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Getting Started & How to Complete an EPRM Assessment

EPRM v3.64, March 2024

EPRM User Support: eprmhelp@hii-tsd.com
1.800.754.4204

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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.

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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.

This header indicates the account.

Main menu activity buttons; the number will vary based on the user's role(s).

Navigation buttons allow users to jump to specific pages or functions. (e.g. Home, Manage Users, Manage Hierarchy, Change Password, Log Out.). Number of buttons will vary based on user permissions.

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The screenshot shows the EPRM User Training home screen. At the top left is the EPRM logo and the text "A part of the MARMS federation.". At the top right are account details: "Job Furst", "Version: based on 3.63 rev. 2005", and "Last Login: 02/21/2022 12:31:43". Below this is a blue banner with the text "Welcome to EPRM EPRM User Training". A callout box points to the "Job Furst" text. In the center, there is descriptive text about the Risk Assessment process and how EPRM automates it. Another callout box points to the "Job Furst" text. At the bottom, there are several activity buttons arranged in two rows. The first row includes "Manage Assessments" (circled in red), "Advanced Analysis", "Manage Templates (including AHTAs)", "Manage Survey Responses", and "Survey Administration". The second row includes "Manage Users", "Manage Hierarchy", "Change Password", and "Log Out". Callout boxes point to the "Manage Assessments" button and the "Navigation buttons" section. The entire interface has a light blue background with a star pattern.

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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.

The screenshot shows the MARMS Manage Assessments Home screen. At the top, there is a navigation bar with several activity buttons: Main Menu, Manage Assessments (highlighted), Advanced Analysis, Manage Templates (including AHTAs), Manage Survey Responses, User Guides and References, Legacy CVAMP Assessment Data, Manage MA Assessments, and Manage IAS. Below the navigation bar, the main content area has a heading "Home > Manage Assessments Home". It includes a "START" button with "Create a New Assessment" text, and tabs for "Active" and "Archived". A large grid displays "Started and Completed Assessments" with columns for ID, Assessment Name, Due Date, Status, Owner, Node, Created, and Objective(s). One row in the grid is visible: 12315, 37th TW IP Assessment, 4 - Completed, Job Furst, Lackland AFB > 37th Training Wing, 07/14/2020, Information Protection Version 1.0. To the right of the grid, a callout box with a yellow starburst says "Tabs for segregating assessments. (Explained on page 10.)" and "New". Below the grid is a "Timeline (in months): 12" section with a slider. A callout box over this section says "Use the slide selector to change the number of months displayed." At the bottom, there is an "Upcoming Assessments (next 12 months)" section with a grid showing "Start Assessment", "Due Date", "Last Completed", "Frequency (months)", "Node", and "Objective". Two rows are shown: one for 03/31/2021 due in 12 months to 3-AETC > Lackland AFM, and another for 07/14/2021 due in 12 months to Lackland AFB > 37th Training Wing.

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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.

Move the slider to modify the number of months visible.

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

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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.

The screenshot shows the Node Administration interface. On the left, the 'Nodal Hierarchy' tree view is open, showing various AFB (Air Base Wing) units under 'User Support Training'. A blue box labeled '1' highlights the '37th Training Wing' node. Below the hierarchy is a table titled 'Node Objectives' with columns: Objective, Required, Frequency, Next Due, and Last Completed. The first row, 'Information Protection Version 1.0', is highlighted with a yellow background and has a blue box labeled '2' over it. To the right, a modal window titled 'Update Assessment/Inspection' is displayed, prompting the user to modify the details of the selected node objective. The modal includes fields for 'Node' (37th Training Wing), 'Parent Node' (Lackland AFB), 'Objective' (Information Protection Version 1.0), and assessment parameters like 'Frequency of assessments/inspections' (12 months) and 'Next assessment/inspection due date' (01/29/2021). A blue callout box on the right side of the modal states: 'Note: The next inspection is scheduled for 1/29/2021.' At the bottom right of the modal is a 'Save' button.

Objective	Required	Frequency	Next Due	Last Completed
Information Protection Version 1.0	Yes	12	01/29/2021	01/30/2020
DoD Counter Insider Threat Version 2.0	No	0	None	None
Anti-terrorism Force Protection or IDRMP Version 2.0	No	0	None	None
ISC Physical Security	No	0	None	None
Mission Assurance Assessment/AHTA	No	0	None	None

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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 screenshot shows the 'Upcoming Assessments (next 12 months)' grid. A red dashed box highlights the row for '3-AETC > Lackland AFB'. A blue arrow points from this row to the 'Existing Assessments' table on the right.

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

The screenshot shows the 'Nodal Hierarchy' tree on the left and the 'Existing Assessments' table on the right. The table lists two assessments: one for 'Lackland AFB > 37th Training Wing' and another for '37th TW Qtrly IP Assessment 2019_10_15'.

