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EPRM
Enterprise Protection
Risk Management

Getting Started & How to Complete an EPRM Assessment

EPRM v3.63, March 2022

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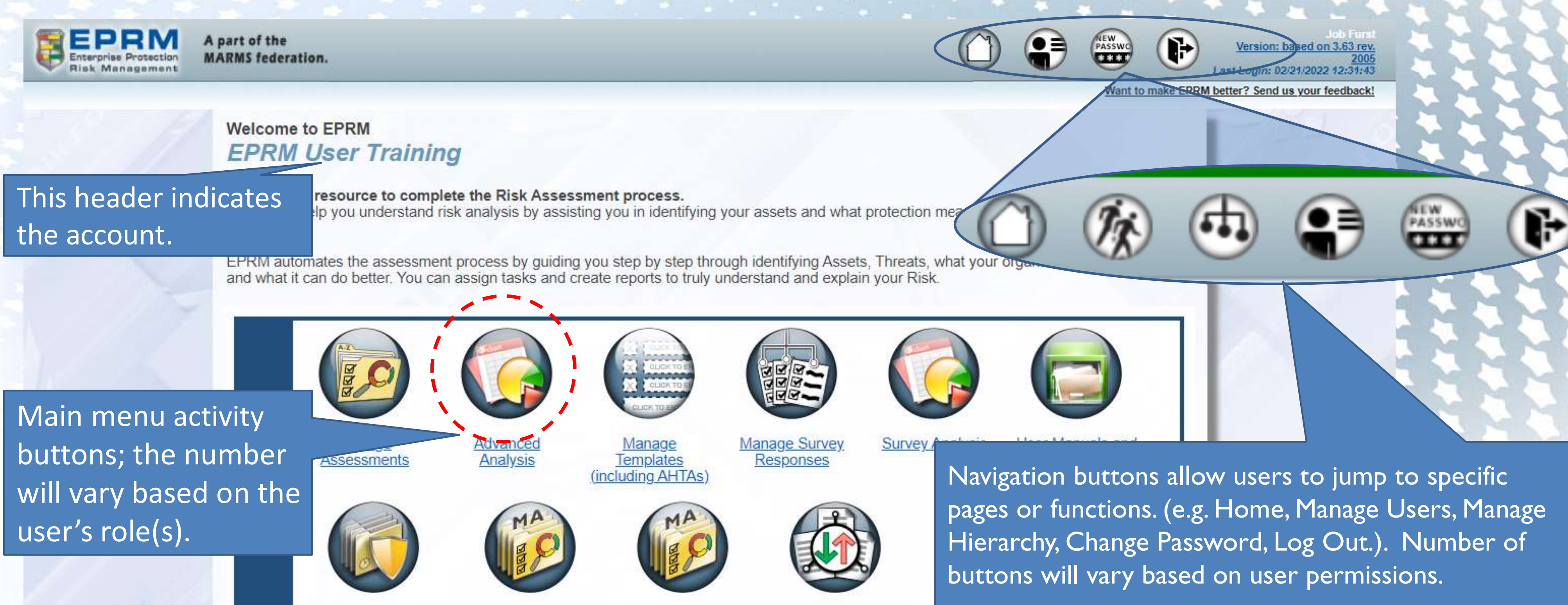
Introduction

The assessment function is the core capability of the EPRM tool. It uses a process model to walk an assessor through the steps of the risk assessment including addressing asset criticality, threats and vulnerabilities. The following pages will present the process in a way that will guide a user through building an assessment. Analysis and other functions are addressed in other user guides.

User Home Screen

When the user account is new, 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 a display of completed and in-process assessments select the "Manage Assessments" button.



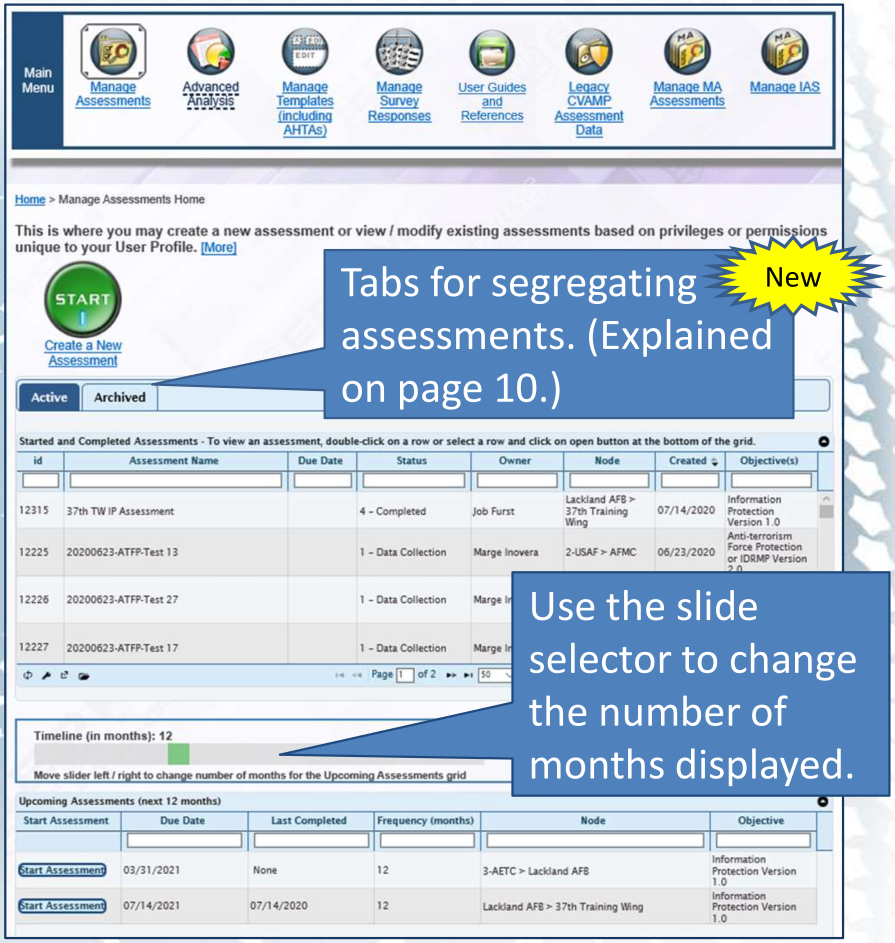
Manage Assessments Home Screen

After clicking the Manage Assessments button users are brought to the Manage Assessments Home page.

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

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

Note: Assessment Managers will see this Upcoming Assessments section, as well as the Open Actions section (not displayed) below.

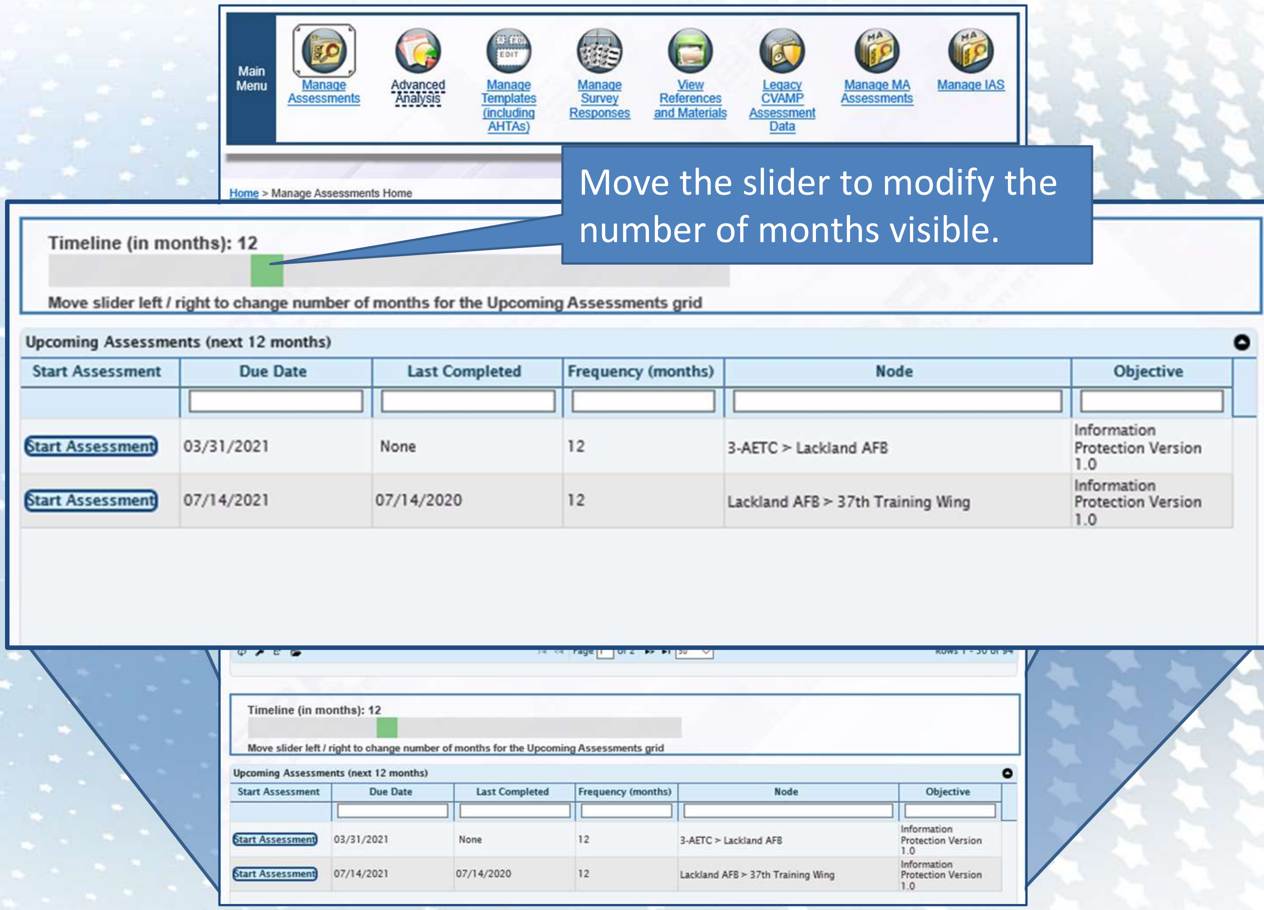


Schedule an Upcoming Assessment

The ability to schedule upcoming assessments will only be available to users with the Node Administrator role. This upcoming assessments grid will only be visible to users who have the Assessment Manager, or Node Administrator role.

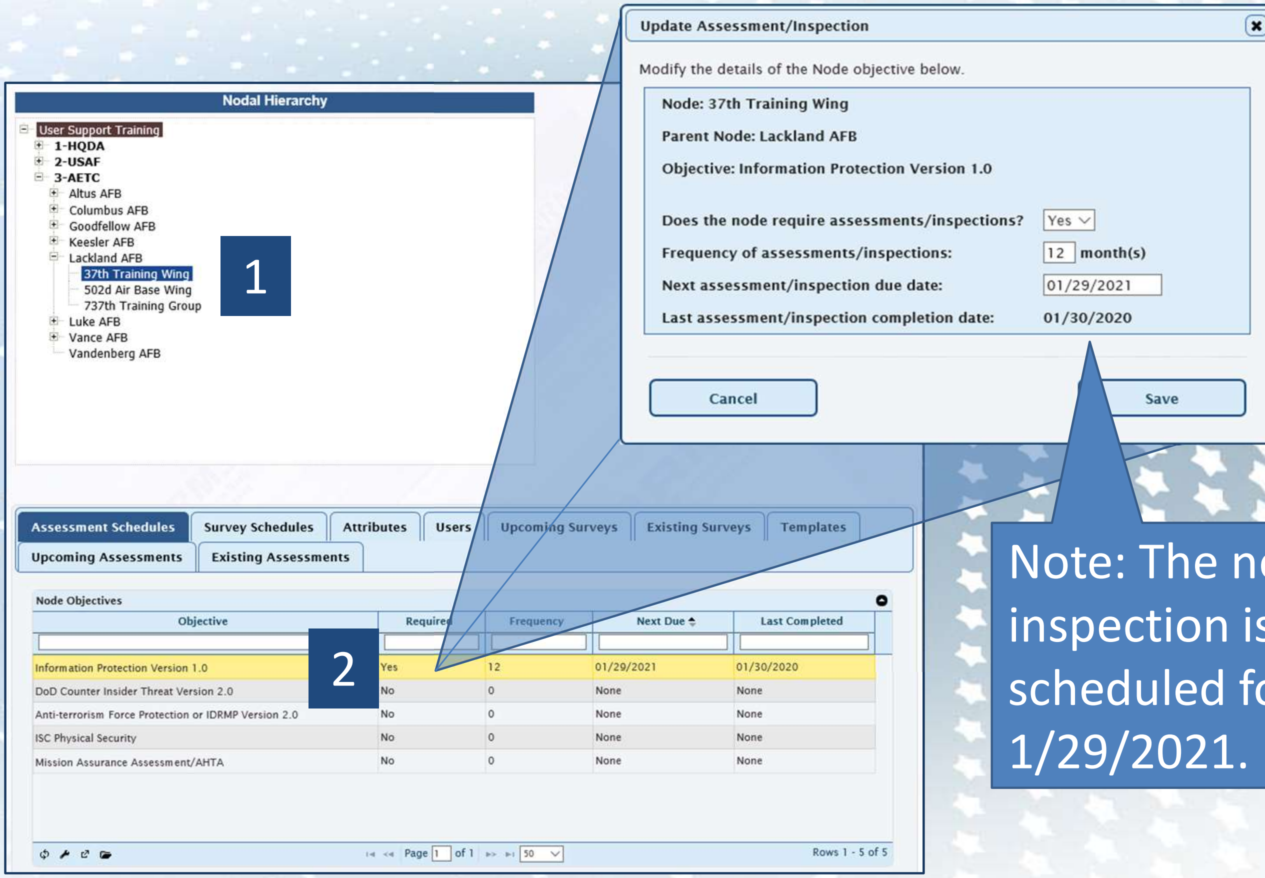
Node Administrators will see the Manage Nodes navigation icon at the top of their screen.

