



EPRM
Enterprise Protection
Risk Management

Getting Started & How to Complete a DOD PKI Survey

EPRM v3.40, February 2021

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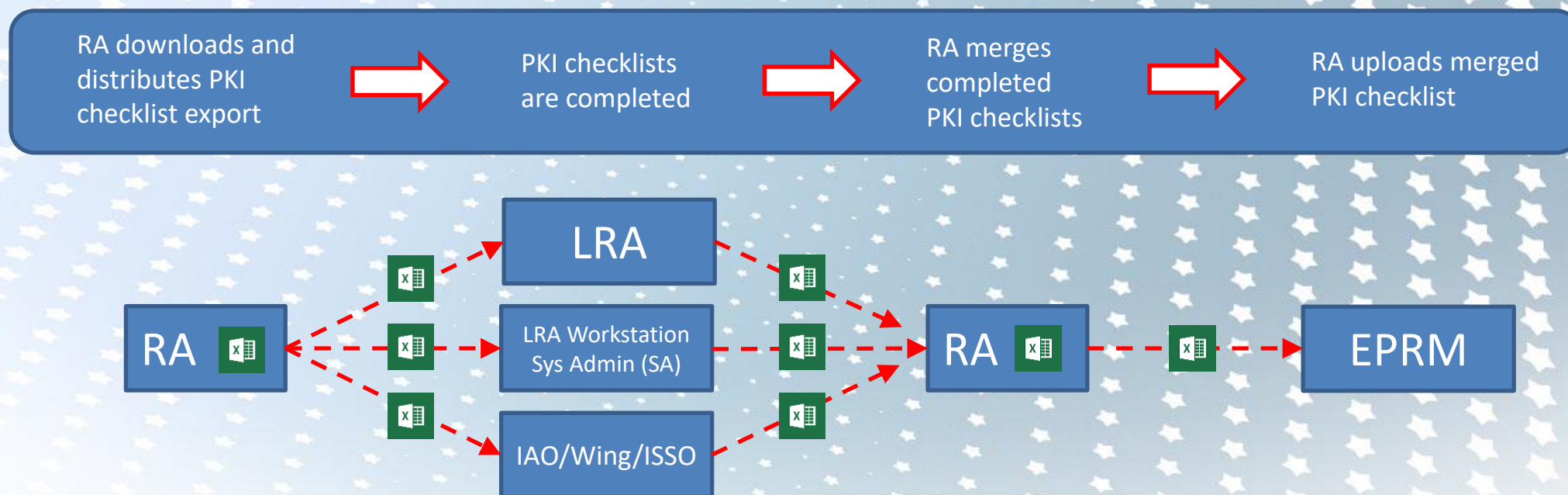
Introduction

The survey function is a core capability of the EPRM tool. It uses a process model to walk an auditor through the steps of completing an audit survey. The following pages will present the process in a way that will guide a user through completing a DOD PKI audit survey. Administrative functions are discussed in the second half of this guide.

Data Collection Process

The DOD PKI Audit Survey involves the coordination of information from multiple sources and incorporating the data into an organized, automated process (EPRM). Below is a basic representation of the process to show how EPRM fits into an existing audit survey process.

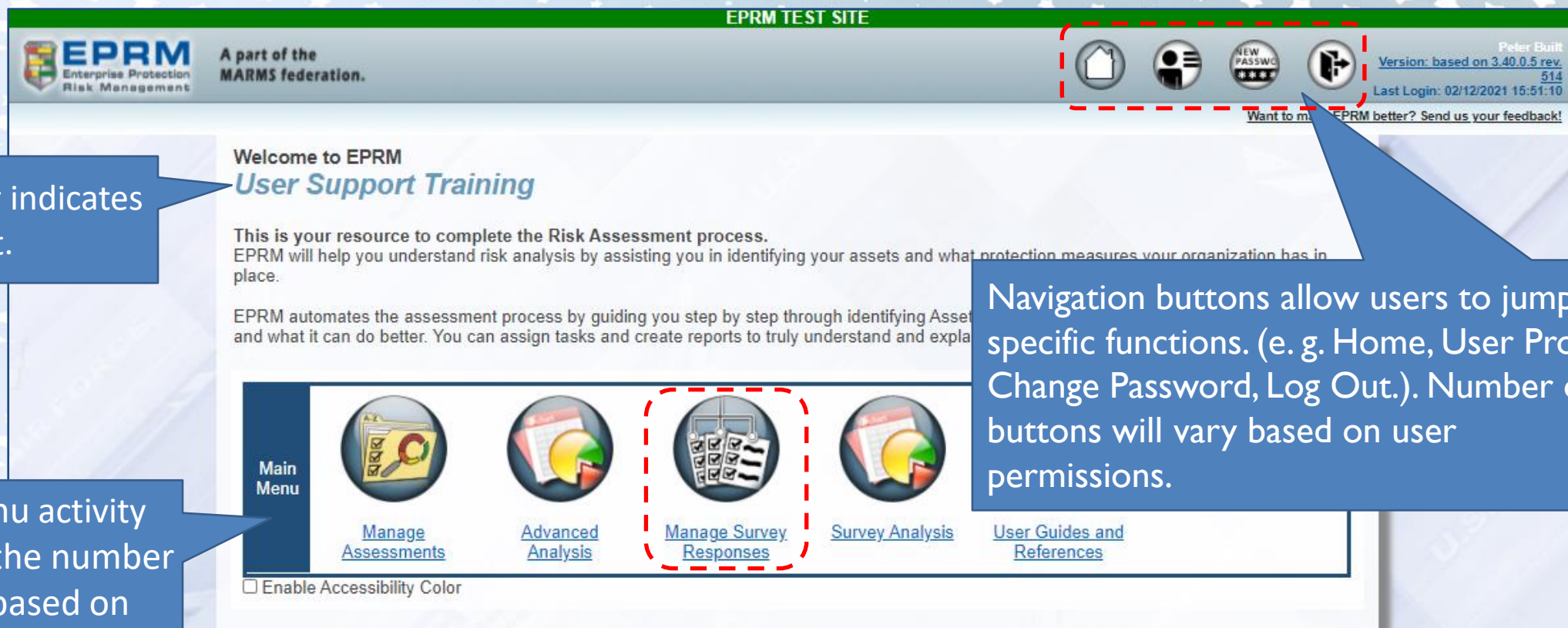
The RA distributes the RA/LRA PKI audit checklist export (.xlsx)* to the LRA, LRA Workstation System Administrator (SA), and IAO/Wing/ISSO to complete their respective checklists. Each element returns their checklist portions to the RA who merges the data into a single checklist. The RA then uploads the completed checklist into EPRM.