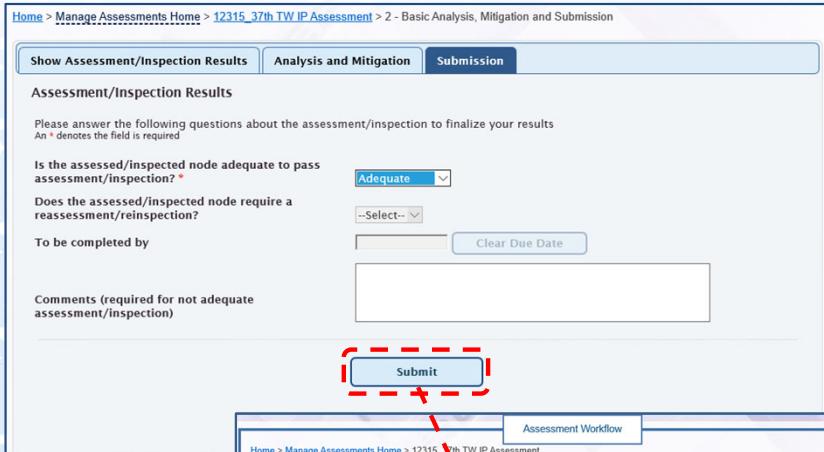
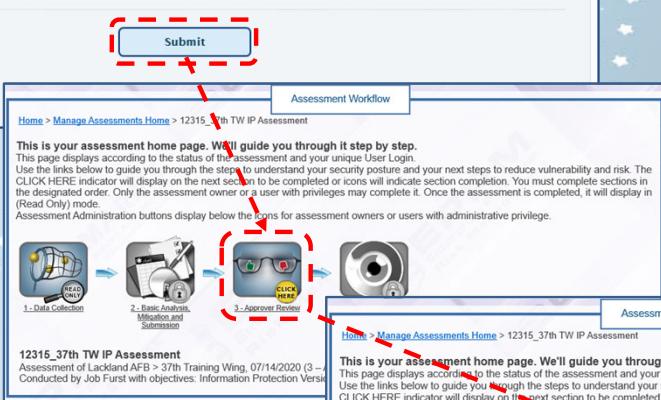
ID	Name	Due Date	Status	Owner	Node	Start Date	Completion	Objective(s)
12315	Lackland 37th IP Placeholder	None	1 - Data Collection	Job Furst	Lackland AFB > 37th Training Wing	07/14/2020	None	Information Protection Version 1.0
11620	37th TW Qtrly IP Assessment 2019_10_15	None	4 - Completed	Lauren Order	Lackland AFB > 37th Training Wing	01/29/2020	01/30/2020	Information Protection Version 1.0

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.

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Schedule an Upcoming Assessment



2 - Basic Analysis, Mitigation and Submission

Assessment/Inspection Results

Please answer the following questions about the assessment/inspection to finalize your results
An * denotes the field is required

Is the assessed/inspected node adequate to pass assessment/inspection? *

Does the assessed/inspected node require a reassessment/reinspection?

To be completed by

Comments (required for not adequate assessment/inspection)

Assessment Workflow

This is your assessment home page. We'll guide you through it step by step.
This page displays according to the status of the assessment and your unique User Login. Use the links below to guide you through the steps to understand your security posture and your next steps to reduce vulnerability and risk. The CLICK HERE indicator will display on the next section to be completed or icons will indicate section completion. You must complete sections in the designated order. Only the assessment owner or a user with privileges may complete it. Once the assessment is completed, it will display in (Read Only) mode.

Assessment Administration buttons display below the icons for assessment owners or users with administrative privilege.

1 - Data Collection  **CLICK HERE**

2 - Basic Analysis, Mitigation and Submission  **CLICK HERE**

3 - Approver Review  **CLICK HERE**

12315_37th TW IP Assessment
Assessment of Lackland AFB > 37th Training Wing, 07/14/2020 (3 - In Progress)
Conducted by Job Furst with objectives: Information Protection Version 1.0

Assessment Workflow

This is your assessment home page. We'll guide you through it step by step.
This page displays according to the status of the assessment and your unique User Login. Use the links below to guide you through the steps to understand your security posture and your next steps to reduce vulnerability and risk. The CLICK HERE indicator will display on the next section to be completed or icons will indicate section completion. You must complete sections in the designated order. Only the assessment owner or a user with privileges may complete it. Once the assessment is completed, it will display in (Read Only) mode.

Assessment Administration buttons display below the icons for assessment owners or users with administrative privilege.

1 - Data Collection  **CLICK HERE**

2 - Basic Analysis, Mitigation and Submission  **CLICK HERE**

3 - Approver Review  **CLICK HERE**

4 - Completed  **CLICK HERE**

12315_37th TW IP Assessment
Assessment of Lackland AFB > 37th Training Wing, 07/14/2020 (4 - Completed)
Conducted by Job Furst with objectives: Information Protection Version 1.0

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”.

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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

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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

The screenshot shows the 'Manage Assessments Home' interface. At the top, there's a 'START Create a New Assessment' button and tabs for 'Active' and 'Archived'. Below is a grid titled 'Started and Completed Assessments' with columns for ID, Assessment Name, Due Date, Status, Owner, Node, Created, and Objective(s). Three rows are visible:

ID	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
11276	Rainey Test 20200317	03/17/2020	1 - Data Collection	Job Furst	HQDA > 11th ABD	11/22/2019	Antiterrorism Force Protection or IRMP
11264	77th ABW - IP Assessment - 20191114		1 - Data Collection	Job Furst	Andrews AFB > 77th ABW	11/19/2019	Information Protection Version 1.0
11226	77th ABW - IP Assessment - 20191114xxx		1 - Data Collection	Job Furst	Andrews AFB > 77th ABW	11/14/2019	Information Protection Version 1.0

Below the grid, a modal window is open for assessment '11264_77th ABW - IP Assessment - 20191114'. It shows details like 'Assessment of Andrews AFB > 77th ABW, 11/19/2019 (1 - Data Collection)' and 'Conducted by Job Furst with objectives: Information Protection Version 1.0'.

The right side features a sidebar titled 'Assessment Administration' with buttons for: Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, Manage POCS, and Archive Assessment. The 'Archive Assessment' button is highlighted with a red dashed box.

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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.