How to schedule assessments is covered on the next several pages.



Schedule an Upcoming Assessment

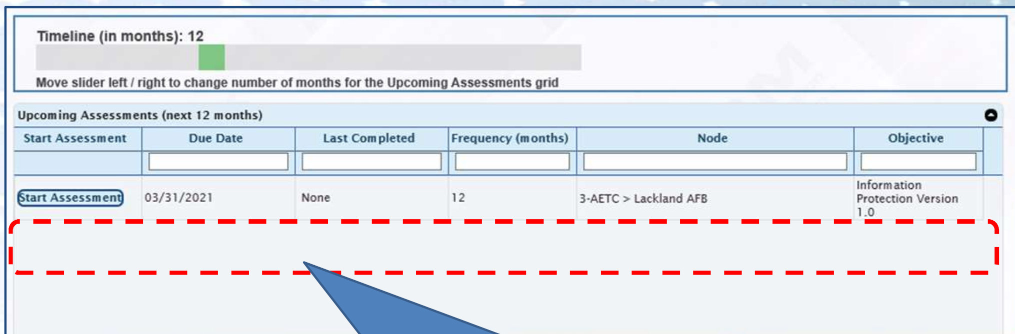
After navigating to the Node Administration screen, select the node which is to be modified. Next, double-click the objective on the Admin tab to be able to modify the objective details. Set the frequency of assessments.

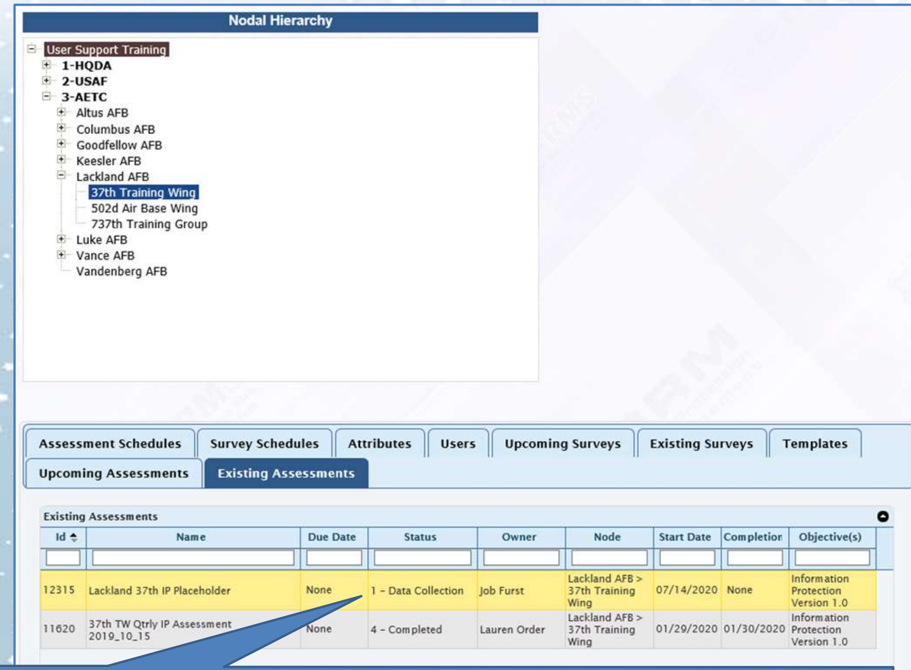


Note: The next inspection is scheduled for 1/29/2021.

Schedule an Upcoming Assessment

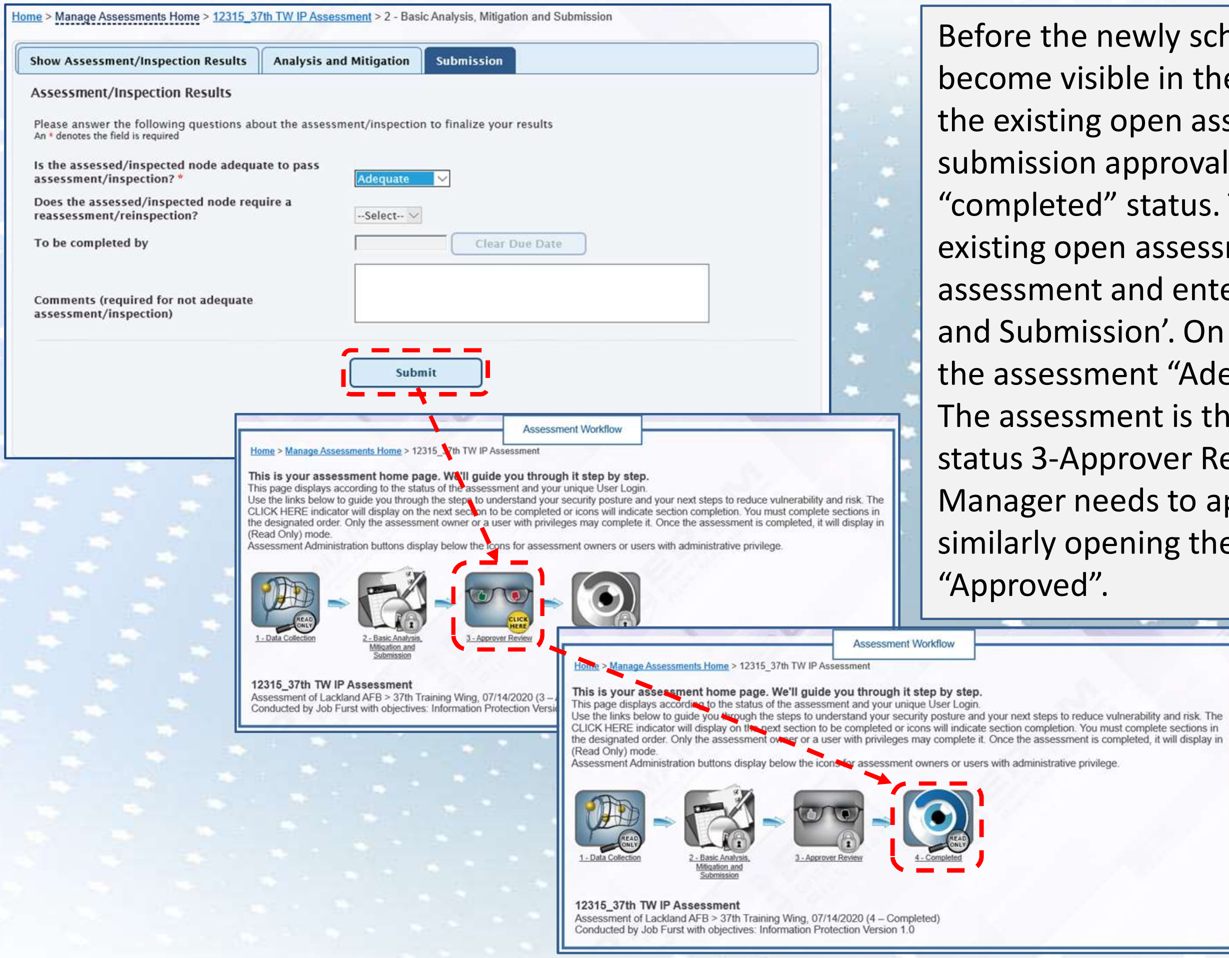
Back on the Manage Assessments home page (below), the newly scheduled assessment does not appear. Scheduled assessments will only appear in the Upcoming Assessments grid if there are no other open assessments for that node. On the Manage Nodes screen (right), the Existing Assessments tab shows an assessment that is still active.





The 1/29/2021, 37th TW inspection that was scheduled on the previous page does not appear because the 37th TW has an existing inspection that has not been fully completed. The existing inspection must be in “4-Completed” status to allow the newly scheduled inspection to appear on the Manage Assessments home page.

Schedule an Upcoming Assessment



Before the newly scheduled assessment can become visible in the Upcoming Assessments grid the existing open assessment must flow thru the submission approval process to reach a "completed" status. To modify the status of the existing open assessment, first open the assessment and enter 'Basic Analysis, Mitigation, and Submission'. On the "Submission" tab mark the assessment "Adequate" and click "Submit". The assessment is then queued for approval in status 3-Approver Review. An Assessment Manager needs to approve the assessment by similarly opening the assessment and marking it "Approved".

Schedule an Upcoming Assessment

Finally, now that the previous open assessment has been completed, the newly scheduled assessment is populated in the Upcoming Assessments grid.

Timeline (in months): 12

Move slider left / right to change number of months for the Upcoming Assessments grid

Upcoming Assessments (next 12 months)

Start Assessment	Due Date	Last Completed	Frequency (months)	Node	Objective
Start Assessment	03/31/2021	None	12	3-AETC > Lackland AFB	Information Protection Version 1.0
Start Assessment	07/14/2021	07/14/2020	12	Lackland AFB > 37th Training Wing	Information Protection Version 1.0

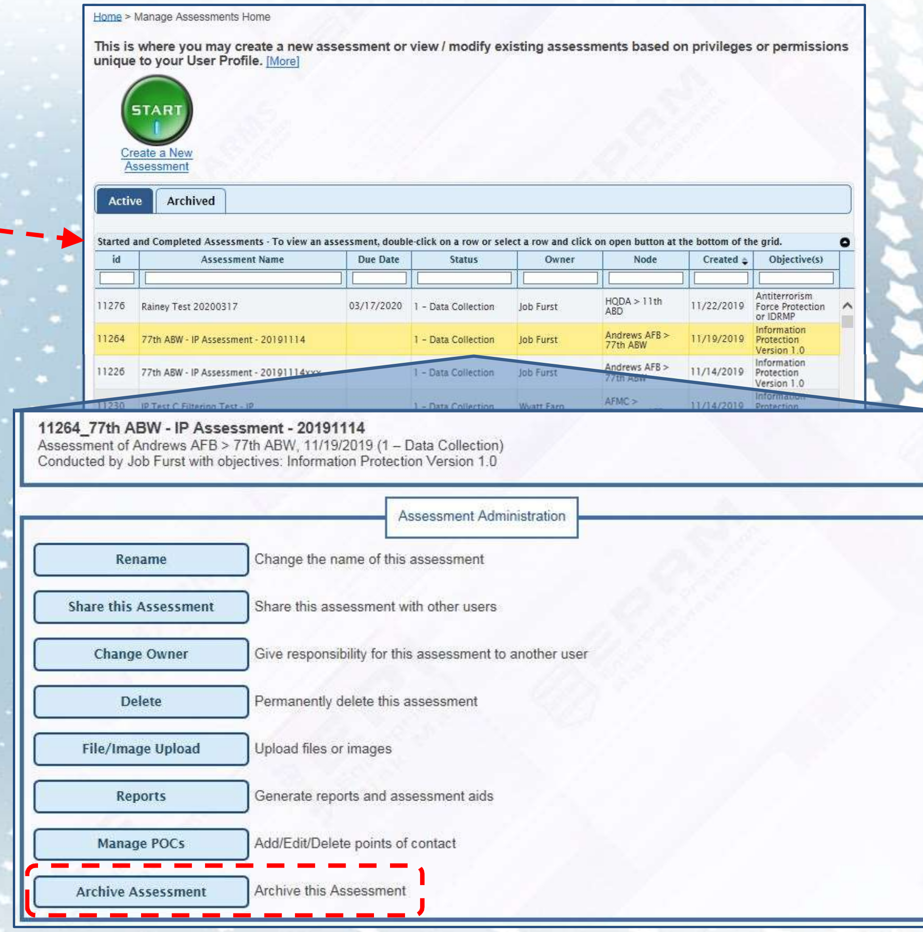
Manage Assessments Home Screen

A new feature to the Manage Assessments Home page is the ability to archive assessments which are no longer needed.

If the **Started and Completed Assessments** list contains more items than desired (Active tab), users can move assessments to the Archive tab to hold them separate from the Active assessments.