*A copy of the PKI checklist export (.xlsx) is available for download [here](#), on the EPRM Help website.

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 PKI audit survey users, the "Manage Survey Responses" button will be their primary workspace.



Manage Survey Responses Home Screen

After clicking the “Manage Survey Responses” button users are brought to the Manage Surveys Home page.

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

Users can begin a new PKI audit survey by clicking the green “Start” button, or double-click a row in the grid to continue work on an existing audit survey.

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.

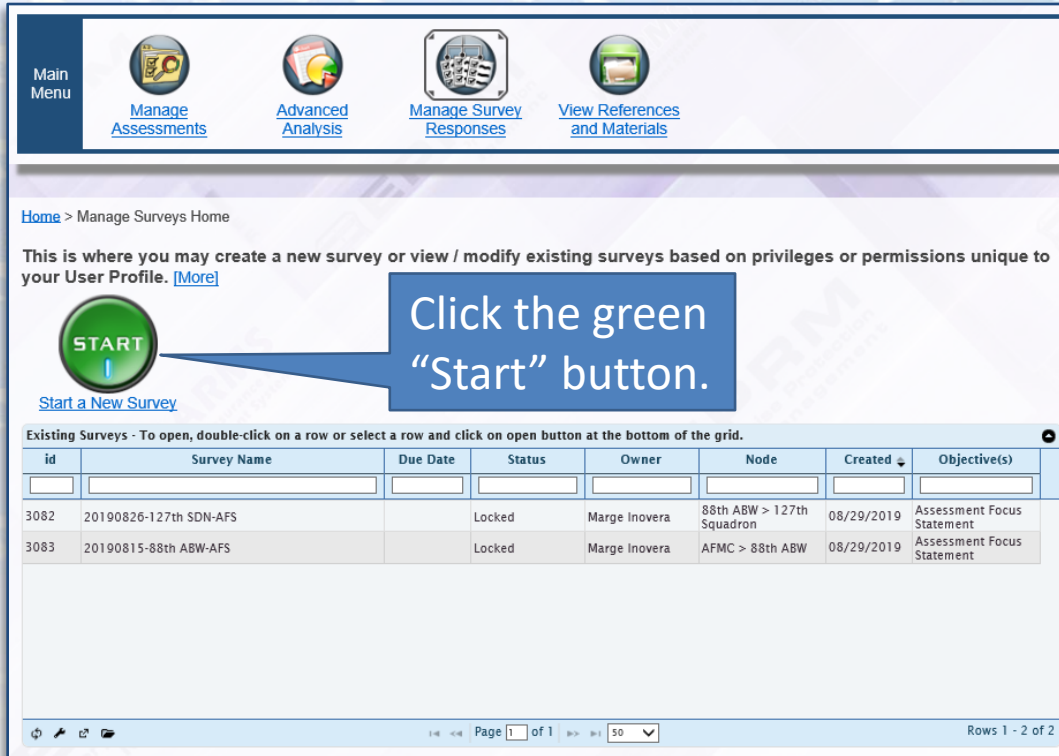
The screenshot shows the 'Manage Survey Responses' interface. At the top, a navigation bar contains icons for 'Main Menu', 'Manage Assessments', 'Advanced Analysis', 'Manage Survey Responses' (highlighted), and 'View References and Materials'. Below this, a breadcrumb trail reads 'Home > Manage Surveys Home'. A message states: 'This is where you may create a new survey or view / modify existing surveys based on your User Profile. [More]'. A green 'START' button is visible with the link 'Start a New Survey'. Below this is a table titled 'Existing Surveys - To open, double-click on a row or select a row and click on open button at the bottom of the grid.' The table has columns: id, Survey Name, Due Date, Status, Owner, Node, Created, and Objective(s). Two rows are shown, both with status 'Locked' and owner 'Marge Inovera'. The first row (id 3082) is for '20190826-127th SDN-AFS' with node '88th ABW > 127th Squadron' and creation date '08/29/2019'. The second row (id 3083) is for '20190815-88th ABW-AFS' with node 'AFMC > 88th ABW' and creation date '08/29/2019'. At the bottom right, it says 'Rows 1 - 2 of 2'.

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3082	20190826-127th SDN-AFS		Locked	Marge Inovera	88th ABW > 127th Squadron	08/29/2019	Assessment Focus Statement
3083	20190815-88th ABW-AFS		Locked	Marge Inovera	AFMC > 88th ABW	08/29/2019	Assessment Focus Statement

Previously conducted surveys are stored here. Double click a survey to access it.