Main Menu

Manage Assessments Advanced Analysis Manage Templates (including AHTAs) Manage Survey Responses User Guides and References Legacy CVAMP Assessment Data Manage MA Assessments Manage IAS

Home > Manage Assessments Home

This is where you may create a new assessment or view / modify existing assessments based on privileges or permissions unique to your User Profile. [More]

START Create a New Assessment

Active Archived

Started and Completed Assessments - To view an assessment, double-click on a row or select a row and click on open button at the bottom of the grid.

ID	Assessment Name	Due Date	Status	Owner	Node	Created	Objective(s)
4417	20190923 - 88th ABW - WPAFB - 4417		1 - Data Collection	Job Furst	AFMC > 88th ABW	10/16/2019	Mission Assurance Assessment/AHTA
4414	20190924 - 88th ABW - WPAFB - 4414		2 - Basic Analysis, Mitigation and Submission	Job Furst	AFMC > 88th ABW	10/09/2019	Mission Assurance Assessment/AHTA
4401	20190924 - 88th ABW - WPAFB - 123rd Squadron		1 - Data Collection	Job Furst	88th ABW > 123rd Squadron	10/02/2019	Mission Assurance Assessment/AHTA



Home > Manage Assessments Home > New Assessment

Let's get started with the Risk Assessment process.
We'll begin by creating a new assessment.

An * denotes the field is required

Enter a short descriptive name for the assessment (see Assessment Name Examples below).

Assessment Name* 20200317-88thABW-WPAFB

Assessment Name Examples

- 20180904-88th Air Base Wing-Wright Patterson AFB
- QTR19-DA-DLA (Format for DoD Counter Insider assessments, only)
- IREBIRD15245-Pre-RFP-Baseline (Format for Acquisition Security assessments, only)

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 assessment creation.
- Nodes in gray background are expired.
- Nodes on a dark background are not available to you.

Search Nodes

Node (select one in plain text)*

User Support Training

- 1-HQQA
- 2-USAF
- AFMC
 - 78th ABW
 - 88th ABW
 - 123rd Squadron
 - 124th Squadron
 - 125th Squadron
 - 126th Squadron
 - 127th Squadron
 - 128th FW

Select your assessment objective.

What kind of assessment will you be conducting?*

Information Protection Version 1.0

Due Date Clear Due Date

Back

Continue

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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".

The screenshot shows the 'New Assessment' creation page. Step 1: 'Assessment Name*' is filled with '20200317-88thABW-WPAFB'. Step 2: A tree view of organizational nodes is shown, with '88th ABW' selected. Step 3: 'Assessment Type' dropdown is set to 'Information Protection Version 1.0'. Step 4: 'Due Date' field is present. Step 5: 'Continue' button is at the bottom right. Callout boxes explain the naming convention and the search feature.

1

2

3

4

5

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.

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Creating a New Assessment (*continued*):

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.

Would you like to:

- Start an assessment from scratch.
- Copy from an existing assessment.

Would you like to:

- Start an assessment from scratch.
- Copy from an existing assessment.
- Inherit from one or more previously created templates.

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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.

Would you like to:

- Start an assessment from scratch.
- Copy from an existing assessment.
- Inherit from one or more previously created templates.

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.

Would you like to:

- Start an assessment from scratch.
- Copy from an existing assessment.

We will fill in your responses from a previous assessment, but you will still be able to update any changes.

Available Assessments - Double Click a row to copy							
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

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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.

The screenshot shows a web-based interface for creating a new assessment. At the top, a breadcrumb navigation path is visible: Home > Manage Assessments Home > 11855_20200317-88thABW-WPAFB > Copy/Inherit Options. Below this, a question "Would you like to:" is followed by three radio button options:

- Start an assessment from scratch.
- Copy from an existing assessment.
- Inherit from one or more previously created templates.

A red dashed box highlights the third option. A note below explains: "We will fill in your responses from templates you select. Check the boxes to select which templates to use. The order in which your templates will be inherited is the order in which you select them and is displayed in the Inherited Templates Box. (If you would like to adjust the order, please uncheck and re-check the boxes in the desired order.)".

On the left, a tree view shows categories: User Support Training, 2-USAF, AFMC, and 88th ABW. Under AFMC, two templates are listed: "77th ABW IP Template 20190516 (Information Protection Version 1.0)" and "Wing Classified Material Templ 12/2019 (Information Protection Version 1.0)". The second template has a checked checkbox next to it. A blue callout box points to this checkbox with the text: "Check this box to inherit the template. Inherited templates appear below." A blue arrow points from this callout to the "Inherited Templates" section at the bottom.

The "Inherited Templates" section has a header "Inherited Templates" and a column "Template Name". A yellow highlight bar covers the first row of this table, which contains the text "Wing Classified Material Templ 12/2019 (Information Protection Version 1.0)".

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > Profile Organization

Describe the organization.
Please complete the following information to describe the organization. An asterisk (*) indicates questions that require an answer to continue.

Your assessment has been created. '88th ABW - Q1 IP 20200110' copied successfully. Please use the workflow to continue.