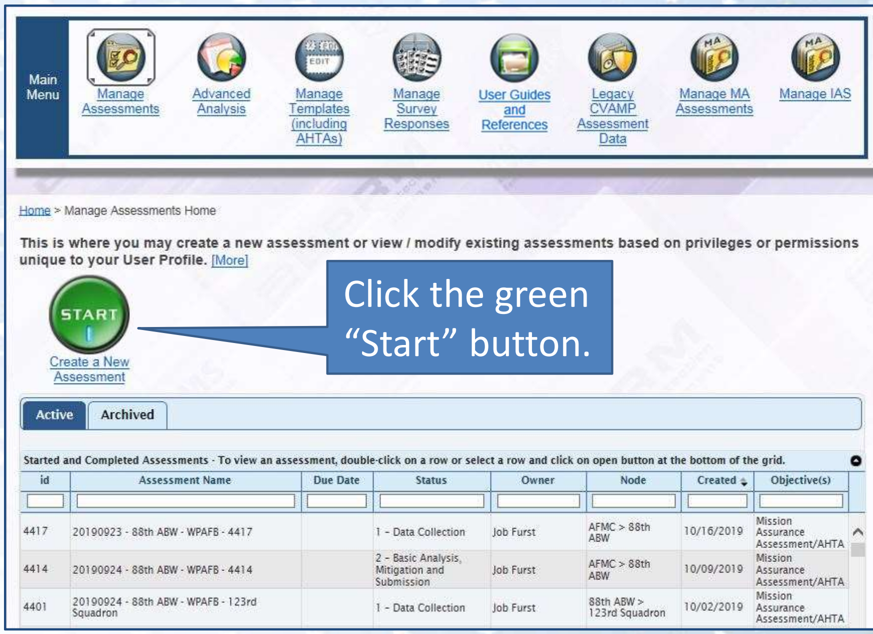
To move an assessment to the Archive tab, first double-click the assessment to open it. Next, click the **Archive Assessment** button. The assessment will now appear on the Archived tab. Archive Assessment

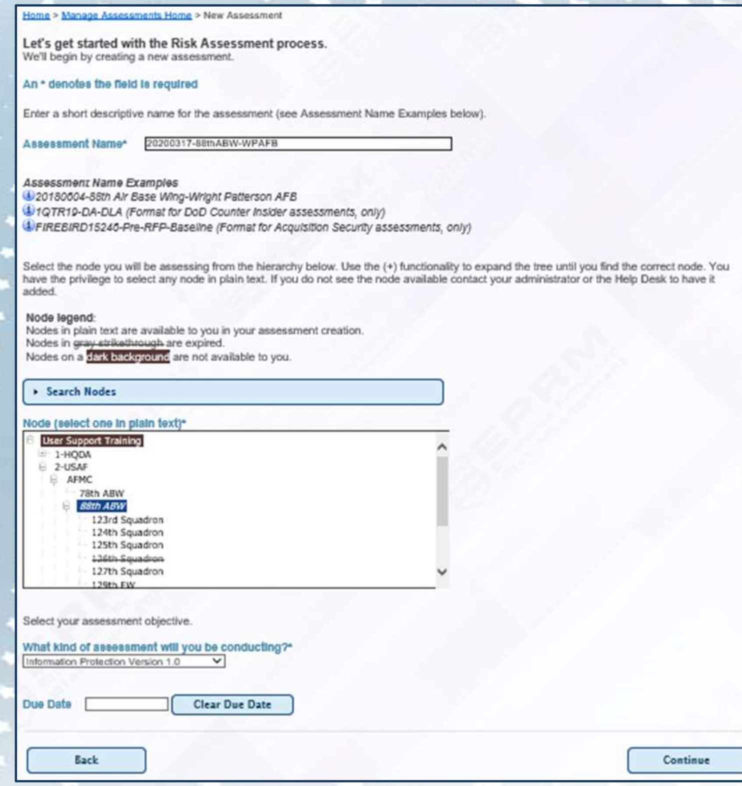
To move an assessment back to the Active tab the same button will be labeled **Unarchive Assessment**. Click this button and the selected assessment will move to the Active tab. Unarchive Assessment



Creating A New Assessment

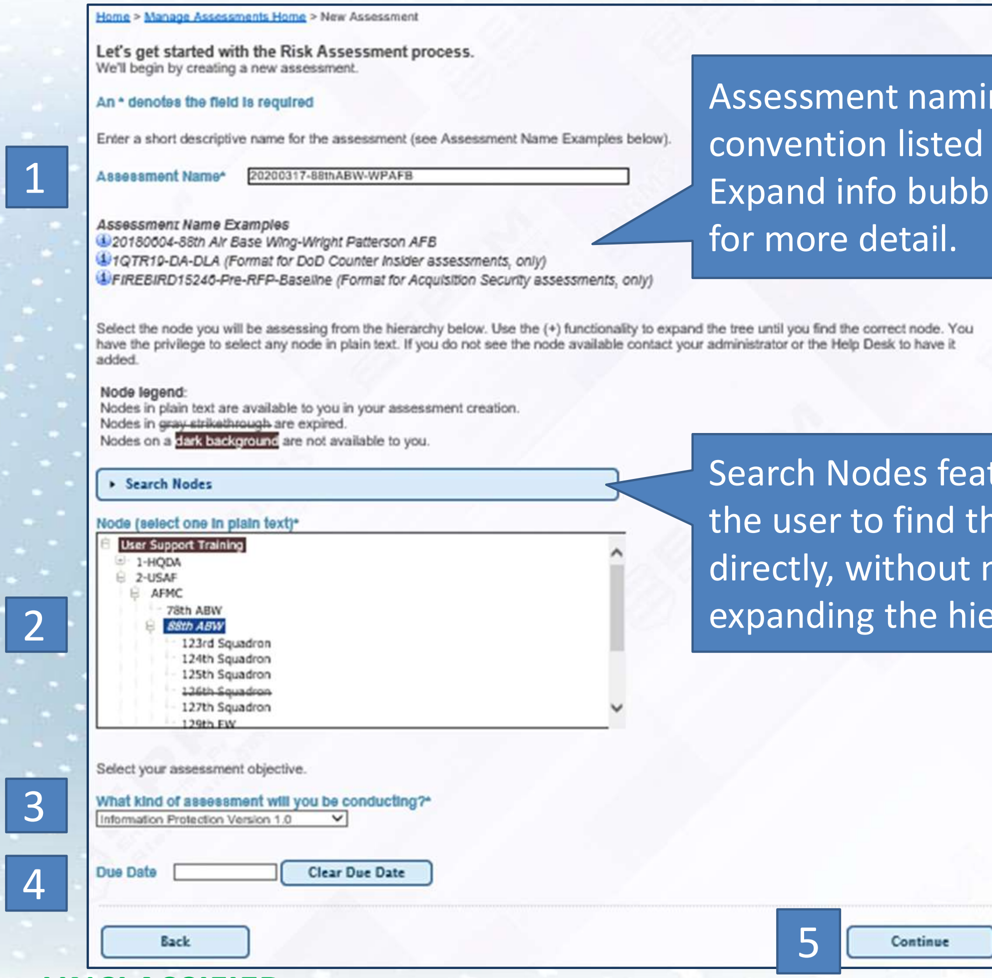
After clicking the “Start” button on the User Home page, a new window will open; several data fields require input. Those fields denoted by an asterisk (*) must be completed. A more detailed look at the New Assessment screen is on the following page.





Creating a New Assessment *(continued)*:

1. Name your assessment. It is recommended to include a date (YYYYMMDD) in the name for file management purposes.
2. Select unit or organizational node. This allows the assessment to be viewed by your organization and is essential for higher level analysis and the control of unit information.
3. Check the Assessment type ('Objective'), i.e., Information Protection Version 1.0.
4. Click on Due Date field to bring up a calendar and select a due date, if desired.
5. Click "**Continue**".

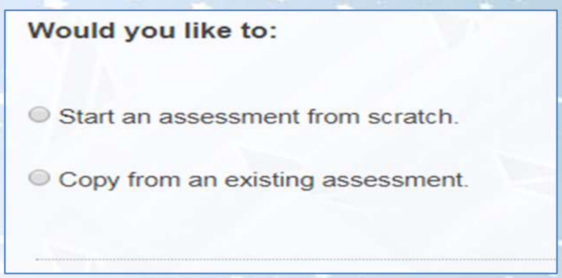


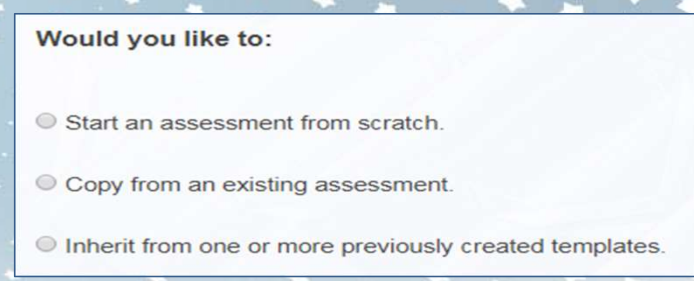
Assessment naming convention listed here. Expand info bubbles for more detail.

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

<u>Creating a New Assessment *(continued)*:</u>

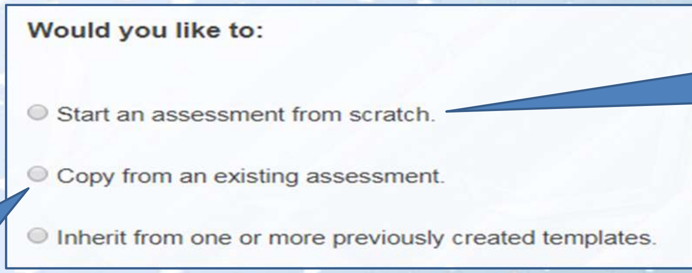
6. The next screen to appear is dependent on previous EPRM experience/contact. A first time user will be taken directly to the “Describe the organization” page (***page 10***). Other users will see one of the option pages shown below. These pages will display if users have created at least one previous assessment; if they had an assessment shared with them, or, ownership of an assessment transferred to them; or, if a template has been created for them. Copying or inheriting reduces the amount of data entry required for recurring assessments and will be available to any user after the first assessment or template has been built (see also the Template Users Guide for a discussion of building and inheriting templates). Copying or inheriting is the recommended method once an assessment or template has been completed.





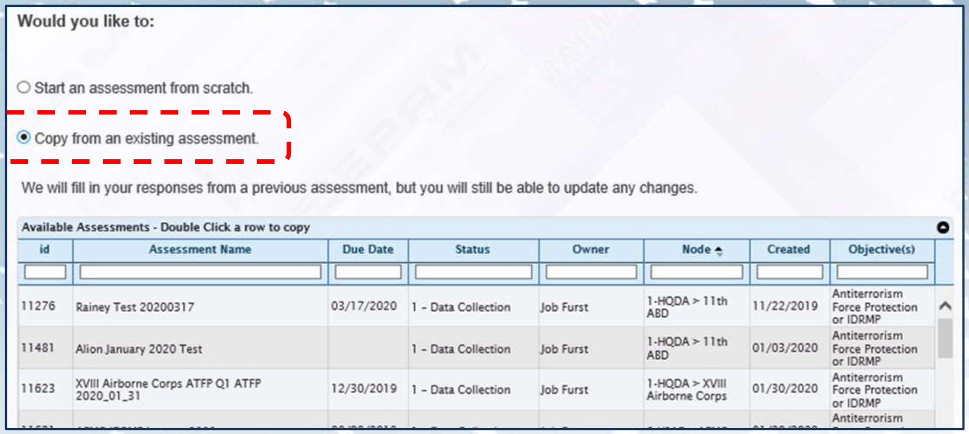
Creating a New Assessment *(continued)*:

6a. For a return user, options include starting a new assessment from scratch, copying from an existing assessment, or inheriting from a template. The second and third options reduce data entry requirements because data is pre-populated from a previously created assessment or template.



If "Start an assessment from scratch" is selected, a new slate will begin with the "Describe the organization" page.

If "Copy from an existing assessment" is selected, all available assessments will appear. Double click on the selected assessment to copy its data to the new assessment.

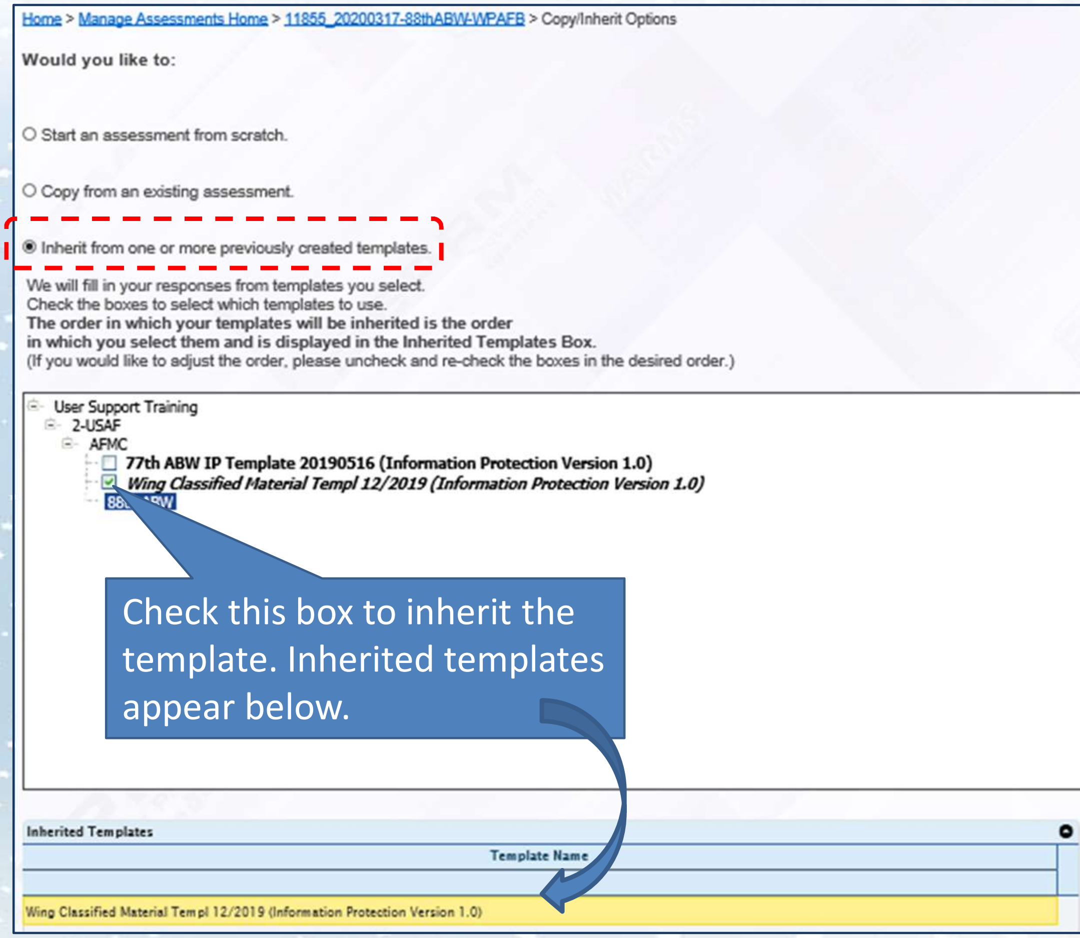


id	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11276	Rainey Test 20200317	03/17/2020	1 - Data Collection	Job Furst	1-HQDA > 11th ABD	11/22/2019	Antiterrorism Force Protection or IDRMP
11481	Alion January 2020 Test		1 - Data Collection	Job Furst	1-HQDA > 11th ABD	01/03/2020	Antiterrorism Force Protection or IDRMP
11623	XVIII Airborne Corps ATFP Q1 ATFP 2020_01_31	12/30/2019	1 - Data Collection	Job Furst	1-HQDA > XVIII Airborne Corps	01/30/2020	Antiterrorism Force Protection or IDRMP

Creating a New Assessment *(continued)*:

6b. If there are templates that can be inherited, they can be viewed by selecting "Inherit from one or more previously created templates" radio button. (NOTE: this option will not appear if no templates are available). The appropriate template(s) can then be selected by checking the box in the template selection window.

