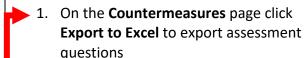**IDRMP EPRM Training Job Aid**
A Step-by-step Guide
Conducting an IDRMP Assessment

Create an Assessment from a Template:

1. **Login** to EPRM
2. Click **Manage Assessments**
3. Click **Start a new assessment**
4. Enter the **name** of the assessment using standard naming convention*
5. Select the unit (**Node**)
6. Select **Antiterrorism Force Protection or IDRMP Version 2.0** as the Objective
7. Select **Inherit from Template**
8. Select the **Pre-Scored Asset Template** and the base **AHTA**
9. Answer **Profile** questions, click **Next Section/Tab**
10. Answer **Scope Assessment** questions, click **Next Section/Tab**
11. Review the list of Critical Assets and align the choices to be in line with your current asset list. *Do not include any assets that include additional security checks (those located in Restricted or Controlled Areas), these will be addressed later.*
12. Select "**Yes**" for all applicable assets, review the pre-scored answers and change them as necessary, then click **Submit**
    a. Answer the last question "**Yes**" if you made changes, "**No**" if you did not make a change, and "**N/A**" if there were no pre-scored answers (e.g., for space assets)
    b. Add a comment explaining any changes made to the pre-scored answers
    c. Select "**No**" for any asset not applicable for the assessment
13. Once you have answered all of the assets, click **Next Section/Tab**
14. Review answers on the threats page and make any changes that would be applicable to your specific location, click **Next Section/Tab**
15. **Answer** the assessment questions directly in EPRM (or see alternative process using Excel), click **Next Section/Tab**
16. Click **Save and Lock** icon

EPRM Alternative process using Excel:

(must complete steps 1-14 (left) prior to starting this process)

1. On the **Countermeasures** page click **Export to Excel** to export assessment questions
2. **Save** the file
    a. Open the file on the computer
    b. Enable editing
    c. Make changes in Excel (transcribing from hard copy)
    d. Save the updated file to the computer
3. Return to the assessment and navigate to the EPRM **Countermeasures** page
4. Click **Upload Responses** to load the populated Excel sheet into EPRM
5. Click **Browse** to locate the file
6. Click **Upload**
7. Click **Back**
8. Verify all countermeasures have been answered as expected, click **Next/Section Tab**
9. Click **Save and Lock** icon

***Naming convention for assessments (where each item is separated by a hyphen):**
Completion date of the assessment (YYYYMMDD) (required) - **The assessed command entity** (required) - **Assessment location** (required) - **Assessment sub-location/Project Name** (required) - **Service-identified label** (required)

Example Assessment Name: 20180604-88th Air Base Wing-Wright Patterson AFB-Area B-HHQ Assessment

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Create an Asset or Location Specific Assessment with Additional Security (Assets in Restricted and Controlled Areas):

1. Click **Start a new assessment**
2. Enter the **name** of the assessment using standard naming convention.*
3. Select the unit (**Node**)
4. Select **Antiterrorism Force Protection or IDRMP Version 2.0** as the Objective
5. Select **Copy from an existing assessment**
6. **Continue** through the profile pages, update responses as necessary
7. Update the critical assets to align with the specific assets or secure location that you are assessing
8. Select "**Yes**" for all applicable assets, review the pre-scored answers and change them as necessary, then click **Submit**
   a. Answer the last question "**Yes**" if you made changes, "**No**" if you did not make a change, and "**N/A**" if there were no pre-scored answers (e.g., for space assets)
   b. Add a comment explaining any changes made to the pre-scored answers
   c. Select "**No**" for any asset not applicable for the assessment
9. Once you have answered all of the assets, click **Next Section/Tab**
10. **Review** the answers on the threats page and make any changes that would be applicable to your specific location, click **Next Section/Tab**
11. **Update** the assessment questions for this specific asset or location, click **Next Section/Tab**
12. Click **Save and Lock** icon

Need Help?

Requesting Access - Email the following information to (NIPRNET) raleigh.onks.ctr@us.af.mil and caleb.l.jones.ctr@mail.mil or (SIPRNET) raleigh.a.onks.ctr@mail.smil.mil
- Name
- Title/Rank
- Phone Number (NOT DSN)
- Service or Component
- Installation (i.e. base, post)
- Unit
- NIPR E-Mail
- SIPR E-Mail
- Type of account required (MARMS, OPSEC, IP, DoDInT):

Accessing system (SIPRNET):
https://eprm.csd.disa.smil.mil

Resources:
User guides, videos & other materials are available on the EPRM Help page (NIPRNET):
http://eprmhelp.countermeasures.com/af-atidrmp.html

Or

On EPRM in the "View References and Materials" section (SIPRNET)

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For assistance and for any questions, please email EPRMhelp@hii-tsd.com or Call 1-800-754-4204.
0700-1700 Eastern time