Creating A New Survey

After clicking the “Start” button on the Manage Surveys home page, a new window will open; several data fields require input. Those fields denoted by an asterisk (*) must be completed. A more detailed look at the New Survey screen is on the following page.



Home > Manage Surveys Home

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

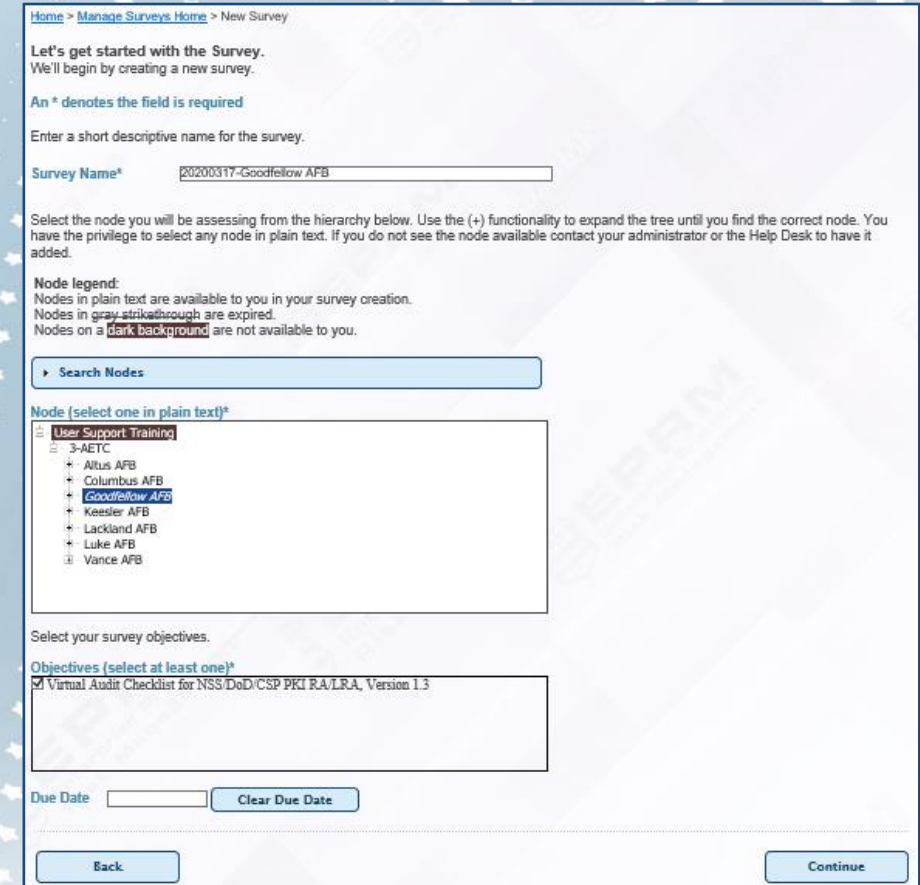
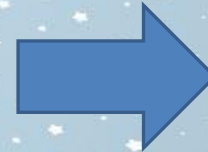
START

[Start a New Survey](#)

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

id	Survey Name	Due Date	Status	Owner	Node	Created	Objective(s)
3082	20190826-127th SDN-AFS		Locked	Marge Inovera	88th ABW > 127th Squadron	08/29/2019	Assessment Focus Statement
3083	20190815-88th ABW-AFS		Locked	Marge Inovera	AFMC > 88th ABW	08/29/2019	Assessment Focus Statement

Page 1 of 1 | 50 | Rows 1 - 2 of 2



Home > Manage Surveys Home > New Survey

Let's get started with the Survey.
We'll begin by creating a new survey.

An * denotes the field is required

Enter a short descriptive name for the survey.

Survey Name*

Select the node you will be assessing from the hierarchy below. Use the (+) functionality to expand the tree until you find the correct node. You have the privilege to select any node in plain text. If you do not see the node available contact your administrator or the Help Desk to have it added.

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

Search Nodes

Node (select one in plain text)*

- ☒ User Support Training
 - ☐ 3-AETC
 - ☐ Altus AFB
 - ☐ Columbus AFB
 - ☒ Goodfellow AFB
 - ☐ Keesler AFB
 - ☐ Lackland AFB
 - ☐ Luke AFB
 - ☐ Vance AFB

Select your survey objectives.

Objectives (select at least one)*

☒ Virtual Audit Checklist for NSS DoD/CSP PKI RA/LRA, Version 1.3

Due Date

Creating a New Survey (continued):

1. Name the audit survey. It is recommended to include a date (YYYYMMDD) and location in the name for file management purposes. (See *ECM for DoD PKI Audits User Business Rules* for more information.)
2. Select the node where the audit survey will be conducted. This allows the survey to be viewed by your organization and is essential for higher level analysis and the control of unit information.
3. Check the survey type ('Objective'), i.e., Virtual Audit Checklist for NSS/DoD/CSP PKI RA/LRA, Version 1.3.
4. Click on Due Date field to bring up a calendar and select a due date, if desired.
5. Click **"Continue"**.

Home > Manage Surveys Home > New Survey

Let's get started with the Survey.
We'll begin by creating a new survey.

An * denotes the field is required

Enter a short descriptive name for the survey.

1 Survey Name* 20200317-17th TW-Goodfellow AFB

Select the node you will be assessing from the hierarchy below. Use the (+) functionality to expand the hierarchy. If you do not have the privilege to select any node in plain text. If you do not see the node available in the hierarchy, it has been added.