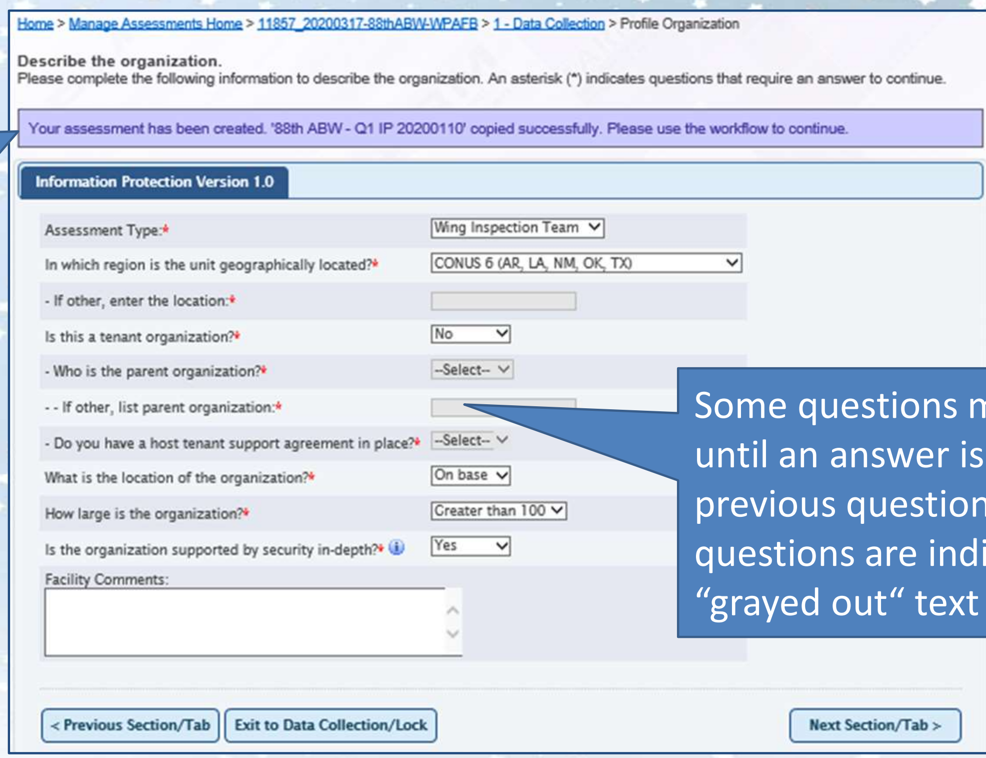
Inherited templates are displayed below.



Creating a New Assessment *(continued)*:

6c. For a first time assessment, this page will automatically appear. For other users, it will appear after the Copy/Inherit Options discussed above. The assessment has been created, when this page appears. This page is also the first step in conducting the assessment; begins the question process by characterizing the organization being assessed.

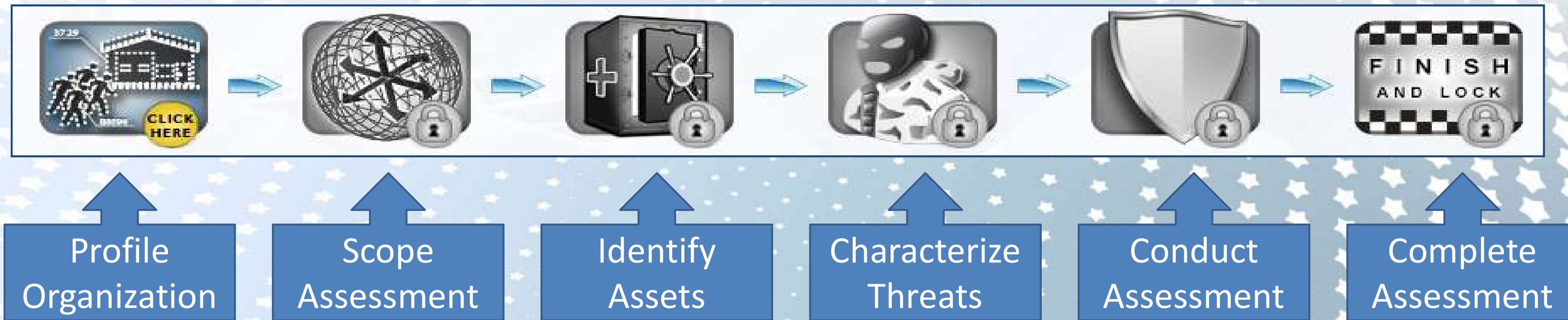
This banner confirms the assessment was created and answers from the previous assessment copied successfully.



Some questions may not apply until an answer is provided to a previous question. Disabled questions are indicated by "grayed out" text boxes.

The Assessment Process:

The process for conducting an assessment is illustrated in the model shown below.

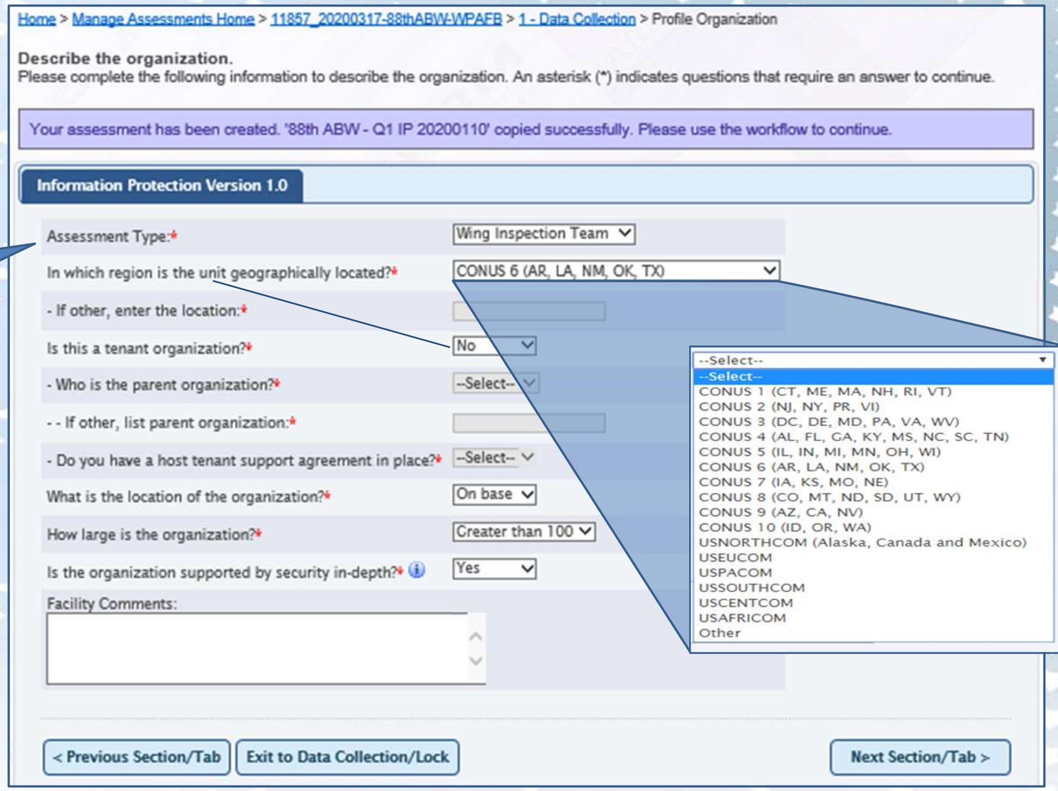


Each of the first five steps present a series of questions to be answered with regard to the unit/organization to be assessed. The final step locks the assessment. This view shows a circular badge at the lower right of each phase, indicating status of that step—each subsequent step is locked until the previous step is completed. A completed step will be indicated by a check mark (this can be seen on page 29).

Conducting an Assessment:

1. The description of the organization is the first step in conducting the assessment. It characterizes certain aspects of the unit that will scope the assessment. Each question is a pulldown list as shown. Answer each highlighted (not grayed-out) question as it applies to the unit being assessed.

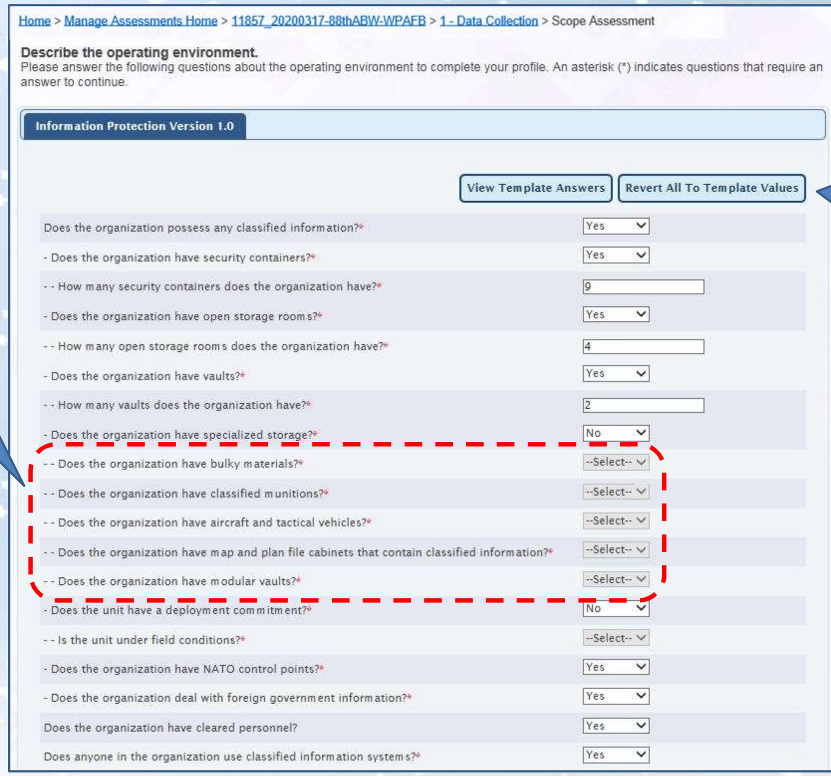
Asterisks (*) denote required field



Conducting an Assessment (cont’d):

2. The description of the operating environment is the second step in conducting the assessment. Some questions use a pulldown, others require a number entry, such as number of security containers. Answer each highlighted (not grayed-out) question as it applies to the unit being assessed.

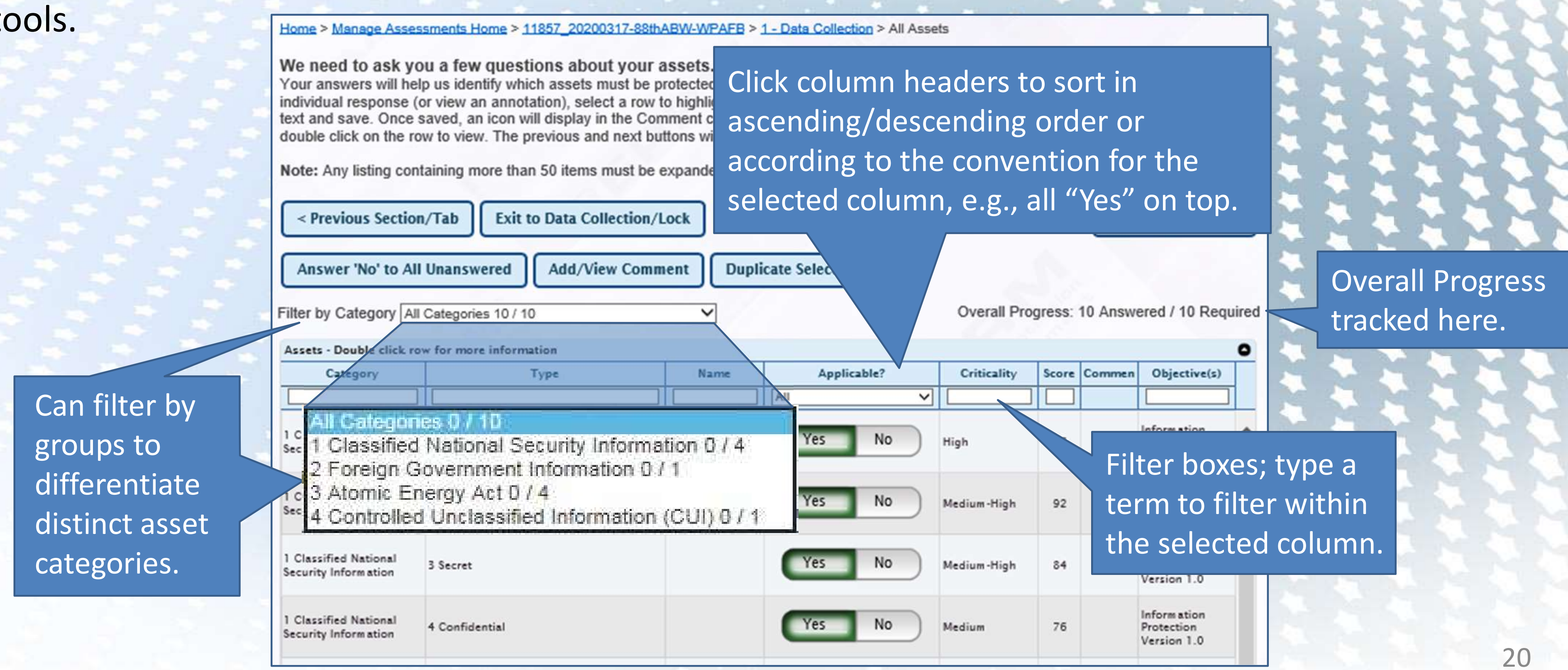
Based on the answers to particular questions, follow-on questions (indicated by bullets/sub-bullets) may not apply and are “grayed out.“



The template function buttons serve as a safety net for the Assessor in the event they change one of their assessment answers and need to verify what the template answer(s) was and/or revert the assessment answer(s) back to the template answers. These buttons only appear if a template was inherited.

