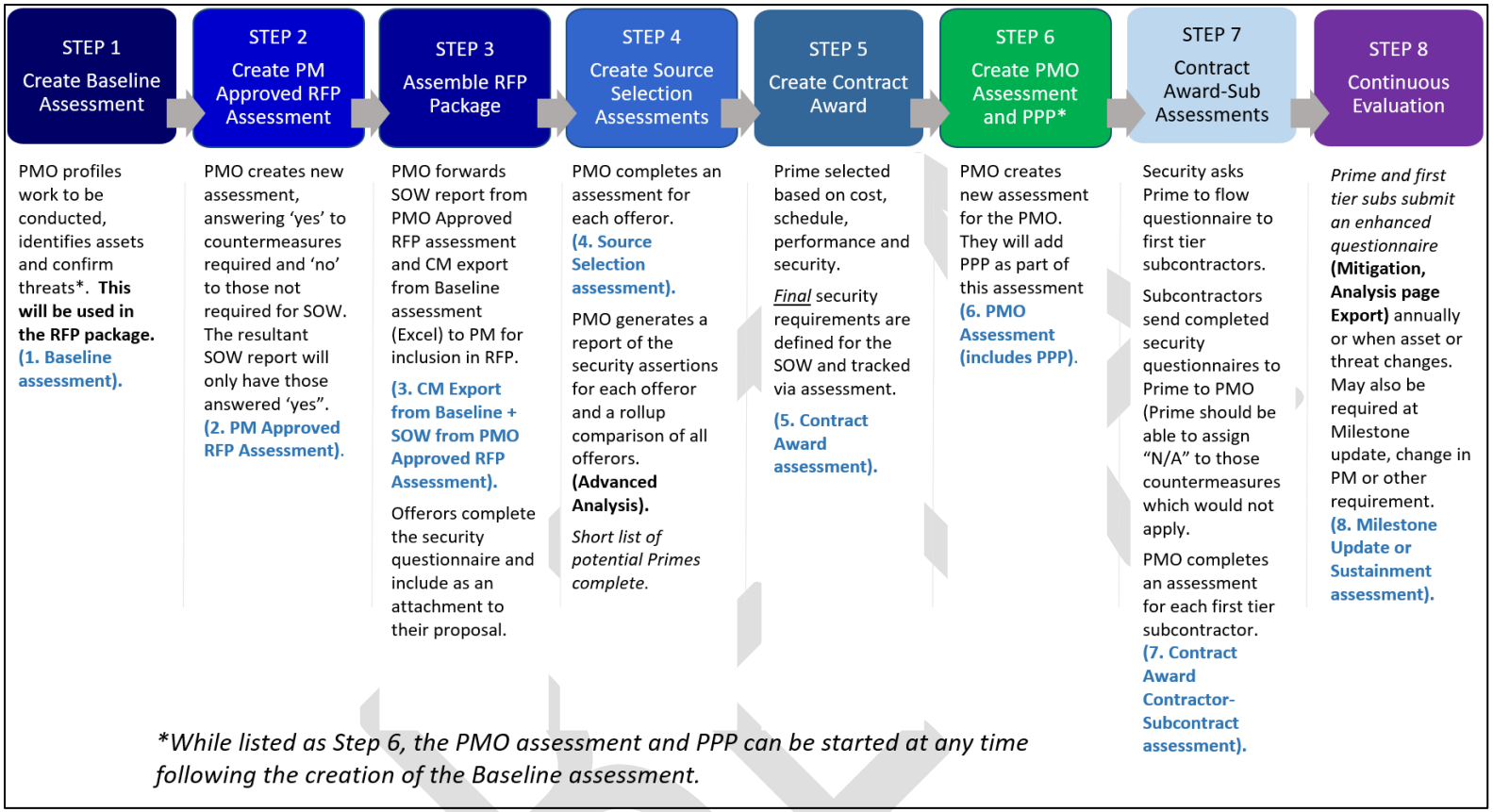


Figure 2: ASM Process

Automation of the Program Protection Plan

The ASM process includes automated tracking of the Program Protection Plan (PPP) as part of the assessment process. When Program Management Offices (PMOs) conduct their own assessment, they can click a link to create the Program Protection Plan. While this shows as Step 6 of the process, the PPP can be started at any time.

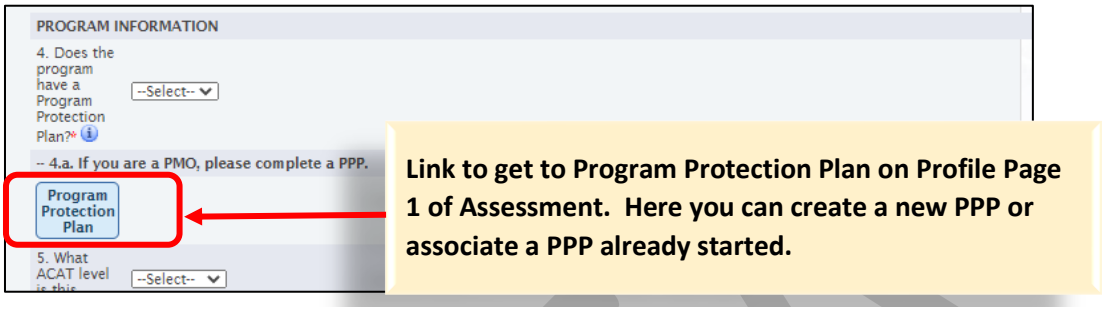


Figure 3: PPP Link

The Program Protection plan consists of three weighted questions from the PMO assessment and 21 compliance questions. Questions are answered "Yes", "No" or scheduled. All questions have space for remarks and some questions require additional information.

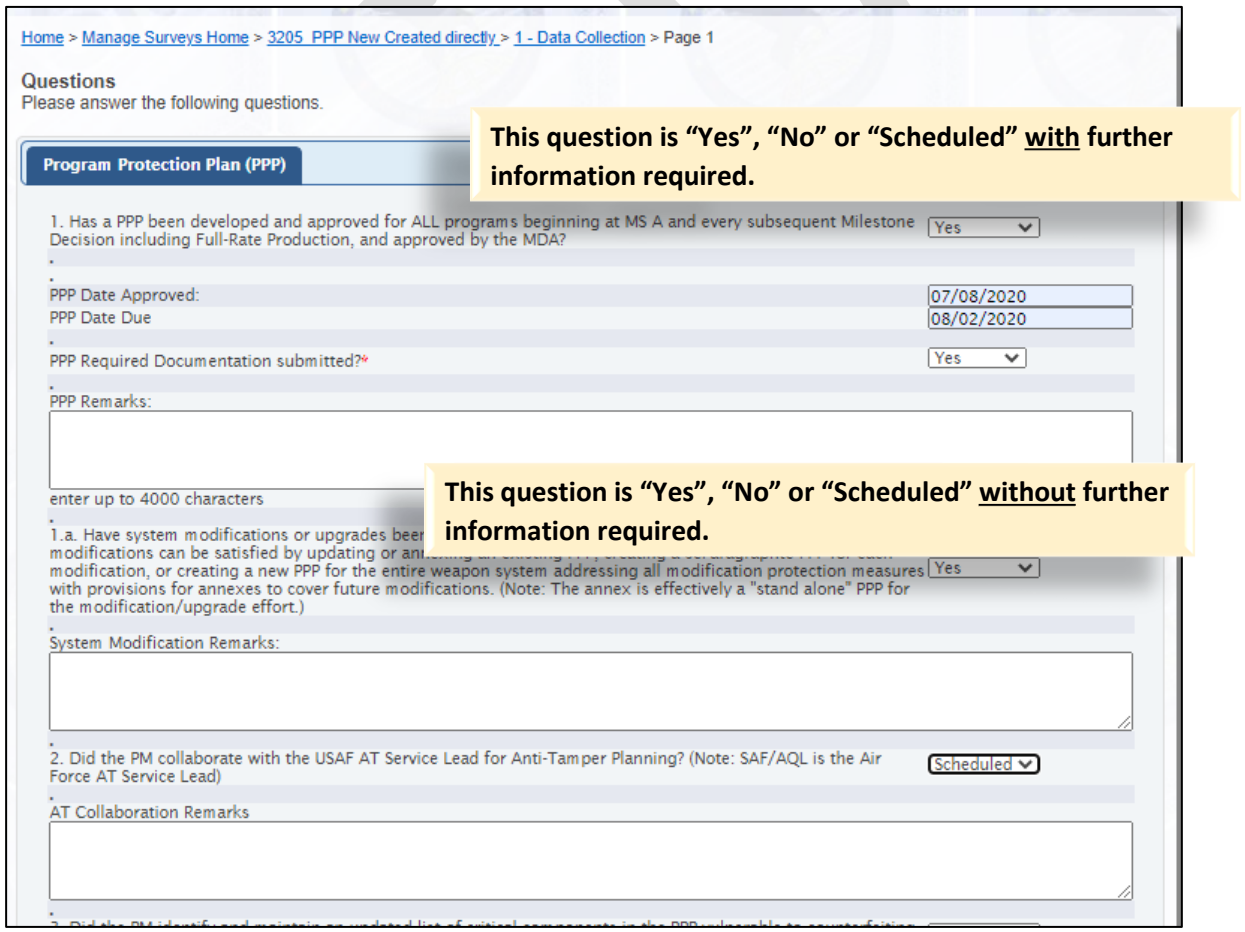


Figure 4: PPP Questions

Once created, the plan will show on the assessment page and be included in reports.

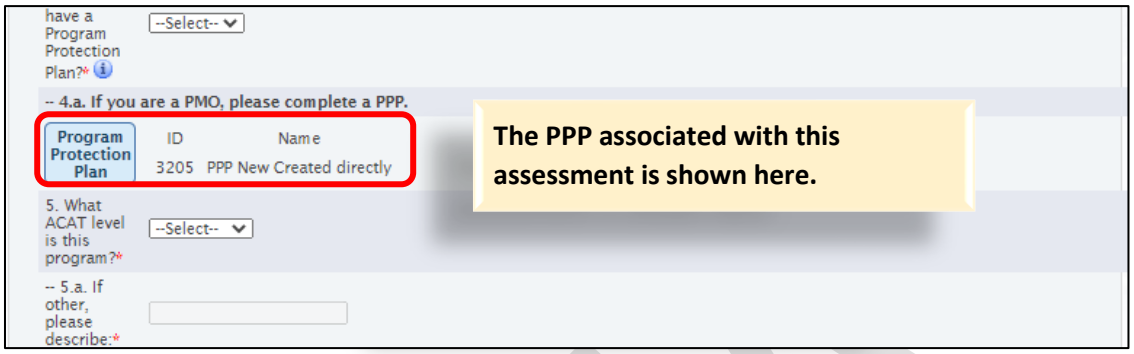


Figure 5: Associated PPP

As a program matures, the plan can be updated, including upload of files and documentation relative to the plan.

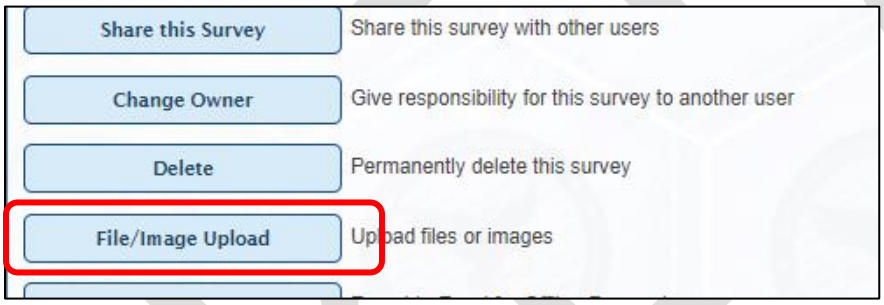


Figure 6: Easy upload of PPP files

NOTE: When completing the PPP, it is critical ALL to answer ALL questions then finish and lock the PPP. This ensures the data will be included in reports. The plan can be updated as often as needed.

2 General ASM Tool Navigation

Accessing ASM via SIPRNET

To get to the tool:
Navigate via SIPRNET to: https://eprm.csd.disa.smil.mil
Enter your login information provided by the EPRM Help Desk.

Associate Your SIPR Token:

After you login the first time, you can associate your SIPR token with your email. This will allow you go directly to "Click Login" after inserting your CAC card.

To ensure you can log in with your token, please associate your SIPR token ID to your profile by following the steps below. Once you've completed the process, you will continue to login using a password until EPRM becomes SIPR token enabled.

User support will send an email out to everyone when usernames and passwords are no longer required. (Note: Per DoD Policy, accounts will still expire after 35 days of inactivity)

Figure 7: ASM Login screen on SIPRNe

How to Register Your SIPRNET Token:

1. Click the Add SIPR Token ID to Your User Profile. (Fig. 1)
2. Enter your SIPR email address into the pop-up dialog box and click the Add Your SIPR Token ID to Your Profile button. (Fig. 2)
3. Immediately, check your SIPR inbox for the system generated email and confirm the registration.

IMPORTANT: As a security feature, completing step 2 above will lock the user's account and generate a confirmation email to their SIPR inbox. Within the email users are asked to confirm their intention to register their token. Upon confirming the registration, the user's account will be unlocked and ready for use. Failure to confirm the registration (step 3) will leave the user's account in a locked state.

ASM Main Menu (Main Home Page)

The main menu shows four main icons used to navigate ASM. The table below each screen shot provides a brief description of each icon.

Icons located in the upper right section of the main menu enable users to log off system, get back to the home screen or change your password.

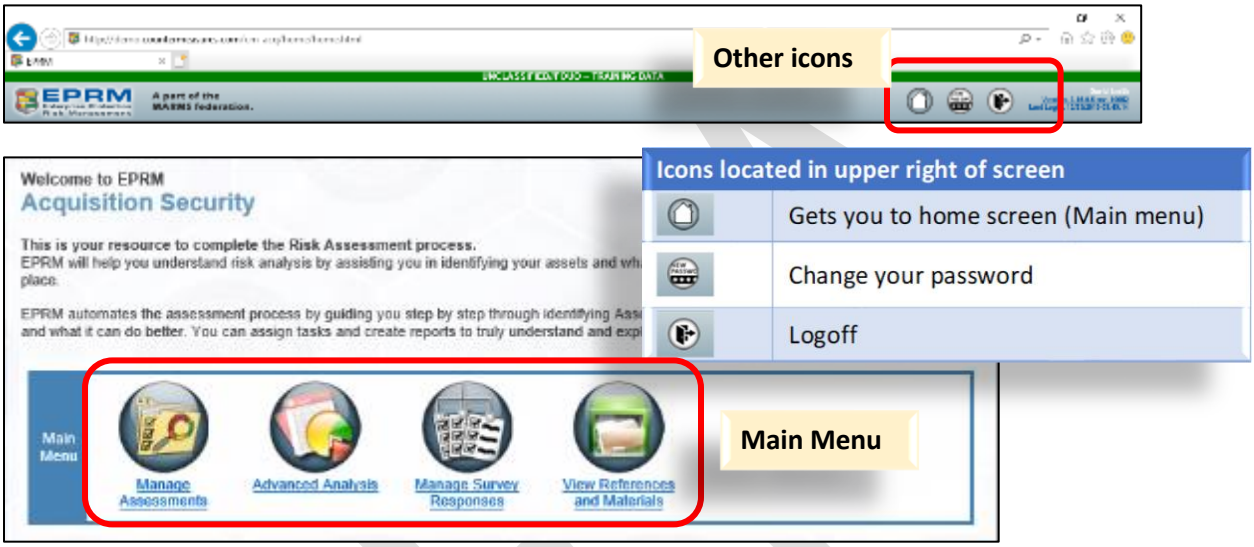


Figure 8: ASM main menu

If you are having trouble logging in, please contact the EPRM Help desk at EPRMHELP@alionscience.com

Icon	Use to
Manage Assessments	Create assessments; review an already completed assessment, find an assessment
Advanced Analysis	Run multi assessment reports
Manage Survey Responses	Document and update PPP plan/survey
View References and Materials	Find resources and materials relative to EPRM (i.e., DoD documentation, checklists, job aides, etc.)

Figure 9: Main Menu Buttons Table

Manage Assessments Screen

Clicking on **Manage Assessments** gets you to the Manage Assessments Home Page. This is where you can create a new assessment or view/modify existing assessments based on your privileges. This is where you can also see upcoming scheduled assessments.

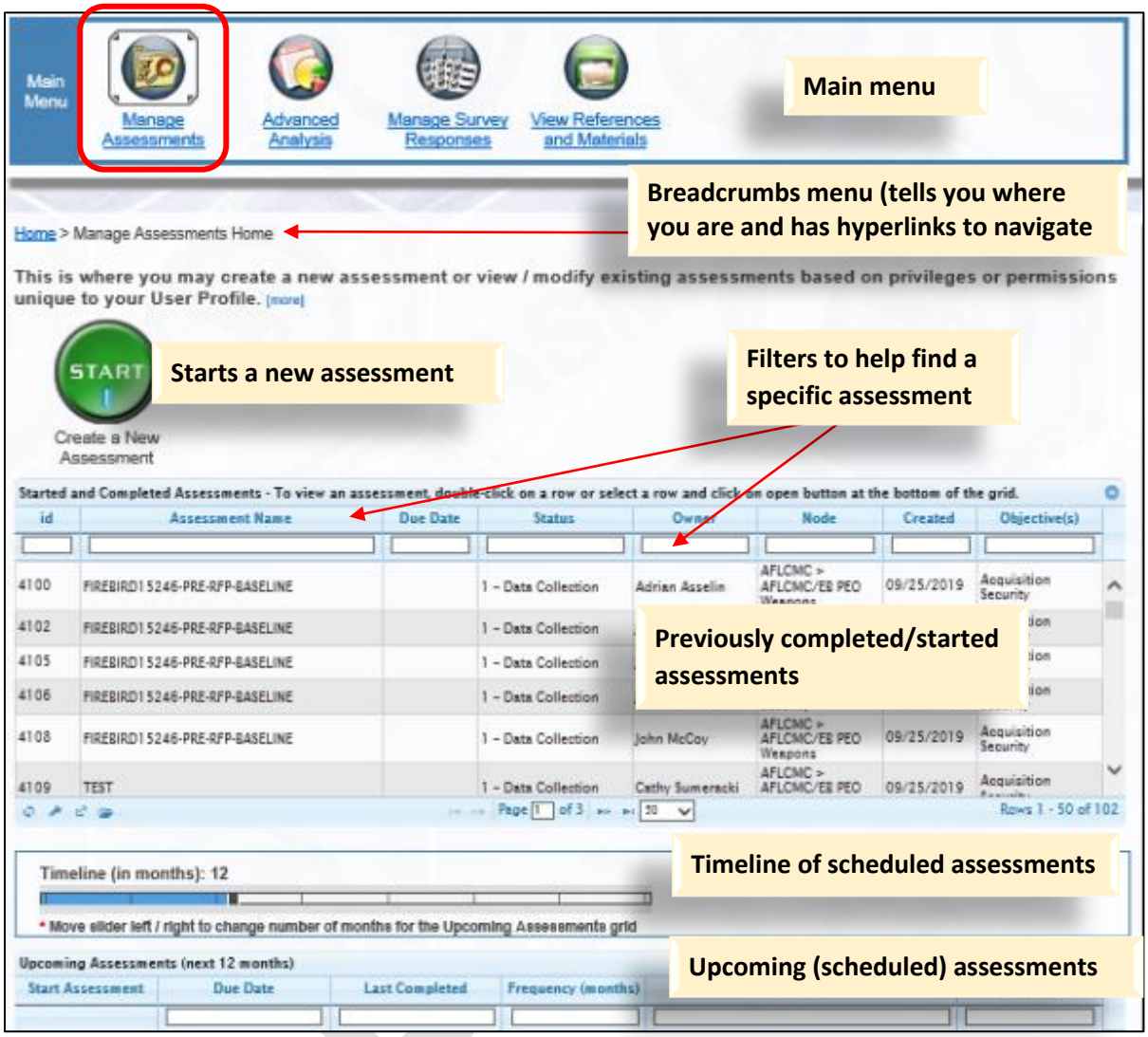


Figure 10: Manage assessments home page.

When in doubt, read the top portion of the screen.
Each screen explains purpose of the section and provides instructions.

Create a New Assessment Screen

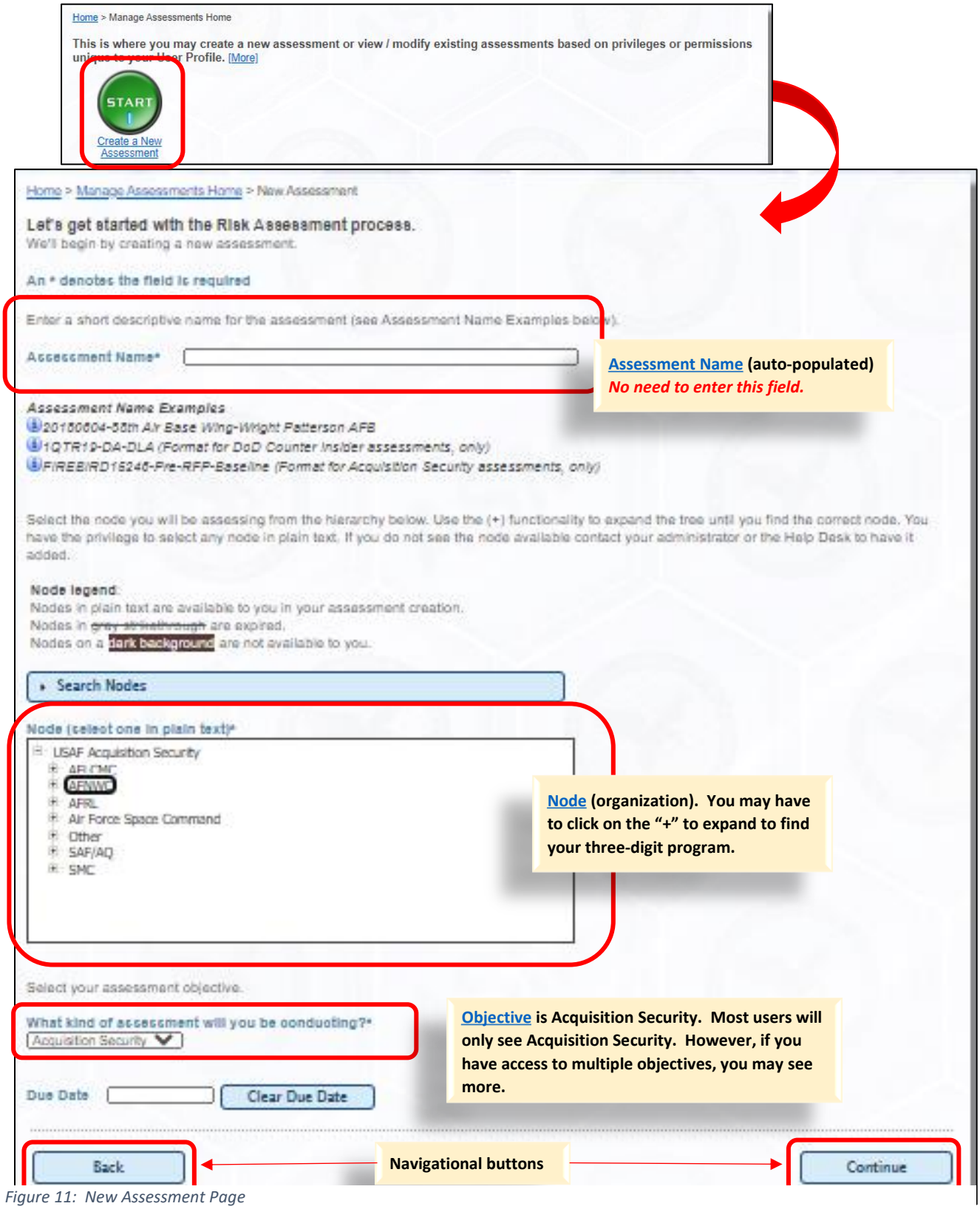


Figure 11: New Assessment Page

Assessment Name

Name of the assessment (auto populated)- No need to enter

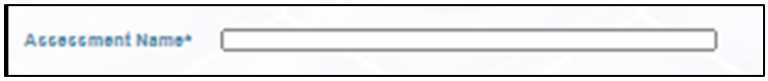


Figure 12 Assessment Name

ASM uses a standard auto naming convention so assessments can easily be identified. Over time, there will be many assessments across all programs. By using a standard naming convention outlined below, assessments can easily be filtered for and found in the future. The ASM keeps an electronic copy of every assessment.

The assessment name is *automatically populated* as you compete the assessment.

ASM Naming Convention

The following syntax is used to name assessments:

Objective – Date started – Three letter Program – Program Name – Type of Assessment -CAGE code of Prime – Who provided Information – Name of Subcontractor (if applicable)

If needed, you can change the name of the assessment. See Chapter on Additional Features instruction on renaming assessment.

Here are some examples:

- ASM – 07/10/2020 - WWL - FIREBIRD - SOURCE SELECTION - 1651651615 – PRIME
- ASM – 07/30/2020 - WWL – FIREBIRD – CONTRACT AWARD – 1651651615 - SUBCONTRACTOR- ABC

Node

Select the Program Node

The ASM tool is organized by nodes which mirror the current Acquisition Security organization (in most cases). When getting access to the ASM, you were assigned a node relative to your role within the program. Users have access to the node(s) they were are assigned and nodes below. Only the node(s) and the associated assessments and program protection plans to will show. In some cases, you may have to click on the plus sign (+) to expand the view to see all the nodes.