Information Protection Version 1.0

Assessment Type: [*]	Wing Inspection Team
In which region is the unit geographically located? [*]	CONUS 6 (AR, LA, NM, OK, TX)
- If other, enter the location: [*]	[disabled text box]
Is this a tenant organization? [*]	No
- Who is the parent organization? [*]	[disabled text box] -Select-
-- If other, list parent organization: [*]	[disabled text box]
- Do you have a host tenant support agreement in place? [*]	[disabled text box] -Select-
What is the location of the organization? [*]	On base
How large is the organization? [*]	Greater than 100
Is the organization supported by security in-depth? <small>(i)</small>	Yes
Facility Comments:	[disabled text area]

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

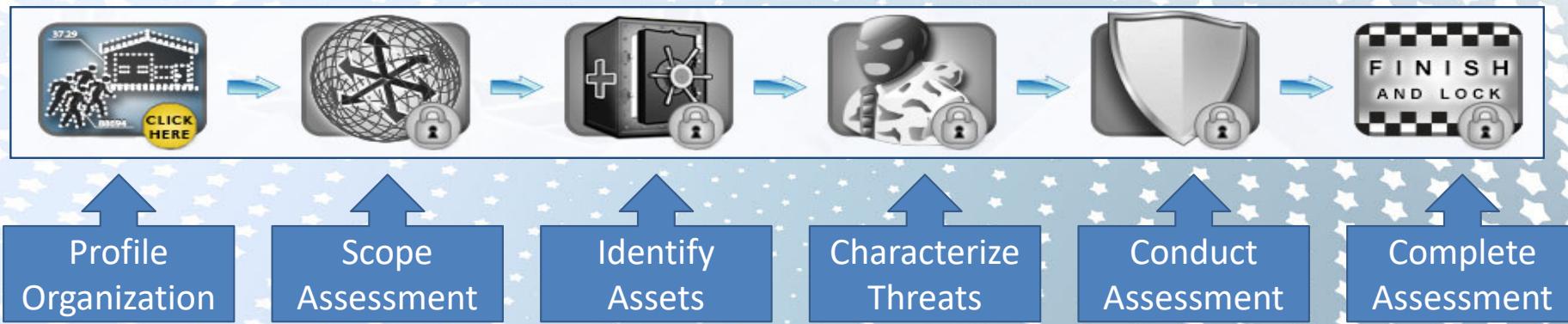
Some questions may not apply until an answer is provided to a previous question. Disabled questions are indicated by "grayed out" text boxes.

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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).

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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

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > Profile Organization

Describe the organization.
Please complete the following information to describe the organization. An asterisk (*) indicates questions that require an answer to continue.

Your assessment has been created. '88th ABW - Q1 IP 20200110' copied successfully. Please use the workflow to continue.

Information Protection Version 1.0

Assessment Type: * Wing Inspection Team

In which region is the unit geographically located? * CONUS 6 (AR, LA, NM, OK, TX)

- If other, enter the location:

Is this a tenant organization? * No

- Who is the parent organization?

-- If other, list parent organization:

- Do you have a host tenant support agreement in place?

What is the location of the organization? * On base

How large is the organization? * Greater than 100

Is the organization supported by security in-depth? * Yes

Facility Comments:

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

...Select...
CONUS 1 (CT, ME, MA, NH, RI, VT)
CONUS 2 (NJ, NY, PR, VI)
CONUS 3 (DC, DE, MD, PA, VA, WV)
CONUS 4 (AL, FL, GA, KY, MS, NC, SC, TN)
CONUS 5 (IL, IN, MI, MN, OH, WI)
CONUS 6 (AR, LA, NM, OK, TX)
CONUS 7 (IA, KS, MO, NE)
CONUS 8 (CO, MT, ND, SD, UT, WY)
CONUS 9 (AZ, CA, NV)
CONUS 10 (ID, OR, WA)
USNORTHCOM (Alaska, Canada and Mexico)
USEUCOM
USPACOM
USSOUTHCOM
USCENTCOM
USAFRICOM
Other

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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.”

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > Scope Assessment

Describe the operating environment.
Please answer the following questions about the operating environment to complete your profile. An asterisk (*) indicates questions that require an answer to continue.

Information Protection Version 1.0

[View Template Answers](#) [Revert All To Template Values](#)

Does the organization possess any classified information?*	Yes
- Does the organization have security containers?*	Yes
- How many security containers does the organization have?*	0
- Does the organization have open storage rooms?*	Yes
- How many open storage rooms does the organization have?*	4
- Does the organization have vaults?*	Yes
- How many vaults does the organization have?*	2
- Does the organization have specialized storage?*	No
- Does the organization have bulky materials?*	--Select--
- Does the organization have classified munitions?*	--Select--
- Does the organization have aircraft and tactical vehicles?*	--Select--
- Does the organization have map and plan file cabinets that contain classified information?*	--Select--
- Does the organization have modular vaults?*	--Select--
- Does the unit have a deployment commitment?*	No
- Is the unit under field conditions?*	--Select--
- Does the organization have NATO control points?*	Yes
- Does the organization deal with foreign government information?*	Yes
Does the organization have cleared personnel?	Yes
Does anyone in the organization use classified information systems?*	Yes

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.

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > All Assets

We need to ask you a few questions about your assets. Your answers will help us identify which assets must be protected. Individual response (or view an annotation), select a row to highlight text and save. Once saved, an icon will display in the Comment column. Double click on the row to view. The previous and next buttons will work on the rows.

Note: Any listing containing more than 50 items must be expanded.

< Previous Section/Tab Exit to Data Collection/Lock

Answer 'No' to All Unanswered Add/View Comment Duplicate Selection

Filter by Category All Categories 10 / 10

Overall Progress: 10 Answered / 10 Required

Assets - Double click row for more information

Category	Type	Name	Applicable?	Criticality	Score	Comment	Objective(s)
All Categories 0 / 10			Yes	No	High		
1 C Sec	1 Classified National Security Information 0 / 4		Yes	No	Medium-High	92	Information Protection Version 1.0
1 C Sec	2 Foreign Government Information 0 / 1		Yes	No	Medium-High	84	Information Protection Version 1.0
1 C Sec	3 Atomic Energy Act 0 / 4		Yes	No	Medium	76	Information Protection Version 1.0
1 C Sec	4 Controlled Unclassified Information (CUI) 0 / 1		Yes	No	Medium	76	Information Protection Version 1.0
1 Classified National Security Information	3 Secret		Yes	No	Medium-High	84	Information Protection Version 1.0
1 Classified National Security Information	4 Confidential		Yes	No	Medium	76	Information Protection Version 1.0

Can filter by groups to differentiate distinct asset categories.