Conducting an Assessment (continued):

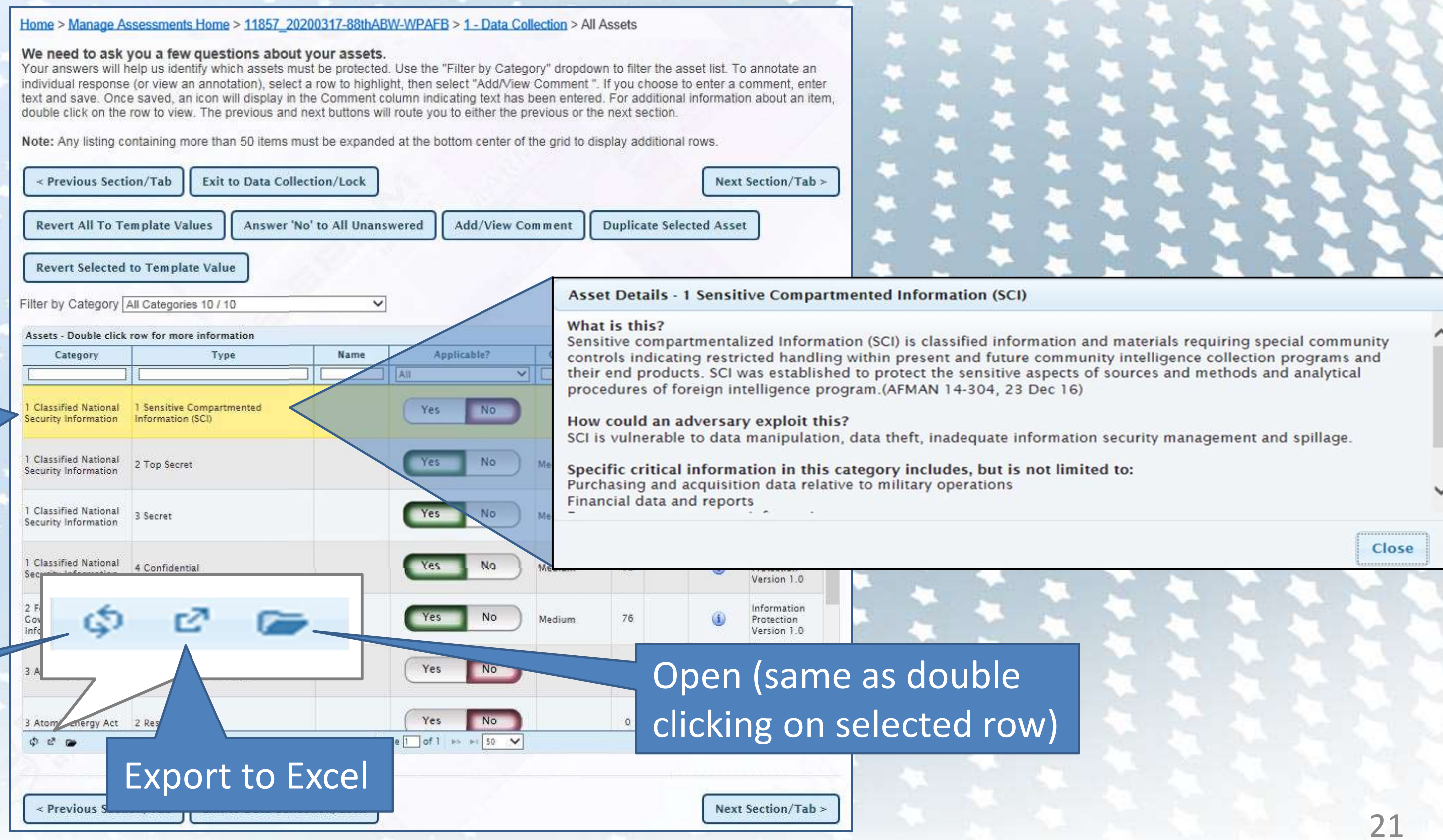
3a. The next step is to characterize critical assets. The page format changes from pulldown type answers to yes/no button answers within a grid framework. Before going to the questions, it will be useful to look at some features of the grid framework. Below are the sorting, tracking, and filtering tools.



Conducting an Assessment (continued):

3b. Shown here are more functions, including an information panel on each asset row that provides Q&A to help determine if an asset should be selected. Also shown are tool icons found at the bottom of the page.

Double clicking anywhere in a row will open an info panel with details of what it is, exploitability, & specific critical info to help determine applicability.



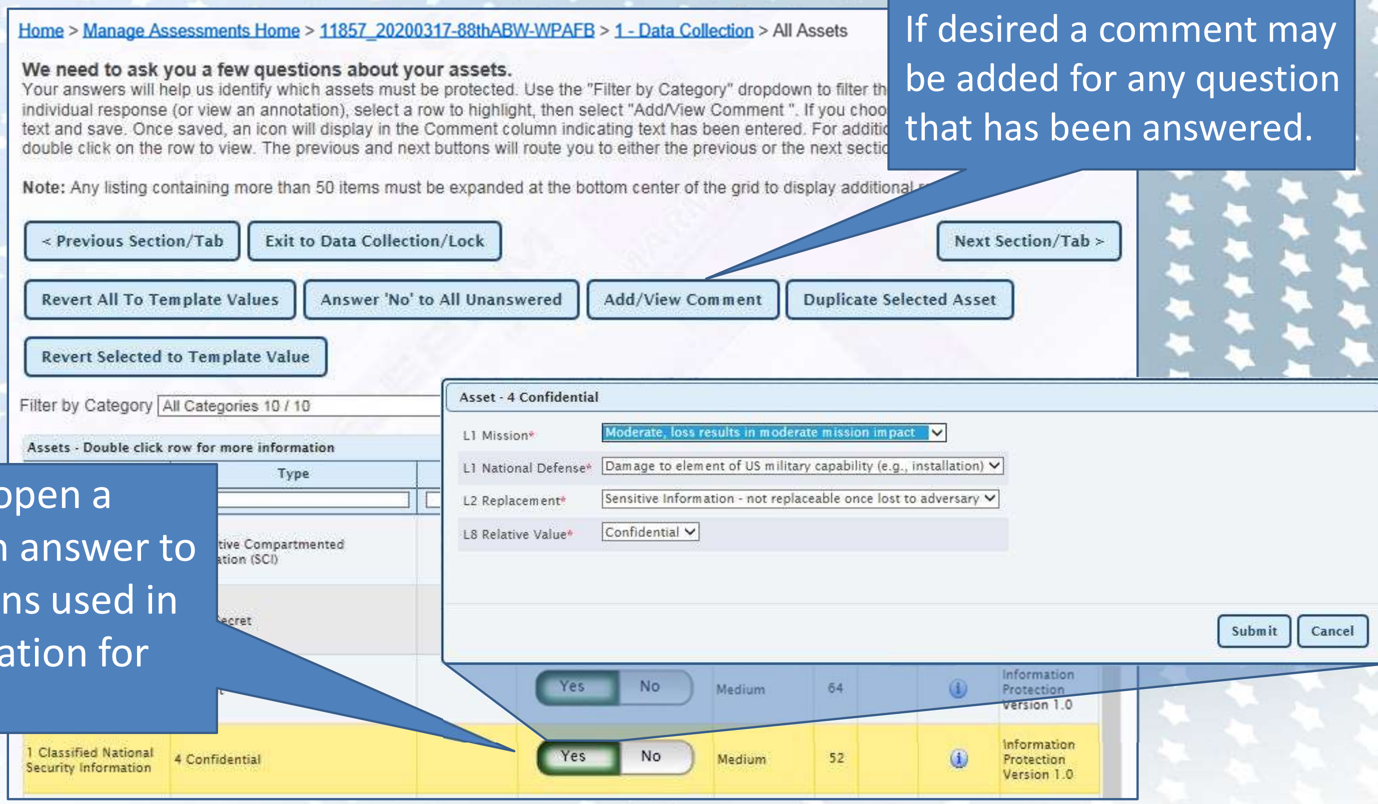
Reload Grid Data

Export to Excel

Open (same as double clicking on selected row)

Conducting an Assessment (continued):

3c. This step concerns the characterization of critical assets. Unlike previous pages, all questions in this section must be answered. All answers are saved after each selection. Each "yes" answer opens an additional window with a set of four questions which are used in the calculation of criticality of that specific asset. These must be completed to continue.

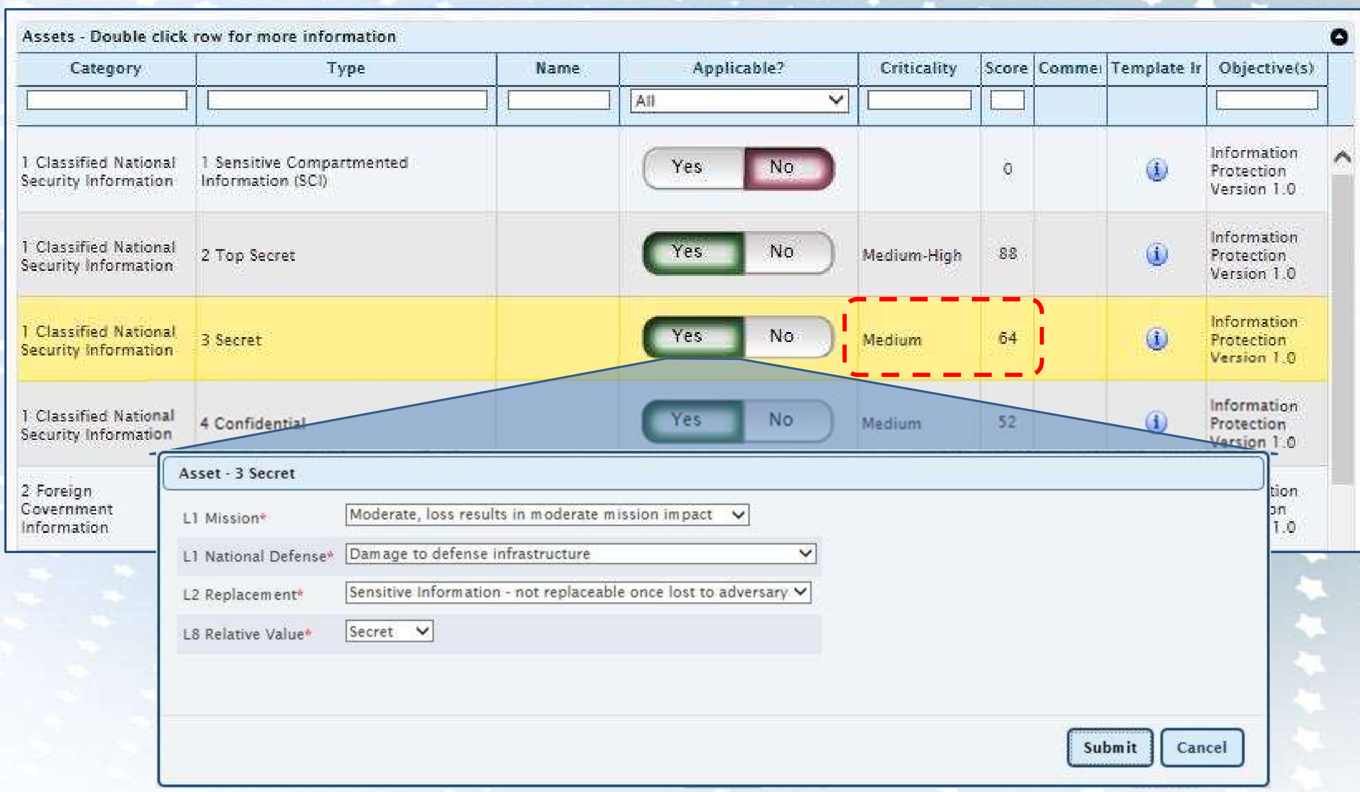


If desired a comment may be added for any question that has been answered.

Selecting "yes" will open a window requiring an answer to a set of four questions used in the criticality calculation for that specific asset.