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

2 Search Nodes

Node (select one in plain text)*

- User Support Training
 - 3-AETC
 - Altus AFB
 - Columbus AFB
 - Goodfellow AFB
 - 17th Training Wing**
 - 17th Mission Support Group
 - 17th Training Group
 - Keesler AFB
 - Lackland AFB
 - Luke AFB
 - Vance AFB

Select your survey objectives.

3 Objectives (select at least one)*

☒ Virtual Audit Checklist for NSS/DoD/CSP PKI RA/LRA, Version 1.3

4 Due Date Clear Due Date

5 Back Continue

Search Nodes feature allows the user to find their unit directly, without manually expanding the hierarchy.

Creating a New Survey (continued):

The audit survey has been created, when this page appears. The page is divided into two sections. The Survey Administration section will be discussed later in this guide. Click the “Data Collection” button to expand the Survey Workflow (displayed on the next page).

System assigns a 4-digit ID to each new survey.

Click “Data Collection” to enter the Survey Workflow.

Tip: Add the LRA, SA, and ISSO in the POCs as a best practice in keeping current and accurate records.

The screenshot shows a web interface for survey management. At the top, a tab labeled "Survey Workflow" is active. Below it, a banner states: "This is your survey process. We'll guide you through it step by step. Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk." A purple bar below the banner reads: "Your Survey has been created. Please use the workflow to continue." Below this is a button labeled "1 - Data Collection" with a yellow "CLICK HERE" icon. The survey details are listed: "3134_20200317-17th TW-Goodfellow AFB", "Survey of 17th Training Wing, 03/17/2020 (1 - Data Collection)", and "Conducted by Marge Inovera with objectives: Virtual Audit Checklist for NSS/DoD/CSP PKI RALRA, Version 1.3". A second tab labeled "Survey Administration" is visible below the workflow section. It contains a list of buttons: "Rename" (Change the name of this survey), "Share this Survey" (Share this survey with other users), "Change Owner" (Give responsibility for this survey to another user), "Delete" (Permanently delete this survey), "File/Image Upload" (Upload files or images), "Export to Excel" (Export to Excel for Offline Processing), "Upload Responses" (Upload Responses from Excel), and "Manage POCs" (Add/Edit/Delete points of contact).

This banner confirms the assessment was created. Note: the RA can create the audit survey in EPRM independent from the PKI survey checklist being completed.

Survey Administration features begin on pg. 14.

The Survey Process:

The Data Collection phase, within the EPRM tool, is divided into several areas of responsibility. The RA will coordinate with LRA, LRA Workstation System Administrators (SA), and IAO/Wing/ISSO personnel to complete the audit survey outside of the EPRM tool. To expedite completion, RAs should download the RA/LRA PKI audit checklist export in an Excel format and distribute to the LRA, SA, and IAO/Wing/ISSO to answer their respective portions of the checklist.



Note: when the completed checklists are returned to the RA, and combined, all audit survey data will be uploaded at once despite the linear representation above.

Import Survey to EPRM:

The final checklist of merged data will need to be DOTS'd to the SIPRNET by following the process below. (Alternatively, the RA can enter the audit survey into EPRM, manually.)

1. SEND the completed audit survey (.xlsx) document from your NIPRNET computer to your SIPRNET email account using the DOTS site. DOTS is a web transfer portal that allows you to send files from a NIPRNET computer to your SIPRNET email account - <https://dots.dodiis.mil/>
2. DOWNLOAD the file from your SIPRNET email and save to your computer.
3. LOGIN to EPRM and click the "Manage Survey Responses" icon.
4. LOCATE the existing survey, or create a new survey if one was not already created (see pg. 6).
5. UPLOAD the completed audit survey checklist using the "Upload Responses" button.
6. BROWSE your computer for the completed survey (.xlsx) document, click "Upload".

The image shows a sequence of three screenshots from the EPRM system, illustrating the process to upload survey responses. The top screenshot is the 'Survey Administration' page, where the 'Upload Responses' button is highlighted with a red dashed box. A blue arrow points down to the middle screenshot, which shows the 'Survey Upload Responses' page. On this page, the 'Browse' button is highlighted with a red dashed box. Another blue arrow points down to the bottom screenshot, which shows the same 'Survey Upload Responses' page but with a file named 'Goodfellow_17th_20200317.xlsx' selected in the 'Upload File' field. In this final screenshot, the 'Upload' button is highlighted with a red dashed box.

Conducting the Survey (continued):


With the audit survey checklist successfully uploaded, the Survey Workflow icons will have green checkmark badges, and the audit survey is ready to be locked. Click the “Finish and Lock” icon to lock the audit survey and return to the Survey Workflow/Administration screen. Notice the Data Collection icon now carries the “Read Only” badge. If any answers need to be changed, click the “Open for Editing” button in the Survey Administration section.



Survey Workflow

Home > Manage Surveys Home > 3128_2020-02-12 - Columbus AFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.


1 - Data Collection

3128_2020-02-12 - Columbus AFB
Survey of Columbus AFB, 02/12/2020 (Locked)
Conducted by Marge Inovera with objectives: USAF LRA Self-Assessment Audit Checklist

Survey Administration

Open for Editing	Unlock this survey for editing
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
View POCs	View points of contact

Administration Functions


Survey Administration functions are displayed on the lower half of a survey's home screen. We will take a deeper look at these functions on the following pages. Most functions will operate the same no matter if the survey is open or locked. Two functions, indicated below, will appear differently depending on whether the survey is open or locked.

Survey: Open

Survey Workflow

Home > Manage Surveys Home > 3134_20200317-17th TW-Goodfellow AFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 1 - Data Collection

3134_20200317-17th TW-Goodfellow AFB
Survey of 17th Training Wing, 03/17/2020 (1 - Data Collection)
Conducted by Marge Inovera with objectives: Virtual Audit Checklist for NSS/DoD/CSP PKI RA/LRA, Version 1.3

Survey Administration

Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
Manage POCs	Add/Edit/Delete points of contact

This button does not appear until the survey is locked.