Click column headers to sort in ascending/descending order or according to the convention for the selected column, e.g., all "Yes" on top.

Overall Progress tracked here.

Filter boxes; type a term to filter within the selected column.

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > All Assets

We need to ask you a few questions about your assets.

Your answers will help us identify which assets must be protected. Use the "Filter by Category" dropdown to filter the asset list. To annotate an individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose to enter a comment, enter text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional information about an item, double click on the row to view. The previous and next buttons will route you to either the previous or the next section.

Note: Any listing containing more than 50 items must be expanded at the bottom center of the grid to display additional rows.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Revert All To Template Values Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Revert Selected to Template Value

Filter by Category [All Categories 10 / 10]

Assets - Double click row for more information

Category	Type	Name	Applicable?
All	All	All	Yes
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes
1 Classified National Security Information	2 Top Secret		Yes
1 Classified National Security Information	3 Secret		Yes
1 Classified National Security Information	4 Confidential		Yes
2 Fis Cov Info			Medium
3 A			Medium
3 Atoms Energy Act	2 Res		Medium

Asset Details - 1 Sensitive Compartmented Information (SCI)

What is this?
Sensitive compartmentalized Information (SCI) is classified information and materials requiring special community controls indicating restricted handling within present and future community intelligence collection programs and their end products. SCI was established to protect the sensitive aspects of sources and methods and analytical procedures of foreign intelligence program.(AFMAN 14-304, 23 Dec 16)

How could an adversary exploit this?
SCI is vulnerable to data manipulation, data theft, inadequate information security management and spillage.

Specific critical information in this category includes, but is not limited to:
Purchasing and acquisition data relative to military operations
Financial data and reports

Close

Reload Grid Data

Open (same as double clicking on selected row)

Export to Excel

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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.

Home > Manage Assessments Home > 11857_20200317-88tABW-WPAFB > 1 - Data Collection > All Assets

We need to ask you a few questions about your assets.
Your answers will help us identify which assets must be protected. Use the "Filter by Category" dropdown to filter the individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional double click on the row to view. The previous and next buttons will route you to either the previous or the next section.

Note: Any listing containing more than 50 items must be expanded at the bottom center of the grid to display additional rows.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Revert All To Template Values Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Revert Selected to Template Value

Filter by Category All Categories 10 / 10

Assets - Double click row for more information

Type
Active Compartmentalization (SCI)
Secret

Asset - 4 Confidential

L1 Mission* Moderate loss results in moderate mission impact

L1 National Defense* Damage to element of US military capability (e.g., installation)

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

L8 Relative Value* Confidential

Submit Cancel

1 Classified National Security Information 4 Confidential

Yes No Medium 64 ⓘ Information Protection Version 1.0

Yes No Medium 52 ⓘ Information Protection Version 1.0

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.

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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.

Assets - Double click row for more information																		
Category	Type	Name	Applicable?	Criticality	Score	Comme	Template	Ir	Objective(s)									
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes <input type="button" value="No"/>		0				Information Protection Version 1.0									
1 Classified National Security Information	2 Top Secret		Yes <input type="button" value="No"/>	Medium-High	88				Information Protection Version 1.0									
1 Classified National Security Information	3 Secret		Yes <input type="button" value="No"/>	Medium	64				Information Protection Version 1.0									
1 Classified National Security Information	4 Confidential		Yes <input type="button" value="No"/>	Medium	52				Information Protection Version 1.0									
2 Foreign Government Information	Asset - 3 Secret																	
<div style="border: 1px solid #ccc; padding: 5px;"><p>L1 Mission* <input type="text" value="Moderate, loss results in moderate mission impact"/></p><p>L1 National Defense* <input type="text" value="Damage to defense infrastructure"/></p><p>L2 Replacement* <input type="text" value="Sensitive Information - not replaceable once lost to adversary"/></p><p>L8 Relative Value* <input type="text" value="Secret"/></p></div>																		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																		

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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”.

The screenshot shows the 'Assets' section of the assessment tool. A yellow-highlighted row represents the asset being duplicated. Step 1 indicates selecting this row. Step 2 shows the 'Duplicate Selected Asset' button being clicked, which opens a 'Duplicate Asset Instance' dialog box. Step 3 shows the 'Save' button being clicked in the dialog box. The final result is shown in the bottom screenshot, where a new asset row has been added below the original, with the name 'Mission Alpha' populated in the 'Name' column.

1

2

3

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

Category	Type	Name	Applicable?	Criticality	Score	Comments	Template Ir	Objective(s)
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes	No	0			
1 Classified National Security Information	2 Top Secret		Yes	No	Medium-High	88		
1 Classified National Security Information	2 Top Secret	Mission Alpha	Yes	No				

Overall Progress: 10 Answered / 11 Required

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > All Assets

We need to ask you a few questions about your assets.

Your answers will help us identify which assets must be protected. Use the "Filter by Category" dropdown to filter the asset list. To annotate an individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose to enter a comment, enter text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional information about an item, double click on the row to view. The previous and next buttons will route you to either the previous or the next section.