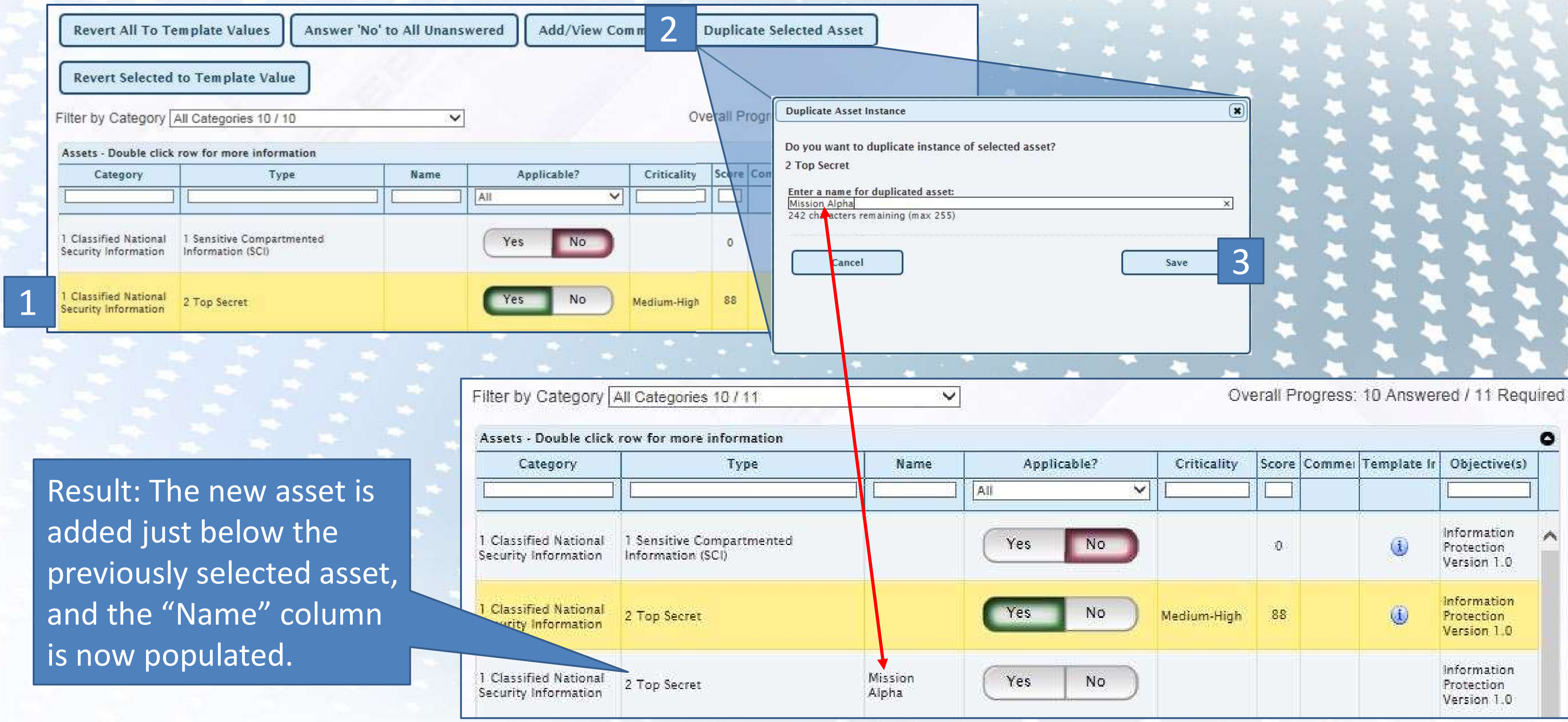
Conducting an Assessment (continued):

3e. Once the asset criticality questions have been submitted, a criticality rating and numeric score will appear in the "Criticality" and "Score" columns, which will apply to the future risk calculations within the program.



Conducting an Assessment (continued):

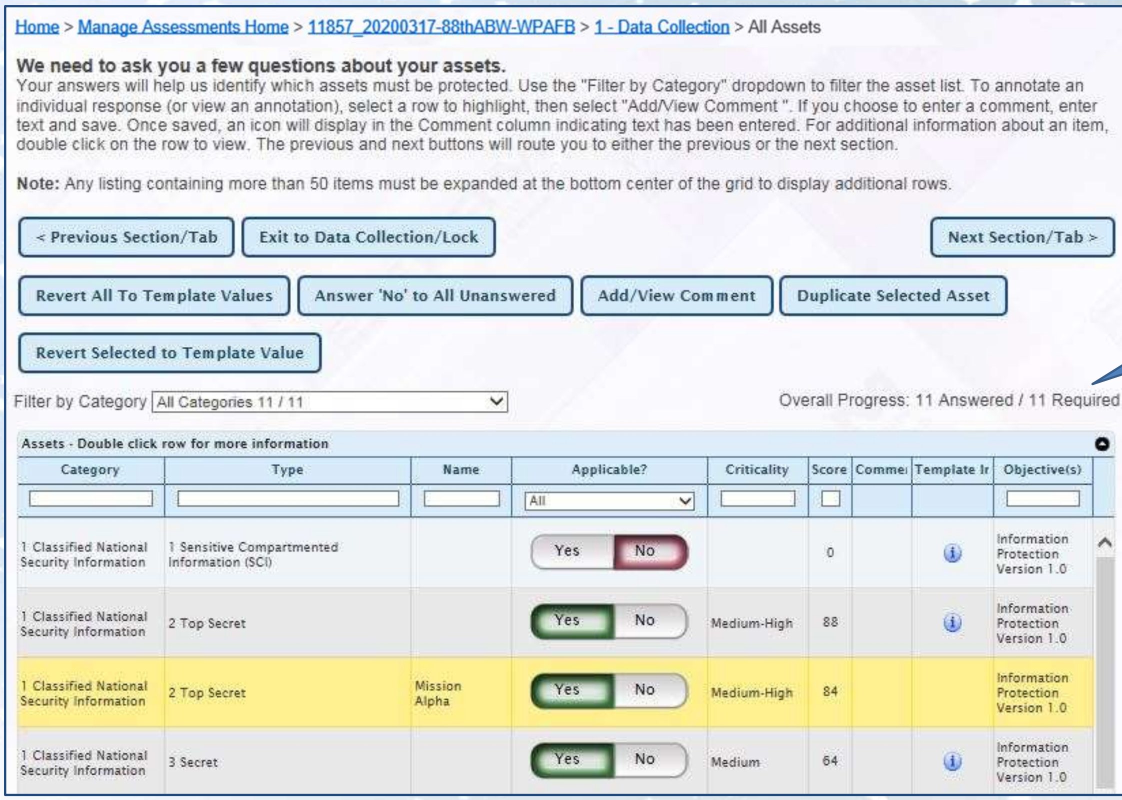
3f. Additional assets may be added as long as it is a duplicate asset type already in the assessment. First, select the asset row to duplicate, then select "Duplicate Selected Asset". After naming the asset click "Save".



Result: The new asset is added just below the previously selected asset, and the "Name" column is now populated.

Conducting an Assessment (continued):

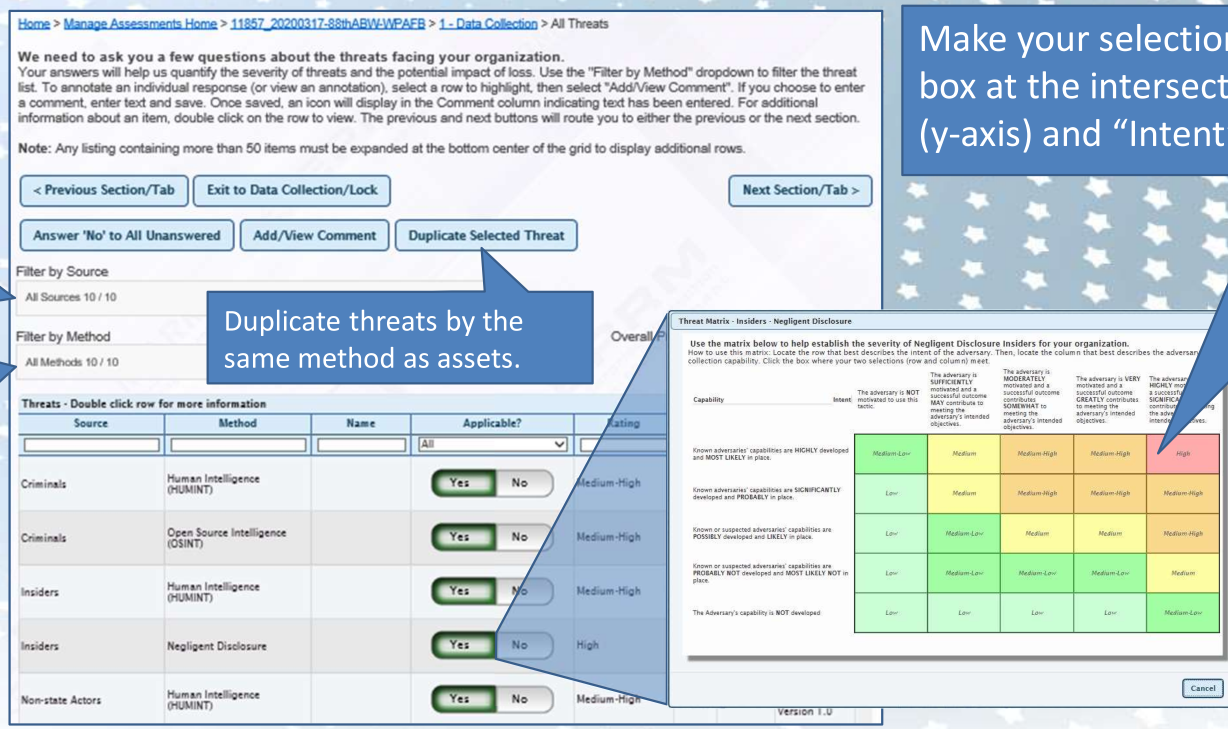
3g. When all questions have been answered, this section is complete. Click “Next Section/Tab” to move to the next step of the process.



11 of 11 complete; click “Next Section/Tab”

Conducting an Assessment (continued):

4a. The next step is to characterize threats. It follows the same grid format as the previous, "Assets," page. The difference is in how the value is attained, which will be shown on the following page. Unlike "Assets," which had a question set, threat uses a threat matrix for each question. While this is the current methodology, in the future, threat will be pushed from the Intel Community to populate these questions and users will make "by exception" changes to the pre-set values.



New filtering feature; user's can choose to display only the threats of certain threat sources or methods.

Duplicate threats by the same method as assets.

Make your selection by clicking the box at the intersection of "Capability" (y-axis) and "Intent" (x-axis).

Conducting an Assessment (continued):

4c. Each “yes” answer will direct the user to the threat matrix and once a level is selected, a value will be displayed in the “Score” column. As with assets, all questions must be answered. Once complete, click “Next Section/Tab”.

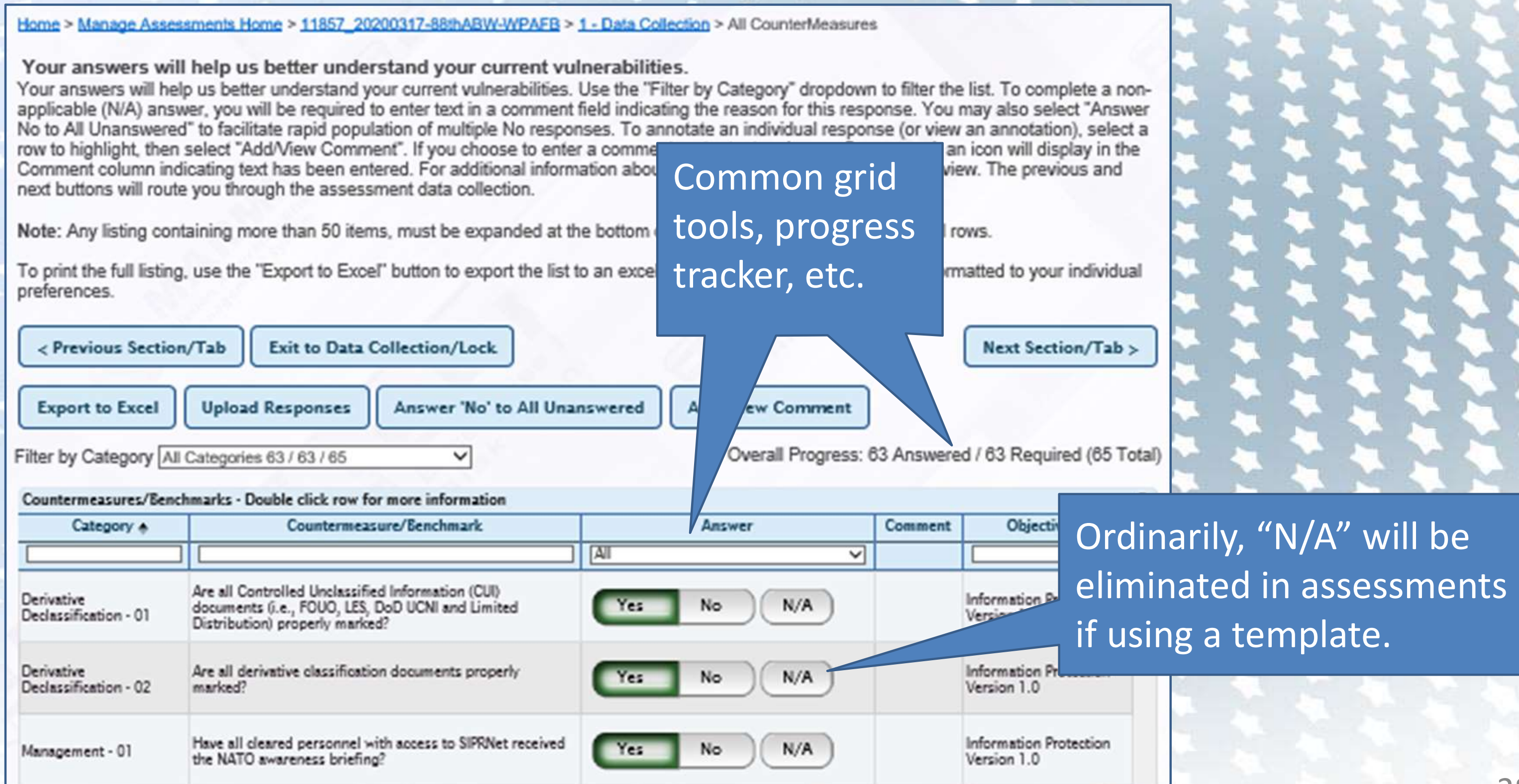
10 of 10 complete; click “Next Section/Tab” to continue.

All grid tool functionality (sort/filter) is the same for every grid display.

Severity Rating value assigned by the program algorithm.