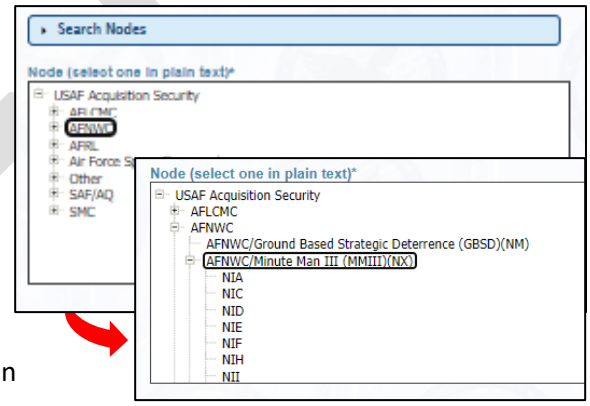


Figure13: Node and expanded node

Figure 10: New Assessment page 1

Assessment Objective

Select Acquisition Security as the objective

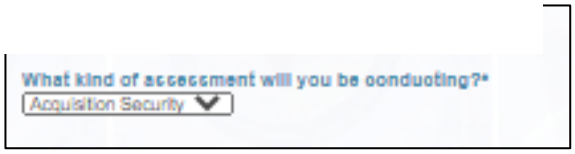


Figure 14: Type of Assessment (Objective)

Acquisition Security is the objective (or database).
For users with access to multiple objectives, you may see more than one option here.

Due Date

Disregard Due Date
Currently this date is not being used and is not required.

Figure 15: Due Date

Continue/Back
These are navigational buttons.

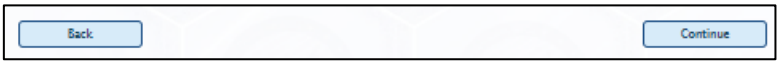


Figure 16: Navigation buttons (Back and Continue)

Once assessment information is populated, click **Continue** to navigate to the new assessment page.

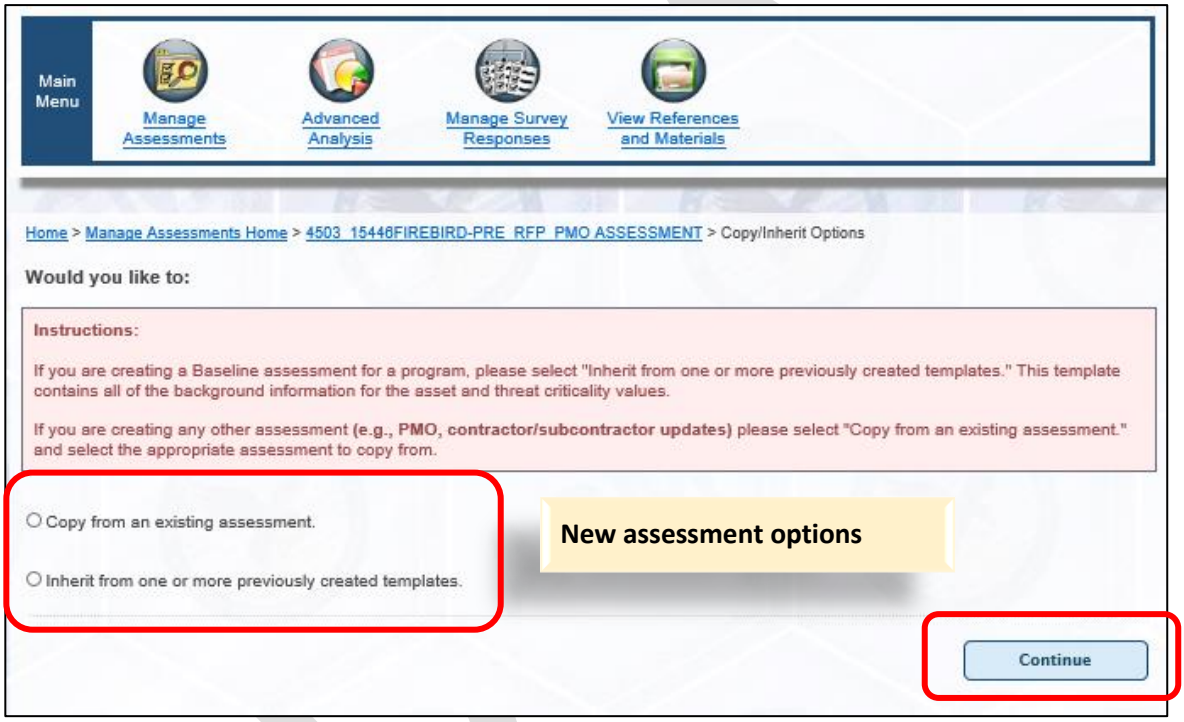


Figure 17: Assessment Creation Choices

Templates contain pre-populated values for assets and threats based on DSCA guidelines. The ASM CCB may periodically update templates. The ASM CCB is the only entity who has authority to update templates.

What	Description	Use When
Copy from an existing assessment	Creates an assessment based on a previously created assessment	Creating every other assessment except the BASELINE assessment
Inherit from one or more previously created templates	Creates an assessment based on a pre-populated value for assets and threats.	**Creating the BASELINE assessment**
Continue	Takes you to next screen	Ready to move forward

Figure 18: Creating a New Assessment Options

Figure 16: Assessment Creation Choices Table1

Reviewing/Editing a Previously Created Assessment

ASM stores all assessments electronically. This includes completed assessments as well as any assessments started but not finished. These are located at the bottom half of the screen. Filter fields above each column enable you to filter to find a specific assessment. A yellow row indicates a selected assessment. Double click to open a yellow highlighted assessment.

The assessment list includes the assessments in a specific program. The user's position in the hierarchy shows assessments at the same level and below. AHQ will see all the assessments; PEOs will see the assessments across all their directorates; Program Managers see all assessments in their programs.

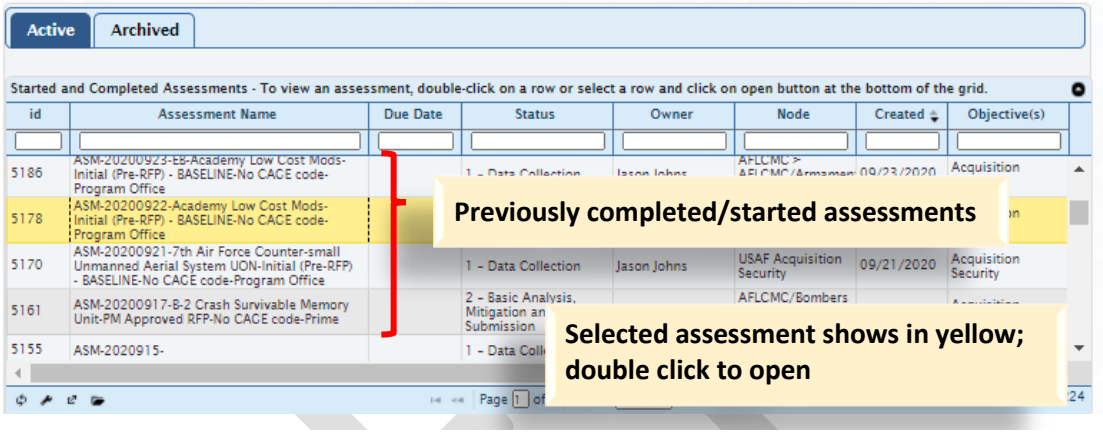


Figure 19: Manage Assessment – Previously Created Assessment List

FILTER FIELDS: When locating previously started/completed assessments, you can add text in any of the fields above the list to locate specific assessments. Use multiple filters to get more specific search parameters.

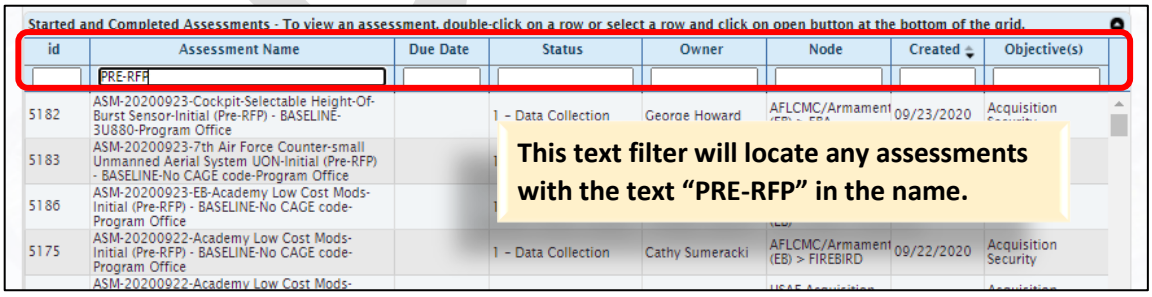


Figure 20: Using filters to find assessments

3 Assessment Home Page – Main Menu

The assessment home page is where users can add information to an existing uncompleted assessment or utilize the Basic Analysis, Mitigation and Submission function to see risk and compliance for completed assessments.

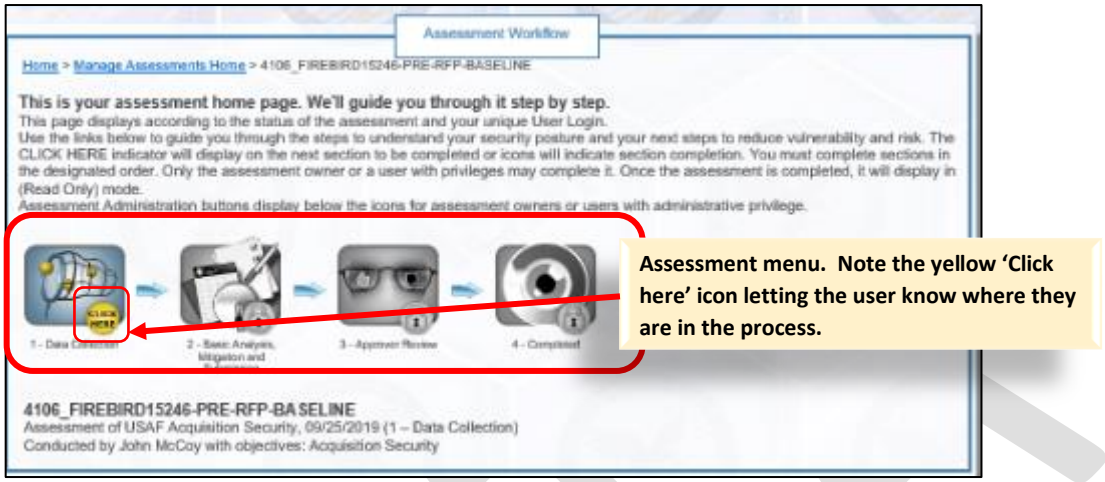


Figure 21: Assessment Home Page

Icon	Function
Data Collection	Starts the step by step process of creating an assessment
NOTE: Other icons are gray and not available until assessment is complete.	
Basic Analysis, Mitigation and Submission	An onscreen look at an individual assessment from risk and compliance perspective. This includes the detail of what is driving the risk score. This screen also enables an update on countermeasures with adjusted risk and compliance scores.
Approver Review	Enables a user to forward an assessment for approval. *(Functionality not currently in use for ASM).*
Completed	Complete a fully approved assessment. *(Functionality not currently in use).*

Figure 22: Table of Assessment Home Page Icons and Functions1

Assessment Home Page - Administration

The Assessment Home page is the main menu for a specific assessment. The yellow circle on the icons lets you know where the assessment is in the process. In this example, the assessment is at data collection.

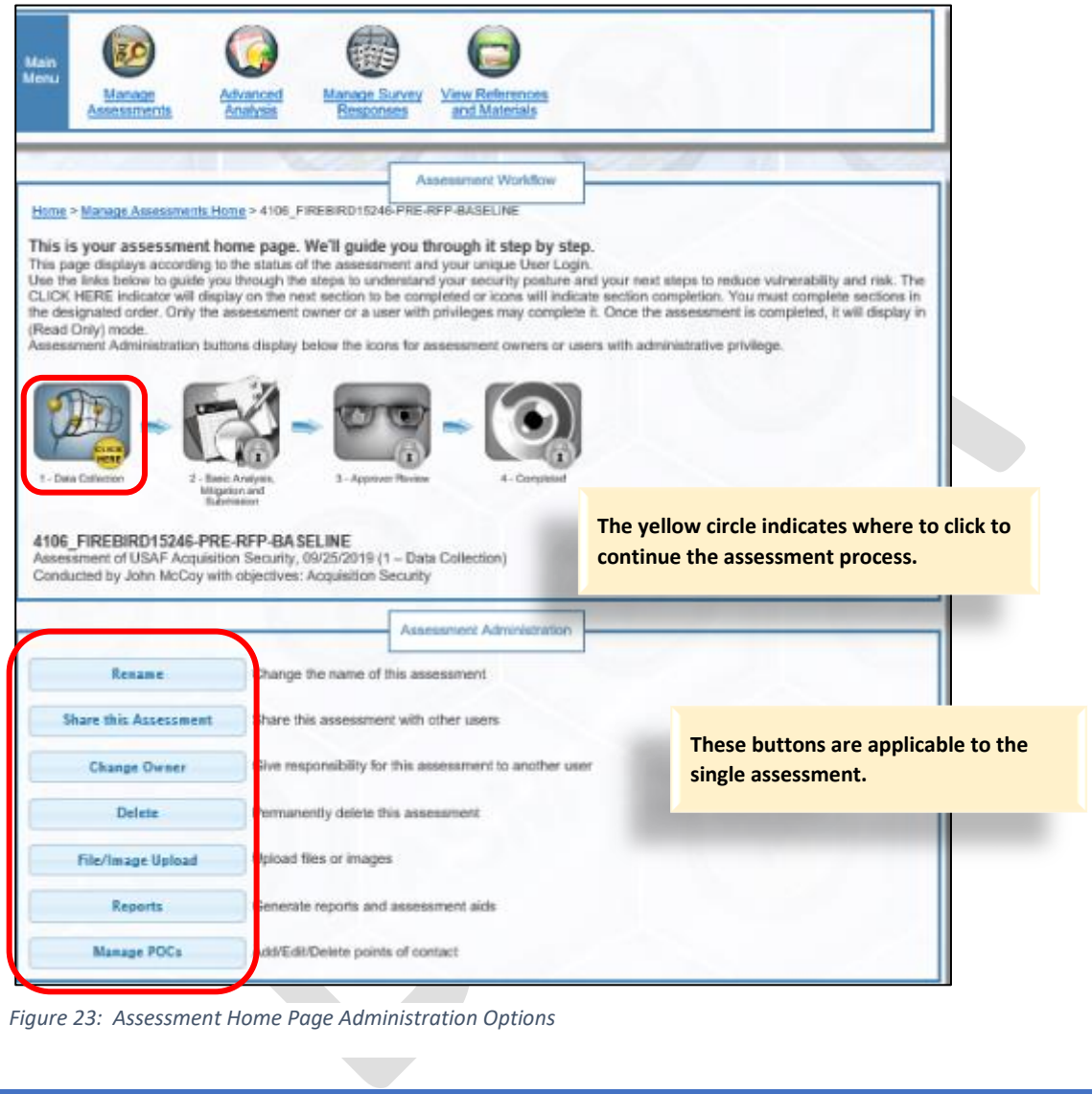


Figure 23: Assessment Home Page Administration Options

Button	Function
Rename	Rename an existing assessment if your naming convention is incorrect.
Share this Assessment	Share this assessment with a specific person within your hierarchy
Change Owner	PEOs Only: Change the owner of this assessment
Delete	PEOs Only: Assessment may only be deleted with Security Office approval
File /Image upload	Upload files and images relative to this assessment
Reports	View and print reports relative to this assessment
Manage POCs	Add key points of contract relative to this assessment

Figure 24: Table of Assessment Administration Options

Data Collection Page

The data collection page takes the user step by step to complete an assessment. You can stop and pick up where you left off at any point in the assessment. ASM automatically tracks where you left off.

The first five steps present a series of questions users answer about the program. The final step locks the assessment. Circular badges at the lower right of each phase indicate the status of that step. Each subsequent step is locked until the previous step is completed. A check mark indicates a completed step.

Figure 25: Assessment Data Collection Menu

Button	Function
Profile Organization	Profile page 1 (Describe the Organization) are general questions about the program including type of assessment, phase in acquisition, contract, CAGE codes and locations of where the work is being performed.
Scope Assessment	Profile page 2 (Describe the Operating Environment) includes questions regarding specific detail of the program, type of information included and asset groups. The answers to these questions directly correlate to the required countermeasures.
Identify Assets	Identify specific assets in the program. (Assets have been pre-valued).
Characterize Threats	Confirm threats of program. (These have been pre-populated).
Conduct Assessment	Actual assessment questions based on the profile, assets and threats for the specific program; export and upload of questions.
Finish and Lock	Finish and lock a completed assessment.
Back to Assessment Menu	Return to Assessment Menu

Figure 26: Data collection icons and functions

Profile Screens

Profile Organization – Describe the Organization

This page asks general information about the program.

A red asterisk (*) indicates the question is required. Blue information bubbles (ⓘ) indicate further information is available. (Click on the bubble to see the information).

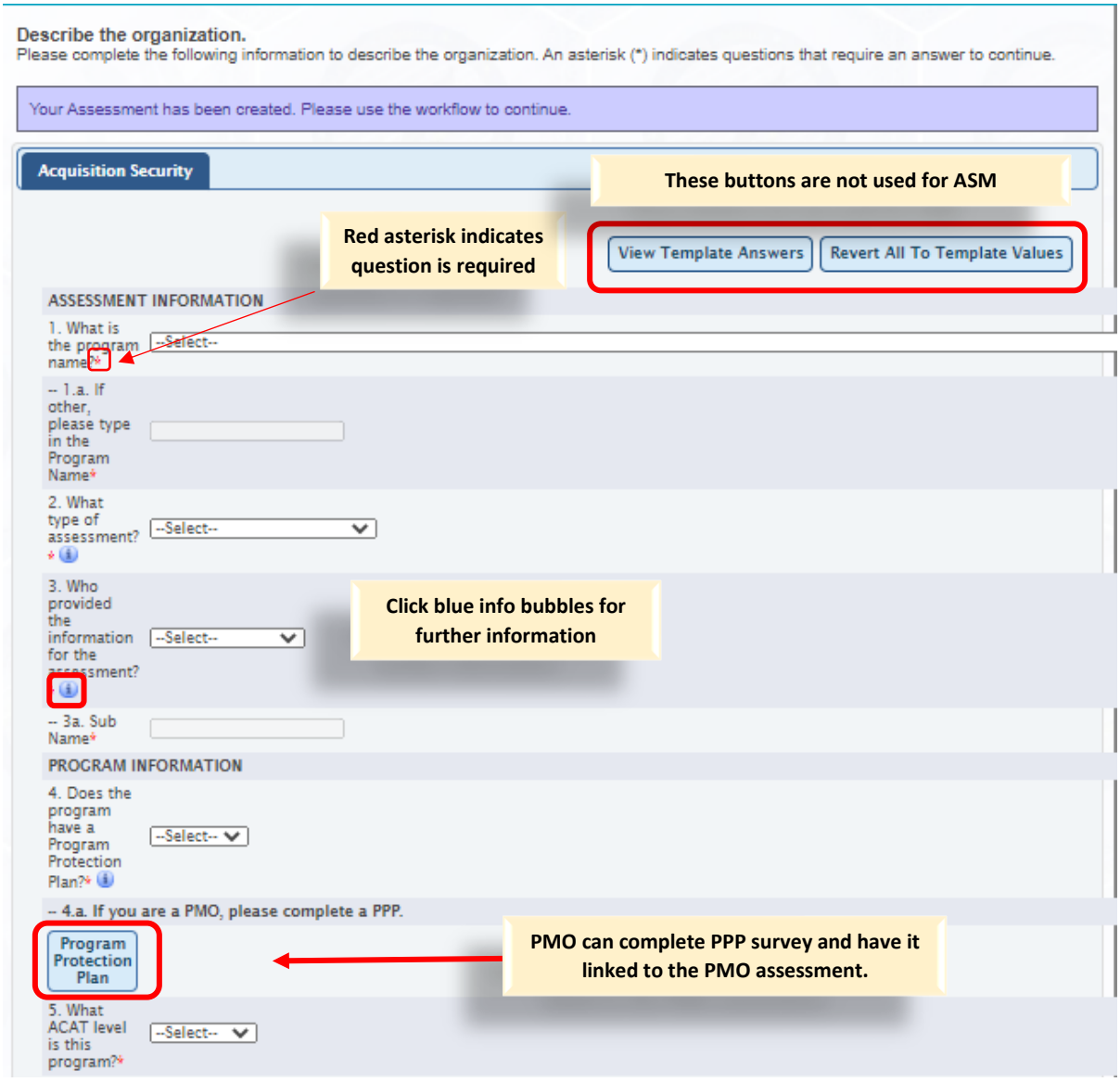


Figure 27: Profile Page 1, Describe the Organization

Profile Page 1- Describe the Organization, continued:

Operations and Sustainment Path: Question 6, 7 and 8 are relative to the Operations and Sustainment path. Only one of the parent questions will be answered yes with the applicable child question answered. The remaining questions will be answered "No".

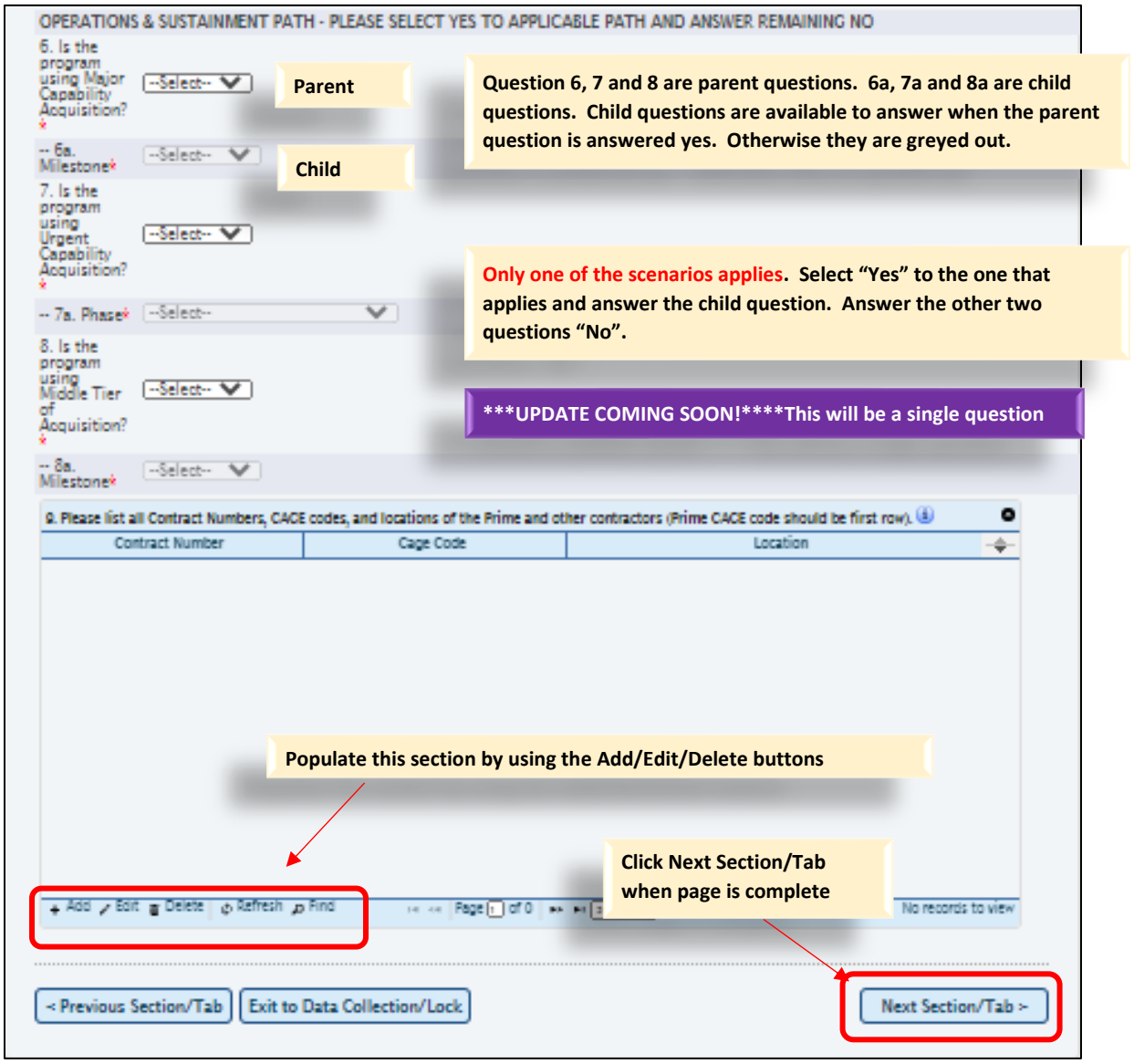


Figure 28: Profile Page 1 – Describe the organization, bottom of page

Contract Numbers, CAGE codes and Locations: The Describe the Organization page asks for contract numbers, CAGE codes and locations. There will be multiple rows for this section as information is learned. For example, for the first assessment, only the contract number may be known. In subsequent assessments, other information may be known. Populate and edit this section by using the Add/Edit/Delete buttons. *Note: This number could also be an RFP number.*

Profile Page 1 Profile Page 1 – Describe the Operating Environment Drop Down menus

In this section, each of the drop choices is explained.

Question 1: What is the Name of the Program?
Program names are listed alphabetically in the drop-down list. If your program is not listed, select "Other" ad add the name in in question 1a.