Changes to POCs can only be made when the survey is open. The POC roster changes to "read only" when the survey is locked.

Survey: Locked

Survey Workflow

Home > Manage Surveys Home > 3134_20200317-17th TW-Goodfellow AFB

This is your survey process. We'll guide you through it step by step.
Use the links below to guide you through the steps to understand your security posture and your next steps to reduce your vulnerability and risk.

 1 - Data Collection

3134_20200317-17th TW-Goodfellow AFB
Survey of 17th Training Wing, 03/17/2020 (Locked)
Conducted by Marge Inovera with objectives: Virtual Audit Checklist for NSS/DoD/CSP PKI RA/LRA, Version 1.3

Survey Administration

Open for Editing	Unlock this survey for editing
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
View POCs	View points of contact

Administration: Rename

The **Rename** feature allows users to change the name of a survey. Click **Rename**, enter the new name in the box provided, then click **OK** to save the change.

The screenshot displays the 'Survey Administration' window. At the top, there is a title bar labeled 'Survey Administration'. Below it, a text input field is labeled 'What would you like to name this Survey?'. To the right of the input field are two buttons: 'OK' and 'Cancel'. Below the input field, there is a list of actions, each with a button and a description. The 'Rename' button is highlighted with a red dashed border. The other actions are: 'Share this Survey' (Share this survey with other users), 'Change Owner' (Give responsibility for this survey to another user), 'Delete' (Permanently delete this survey), 'File/Image Upload' (Upload files or images), 'Export to Excel' (Export to Excel for Offline Processing), 'Upload Responses' (Upload Responses from Excel), 'Reports' (Generate reports and survey aids), and 'Manage POCs' (Add/Edit/Delete points of contact).

Action	Description
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
Manage POCs	Add/Edit/Delete points of contact

Type the new name in the text box, then click "OK".

Administration: Share

Share This Survey allows users to give other users within their objective hierarchy access to the survey; allows others to read, and/or edit depending on the privileges selected.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

Manage POCs

Add/Edit/Delete points of contact

Home > 3128_2020-02-12 - Columbus AFB > Share Survey

Survey Sharing: 3128_2020-02-12 - Columbus AFB

You may share your survey on a read/write or read only basis, or not share it at all. You may share it any of these ways with any user.

Back To Survey

Change the share permission for the desired user.

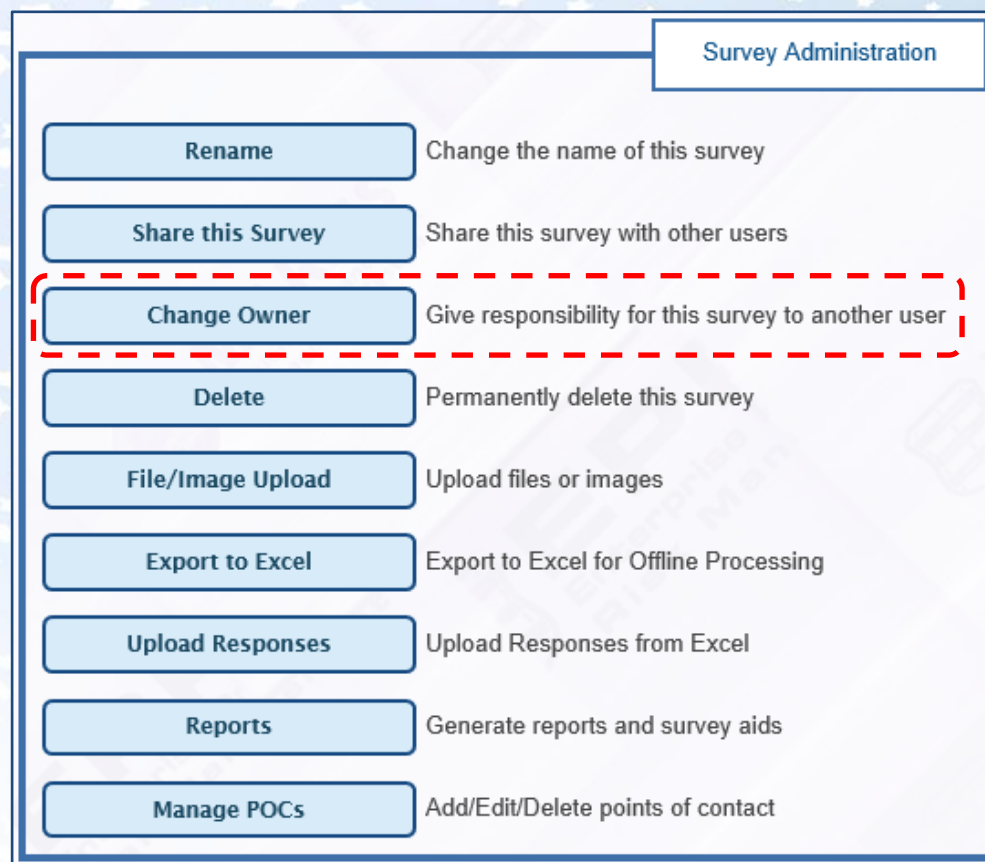
Name	E-Mail	Owner Level	Permissions
Carr, Lisa		No	None
Earp, Wyatt		No	None
Furst, Job		No	None
Holiday, Doc		No	None
Inovera, Marge		Yes	None
McKechnie, Kellen		No	None
Order, Lauren		No	<div>None</div> <div>Read Only</div> <div>Read/Write</div>

Read Only privileges allow another user to view only.