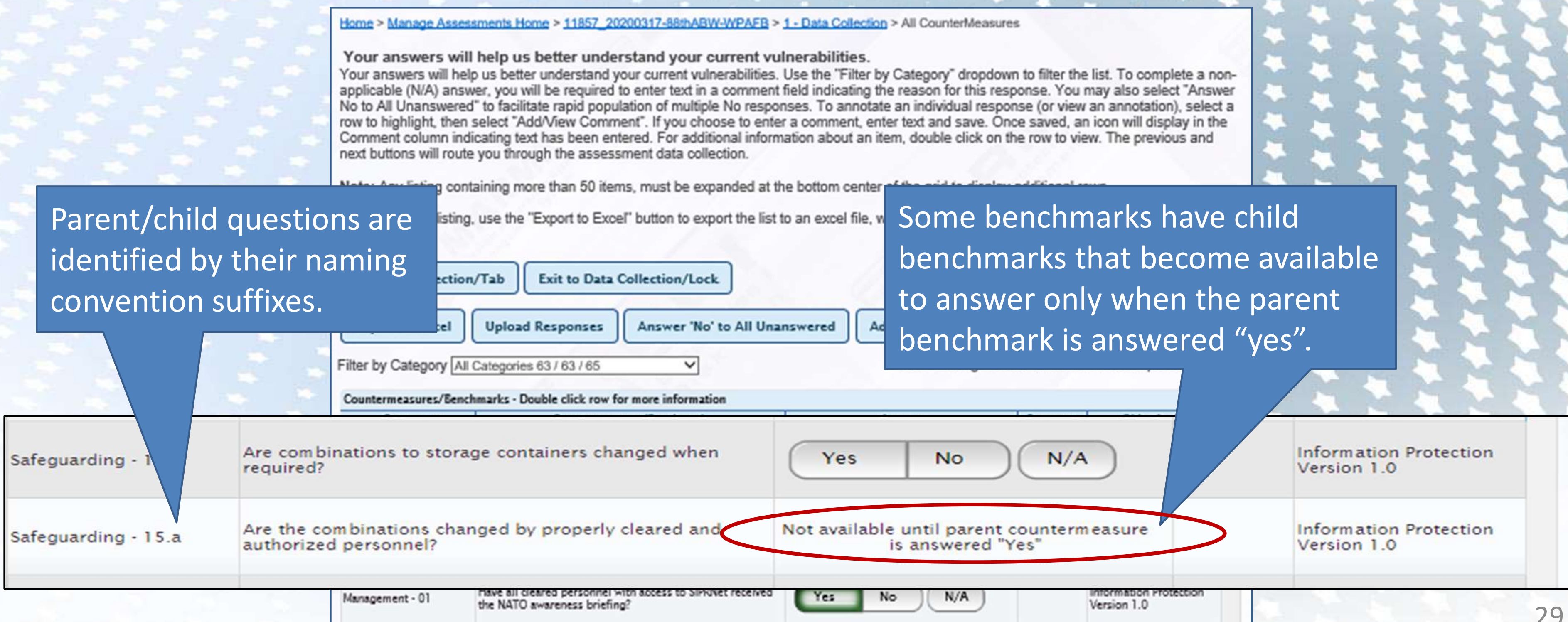
Conducting an Assessment (continued):

5a. The last question page is to characterize vulnerabilities (countermeasures). It follows the same grid format as the two previous pages. However, here there are three options; "yes" and "no" as before, but also a not applicable (N/A) option. The "N/A" option should be used very infrequently.



Conducting an Assessment (continued):

5b. Another characteristic of this section is the employment of a parent/child relationship for certain benchmarks. Like the grayed out questions on the organization and scope pages, the parent benchmark must be answered "Yes" before the children questions become available to answer. If answered "No," children benchmarks display "Not available…" as shown below.

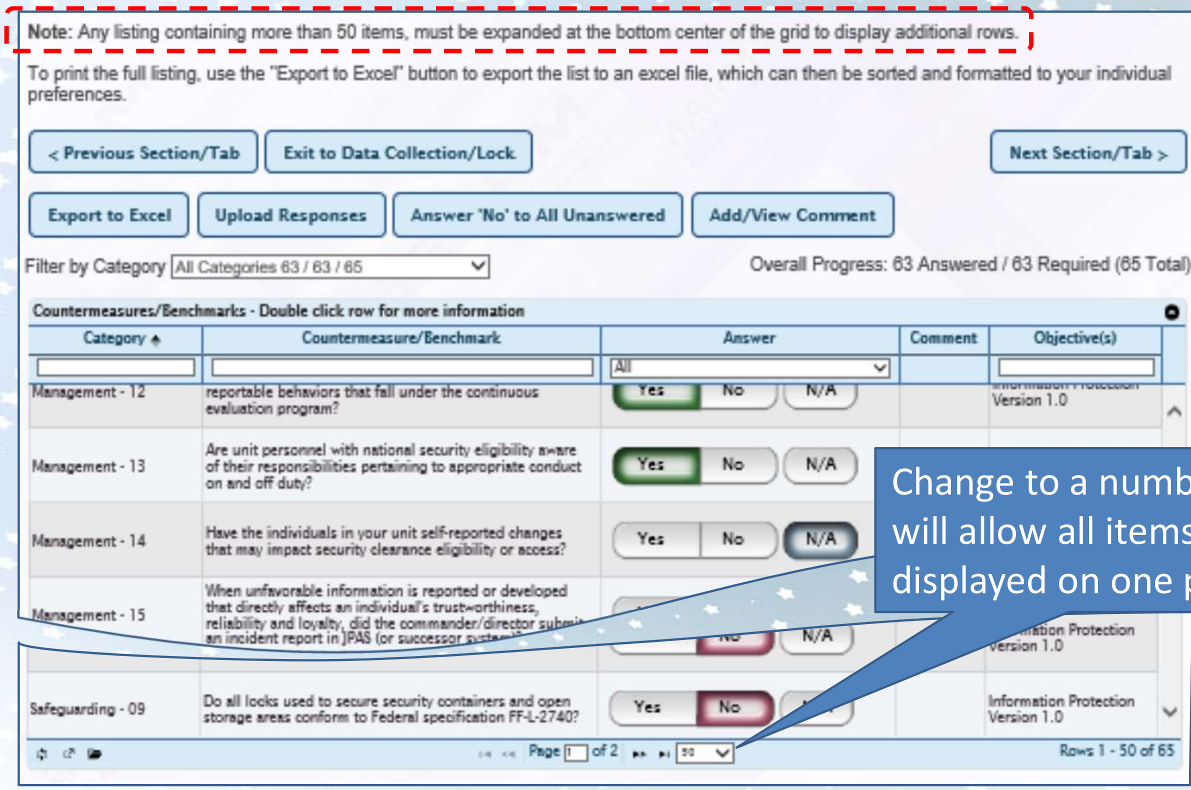


Parent/child questions are identified by their naming convention suffixes.

Some benchmarks have child benchmarks that become available to answer only when the parent benchmark is answered "yes".

Conducting an Assessment (continued):

5c. Before beginning a section with more than 50 questions, it is recommended the user adjust the item display to include all questions on the top page. This will avoid confusion of continuing with an incomplete set of answers.

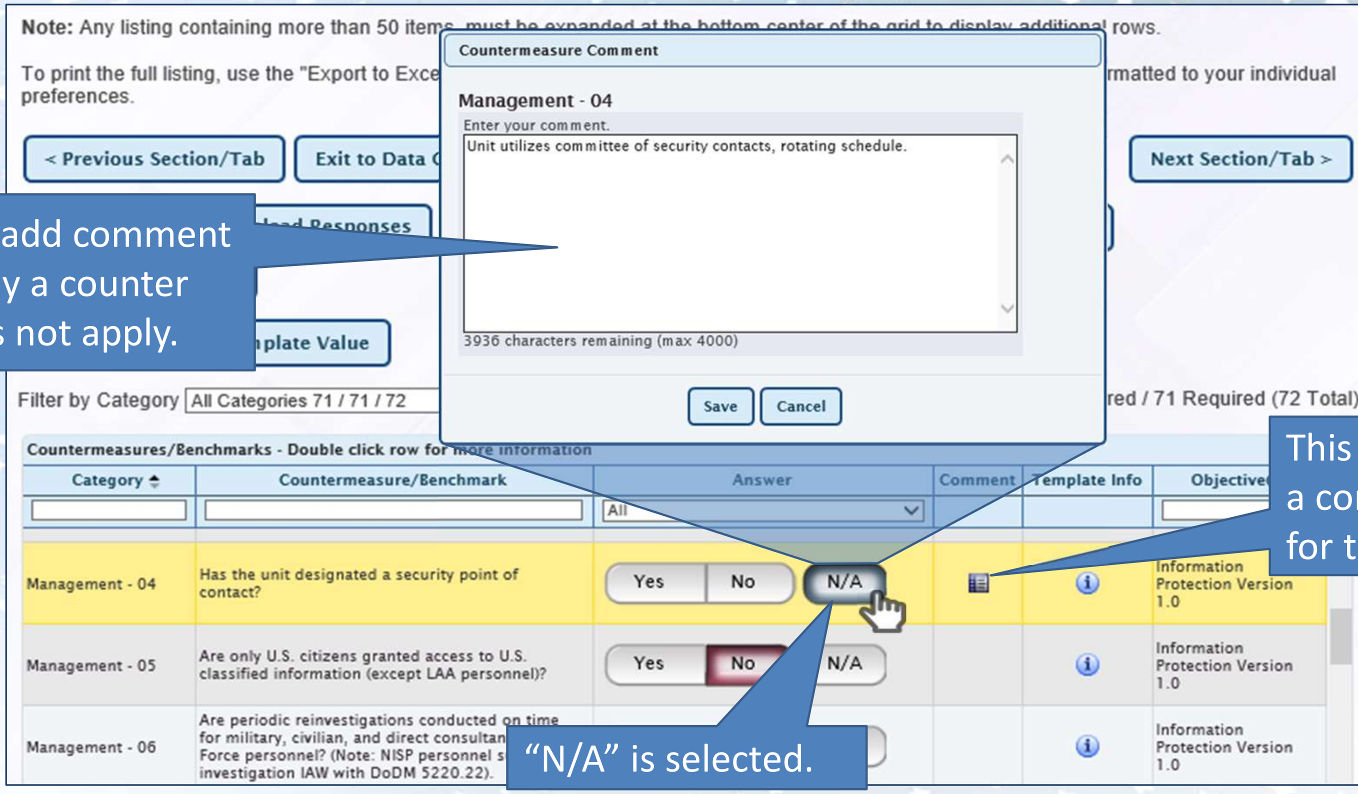


Note: the number of questions here will be determined by the answers to questions in the previous sections and may range from about 30 to 90.

Change to a number that will allow all items to be displayed on one page.

Conducting an Assessment (continued):

5d. When answering these questions, selecting “N/A” will automatically open a dialog box which requires an explanation of why the item is not applicable. Once you have answered all of the questions, click “Next Section/Tab” to proceed.



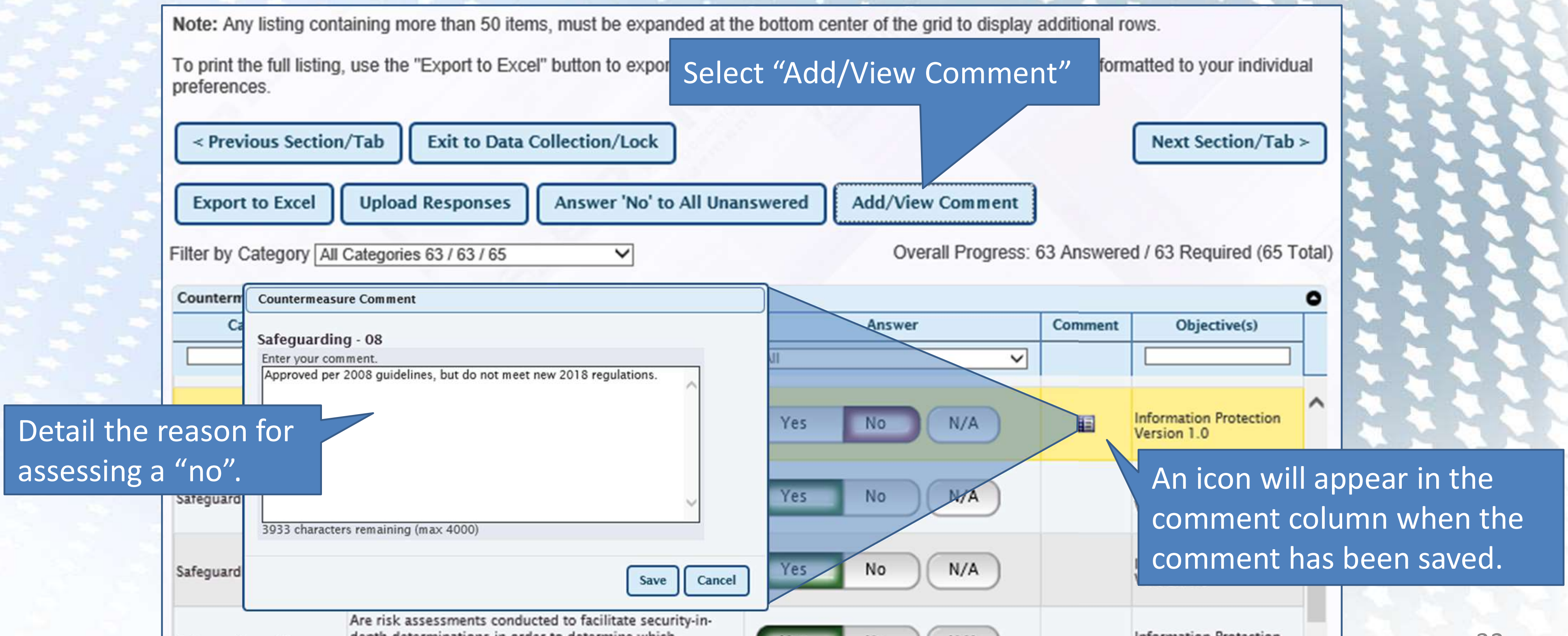
Dialog box to add comment describing why a counter measure does not apply.