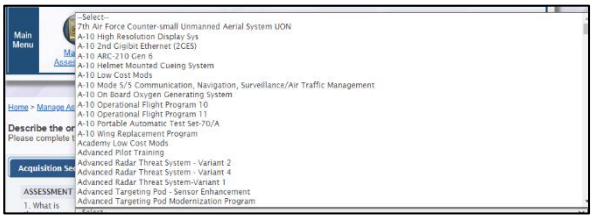
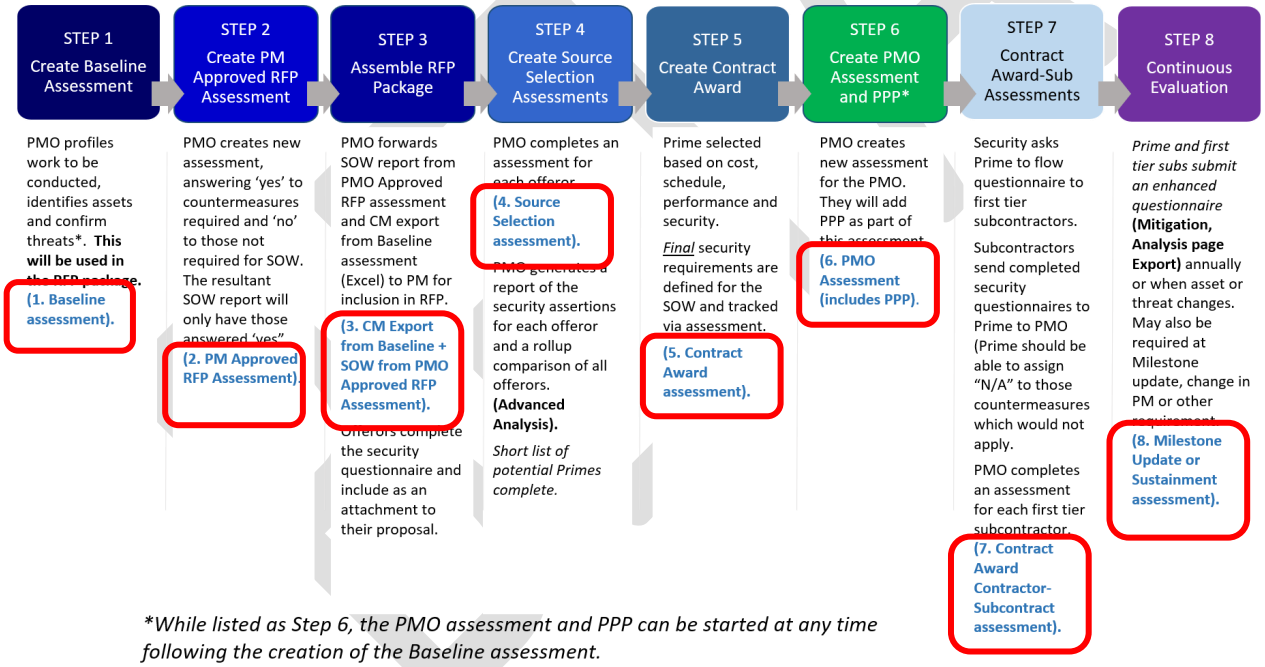


Figure 29: Drop down menu for Program names

Question 2: What type of Assessment?
A program will have multiple assessments throughout the acquisition life cycle as represented by the list below. It is important to measure risk and follow trends throughout the life cycle. The table below defines the assessment type options and when to select each.

The type of assessment is relative to the stage in the process as shown below:



**While listed as Step 6, the PMO assessment and PPP can be started at any time following the creation of the Baseline assessment.*

Figure 30: ASM Process

Option	Select when
Initial (Pre-RFP)	Creating the Baseline assessment
PM Approved RFP	Creating the adjusted assessment for inclusion in the RFP package.
Contract Award	Creating the assessment reflective of the actual security requirements in the contract.
PMO	Creating the Program Management Office Assessment (includes adding the Program Protection Plan)
Sustainment	Creating an assessment used to measure risk during the duration of a contract.
Milestone Update	Creating an assessment that has a different milestone than other assessments.

Figure 31: Profile page 1 – Describe the organization: Option and definitions of What Type of Assessment.

Question 3: Who provided the information for the assessment?
The PMO creates and inputs information on all assessments but the *source of the information* varies depending on the type of assessment. The table below shows when to select each option.

Question 3a. is only available when completing an assessment for a sub. The sib would be selected as the provider of information and the name of the sub would be entered in the text field.

Option	Select when
Prime Contractor	Uploading/inputting information from a contractor's completed assessment
Subcontractor	Uploading/inputting information from a subcontractor's completed assessment
Program Office	Creating the Baseline OR conducting a PMO risk assessment
Owner/Operator	Uploading information from an Owner/Operator

Figure 32: Profile page 1 – Options and definitions for Who provided the information for the assessment.

Question 4: Does the program have a Program Protection Plan?

Option	Select when
Yes	The program has an established PPP
No	The program does not have an established PPP

Figure 33: Profile page 1 – Options and definitions for "Does the program have a Program Protection Plan?"

Button: Link to Program Protection Plan Survey
This is only used for the PMO assessment. This button can be disregarded on all other assessments. As part of the PMO assessment, the PPP is added in association of the assessment. Users can use this link to go directly to a PPP. The newly created PPP is directly linked to the assessment. Users can go back and forth between the PPP and the assessment with no worry of losing data. For more on this process, see Job Aide Step 6.

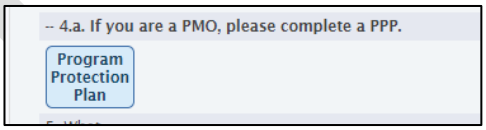


Figure 34: Program Protection Plan button

Question 5: What ACAT level is this program?
ACAT levels are important in trend analysis. Select the applicable ACAT level for the program in accordance with the guidelines below. If the program does not fall under any of the below guisleines, select "Other" and add a description of the level.

Question 5a is only available if "Other is chosen. This question becomes available when the user selects "other" for ACAT level. This is a free form text field up to 4000 characters. Enter a description of the ACAT level and include a reason why it does not fall under the pre-defined levels.

Option	Select when	Decision Authority
ACAT I	• Dollar value for all increments of the program: estimated by the DAE to require an eventual total expenditure for research, development, and test and evaluation (RDT&E) of more than **$480 million** in Fiscal Year (FY) 2014 constant dollars or, for procurement, of more than **$2.79 billion** in FY 2014 constant dollars • MDA designation • Major Defense Acquisition Program (MDAP) (10 U.S.C. 2430 (Reference (n)))	ACAT ID: DAE ACAT IB: SAE ACAT IC: Head of the DoD Component or, if delegated, the CAE
ACAT IA	• Major Automated Information System (MAIS): A DoD acquisition program for an Automated Information System (AIS) (either as a product or a service) that is either: • Designated by the MDA as a MAIS program; or • Estimated to exceed: • **$75 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, deployment, operation, and sustainment, and incurred in any single FY; or • **$400 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, and deployment, operations and sustainment, and disposal, and incurred from the beginning of the Materiel Solution Analysis Phase through deployment at all sites; or • **$815 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, deployment, operations and maintenance, and incurred from the beginning of the Materiel Solution Analysis Phase through sustainment for the estimated useful life of the system. • MDA designation as special interest	ACAT IAM: DAE ACAT IAC: CAE or as delegated
ACAT IAC	• Major Automated Information System (MAIS): A DoD acquisition program for an Automated Information System (AIS) (either as a product or a service) that is either: • Designated by the MDA as a MAIS program; or • Estimated to exceed: • **$75 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, deployment, operation, and sustainment, and incurred in any single FY; or • **$400 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, and deployment, operations and sustainment, and disposal, and incurred from the beginning of the Materiel Solution Analysis Phase through deployment at all sites; or • **$815 million** in FY 2014 constant dollars for all expenditures, for all increments, sprints, etc., regardless of the appropriation or fund source, directly related to the AIS definition, design, development, deployment, operations and maintenance, and incurred from the beginning of the Materiel Solution Analysis Phase through sustainment for the estimated useful life of the system. • MDA designation as special interest	CAE or as delegated
ACAT IC	• Dollar value for all increments of the program: estimated by the DAE to require an eventual total expenditure for research, development, and test and evaluation (RDT&E) of more than **$480 million** in Fiscal Year (FY) 2014 constant dollars or, for procurement, of more than **$2.79 billion** in FY 2014 constant dollars • MDA designation • Major Defense Acquisition Program (MDAP) (10 U.S.C. 2430 (Reference (n)))	Head of the DoD Component or, if delegated, the CAE

Option	Select when	Decision Authority
ACAT ID	• Dollar value for all increments of the program: estimated by the DAE to require an eventual total expenditure for research, development, and test and evaluation (RDT&E) of more than **$480 million** in Fiscal Year (FY) 2014 constant dollars or, for procurement, of more than **$2.79 billion** in FY 2014 constant dollars • MDA designation • Major Defense Acquisition Program (MDAP) (10 U.S.C. 2430 (Reference (n)))	DAE
ACAT IM	• Dollar value for all increments of the program: estimated by the DAE to require an eventual total expenditure for research, development, and test and evaluation (RDT&E) of more than **$480 million** in Fiscal Year (FY) 2014 constant dollars or, for procurement, of more than **$2.79 billion** in FY 2014 constant dollars • MDA designation • Major Defense Acquisition Program (MDAP) (10 U.S.C. 2430 (Reference (n)))	
ACAT II	• Does not meet criteria for ACAT I or IA • Major system (10 U.S.C. 2302d (Reference (h))) • Dollar value: estimated by the DoD Component head to require an eventual total expenditure for RDT&E of more than **$185 million** in FY 2014 constant dollars, or for procurement of more than **$835 million** in FY 2014 constant dollars • MDA designation (10 U.S.C. 2302 (Reference (h)))	CAE or the individual designated by the CAE
ACAT III	• Does not meet criteria for ACAT II or above • An AIS program that is neither a MAIS program nor a business system	Designated by the CAE
Other	Does not meet the criteria of any above	

Figure 35: ACAT levels

Question 6, 7 and 8. Operations and Sustainment Path

These three questions work together. You would only select "Yes" to one of the questions and add the applicable phase. The other two questions would be marked "No". A program can only have one operations and sustainment path. The system will not prompt an error if more than one is answered "yes" but it will be incorrect on any generated reports. This is changing later this year to a single question.

Each question has a "Yes" or "No" answer. If answered "yes", the child question asks which phase.

Path	Milestone
Major Capability Acquisition	Pre-MSA
	MS-A
	Pre MS-B
	MS-B
	Post MS-B
	Pre- MSC
	Post MS-C
Urgent Capability Acquisition	Pre-Development
	Development
	Production and Development
Middle Tier of Acquisition	MS-B
	MS-C
	Post MS-C

UPDATE COMING SOON!*This will be a single question

Figure 36: Operations and Sustainment Paths and Milestones

Question 9: Contract number, CAGE code, location and Identification of Prime.

This question is populated as information becomes known. It will have multiple rows as the program moves forward in the process. At least one column in a row must be completed to add information. For example, you may know the contract number but not the location. You can add the contract number without having to add the information in the other columns.

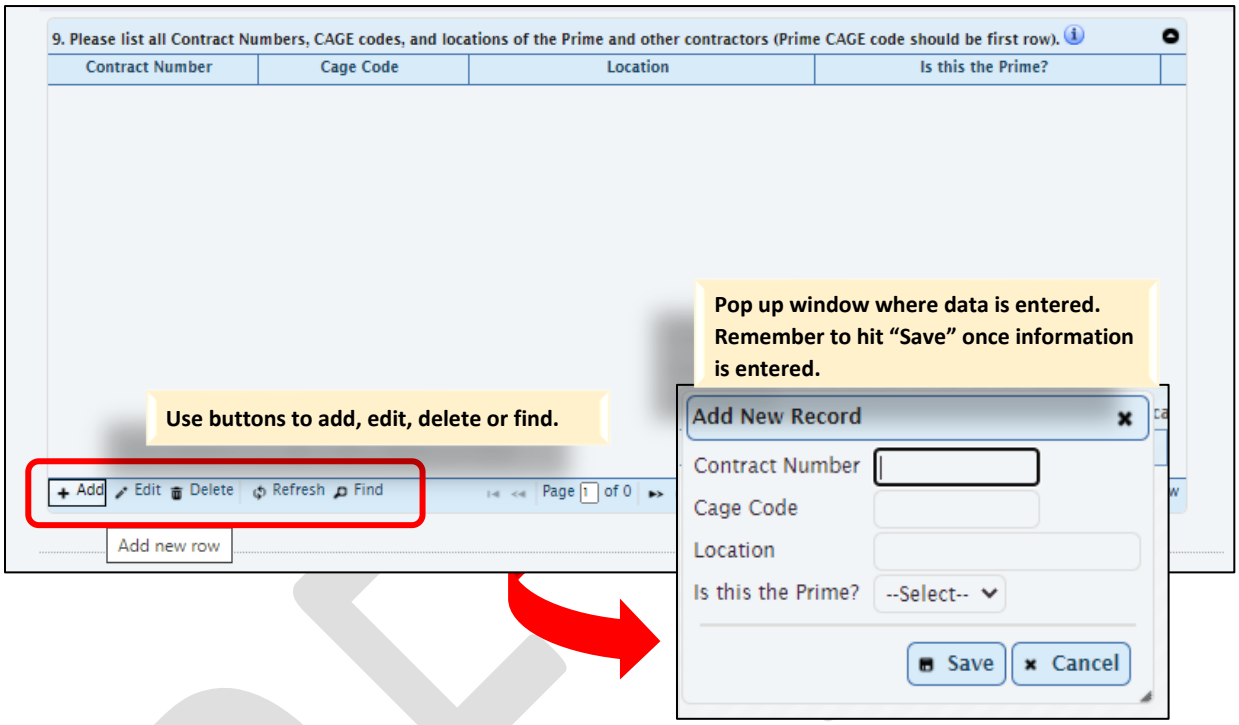
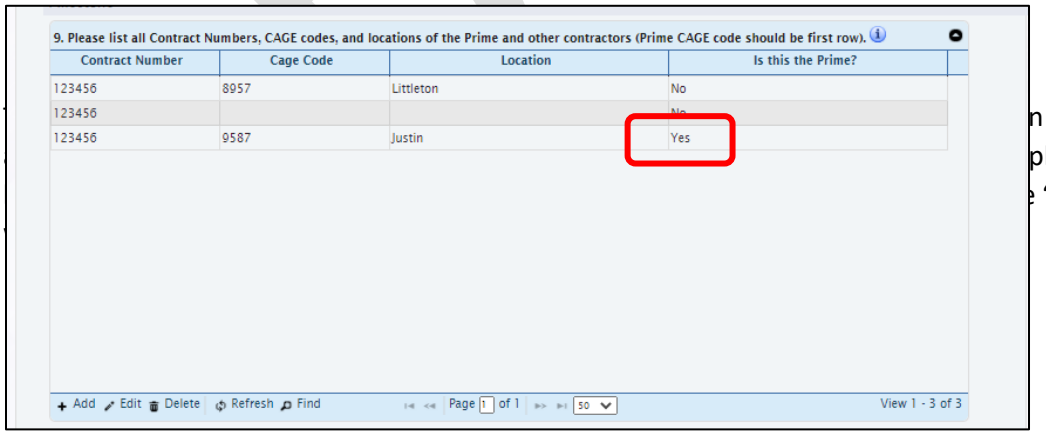


Figure 37: Adding contract numbers, CAGE codes and locations. This is also where the Prime is identified.

Identification of the Prime: Once a Prime has been selected, identify them by adding a "Yes" to the last column of the row with Prime information.



n and included
ple, if a program
e "'Yes" or "No"

Figure 38: Contract number grid where Prime is identified.

In some cases, questions will not be available until a question above is answered yes. For example, if the program has no intelligence information, no further intelligence information is needed so the questions are grayed out and unavailable.

Figure 39: Profile page 2 (Describe the Operating Environment, top of page

Profile Page 2, Describe the operating Environment, continued – Technology Areas - Asset Groups

The ASM has 335 assets derived from IBTL, HPG, DoD, Restricted Counter Low Observables (CLO), Restricted Low Observables (LO) Technologies, Tier 1 Technology, Tier 2 Technology, and Air Force assets. The source of the asset category is in parentheses. For example, if the asset category Aeronautics Systems (IBTL) is marked 'Yes', the asset list on the Assets page will include IBTL assets in this category.

For profile page 2, users select the applicable asset groups for the program. Once all included groups are selected, click on **"Answer No to all unanswered"** to mark the remaining groups as "No". (This saves keystrokes and time as you create the assessment).

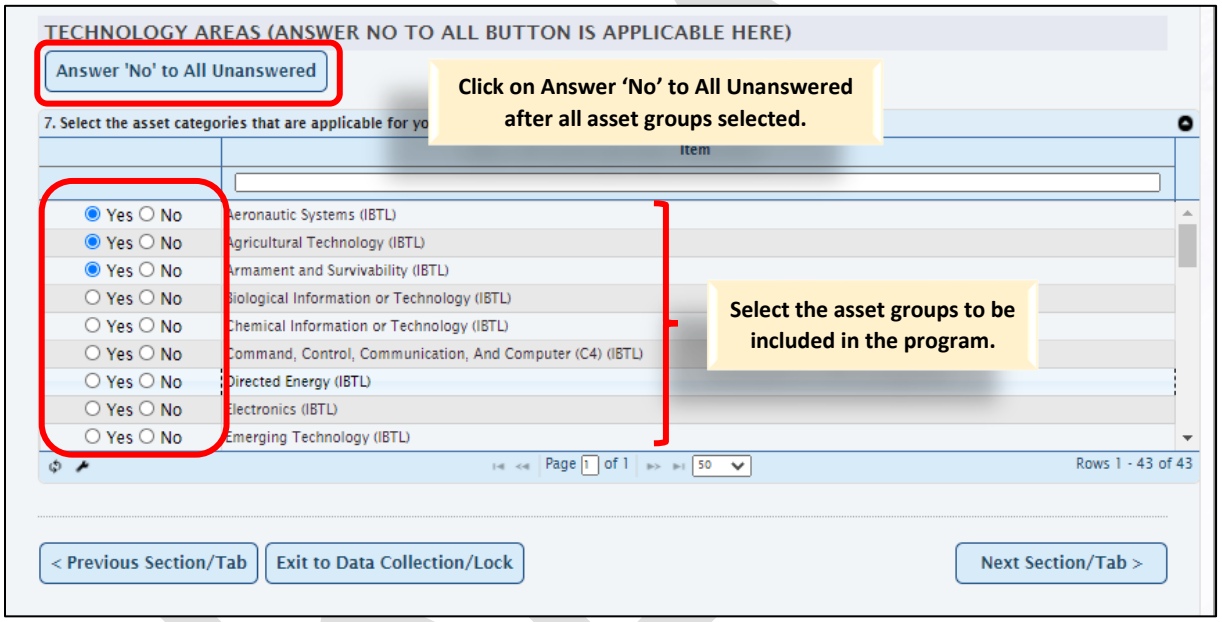


Figure 40: Profile page 2 – Scope the Assessment – Questions

NOTE: Profile Page 2: The 'Answer 'No' to All Unanswered' button is only relative to the asset groups. Each of the questions above must be answered individually. The 'Answer 'No' to All button does not affect the questions- only the asset groups.

Asset Page

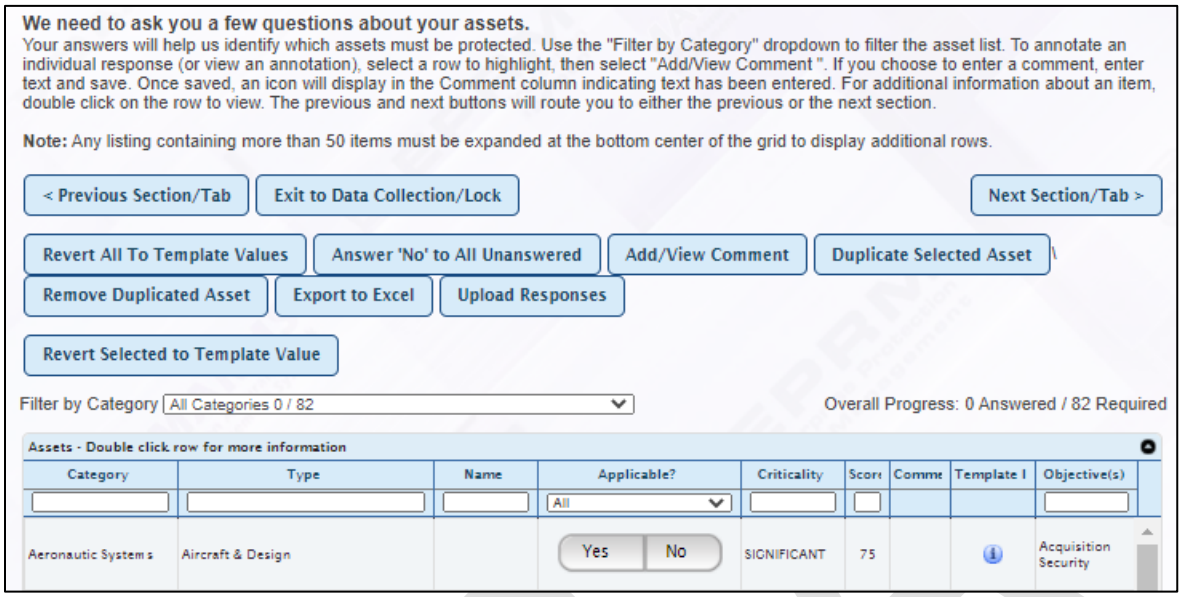


Figure 41: Assets Page

Assets show according to the categories selected on the Scope Assessment page (previous screen, Describe the Operating Environment).

Assets are pre-scored in accordance with DCSA asset criticality guidelines. Users can change the score if needed but must add a reason for the change.

The asset page has several buttons and functions to help make the process more efficient. The table below explains each button and their function:

Button	Function	Used for
Previous Section Tab	Returns to previous screen (Describe the Operating Environment)	Returning to previous screen to make changes or view
Next Section/Tab	Moves to Next Screen (Threats)	Moving to next screen (Threats) once asset screen is complete.
Exit to Data collection/Lock	Returns to Assessment main menu	Skipping screens and returning to main menu
Answer No to All Unanswered	Answers all unanswered assets “No”	Applicable assets have been selected as “Yes”
Add/View Comment	Pop up screen to add or view comment on an asset	Add or view a comment on a selected asset
Duplicate Selected Asset	Creates an asset with the same value as the selected asset	Adding an asset not listed
Remove Duplicated Asset	Deletes selected asset (only functional for duplicated assets)	Removing an asset added
Revert to Template Value	Disregards changes and reverts asset criticality value to the value in the template	Return asset value to template answer when a value was changed by mistake

Button	Function	Used for
Export to Excel	Exports the asset list into an Excel file	Creating a file to be shared for a group discussion or to make asset selection and value more efficient
Upload Responses	Uploads the completed asset list into ASM	Uploading all asset answers with more efficiency

Figure 42: Asset Page button functions 1

Asset Page, Additional Functionality

The asset page also has additional functions as follows:

- Double click on any asset to get further information on the asset.
- Filter by Asset Category enables the user to filter the list by category.
- Filter boxes above each column enables the user to quickly find an asset.
- Overall progress shows the number required to be answered and the number answered.
- Info bubble (blue round button) shows the template value.

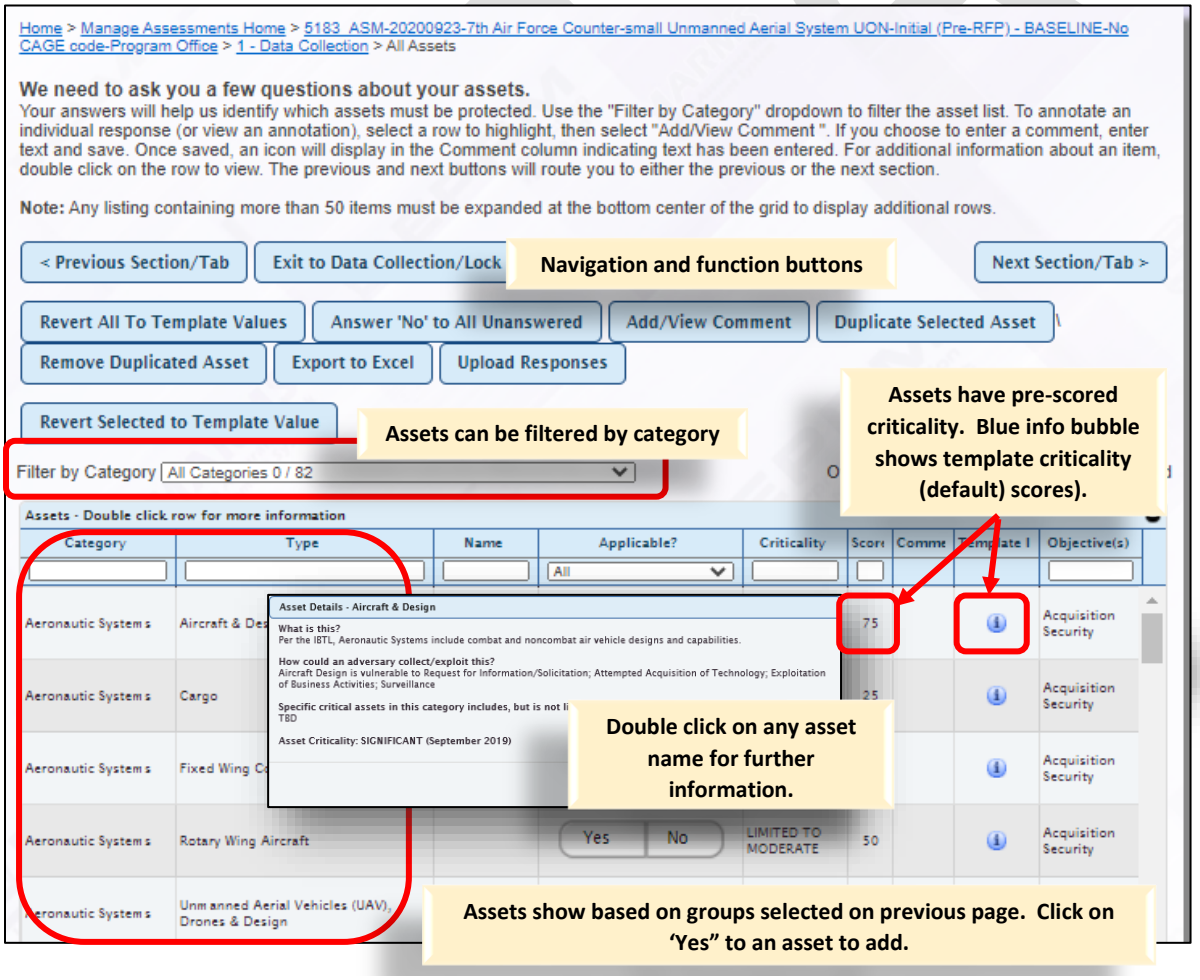


Figure 43: Asset Page in Detail

Asset Selection Screen

When a user clicks on the 'Yes' button next to an asset, a pop-up display asks if the default value has been changed. If there are no changes, click on **Submit**.