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

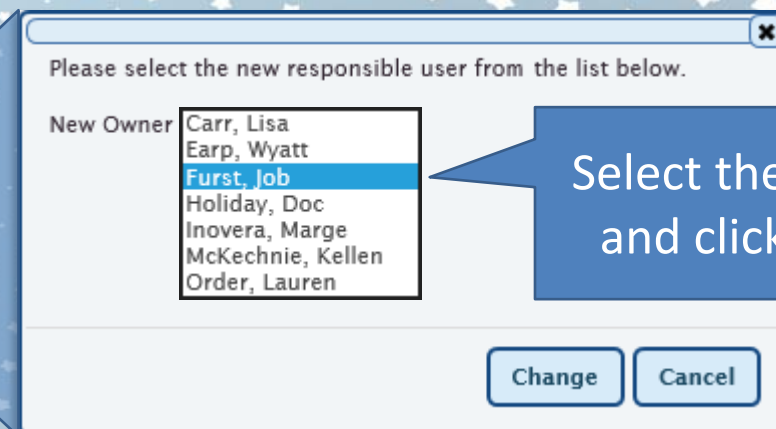
Administration: Change Owner

Change Owner allows the current owner to transfer ownership of the survey to any user within their objective hierarchy. Once changed, the original owner no longer has any access to the survey.



The image shows a 'Survey Administration' panel with several buttons and their descriptions. The 'Change Owner' button is highlighted with a red dashed border. A large blue arrow points from this button towards the 'New Owner' selection dialog on the right.

Survey Administration	
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
Manage POCs	Add/Edit/Delete points of contact



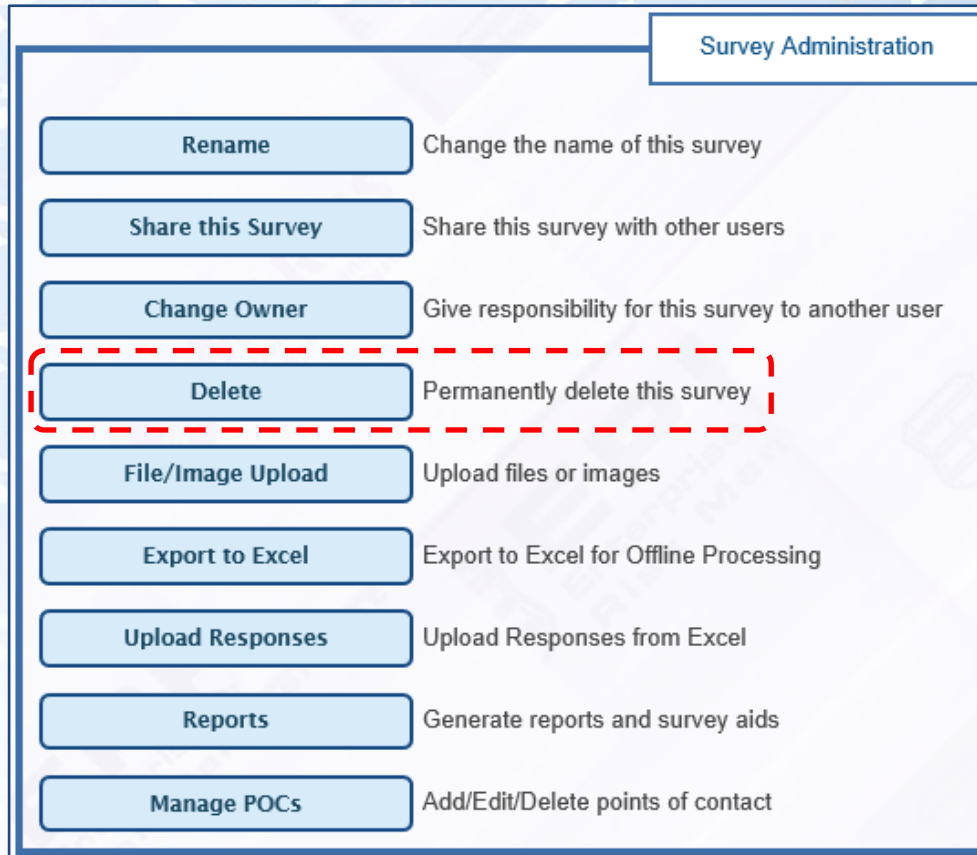
A dialog box titled 'Please select the new responsible user from the list below.' It contains a list of users under the heading 'New Owner'. The user 'Furst, Job' is selected and highlighted in blue. At the bottom of the dialog are 'Change' and 'Cancel' buttons.

Please select the new responsible user from the list below.	
New Owner	
Carr, Lisa	
Earp, Wyatt	
Furst, Job	
Holiday, Doc	
Inovera, Marge	
McKechnie, Kellen	
Order, Lauren	

Select the new owner and click "Change".

Administration: Delete

Delete causes permanent deletion of a survey. Once the survey has been deleted it will not be recoverable. Click “Delete”, a pop-up box will appear to confirm deletion of the survey. Clicking “Yes” deletes the survey and returns to the EPRM home page.



The screenshot shows the 'Survey Administration' panel with the following options:

Button	Description
Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
Manage POCs	Add/Edit/Delete points of contact

Confirm

Are you sure you want to delete this survey?
WARNING: The survey will not be recoverable once it has been deleted.

Yes

No

This is an affirmative confirmation that the assessment cannot be recovered; DO NOT delete if in doubt.