Note: Any listing containing more than 50 items must be expanded at the bottom center of the grid to display additional rows.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Revert All To Template Values Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Asset

Revert Selected to Template Value

Filter by Category All Categories 11 / 11 Overall Progress: 11 Answered / 11 Required

Assets - Double click row for more information								
Category	Type	Name	Applicable?	Criticality	Score	Comment	Template Id	Objective(s)
1 Classified National Security Information	1 Sensitive Compartmented Information (SCI)		Yes No		0			Information Protection Version 1.0
1 Classified National Security Information	2 Top Secret		Yes No	Medium-High	88			Information Protection Version 1.0
1 Classified National Security Information	2 Top Secret	Mission Alpha	Yes No	Medium-High	84			Information Protection Version 1.0
1 Classified National Security Information	3 Secret		Yes No	Medium	64			Information Protection Version 1.0

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

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > All Threats

We need to ask you a few questions about the threats facing your organization. Your answers will help us quantify the severity of threats and the potential impact of loss. Use the "Filter by Method" dropdown to filter the threat list. To annotate an individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose to enter a comment, enter text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional information about an item, double click on the row to view. The previous and next buttons will route you to either the previous or next section.

Note: Any listing containing more than 50 items must be expanded at the bottom center of the grid to display additional rows.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Threat

Filter by Source
All Sources 10 / 10

Filter by Method
All Methods 10 / 10

Threats - Double click row for more information

Source	Method	Name	Applicable?	Rating
Criminals	Human Intelligence (HUMINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	Medium-High
Criminals	Open Source Intelligence (OSINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	Medium-High
Insiders	Human Intelligence (HUMINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	Medium-High
Insiders	Negligent Disclosure		<input type="button" value="Yes"/> <input type="button" value="No"/>	High
Non-state Actors	Human Intelligence (HUMINT)		<input type="button" value="Yes"/> <input type="button" value="No"/>	Medium-High

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).

Threat Matrix - Insiders - Negligent Disclosure

Use the matrix below to help establish the severity of Negligent Disclosure Insiders for your organization. How to use this matrix: Locate the row that best describes the intent of the adversary. Then, locate the column that best describes the adversary collection capability. Click the box where your two selections (row and column) meet.

Capability	Intent	Overall
Known adversaries' capabilities are HIGHLY developed and MOST LIKELY in place.	The adversary is NOT motivated to use this tactic.	Medium-Low
Known adversaries' capabilities are SIGNIFICANTLY developed and PROBABLY in place.	The adversary is SLIGHTLY motivated and a moderate amount of time MAY contribute to achieving the adversary's intended objectives.	Medium
Known or suspected adversaries' capabilities are POSSIBLY developed and LIKELY in place.	The adversary is MODERATELY motivated and a moderate amount of time MAY contribute to achieving the adversary's intended objectives.	Medium-High
Known or suspected adversaries' capabilities are PROBABLY NOT developed and MOST LIKELY NOT in place.	The adversary is VERY motivated and a moderate amount of time GREATLY contributes to achieving the adversary's intended objectives.	Medium-High
The Adversary's capability is NOT developed	The adversary is HIGHLY motivated and a moderate amount of time SIGNIFICANTLY contributes to achieving the adversary's intended objectives.	High

Cancel

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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”.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Answer 'No' to All Unanswered Add/View Comment Duplicate Selected Threat

Filter by Source
All Sources 10 / 10

Overall Progress: 10 Answered / 10 Required

Filter by Method
All Methods 10 / 10

Threats - Double click row for more information

Source	Method	Name	Applicable?	Rating	Score	Comment	Objective(s)
Criminals	Human Intelligence (HUMINT)		Yes	No	Medium-High	0.78	Information Protection Version 1.0
Criminals	Open Source Intelligence (OSINT)		Yes	No	Medium-High	0.78	Information Protection Version 1.0
Insiders	Human Intelligence (HUMINT)		Yes	No	Medium-High	0.78	Information Protection Version 1.0
Insiders	Negligent Disclosure		Yes	No	High		Information Protection Version 1.0
Non-state Actors	Human Intelligence (HUMINT)		Yes	No			
Non-state Actors	Open Source Intelligence (OSINT)		Yes	No			
Non-state Actors	Signals Intelligence (SIGINT) of Radio Signals		Yes	No	Medium-High	0.78	Information Protection Version 1.0

Rows 1 - 10 of 10

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.

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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.

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection > All CounterMeasures

Your answers will help us better understand your current vulnerabilities. Your answers will help us better understand your current vulnerabilities. Use the "Filter by Category" dropdown to filter the list. To complete a non-applicable (N/A) answer, you will be required to enter text in a comment field indicating the reason for this response. You may also select "Answer No to All Unanswered" to facilitate rapid population of multiple No responses. To annotate an individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose to enter a comment, an icon will display in the Comment column indicating text has been entered. For additional information about this feature, see the Help section. The previous and next buttons will route you through the assessment data collection.

Note: Any listing containing more than 50 items, must be expanded at the bottom of the page. To print the full listing, use the "Export to Excel" button to export the list to an excel file. The file will be formatted to your individual preferences.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Answer 'No' to All Unanswered Add/View Comment

Filter by Category All Categories 63 / 63 / 65

Overall Progress: 63 Answered / 63 Required (85 Total)

Countermeasures/Benchmarks - Double click row for more information				
Category	Countermeasure/Benchmark	Answer	Comment	Objective
Derivative Declassification - 01	Are all Controlled Unclassified Information (CUI) documents (i.e., FOUO, LES, DoD UCNI and Limited Distribution) properly marked?	Yes No N/A		Information Protection Version 1.0
Derivative Declassification - 02	Are all derivative classification documents properly marked?	Yes No N/A		Information Protection Version 1.0
Management - 01	Have all cleared personnel with access to SIPRNet received the NATO awareness briefing?	Yes No N/A		Information Protection Version 1.0

Common grid tools, progress tracker, etc.