If there are changes to an asset value:

- Use the drop-down menu to **select the criticality**
- **Select "Yes"** to the next question (indicating you did make changes)
- **Provide a reason** for the change.
- Click **Submit** to save changes.

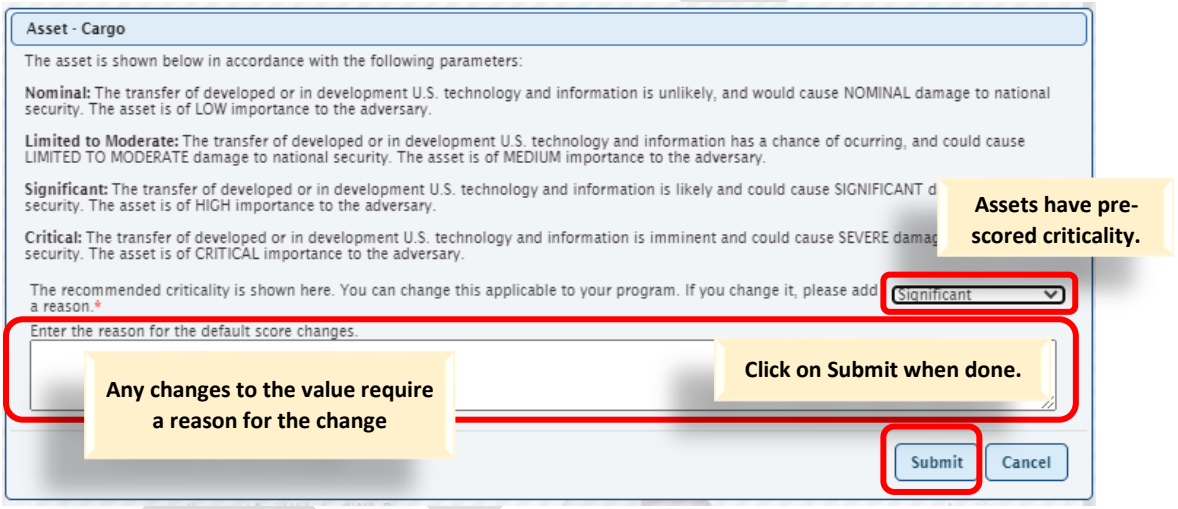


Figure 44: Changes to Asset Value

Changes to Template Answers

Any deviations from template answers results in a red exclamation point next to the item. *This is not an error.* It is marked to highlight values different from the template.

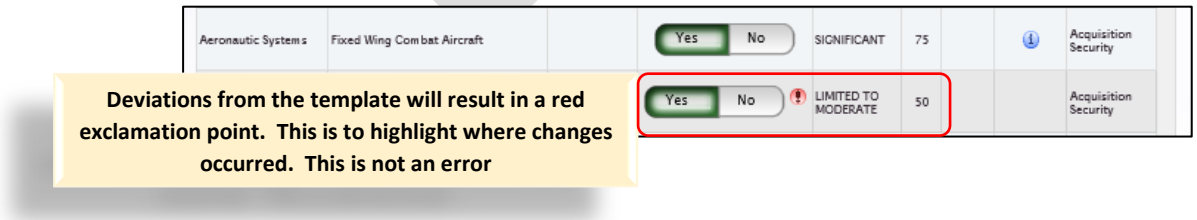


Figure 45: Asset value changed showing red exclamation point.

Adding a Missing Asset

In the event a program has an asset not shown in list, users can add an asset by duplicating an asset closest to the missing asset.

For example, if there is an asset resembling a fixed wing aircraft but is different enough to warrant an added item, users can add the missing asset by duplicating the fixed wing combat aircraft. They would then add name and criticality. The figure below shows the steps.

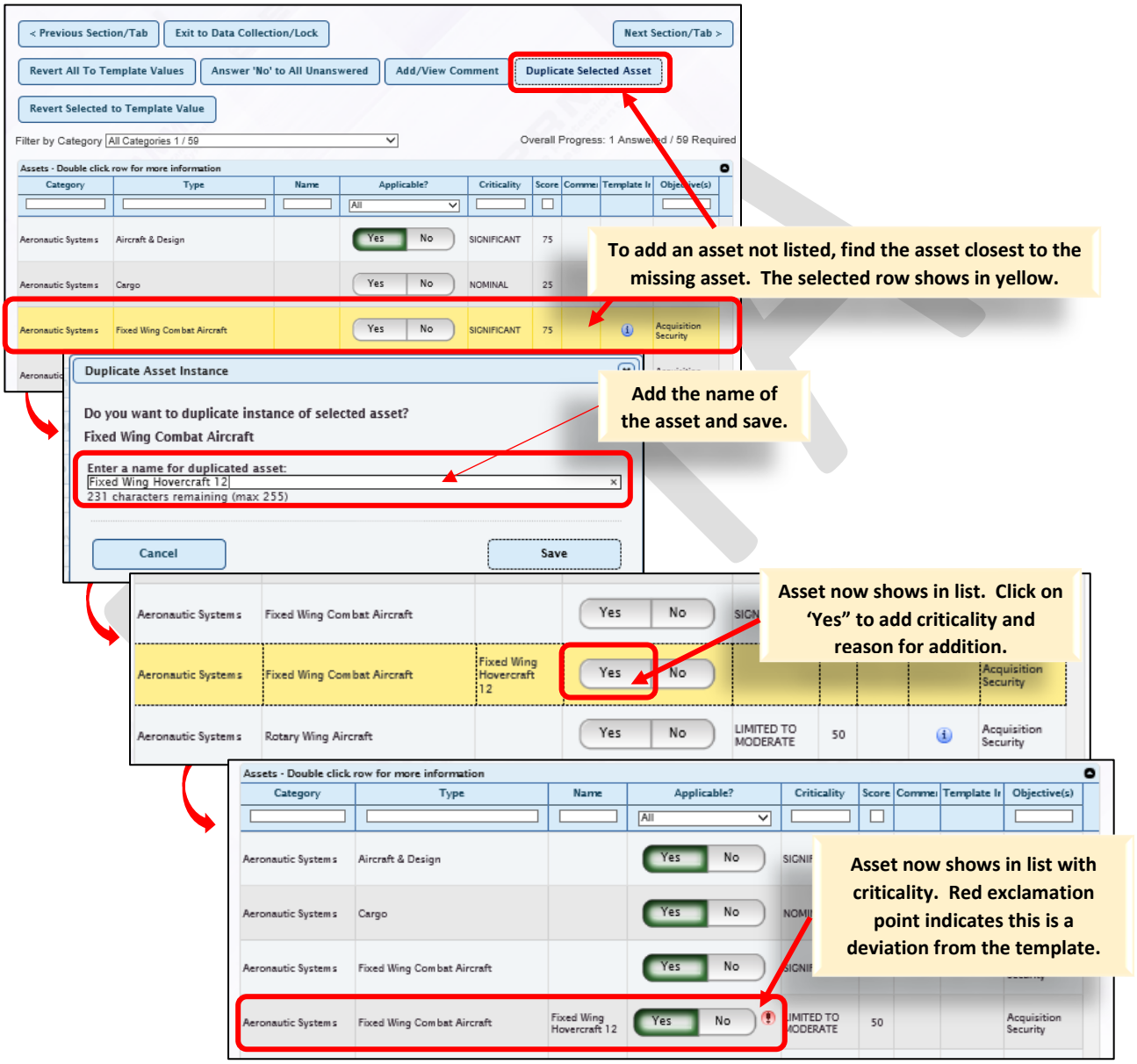


Figure 46: Adding an asset not listed.

Once all assets have an answer, click on **Next Section/Tab** to continue to the Threats page.

Using Excel to Complete the Asset Page (Export to Excel)

If there are many assets or a working group will work on the asset list together, you can export the list into Excel and use Excel to complete the asset list. Once completed, you can use the Upload functionality to upload the completed Excel file. This can improve efficiency when there are many assets.

When completing, indicate whether the asset is included by adding yes or no into column E. If you change an asset's criticality value, you would provide a reason in column G.

A red cell indicates a required answer is missing.

The figure below shows the steps to export the Asset list.

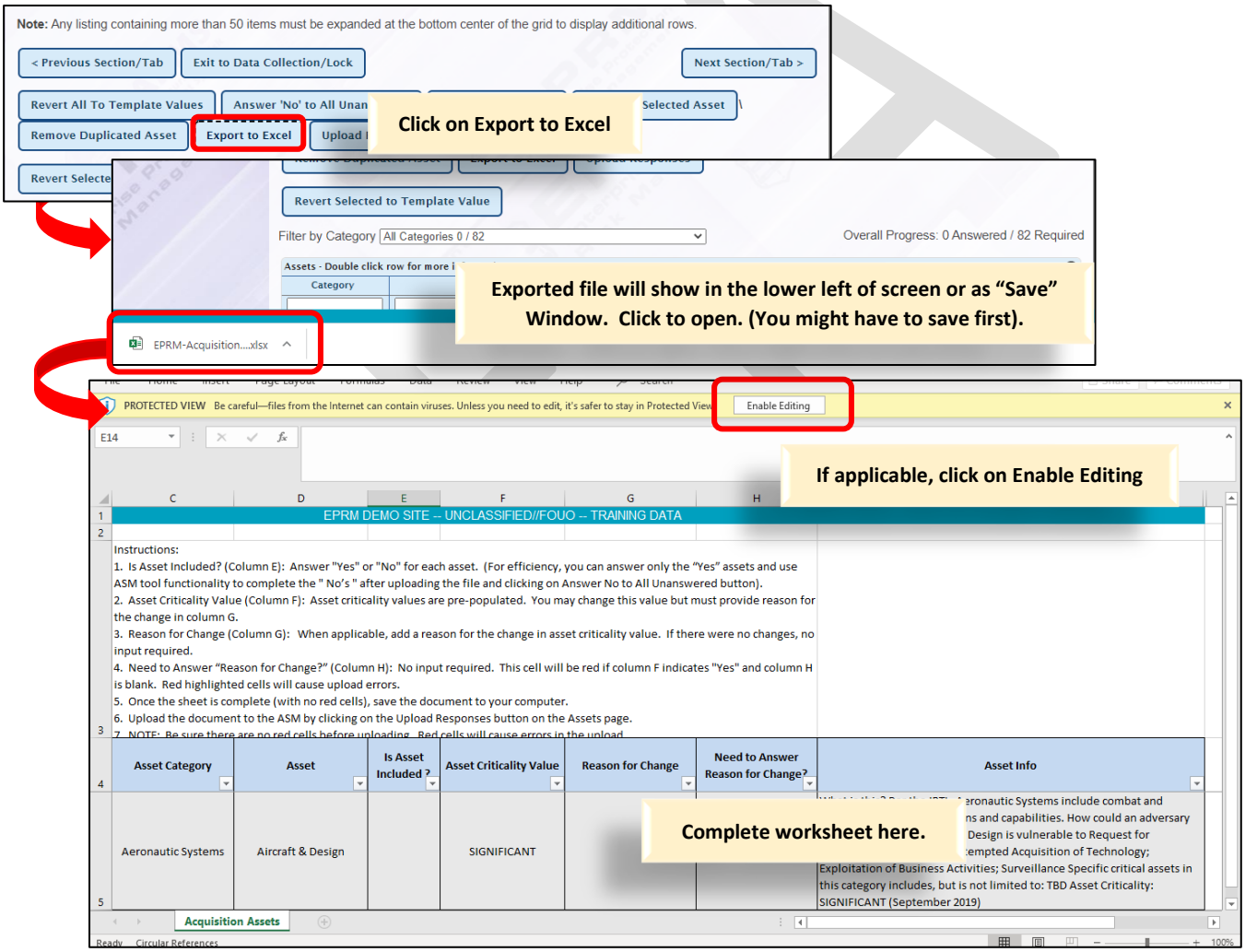


Figure 47: Exporting an Asset List

Upload the Assets (upload Responses)

Once the asset list is complete, use the Upload Responses button to populate the assets page.

Click on Upload responses, browse for the file and select it. Click on upload and it will upload all responses. To return to the Asset page, click on the Back button.

The figure below shows the steps to uploading a completed asset file.

Figure 48: Steps to upload a completed asset file

Threat Page

Like assets, threats are pre-scored according to the DCSA threat criticality recommendations. You may change a threat level but will need to provide a reason for the change. You may also add a missing threat by using the Duplicate Selected Threat button. This functionality is the same in threats as it is in the Assets page. Any deviation from the template answers will result in a red exclamation point next to the item.

In most cases, users will click on **Next Section/Tab** on the threats page.

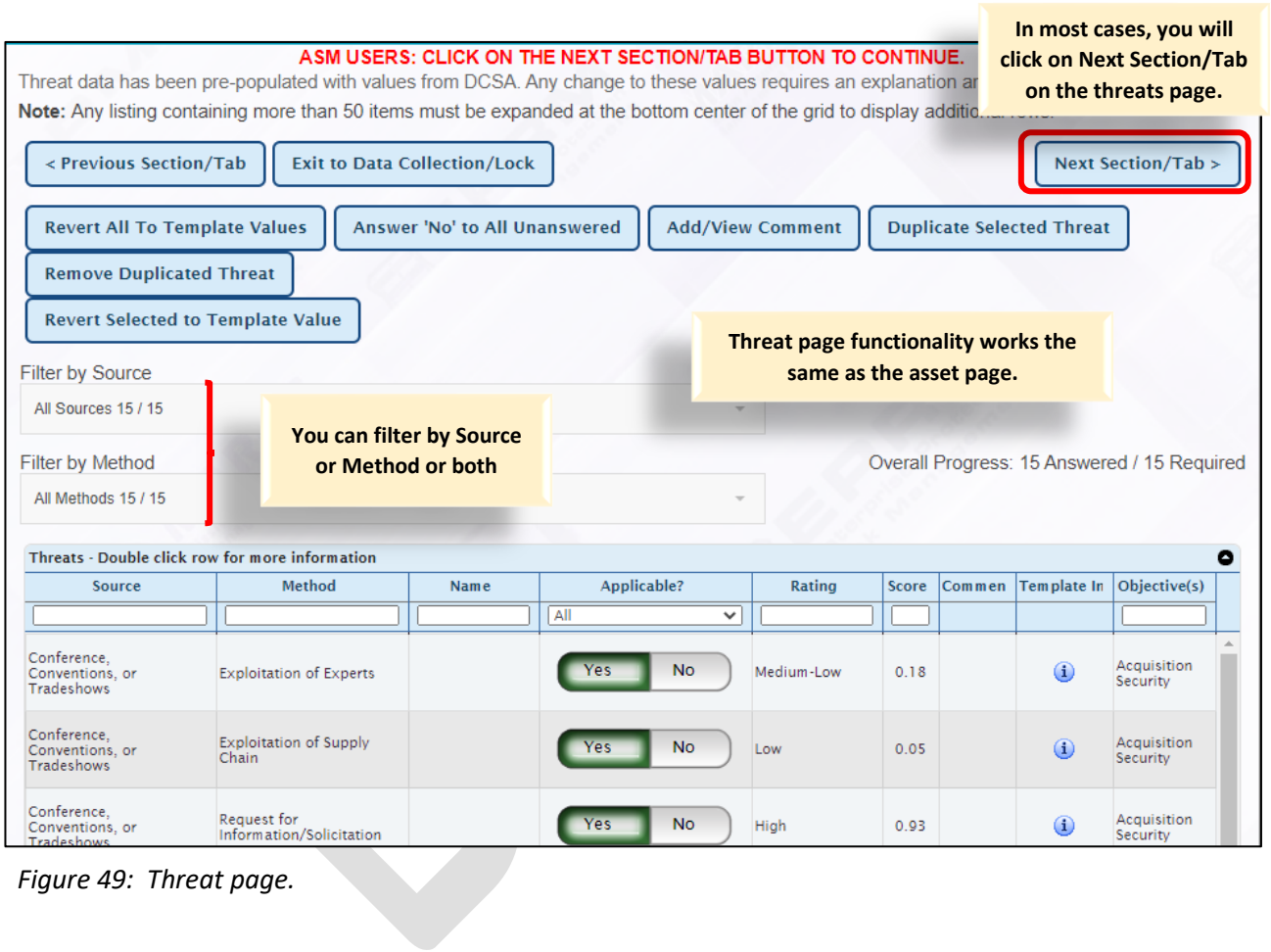


Figure 49: Threat page.

NOTE: Threats are pre-selected with pre-determined scores based on the assets chosen. In almost all cases, you will click on Next Section/Tab. If you need to change a threat value, you can but it requires a detailed reason for the change.

Threat Option Buttons

The Threat option buttons have the same functionality as in other pages. The table below provides a brief description of each button.

Button	Function	Used for
Previous Section Tab	Returns to previous screen (Describe the Operating Environment)	Returning to previous screen to make changes or view
Next Section/Tab	Moves to Next Screen (Threats)	Moving to next screen (Threats) once asset screen is complete.
Exit to Data Collection/Lock	Returns to Assessment main menu	Skipping screens and returning to main menu
Answer No to All Unanswered	Answers all unanswered assets "No"	Applicable assets have been selected as "Yes"
Add/View Comment	Pop up screen to add or view comment on an asset	Add or view a comment on a selected asset
Duplicate Selected Threat	Creates an asset with the same value as the selected asset	Adding an asset not listed
Remove Duplicated Threat	Deletes selected asset (only functional for duplicated assets)	Removing an asset added
Revert to Template Value	Disregards changes and reverts asset criticality value to the value in the template	Return asset value to template answer when a value was changed by mistake

Figure 50: Threat Option Buttons 1

Threat Changes - ***Requires detailed reason***

To make a change in the threat level:

- Click on the **"Yes"** button of the threat.
- Select the **new threat level.**
- Click on **Add/View comment.**
- Add **comment.**

The figure on the following page shows the steps for changing a threat level.

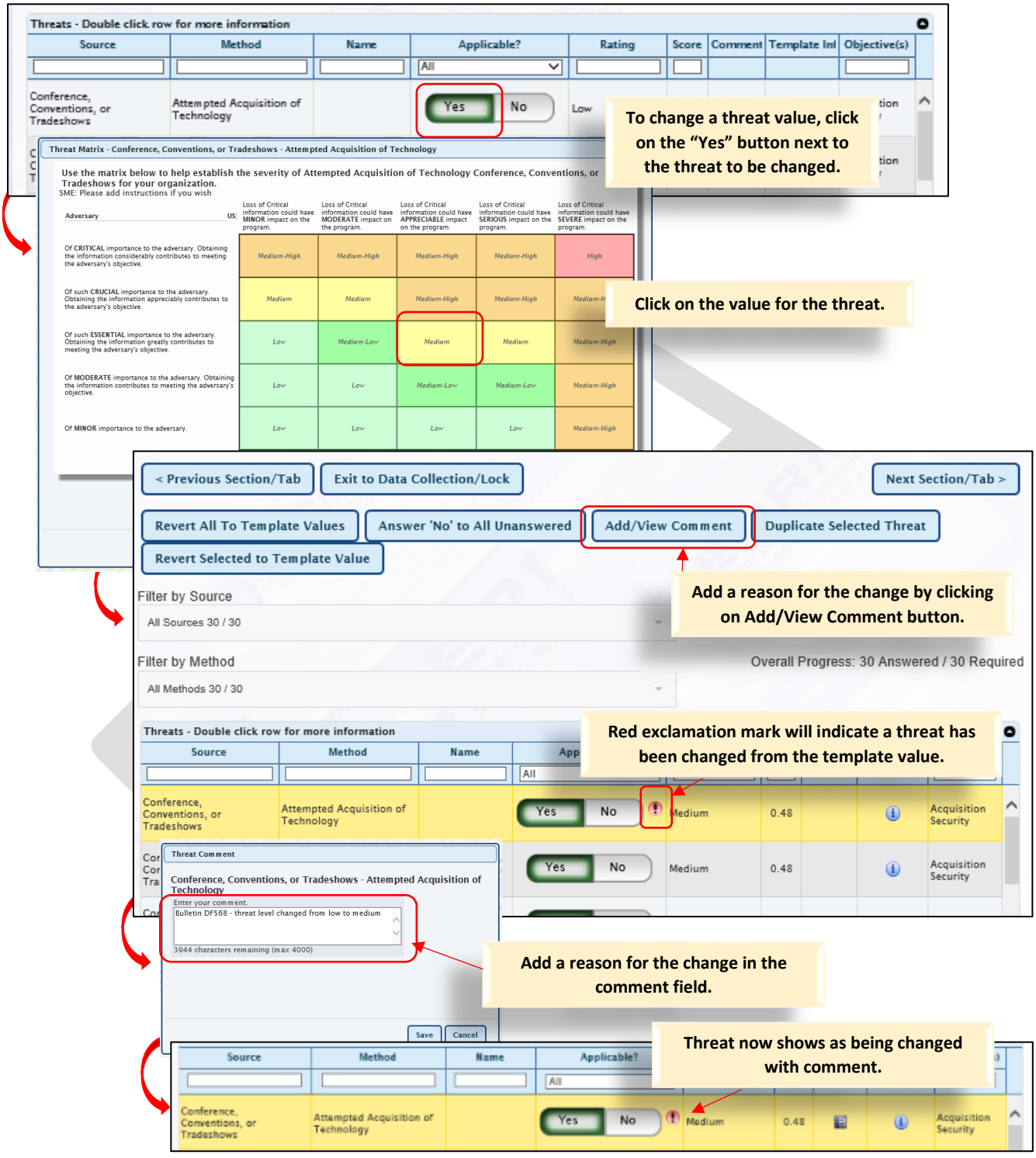


Figure 51: Changing a threat value.

Countermeasures Page

The countermeasures page is the list of recommended countermeasures (in the form of questions) based on the program description, operating environment, assets and threats. Every program may have a different set of countermeasures. i.e., given this program in this environment with these assets and threats, these countermeasures are recommended.

Each question has an associated weight depending on how well it reduces vulnerability. Countermeasures technical and preventive in nature will have a higher weight than those considered administrative.

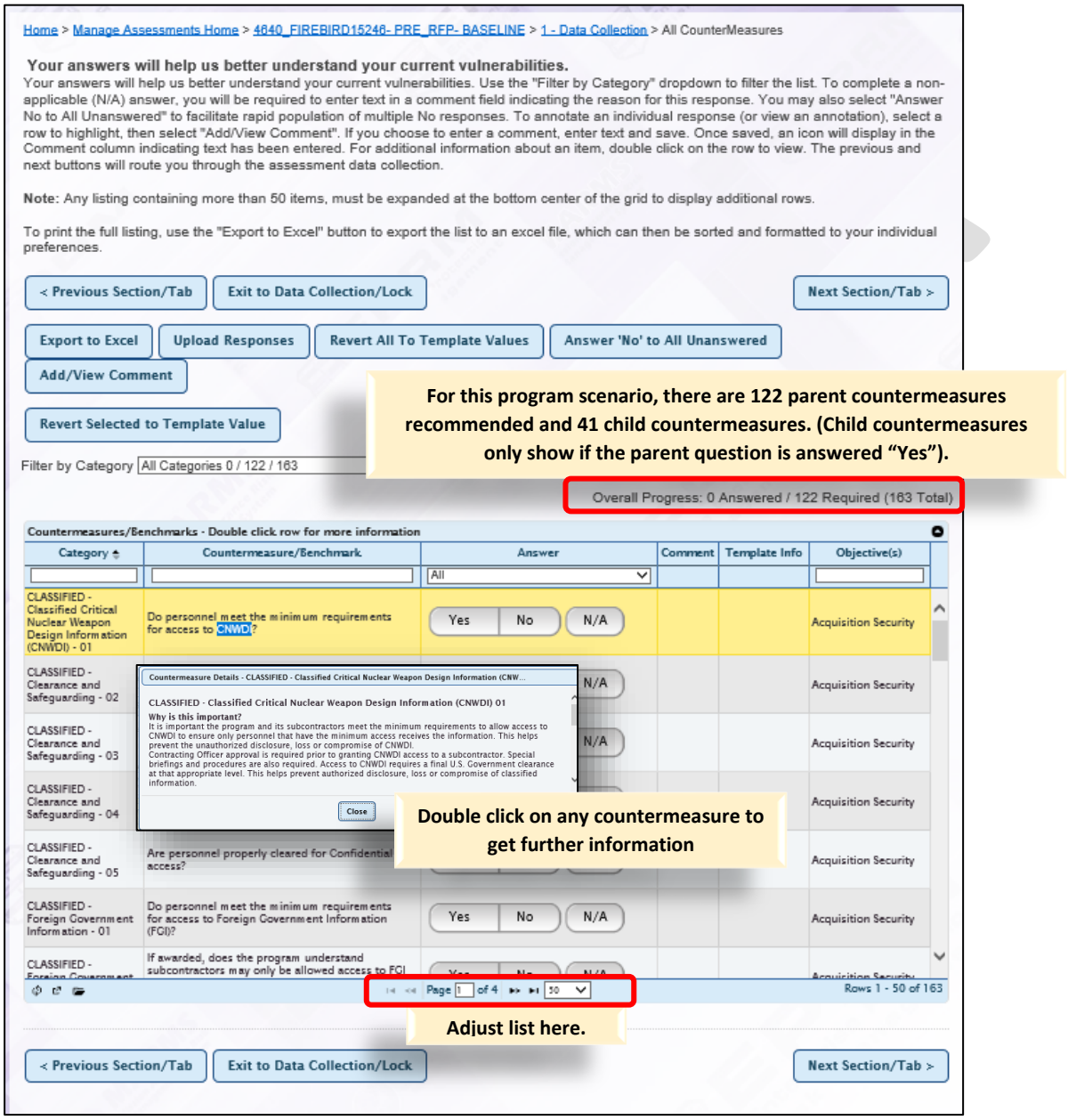


Figure 52: Countermeasure page.