Administration: File/Image Upload

File/Image Upload allows users to attach supporting documents and images to the survey. Click “File/Image Upload”, browse for the desired file and click “Upload”. Remove uploaded files, below, with the “Delete File” button.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

Manage POCs

Add/Edit/Delete points of contact

Home > 3128 2020-02-12 - Columbus AFB > File Upload

File Upload
Select a file to upload for this survey and add a description.

Maximum upload file size: 10MB

Allowed file types: GIF - Graphics Interchange Format, JPEG - Joint Photographic Experts Group graphics file format, Portable Network Graphics, PJPEG - Joint Photographic Experts Group graphics file format, CSV - Comma Separated Value, TXT - Plain Text, XLS - Microsoft Excel 97-2003 format, PPT - Microsoft PowerPoint Presentation, PPTX - Microsoft PowerPoint 2007 format, PTX - Microsoft Word 2003 format, DOCX - Microsoft Word 2007 Office Open XML Format, DOC - Microsoft Word Document, RTF - Rich Text Format 1.9 Format, XML - eXtensible Markup Language, XLSB - Microsoft Excel Binary Spreadsheet, XPS - XML Paper Specification

Upload Back to Survey

Browse

Description

Current Uploaded Files
Double-click a file to view or select a file and click "Delete File" to delete it.

Delete File

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

File Name	File Type	File Description	Upload Date	Uploaded By

Uploaded files will appear here.

Page 1 of 0 50 No records to view

Administration: Export to Excel

The **Export to Excel** button can be used to open the survey in an Excel document to be completed offline. Each section of the Data Collection process are divided among nine separate tabs. Use the drop down to answer Yes/No questions, and leave comments in the open text cells as appropriate. Save the file for upload later. The upload of responses is explained on the next page.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

Manage POCs

Add/Edit/Delete points of contact

EPRM TEST SITE		
Question	Answer	
3.2.2 Authentication of Organization Identity, NSS, CSP (3.2.3.2), CPS (3.2.2.1); Aligns with NIST SP 800-53r4: PS-6		
Audit Steps associated with Requirement 3.2.2 -- Documentation Review		
Are role-based certificates being used? If No, this audit item is N/A.	No	
- Does the RA maintain an approved application for each Role certificate (e.g., Role, Group)?		
- If Yes, verify/provide evidence here, and/or attach artifact(s) in the survey administration section, as necessary.		
Requirement 3.2.2 Audit Result:	Not Applicable	
Requirement 3.2.2 Auditor Findings/Recommendations:		
Requirement 3.2.2 Auditor Observations:		
3.2.3.1 Authentication for Name Subscribers, RPS, CSP, CPS (3.2.3); Aligns with NIST SP 800-53r4: PS-6		
Audit Steps associated with Requirement 3.2.3.1 -- Documentation Review		
Does the RA maintain properly completed DD forms 2842 for each Name Subscriber that has been authenticated at this site?	Yes	
- If Yes, verify/provide evidence here, and/or attach artifact(s) in the survey administration section, as necessary.	See attachment.	
Requirement 3.2.3.1 Audit Result:	Compliant with Recommendation	
Requirement 3.2.3.1 Auditor Findings/Recommendations:	Need new storage container to meet current policy standards.	
Requirement 3.2.3.1 Auditor Observations:		
3.2.3.2 Authentication for Role Subscribers, RPS, CSP, CPS (3.2.3); Aligns with NIST SP 800-53r4: PS-6		
Audit Steps associated with Requirement 3.2.3.2 -- Documentation Review		
Are role-based certificates being used? Note: If role-based certificates are not used, this audit item is N/A.	Yes	
- Does the RA maintain documentation of the system or device certificate request from the PKI sponsor (signed e-mail or form) for each system or device certificate authenticated or approved at this site?	Yes	
- Does the RA maintain an approval form and a properly completed DD Form 2842 for		

Administration: Upload Responses

The **Upload Responses** button can be used to import survey answers completed offline in an Excel export. Click “Browse” to locate and select the saved file. The saved file name will populate the Upload File field. Click “Upload” to complete the transfer of data from the Excel document to the survey.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

Manage POCs

Add/Edit/Delete points of contact

Home > Manage Surveys Home > 3128 2020-02-12 - Columbus AFB > Survey Upload Responses

Survey Upload Responses

Click the "Browse" button to find your file. When ready to upload the file, click the "Upload" button. The upload process may take a while.

Upload

Back

Upload File:

No file selected...

Browse



Home > Manage Surveys Home > 3128 2020-02-12 - Columbus AFB > Survey Upload Responses


Survey Upload Responses

Click the "Browse" button to find your file. When ready to upload the file, click the "Upload" button. The upload process may take a while.

Upload

Back

Upload File:

 Columbus2020_02_12.xlsx

Change

Administration: Reports

The **Reports** button allows users to generate the Virtual Audit Checklist Report in Word format. An example of the self-assessment report appears on the following page.

Survey Administration

Rename	Change the name of this survey
Share this Survey	Share this survey with other users
Change Owner	Give responsibility for this survey to another user
Delete	Permanently delete this survey
File/Image Upload	Upload files or images
Export to Excel	Export to Excel for Offline Processing
Upload Responses	Upload Responses from Excel
Reports	Generate reports and survey aids
Manage POCs	Add/Edit/Delete points of contact

Click the hyperlink to open the report.

Home > 3148_20200327-Keesler AFB > Reports

Survey Reports
EPRM can generate a variety of documents, analysis spreadsheets, and presentations based on this survey.

Pick the report you want to create

Survey Reports (Word)	Survey Reports (Spreadsheet)
Virtual Audit Checklist Report	

Back Continue

Hyperlink will be grayed out if the assessment is open for editing.