Ordinarily, “N/A” will be eliminated in assessments if using a template.

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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.

Your answers will help us better understand your current vulnerabilities. Your answers will help us better understand your current vulnerabilities. Use the “Filter by Category” dropdown to filter the list. To complete a non-applicable (N/A) answer, you will be required to enter text in a comment field indicating the reason for this response. You may also select “Answer No to All Unanswered” to facilitate rapid population of multiple No responses. To annotate an individual response (or view an annotation), select a row to highlight, then select “Add/View Comment”. If you choose to enter a comment, enter text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional information about an item, double click on the row to view. The previous and next buttons will route you through the assessment data collection.

Note: Any listing containing more than 50 items, must be expanded at the bottom center of the page. To collapse the listing, use the “Export to Excel” button to export the list to an excel file, which can then be collapsed.

Section/Tab Exit to Data Collection/Lock
Excel Upload Responses Answer 'No' to All Unanswered
Filter by Category All Categories 63 / 63 / 65 Countermeasures/Benchmarks - Double click row for more information

Safeguarding - 1	Are combinations to storage containers changed when required?	Yes No N/A	Information Protection Version 1.0
Safeguarding - 15.a	Are the combinations changed by properly cleared and authorized personnel?	Not available until parent countermeasure is answered "Yes"	Information Protection Version 1.0
Management - 01	Have all cleared personnel with access to Sirhinet received the NATO awareness briefing?	Yes No N/A	Information Protection Version 1.0

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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: Any listing containing more than 50 items, must be expanded at the bottom center of the grid to display additional rows.
To print the full listing, use the "Export to Excel" button to export the list to an excel file, which can then be sorted and formatted to your individual preferences.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Answer 'No' to All Unanswered Add/View Comment

Filter by Category All Categories 63 / 63 / 65 Overall Progress: 63 Answered / 63 Required (65 Total)

Countermeasures/Benchmarks - Double click row for more information

Category	Countermeasure/Benchmark	Answer	Comment	Objective(s)
Management - 12	reportable behaviors that fall under the continuous evaluation program?	Yes No N/A		Information Protection Version 1.0
Management - 13	Are unit personnel with national security eligibility aware of their responsibilities pertaining to appropriate conduct on and off duty?	Yes No N/A		Information Protection Version 1.0
Management - 14	Have the individuals in your unit self-reported changes that may impact security clearance eligibility or access?	Yes No N/A		Information Protection Version 1.0
Management - 15	When unfavorable information is reported or developed that directly affects an individual's trustworthiness, reliability and loyalty, did the commander/director submit an incident report in JPAS (or successor system)?	Yes No N/A		Information Protection Version 1.0
Safeguarding - 09	Do all locks used to secure security containers and open storage areas conform to Federal specification FF-L-2740?	Yes No N/A		Information Protection Version 1.0

Rows 1 - 50 of 65

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.

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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.

Note: Any listing containing more than 50 items must be expanded at the bottom center of the grid to display additional rows.

To print the full listing, use the "Export to Excel" preferences.

< Previous Section/Tab Exit to Data Read Responses Update Value

Countermeasure Comment
Management - 04
Enter your comment.
Unit utilizes committee of security contacts, rotating schedule.
3936 characters remaining (max 4000)

Save Cancel

Red / 71 Required (72 Total)

Filter by Category All Categories 71 / 71 / 72

Countermeasures/Benchmarks - Double click row for more information

Category	Countermeasure/Benchmark	Answer	Comment	Template Info	Objective
All					
Management - 04	Has the unit designated a security point of contact?	Yes No N/A		Information Protection Version 1.0	
Management - 05	Are only U.S. citizens granted access to U.S. classified information (except LAA personnel)?	Yes No N/A		Information Protection Version 1.0	
Management - 06	Are periodic reinvestigations conducted on time for military, civilian, and direct consultant Force personnel? (Note: NISP personnel s investigation IAW with DoDM 5220.22).			Information Protection Version 1.0	

This icon indicates a comment exists for the item.

N/A is selected.

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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.

Note: Any listing containing more than 50 items, must be expanded at the bottom center of the grid to display additional rows.

To print the full listing, use the "Export to Excel" button to export the listing to your individual preferences.

Select “Add/View Comment”

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Answer 'No' to All Unanswered Add/View Comment

Filter by Category All Categories 63 / 63 / 65 Overall Progress: 63 Answered / 63 Required (65 Total)

Countermeasure Comment

Safeguard - 08
Enter your comment.
Approved per 2008 guidelines, but do not meet new 2018 regulations.

3933 characters remaining (max 4000)

Save Cancel

Detail the reason for assessing a “no”.

An icon will appear in the comment column when the comment has been saved.

Answer	Comment	Objective(s)
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Information Protection Version 1.0		

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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.