Child Questions

Some countermeasure questions, when answered "Yes", will prompt other questions. These are parent questions. When the parent question is answered "Yes", the resultant questions are called child questions. Child questions are not available until the parent questions are answered "yes".

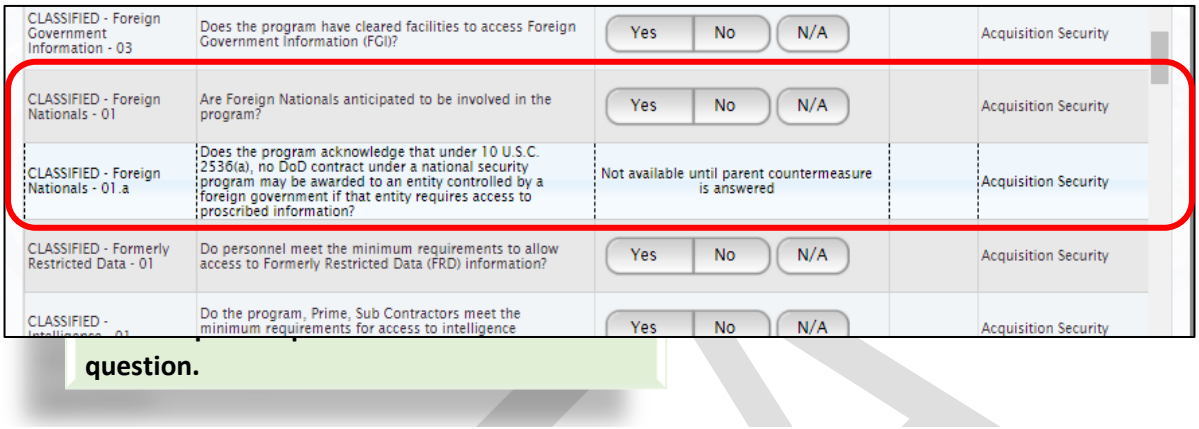


Figure 53: Parent and Child Questions

Countermeasure Option Buttons

Button	Function	Used for
Previous Section Tab	Returns to previous screen (Describe the Operating Environment)	Returning to previous screen to make changes or view
Next Section/Tab	Moves to Next Screen (Threats)	Moving to next screen (Threats) once asset screen is complete.
Exit to Data Collection/Lock	Returns to Assessment main menu	Skipping screens and returning to main menu
Answer No to All Unanswered	Answers all unanswered assets "No"	Applicable assets have been selected as "Yes"
Add/View Comment	Pop up screen to add or view comment on an asset	Add or view a comment on a selected asset
Duplicate Selected Threat	Creates an asset with the same value as the selected asset	Adding an asset not listed
Remove Duplicated Threat	Deletes selected asset (only functional for duplicated assets)	Removing an asset added
Revert to Template Value	Disregards changes and reverts asset criticality value to the value in the template	Return asset value to template answer when a value was changed by mistake
Export to Excel	Exports the list of countermeasures into a customized Excel file.	Completing the countermeasure questions in Excel (to improve efficiency). This is also the file sent to offerors to complete as part of their RFP response.
Upload Responses	Upload a completed Excel file of countermeasures.	Improving efficiency when answering countermeasures.

Figure 54: Countermeasure Option Buttons

Like the asset and threat pages, the countermeasure buttons have the same functionality as in other pages. The table below provides a brief description of each button.

Export to Excel Functionality

A more efficient way to answer countermeasures is to export the file and answer them in Excel. This functionality also enables the user to create a file for offerors to complete and return with their RFP responses.

The figure below shows the steps to export the countermeasure file.

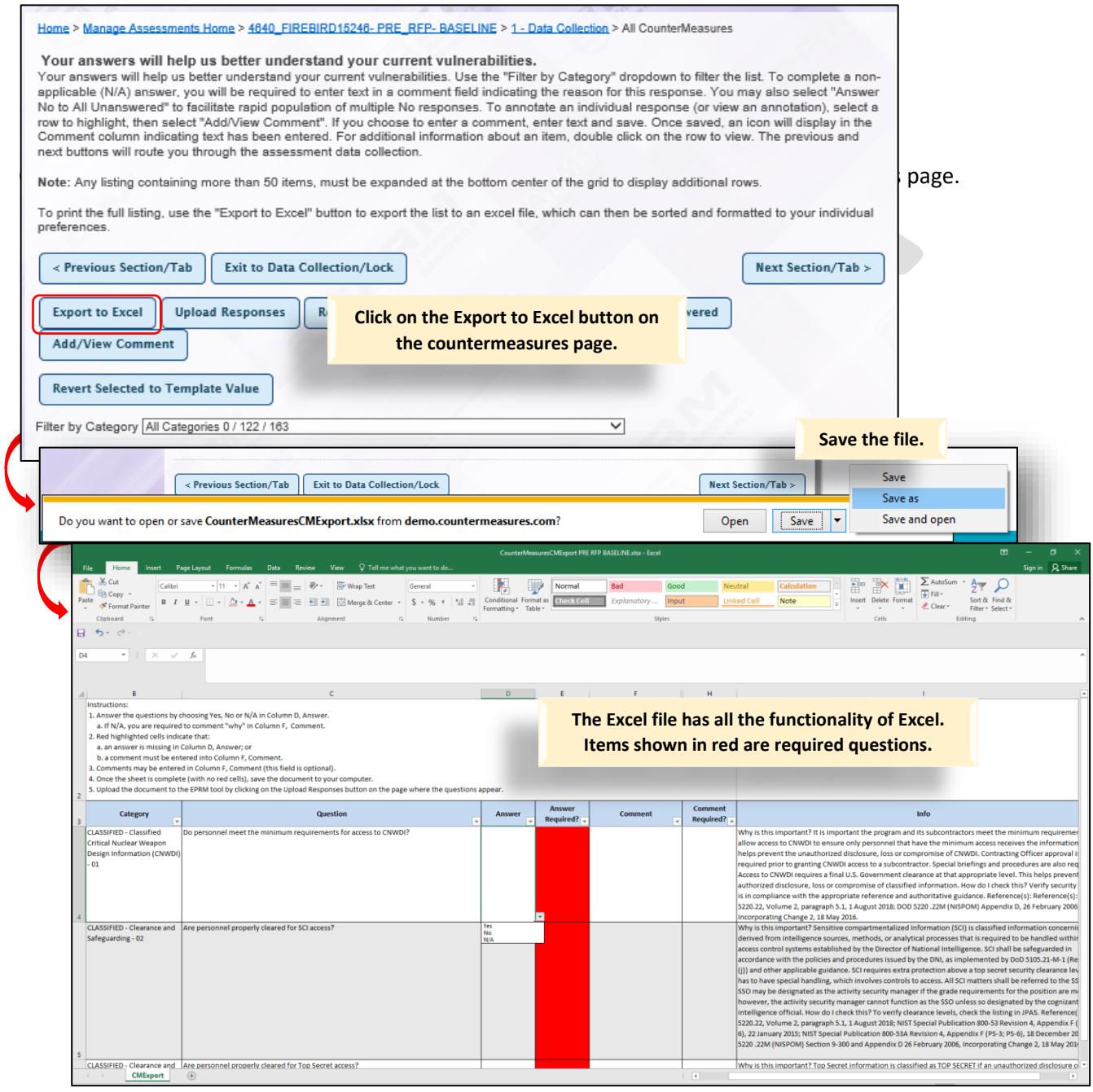


Figure 55: Exporting the countermeasures to Excel.

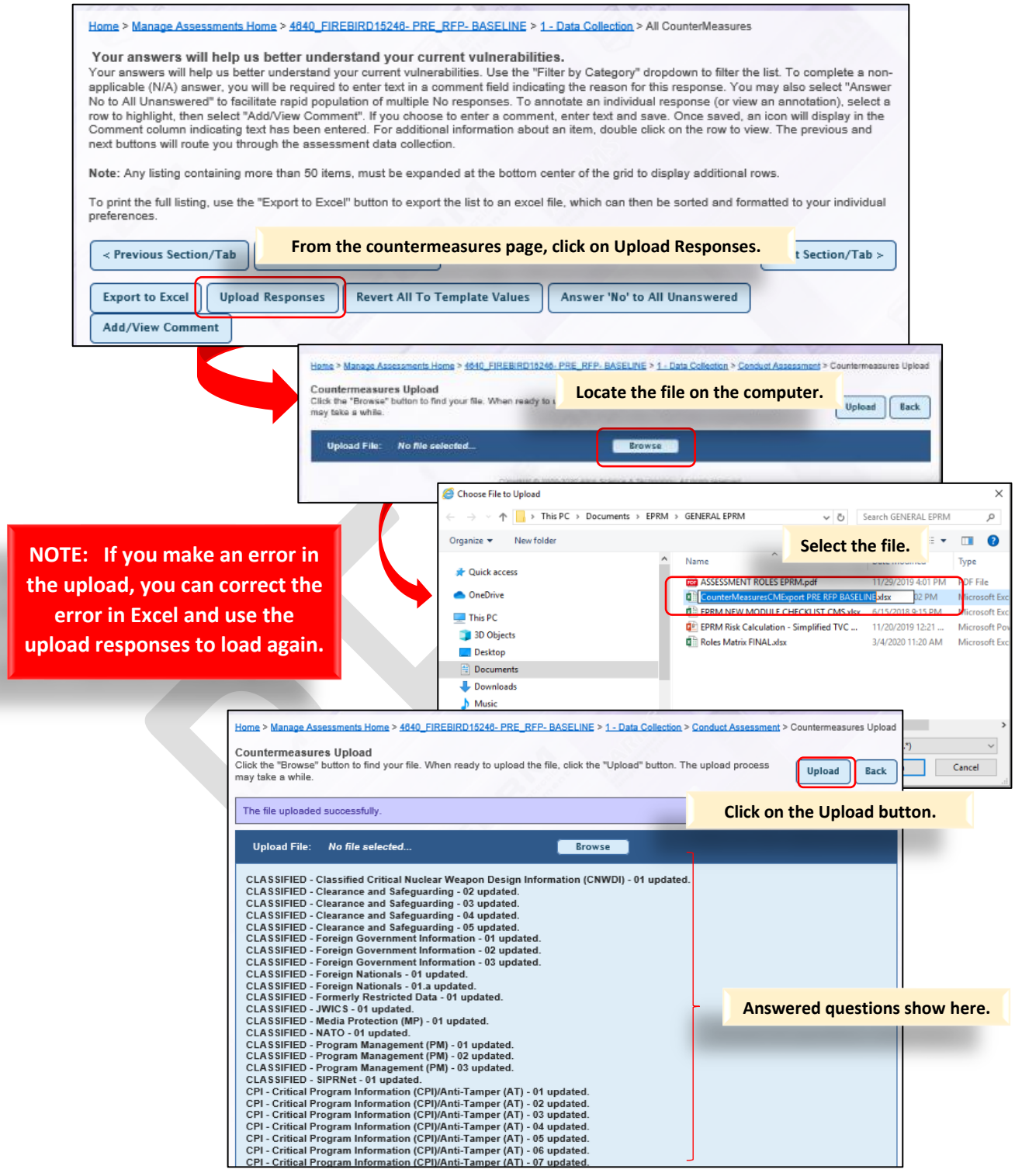


Figure 56: Uploading Responses to countermeasures (assessment questions).

Once Excel file has been uploaded, the countermeasures will show as answered.

Click on **Next Section/Tab** to return to assessment main menu.

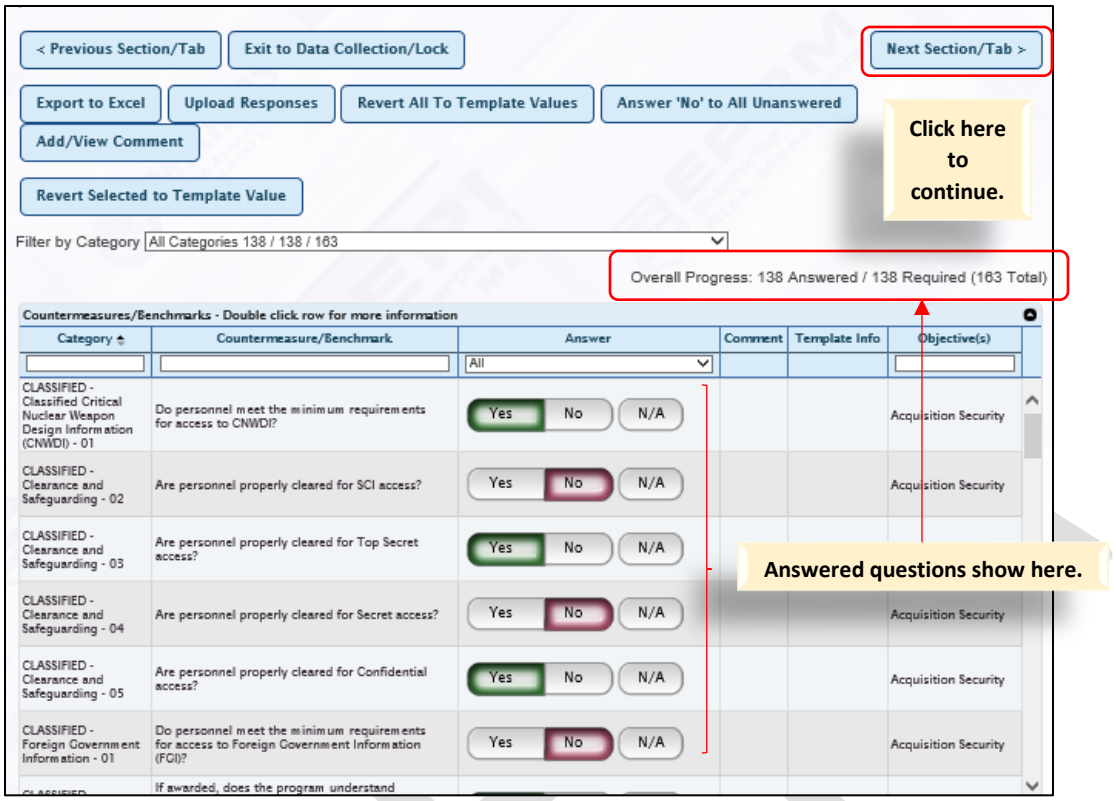


Figure 57: Countermeasure page after Upload Responses completed.

NOTE: Countermeasures should be answered "Yes" or "No". If "N/A" is used, the user will need to provide a comment on why the countermeasure is not applicable.
"N/A" countermeasures are removed from the risk equation.

Finish and Lock Assessment

Once assessment is complete, users click on the Finish and Lock Assessment to complete the assessment.

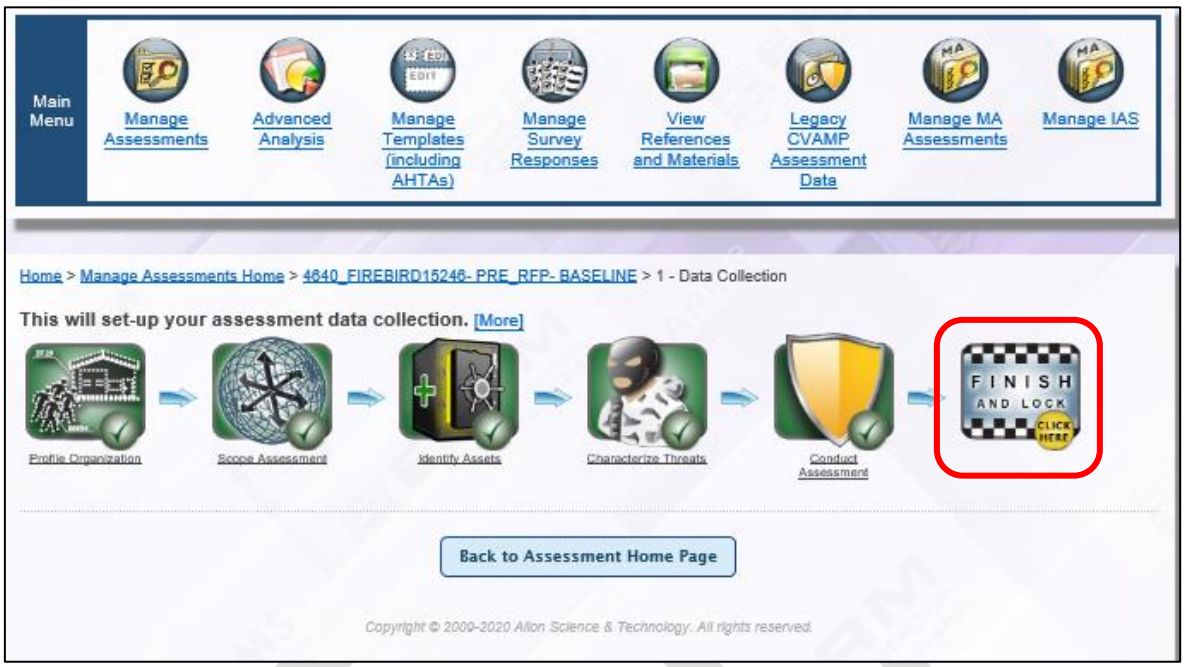


Figure 58: Finish and lock assessment.

The rest of this page intentionally left blank.

Basic Analysis, Mitigation and Submission Page

Risk Tab

Once an assessment is finished and locked, the Basic Analysis, Mitigation and Submission icon is available to view the risk and compliance of the completed assessment. This functionality is for the user to see the risk on a single assessment. Risk is based on an algorithmic calculation taking into account assets, threats and implemented countermeasures.

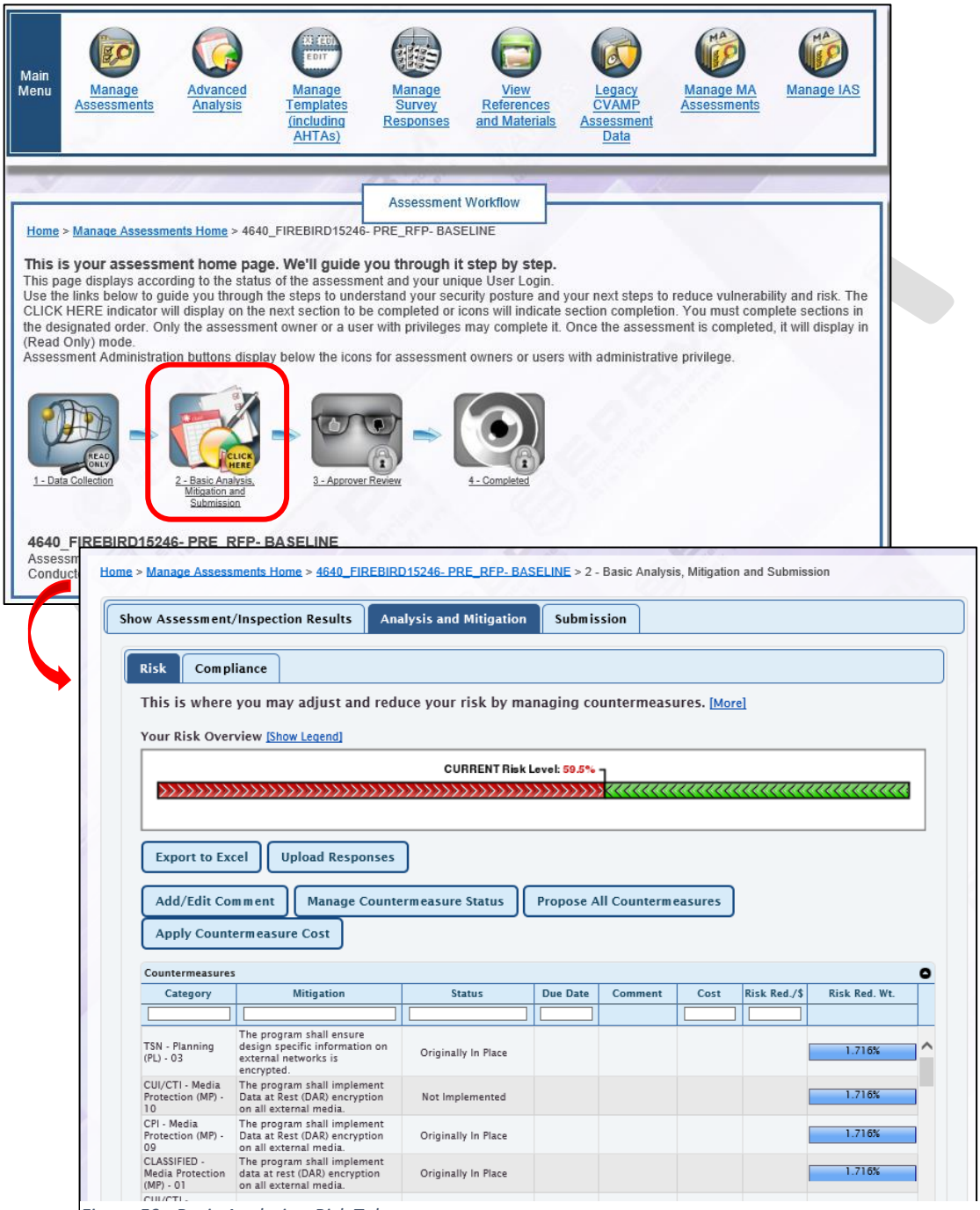


Figure 59: Basic Analysis – Risk Tab

Countermeasure Status

Countermeasure status is based on the answers input or uploaded in the assessment. Those answered "Yes" will show as originally in place. Those answered "No" will show as "Not Implemented". Any countermeasure status marked "N/A" will not show in the list.

Countermeasure Grid Labels

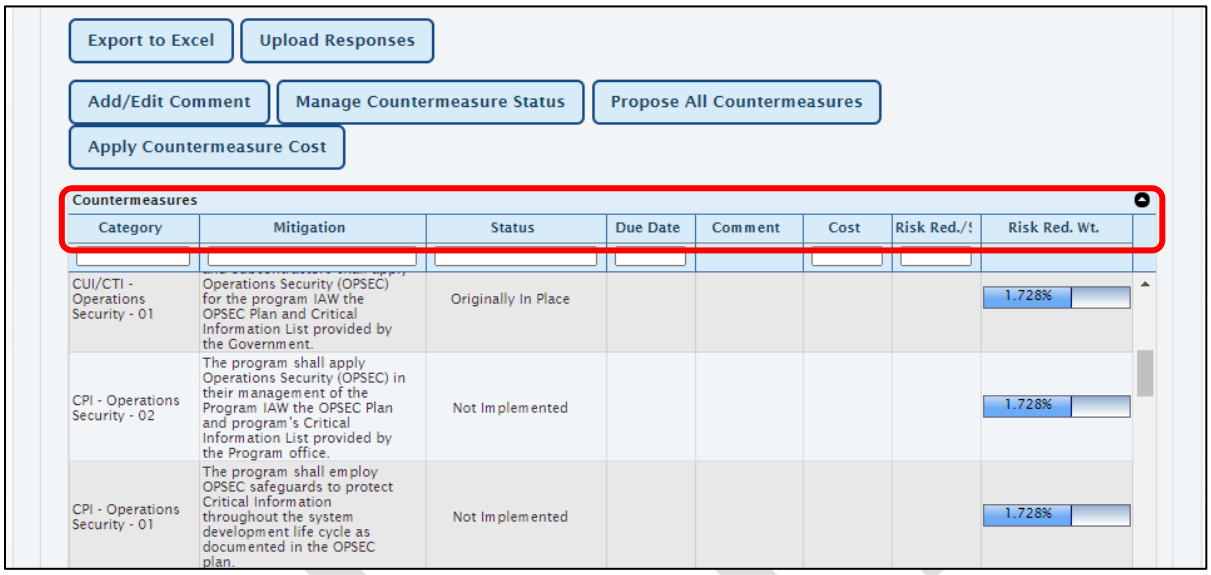


Figure 60: Risk tab – Countermeasure Grid

Labels on the grid of countermeasures are shown in the table below:

Column Label	Description
Category	The countermeasure category of this countermeasure.
Mitigation	This is the shall statement which will be in the SOW report describing the security requirement.
Status	The current status of this countermeasure.
Due Date	When a countermeasure is assigned with a due date, the date will show here.
Comment	Comments added by user.
Cost	Based on user input, this is the cost of implementing this countermeasure. It includes actual cost, supplies and maintenance.
Risk Reduction/$	This is a calculation of the cost of implementing the countermeasure verses the amount of risk reduced by implementing the countermeasure.
Risk Red Wt.	This is a relative number to show the risk reduced by implementing the countermeasure. Different countermeasures will have different effects on risk. The higher the number, the greater the risk will be reduced when implemented.

Figure 61: Countermeasure Grid Labels

Risk Tab Buttons

Like other pages, the risk page buttons have the same functionality as in other pages. There are additional buttons including Manage Countermeasures, Propose all Countermeasures and Apply countermeasure Cost. The table below provides a brief description of each button and the next sections explain the new buttons in detail.