Administration: Reports

The Virtual Audit Checklist Report cover page lists information such as the agency name, type of audit, audit location and date.

The body of the report contains:

- Summary— audit profile details (agency, audit agency, audit type, audit date, location, audit type, and practice statement version)
- Approach— description of audit methodology and definition of audit findings categories
- Results— audit findings and plan of action and milestones requirement
- Verification— Lead Auditor's assertion the audit is accurate and complete.

<<Insert classification markings here>>



AF PKI SPO
Lackland AFB
SIPRNet RA
Compliance Audit Report

04/30/2020

<<Insert classification markings here>>

<<Insert classification markings here>>

SIPRNet RA
Compliance Audit Report

1. Summary
JFHQ-DODIN DRSI is pleased to provide the results for the SIPRNet RA Compliance Audit.
The audit was performed via interviews, documentation review covered the <<Insert Span of Audit Coverage in Months here>> on the NSS PKI DOD RPS ver 11, 12 June 2019.

2. Approach
The compliance audit was performed using a requirements of <<Insert Practice Statement acronym here>> was analyzed functionally related statements was examined to determine if activities to be audited. Each statement or collection of state corresponding audit steps was developed. These steps identify documents to review, activity to perform on the system, and Agency acronym here>>. Audit findings are recorded and c

These steps are collected in an audit checklist provided by as Agency acronym here>>. Audit findings are recorded and c

- Compliant – operations comply with the practices do Statement acronym here>>
- Compliant with Recommendation – operations comp the <<Insert Practice Statement acronym here>>; implementation are offered, or
- Non-Compliant – operations do not comply with the <<Insert Practice Statement acronym here>> and c improvements to the implementation are offered to c

The audit may identify operations that are not compliant with acronym here>> procedures but are judged to be compliant findings may include a recommendation to review the proce Practice Statement Acronym here>> itself.

<<Insert Lead Auditor Name>>, <<Insert Lead Auditor Title here>> has conducted <<Insert type of audit level here>> since <<Insert year Auditor first started conducting audit technical credentials here>>. <<Insert Lead Auditor technical credentials here>> and has issued <<Insert type of audit here>> <<Insert Lead Auditor Name>> was able to provide an objective operational or trusted role in <<Insert Agency Name acronym here>>

2

<<Insert classification markings here>>

<<Insert classification markings here>>

been held, nor has any responsibility for writing the <<Insert Practice Statement acronym here>> upon which the audit is based.

<<Insert additional Auditor Name here>> accompanied <<Insert Lead Auditor Name>> during this audit as part of his training to become a certified PKI Auditor.

3. Results
<<Insert # of acute failures here>> acute failures were found which suggested the system <<Insert had had not here>> been operating in an overtly secure manner. The evaluation of operational conformance to the <<Insert Practice Statement acronym here>> identified 3 non-compliant items.

<<Insert # of calendar days here>> calendar days after receipt of the DISA Audit Report, the site will submit Plan of Action & Milestones (POA&M) identifying all discrepancies and remediation. POA&Ms are to be submitted to:

PKI Audits NIPR Email: <<Insert NIPR Email for Audit Results Submission here>>
PKI Audits SIPR Email: <<Insert SIPR Email for Audit Results Submission here>>

Every <<Insert frequency of POA&M updates in # of days here>> days, POA&Ms will be updated and updates will continue until all discrepancies are resolved.

4. Verification
Based upon a thorough review of the information provided in this report, the report is deemed accurate and complete.

X

<<Insert Lead Auditor Name here>>
<<Insert Lead Auditor Title here>>

3

<<Insert classification markings here>>

Administration: Manage POCs

Manage POCs can be used to add contact information for any other interested parties, such as sources of pertinent information, to the survey file. Reminder: this function changes to “View POCs” once the survey is locked. Changes to POC information can only be made while the survey is open.

Survey Administration

Rename

Change the name of this survey

Share this Survey

Share this survey with other users

Change Owner

Give responsibility for this survey to another user

Delete

Permanently delete this survey

File/Image Upload

Upload files or images

Export to Excel

Export to Excel for Offline Processing

Upload Responses

Upload Responses from Excel

Reports

Generate reports and survey aids

Manage POCs

Add/Edit/Delete points of contact

[Home](#) > [Manage Surveys Home](#) > [3128 2020-02-12 - Columbus AFB](#) > [1 - Data Collection](#) > Additional POC

Please enter additional points of contact information, etc.
To complete the form below, please enter the name, title, email, phone, cell, and organization name of the contact. To edit an entry once it has been added, double-click on the entry by clicking on the line once and then selecting the Delete Entry button.

Select “Add New Entry” to enter additional POC data for this assessment.

Add New Entry

Delete Entry

Additional POCs

Name	Title	Email	Phone	Cell	Organization Name	Address
Inovera, Marge	Statistician	minovera@1.com	703.575.1987			

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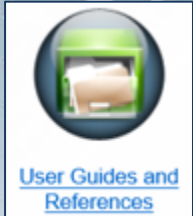
Rows 1 - 1 of 1

Back to Survey

Name of survey owner and any added POCs will display here.

Final Note: User Assistance

For additional user assistance, please utilize the following references and POCs:

- **Accessing system:** (SIPRNET) <https://eprm.csd.disa.smil.mil>
- **Help:** For assistance and for any questions, please email EPRMhelp@alionscience.com or call 1-800-754-4204. 0700-1700 Eastern time
- **Resources:**
 - On SIPR, check the User Guides and References section. 
 - On NIPR, User guides, videos & other materials are available on the EPRMHelp page: <http://eprmhelp.countermeasures.com>