This icon indicates a comment exists for the item.

“N/A” is selected.

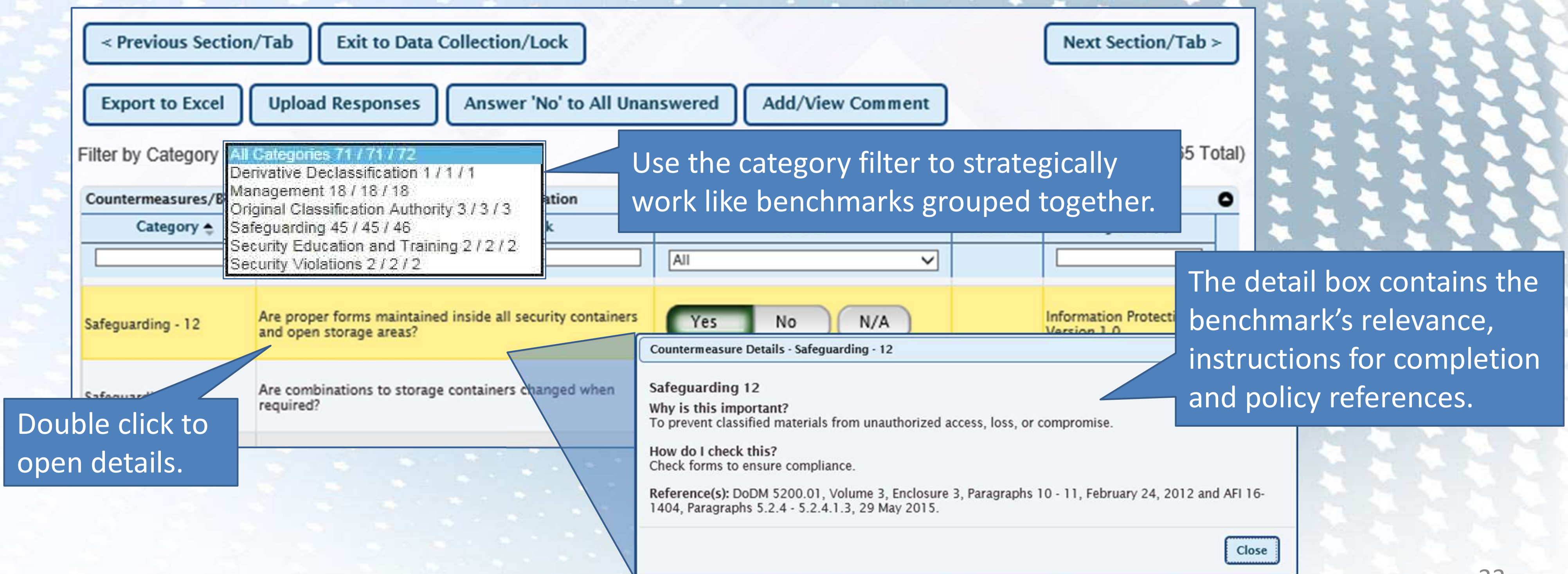
Conducting an Assessment (continued):

5e. When answering “yes” or “no”, no dialog box appears, but a comment may be appropriate, particularly for a “no” response. In these cases, click the “Add/View Comment” button to open a new dialog box. Add appropriate comments; click “Save” to close the dialog box.



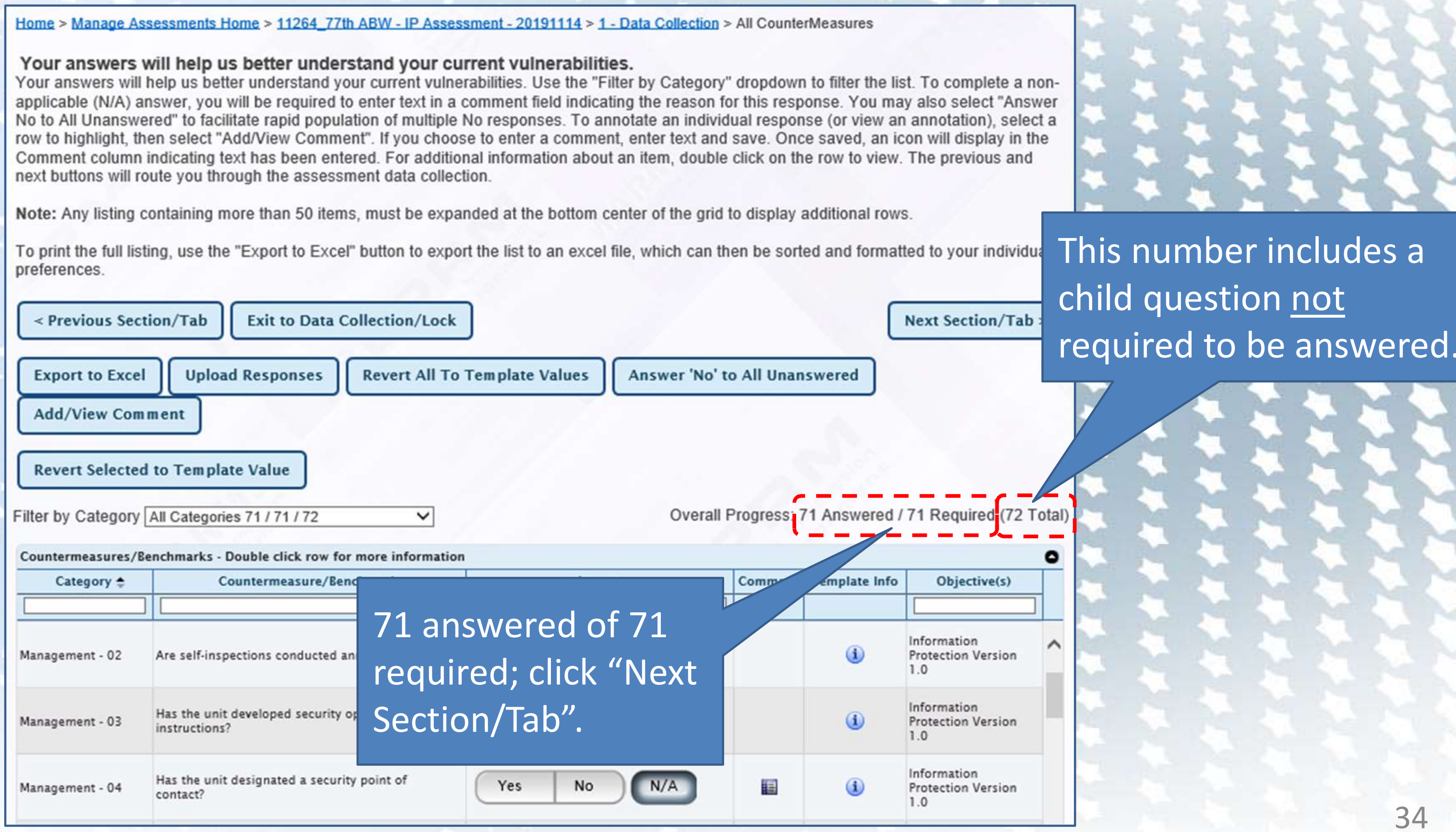
Conducting an Assessment (continued):

5f. While completing this portion of the assessment it is also useful to recall the assisting tools that were mentioned previously; the filter by category drop-down, and the benchmark details dialog box. For any question requiring clarification, double click to open an explanation of the question. Also, recall the progress tracker, which is most useful for this, the longest question set.



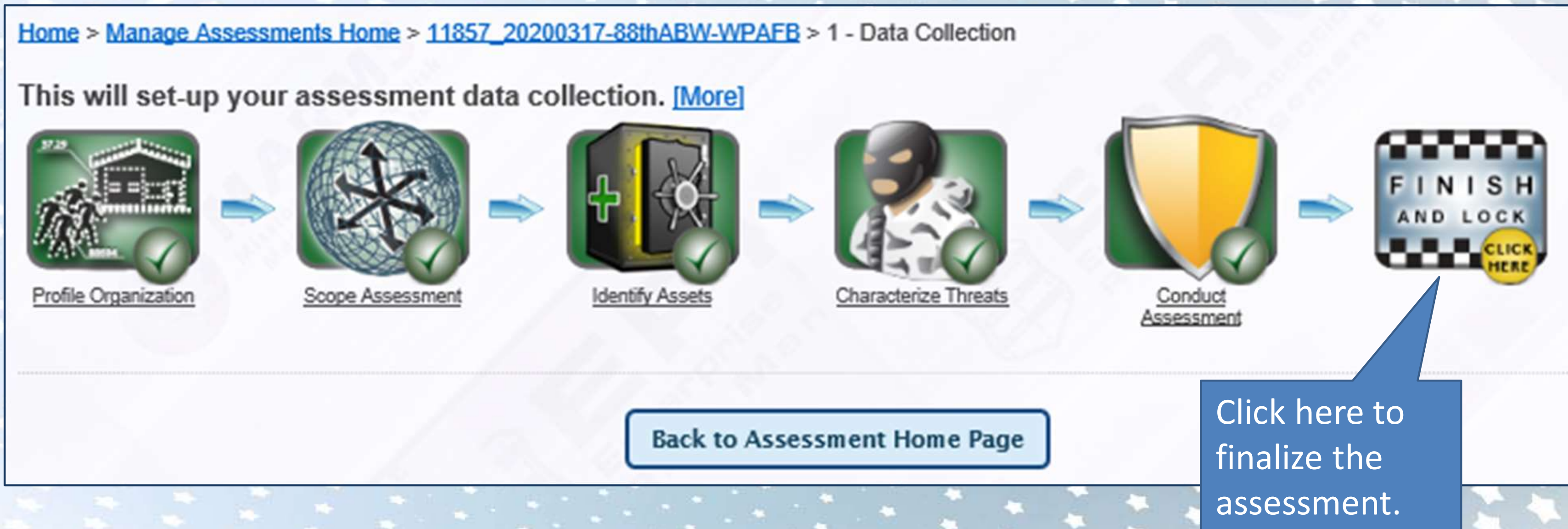
Conducting an Assessment (continued):

5g. When all questions have been answered this portion is complete, and the assessment is ready to be finalized. Click "Continue" to move on to finalize the assessment.



Conducting an Assessment (continued):

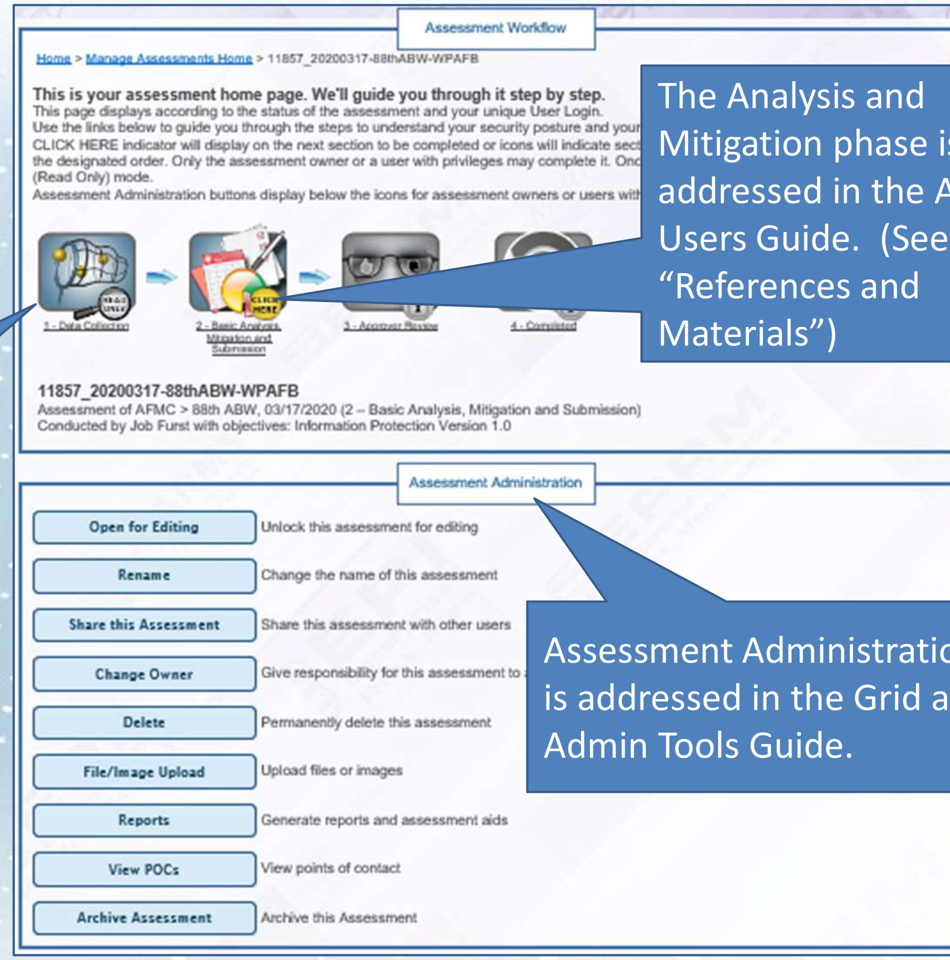
6. Click on the “Finish and Lock” icon to finalize the assessment.



Completed Assessment:

7. When the user clicks “Finish and Lock,” the assessment is locked (read only) and the page below opens. The sections delineate assessment analysis (top) and administrative tools (bottom).

Note: Data Collection phase is now “read only”.



The Analysis and Mitigation phase is addressed in the Analysis Users Guide. (See the “References and Materials”)

Assessment Administration is addressed in the Grid and Admin Tools Guide.

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