The screenshot shows a software interface for conducting an assessment. At the top, there are navigation buttons: '< Previous Section/Tab', 'Exit to Data Collection/Lock', 'Next Section/Tab >', 'Export to Excel', 'Upload Responses', 'Answer 'No' to All Unanswered', and 'Add/View Comment'. Below these are sections for 'Filter by Category' (showing 'All Categories 71 / 71 / 72' with sub-options like 'Derivative Declassification 1 / 1 / 1', 'Management 18 / 18 / 18', etc.) and 'Countermeasures/Benchmarks' (with a 'Category' dropdown menu). A main table lists benchmarks under categories like 'Safeguarding'. A callout box points to the 'Category' dropdown with the text: 'Use the category filter to strategically work like benchmarks grouped together.' Another callout box points to a specific benchmark row ('Safeguarding - 12') with the text: 'Double click to open details.' A third callout box points to a detailed view of a benchmark ('Countermeasure Details - Safeguarding - 12') with the text: 'The detail box contains the benchmark's relevance, instructions for completion and policy references.' The bottom of the screen has a footer with the word 'UNCLASSIFIED'.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab >

Export to Excel Upload Responses Answer 'No' to All Unanswered Add/View Comment

Filter by Category Countermeasures/Benchmarks

All Categories 71 / 71 / 72
Derivative Declassification 1 / 1 / 1
Management 18 / 18 / 18
Original Classification Authority 3 / 3 / 3
Safeguarding 45 / 45 / 46
Security Education and Training 2 / 2 / 2
Security Violations 2 / 2 / 2

Safeguarding - 12 Are proper forms maintained inside all security containers and open storage areas?

Are combinations to storage containers changed when required?

Use the category filter to strategically work like benchmarks grouped together.

Double click to open details.

The detail box contains the benchmark's relevance, instructions for completion and policy references.

Countermeasure Details - Safeguarding - 12

Safeguarding 12
Why is this important?
To prevent classified materials from unauthorized access, loss, or compromise.

How do I check this?
Check forms to ensure compliance.

Reference(s): DoDM 5200.01, Volume 3, Enclosure 3, Paragraphs 10 - 11, February 24, 2012 and AFI 16-1404, Paragraphs 5.2.4 - 5.2.4.1.3, 29 May 2015.

Close

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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.

Home > Manage Assessments Home > 11264_77th ABW - IP Assessment - 20191114 > 1 - Data Collection > All CounterMeasures

Your answers will help us better understand your current vulnerabilities.
Your answers will help us better understand your current vulnerabilities. Use the "Filter by Category" dropdown to filter the list. To complete a non-applicable (N/A) answer, you will be required to enter text in a comment field indicating the reason for this response. You may also select "Answer No to All Unanswered" to facilitate rapid population of multiple No responses. To annotate an individual response (or view an annotation), select a row to highlight, then select "Add/View Comment". If you choose to enter a comment, enter text and save. Once saved, an icon will display in the Comment column indicating text has been entered. For additional information about an item, double click on the row to view. The previous and next buttons will route you through the assessment data collection.

Note: Any listing containing more than 50 items, must be expanded at the bottom center of the grid to display additional rows.

To print the full listing, use the "Export to Excel" button to export the list to an excel file, which can then be sorted and formatted to your individual preferences.

< Previous Section/Tab Exit to Data Collection/Lock Next Section/Tab :>

Export to Excel Upload Responses Revert All To Template Values Answer 'No' to All Unanswered

Add/View Comment

Revert Selected to Template Value

Filter by Category All Categories 71 / 71 / 72

Overall Progress: 71 Answered / 71 Required (72 Total)

Countermeasures/Benchmarks - Double click row for more information		Comments	Template Info	Objective(s)
Management - 02	Are self-inspections conducted annually?			Information Protection Version 1.0
Management - 03	Has the unit developed security operating instructions?			Information Protection Version 1.0
Management - 04	Has the unit designated a security point of contact?	Yes No N/A		Information Protection Version 1.0

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This number includes a child question not required to be answered.

71 answered of 71 required; click “Next Section/Tab”.

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Conducting an Assessment (continued):



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

Home > Manage Assessments Home > 11857_20200317-88thABW-WPAFB > 1 - Data Collection

This will set-up your assessment data collection. [\[More\]](#)

The diagram illustrates a sequential process for conducting an assessment. It starts with "Profile Organization" (icon: building with people), followed by "Scope Assessment" (icon: globe with arrows), "Identify Assets" (icon: shield with a plus sign), "Characterize Threats" (icon: person in balaclava), and "Conduct Assessment" (icon: shield). Each step has a green checkmark icon below it. Arrows connect the steps from left to right. After the final step, there is a "FINISH AND LOCK" button with a checkmark and the text "CLICK HERE". A blue callout box points to this final button with the text "Click here to finalize the assessment." Below the steps is a "Back to Assessment Home Page" button.

Profile Organization

Scope Assessment

Identify Assets

Characterize Threats

Conduct Assessment

FINISH AND LOCK
CLICK HERE

Back to Assessment Home Page

Click here to finalize the assessment.

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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 screenshot shows the completed assessment page. At the top, there's a header bar with "Assessment Workflow". Below it, a section titled "This is your assessment home page. We'll guide you through it step by step." displays four steps: 1 - Data Collection (read only), 2 - Basic Analysis, Mitigation and Submission (active), 3 - Approver Review (disabled), and 4 - Completed (disabled). The main content area shows the assessment details: "11857_20200317-88thABW-WPAFB", "Assessment of AFMC > 88th ABW, 03/17/2020 (2 - Basic Analysis, Mitigation and Submission)", and "Conducted by Job Furst with objectives: Information Protection Version 1.0". Below this is the "Assessment Administration" section with various buttons: Open for Editing, Rename, Share this Assessment, Change Owner, Delete, File/Image Upload, Reports, View POCs, and Archive Assessment. A blue callout box on the right side of the page states: "The Analysis and Mitigation phase is addressed in the Analysis Users Guide. (See the ‘References and Materials’)" and another blue callout box states: "Assessment Administration is addressed in the Grid and Admin Tools Guide."

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Final Note: User Assistance

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

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



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