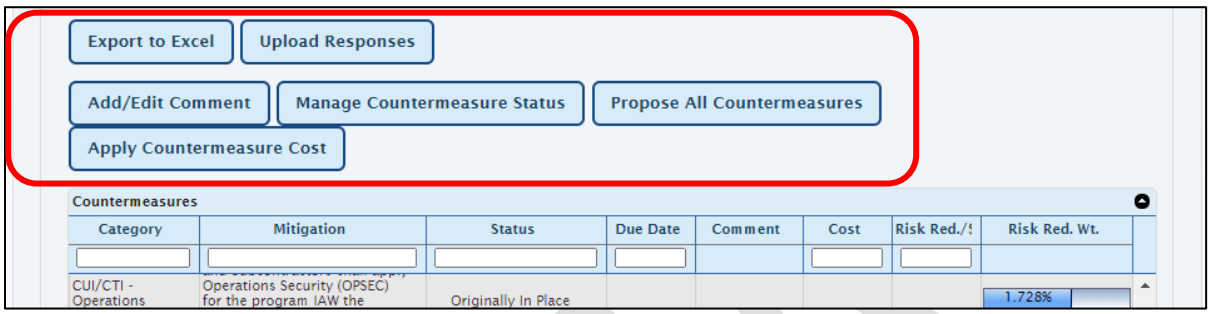


Figure 62: Risk Tab Buttons

Button	Function	Used for
Export to Excel	Exports the list of countermeasures and the current status into a customized Excel file.	Completing the countermeasure questions in Excel (to improve efficiency). This is also the file sent to offerors to complete as part of their RFP response.
Upload Responses	Uploads an updated countermeasure file.	Improving efficiency when answering countermeasures.
Add/View Comment	Pop up screen to add or view comment on an asset	Add or view a comment on a selected countermeasure.
Manage Countermeasure Status	Change the status of a countermeasure. For example, from "Not implemented" to "Proposed".	Propose, implement and/or assign a countermeasure. Only those implemented will affect risk.
Propose all countermeasures	Changes the status of any countermeasure Not implemented to "Proposed" or "Implemented"	Applying the same changes to all unimplemented countermeasures.
Apply countermeasure Cost	Allows the user to input cost associated with implementing this countermeasure	Used in trade space analysis to determine cost of security. When costs are entered, the risk reduction per $ will populate. (This functionality not currently being used).
Export to Excel	Exports the list of countermeasures and the current status into a customized Excel file.	Completing the countermeasure questions in Excel (to improve efficiency). This is also a file which can be sent to offerors to update their countermeasure status as part of their RFP response.
Upload Responses	Uploads an updated countermeasure file.	Improving efficiency when answering and updating countermeasures.

Figure 63: Risk Button Definitions 1

Manage Countermeasure Status

Countermeasures not in place can be updated to be proposed or implemented. They can also be assigned with a due date to someone else within the organization.

To change the status of the countermeasure, first select the countermeasure to be changed. Then click on Manage Countermeasure Status button. This will result in a pop up window where you can make the change(s). Click on Save to save your changes. The risk bar change as you change countermeasure status.

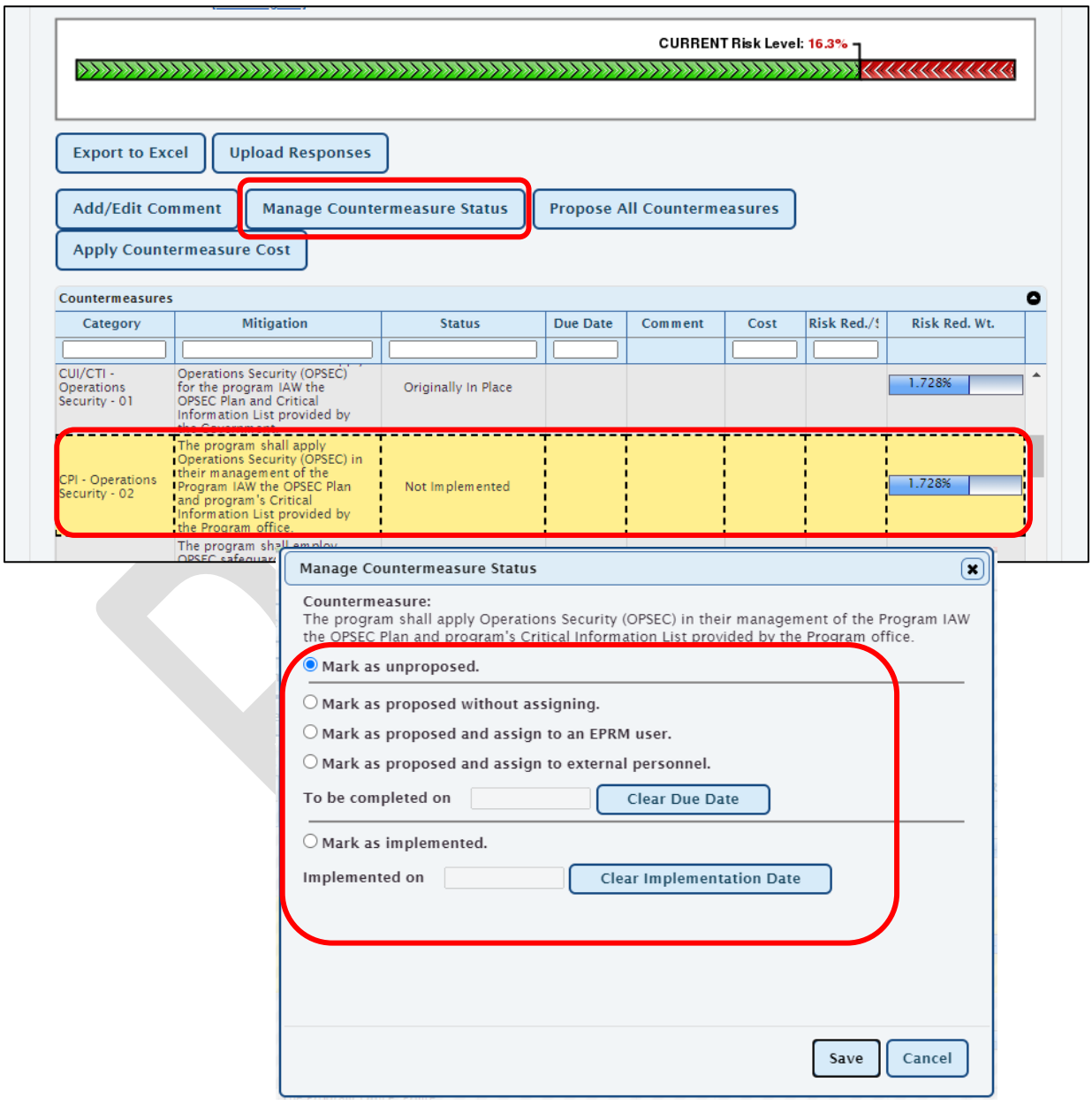


Figure 64: Managing Countermeasure Status

Countermeasure Status Changes

The following table provides a description of each of the Manage Countermeasure status choices.

Selection	Function	Use When
Mark as unproposed	Changes a previously proposed countermeasure to unproposed and increases planned risk in the risk bar graph.	When making changes to proposed countermeasure.
Mark as Proposed without assigning	Changes countermeasure status to Proposed and reduces planned risk in the risk bar graph. **No due date is required.**	When proposing a countermeasure but unsure of who it will be assigned to. You can update the countermeasure and assign it later.
Mark as Proposed and assign to an EPRM user	Changes countermeasure status to Proposed and reduces planned risk in the risk bar graph. A drop down of EPRM users allows you to select the assignee.	When proposing a countermeasure and assigning it to an EPRM user. The assignee will receive an email indicating they have been assigned a countermeasure to implement.
Mark as Proposed and assign to external personnel	Changes countermeasure status to Proposed and reduces planned risk in the risk bar graph. A text field for adding an email allows you to select the assignee. Assigner must update countermeasure once implemented since assignee does not have access.	When proposing a countermeasure and assigning it to a non - EPRM user. The assignee will receive an email indicating they have been assigned a countermeasure to implement.
To be completed on	When assigning a proposed countermeasure to someone, adds a date the countermeasure should be implemented.	When adding a deadline to when the countermeasure should be implemented.
Mark as Implemented	Changes countermeasure status to Implemented and is reflected in current risk in the risk bar graph.	When a countermeasure has been fully implemented.
Implemented on	Adds the date the countermeasure was implemented.	Adding the date the countermeasure was implemented.

Figure 65: Managing Countermeasure Status Definitions

Propose All Countermeasures

Pressing this button will change anything not implemented to Proposed. It will show as yellow on the bar graph as "Planned Risk". It does not affect actual risk. i.e., a user cannot mark everything proposed to get a risk score reduced. Only *implementing* the countermeasure changes risk.

Use Export/Upload Functionality to Update Countermeasures

If you are making a lot of changes or need an update from the Prime or Subs, you can use the Export to Excel and Upload Responses functionality. Export to Excel creates a file which can be updated the uploaded.

Only countermeasures *not implemented* or *proposed* can be updated. Those marked "In place" cannot change. In addition, you cannot assign countermeasures. Assignment is done using the Manage Countermeasures button.

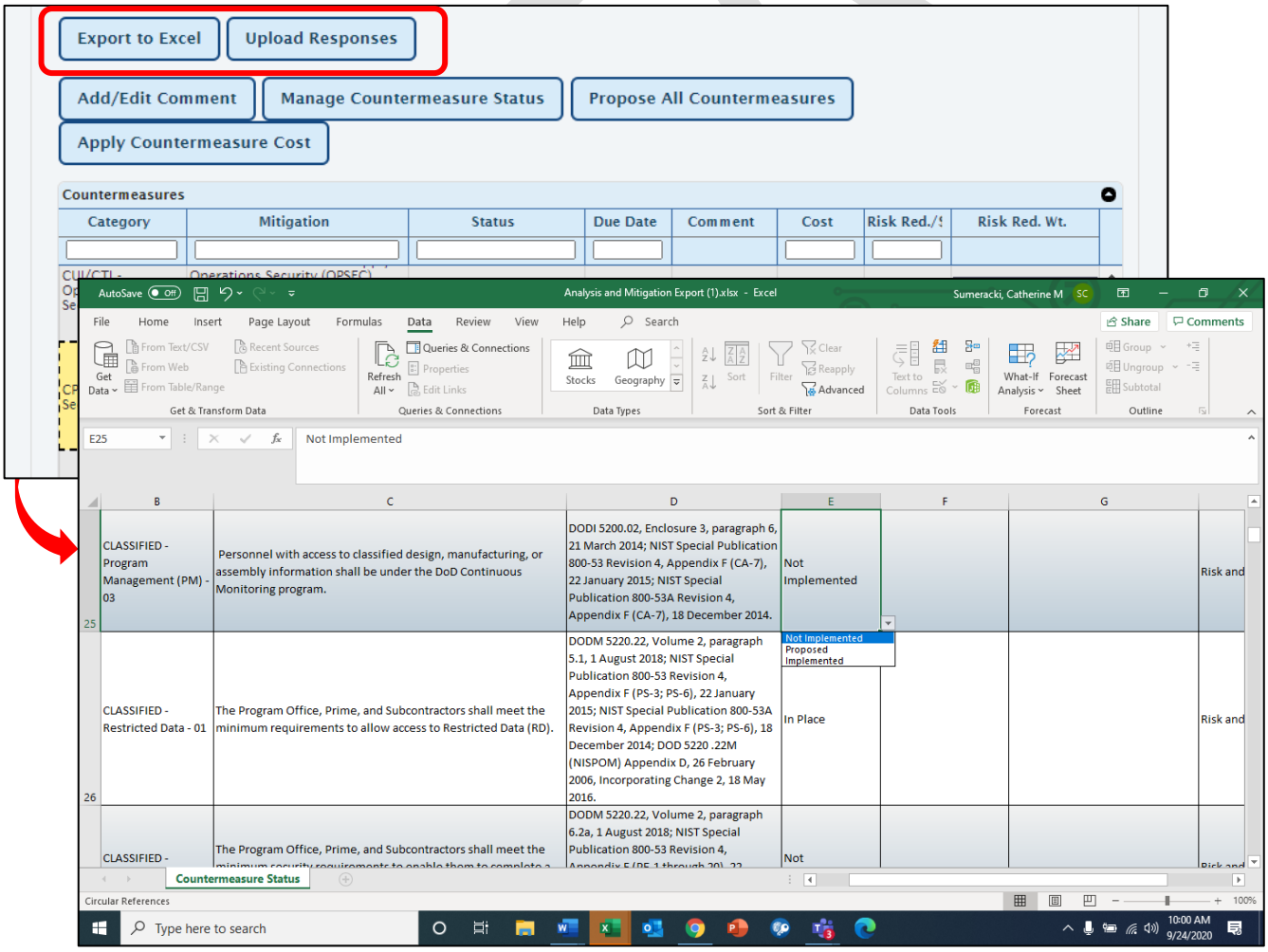


Figure 66: Managing Countermeasure Status with Excel

Reading the Risk Bar Graph

As the status of countermeasures are changed, the risk bar graph will reflect changes. The most up to date risk bar graph of an assessment will show in reports.

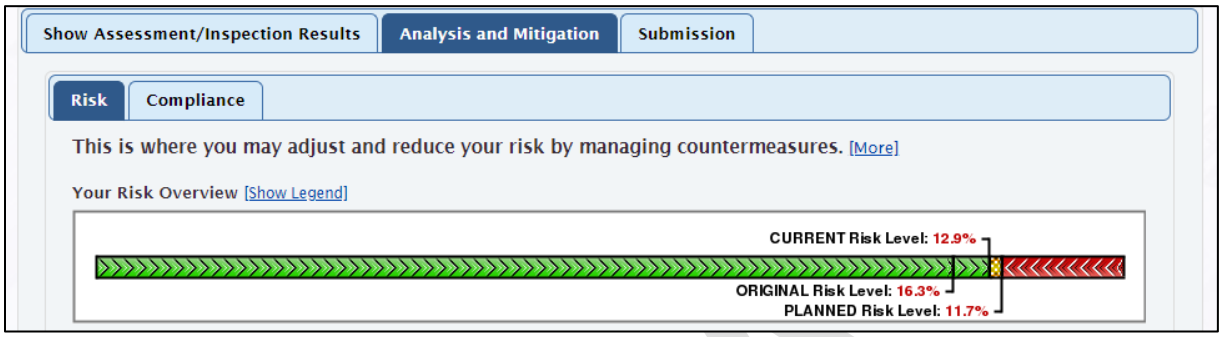


Figure 67: Risk bar showing updated countermeasure status

Label	Description	As a Result of
Original Risk (green)	Risk at the time the assessment was completed and locked. The lower the number the less the risk.	Answers provided in assessment.
Planned Risk (yellow)	What risk would be if the countermeasures proposed are implemented.	Proposing countermeasures.
Current Risk (green)	Current risk.	Implementing countermeasures.

Figure 68: Risk Bar Label Definitions

Compliance Tab

The compliance tab shows the percent of countermeasures implemented verses the total number of countermeasures. It also shows how countermeasures link with specific sources.

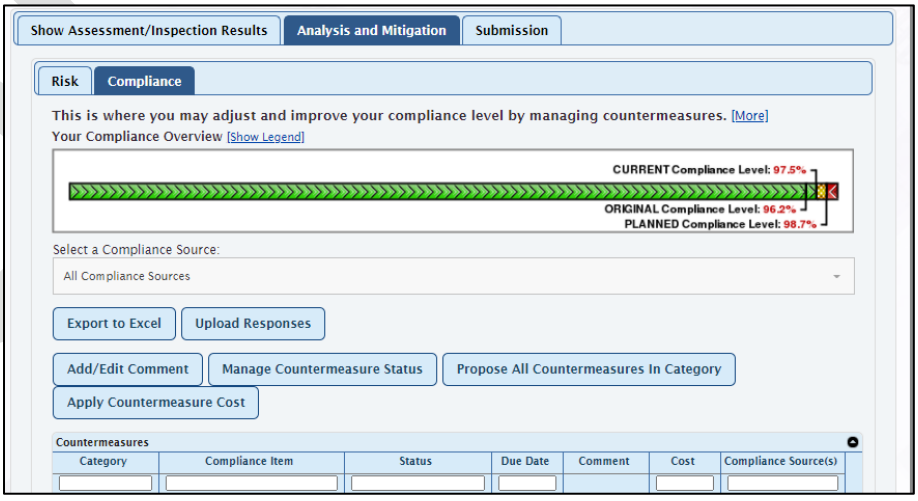


Figure 69: Compliance Tab

Countermeasures can be updated on this tab or the Risk tab. The buttons with the same name function the same. (See page 46).

An additional feature on the compliance tab is the ability to filter by specific reference to see the status of each countermeasure relative to the source(s) driving it. For example, if you wanted to see your compliance with DoD 5200.22, you could filter for the reference NIST and see the status of the countermeasures relative to 5200.22. The figure on the following page shows the steps.

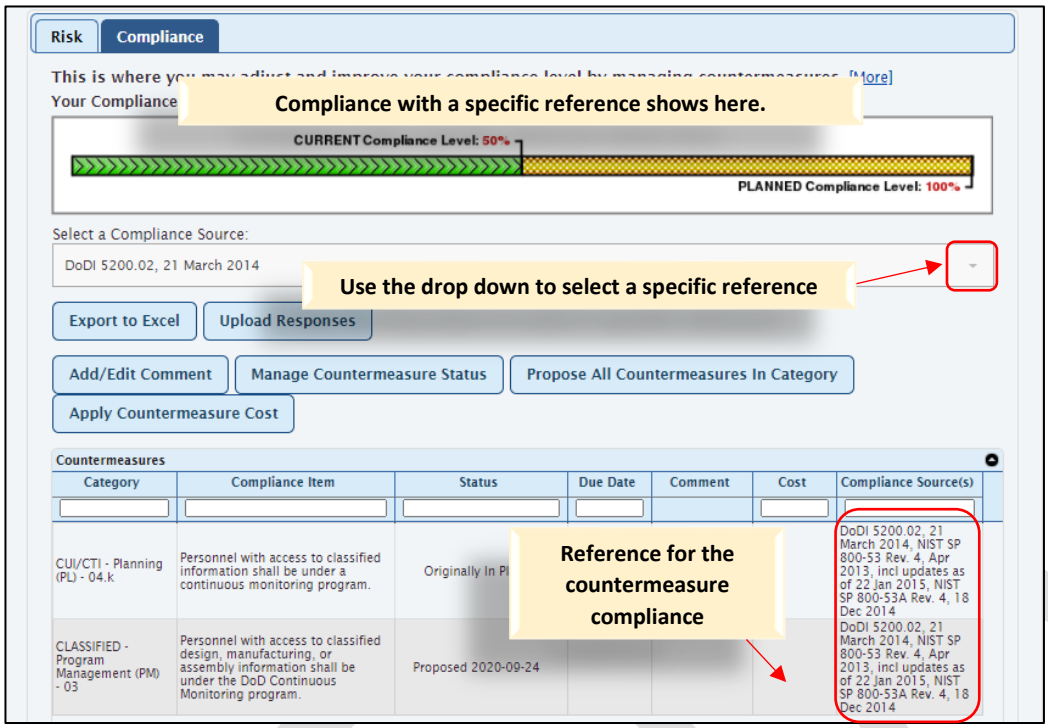


Figure 70: Compliance Tab – compliance with a specific reference

Submission Tab

The submission tab allows a user to submit their assessment to the next level up in the hierarchy. This is an optional step. Once submitted, supervisors can pass an assessment and/or ask for a re-assessment with a specific date. Assessment and Inspection results show in the Show Assessment/Inspection Results tab.

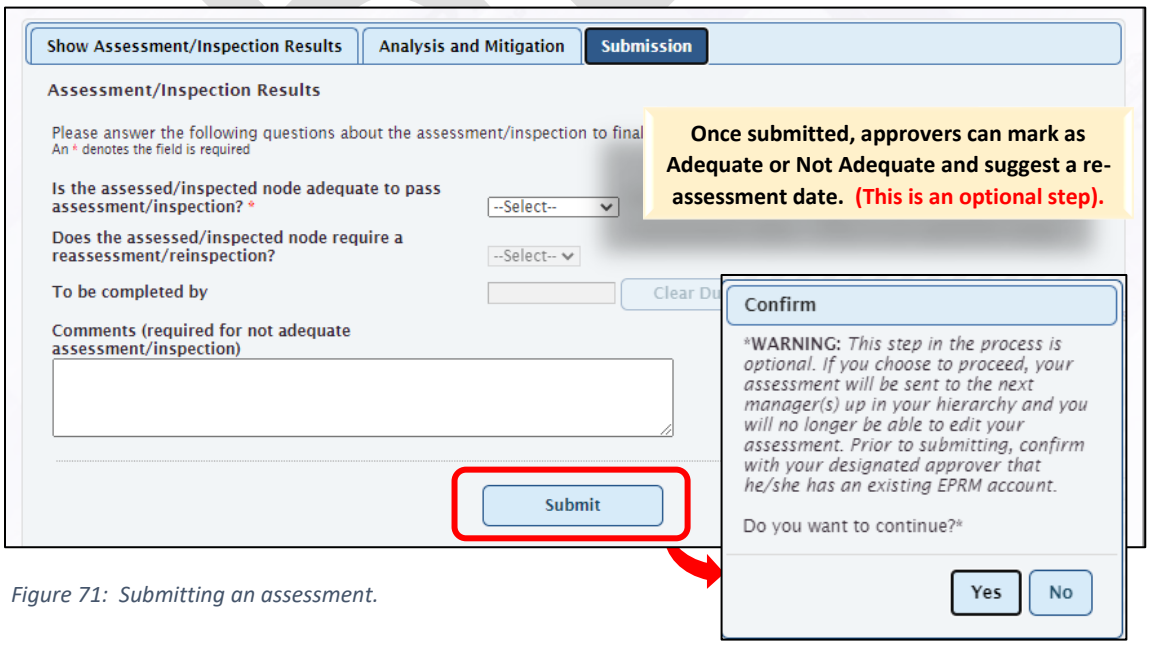


Figure 71: Submitting an assessment.

4 Program Protection Plan

Program Protection Plan tracking is automated in ASM. Plan can be created as part of the PMO assessment process or created directly then associated with an assessment.

Create a PPP Outside of an Assessment

You can create a PPP directly through Manage Survey Responses then later associate it with an assessment. Once the PPP is created, it can be associated with an assessment by clicking on the Program Protection Plan button in an assessment and selectin Associate an Existing PPP.

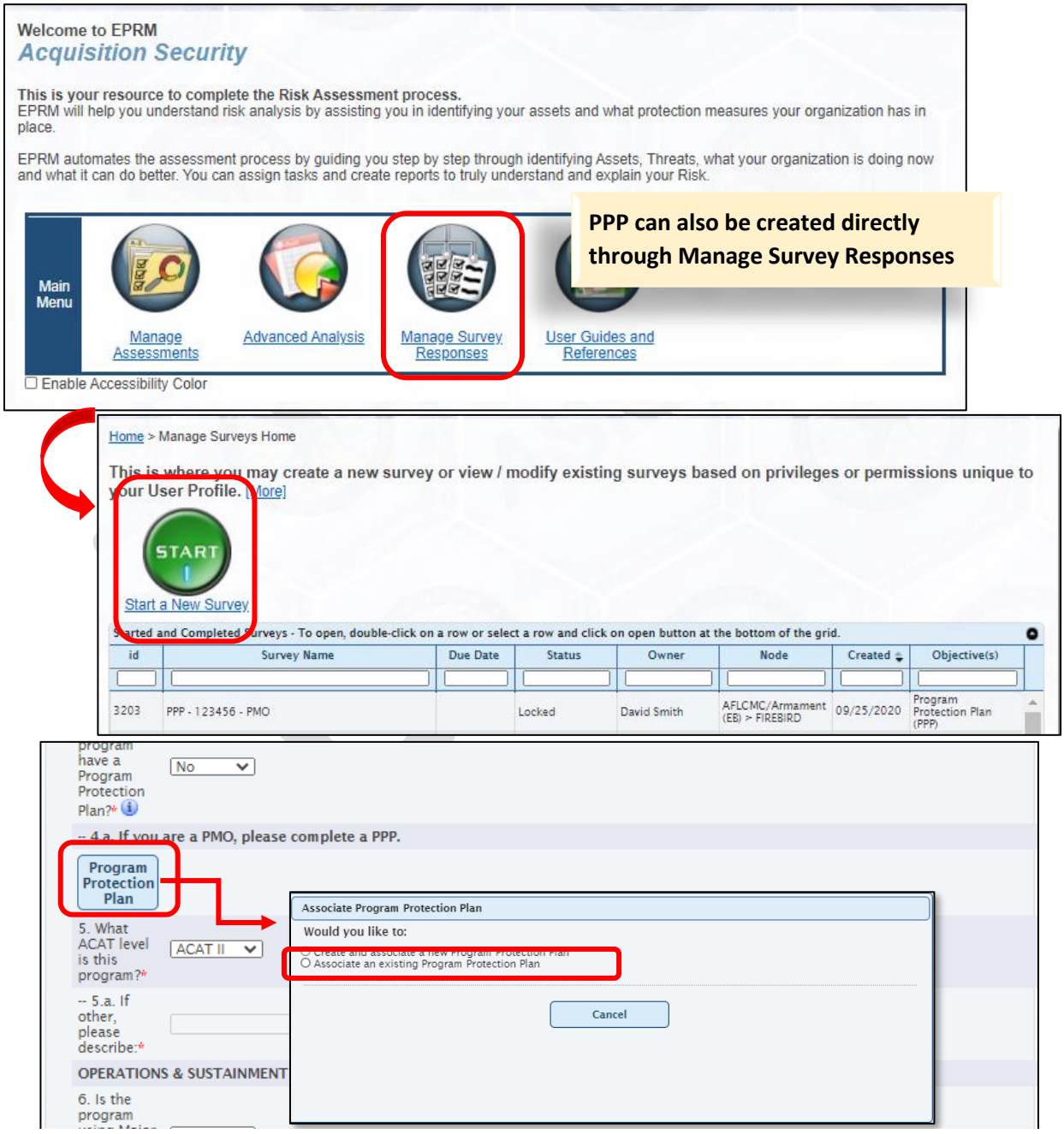


Figure 72: Directly Create a Survey

Update the PPP

The PPP can be updated as often as needed as requirements are met. While you can navigate back and forth from the PPP to the assessment, to update it you would use Manage Survey Responses. (This is being changed in future versions).

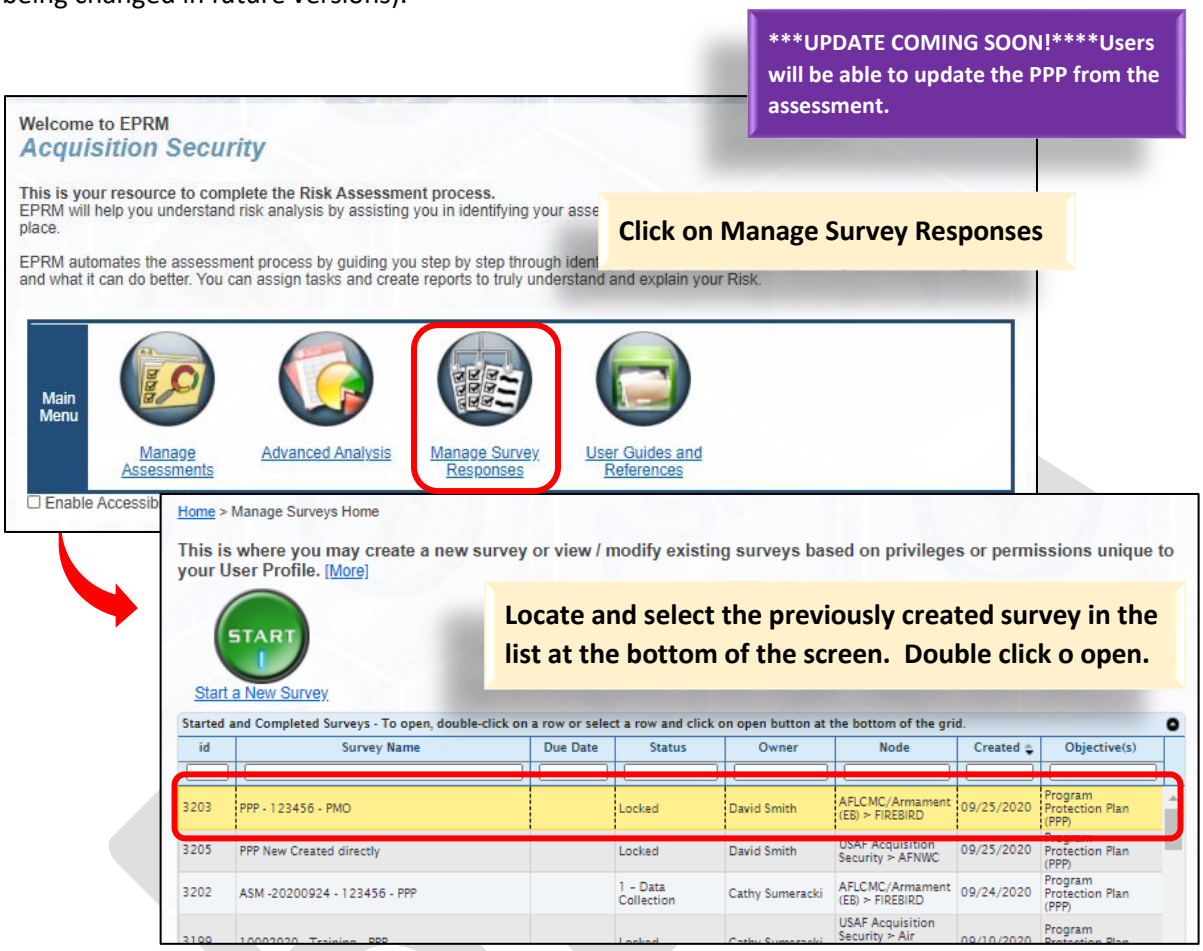


Figure 73: Update a Survey

Once the PPP is opened, Click on **Open for Editing** to update.

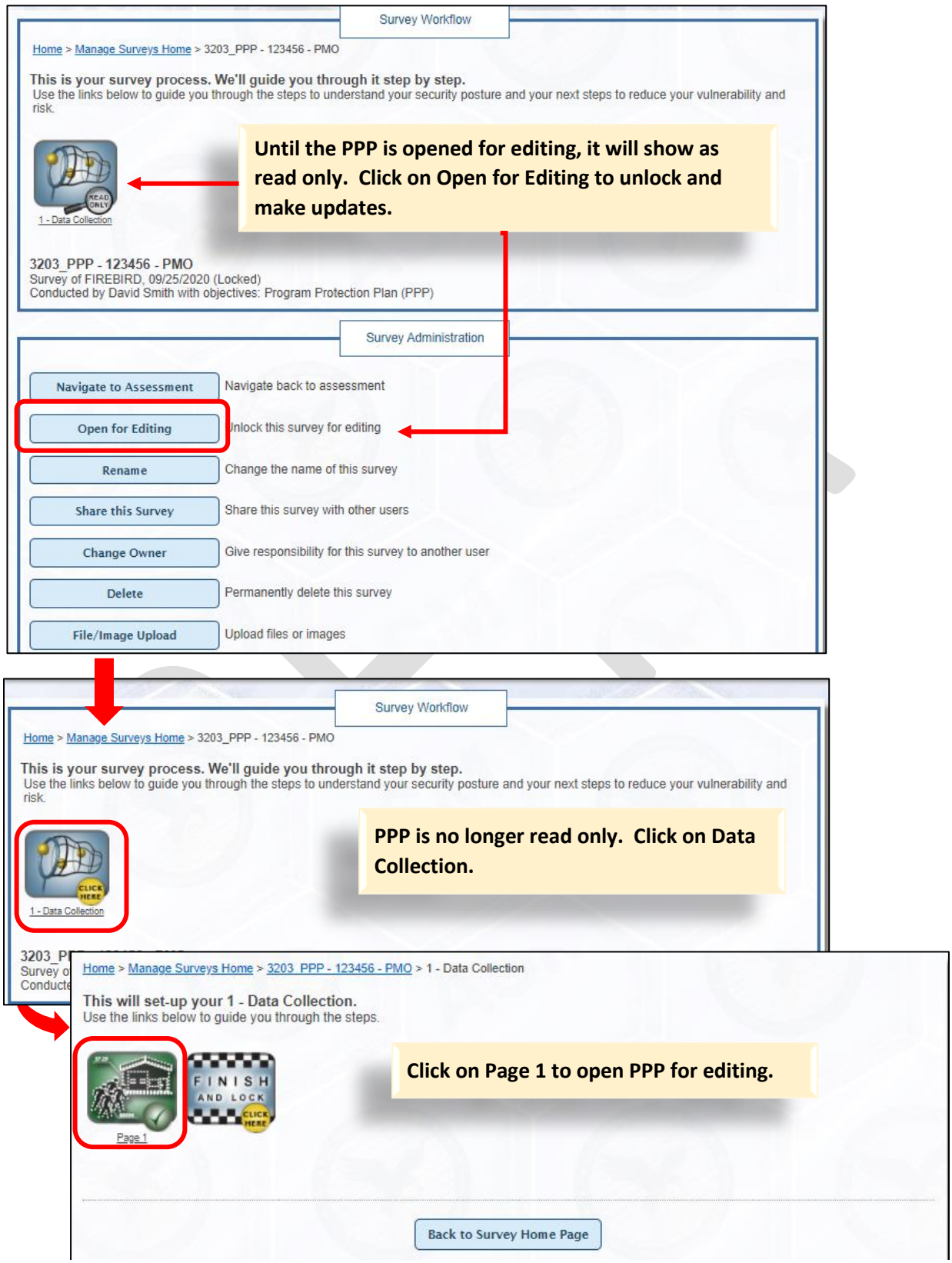


Figure 74: Update a Survey

Once the PPP is open, **make edits and Click Continue**.

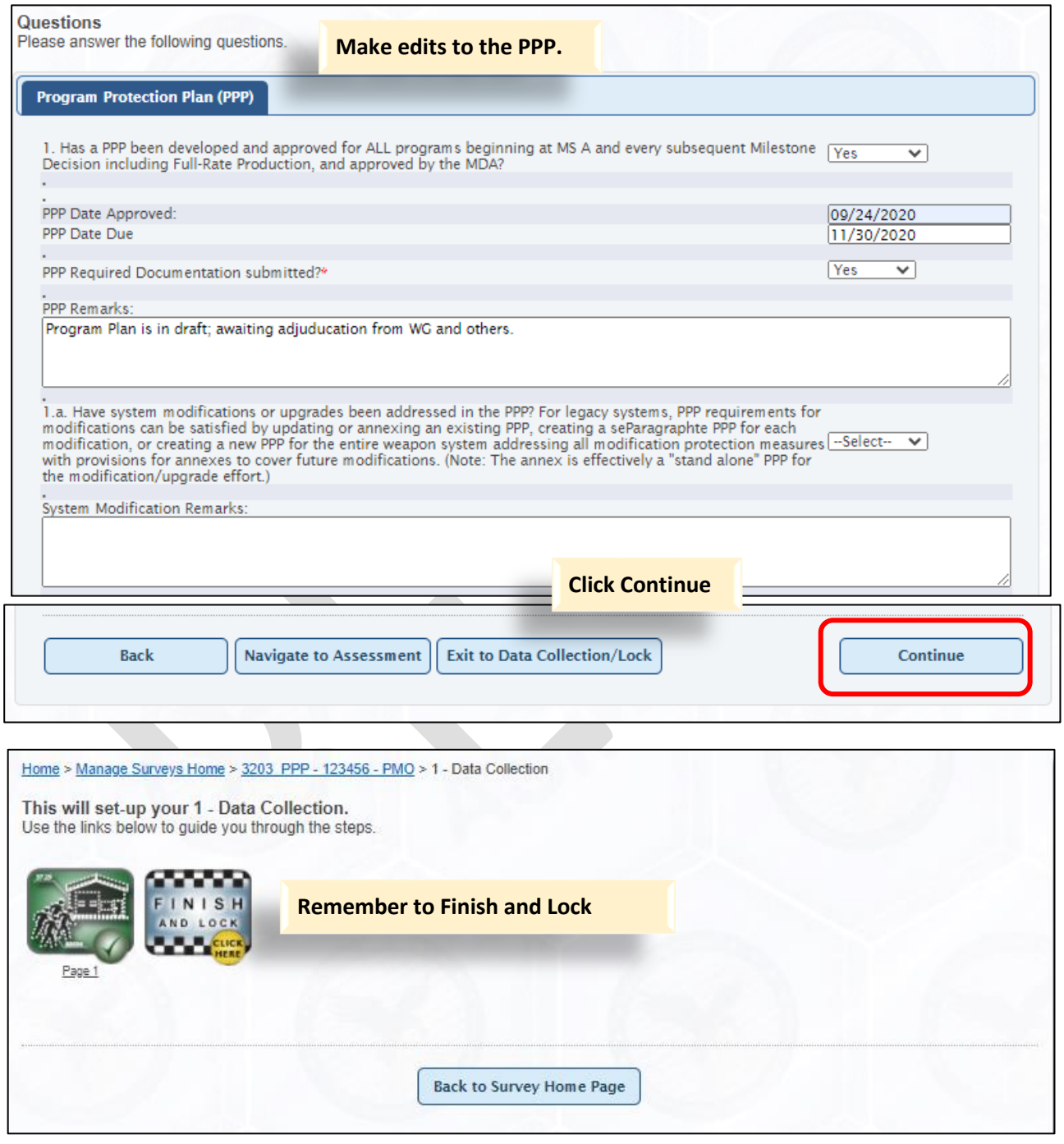


Figure 75: Update a Survey

When completing the Program Protection Plan:

- **Answer every question**. (You will be unable to finish and lock without completing).
- **Always Finish and Lock** the plan (this ensures the data will be included in reports).
- **Create** the plan through **the PMO assessment**.
- **Update** the plan through **Manage Survey Responses** (this is being updated to be able to edit from the assessment).

Other PPP Functions

In addition to navigating back and forth between the PPP and the associated assessment, other functions on the Survey Home screen are shown below.

Button	Function	Used for
Navigate to Assessment	Navigate back to assessment	To return to assessment so you can update both more efficiently
Open for Editing	Unlock this survey for editing	Updating the PPP
Rename	Change the name of this survey	Program name change or error in name
Share this Survey	Share this survey with other users	Share with a supervisor or other ASM user for review
Change Owner	Give responsibility for this survey to another user	When program responsibility changes
Delete Permanently	Delete this survey	Uncorrectable errors in a PPP or when a new PPP is requested
File/Image Upload	Upload files or images	When required documentation is required
Export to Excel	Export to Excel for Offline Processing	Complete the questions in Excel and upload to ASM for more efficiency or when multiple people need to provide input.
Upload Responses	Upload Responses from Excel	Adding the completed PPP information into ASM more efficiently.
Reports	Generate reports and survey aids	Run reports (No reports available at this time).
View POCs	View points of contact	Request for POC on a program

Figure 76: Other Survey Functions

5 Reports

ASM has several reports. Reports fall into two categories:

1) Single assessment reports and
2) Multiple assessment reports

Each type of report is accessed through two different processes. Single assessment reports are accessed through the Assessment main menu. Multiple assessment reports are accessed through Advanced Analysis. You can use Advanced Analysis for detail on a single assessment.

Single Assessment Reports

Single assessment reports can be found on the Assessment Home Page. You must be in the assessment to access the report. After logging in, click on Manage Assessments and locate the assessment you would like to run a report on. Once on the main menu of the Assessment, click on the Reports button.

Multiple Assessment Reports

Multiple assessment Reports are access through the Advanced Analysis icon. Here you can select multiple assessments to include in a report. Reports generated using Advanced Analysis are aggregate of all assessments selected. More on Advanced Analysis can be found in Section XX.

Recommended Reports for ASM

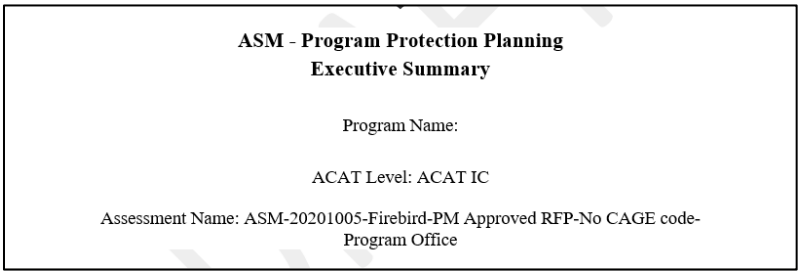
Two key reports for ASM include:

1) Executive Summary Report (single assessment report)
2) Dashboard Report (Single or multi-assessment report)

These reports were specifically designed for the Acquisition community.

Executive Summary Report

The Executive Summary Report provides a high-level view of the risk for an organization. It includes overall risk, assets, threat changes and the countermeasure implemented. It also provides the status of the Program Protection Plan.


ASM - Program Protection Planning
Executive Summary

Program Name:

ACAT Level: ACAT IC

Assessment Name: ASM-20201005-Firebird-PM Approved RFP-No CAGE code-Program Office

Figure 77 Executive Summary Report title page.

Dashboard Report

The Dashboard report is accessed through Advanced Analysis and can be generated with information based on multiple assessments. This is an at-a-glance report showing risk, planned risk and status of the Program Protection plan.

It is created in Excel but can easily be cut and pasted into a PowerPoint presentation.

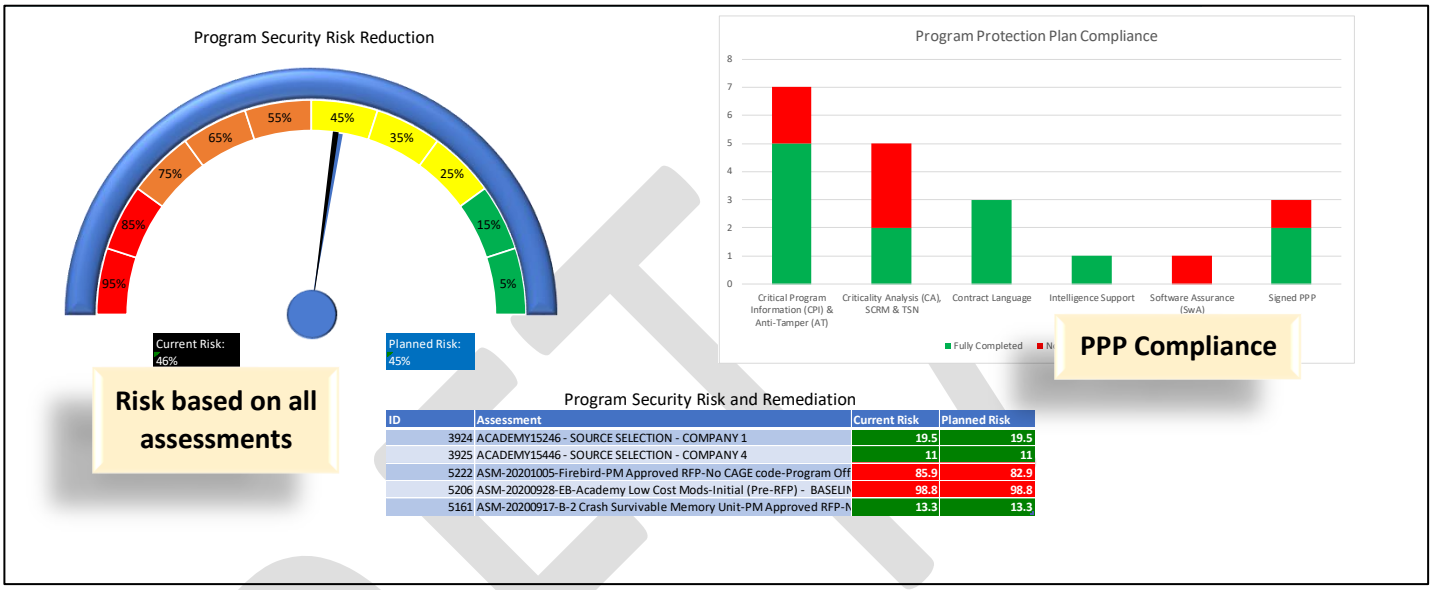


Figure 78: Dashboard Report

6 Advanced Analysis

Advanced Analysis allows for the creation of reports with multiple assessments. This is the report used when reviewing multiple responses from offerors during the RFP process.

Analysis can be based on any of the profle questions or assets in programs. For example, a risk comparision of different programs at the same ACAT level or with the same assets.

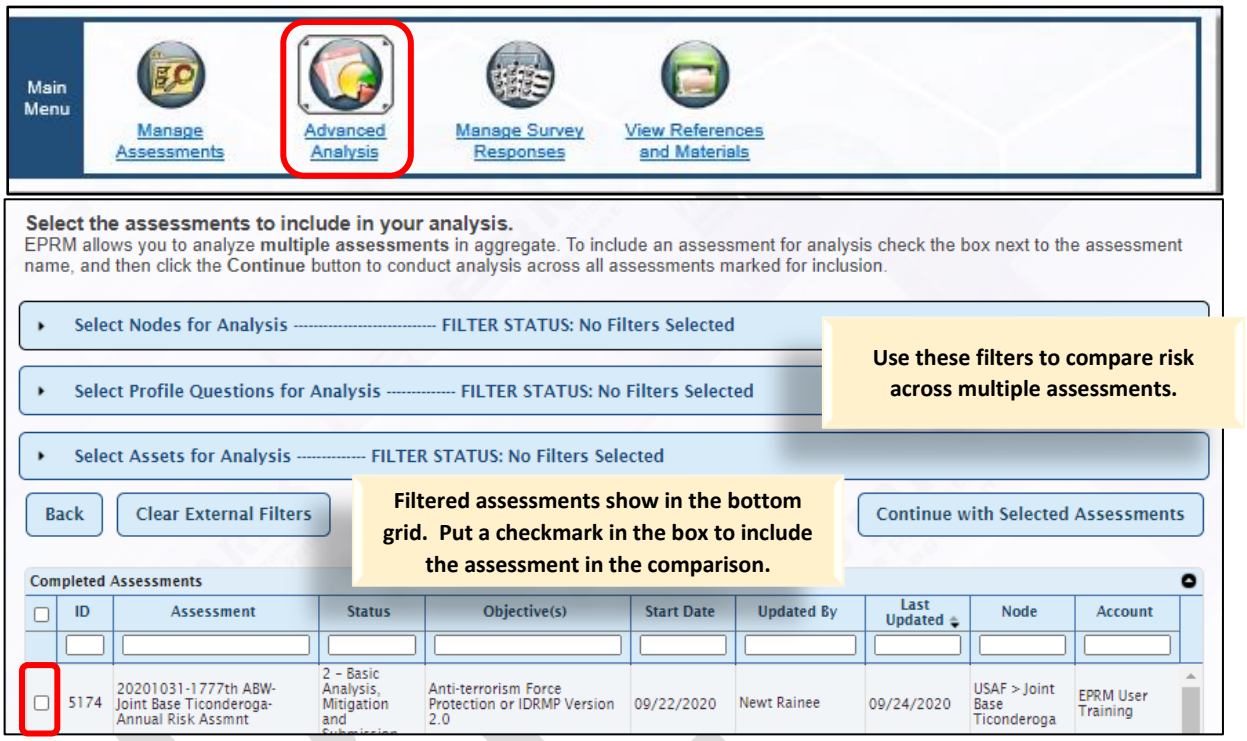


Figure 79: Advanced Analysis- Filtering for specific assessments

The following shows the steps in using Advanced Analysis to compare Offerors in the RFP process. IN this example, we are filtering for Source Selection assessments for contract 123456.

First filter by the profile question by clicking on the arrow to the left of Select Profile questions for Analysis. The system will ask you to add an objective. (Note: Only those objectives you have access to will show. Select Add then select Acquisition Security.

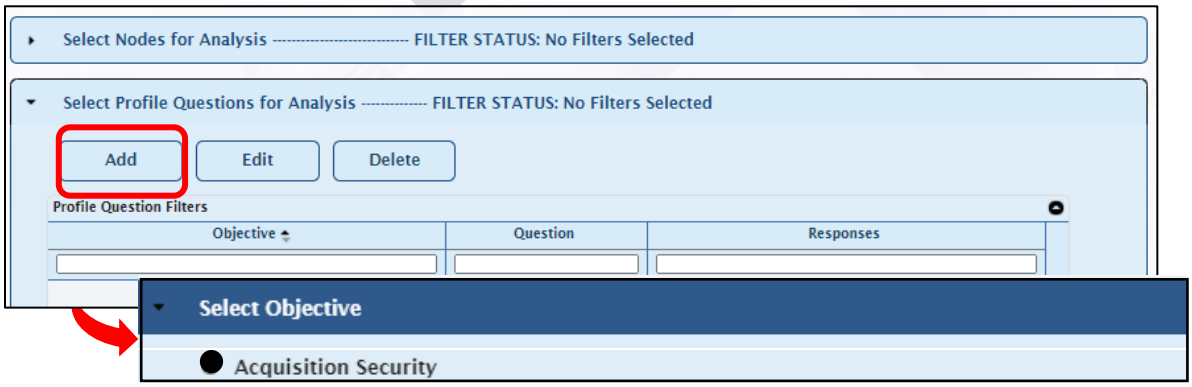


Figure 80: Advanced Analysis - Select Acquisition Security Objective

Next, locate the Contract Number and select. This will result in a pop up window asking for the contract number. Enter the contract number. Remember to click on Save Profile Questions Filter to save your selections.

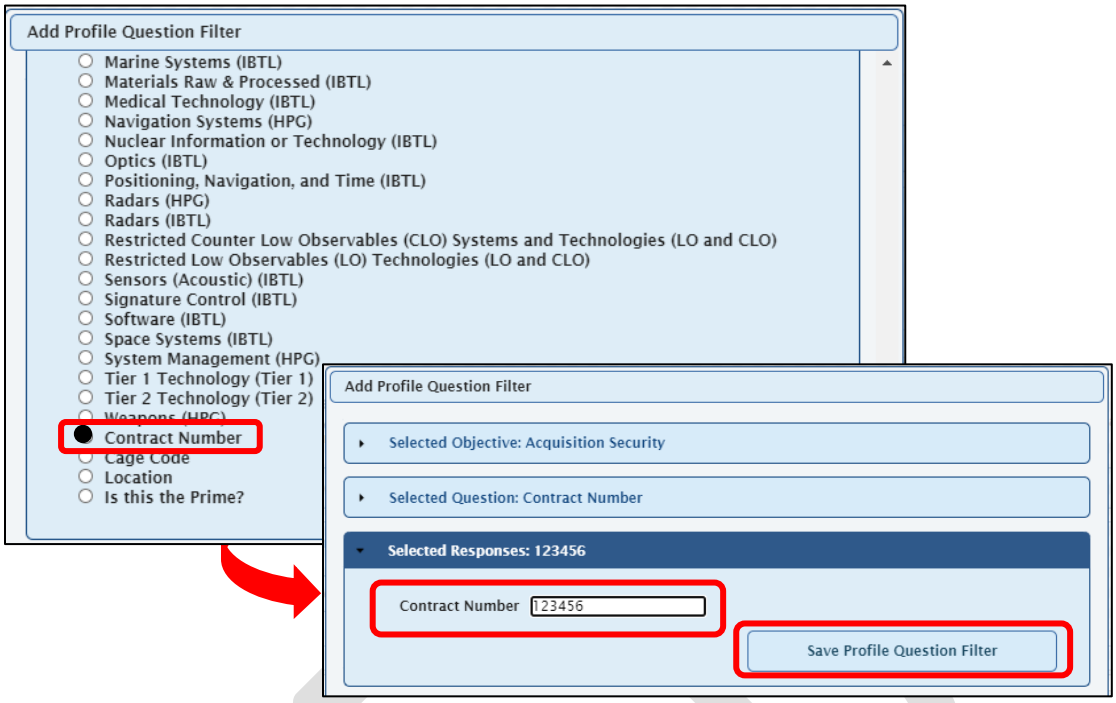


Figure 81: Advanced Analysis – Filtering for Contract Number

The next screen will show you the filters selected. Here the system will look in the Acquisition Security objective (ASM) for all assessments which contain the contract number 123456. To confirm this filter, click on Apply Profile Questions Filter button located at the bottom right. You could also adjust your filters (add, edit and/or delete) by using the buttons above the filter.

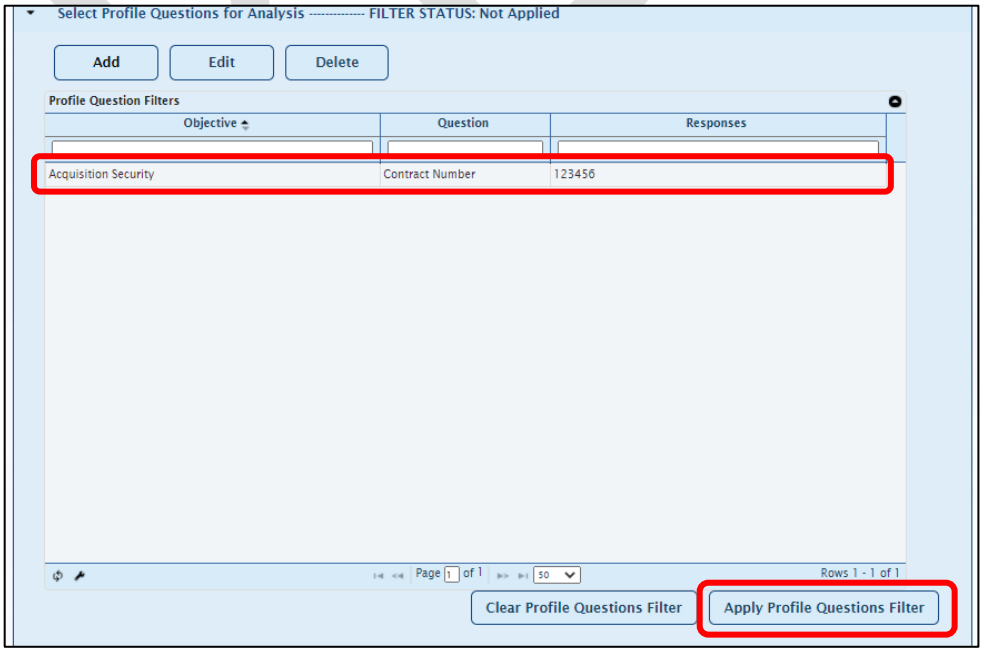


Figure 82: adding a Profile Question Filter

Assessments matching this filter will show in the bottom grid. You can continue with selected assessments or further filter using the filter boxes above each column. In this example, we added the filer "Source" to keep the comparison to Source Selection assessments.

Keep the checkbox marked to include in the analysis. Remove the checkmark if you do not want the assessment included.

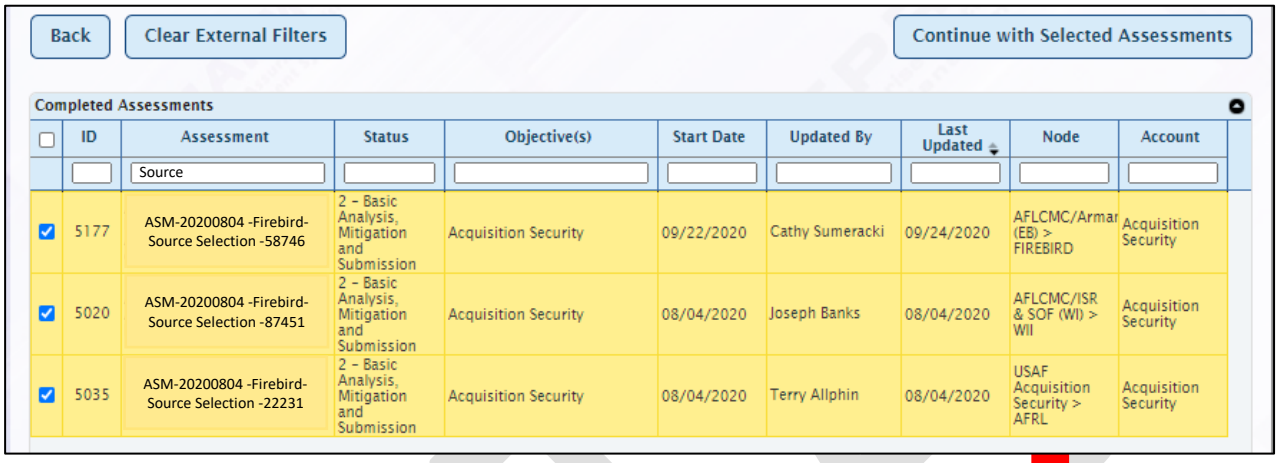


Figure 83: Advanced Analysis - Selection of Filtered Assessments

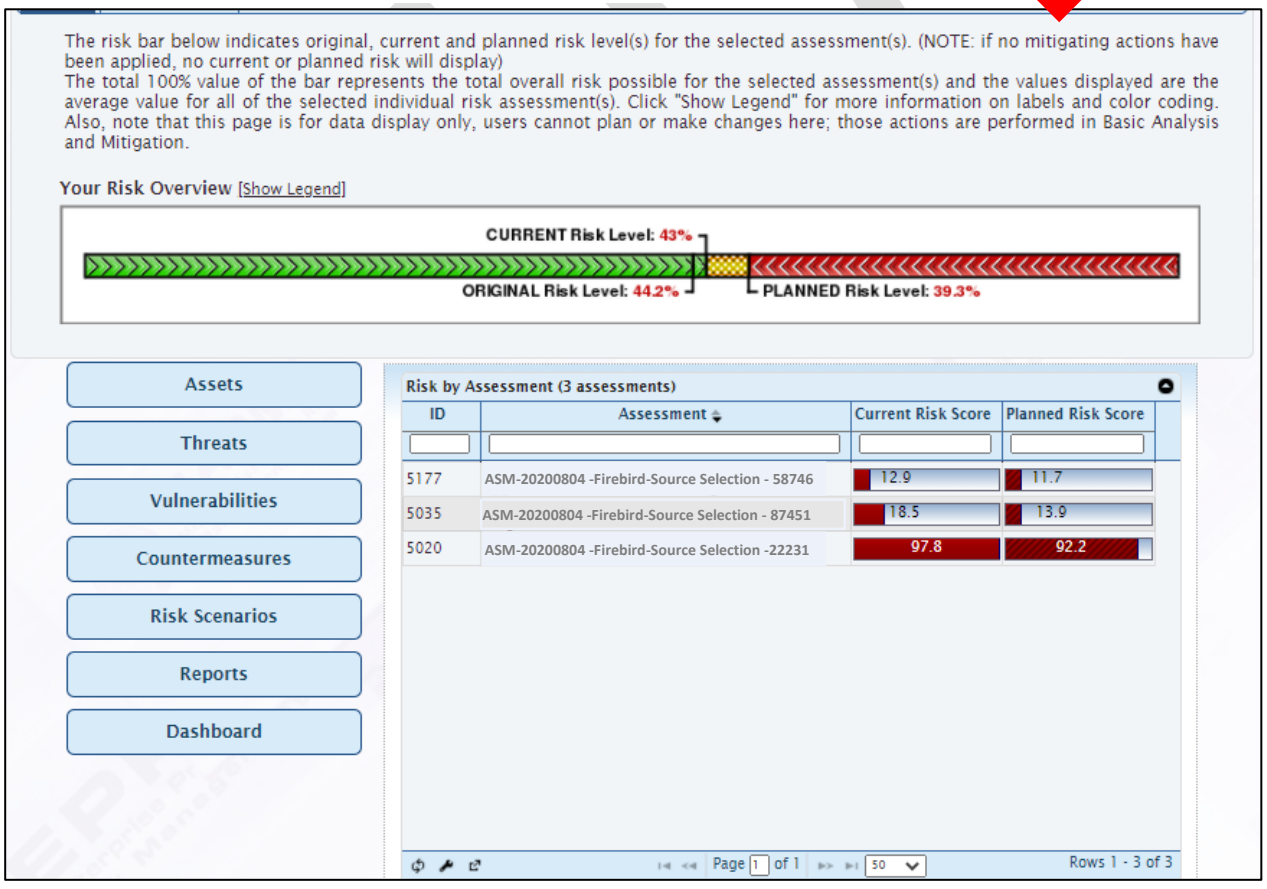


Figure 84: Advanced Analysis – Comparison of Offerors for Contract 123456

When using Advanced Analysis, the buttons on the left side of the screen are relative to the assessments in the list on the right. In the example below, it would be for three assessments. Reports generated from this page reflect the risk for the total of all assessments in the list.

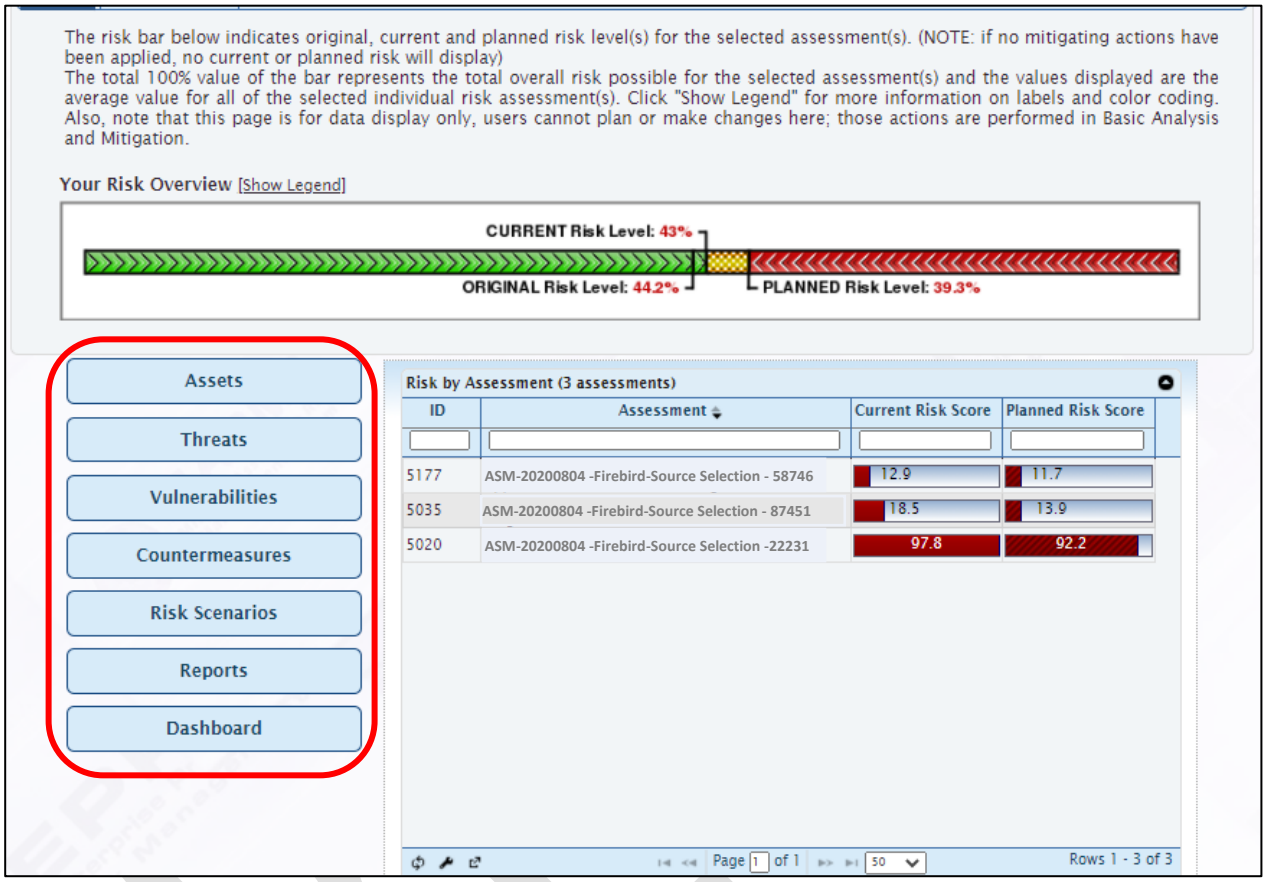
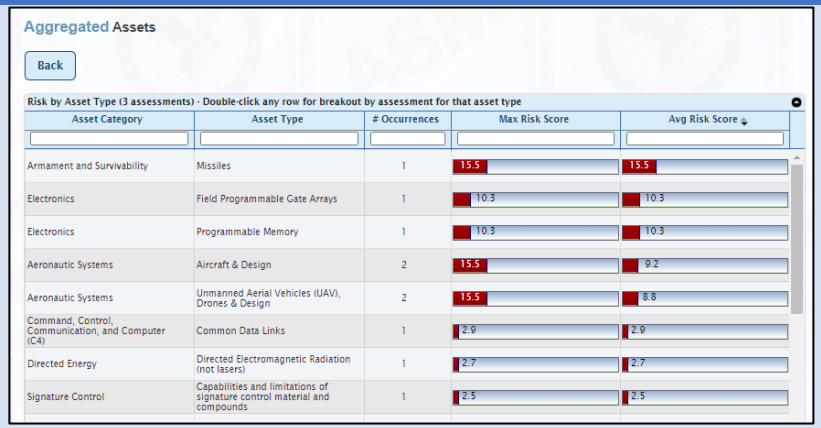
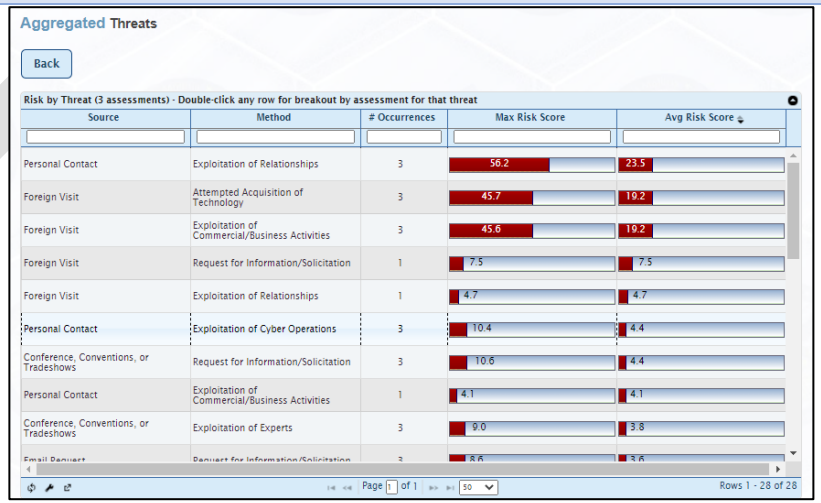
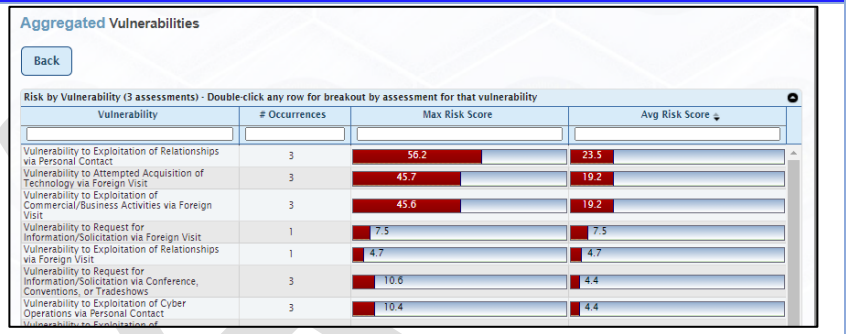
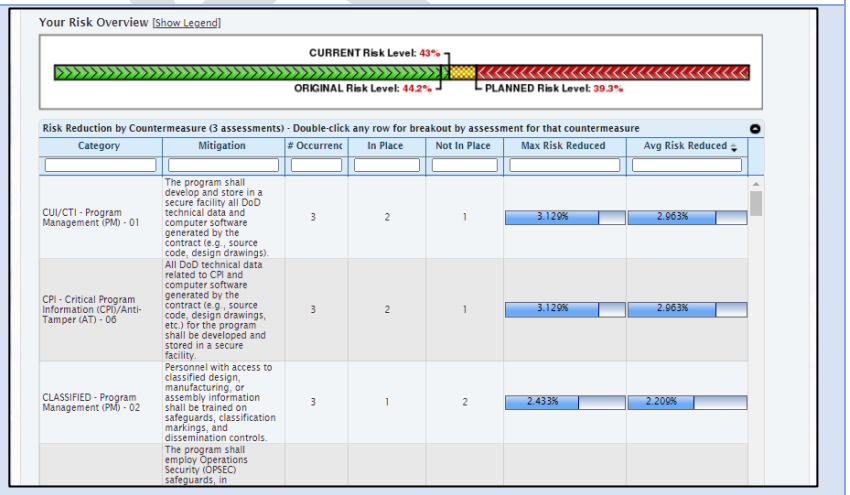


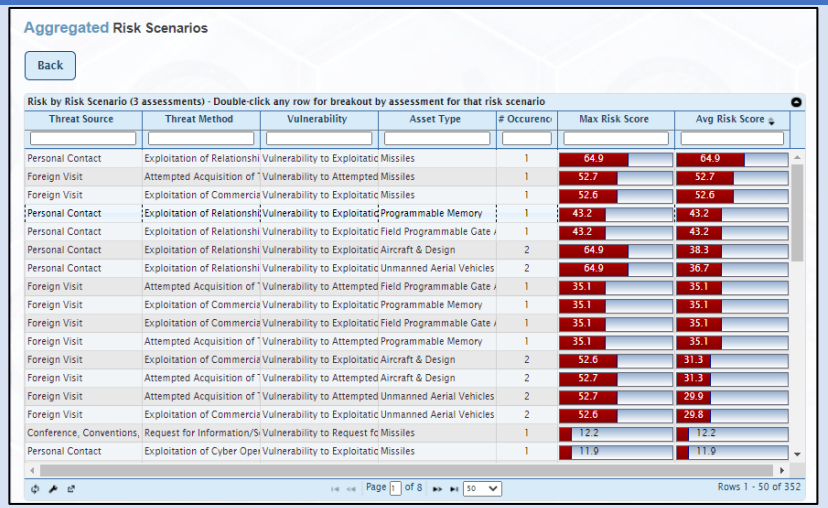
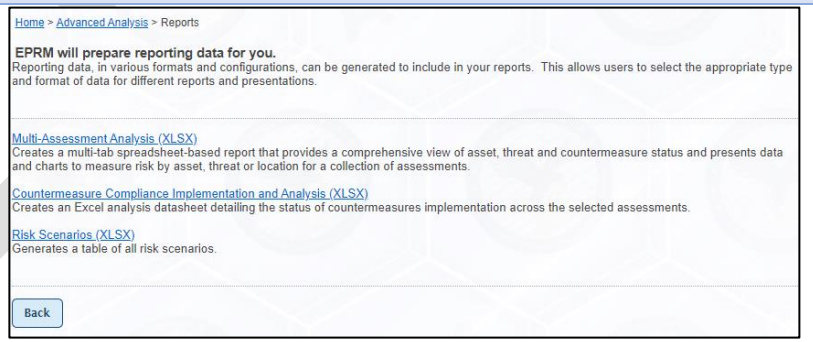
Figure 85: Reports available in Advanced Analysis.

Advanced Analysis – Sample Reports

In addition to the screen comparison, Advanced Analysis has several reports based on the aggregate of all selected assessments. The table below provides a brief over of the report.

Button	Description	Used For	Example
Assets	Creates aggregate list of all assets, number of occurrences and their associated risk scores	Determining the assets most at risk	
Threats	Creates aggregate list of all threats, number of occurrences and their associated risk scores	Determining the highest threats	

Button	Description	Use For	Example
Vulnerabilities	Creates aggregate list of all vulnerabilities, number of occurrences and their associated risk scores	Determining the highest vulnerabilities	
Countermeasures	Creates aggregate list of all countermeasures, number of occurrences and their associated risk scores	Determining countermeasure status and the effect on risk	

Button	Description	Use For	Example
Risk Scenarios	Creates aggregate list of all asset to threat to vulnerability scenarios	Determining highest vulnerabilities and threats to assets.	
Reports	Takes user to reports page where further reports are listed	Further detail on countermeasure status, graphs and images for presentations.	

Button	Description	Use For	Example
Dashboard	Generates Excel file showing aggregate risk, and the status of the Program Protection Plan	At a glance reporting of Risk and Prgram Protection. This is one of the key reports of ASM.	

Figure 86: Advanced Analysis: Table of Example Reports

8 View References and Materials

The Reference and Materials section has documents relative to all EPRM modules. This includes DOD references, job aids, frequently asked questions and other information.

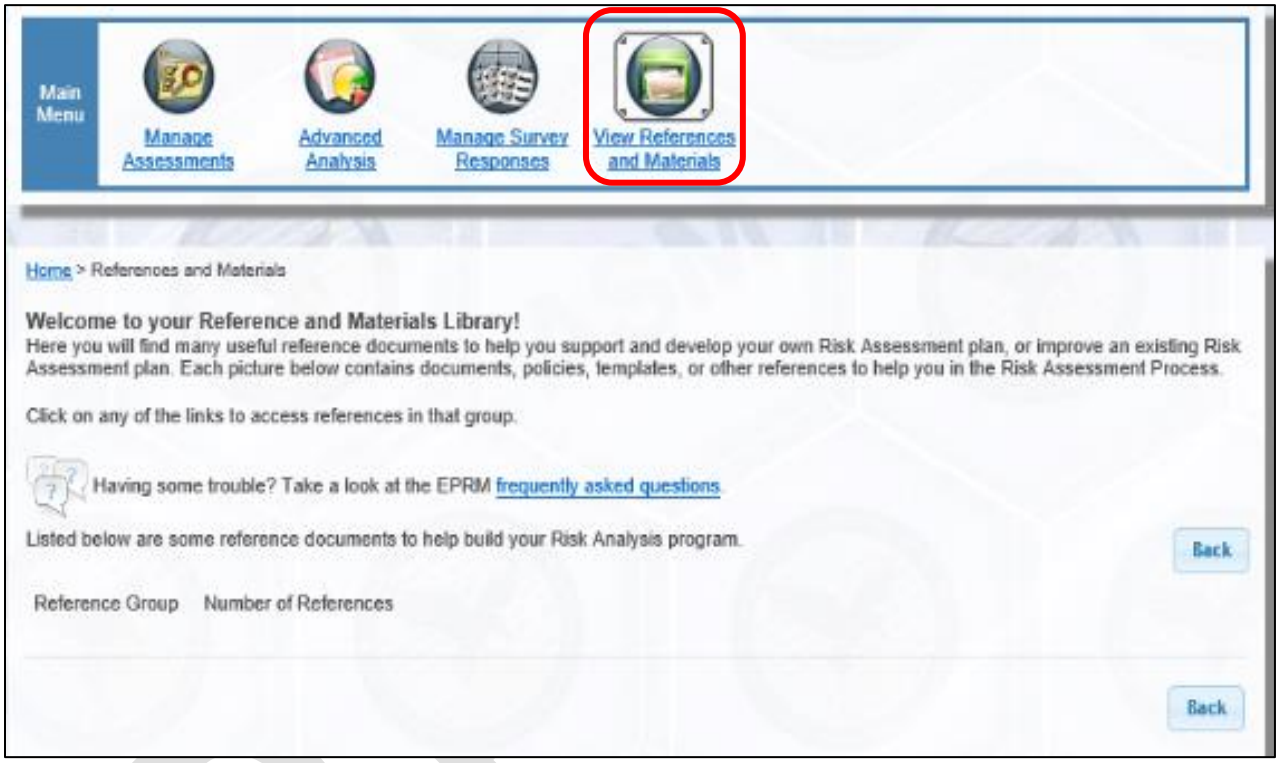


Figure 87: References and Materials

9 ASM Dedicated Help Page

The ASM portal has all user guides, job aids, questions lists and other material to assist users in the ASM process. Use this link to access: http://eprmhelp.countermeasures.com/ASM

Figure 88: ASM Dedicated Help Page

Section	Description/Content
Get Started	Login request form Steps to get started
Training Resources	User Guide Job Aids Computer Based Training (CBT)
Marketing, Communications and Policy	ASM Overview Senior Level video End User Informational Video ASM Business Rules
FAQs	Hyperlink format; Answers to Frequently asked questions
Quick Links to Communications	Current news and links

Figure 89: ASM Dedicated Help Page Contents

10 ASM Demo Account

Purpose

The ASM demo account is a mirror of the functionality on SIPRNet but with a different hierarchy set up and notional data. The SIPR and NIPR databases are separate and different. This unclassified site facilitates user familiarization and training. **Users shall not use the demo site to create any real assessments.**

Assessments created in the demo site will not show in the SIPRNet site. In addition:

- The Alion Help desk will set up hierarchy/assessment/user administrators at the PEO level.
- Node and System Administrators may further delegate within their branch of the hierarchy.
- This site CANNOT be used for unclassified assessment question exports for SIPRNet.
- The headers of the training site will clearly state “Training Data”.
- The demo site may be periodically purged of data when system upgrades or space limitations dictate. ASM leads will be notified well in advance of any changes/removal of training assessment data.

Access

The site is at http://demo.countermeasures.com. Users can access the training site by clicking on the EPRM button labeled with the current EPRM version, (e.g., EPRM 3.30). ASM will automatically direct users to the ASM module.

Getting a login for the demo account

Provide the following information to the EPRM Help Desk via email at eprmhelpdesk@alionscience.com

Note: If you have requested a SIPRNet ASM account, the Helpdesk will also add you to the Demo account.

Name:				
Title/ Rank:				
Phone number:				
Service or Component:	**Air Force**			
Center (i.e., AFLNWC)				
Two letter Directorate (i.e., ND)				
Three letter Program (i.e., ND1)				
Program Executive Officer (PEO)				
Alion Contract Name:	**Acquisition Security**			
NIPR E-Mail:				
SIPR E-Mail:				
ALL Users will be put in Demo and SIPR ASM and assigned the role of Assessor and Assessment Manager at their three-digit level unless otherwise noted by Approving Official				
THE FOLLOWING INFORMATION WILL BE COMPLETED BY APPROVING OFFICIAL AND THE EPRM HELP DESK				
(Add "X" next to applicable level)				
Role(s)	X Assessor	Assessment Mgr.		
(Add "X" next to applicable level)				
The following roles require additional approval				
Templator	Template Mgr	Node Admin	User Admin	Observer